

AGENDA
Board of Directors Meeting
November 2, 2022

*******Start Time: 10:00 a.m. (CLOSED SESSION)*******
1170 W. 3rd Street, San Bernardino, CA 92410, 2nd Fl. (The Super Chief)

******Convene Regular Meeting at 10:15 a.m.*****

LOCATION:
San Bernardino County Transportation Authority
First Floor Lobby Board Room
1170 W. 3rd Street, San Bernardino, CA

TELECONFERENCING WILL BE AVAILABLE AT THE FOLLOWING LOCATION:

City Council Chambers
1111 Bailey Ave.
Needles, CA 92363

Board of Directors

President

Art Bishop, Mayor Pro Tem
Town of Apple Valley

Vice-President

Dawn Rowe, Supervisor
County of San Bernardino

Daniel Ramos, Mayor Pro Tem
City of Adelanto

Paul Courtney, Mayor
City of Barstow

Rick Herrick, Mayor
City of Big Bear Lake

Eunice Ulloa, Mayor
City of Chino

Ray Marquez, Mayor
City of Chino Hills

Frank Navarro, Mayor
City of Colton

Acquanetta Warren, Mayor
City of Fontana

Darcy McNaboe, Mayor
City of Grand Terrace

Rebekah Swanson, Council Member
City of Hesperia

Larry McCallon, Mayor
City of Highland

Rhodes "Dusty" Rigby, Council Member
City of Loma Linda

John Dutrey, Mayor
City of Montclair

Edward Paget, Vice Mayor
City of Needles

Alan Wapner, Mayor Pro Tem
City of Ontario

L. Dennis Michael, Mayor
City of Rancho Cucamonga

Paul Barich, Mayor
City of Redlands

Deborah Robertson, Mayor
City of Rialto

John Valdivia, Mayor
City of San Bernardino

Joel Klink, Council Member
City of Twentynine Palms

Carlos A. Garcia, Council Member
City of Upland

Debra Jones, Mayor
City of Victorville

David Avila, Mayor
City of Yucaipa

Rick Denison, Mayor Pro Tem
Town of Yucca Valley

Paul Cook, Supervisor
County of San Bernardino

Janice Rutherford, Supervisor
County of San Bernardino

Curt Hagman, Supervisor
County of San Bernardino

Joe Baca, Jr., Supervisor
County of San Bernardino

Diane Morales, Caltrans
Interim Ex-Officio Member

Ray Wolfe, *Executive Director*

Julianna Tillquist, *General Counsel*

**San Bernardino County Transportation Authority
San Bernardino Council of Governments**

AGENDA

Board of Directors

November 2, 2022

*****10:00 a.m. (CLOSED SESSION)***
1170 W. 3rd St., 2nd Fl. (The Super Chief)
San Bernardino, CA**

CLOSED SESSION

- 1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
(Threatened) Pursuant to Government Code Section 54956.9(d)(2)--1 case
SBCTA--Construction claim by Guy F. Atkinson Construction, LLC (SR-210 Lane Addition
and Baseline Interchange)
Based on existing facts and circumstances there is a significant exposure to litigation.

******Convene Regular Meeting at 10:15 a.m.******

Location:

1170 W. 3rd Street, 1st Floor Lobby Board Room, San Bernardino, CA

**VIDEO CONFERENCING WILL BE AVAILABLE AT THE FOLLOWING LOCATION:
City Council Chambers, 1111 Bailey Ave., Needles, CA 92363**

Items listed on the agenda are intended to give notice to members of the public of a general description of matters to be discussed or acted upon. The posting of the recommended actions does not indicate what action will be taken. The Board may take any action that it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action.

To obtain additional information on any items, please contact the staff person listed under each item. You are encouraged to obtain any clarifying information prior to the meeting to allow the Board to move expeditiously in its deliberations. Additional *“Meeting Procedures”* and agenda explanations are attached to the end of this agenda.

CALL TO ORDER

(Meeting Chaired by Art Bishop)

- i. Pledge of Allegiance
- ii. Attendance
- iii. Announcements
Calendar of Events
- iv. Agenda Notices/Modifications

Possible Conflict of Interest Issues

Note agenda item contractors, subcontractors and agents which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item.

1. Information Relative to Possible Conflict of Interest

Pg. 12

Note agenda items and contractors/subcontractors, which may require member abstentions due to possible conflicts of interest.

This item is prepared monthly for review by Board and Committee members.

CONSENT CALENDAR

Items listed on the Consent Calendar are expected to be routine and non-controversial. These items have been discussed at Policy Committee meetings and made available for public review as noted in the agenda. The Consent Calendar will be acted upon as a single motion. Items on the Consent Calendar may be removed for discussion by Board Member Request. Items pulled from the consent calendar will be brought up immediately following the vote on the Consent Calendar.

Consent - Administrative Matters

2. September 2022 Procurement Report

Pg. 13

Receive the September 2022 Procurement Report.

Presenter: Shaneka Morris

This item was received by the General Policy Committee on October 12, 2022.

3. Budget to Actual Report for fourth Quarter Ending June 30, 2022

Pg. 25

Receive and file Budget to Actual Report for the fourth quarter ending June 30, 2022.

Presenter: Lisa Lazzar

This item was received by the General Policy Committee on October 12, 2022.

4. Measure I Revenue

Pg. 36

Receive report on Measure I receipts for Measure I 2010-2040.

Presenter: Lisa Lazzar

This item was received by the General Policy Committee on October 12, 2022.

5. Clarification of CityCom Real Estate Services, Inc. Contract No. 20-1002397 for Depot Property and Facility Management Services and Related Operating Expenses

Pg. 38

Receive and file an update related to Contract No. 20-1002397 with CityCom Real Estate Services, Inc.

Presenter: Colleen Franco

This item was received by the General Policy Committee on October 12, 2022. SBCTA General Counsel has reviewed this item.

6. Board Presidential Appointment

Receive and file the following Board Presidential appointment:

A. Note the Presidential appointment of Supervisor Curt Hagman, to serve on the Inland Regional Energy Network (I-REN) Executive Committee, for a two-year term expiring December 31, 2024.

B. Note the vacancy for two additional members to serve on the I-REN Executive Committee.

Presenter: Marleana Roman

This item has not received prior policy committee or technical advisory committee review. This agenda item is presented to apprise the Board of the Presidential appointment.

Consent - Project Delivery

7. Release Request for Proposals for Construction Management Services for Mount Vernon Avenue Improvement Project at Interstate 10 Pg. 43

That the Board, acting as the San Bernardino County Transportation Authority:

Authorize the release of Request for Proposals No. 23-1002845 for Construction Management Services for the Interstate 10 Mount Vernon Avenue Interchange Improvement Project.

Presenter: Khalid Bazmi

This item was reviewed and recommended for approval (14-0-0) without a quorum of the Board present at the Board of Directors Metro Valley Study Session on October 13 2022. SBCTA General Counsel, Procurement Manager and Risk Manager have reviewed this item and the draft RFP.

8. Interstate 10 Eastbound Truck Climbing Lane Release of Invitation for Bids No. 23-1002869 Pg. 80

That the Board, acting as the San Bernardino County Transportation Authority:

Authorize the Executive Director, or his designee, to release Invitation for Bids No. 23-1002869 for construction of the Interstate 10 Eastbound Truck Climbing Lane Project, subject to approval as to form by General Counsel and final approval of the Plans, Specifications, and Estimates package.

Presenter: Khalid Bazmi

This item was reviewed and recommended for approval (14-0-0) without a quorum of the Board present at the Board of Directors Metro Valley Study Session on October 13, 2022. SBCTA General Counsel, Procurement Manager and Risk Manager have reviewed this item.

Consent - Transit

9. Revised Fiscal Year 2022/2023 Transit Operator Allocations Pg. 82

That the Board, acting as the San Bernardino County Transportation Authority

A. Allocate an additional \$5,782 of State Transit Assistance – Population Share funds to the City of Needles and \$2,725,000 of Congestion Mitigation and Air Quality (CMAQ) Improvement Funds to Victor Valley Transit Authority.

Agenda Item 9 (cont.)

B. Approve revisions to the transit agencies' Short Range Transit Plans revenue assumptions to reflect the final allocation amounts.

C. Approve the revised CMAQ Allocation Plan through Fiscal Year 2031/2032.

Presenter: Nancy Strickert

This item was reviewed and unanimously recommended for approval by the Transit Committee on October 13, 2022.

Consent - Transportation Programming and Fund Administration

10. San Bernardino Line Rialto Double Track Project Funding Plan Update

Pg. 86

That the Board, acting as the San Bernardino County Transportation Authority:

Approve an updated funding strategy for the San Bernardino Line Rialto Double Track Project, Control Point Lilac to Sycamore, that programs up to an additional \$7.615 million in uncommitted transit funds and requests \$33.562 million in grant funds.

Presenter: Michele Fogerson

This item was reviewed and unanimously recommended for approval by the Transit Committee on October 13, 2022.

11. Administering Agency-State Master Agreement for State-Funded Projects

Pg. 89

That the Board, acting as the San Bernardino County Transportation Authority (SBCTA):

A. Approve Agreement No. 23-1002890 with the California Department of Transportation, which establishes standards for implementation of projects when SBCTA acts as an administering agency for state-funded projects.

B. Adopt Resolution No. 23-024 authorizing the Executive Director, or his designee, to execute Program Supplements for specific projects under Agreement No. 23-1002890 based upon SBCTA Board of Directors' prior approval of the specific project and project costs, and repealing Resolution No. 20-002.

Presenter: Michele Fogerson

This item was reviewed and unanimously recommended for approval by the General Policy Committee on October 12, 2022. SBCTA General Counsel and Risk Manager have reviewed this item and the draft agreement.

Consent Calendar Items Pulled for Discussion

Items removed from the Consent Calendar shall be taken under this item in the order they were presented on the agenda.

Public Comment

Brief Comments from the General Public

Comments from Board Members

Brief Comments from Board Members

Executive Director's Comments

Brief Comments from the Executive Director

ADJOURNMENT

Additional Information

Attendance	Pg. 111
Acronym List	Pg. 113

Agency Reports

Mobile Source Air Pollution Reduction Review Committee Agency Report	Pg. 116
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Committee Membership

Representatives on SCAG Committees	Pg. 119
Appointments to External Agencies	Pg. 120
Committee Membership	Pg. 122

Mission Statement

Mission Statement	Pg. 127
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Meeting Procedures and Rules of Conduct

Meeting Procedures - The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the Board of Directors and Policy Committees.

Accessibility - The meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk can be reached by phone at (909) 884-8276 or via email at clerkoftheboard@gosbcta.com and office is located at 1170 W. 3rd Street, 2nd Floor, San Bernardino, CA.

Agendas – All agendas are posted at www.gosbcta.com/board/meetings-agendas/ at least 72 hours in advance of the meeting. Staff reports related to agenda items may be reviewed online at that web address. Agendas are also posted at 1170 W. 3rd Street, 1st Floor, San Bernardino at least 72 hours in advance of the meeting.

Agenda Actions – Items listed on both the “Consent Calendar” and “Discussion” contain recommended actions. The Board of Directors will generally consider items in the order listed on the agenda. However, items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors or unanimous vote of members present as provided in the Ralph M. Brown Act Government Code Sec. 54954.2(b).

Closed Session Agenda Items – Consideration of closed session items excludes members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.

Public Testimony on an Item – Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should complete a “Request to Speak” form, provided at the rear of the meeting room, and present it to the Clerk prior to the Board's consideration of the item. A "Request to Speak" form must be completed for each item an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations. Members of the public requesting information be distributed to the Board of Directors must provide 40 copies of such information in advance of the meeting, except for noticed public hearings. Information provided as public testimony is not read into the record by the Clerk.

The Consent Calendar is considered a single item, thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.

Agenda Times – The Board is concerned that discussion take place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.

Public Comment – At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject within the Board’s authority. Matters raised under “Public Comment” may not be acted upon at that meeting. “Public Testimony on any Item” still applies.

Disruptive or Prohibited Conduct – If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of person willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive or prohibited conduct includes without limitation addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, bringing into the meeting any type of object that could be used as a weapon, including without limitation sticks affixed to signs, or otherwise preventing the Board from conducting its meeting in an orderly manner. Your cooperation is appreciated!

**General Practices for Conducting Meetings
of
Board of Directors and Policy Committees**

Attendance.

- The Chair of the Board or a Policy Committee (Chair) has the option of taking attendance by Roll Call or Self-Introductions. If attendance is taken by Roll Call, the Clerk of the Board will call out by jurisdiction or supervisorial district. The Member or Alternate will respond by stating his/her name. If attendance is by Self-Introduction, the Member or Alternate will state his/her name and jurisdiction or supervisorial district.
- A Member/Alternate, who arrives after attendance is taken, shall announce his/her name prior to voting on any item.
- A Member/Alternate, who wishes to leave the meeting after attendance is taken but before remaining items are voted on, shall announce his/her name and that he/she is leaving the meeting.

Basic Agenda Item Discussion.

- The Chair announces the agenda item number and states the subject.
- The Chair calls upon the appropriate staff member or Board Member to report on the item.
- The Chair asks members of the Board/Committee if they have any questions or comments on the item. General discussion ensues.
- The Chair calls for public comment based on “Request to Speak” forms which may be submitted.
- Following public comment, the Chair announces that public comment is closed and asks if there is any further discussion by members of the Board/Committee.
- The Chair calls for a motion from members of the Board/Committee.
- Upon a motion, the Chair announces the name of the member who makes the motion. Motions require a second by a member of the Board/Committee. Upon a second, the Chair announces the name of the Member who made the second, and the vote is taken.
- The “aye” votes in favor of the motion shall be made collectively. Any Member who wishes to oppose or abstain from voting on the motion, shall individually and orally state the Member’s “nay” vote or abstention. Members present who do not individually and orally state their “nay” vote or abstention shall be deemed, and reported to the public, to have voted “aye” on the motion.

The Vote as specified in the SANBAG Bylaws.

- Each Member of the Board of Directors shall have one vote. In the absence of the official representative, the alternate shall be entitled to vote. (Board of Directors only.)
- Voting may be either by voice or roll call vote. A roll call vote shall be conducted upon the demand of five official representatives present, or at the discretion of the presiding officer.

Amendment or Substitute Motion.

- Occasionally a Board Member offers a substitute motion before the vote on a previous motion. In instances where there is a motion and a second, the maker of the original motion is asked if he or she would like to amend his or her motion to include the substitution or withdraw the motion on the floor. If the maker of the original motion does not want to amend or withdraw, the substitute motion is voted upon first, and if it fails, then the original motion is considered.
- Occasionally, a motion dies for lack of a second.

Call for the Question.

- At times, a Member of the Board/Committee may “Call for the Question.”
- Upon a “Call for the Question,” the Chair may order that the debate stop or may allow for limited further comment to provide clarity on the proceedings.
- Alternatively and at the Chair’s discretion, the Chair may call for a vote of the Board/Committee to determine whether or not debate is stopped.
- The Chair re-states the motion before the Board/Committee and calls for the vote on the item.

The Chair.

- At all times, meetings are conducted in accordance with the Chair’s direction.
- These general practices provide guidelines for orderly conduct.
- From time-to-time circumstances require deviation from general practice.
- Deviation from general practice is at the discretion of the Chair.

Courtesy and Decorum.

- These general practices provide for business of the Board/Committee to be conducted efficiently, fairly and with full participation.
- It is the responsibility of the Chair and Members to maintain common courtesy and decorum.

*Adopted By SANBAG Board of Directors January 2008
Revised March 2014
Revised May 4, 2016*



Important Dates to Remember...

November 2022

SBCTA Meetings – Cancelled: None

SBCTA Meetings – Scheduled:

General Policy Committee	Nov 9	9:00 am	SBCTA Lobby, 1st Floor
Legislative Policy Committee	Nov 9	9:30 am	SBCTA Lobby, 1st Floor
Transit Committee	Nov 10	9:00 am	SBCTA Lobby, 1st Floor
Metro Valley Study Session	Nov 10	9:30 am	SBCTA Lobby, 1st Floor
I-10/I-15 Corridor Joint Sub-Committee	Nov 10	10:00 am	SBCTA Lobby, 1st Floor
Mountain/Desert Committee	Nov 18	9:30 am	Mojave Desert AQMD

Other Meetings/Events:

Focus on the Future Conference	Nov 13-15	7:30 am	Newport Beach Marriot
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SBCTA Offices will be CLOSED:

- **Friday, November 11th, Veterans Day**
- **Thursday & Friday, November 24th & 25th, for the Thanksgiving Holiday**

For additional information, please call SBCTA at (909) 884-8276

Communication: Calendar of Events (Announcements)

Minute Action

AGENDA ITEM: 1

Date: *November 2, 2022*

Subject:

Information Relative to Possible Conflict of Interest

Recommendation:

Note agenda items and contractors/subcontractors, which may require member abstentions due to possible conflicts of interest.

Background:

In accordance with California Government Code 84308, members of the Board may not participate in any action concerning a contract where they have received a campaign contribution of more than \$250 in the prior twelve months from an entity or individual, except for the initial award of a competitively bid public works contract. This agenda contains recommendations for action relative to the following contractors:

Item No.	Contract No.	Principals & Agents	Subcontractors
5	20-1002397	CityCom Real Estate Services, Inc. <i>Mike Fortunato, President</i>	None
9	Allocation	City of Needles	None
	Allocation	Victor Valley Transit Authority	None
11	23-1002890	California Department of Transportation	None

Financial Impact:

This item has no direct impact on the budget.

Reviewed By:

This item is prepared monthly for review by Board and Committee members.

Responsible Staff:

Approved
Board of Directors
Date: November 2, 2022

Witnessed By:

Entity: San Bernardino Council of Governments, San Bernardino County Transportation Authority

Minute Action

AGENDA ITEM: 2

Date: *November 2, 2022*

Subject:

September 2022 Procurement Report

Recommendation:

Receive the September 2022 Procurement Report.

Background:

The Board of Directors adopted the Procurement and Special Risk Assessment Policy (Policy No. 11000) on January 3, 1997, and approved the last revision on October 6, 2021. The Board of Directors authorized the Executive Director, or his designee, to approve: a) contracts and purchase orders up to \$100,000; b) Contract Task Orders (CTO) up to \$500,000 and for CTOs originally \$500,000 or more, increasing the CTO amount up to \$250,000; c) amendments with a zero dollar value; d) amendments to exercise the option term if the option term was approved by the Board of Directors in the original contract; e) amendments that cumulatively do-not-exceed 50% of the original contract or purchase order value or \$100,000, whichever is less; f) amendments that do-not-exceed contingency amounts authorized by the Board of Directors; and g) release Request for Proposals (RFP), Request for Qualifications (RFQ), and Invitation for Bids (IFB) for proposed contracts from which funding has been approved and the solicitation has been listed in the Annual Budget, and are estimated not-to-exceed \$1,000,000.

The Board of Directors further authorized General Counsel to award and execute legal services contracts up to \$100,000 with outside counsel as needed, and authorized Department Directors to approve and execute Contingency Amendments that do-not-exceed contingency amounts authorized by the Board of Directors.

Lastly, the Board of Directors authorized CityCom Real Estate Services, Inc. (CityCom) to issue contracts and purchase orders.

Below is a summary of the actions taken by SBCTA authorized staff:

- No new contracts.
- Six (6) contract amendments were executed for a total cost of \$25,053.23.
- Four (4) contract CTOs were executed for a total cost of \$303,043.62.
- One (1) Contingency Amendment was executed for a total cost of \$6,521.00.
- No purchase orders.
- No purchase order amendments.
- One (1) RFP was released.

Below is a summary of the actions taken by CityCom:

- Three (3) contracts were executed for a total cost of \$21,140.00.
- One (1) purchase order was executed for a total cost of \$12,390.25.

Entity: San Bernardino Council of Governments, San Bernardino County Transportation Authority

Board of Directors Agenda Item

November 2, 2022

Page 2

A list of all Contracts and Purchase Orders that were executed by the Executive Director, Department Director and/or General Counsel during the month of September 2022 are presented herein as Attachment A, all RFPs and IFBs are presented in Attachment B, and all CityCom's contracts and purchase orders are presented in Attachment C.

Financial Impact:

This item is consistent with the Fiscal Year 2022/2023 Budget. Presentation of the monthly procurement report demonstrates compliance with the Procurement and Special Risk Assessment Policy.

Reviewed By:

This item was received by the General Policy Committee on October 12, 2022.

Responsible Staff:

Shaneka Morris, Procurement Manager

Approved
Board of Directors
Date: November 2, 2022

Witnessed By:

San Bernardino Council of Governments
San Bernardino County Transportation Authority

Attachment A

September Contract Actions

New Contracts Executed:

Contract No.	Description of Services	Vendor Name	Contract Amount
None			

Attachment A

September Amendment Actions

Contract Amendments Executed:

Contract No. & Amendment No.	Reason for Amendment (Include a Description of the Amendment)	Vendor Name	Contract History	Contract Amount
22-1002682 No. 1	To exercise the option year and extend contract by one year and increase the contract amount by \$7,198.20 for a total not-to-exceed amount of \$14,396.40 for a visitor management system.	Envoy, Inc.	Original	\$7,198.20
			Prior Amendments(CTOs)	\$0.00
			Current Amendment	\$7,198.20
			Total Contract Amount	\$14,396.40
18-1001854 No. 0	To establish annual contract authority for Fiscal Year 2021/2022 for toll transaction billing and customer services.	Transportation Corridor Agencies	Original	\$0.00
			Prior Amendments	\$0.00
			Current Amendment	\$17,855.03
			Total Contract Amount	\$17,855.03
22-1002736 No. 1*	To start Freeway Services Patrol (FSP) services for Beat 9 three months earlier than the original contract date.	Royal Coaches Auto Body & Towing	Original	\$3,102,514.00
			Prior Amendments	\$0.00
			Current Amendment	\$0.00
			Total Contract Amount	\$3,102,514.00
16-1001556 No. 3*	To terminate contract three months early by mutual agreement.	Royal Coaches Auto Body & Towing	Original	\$1,272,935.00
			Prior Amendments	\$995,337.00
			Current Amendment	\$0.00
			Total Contract Amount	\$2,268,272.00
22-1002737 No. 1*	To start Freeway Services Patrol services for Beat 31 three months earlier than the original contract date.	Royal Coaches Auto Body & Towing	Original	\$2,741,718.00
			Prior Amendments	\$0.00
			Current Amendment	\$0.00
			Total Contract Amount	\$2,741,718.00
16-1001523 No. 6*	To terminate contract three months early by mutual agreement.	Royal Coaches Auto Body & Towing	Original	\$1,273,064.00
			Prior Amendments	\$2,185,045.48
			Current Amendment	\$0.00
			Total Contract Amount	\$3,458,109.48

*In order to improve services and due to the early availability of new FSP trucks under contracts 22-1002736 and 22-1002737, SBCTA and Royal Coaches Auto Body & Towing agreed to move up the service start date under these two contracts and terminate early the services under contracts 16-1001523 and 16-1001556.

Attachment A

September Contract Task Order Actions

Contract Task Order (CTO) Executed:

Contract No. & CTO No.	Vendor Name	Description of Services	Contract Amount	CTO History	CTO Amount
19-1002000 No. 28	Costin Public Outreach Group, Inc.	Public outreach for North 1st Avenue Bridge project.	\$6,000,000.00 (available \$879,541.78)	Original	\$119,800.00
				Prior Amendments	\$0.00
				Current Amendment	\$0.00
				Total CTO Amount	\$119,800.00
19-1002008 No. 3.1	Overland Pacific & Cutler, LLC	For right-of-way services for West Valley Connector project segment 1.	\$5,500,000.00 (available \$1,160,817.67) Shared with Epic Land Solutions, Inc. (18-1001924), Bender Rosenthal, Inc. (19-1002007), and Paragon Partners Consultants, Inc. (19-1002009)	Original	\$477,986.58
				Prior Amendments	\$0.00
				Current Amendment	\$105,666.76
				Total CTO Amount	\$583,653.34
20-1002378 No. 7	Conrad, LLP	Pre-award overhead audit for I-10 Corridor Contract 2 design contract.	\$600,000.00 (available \$497,023.75)	Original	\$34,509.00
				Prior Amendments	\$0.00
				Current Amendment	\$0.00
				Total CTO Amount	\$34,509.00

Attachment: September 2022 Procurement Report Attachment A (9049 : September 2022 Procurement Report)

Attachment A

September Contract Task Order Actions

Contract Task Order (CTO) Executed (Continued):

Contract No. & CTO No.	Vendor Name	Description of Services	Contract Amount	CTO History	CTO Amount
22-1002708 No. 4	WSP USA, Inc.	Sole Source - For an independent check of Structural Analysis and Report Services for the Interstate 10 (I-10) at Vineyard Avenue Bridge Overcrossing related to I-10 Corridor Contract 1 project.	\$5,000,000.00 (available \$4,105,492.43)	Original	\$43,067.86
				Prior Amendments	\$0.00
				Current Amendment	\$0.00
				Total CTO Amount	\$43,067.86

Attachment: September 2022 Procurement Report Attachment A (9049 : September 2022 Procurement Report)

Attachment A

September Contingency Released Actions

Contingency Released Executed:

Contract No. & Contingency No.	Reason for Contingency Amendment (Include a Description of the Contingency Amendment)	Vendor Name	Contract History	Contract Amount
20-1002388 No. 0B	To update design using Caltrans specifications versus Greenbook specifications for Metrolink ATP Phase II	Koa Corporation	Original	\$508,006.41
			Prior Amendments	\$0.00
			Prior Contingencies	\$22,104.06
			Current Contingency	\$6,521.00
			Amended Contract Amount	\$536,631.47

Attachment A

September Purchase Order Actions

Purchase Orders Executed:

PO No.	PO Posting Date	Vendor Name	Description of Services	PO Dollar Amount
None				

Attachment: September 2022 Procurement Report Attachment A (9049 : September 2022 Procurement Report)

Attachment A

September Purchase Order Amendment Actions

Purchase Order Amendments Executed:

Purchase Order No. & Amendment No.	Description of Services and Reason for Amendment	Vendor Name	Purchase Order History	Purchase Order Amount
None				

Attachment: September 2022 Procurement Report Attachment A (9049 : September 2022 Procurement Report)

Attachment B

September RFP's, RFQ's and IFB's

Release of RFP's, RFQ's and IFB's

Release Date	RFP/RFQ/IFB No.	Anticipated Dollar Amount	Anticipated Award Date	Description of Overall Program and Program Budget
09/26/2022	23-1002828	TBD	12/31/2022	SharePoint Support Services

Attachment: September 2022 Procurement Report Attachment B (9049 : September 2022 Procurement Report)

Attachment C

July through September CityCom's Issued Contracts

New Contracts Executed:

Contract No.	Description of Services	Vendor Name	Contract Amount
SB Depot 2022 Access Control	Building access badge system.	IE Alarm Systems	\$10,260.00
SB Depot Canopy Assessment	Impact assessment from canopy vehicular impact.	Degenkolb Structural Engineering	\$3,280.00
SB Depot Lobby Front Canopy Repair	Main entrance canopy repairs.	Sudweeks Construction	\$7,600.00

Attachment C

July through September CityCom's Issued Purchase Orders

New Purchase Orders Executed:

PO No.	Vendor Name	Description of Services	PO Dollar Amount
47646	Jubilee Plumbing Inc.	Emergency repairs - excavate, unclog, and repair underground pump house plumbing leak.	\$12,390.25

Minute Action

AGENDA ITEM: 3

Date: *November 2, 2022*

Subject:

Budget to Actual Report for fourth Quarter Ending June 30, 2022

Recommendation:

Receive and file Budget to Actual Report for the fourth quarter ending June 30, 2022.

Background:

The Fiscal Year 2021/2022 Budget for new activity was adopted by the Board of Directors on June 2, 2021. Budgetary information includes the original and revised budgets and expenditures as of June 30, 2022.

The report is broken down by Fund group and provides a percentage of the budget received or expended through June 30, 2022.

The following are explanations for significant percentage changes by Fund type:

General Fund

A. Revenues:

1. Measure I Sales Tax revenues resulted higher than budgeted. Sales tax revenue received in July and August are accrued in Fiscal Year 2021/2022 since collections pertain to May and June.
2. Interest is distributed to the appropriate funds at year-end based on ending cash balances. The negative balance includes fair value adjustment that recognizes a fair value adjustment loss in the current year per Government Accounting Standards Board Statement 31 (GASB 31).

B. Expenditures:

1. Expenditures to date are low mainly due to the timing of capital expenditures or program activities.

C. Other Financing Sources:

1. Operating transfers in represent cash transfers to reimburse expenditures funded by the Local Transportation Fund, State Transit Assistance Fund, and State of Good Repair Fund.
2. Operating transfers out are from cash transfers within the General Fund to fund the Indirect Cost Fund.

Federal Highway Fund

A. Revenues:

1. The timing for collections of revenues fluctuates as all federal grants are on a reimbursement basis.
2. Investment earnings are normally not budgeted.

Entity: San Bernardino Council of Governments, San Bernardino County Transportation Authority

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3. Miscellaneous Revenues include in-kind contributions from BNSF Railway for the Mount Vernon Viaduct Project.

B. Expenditures:

1. Expenditures to date are low mainly due to the timing of capital expenditures, which can take several years.

C. Other Financing Sources:

1. Operating transfers in represent cash transfers from the issuance of commercial paper.
2. Operating transfers out were recorded to maximizes federal funds for the Mount Vernon Viaduct Project.

Federal Transit Administration Fund

A. Revenues:

1. The timing for collections of revenues fluctuates as all federal grants are on a reimbursement basis.

B. Expenditures:

1. Expenditures to date are low mainly due to the timing of capital expenditures, which can take several years.

State Highway Fund

A. Revenues:

1. The timing for collections of revenues fluctuates as most state grants are on a reimbursement basis.

B. Expenditures:

1. Expenditures to date are low mainly due to the timing of capital expenditures, which can take several years.

C. Other Financing Sources:

1. Operating transfers in were to properly record expenses for State Route 210 under Measure I.
2. Operating transfers out were recorded to maximize state funds for the US 395 Widening Project.

Proposition 1B Fund

A. Revenues:

1. The revenue recognition for most Proposition 1B funds is when expenditures are incurred since the funds are received in advance.
2. Investment earnings are normally not budgeted.

B. Expenditures:

1. Expenditures to date are low mainly due to the timing of capital expenditures, which can take several years.

Local Transportation Fund (LTF)

A. Revenues:

1. LTF revenue resulted higher than budgeted. Sales tax revenue received in July and August are accrued in Fiscal Year 2021/2022 since collections pertain to May and June.
2. Interest is recorded based on earnings reported by the County of San Bernardino where the LTF funds are deposited. The negative balance includes fair value adjustment that recognizes a fair value adjustment loss in the current year per GASB 31.

B. Expenditures:

1. Funds are encumbered to ensure they are available to pay for the allocations approved by the Board. The encumbrances are removed at year-end and carried over to the new fiscal year.

C. Other Financing Sources:

1. Operating transfers out are recorded to recognize funds to support transit related projects which are recorded in the General Fund.

State Transit Assistance Fund (STAF)

A. Revenues:

1. The timing for recording of revenues fluctuates based on the period of performance upon distribution from the state.
2. Interest is recorded based on earnings reported by the County of San Bernardino where the STAF funds are deposited. The negative balance includes fair value adjustment that recognizes a fair value adjustment loss in the current year per GASB 31.

B. Expenditures:

1. Funds are encumbered to ensure they are available to pay for the allocations approved by the Board. The encumbrances are removed at year-end and carried over to the new fiscal year.

C. Other Financing Sources:

1. Operating transfers out represent cash transfers to the General Fund to fund transit activities which are based on a reimbursement basis. The transfer amount is negative due to accrual reversals that have been higher than actual reimbursements thus far.

Senate Bill 1 (SB 1)

A. Revenues:

1. The timing for collections of revenues fluctuates as most state grants are on a reimbursement basis.

B. Expenditures:

1. Expenditures ended low due to the timing of capital expenditures, which can take several years.

C. Other Financing Sources:

1. Operating transfers in were to properly record expenses for Freeway Service Patrol within the SB 1 funds.

2. Operating transfers out were recorded to maximize state funds for the US 395 Widening Project and to properly record expenses for Freeway Service Patrol within the SB 1 funds.

Measure I 1990-2010 Fund

A. Revenues:

1. Interest is distributed to the appropriate funds at year-end based on ending cash balances. The negative balance includes fair value adjustment that recognizes a fair value adjustment loss in the current year per GASB 31.

B. Expenditures:

1. Expenditures to date are low mainly due to the timing of capital expenditures, which can take several years.

Measure I 2010-2040 Fund

A. Revenues:

1. Measure I Sales Tax revenues resulted higher than budgeted. Sales tax revenue received in July and August are accrued in Fiscal Year 2021/2022 since collections pertain to May and June.
2. Intergovernmental revenues are based on timing of capital expenditures, which can take several years.
3. Interest is distributed to the appropriate funds at year-end based on ending cash balances and includes fair value adjustment recognized in the prior fiscal year per GASB 31. Investment earnings are negative due to prior year accrual reversals that have been higher than actual earnings thus far this year.

B. Expenditures:

1. Expenditures to date are low mainly due to the timing of capital expenditures, which can take several years.
2. Funds for the Fund Administration program are encumbered to ensure they are available to pay for the allocations approved by the Board. The encumbrances are removed at year-end and carried over to the new fiscal year.

C. Other Financing Sources:

1. Operating transfers in represent expenditures recorded in the fund for Mount Vernon Viaduct, State Route 18, Archibald Interchange, and Interstate 215 Barton Road project(s). As well as transfers from the Enterprise fund for the Interstate 10 Contract 1 Corridor Project draws on the Transportation Infrastructure Finance and Innovation Act (TIFIA) loan.
2. Operating transfers out represent cash transfers to the General Fund to fund the Indirect Cost Fund and Debt Service Fund to cover debt service expenditures. Also included are expenditures recorded in the fund for Mount Vernon Viaduct and State Route 210 project(s).

Debt Service Fund

A. Revenues:

1. Investment earnings are not budgeted.

B. Expenditures:

1. Expenditures are debt service (principal and interest) payments processed semi-annually on two outstanding sales tax revenue bonds.

C. Other Financing Sources:

1. Transfers in represent cash transfer from the Measure I and the Capital Projects funds to cover debt service expenditures and refunding of the 2012 Sales Tax Revenue Bonds.

Capital Projects Fund

A. Revenues:

1. The timing for collections of revenues fluctuates as most projects are funded on a reimbursement basis.
2. Interest is distributed to the appropriate funds at year-end based on ending cash balances. The negative balance includes fair value adjustment that recognizes a fair value adjustment loss in the current year per GASB 31.
3. Miscellaneous Revenues are mainly contributions from non-government entities for construction projects per various agreements.

B. Expenditures:

1. Expenditures to date are low mainly due to the timing of capital expenditures, which can take several years.

C. Other Financing Sources:

1. Premium on Bond Issued and Proceeds of Bond Issuance are from the issuance of the 2022 Sales Tax Revenue Refunding Bonds.
2. Operating transfers in represent cash transfers resulting from transfers within the Mount Vernon Viaduct and Archibald Interchange project(s).
3. Operating transfers out represent cash transfers resulting from the issuance of commercial paper and transfer to Debt Service to pay off the refunded 2012 Sales Tax Revenue Bonds. Also included are expenditures recorded in the fund for Mount Vernon Viaduct, State Route 18, Archibald Interchange, and Interstate 215 Barton Road project(s).
4. Proceeds of commercial paper represents issuance of commercial paper that was paid off in April and June by the Federal Highway Fund.

Non-major Governmental Funds – Excluding Council of Governments

A. Revenues:

1. The timing for collections of revenues fluctuates as most of the state grants are on a reimbursement basis.

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2. Interest is distributed to the appropriate funds at year-end based on ending cash balances. The negative balance includes fair value adjustment that recognizes a fair value adjustment loss in the current year per GASB 31.

B. Expenditures:

1. Expenditures to date are low mainly due to the timing of capital expenditures, which can take several years.

C. Other Financing Sources:

1. Operating transfers were recorded for the Freeway Service Patrol.
2. Operating transfers out represent cash transfers to fund the Indirect Cost Fund.

Council of Governments Fund

A. Revenues:

1. The timing of collection of revenues fluctuates as this program is mostly funded on a reimbursement basis and includes a new revenue this year from Regional Early Action Planning grant that had no reimbursements during the year.
2. Interest is distributed to the appropriate funds at year-end based on ending cash balances. The negative balance includes fair value adjustment that recognizes a fair value adjustment loss in the current year per GASB 31.

B. Expenditures:

1. Expenditures to date are low mainly due to the timing of program activities.

C. Other Financing Sources:

1. Operating transfers out represent cash transfers to fund the Indirect Cost Fund.

Financial Impact:

This item reports the status of expenditures against budget and imposes no financial impact on the Fiscal Year 2022/2023 Budget.

Reviewed By:

This item was received by the General Policy Committee on October 12, 2022.

Responsible Staff:

Lisa Lazzar, Chief of Fiscal Resources

Approved
Board of Directors
Date: November 2, 2022

Witnessed By:

Fiscal Year 2021-2022
Fourth Quarter Budget to Actual Report
June 30, 2022

	2021-2022		2021-2022	Actual Revenues	Encumbrances	Balance	% of Budget Remaining
	Original Budget	Amendments	Revised Budget	& Expenditures to Date			
GENERAL FUND							
Revenues							
Sales Tax-MSI	1,960,000	-	1,960,000	2,522,277	-	(562,277)	-28.69%
Charges for Services	658,230	-	658,230	568,592	-	89,638	13.62%
Investment Earnings	20,000	-	20,000	(122,204)	-	142,204	711.02%
Miscellaneous	-	-	-	77	-	(77)	-100.00%
Total Revenues	2,638,230	-	2,638,230	2,968,742	-	(330,512)	-12.53%
Expenditures							
General Government	11,669,157	95,316	11,764,473	9,389,154	-	2,375,319	20.19%
Environment and Energy Conservation	-	200	200	143	-	57	28.50%
Regional & Subregional Planning	904,700	(19,600)	885,100	539,462	-	345,638	39.05%
Transit	28,896,770	20,950,796	49,847,566	12,917,167	-	36,930,399	74.09%
Project Delivery	39,110	-	39,110	23	-	39,087	99.94%
Fund Administration	588,912	(58,000)	530,912	363,452	-	167,460	31.54%
Total Expenditures	42,098,649	20,968,712	63,067,361	23,209,401	-	39,857,960	63.20%
Other Financing Sources							
Transfers in	38,853,060	-	38,853,060	19,449,458	-	19,403,602	49.94%
Transfers out	(1,137,522)	-	(1,137,522)	(1,137,522)	-	-	0.00%
Total Other Financing Sources	37,715,538	-	37,715,538	18,311,936	-	19,403,602	51.45%
Revenues Over (Under) Expenditures	(1,744,881)	(20,968,712)	(22,713,593)	(1,928,723)	-	(20,784,870)	
Note: Transfers in are from LTF, STA, and SGR revenue for budget purposes. The comprehensive annual financial report accounts for the activity in the individual funds of LTF, STA, and SGR, not the general fund.							
FEDERAL HIGHWAY FUND							
Revenues							
Intergovernmental	77,397,002	-	77,397,002	54,512,307	-	22,884,695	29.57%
Investment Earnings	-	-	-	13,729	-	(13,729)	-100.00%
Miscellaneous	31,000,000	-	31,000,000	20,573,736	-	10,426,264	66.37%
Total Revenues	108,397,002	-	108,397,002	75,099,772	-	33,297,230	30.72%
Expenditures							
Transit	1,089,024	1,000,000	2,089,024	1,145,986	-	943,038	45.14%
Project Delivery	107,307,978	(5,066,551)	102,241,427	47,933,805	-	54,307,622	53.12%
Total Expenditures	108,397,002	(4,066,551)	104,330,451	49,079,791	-	55,250,660	52.96%
Other Financing Sources							
Transfers in	-	47,000,000	47,000,000	26,386,268	-	20,613,732	43.86%
Transfers out	-	(55,069,230)	(55,069,230)	(31,564,623)	-	(23,504,607)	42.68%
Total Other Financing Sources	-	(8,069,230)	(8,069,230)	(5,178,355)	-	(2,890,875)	0.00%
Revenues Over (Under) Expenditures	-	(4,002,679)	(4,002,679)	20,841,626	-	(24,844,305)	
FEDERAL TRANSIT ADMINISTRATION FUND							
Revenues							
Intergovernmental	28,849,369	-	28,849,369	27,170,606	-	1,678,763	5.82%
Miscellaneous	-	-	-	7,526	-	(7,526)	-100.00%
Total Revenues	28,849,369	-	28,849,369	27,178,132	-	1,671,237	5.79%
Expenditures							
Transit	28,849,369	6,461,607	35,310,976	14,868,192	-	20,442,784	57.89%
Total Expenditures	28,849,369	6,461,607	35,310,976	14,868,192	-	20,442,784	57.89%
Revenues Over (Under) Expenditures	-	(6,461,607)	(6,461,607)	12,309,940	-	(18,771,547)	

Attachment: Budget to Actual 4th Qtr 2022 (9053 : Budget to Actual Report - 4th Qtr. 2021/2022)

Fiscal Year 2021-2022
Fourth Quarter Budget to Actual Report
June 30, 2022

	2021-2022		2021-2022	Actual Revenues	Encumbrances	Balance	% of Budget Remaining
	Original Budget	Amendments	Revised Budget	& Expenditures to Date			
STATE HIGHWAY FUND							
Revenues							
Intergovernmental	98,940,510	(41,135)	98,899,375	74,184,807	-	24,714,568	24.99%
Total Revenues	98,940,510	(41,135)	98,899,375	74,184,807	-	24,714,568	24.99%
Expenditures							
General Government	2,840	(2,698)	142	142	-	-	0.00%
Regional & Subregional Planning	190,072	146,280	336,352	336,352	-	-	0.00%
Transit	9,592,166	-	9,592,166	4,861,202	-	4,730,964	49.32%
Project Delivery	88,280,344	(120,575)	88,159,769	61,378,188	-	26,781,581	30.38%
Fund Administration	875,088	(143,582)	731,506	731,506	-	-	0.00%
Total Expenditures	98,940,510	(120,575)	98,819,935	67,307,390	-	31,512,545	31.89%
Other Financing Sources							
Transfers in	-	41,135	41,135	41,135	-	-	-100.00%
Transfers out	-	(120,575)	(120,575)	(120,570)	-	(5)	0.00%
Total Other Financing Sources	-	(79,440)	(79,440)	(79,435)	-	(5)	0.00%
Revenues Over (Under) Expenditures	-	-	(41,135)	6,797,982	-	(6,797,982)	
PROPOSITION 1B FUND							
Revenues							
Intergovernmental	20,155,336	-	20,155,336	4,569,482	-	15,585,854	77.33%
Investment Earnings	1,749,706	-	1,749,706	136,852	-	1,612,854	92.18%
Total Revenues	21,905,042	-	21,905,042	4,706,334	-	17,198,708	78.51%
Expenditures							
Transit	14,115,210	-	14,115,210	9,456,501	-	4,658,709	33.00%
Project Delivery	7,789,832	-	7,789,832	4,529,482	-	3,260,350	41.85%
Total Expenditures	21,905,042	-	21,905,042	13,985,983	-	7,919,059	36.15%
Revenues Over (Under) Expenditures	-	-	-	(9,279,649)	-	9,279,649	
LOCAL TRANSPORTATION FUND							
Revenues							
Sales Tax-LTF	114,783,337	-	114,783,337	147,255,418	-	(32,472,081)	-28.29%
Investment Earnings	800,000	-	800,000	(2,777,180)	-	3,577,180	447.15%
Total Revenues	115,583,337	-	115,583,337	144,478,238	-	(28,894,901)	-25.00%
Expenditures							
Transit	69,017,402	50,000	69,067,402	40,097,652	-	28,969,750	41.94%
Total Expenditures	69,017,402	50,000	69,067,402	40,097,652	-	28,969,750	41.94%
Other Financing Sources							
Transfers out	(24,812,598)	-	(24,812,598)	(7,141,222)	-	(17,671,376)	-100.00%
Total Other Financing Sources	(24,812,598)	-	(24,812,598)	(7,141,222)	-	(17,671,376)	-100.00%
Revenues Over (Under) Expenditures	21,753,337	(50,000)	21,703,337	97,239,364	-	(75,536,027)	
STATE TRANSIT ASSISTANCE FUND							
Revenues							
Intergovernmental	22,210,573	-	22,210,573	27,738,083	-	(5,527,510)	-24.89%
Investment Earnings	420,000	-	420,000	(1,621,116)	-	2,041,116	485.98%
Total Revenues	22,630,573	-	22,630,573	26,116,967	-	(3,486,394)	-15.41%
Expenditures							
Transit	26,478,114	-	26,478,114	4,495,378	-	21,982,736	83.02%
Total Expenditures	26,478,114	-	26,478,114	4,495,378	-	21,982,736	83.02%
Other Financing Sources							
Transfers out	(31,043,420)	-	(31,043,420)	(5,048,747)	-	(25,994,673)	83.74%
Total Other Financing Sources	(31,043,420)	-	(31,043,420)	(5,048,747)	-	(25,994,673)	83.74%
Revenues Over (Under) Expenditures	(34,890,961)	-	(34,890,961)	16,572,842	-	(51,463,803)	

Note: Intergovernmental revenue (from State Transit Assistance) is net of the amount allocated to SBCTA and accounted for in the General Fund.

Attachment: Budget to Actual 4th Qtr 2022 (9053 : Budget to Actual Report - 4th Qtr. 2021/2022)

Fiscal Year 2021-2022
Fourth Quarter Budget to Actual Report
June 30, 2022

	2021-2022		2021-2022	Actual Revenues	Encumbrances	Balance	% of Budget Remaining
	Original Budget	Amendments	Revised Budget	& Expenditures to Date			
SENATE BILL 1 Fund							
Revenues							
Intergovernmental	54,122,351	443,535	54,565,886	35,539,175	-	19,026,711	34.87%
Total Revenues	54,122,351	443,535	54,565,886	35,539,175	-	19,026,711	34.87%
Expenditures							
Commuter and Motorist Assistance	1,181,803	102,900	1,284,703	1,283,470	-	1,233	99.90%
Regional & Subregional Planning Program	400,000	443,535	843,535	471,931	-	371,604	55.95%
Transit	2,114,415	-	2,114,415	-	-	2,114,415	100.00%
Major Project Delivery	50,005,000	-	50,005,000	33,807,648	-	16,197,352	67.61%
Total Expenditures	53,701,218	546,435	54,247,653	35,563,049	-	18,684,604	34.44%
Other Financing Sources							
Transfers in	-	-	-	144,373	-	(144,373)	-100.00%
Transfers out	-	(5,584)	(5,584)	(5,583)	-	(1)	0.00%
Total Other Financing Sources	-	(5,584)	(5,584)	138,790	-	(144,374)	0.00%
Revenues Over (Under) Expenditures	421,133	(108,484)	312,649	114,916	-	197,733	
MEASURE I 1990-2010 FUND							
Revenues							
Investment Earnings	26,000	-	26,000	(48,554)	-	74,554	286.75%
Total Revenues	26,000	-	26,000	(48,554)	-	74,554	286.75%
Expenditures							
Environment and Energy Conservation	295,500	-	295,500	58	-	295,442	99.98%
Commuter and Motorist Assistance	200,000	-	200,000	60,265	-	139,735	69.87%
Project Delivery	2,336,647	-	2,336,647	652,355	-	1,684,292	72.08%
Total Expenditures	2,832,147	-	2,832,147	712,678	-	2,119,469	74.84%
Other Financing Sources							
Transfers in	-	19,620	19,620	19,620	-	-	-100.00%
Transfers out	-	(19,620)	(19,620)	(19,620)	-	-	0.00%
Total Other Financing Sources	-	-	-	-	-	-	0.00%
Revenues Over (Under) Expenditures	(2,806,147)	-	(2,806,147)	(761,232)	-	(2,044,915)	
MEASURE I 2010-2040 FUND							
Revenues							
Sales Tax-MSI	160,565,617	-	160,565,617	249,705,438	-	(89,139,821)	-55.52%
Intergovernmental	33,474,383	-	33,474,383	-	-	33,474,383	100.00%
Investment Earnings	1,149,700	-	1,149,700	(4,590,830)	-	5,740,530	499.31%
Total Revenues	195,189,700	-	195,189,700	245,114,608	-	(49,924,908)	-25.58%
Expenditures							
General Government	1,016,770	(40,676)	976,094	670,431	-	305,663	31.31%
Environment and Energy Conservation	185,874	(200)	185,674	109,662	-	76,012	40.94%
Commuter and Motorist Assistance	738,488	3,146	741,634	426,302	-	315,332	42.52%
Regional & Subregional Planning	1,666,634	(100,620)	1,566,014	796,742	-	769,272	49.12%
Transit	88,498,733	3,670,100	92,168,833	38,525,817	-	53,643,016	58.20%
Project Delivery	236,788,065	(587,414)	236,200,651	157,274,139	-	78,926,512	33.42%
Fund Administration	117,875,919	21,957,400	139,833,319	73,993,819	-	65,839,500	47.08%
Total Expenditures	446,770,483	24,901,736	471,672,219	271,796,912	-	199,875,307	42.38%
Other Financing Sources							
Transfers in	111,469,485	-	111,469,485	62,277,582	-	49,191,903	44.13%
Transfers out	(19,532,624)	(584,735)	(20,117,359)	(19,879,672)	-	(237,687)	1.18%
Total Other Financing Sources	91,936,861	(584,735)	91,352,126	42,397,910	-	48,954,216	53.59%
Revenues Over (Under) Expenditures	(159,643,922)	(25,486,471)	(185,130,393)	15,715,606	-	(200,845,999)	

Note: Sales tax - MSI is net of the 1% for Measure I Administration and accounted for in the General Fund.

Attachment: Budget to Actual 4th Qtr 2022 (9053 : Budget to Actual Report - 4th Qtr. 2021/2022)

Fiscal Year 2021-2022
Fourth Quarter Budget to Actual Report
June 30, 2022

	2021-2022		2021-2022	Actual Revenues	Encumbrances	Balance	% of Budget Remaining
	Original Budget	Amendments	Revised Budget	& Expenditures to Date			
DEBT SERVICE FUND							
Revenues							
Investment Earnings	-	-	-	473	-	(473)	-100.00%
Total Revenues	-	-	-	473	-	(473)	0.00%
Expenditures							
Debt Service	13,175,255	74,075,000	87,250,255	87,244,000	-	6,255	0.01%
Total Expenditures	13,175,255	74,075,000	87,250,255	87,244,000	-	6,255	0.01%
Other Financing Sources							
Operating Transfers In	13,175,255	74,075,000	87,250,255	85,840,425	-	1,409,830	1.62%
Total Other Financing Sources	13,175,255	74,075,000	87,250,255	85,840,425	-	1,409,830	1.62%
Revenues Over (Under) Expenditures	-	-	-	(1,403,102)	-	1,403,102	
CAPITAL PROJECTS FUND							
Revenues							
Intergovernmental	59,012,809	-	59,012,809	24,568,090	-	34,444,719	58.37%
Investment Earnings	49,000	-	49,000	(136,120)	-	185,120	377.80%
Miscellaneous	8,701,103	-	8,701,103	2,973,969	-	5,727,134	65.82%
Total Revenues	67,762,912	-	67,762,912	27,405,939	-	40,356,973	59.56%
Expenditures							
Environment and Energy Conservation	3,760,000	(180,995)	3,579,005	-	-	3,579,005	100.00%
Commuter and Motorist Assistance	501,327	(3,146)	498,181	56,319	-	441,862	88.70%
Regional & Subregional Planning	1,525,000	(1,418,000)	107,000	16,199	-	90,801	84.86%
Transit	24,357,660	(5,056,455)	19,301,205	7,735,132	-	11,566,073	59.92%
Project Delivery	35,286,283	46,316,959	81,603,242	48,012,903	-	33,590,339	41.16%
Fund Administration	9,567,000	-	9,567,000	-	-	9,567,000	100.00%
Debt Service	-	390,000	390,000	331,169	-	58,831	15.08%
Total Expenditures	74,997,270	40,048,363	115,045,633	56,151,722	-	58,893,911	51.19%
Other Financing Sources							
Proceeds from Bond Issuance	-	74,465,000	74,465,000	73,158,295	-	1,306,705	1.75%
Operating Transfers in	-	47,000,000	47,000,000	32,118,246	-	14,881,754	31.66%
Operating Transfers out	-	(121,782,496)	(121,782,496)	(99,954,350)	-	(21,828,146)	17.92%
Proceeds from commercial paper	-	50,000,000	50,000,000	26,352,000	-	23,648,000	-100.00%
Total Other Financing Sources	-	(50,317,496)	49,682,504	31,674,191	-	18,008,313	0.00%
Revenues Over (Under) Expenditures	(7,234,358)	(90,365,859)	2,399,783	2,928,408	-	(528,625)	
NONMAJOR GOVERNMENTAL FUNDS - EXCLUDING COUNCIL OF GOVERNMENTS FUND							
Revenues							
Intergovernmental	6,064,131	-	6,064,131	5,249,095	-	815,036	13.44%
Charges for Services	7,500	-	7,500	4,931	-	2,569	34.25%
Investment Earnings	23,200	-	23,200	(37,912)	-	61,112	263.41%
Miscellaneous	6,240	-	6,240	-	-	6,240	100.00%
Total Revenues	6,101,071	-	6,101,071	5,216,114	-	884,957	14.50%
Expenditures							
General Government	94,701	280	94,981	52,061	-	42,920	45.19%
Environment and Energy Conservation	14,104	-	14,104	1,055	-	13,049	92.52%
Commuter and Motorist Assistance	3,979,868	(132,395)	3,847,473	3,194,342	-	653,131	16.98%
Regional & Subregional Planning	751,284	220	751,504	229,135	-	522,369	69.51%
Transit	500,000	-	500,000	-	-	500,000	100.00%
Total Expenditures	5,339,957	(131,895)	5,208,062	3,476,593	-	1,731,469	33.25%
Other Financing Sources							
Transfers in	-	-	-	5,688	-	(5,688)	-100.00%
Transfers out	(204,990)	(23,909)	(228,899)	(228,897)	-	(2)	0.00%
Total Other Financing Sources	(204,990)	(23,909)	(228,899)	(223,209)	-	(5,690)	2.49%
Revenues Over (Under) Expenditures	556,124	107,986	664,110	1,516,312	-	(852,202)	

Attachment: Budget to Actual 4th Qtr 2022 (9053 : Budget to Actual Report - 4th Qtr. 2021/2022)

**Fiscal Year 2021-2022
Fourth Quarter Budget to Actual Report
June 30, 2022**

	2021-2022		2021-2022	Actual Revenues	Encumbrances	Balance	% of Budget Remaining
	Original Budget	Amendments	Revised Budget	& Expenditures to Date			
COUNCIL OF GOVERNMENTS FUND							
Revenues							
Intergovernmental	-	-	-	1,498,254	-	(1,498,254)	-100.00%
Special Assessments	260,691	-	260,691	260,691	-	-	0.00%
Investment Earnings	3,300	-	3,300	(15,570)	-	18,870	571.82%
Miscellaneous	296,015	-	296,015	209,887	-	86,128	29.10%
Total Revenues	<u>560,006</u>	<u>-</u>	<u>560,006</u>	<u>1,953,262</u>	<u>-</u>	<u>(1,393,256)</u>	<u>-248.79%</u>
Expenditures							
General Government	907,575	3,080	910,655	371,933	-	538,722	59.16%
Environment and Energy Conservation	353,793	180,995	534,788	334,086	-	200,702	37.53%
Regional & Subregional Planning	20,588	1,520,000	1,540,588	1,469,947	-	70,641	4.59%
Total Expenditures	<u>1,281,956</u>	<u>1,704,075</u>	<u>2,986,031</u>	<u>2,175,966</u>	<u>-</u>	<u>810,065</u>	<u>27.13%</u>
Other Financing Sources							
Transfers out	(109,759)	-	(109,759)	(109,759)	-	-	0.00%
Total Other Financing Sources	<u>(109,759)</u>	<u>-</u>	<u>(109,759)</u>	<u>(109,759)</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
Revenues Over (Under) Expenditures	<u>(831,709)</u>	<u>(1,704,075)</u>	<u>(2,535,784)</u>	<u>(332,463)</u>	<u>-</u>	<u>(2,203,321)</u>	

Attachment: Budget to Actual 4th Qtr 2022 (9053 : Budget to Actual Report - 4th Qtr. 2021/2022)

Minute Action

AGENDA ITEM: 4

Date: November 2, 2022

Subject:

Measure I Revenue

Recommendation:

Receive report on Measure I receipts for Measure I 2010-2040.

Background:

Sales tax revenue collections for Measure I 2010 through 2040 began on April 1, 2010. Cumulative total receipts as of September 30, 2022, were \$2,062,206,520.

Included is a summary of the current Measure I receipts by quarter and cumulative total since its inception. The quarterly receipts represent sales tax collection from the previous quarter taxable sales. For example, receipts for July through September represent sales tax collections from April through June.

Measure I revenue for the 2022/2023 Fiscal Year Budget was estimated to be \$250,000,000. Actual Measure I receipts for Fiscal Year 2022/2023 July through September are \$64,538,748, in comparison to \$64,058,781 received during the quarter ending September 2021/2022, with an increase of 0.75%.

Financial Impact:

Measure I revenues for the first quarter of Fiscal Year 2022/2023 exceeded prior years' collections.

Reviewed By:

This item was received by the General Policy Committee on October 12, 2022.

Responsible Staff:

Lisa Lazzar, Chief of Fiscal Resources

Approved
Board of Directors
Date: November 2, 2022

Witnessed By:

Entity: San Bernardino County Transportation Authority

Summary of SANBAG Measure I Receipts 2010-2040

Fiscal Year	July- September	October- December	January- March	April- June	Fiscal Year Total	Cumulative Total To Date
Receipts Prior to FY 2010/11						\$7,158,800
Fiscal Year 2010/11	28,188,907	29,207,950	28,808,766	29,397,456	115,603,079	\$122,761,879
Fiscal Year 2011/12	31,027,319	33,547,956	32,757,419	33,476,051	130,808,745	\$253,570,624
Fiscal Year 2012/13	34,279,449	35,076,980	34,336,570	34,309,171	138,002,171	\$391,572,794
Fiscal Year 2013/14	35,430,012	35,403,641	36,843,452	35,789,045	143,466,150	\$535,038,944
Fiscal Year 2014/15	37,253,007	38,007,716	38,225,122	37,132,591	150,618,437	\$685,657,380
Fiscal Year 2015/16	39,298,056	40,309,825	40,950,261	38,929,588	159,487,730	\$845,145,110
Fiscal Year 2016/17	41,123,141	40,742,242	41,465,217	39,801,939	163,132,539	\$1,008,277,649
Fiscal Year 2017/18	43,117,814	42,305,693	44,007,900	39,149,611	168,581,018	\$1,176,858,666
Fiscal Year 2018/19	41,560,927	49,358,825	46,035,191	43,531,556	180,486,500	\$1,357,345,167
Fiscal Year 2019/20	46,250,572	46,514,574	49,729,997	35,959,684	178,454,827	\$1,535,799,994
Fiscal Year 2020/21	48,366,423	51,588,776	52,728,566	56,391,035	209,074,800	\$1,744,874,794
Fiscal Year 2021/22	64,058,781	61,231,465	64,329,895	63,172,838	252,792,978	\$1,997,667,772
Fiscal Year 2022/23	64,538,748	0	0	0	64,538,748	\$2,062,206,520
% Increase Over 21/22	0.75%					

Attachment: MSI Receipts (9055 : Measure I Revenue - 1st Qtr 2022/2023)

Minute Action

AGENDA ITEM: 5

Date: *November 2, 2022*

Subject:

Clarification of CityCom Real Estate Services, Inc. Contract No. 20-1002397 for Depot Property and Facility Management Services and Related Operating Expenses

Recommendation:

Receive and file an update related to Contract No. 20-1002397 with CityCom Real Estate Services, Inc.

Background:

The San Bernardino County Transportation Authority (SBCTA) and the City of San Bernardino (City), as tenants-in-common of the Santa Fe Depot (Depot), share the responsibilities for the Depot as defined in the Cooperative Agreement No. 04-040. One of those responsibilities is the retention of a property and facility management firm. SBCTA has the responsibility of managing and facilitating a contract with a property and facilities management firm.

On November 4, 2020, the SBCTA Board of Directors approved Contract No. 20-1002397 with CityCom Real Estate Services, Inc. (CityCom), for a (3) three-year term, for an amount not-to-exceed \$241,440, for property and facilities management services for the period of January 1, 2021, through December 31, 2023, with the option to renew for two (2) one-year terms, for a total not-to-exceed five-year contract amount of \$415,656. The Board of Directors also authorized CityCom to procure and approve contracts and purchase orders over \$5,000 for services related to security, maintenance, and other building related matters, in compliance with SBCTA's procurement policies, as overseen by Management Services staff, and with notification to the Board of Directors upon CityCom's execution of such contracts and purchase orders.

The contract was amended on July 7, 2021, to add as-needed facilities management services for other commuter stations and properties where SBCTA has full or partial ownership and a contract increase by \$100,000 to cover any related management services cost.

Furthermore, on September 7, 2022, the Board authorized the Executive Director, or his designee, to issue purchase orders for scope defined under Contract No. 20-1002397 with CityCom Real Estate Services, Inc., in an amount not-to-exceed \$400,000.00, for operational expenses at the new stations constructed as part of the Redlands Passenger Rail Project.

This item is being presented to clarify:

1. The type of contracts and purchase orders being executed by CityCom.
2. That the budget authority for these contracts and purchase orders will be tied to the amount budgeted for these services in the annual adopted budget.
3. That reimbursement to CityCom to fund these contracts and purchase orders will be made through payment not affecting Contract No. 20-1002397's not-to-exceed amount.
4. That notification to the Board of the contracts and purchase orders issued by CityCom will be incorporated into the monthly procurement report.

Entity: San Bernardino County Transportation Authority

Types of Contracts and Purchase Orders

With written approval of SBCTA's Executive Director or designee, and following SBCTA's Procurement and Special Risk Assessment Policy, CityCom directly selects, supervises, and engages with independent contractors, suppliers and vendors, in the operation, repair, maintenance and servicing of the premises, including but not limited to those necessary for custodial services, landscaping services, security guard services, pest control services, fire and burglar alarm services, HVAC maintenance, elevator maintenance, trash removal, utilities, and all other services deemed necessary or advisable by CityCom for the operation of the premises.

Budget Authority

SBCTA staff works with CityCom to prepare an annual budget estimate for the facility operations, maintenance, and supply services listed above as well as any planned construction, or improvement projects. Staff then use those estimates to develop the SBCTA annual budget, and specifically the budget for Task 0805 Building Operation funded with Indirect, and if applicable, Task 0314 Transit Operations, funded with Measure I or Local Transportation Funding. Once the annual budget is adopted, it establishes the budget authority granted to CityCom for the year. For Fiscal Year 2022-2023, the budget authority granted to CityCom for the Depot maintenance, operations and improvement projects is \$1,220,441, and for the new Redlands Passenger Rail Project (RPRP) stations is \$287,500.

As specified under the contract, CityCom pays all operating expenses, utility bills and all other charges as they become due using due diligence and reasonable efforts to ensure that the actual costs do not exceed the amount provided in the adopted budget. SBCTA staff actively oversees CityCom, as well as manages and monitors payments and expenses against the budget by reviewing monthly and annual financial reports produced by CityCom, and providing advanced approval for out of the ordinary activities.

Reimbursement to CityCom

Contract 20-1002397 with CityCom contains the scope of work that CityCom must subcontract for, which includes the type of services described above, but since the actual costs for the services fluctuates on an annual basis, the contract amount does not account for these expenses. Instead, SBCTA established an operating bank account that CityCom manages to pay the subcontractors directly via the issuance of contracts and purchase orders on behalf of SBCTA. Also, for some projects such as the work related to the stations, CityCom is reimbursed for the subcontracted work via an SBCTA purchase order done under the annual budget authority described above and either through Board of Directors approval or Executive Director's authority, in accordance with SBCTA Policy 11000.

Reporting

Due to an administrative oversight, the contracts and purchase orders issued by CityCom exceeding \$5,000 have not been presented to the Board. Staff proposes that the best mechanism to correct this is to present them as part of the monthly Procurement Report, starting with this month's report.

Financial Impact:

This item reports the status of expenditures against budget and imposes no financial impact on the Fiscal Year 2022/2023 Budget.

San Bernardino County Transportation Authority

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Reviewed By:

This item was received by the General Policy Committee on October 12, 2022. SBCTA General Counsel has reviewed this item.

Responsible Staff:

Colleen Franco, Director of Management Services

Approved
Board of Directors
Date: November 2, 2022

Witnessed By:

Minute Action

AGENDA ITEM: 6

Date: November 2, 2022

Subject:

Board Presidential Appointment

Recommendation:

Receive and file the following Board Presidential appointment:

A. Note the Presidential appointment of Supervisor Curt Hagman, to serve on the Inland Regional Energy Network (I-REN) Executive Committee, for a two-year term expiring December 31, 2024.

B. Note the vacancy for two additional members to serve on the I-REN Executive Committee.

Background:

This item is to note the appointment of Supervisor Curt Hagman to serve on the Inland Regional Energy Network (I-REN) Program Executive Committee, for a two-year term expiring December 31, 2024. On October 5, 2022, the San Bernardino County Transportation Authority (SBCTA) Board of Directors authorized the Executive Director to finalize and execute Memorandum of Agreement (MOA) No. 22-1002767 with the Western Riverside Council of Governments (WRCOG) and the Coachella Valley Association of Governments (CVAG) for the I-REN Program. The I-REN will be governed by an Executive Committee, consisting of three (3) representative votes from each entity (SANBAG, WRCOG, and CVAG) and will meet on a quarterly basis. The Committee will have the final responsibility to make all executive decisions regarding overall I-REN prioritization, manage portfolio-level budgets, program design, authorize relevant California Public Utilities Commission (CPUC) regulatory filings and provide authorization for any procurements. The SBCTA Board President is authorized to appoint three (3) Board Members to this committee. Stipends for the Executive Committee members are not an allowable expense under the CPUC rules.

There are two additional vacancies to serve on this committee. Board members interested in being appointed should notify Marleana Roman, Clerk of the Board, at mroman@gosbcta.com.

A listing of SBCTA Appointments to External Agencies, SBCTA Representatives on SCAG Committees and SBCTA Policy Committee Membership are included in the appendix of the SBCTA Board of Directors agenda.

Financial Impact:

This item has no financial impact on the Fiscal Year 2022/2023 Budget.

Reviewed By:

This item has not received prior policy committee or technical advisory committee review. This agenda item is presented to apprise the Board of the Presidential appointment.

Responsible Staff:

Marleana Roman, Clerk of the Board

Entity: San Bernardino Council of Governments, San Bernardino County Transportation Authority

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Approved
Board of Directors
Date: November 2, 2022

Witnessed By:

San Bernardino Council of Governments
San Bernardino County Transportation Authority

Minute Action

AGENDA ITEM: 7

Date: *November 2, 2022*

Subject:

Release Request for Proposals for Construction Management Services for Mount Vernon Avenue Improvement Project at Interstate 10

Recommendation:

That the Board, acting as the San Bernardino County Transportation Authority:

Authorize the release of Request for Proposals No. 23-1002845 for Construction Management Services for the Interstate 10 Mount Vernon Avenue Interchange Improvement Project.

Background:

In July 2018, San Bernardino County Transportation Authority awarded the design services contract to initiate the Project Approval/Environmental Document (PA/ED) and Plans, Specifications and Estimates (PS&E) phases of the Interstate 10 (I-10) Mount Vernon Avenue Interchange Improvement Project (Project). The Project will replace the existing overcrossing and improve traffic operations and bicycle & pedestrian facilities along Mount Vernon Avenue, between East Valley Boulevard and the I-10 eastbound ramps. The Project will also accommodate anticipated future I-10 improvements.

PA/ED was completed in April 2022, and in June 2022, the 65% PS&E were submitted to California Department of Transportation (Caltrans). The Project is on track for design approval early summer of 2023. To allow for constructability reviews prior to completion of the PS&E package and prior to advertisement of the Project for construction, staff is requesting authorization from the Board of Directors (Board) to release a Request for Proposals (RFP) to procure Construction Management Services. A future recommendation is anticipated to be presented to the Board in early 2023 for the award of the contract. This contract will be funded with Measure I Valley Interchange Program funds and City of Colton Development Impact Fees.

Staff is recommending authorization for the release of RFP No. 23-1002845 for Construction Management Services for the I-10 Mount Vernon Avenue Interchange Improvement Project.

Financial Impact:

This item is consistent with the Fiscal Year 2022/2023 Budget under Task 0830 (Interchange Projects), Sub-Task 0898 (I-10 Mt. Vernon).

Reviewed By:

This item was reviewed and recommended for approval (14-0-0) without a quorum of the Board present at the Board of Directors Metro Valley Study Session on October 13, 2022. SBCTA General Counsel, Procurement Manager and Risk Manager have reviewed this item and the draft RFP.

Responsible Staff:

Khalid Bazmi, Construction Manager

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Approved
Board of Directors
Date: November 2, 2022
Witnessed By:

San Bernardino County Transportation Authority

ATTACHMENT A - SCOPE OF WORK

RFP 23-1002845

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- A. DESCRIPTION OF SERVICES
- B. PERFORMANCE REQUIREMENTS
- C. DUTIES AND RESPONSIBILITIES
 - 1. Pre-construction Services
 - 2. Bid Process
 - 3. Project Administration
 - 4. Construction Coordination
 - 5. Construction Inspection
 - 6. Project Support
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- D. DELIVERABLES
- E. EQUIPMENT AND MATERIALS TO BE PROVIDED BY CONSULTANT
- F. MATERIALS TO BE FURNISHED BY SBCTA
- G. STANDARDS
- H. AVAILABILITY AND WORK HOURS
- I. LIMITATIONS TO AUTHORITY
- J. THIRD PARTY RELATIONSHIPS
- K. CONSTRUCTION SITE SAFETY
- L. BASIS FOR SURVEY AND MONUMENT STAKING
- M. PERSONNEL QUALIFICATIONS AND RESPONSIBILITIES

A. DESCRIPTION OF SERVICES

The San Bernardino County Transportation Authority (SBCTA) will utilize the services of CONSULTANT to support the construction activities for the Project. The CONSULTANT will provide construction management, materials testing, and construction surveying for the Project. A description of the Project is given below.

Project Description

This project proposes to construct improvements to Mount (Mt.) Vernon Avenue at the Interstate 10 (I-10) Interchange to improve traffic operation as well as improve bicycle and pedestrian access along Mt. Vernon Avenue through the interchange. The Mt. Vernon Avenue Interchange on I-10 is in the City of Colton in San Bernardino County. The project limits along I-10 begin at the 9th Street (St.) Interchange Post Mile (PM) R22.7 to the west and end at the I-215 Interchange PM R24.3. The project area extends along Mt. Vernon Avenue approximately 540 feet north of the existing freeway centerline and approximately 640 feet south of the existing freeway centerline at the Union Pacific Railroad (UPRR) bridge overcrossing.

The existing Mt. Vernon Avenue, through the interchange has four striped lanes, which transitions to three striped through lanes north of the eastbound ramps. The Build Alternative (Preferred Alternative) will accommodate four continuous through lanes through the interchange, two additional left turn lanes in the northbound direction, and bike lanes in both directions. The Mt. Vernon Avenue overcrossing structure will be reconstructed to accommodate the widening on Mt. Vernon Avenue and the future widening of the I-10 freeway to its ultimate configuration.

The City of Colton has a separate project which will widen Mt. Vernon Avenue from two through lanes to four through lanes from the I-10 eastbound ramps to approximately 300 feet south of the intersection. This project will further widen the southern leg of the intersection to accommodate a northbound dedicated left turn lane to E. Mission Street.

North of the bridge, the existing five-leg intersection connecting Mt. Vernon Avenue and East Valley Boulevard to the I-10 westbound on-ramp, would be realigned with exclusive turn lanes, signalization, and signage improvements incorporated to improve traffic operations. The existing westbound on-ramp and eastbound off-ramp are proposed to be modified to accommodate the wider and taller bridge structure.

The project also addresses bicycle and pedestrian modes of travel. Specifically, it would upgrade bicycle access from Class III to Class II bike lane with striped buffer in each direction through the interchange. For pedestrians, it would add a sidewalk on the northeastern side of the bridge and address Americans with Disabilities Act (ADA) access with up-to-date curb ramps.

Improvements to the Mt. Vernon Avenue at the I-10 Interchange will be funded by San Bernardino County Transportation Authority (SBCTA) and the City of Colton as part of the Measure I Program. The project is part of the Valley Interchange Program identified in the Measure I Ordinance approved by San Bernardino County voters in 2004.

Services

Services are anticipated to generally include, but are not limited to the following: participation in the evaluation of scheduling of the proposed project; constructability reviews; construction project advertising, bid analysis, and award; construction inspection; construction surveying, materials testing, source inspection, contractor interface and contract administration; office engineering; and other assorted duties as appropriate in managing construction of a Caltrans improvement project.

CONSULTANT shall assign a full-time Resident Engineer and one Structures Representative to coordinate all contract and personnel activities for all phases of construction. Other Resident Engineer(s) and inspection personnel may be assigned to direct and coordinate all project specific field activities and responsibilities as needed for satisfactory performance on the project. The Resident Engineer and Structures Representative assigned for this project shall both be licensed as a Professional Civil Engineers in the State of California at the time of proposal submittal and through the duration of the contract. The Consultant is expected to provide a Structures Representative, Survey personnel, and Materials Testing/Source Inspection personnel to administer the construction support services requested herein and to assign qualified field personnel to perform the requested services. Furthermore, the Resident Engineer shall act as the public outreach liaison to assist the Authority's Public Information Office in implementing the Public Outreach Program established for this project.

Insofar as the Consultant's approach described in the Proposal, the scope of responsibility and the total number of personnel assigned to each phase is left to the discretion of the CONSULTANT. The Proposal shall include a staffing plan, an organization chart and a resource loaded schedule that will establish the firm's ability to adequately and appropriately staff and manage the project both during pre-construction period, during the construction phase and the close-out phase. CONSULTANT will be required to provide a resource loaded staffing plan broken down for the entire duration of the project with the proposal and on a monthly basis during the course of construction showing resources and costs to SBCTA through project completion. If selected Consultant shall provide lookahead monthly updates to the aforementioned staffing plan showing cost to complete through planned project completion date.

CONSULTANT shall provide qualified construction management and inspection, materials testing and source inspection, construction surveying and public relations liaison personnel to perform a wide variety of construction management, support and contract administration duties as outlined in this Scope of Services for the Project.

The CONSULTANT shall report to and receive direction from SBCTA through the Construction Manager, or his designees. The SBCTA Construction Manager is responsible for coordination of all SBCTA construction activities and for coordinating the efforts of the total construction team. The SBCTA Construction Manager will be the main contact and primary source of information between SBCTA, cities, outside agencies, supporting consultants and the public for the construction project.

B. PERFORMANCE REQUIREMENTS

Construction Management: CONSULTANT shall furnish a Project Manager to coordinate CONSULTANT operations with SBCTA. The Project Manager shall be responsible for all matters related to CONSULTANT personnel and operations. The Project Manager may also serve as the Resident Engineer.

CONSULTANT shall also furnish a Resident Engineer and a Structures Representative. The Resident Engineer shall be assigned to direct and coordinate construction activities under this contract. Other Assistant Resident Engineers and Assistant Structures Representative/Structures Inspector may be assigned to each specific project responsibilities as needed. The Resident Engineer and Structures Representative shall be a Civil Engineers registered in the State of California and shall be in responsible charge of construction management and construction activity within the Project.

The number of CONSULTANT personnel assigned to the Project will vary throughout the duration of the contract. CONSULTANT personnel will be assigned, in varying levels of responsibility, as needed by the CONSULTANT to meet the Project schedule, Project requirements, and construction activities.

Resumes of personnel must be submitted to SBCTA for review and approval prior to assignment to the Project. SBCTA and CONSULTANT will jointly determine the quality and quantity of services that are required by CONSULTANT personnel. Personnel selected for assignment by CONSULTANT shall be made available for personal interviews prior to acceptance by SBCTA. If, in the opinion of SBCTA, an individual lacks adequate experience, the individual may be rejected or may be accepted on a trial basis until such time the individual's ability to perform the required services has been demonstrated. If, at any time, the performance of CONSULTANT personnel is unsatisfactory to SBCTA, SBCTA may release him/her by written notice and may request another qualified person be assigned.

If CONSULTANT personnel are on leave of absence, the Project Manager shall provide equally qualified replacement personnel until the assigned personnel returns to the Project approved by SBCTA.

The typical workday includes all hours worked by the construction Contractor. If necessary, overtime for CONSULTANT personnel may be required. The construction Contractor's operations may be restricted to specific hours during the week, which shall become the normal workday for CONSULTANT personnel. The Project Manager, with prior concurrence from SBCTA, shall have the authority to increase, decrease, or eliminate CONSULTANT personnel work hours dependent on the schedule and requirements of the construction Contractor. All overtime required by CONSULTANT personnel shall be approved and authorized by SBCTA prior to each occurrence.

CONSULTANT personnel shall be knowledgeable of and comply with all applicable local, state, and federal regulations. CONSULTANT personnel shall cooperate and consult with SBCTA, State, and City officials during the course of the Project. CONSULTANT personnel shall perform duties as may be required to assure that construction is being performed in accordance with the Project plans and specifications. CONSULTANT personnel shall keep accurate and timely records and document all work performed by the Contractor and CONSULTANT.

CONSULTANT shall monitor for Contractor's compliance with the labor standards

provisions of the projects and the related wage determination decisions of the Secretary of Labor.

CONSULTANT personnel shall assist SBCTA and local agencies in obtaining compliance with the safety and accident prevention provisions of the Project. Local agencies will retain jurisdictional control for traffic control.

All services required herein shall be performed in accordance with California Department of Transportation guidelines, regulations, policies, procedures, manuals, and standards, except as noted in the special provisions.

Materials Testing & Source Inspection: The number of field testing and source inspection personnel assigned to the Project will vary throughout the duration of the construction contract. CONSULTANT certified materials testing and source inspection personnel will be assigned as needed by the Resident Engineer to meet the required numbers and frequencies of testing based on schedule of the construction contractor.

Materials Testing /Source Inspection Services will be provided on an on-call basis. The duration of assignments could vary from a minimum of a few hours to the full term of the Project. CONSULTANT personnel will be available within one (1) day of written notification by SBCTA.

It is the intent of SBCTA to maintain a consistency of material testing/source inspection quality throughout each phase of each project. CONSULTANT is therefore encouraged to provide, where ever and whenever possible, the same personnel for the duration of construction of each project.

On days when work is not performed by the construction contractor, such as rainy or unsuitable weather days, CONSULTANT will not provide services unless authorized by the SBCTA Construction Manager.

Consultant shall be responsible for finalizing a Source Inspection Quality Management Plan (SIQMP) to match the project requirements, assist SBCTA in gaining Caltrans approval, and manage the SIQMP. The SIQMP shall meet SBCTA and Caltrans requirements. Consultant shall provide Structural Materials Representative (SMR), Steel inspectors, Non-destructive Steel Inspectors, Coating Inspectors, Precast Concrete Inspectors and other source inspectors as needed.

All CONSULTANT personnel will be knowledgeable of, and comply with, all applicable local, state, and federal regulations. All personnel shall cooperate and consult with SBCTA during the course of the contract; and perform other duties as may be required to assure that the construction is being performed in accordance with the Project plans and specifications. CONSULTANT's personnel will keep records and document the work as directed by the Resident Engineer.

All services required herein will be performed in accordance with Caltrans regulations, policies, procedures, manuals, and standards.

Construction Surveying: CONSULTANT will furnish surveying crew(s) to perform construction surveys for the Project. The number of survey crew(s) assigned to the Project may vary throughout the duration of the construction contract to meet the Project needs. CONSULTANT personnel will be assigned as needed by the Resident Engineer to meet the schedule of the construction contractor.

Construction surveying services will be provided on an on-call basis. It is the intent of SBCTA to maintain a consistency of construction survey quality throughout each phase of each project. Therefore, CONSULTANT is encouraged to provide the same field personnel for the duration of construction. It is important that the Field Party Chief(s) assigned to a project be completely familiar with the survey requirements and the assignments for the Project.

Construction surveying will not be performed when conditions such as weather, traffic, and other factors prevent safe and efficient operation.

CONSULTANT personnel will:

- Be knowledgeable of, and comply with all, applicable local, Caltrans, state, and federal regulations.
- Cooperate and consult with SBCTA officials during the course of the contract.
- Perform duties as may be required to assure construction is performed in accordance with the Project plans and specifications.
- Keep records and document work as directed by SBCTA Construction Manager.

All services required herein will be performed in accordance with Caltrans regulations, policies, procedures, manuals, and standards.

C. **DUTIES AND RESPONSIBILITIES**

1. Pre-construction Services

a. Schedule

CONSULTANT shall review the proposed Project schedule, compare it to the Project plans and specifications, and provide recommendations to SBCTA, as appropriate, to ensure efficiency of Contractor and CONSULTANT operations and safe and expeditious completion of the Project.

b. Budget

CONSULTANT shall review the Project estimate, quantities and provide recommendations to SBCTA, as appropriate, to ensure efficient utilization of funds and control of project costs.

c. Constructability Review

CONSULTANT shall review Project plans and special provisions for possible errors and deficiencies and report such findings to SBCTA in a format provide by SBCTA.

d. Utility Relocation assistance

2. Bid Process

a. Bid Documents

CONSULTANT shall assist SBCTA, as requested, with the following tasks:

- 1) Review of bid documents
- 2) Preparation of bid tabulations

3) Verify Design Engineer's and Independent Engineer's Estimate

b. Pre-construction Meetings

CONSULTANT shall assist SBCTA in conducting one, or more, pre-construction meetings with all involved parties on the Project. Parties may include, but are not limited to, the Contractor, design engineer, Caltrans, County and City staff, utility companies, and developers.

c. Contract Award

CONSULTANT shall assist SBCTA, as requested, with the following tasks:

- 1) Review of bid for completeness and responsiveness
Perform bid analysis
- 2) Development of contractor payment schedules, and other procedural items.
Checking Contractor references, licenses, insurance, and sureties.
- 3) Coordination with prospective Contractor for award of construction contract(s).

All processes will be consistent with procedures outlined by the California Department of Transportation for Special Funded Programs and Local Assistance Procedure Manuals.

3. Project Administration

- a. CONSULTANT shall administer Project construction contracts using Caltrans Construction Manual as a guideline.
- b. CONSULTANT shall conduct regular Project coordination meetings with Contractor, SBCTA, local agencies, and design engineer, as appropriate.
- c. CONSULTANT shall prepare Contractor progress payments and maintain payment records and supporting documentation. All progress payments shall be reviewed by SBCTA for approval.
- d. CONSULTANT shall provide reports as needed to comply with specific funding requirements.
- e. CONSULTANT shall establish and maintain Project records in accordance with the Caltrans Construction Manual. Project record keeping shall include, but are not limited to, correspondence, memoranda, contract documents, change orders, claims, SBCTA and engineer directives, meeting minutes, shop drawings, supplementary drawings, and requests for payment. CONSULTANT shall maintain a record of the names, addresses, and telephone and fax numbers of the Contractors, subcontractors, and principal material suppliers.
- f. CONSULTANT shall establish and maintain a filing system in hard copies files and in electronic forms for each Project using the Caltrans Construction Manual as a guideline. Electronic data documentation will be required to be uploaded monthly to the SBCTA Major Projects Portal

- g. CONSULTANT shall monitor Contractors' construction schedules on an ongoing basis and alert SBCTA to conditions that may lead to delays in completion of the Project.
 - h. CONSULTANT shall prepare and submit a monthly Activity Summary Report for the Project in a format approved by SBCTA. The activity report shall include among other items status of SWPPP issues, RFIs, contract change orders, and notice of potential claims; construction activities completed, ongoing, and upcoming; status of Project budget and schedule, and other highlights and critical issues.
 - i. CONSULTANT shall review and ensure compliance with environmental requirements.
 - j. CONSULTANT shall participate in partnering sessions with the Contractor, SBCTA, and Local Agencies, as required.
 - k. CONSULTANT shall ensure that the Project meets all provisions of the SBCTA Construction Materials Quality Assurance Program and Caltrans Quality Assurance Program Manual.
 - l. CONSULTANT shall review Contractors' certified payroll records and ensure compliance with the requirements of the construction contract.
 - m. CONSULTANT shall ensure that the Project meets all provisions of the Storm Water Pollution Prevention Plan (SWPPP).
 - n. CONSULTANT shall assure that the Project meets all applicable regulations of the Air Quality Management District (AQMD) and State Water Resource Control Board (SWRCB).
 - o. CONSULTANT shall maintain redlined as-built plans on an ongoing basis throughout the duration of the Project. Redlined plans shall show all changes made to the original contract plans, each change identified with the name of the approver, date of change approval, and CCO number, if applicable
4. Construction Coordination
- a. CONSULTANT shall provide a minimum of one qualified Resident Engineer and one Structures Representative to effectively manage the Project.
 - b. CONSULTANT Resident Engineer shall act as a prime point of contact between Contractor, Caltrans, SBCTA, CONSULTANT's construction surveyor, CONSULTANT's materials inspector, CONSULTANTS Structural Material Representative (SMR) and utility companies. CONSULTANT may, when requested by SBCTA, act as point of contact between design engineers, cities, and the public. CONSULTANT shall ensure coordination with property owners adjacent to Project right-of-way to ensure timely communication regarding property-condition survey and construction activities and scheduling.
 - c. CONSULTANT shall maintain regular contact with SBCTA's Construction Manager.

- d. CONSULTANT shall coordinate utility relocations with utility companies and their designees, as well as the utility inspector.
 - e. CONSULTANT shall proactively review Project plans and special provisions for possible errors and deficiencies prior to construction of any specific element and report such findings to SBCTA. Should SBCTA determine that changes are necessary, CONSULTANT shall assist in implementation and processing of change orders in accordance with contract documents.
 - f. CONSULTANT shall proactively review Project plans and special provisions; monitor, coordinate, and track construction progress schedule and RFIs; and communicate with various agencies prior to construction of any specific elements to ensure the Project proceeds on schedule and according to the order of work in the plans and special provisions. CONSULTANT shall expedite work, as required, to maintain schedule in conjunction with the overall construction staging program.
 - g. CONSULTANT shall coordinate review of shop drawings and Requests for Information (RFI) with the SBCTA Construction Manager. CONSULTANT shall log and track all submittals and requests.
 - h. CONSULTANT shall provide a qualified SWPPP Coordinator who along with the Resident Engineer shall review and certify contractor prepared Storm Water Pollution Prevention Plans (SWPPP) and coordinate approval with SBCTA and the State Water Resource Control Board. The SWPPP Coordinator shall be at a minimum a Qualified Storm Water Pollution Prevention Plan (SWPPP) Developer (QSD) and a Qualified SWPPP Practitioner (QSP). CONSULTANT shall provide at a minimum weekly SWPPP monitoring and shall cooperate with all monitoring agency inspections and field reviews.
 - i. CONSULTANT shall coordinate the implementation of any changes with the SBCTA Construction Manager and the design engineer.
 - j. CONSULTANT shall review and approve falsework and shoring plans.
 - k. CONSULTANT shall review and approve Traffic Control Plans and forward to SBCTA for Caltrans/City/County approvals, as necessary.
 - l. CONSULTANT shall coordinate all Project construction activities with other on-going projects within and adjacent to the Project limits.
5. Construction Inspection
- a. CONSULTANT shall coordinate all required inspections necessary for the Project. CONSULTANT shall ensure that appropriate City and local agencies are notified and present as required throughout the Project. CONSULTANT shall notify SBCTA immediately regarding any directives, recommendations, notices, etc. received from agencies other than SBCTA.

- b. CONSULTANT shall perform daily on-site observations of the progress and quality of construction to determine if the work being performed is in general conformance with the contract documents, all applicable laws, codes, and ordinances.
- c. CONSULTANT shall exercise reasonable care and diligence to discover and promptly report to SBCTA any and all defects or deficiencies in the materials or workmanship used in the Project.
- d. CONSULTANT personnel assigned to the Project shall be thoroughly familiar with Caltrans Standard Specifications, Caltrans Standard Plans, Caltrans Temporary Pedestrian Facilities Handbook, Caltrans Erosion Control and Highway Planting requirements, safety standards and State Water Resources Control Board requirements. CONSULTANT personnel shall have the ability to read and interpret construction plans and specifications. CONSULTANT personnel shall also have knowledge of State of California Construction Safety Orders (CalOSHA) and traffic control practices as specified in the Work Area Traffic Control Handbook (WATCH), Construction Policy Bulletin CPB 17-1, "Permanent Pedestrian Facilities Construction Inspection Documentation, California Manual on Uniform Traffic Control (MUTCD). In addition, CONSULTANT personnel shall be thoroughly familiar with the construction requirements of Caltrans' Storm Water Pollution Prevention Program.
- e. Assignments to be performed by CONSULTANT personnel shall include, but are not limited to, the following:
 - 1) Paving and subgrade inspection, sub-surface & finish surface drainage inspection, structures and foundation inspection, signing and striping inspection, quantity calculations, ADA certification, checking grade and alignment, construction traffic control, inspection and duties that may be required to determine that construction of the Project is being performed in accordance with the contract documents.
 - 2) Identifying actual and potential problems associated with the Project and recommending sound engineering solutions.
 - 3) Perform basic sampling of construction materials in the field per California Test Method 105 and 125 by both the prime and subconsultant personnel.
 - 4) Maintaining awareness of safety and health requirements. Monitoring Contractors' compliance with applicable regulations and construction contract provisions for the protection of the public and Project personnel.
 - 5) Preparing complete and accurate daily reports, calculations, project records, payment quantity documents, reports, and correspondence related to Project activities.
 - 6) Preparing construction sketches, drawings, and cross-sections, as necessary.

- 7) Assisting in the preparation of as-built plans.
- 8) Providing inspections for environmental compliance.
- 9) Maintaining awareness of water discharge requirements. Monitoring Contractors' compliance with applicable regulations and construction contract provisions.
- 10) Monitoring Contractors' compliance with applicable regulations required by AQMD.
- 11) Other duties as may be required or reasonably requested.

6. Project Support

a. Construction Surveys

CONSULTANT shall perform construction surveying services, field calculations, and home office calculations to support construction of the Project. CONSULTANT may be requested to review available survey data, construction plans, and right-of-way plans to confirm compatibility and to identify discrepancies prior to and during construction of proposed projects. The Resident Engineer will assign survey work to the CONSULTANT as needed by issuing a "Request for Survey Services". Requests may include, but not be limited to, the following types of surveys and related services:

1) Construction Surveys

CONSULTANT shall perform construction staking and calculations as needed.

- a) Survey calculations and adjustments shall be performed with established and computed coordinates based on the California Coordinate System.
- b) Cross-section data collection shall be performed by conventional and terrain line interpolation survey methods.
- c) Survey data will include topography, cross-section, and other survey data in computer formats compatible with the Caltrans computer survey and design systems.
- d) Prepare and maintain survey documents. Survey documents include survey field notes, maps, drawings, and other survey documents.
- e) Perform construction staking, including but not limited to:
 - i. Utility relocations
 - ii. Clearing limits
 - iii. Slope staking
 - iv. Storm drain and sanitary sewer
 - v. Drainage structures
 - vi. Curbs, gutters, and sidewalk

- vii. Horizontal and vertical control for structures and portions of structures (bents, abutments, wingwalls, etc.)
 - viii. Rough grade
 - ix. Finish grade
 - f) Monitor for settlement, if required.
 - g) Global Positioning Satellite (GPS) equipment shall be made available if required by SBCTA
- 2) Grid Grades
- Grid grade data shall provide pavement elevations at the station line, the left edge of pavement, the right edge of pavement, and the right edge of travel way at 25 foot intervals for travel lanes.
- 3) Open Ended Traverses and Profile Data Sheets
- Separate open-ended traverse calculations and point maps shall depict plan data for station lines, utility lines, wall layout lines, and abutment/bent alignment. Specific information to be shown will be part numbers, coordinates, bearings, and curve data.
- Profile data sheets are required for all profiles shown on the plans identifying vertical design elements such as grade, point of intersection (PI) location, beginning of vertical curve (BVC) location, end of vertical curve (EVC) location, and curve length.
- 4) Three Line Profiles
- Separate profile plots are required for the left edge of pavement, the right edge of pavement, and the edge of shoulder for all travel lanes.
- 5) Right of Way Lines
- Existing right of way and easements will be established from Local Agency's record information and existing monumentation.
- a) Right of way monumentation shall be renewed and restored in accordance with Section 10.4 of the Caltrans "Survey Manual" and the State of California Land Surveyor's Act.
 - b) Corner records and records of surveys shall be prepared and filed in accordance with the applicable standards and the State of California Land Surveyor's Act and the California Subdivision Map Act.
 - c) Perpetuate existing monumentation, which includes restoring, renewing, referencing, and resetting existing boundary related monumentation. In addition, stake areas where construction disturbs the existing right of way, preparing and filing required maps and records.

New right of way and easements will be established from plans, right of way maps, utility drawings, and Local Agency record information, and existing monumentation.

- a) Right of Way Surveys, which includes research and preparation filing of required maps and records. In addition, locate and set monuments for right of way and easement lines, staking for right of way and easement fences.
 - b) Final monumentation, which includes setting of centerline points of control upon completion of construction (only with written direction from SBCTA).
- 6) Special Design – Data Surveys
Includes drainage, utility, and surveys required for special field studies.
 - 7) Control Survey
Includes Project control surveys, aerial mapping control surveys, horizontal and vertical control surveys. In addition control surveys will include restoration, renewal, reference, relocation, and resetting of existing control monumentation. The CONSULTANT will be required to provide horizontal and vertical control at the end of each bridge.
 - 8) Topographic Surveys
Topographic surveys will normally be compiled by ground survey methods only.

CONSULTANT will provide all necessary Project related surveys and construction staking, including horizontal and vertical control, right of way, and easements. CONSULTANT shall coordinate all staking and verify accuracy. CONSULTANT shall ensure timely coordination of all staking requests from the Contractor.
- b. Materials Testing, Source Inspection and Geotechnical Services
- 1) CONSULTANT will provide experienced personnel, equipment, and facilities to perform various construction materials sampling and testing. Laboratory and field materials testing will be used to ensure that structure and roadway construction work conforms to California State Department of Transportation (Caltrans) standards, specifications, and special provisions for material quality and workmanship.
 - 2) All field and laboratory testing is to be performed in accordance with California Test Methods.
 - 3) CONSULTANT will be responsible for the accuracy and completeness of all test data compilation and results.

c. Public Outreach

General Public Outreach Plan will be provided and administered by SBCTA.

- 1) SBCTA's primary goal is to assure the public that SBCTA is a public agency that delivers quality transportation projects and trustworthy, accurate and timely public information.
- 2) SBCTA will provide the primary outreach effort with supplemental support as requested from CONSULTANT. This will be a targeted approach with incremental outreach based on construction schedule and staging. The primary target audiences identified for this Project include, but are not limited to:
 - a) LOCAL AGENCY
 - b) SBCTA Board
 - c) LOCAL AGENCY and area Emergency Service Providers
 - d) School Transportation Coordinator(s)
 - e) Local Business Community
 - i) Specific businesses with expanding priority based on proximity to work zone and detours
 - ii) Chamber of Commerce
 - f) Commuters
 - g) Recreational Travelers
 - h) Trucking Industry
 - i) Local media
 - i) Print
 - ii) Radio
 - iii) Television
- 3) In the weeks prior to the selection of a construction contractor, SBCTA may coordinate an Emergency Responders Project Briefing to highlight the Project details and possible access challenges for consideration by the Project team.
- 4) Following the emergency responders briefing, SBCTA may coordinate a Chamber of Commerce Project Briefing to highlight the Project benefits, possible construction schedule and traffic management plan.
- 5) Just prior to the start of field construction activities, SBCTA and CONSULTANT (includes all PR subs) may coordinate a groundbreaking media event with the LOCAL AGENCY to ceremoniously open the Project. CONSULTANT will be called up on to develop (with input from SBCTA) and maintain a task list of deliverables for this event. CONSULTANT will acquire the necessary items authorized for the event. CONSULTANT will be responsible for set up and breakdown of the event site.

- 6) Prior to construction beginning, SBCTA and CONSULTANT may coordinate a community meeting to share Project information, construction scheduling, detour information and expected challenges with the general public. CONSULTANT will be called up on to develop (with input from SBCTA) and maintain a task list of deliverables for this event. CONSULTANT will acquire the necessary items authorized for the event. CONSULTANT will be responsible for set up and breakdown of the event site. Staffing this event will be determined based on availability.
- 7) Near the completion of the construction Project, SBCTA and CONSULTANT will coordinate a ribbon-cutting media event. CONSULTANT will be called upon in a similar fashion to the groundbreaking event.
- 8) At various stages throughout the Project, SBCTA will request support from CONSULTANT for the following items:
 - a) Establish and maintain stakeholder and/or 'interested parties' list(s) – used for sharing Project updates during Project construction. May need to be filtered to specific audiences (i.e. emergency responders, city government, etc.)
 - b) Development of a Project fact sheet (include Project description, Project budget, Project schedule, SBCTA contact information, LOCAL AGENCY contact information, photos, logos, etc.)
 - c) Weekly media advisories (use SBCTA template). CONSULTANT (or sub) will make weekly contact with Project team to establish what road or lane closures (and associated detours if applicable) will be taking place, develop the advisory, send to SBCTA Public Information Office for approval, submit to webmaster for posting, distribute to appropriate media and stakeholder list.
 - d) Emergency notices – when needed.
 - e) Develop web content for project tab on SBCTA website. This page should include same elements of fact sheet with expanded detail when possible. If the information is dynamic, please provide updates to SBCTA Public Information Office for approval prior to submitting to webmaster.
- 9) All requests for speaking to government councils, boards, chambers of commerce or similar business or social groups shall be directed to the SBCTA Public Information Office before agreeing to appear.
- 10) All media inquiries shall be directed to the SBCTA Public Information Office.

d. Permits

CONSULTANT shall review the Project for permit compliance and coordinate with SBCTA and the design engineer to ensure that necessary permits are obtained. CONSULTANT shall assist SBCTA in the coordination, timely processing and verification of approval for all permits. CONSULTANT shall maintain permits and permit documentation on site.

7. Cost and Schedule

a. CONSULTANT shall monitor and track the following:

- 1) Contract pay item quantities and payments
- 2) Contract change orders
- 3) Supplemental work items
- 4) Agency furnished materials
- 5) Contingency balance
- 6) Project budget

b. CONSULTANT shall review and monitor Contractor's schedule by keeping an updated schedule to "shadow" that of the contractor and inform SBCTA of any significant changes or deviations in the schedule.

c. CONSULTANT shall provide and maintain a Project staffing plan of field office personnel based on the Contractor submitted baseline schedule update. In cooperation with SBCTA, the staffing plan shall be periodically updated to reflect Project progress and needs.

8. Contract Change Orders and Claims

a. CONSULTANT shall receive and evaluate requests for changes and/or substitutions by the Contractor. Contract Change Orders submitted to SBCTA shall be accompanied by CONSULTANT recommendations. Where applicable, CONSULTANT shall convey proposed changes to design engineer, or other Project consultants. If the requested changes are accepted, CONSULTANT shall negotiate and prepare appropriate Contract Change Orders.

b. CONSULTANT shall attempt to avoid unnecessary Contract Change Orders. When a Contract Change Order is necessary, CONSULTANT shall consult with SBCTA prior to its preparation. Unless directed otherwise by SBCTA, the preferred method of payment for Contract Change Orders should be as follows

- 1) Agreed Price
- 2) Adjustment in compensation to a bid item
- 3) Time and materials or Force Account

CONSULTANT shall perform force account analysis to validate cost submitted by the Contractor for contract change orders with agreed unit price, lump sum price, and adjustment in components. Analysis shall be based on realistic production and resource needs to complete the work.

- c. CONSULTANT shall attempt to identify all potential claims, track and monitor unresolved claims. The CONSULTANT shall implement appropriate claims avoidance processes where in the best interests of SBCTA as determined by SBCTA's Construction Manager.
- d. CONSULTANT shall assist SBCTA, as requested, in the identification, resolution, and final disposition of claims filed by the Contractor or third parties against SBCTA or the Project.

9. Safety

In addition to the requirements specified elsewhere in this contract, the following shall also apply:

- a. CONSULTANT shall implement and conduct a comprehensive safety program including regular tail-gate safety meetings for CONSULTANT personnel. CONSULTANT shall provide SBCTA with monthly status of safety reports.
- b. CONSULTANT shall comply with State of California Construction Safety Orders and provisions of the Caltrans Construction Manual.
- c. CONSULTANT shall provide appropriate safety training for all CONSULTANT field personnel.
- d. CONSULTANT shall provide all necessary safety equipment as required for CONSULTANT personnel.

10. Project Close Out

- a. CONSULTANT shall prepare a list of items to be completed and/or corrected by the Contractor for final completion of the Project.
- b. CONSULTANT shall collect and furnish as-built information to the design engineer for preparation of as-built drawings including pre-stress drawings and pile logs, as applicable.
- c. CONSULTANT shall review and verify completeness of as-built drawings.
- d. CONSULTANT shall conduct a final walk-through with SBCTA, Local Agencies, Contractors, and design engineers.
- e. CONSULTANT shall prepare final construction reports including the Project Completion Report.
- f. CONSULTANT shall prepare and deliver to SBCTA all Project files.
- g. CONSULTANT shall assist SBCTA and Contractor in obtaining final release of all Project permits.
- h. Project closeout services will be completed within two months of project acceptance.

D. DELIVERABLES

- 1. Inspector daily reports, extra work diaries and Resident Engineers' daily diaries.
- 2. Monthly Project Summary Reports and SIQMP Monthly Reports.

3. Monthly progress invoices shall be include a forward looking staffing plan showing all resources, and monthly expenditure for prime consultant and subconsultants through project completion
4. A minimum of weekly uploads of all files to SBCTA Laserfiche Web Access project folder.
5. Monthly Contractor progress payments, back-up documentation, and Contractor payment records.
6. Contractor final payment documents, delivered to SBCTA no later than ten (10) working days after Acceptance by SBCTA of the completed construction Project.
7. Project Completion Report documents per Local Assistance Procedure Manual and Caltrans Construction Manual.
8. All Project files, Project reports, Record As-builts, correspondence, memoranda, shop drawings, Project logs, schedule updates, change order data, claims and claim reports, and Contractor payment records per Caltrans Construction Manual.
9. Certified payrolls and fringe benefit statements for all employees, CONSULTANT and Contractor, who are subject to the State and/or Federal prevailing wage rates.
10. American For Disabilities Act certification of project per Caltrans Standards.
11. All material test results will be provided in accordance with the applicable Standard Specifications and Special Provisions, and test methods. Failing tests will be immediately reported to the Resident Engineer or Structures Representative. All test results will be recorded on the appropriate forms. The test documents will be legible and show the identity of the tester where appropriate. A notebook containing all test results and reports will be maintained by CONSULTANT throughout the duration of the Project and delivered to SBCTA with the Project files.
12. Record of Survey and Right of Way Monumentations and recording with County (only with SBCTA written authorization).
13. Unless otherwise specified in the survey request, the deliverables shall conform to the following:
 - a. Survey points, lines, and monuments shall be established, marked, identified, and referenced as required by survey request and requirements herein.
 - b. Survey notes, drawings, calculations, and other survey documents and information shall be completed as required by the survey request and the requirements herein.
 - c. All original survey documents resulting from this contract, including original field notes, adjustment calculations, final results, and appropriate intermediate documents, shall be delivered to the Resident Engineer and shall become the property of SBCTA. A copy of all survey documents furnished by SBCTA shall be retained by CONSULTANT for future reference.

When the survey is performed with a total station survey system, the

original field notes shall be a hard copy in a readable format of the data (observations) as originally collected and submitted by the survey party. The hard copy shall be signed by the Party Chief. If the Party Chief is not licensed, the person in “responsible charge” will be required to sign.

- d. Deliverables to the Resident Engineer shall follow the format specified below:
- 1) Horizontal Control
 - 2) Alpha numeric hard copy point listing with adjusted California Coordinate System northing and easting and the appropriate descriptions.
 - 3) Vertical Control
 - 4) Alpha numeric hard copy benchmark listing with adjusted elevations compatible with the design datum.
 - 5) Topography
 - 6) Alpha numeric hard copy listing, hard copy drawing, and computer aided drawing and design (CADD) digital drawing. The CADD drawing shall be compatible with the systems utilized by Caltrans.
- e. Data collection method used to collect cross-section data and the coding (feature description) of terrain data for cross-sections shall conform to the survey request requirements. Deliverables shall depend on the data collection method as follows:
- 1) Conventional Cross – Sections (each cross – section):
For each cross - section and alpha numeric listing, a hard copy drawing, and a computer formatted file compatible with the systems utilized by Caltrans.
 - 2) Terrain Line Interpolation Cross – Section Data (each terrain line interpolation survey):
Terrain line interpolation cross – sections shall include an alpha numeric listing, a hard copy plan view drawing of the terrain lines, and a computer input file. The computer input file shall be provided in a format compatible with the systems utilized by Caltrans.
 - 3) Data Collector Data
If specified in the survey request, the raw data from the data collector shall be provided in a format conforming to the survey request requirements.
 - 4) Other—As specified in the survey request.

E. EQUIPMENT AND MATERIALS TO BE PROVIDED BY CONSULTANT

1. CONSULTANT shall provide all necessary equipment including software, materials, supplies, miscellaneous tools, phones, vehicles, and safety equipment required for its personnel to perform the services accurately, efficiently, and safely. The above noted items are not to be included in Attachment B of Consultants Cost

Proposal and are part of the consultants overhead. Only those items authorized by SBCTA in Attachment B, CONSULTANT Cost Proposal, shall be reimbursed by SBCTA.

2. CONSULTANT personnel shall be provided with vehicles suitable for the location and nature of the work involved. Vehicles shall be equipped with flashing yellow lights, either permanently or temporarily affixed.
3. CONSULTANT personnel shall be provided with a mobile radio, cellular phone, or other means to assure full-time communication. If a radio system is to be used, CONSULTANT shall provide a base station at the field office.
4. CONSULTANT personnel shall be provided with all applicable standard plans, specifications, and other standards as appropriate (see item G below).
5. For Materials Testing, CONSULTANT and its staff will be fully equipped at all times to perform the services required, including but not limited to the following:
 - a. An on-site mobile laboratory or laboratory in close proximity to the Project will be required. The type and location of the lab should be such that it can meet the needs of the Project in an efficient, time effective manner. The laboratory is to be fully staffed, equipped, and supplied to conduct all required soils, materials, and concrete breaking tests in a timely manner.
 - b. Field personnel will be provided with all necessary safety equipment to permit work to be performed safely and efficiently within operating highway and construction zone environments.
 - c. All equipment to be calibrated as per Section 3-10 and 3-11 of Caltrans' Quality Assurance Program Manual.
6. For construction surveying, CONSULTANT and staff shall have adequate equipment and supplies to complete the required survey work. Equipment and supplies shall, include, but not be limited to:
 - a. Survey vehicles:

Survey vehicles will be suitable to perform the required work in varying terrain and conditions encountered on the Project. Vehicles shall be fully equipped with all necessary tools, instruments, supplies, and safety equipment required to perform the work accurately, efficiently, and safely. Vehicles shall be equipped with a flashing yellow beacon light.
 - b. Data Processing Systems:

Data processing systems shall include hardware and software to:

 - 1) Performing survey and staking calculations from the design plans and specifications;
 - 2) Reduce survey data collected with conventional and total station survey systems;
 - 3) Perform network adjustments for horizontal and vertical control surveys;

- 4) Format survey data to be compatible with the Caltrans computer survey and data system.
- c. Drafting equipment and supplies.
- d. Digital calculators.
- e. Hand tools as appropriate for the requested survey work.
- f. Traffic cones (minimum 25). Traffic cones shall be 28 inches in height (minimum).
- g. Traffic control devices as required to perform the requested survey work. Traffic control devices include signs, sign bases, flags, and hand held signs.
- h. Leveling instruments and equipment:
 - 1) Self-leveling level. Precision: Standard deviations in one mile of double run leveling 0.005 feet or less.
 - 2) Suitable level rods for the work to be performed.
- i. Distance measuring instruments and equipment:
 - 1) Electronic distance measurer (EDM). Precision: standard deviation 3 mm plus 3 PPM, or less; Range: Minimum one mile under average atmospheric conditions.
 - 2) Prisms, sufficient to perform the required work.
 - 3) Tapes; steel, cloth.
- j. Angle measuring instruments and equipment:
 - 1) Theodolite for non-control surveys; Precision: direct circle reading to three seconds, or equivalent, horizontal and vertical.
 - 2) Targets as required to perform the work.
- k. When required for efficient survey operations, total station survey systems consisting of an electronic angle measuring instrument, EDM, and electronic data collector shall be provided. The angle measuring instruments and EDM shall conform to the requirements for the equipment previously listed.
- l. Radio or cellular communications equipment for communication between field office and field crews.
- m. Caltrans manuals, standards, forms, and other policies and procedures to be followed to perform the required work.

F. MATERIALS TO BE FURNISHED BY SBCTA

1. SBCTA will provide three (3) copies of all Project construction documents including plans, and special provisions, and one (1) copy of all other reports, designer prepared resident engineer files, and contracts. In addition, SBCTA will provide one (1) full size (24" x 36") sets of plans for use in the construction field office as record documents.

2. SBCTA will provide copies of all previously secured permits and Project authorizations.
3. SBCTA Construction Management Forms including SBCTA Construction Materials Quality Assurance Program, sample SIQMP and appropriate forms for recording test data in accordance with Caltrans practices and procedures outlined in the “Manual of Test”.

G. STANDARDS

All construction inspection, surveys, materials sampling and testing, and contract administration shall be in accordance with the Project bid documents, special provisions, plans, and current Caltrans Manuals including:

1. Construction Manual and its revisions
2. Bridge Construction Records and Procedures Manual
3. Quality Assurance Program Manual
4. Manual of Traffic Controls for Construction and Maintenance Work Zones
5. Caltrans Standard Specifications and Standard Plans
6. Caltrans Storm Water Pollution Prevention Plan (SWPPP) and Water Pollution Control Program (WPCP) Preparation Manual
7. Manual of Test (3 volumes)
8. Survey Manual
9. District 8 Standard Staking Procedures Manual

Work not covered by the manuals shall be performed in accordance with accepted professional standards.

Surveys performed by CONSULTANT shall conform to the requirements of the Land Surveyor’s Act. In accordance with the Land Surveyor’s Act, “responsible charge” for the work shall reside with the Licensed Land Surveyor or a pre-January 1, 1982, Registered Professional Civil Engineer in the State of California.

Unless otherwise specified in the survey request, control surveys shall conform to second order (modified) accuracy standards as specified in the Caltrans “Survey Manual”.

Additional standards for specific survey work may be included in the applicable request for survey. Such standards supplement the standards specified herein. If additional standards conflict with the standards specified herein, the “Survey Request’s” standard shall govern.

The Resident Engineer and SBCTA will decide all questions, which may arise as to the quality or acceptability of deliverables furnished and work performed for this contract. Any CONSULTANT employee who does not perform adequately will be replaced if directed by the SBCTA Construction Manager.

H. AVAILABILITY AND WORK HOURS

The typical workday includes all hours worked by SBCTA’s construction Contractor including nights and weekends. The construction Contractor’s operations may be restricted to specific hours during the week, which will become the normal workday for

CONSULTANT's personnel. On days when work is not performed by the construction contractor, such as rainy or unsuitable weather days, CONSULTANT services will not be provided unless authorized by the SBCTA Construction Manager.

Unless otherwise directed by SBCTA, the normal work week will consist of 40 hours. From time to time, overtime may be required. However, overtime will be worked only when approved in writing by SBCTA.

I. LIMITATIONS TO AUTHORITY

CONSULTANT does not have the authority to:

1. Authorize deviations from the contract documents.
2. Approve substitute materials or equipment; except as authorized in writing by SBCTA.
3. Conduct or participate in tests or third party inspections; except as authorized in writing by SBCTA.
4. Assume any of the responsibilities of the Contractors, Contractors' Superintendent, or subcontractors.
5. Exercise control over or be responsible for construction means, methods, techniques, sequences, procedures, or safety precautions.
6. Communicate directly with subcontractors or material suppliers without the prior consent of the Contractor.
7. Verbally authorize or approve change orders or extra work for the Project.
8. Offer or receive incentives, inducements, or other forms of enumeration to or from the Contractor to perform services or work outside the terms of any executed contracts for this Project.

J. THIRD PARTY RELATIONSHIPS

This Contract is intended to provide unique services for a specific project. In the development of the Project, SBCTA has worked closely with various professional consultants, agencies, and others in the preparation of the construction documents and other Project related materials. SBCTA, however, is solely responsible for and will be the sole point of contact for all contractual matters related to the Project. CONSULTANT shall take direction **only** from SBCTA and shall regularly inform **only** SBCTA of Project progress, outstanding issues, and all Project related matters.

During the course of the Project, CONSULTANT may find occasion to meet with Caltrans, City or County representatives, the design engineer, Project consultants, or other third parties who have assisted with the Project. These entities may, from time to time, offer suggestions and/or recommendations regarding the Project or elements of the Project. While SBCTA enjoys a close relationship with and has considerable confidence in the capabilities of these other parties, CONSULTANT shall not act on any suggestions, solicited or unsolicited, without obtaining specific direction from SBCTA. All oral and written communication with outside agencies or consultants related to the Project shall be directed only to SBCTA. Distribution of Project related communication and information shall be at the sole discretion of SBCTA representatives.

K. CONSTRUCTION SITE SAFETY

In addition to the requirements specified elsewhere in this contract, the following also will apply.

1. CONSULTANT will conform to the safety provisions of the Caltrans Construction Manual.
2. CONSULTANT's field personnel will wear white hard hats with proper suspension, orange vests with reflective tape, sleeved shirt, long pants, and leather boots with ankle support and rubber soled shoes at all times while working in the field.
3. CONSULTANT will provide appropriate safety training for all CONSULTANT's personnel, including work on and near highways.
4. All safety equipment will be provided by CONSULTANT.

L. BASIS FOR SURVEY AND MONUMENT STAKING

SBCTA will designate the existing horizontal and vertical control monuments that are the basis of CONSULTANT performed surveys. SBCTA will provide the California Coordinate System values and/or elevation values for these monuments. CONSULTANT shall adjust CONSULTANT performed surveys to be the designated control monuments and the values.

Monuments established by CONSULTANT shall be marked by CONSULTANT with furnished disks, plugs, tags. In addition, CONSULTANT shall identify CONSULTANT established monuments by tagging or stamping the monuments with the license or registration number of CONSULTANT'S surveyor who is in "responsible charge" of the work.

M. PERSONNEL QUALIFICATIONS AND RESPONSIBILITIES

The quantity and qualifications of field personnel to be assigned will be determined by the scope of the Project and the degree of difficulty of required tasks to be performed. Again, all personnel and personnel assignments are subject to approval by SBCTA. While some areas of responsibility may overlap, as a guideline, CONSULTANT personnel assigned to the Project should have the following qualifications:

1. Project Manager
 - a. A minimum of six (6) years' project management experience on similar construction projects is desired.
 - b. Accessible to SBCTA at all times during normal working hours.
 - c. A thorough understanding of Caltrans construction practices and procedures.
 - d. A thorough understanding of Cal-OSHA practices and procedures.
 - e. The Project Manager will assume the following functional responsibilities:
 - 1) Review, monitor, train, and provide general direction for CONSULTANT personnel.
 - 2) Assign personnel to projects on an as-needed basis.

- 3) Administer personal leave.
- 4) Prepare monthly reports for delivery to SBCTA.

2. Resident Engineer

- a. A minimum of eight (8) years' resident engineer experience on similar construction projects is desired.
- b. Licensed Professional Civil Engineer in the State of California.
- c. Ability to work independently, make effective decisions concerning construction work in progress, and solve field problems.
- d. Accessible to SBCTA at all times including weekends and holidays.
- e. Certified as a Qualified SWPPP Developer or Practitioner is desired.
- f. A thorough understanding of Cal-OSHA practices and procedures.
- g. A thorough understanding of American with Disability Act (ADA) and Caltrans ADA requirements. Completion of Caltrans Temporary Pedestrian Facilities training within last 6 months.
- h. A thorough understanding of Caltrans field methods, practices, and construction office procedures. The Resident Engineer will assume the following functional responsibilities:
 - 1) Monitor and provide daily direction to CONSULTANT Resident Engineers and inspection personnel.
 - 2) Assign field personnel to specific project tasks.
 - 3) Monitor and track Contractor progress.
 - 4) Prepare daily, weekly and monthly reports as required.
 - 5) Coordinate utility relocations with appropriate agencies and the utility inspector.
 - 6) Act as prime field contact between various project Contractors and SBCTA's Construction Manager.

3. Assistant Resident Engineer

- a. A minimum of four (4) years' experience on similar construction projects is desired.
- b. Licensed Professional Civil Engineer in the State of California.
- c. Ability to work independently, make effective decisions concerning construction work in progress, and solve field problems.
- d. Accessible to SBCTA at all times including weekends and holidays.
- e. Certified as a Qualified SWPPP Developer or Practitioner is desired.
- f. A thorough understanding of Cal-OSHA practices and procedures.
- g. A thorough understanding of American with Disability Act (ADA) and Caltrans ADA requirements. Completion of Caltrans Temporary Pedestrian Facilities training within last 6 months.

- h. Thorough understanding of Caltrans field methods, practices, and construction office procedures. The Assistant Resident Engineer shall act under the direction of the Resident Engineer and will assume the following functional responsibilities:
- 1) Monitor and provide daily direction to CONSULTANT inspection personnel.
 - 2) Assign field personnel to specific project tasks.
 - 3) Monitor and track Contractor progress.
 - 4) Prepare daily, weekly and monthly reports as required.
 - 5) Coordinate utility relocations with appropriate agencies.

4. Lead Field Inspector

- a. A minimum of six (6) years' construction inspection experience in public works or similar projects or a four-year degree in the field of civil engineering, transportation and four years of similar construction experience is desired.
- b. A thorough understanding of Cal-OSHA practices and procedures.
- c. Knowledge of Caltrans construction practices, physical characteristics and properties of highway construction materials, and approved methods and equipment used in making physical tests of construction materials.
- d. Ability to work independently, make effective decisions concerning construction work in progress, and solve field problems.
- e. Ability to direct the efforts of subordinate inspectors.
- f. Ability to use an automatic level and transit for the purpose of verifying line and grade.
- g. Certified as a Qualified SWPPP Developer or Practitioner is desired.
- h. A thorough understanding of American with Disability Act (ADA) and Caltrans ADA requirements. Completion of Caltrans Temporary Pedestrian Facilities training within last 6 months.
- i. Understanding of Caltrans field and construction office procedures. The Lead Field Inspector will assume the following functional responsibilities:
 - 1) Assist in inspections to assure compliance with contract plans, specifications, and special provisions on all phases of construction.
 - 2) Assist in the preparation of contract change orders, contract estimates, progress pay estimates, and other documents or reports required for the Project.
 - 3) Coordinate field testing of materials to monitor compliance with Project specifications and Caltrans Quality Assurance Program.
 - 4) Maintain accurate and timely Project records. Perform quantity calculations for progress pay estimates.

- 5) Perform analytical calculations such as basic earthwork, grading, profiles, and special staking procedures.
- 6) Provide input for the redesign of facilities to fit existing field conditions.
- 7) Monitor and track Contractor progress. Prepare daily, weekly, and monthly reports as required.

5. Field Inspector

- a. Two (2) years' construction inspection experience in public works or similar projects or a four-year degree in the field of civil transportation engineering is desired.
- b. A thorough understanding of Cal-OSHA practices and procedures.
- c. Knowledge of construction practices, physical characteristics and properties of construction materials, and approved methods and equipment used in making physical tests of construction materials.
- d. Ability to work independently. Ability to make minor decisions concerning construction work in progress and to solve field and office problems.
- e. Ability to use an automatic level and transit for the purpose of verifying line and grade.
- f. Certified as a Qualified SWPPP Developer or Practitioner is desired.
- g. A thorough understanding of American with Disability Act (ADA) and Caltrans ADA requirements. Completion of Caltrans Temporary Pedestrian Facilities training within last 6 months.
- h. Understanding of Caltrans construction methods and practices. The Field Inspector will assume the following functional responsibilities:
 - 1) Assist in inspections to assure compliance with contract plans, specifications, and special provisions on all phases of project construction.
 - 2) Assist in preparation of contract change orders, contract estimates, progress pay estimates, and other documents or reports required for the Project.
 - 3) Coordinate field testing of materials to monitor compliance with Project specifications and Caltrans Quality Assurance Program.
 - 4) Perform quantity calculations for progress pay estimates and maintain Project records.
 - 5) Perform analytical calculations such as basic earthwork, grading, profiles, and special staking procedures.
 - 6) Provide input for the redesign of facilities to fit existing field conditions.
 - 7) Perform construction materials sampling.
 - 8) Perform labor compliance interviews of the Contractors' personnel.

6. Structural Representative

- a. A minimum of six (6) years' of bridge or structural construction inspection as related to major public works projects and a four-year degree in civil engineering is desired.
- b. A minimum of four (4) years as a Structural Representative on major public works projects.
- c. Licensed Professional Civil Engineer in the State of California.
- d. Knowledge of stress analysis, structural mechanics, and strength of materials.
- e. A thorough understanding of Cal-OSHA practices and procedures.
- f. Knowledge of Caltrans and Greenbook construction practices and the physical characteristics and properties of various bridge construction materials including concrete.
- g. Experience in the following areas: foundations, pile driving, concrete prestressing, bridge deck construction, cast-in-place wall construction, falsework, and shoring.
- h. Ability to work independently. Ability to perform duties in the construction field office and effectively make decisions concerning construction work in progress and solving field problems.
- i. Ability to direct the efforts of subordinate inspectors.
- j. Ability to use an automatic level and transit for the purpose of verifying line and grade.
- k. Thorough understanding of Caltrans field methods, practices, and construction office procedures. The Structural Representative shall assume the following functional responsibilities:
 - 1) Assist in inspections to assure compliance with contract plans, specifications, and special provisions on all phases of structural construction such as bridges, foundations, walls, falsework, shoring, and drainage structures.
 - 2) Make grade, alignment, quantity, falsework, and shoring calculations.
 - 3) Assist in the preparation of contract change orders, contract estimates, progress pay estimates, and other documents or reports required for the Project. Coordinate the sampling and testing of construction materials to monitor compliance with contract specifications.
 - 4) Monitor and track Contractor progress. Prepare daily, weekly, and monthly reports as required.
 - 5) Coordinate with Resident Engineer, as well as the Construction Staking and Material Testing consultants.
 - 6) Direct the daily activities of subordinate inspectors.

7. Assistant Structures Representative/Structural Inspector

- a. A minimum of four (4) years' of bridge design or structural construction inspection as related to Caltrans or major public works projects and a four-year degree in civil or structural engineering is desired.
- b. Knowledge of stress analysis, structural mechanics, and strength of materials.
- c. A thorough understanding of Cal-OSHA practices and procedures.
- d. Knowledge of construction practices and the physical characteristics and properties of various highway bridge construction materials including concrete.
- e. Experience in one or more of the following areas: pile driving, concrete prestressing, bridge deck construction, retaining wall construction, falsework, and shoring.
- f. Ability to work independently and make minor decisions concerning construction work in progress and to solve field and office problems.
- g. Ability to use an automatic level and transit for the purpose of verifying line and grade.
- h. Understanding of Caltrans construction methods and practices. The Structural Inspector will assume the following functional responsibilities:
 - 1) Assist in inspections to assure compliance with contract plans, specifications, and special provisions on all phases of structural construction such as bridges, foundation, walls, falsework, shoring, and drainage structures.
 - 2) Make grade, alignment, quantity, falsework, and shoring calculations.
 - 3) Assist in the preparation of contract change orders, contract estimates, progress pay estimates, and other documents or reports required for the Project.
 - 4) Sampling and testing of construction materials to monitor compliance with contract specifications and Caltrans Quality Assurance Program.

8. Office Engineer

- a. A minimum of two (2) years' experience as an office engineer on similar construction projects is desired.
- b. Knowledge of Caltrans Office of Highway Construction forms used to administer construction projects.
- c. Knowledge of Caltrans system of document organization.
- d. Knowledge of construction records and accounting procedures.
- e. Knowledge of documentation, procedures, and reporting for federally funded projects.

- f. Knowledge of laws and regulations governing the payment of prevailing wages.
- g. The Office Engineer will assume the following functional responsibilities:
 - 1) Process monthly progress pay estimates, monthly status reports, extra work reports, and weekly statements of working days.
 - 2) Prepare and process contract change orders.
 - 3) Monitor construction budget and schedule.
 - 4) Prepare, maintain, and/or file project documents including labor and equipment records, correspondence, memoranda, meeting minutes, claims, personnel records, labor compliance reports, and daily, weekly, and monthly reports.
 - 5) Perform routine calculations and checking of quantities.
 - 6) Coordinate all office activities and functions with SBCTA representatives.

9. Materials Testing/Source Inspection Project Manager

- a. A minimum four (4) years' project management experience on a similar highway/bridge construction project is desired.
- b. Licensed Civil Engineer in the State of California.
- c. Ability to use typical computer programs including word processing and spreadsheets.
- d. The Materials Testing/Source Inspection Project Manager will assume the following functional responsibilities:
 - 1) Review, monitor, train, and provide general direction for CONSULTANT's laboratory, field and source inspection personnel.
 - 2) Assign personnel to projects on an as-needed basis in coordination with the Resident Engineer.
 - 3) Administer personal leave, subject to approval of the Resident Engineer.
 - 4) Prepare monthly reports for delivery to the Resident Engineer.
 - 5) Provide direction, administration, and responsibility for Materials Certification per Caltrans Construction Manual, Section 8-01.
 - 6) Assist SBCTA and Resident Engineer in preparing the project specific Source Inspection Quality Management Plan (SIQMP) for Caltrans review and approval. (Reference Caltrans "Source Inspection Quality Management Plan (SIQMP Outline dated 04/17/12).
 - 7) Serve as project Structural Materials Representative (SMR) per Caltrans requirements.

- 8) Provide direction, administration, and responsibility for implementation of the approved SIQMP per Caltrans Construction Procedures Directive (CPD) 08-5 and FHWA Title 23 requirements.

Material testing/source inspection personnel will be certified by a California Registered Civil Engineer as being experienced and competent in the test procedures required for the work involved (and possess a current certificate of proficiency (Form MR-0111) in accordance with Quality Assurance Program Manual (Section 3-5). Independent certification of Caltrans test procedures may be performed at the discretion of the SBCTA Construction Manager.

10. Materials Technicians

CONSULTANT personnel provided under this contract will have a variety of skills and experience appropriate for the level of tasks to be assigned. Field personnel shall be certified by Caltrans and should have a minimum of two (2) years' experience in conducting material sampling and testing of the type required for the projects involved and possess the following additional capabilities:

- a. Have the ability to establish specific locations for appropriate tests when construction contract administration personnel are not available.
- b. Be familiar with construction practices and be fully aware of construction activities at the Project site.
- c. Have knowledge of and comply with safety and health regulations and requirements applicable to the Project.
- d. Specific qualifications for technicians are as follows:

1) CONSTRUCTION TECHNICIAN I

- a) Performs a variety of semi-skilled activities. Examples of duties assigned to this classification are:
 - i. Conducting quality control tests such as soil densities, sieve analysis tests, operation scales and inspecting spread operations.
 - ii. Sampling and transporting produced construction materials from point of application or production to testing laboratory.
- b) Knowledge and Skills Required
 - i. Knowledge of tools, equipment and vehicles utilized in construction.
 - ii. Knowledge of standard equipment and materials used for the sampling and testing of construction material.
 - iii. Knowledge of basic mathematics used in the computation of a variety of construction items.
 - iv. Knowledge of record keeping, preparing of documents and reports.

2) CONSTRUCTION TECHNICIAN II

- a) Performs a variety of skilled activities. Examples of duties assigned to this classification are:
- i. Inspecting minor construction items, sampling and inspection of steel reinforcement, sampling and inspection of concrete placing operation.
 - ii. Collect and analyze soil samples of construction materials to determine compaction and moisture content.
 - iii. Inspection and sampling of all phases of asphalt concrete and PCC paving operation, including plant inspection.
 - iv. Confers with construction engineers and contractors regarding construction in progress and is conformance to specifications and construction plans.
 - v. Answers questions and resolves problems.
 - vi. Inspects construction in progress to ensure conformance with specification, agreements, and established requirements.
 - vii. Keeps daily diary of work progress.
 - viii. Prepares reports on all field inspections and submits project quantities on a daily basis.
 - ix. Keeps accurate documentation for force accounts and possible claims.
- b) Knowledge and Skills Required
- i. All knowledge and skills required of lower classification.
 - ii. Knowledge of currently accepted methods, procedures and techniques used in highway construction inspection, survey, materials testing, and quality control equipment.
 - iii. Skill in interpersonal relations as applied to contact with contractors, representatives of other governmental jurisdictions, and other SBCTA/Caltrans staff.

3) CONSTRUCTION TECHNICIAN III

- a) Exercises considerable independent judgment within general Caltrans standards and guidelines. Examples of duties assigned to this classification are:

- i. Inspect Project construction on an ongoing basis to assure compliance with contract and in accordance with State and local standards.
 - ii. Perform a variety of structural material tests and inspections.
 - iii. Reviews construction plans and verified that these are in accordance with designated specifications and other requirements.
 - iv. Participates in the preparation of completed work estimates, to calculate compensation due contractor.
 - v. Examines and verifies numeric data and material specifications on project cost source documents, utilizing geometry and trigonometry calculations.
 - vi. Supervises all work activities involved in construction projects, laboratory, and quality control work.
 - vii. Recommends approval of proposed Project changes.
- b) Knowledge and Skills Required
- i. All knowledge and skills required of lower classifications.
 - ii. Knowledge of the principles and practices of Civil Engineering as applied to the construction of state highways.
 - iii. Skill in analyzing and evaluating a wide variety of highly technical engineering data, including construction plans, field survey and quality control documents.
 - iv. Skill in interpreting and implementing Caltrans standards, policies, procedures and regulations.
 - v. Skill in interpersonal relations, as applied to contacts with contractors, representatives of other governmental jurisdictions, and other SBCTA/Caltrans staff.

11. Construction Surveying Project Manager

- a. A minimum four (4) years' project management experience on similar construction projects is desired.
- b. Licensed Surveyor or pre-January 1, 1982 Registered Professional Engineer in the State of California.
- c. Accessible to the Resident Engineer and SBCTA at all times during normal working hours as specified in this Scope of Services.

- d. Under the direction of the Resident Engineer, the Survey Project Manager will be responsible for:
- 1) Review, monitor, train, and provide general direction for CONSULTANT survey personnel.
 - 2) Assign personnel to projects on an as-needed basis.
 - 3) Administer personal leave, subject to approval of the Resident Engineer.
 - 4) Prepare monthly reports for delivery to the Resident Engineer.

12. Field Party Chief(s)

- a. The person(s) holding the position of Party Chief shall meet at least one of the following licensing requirements:
- 1) A licensed Land Surveyor in the State of California.
 - 2) A pre-January 1, 1982, Registered Professional Civil Engineer in the State of California.
 - 3) An experienced surveyor who serves as chief under the direction or supervision of a person who is a licensed Land Surveyor or pre-January 1, 1982 Registered Professional Civil Engineer in the State of California. The direction or supervision shall place the supervisor in “responsible charge” of the work. “Responsible Charge” is defined in Chapter 15 of the Business and Professions Code (the Land Surveyor’s Act) and Title 16, Chapter 5, of the California Administrative Code (regulations adopted by the Board of Registration for Professional Engineers and Land Surveyors).
- b. The Party Chief(s) should have a minimum two (2) years’ survey experience on similar construction projects and possess the following additional capabilities:
- 1) Thorough knowledge of construction survey practices and the ability to read and interpret plans and specifications.
 - 2) Ability to make effective decisions concerning field problems and work in progress.
 - 3) Familiarity with typical coordinate geometry computer programs.
 - 4) Familiarity with safety requirements for surveying near traffic.
- c. The Party Chief(s) will assume the following responsibilities:
- 1) Perform construction staking services for Project construction.
 - 2) Administer day to day activities for the survey party.
 - 3) Perform analytical survey calculations for items such as grading, horizontal and vertical control, right of way, and minor in-field design.
 - 4) Maintain continuous communication with the Resident Engineer, field personnel, and construction administration staff.

13. Survey Crews

- a. Qualifications for survey crew members should include the following:
 - 1) A minimum of one (1) year of survey experience on similar construction projects is desired.
 - 2) Fundamental knowledge of construction survey practices and the ability to read and interpret plans and specifications.
 - 3) Ability to assist Party Chiefs and office personnel in all required surveying work.
 - 4) One survey crew member must have the ability to assume temporary leadership of the survey party in the absence of the Party Chief.
- b. Under the direction of the Resident Engineer and the Party Chief, the survey crew members will assume the following responsibilities:
 - 1) Perform basic calculations to support construction staking.
 - 2) Maintain continuous communication with Party Chiefs and office personnel.

END OF SCOPE OF WORK

Minute Action

AGENDA ITEM: 8

Date: *November 2, 2022*

Subject:

Interstate 10 Eastbound Truck Climbing Lane Release of Invitation for Bids No. 23-1002869

Recommendation:

That the Board, acting as the San Bernardino County Transportation Authority:

Authorize the Executive Director, or his designee, to release Invitation for Bids No. 23-1002869 for construction of the Interstate 10 Eastbound Truck Climbing Lane Project, subject to approval as to form by General Counsel and final approval of the Plans, Specifications, and Estimates package.

Background:

The Interstate 10 (I-10) Eastbound Truck Climbing Lane Project (Project) is in the San Bernardino County Measure I Freeway Program and will improve traffic operations along an approximately three-mile freeway segment by adding a truck lane along the eastbound I-10. The Project starts at 16th Street in the City of Yucaipa and will terminate around County Line Road in the City of Calimesa. The Project will add a new freeway lane to the inside of the freeway and stripe the outside lane into a truck climbing lane, pave the median, add concrete median barriers, and widen the Oak Glen Creek Bridge. The construction contract will be funded with approximately \$24 million of competitive grant funds from the Senate Bill 1 (SB1) Trade Corridor Enhancement Program (TCEP).

In March 2021, the Board of Directors (Board) approved the final design services contract for the Project, and the work to prepare and complete the final design package began shortly after. On April 22, 2022, the Project received Right-of-Way Certification, and on April 26, 2022, the Project received conditional approval of the Final 100% Plans, Specifications, and Estimates (PS&E) package. On June 1, 2022, the Board approved Construction Cooperative Agreement No. 22-1002782 with California Department of Transportation (Caltrans), defining the roles and responsibilities of each agency under the construction phase of the Project. Under this agreement, San Bernardino County Transportation Authority will lead the Advertisement, Award, and Administration (AAA) of the Project. Presently, the project team is waiting for approval of two regulatory permits, one from the California Department of Fish and Wildlife, and the other from the Regional Water Quality Control Board. Once the permits are issued and any requirements are incorporated into the project plans and specifications, staff can request the California Transportation Commission to allocate the TCEP funds for the Project.

An Invitation for Bids (IFB) has been prepared based on the conditionally approved PS&E package. Staff is recommending that the Board authorize the Executive Director, or his designee, to advertise the construction contract for the Project through the release of IFB No. 23-1002869, subject to approval as to form by General Counsel, final approval of the PS&E package, and allocation of TCEP funds. The Project can then be advertised for construction with an anticipated award of a construction contract to be brought directly to the Board for approval in early 2023 and construction can start by spring of 2023.

Entity: San Bernardino County Transportation Authority

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Financial Impact:

This item is consistent with the Fiscal Year 2022/2023 Budget under Task No. 0820 Valley Freeway Projects, Sub-Task No. 0854 I-10 EB TCL.

Reviewed By:

This item was reviewed and recommended for approval (14-0-0) without a quorum of the Board present at the Board of Directors Metro Valley Study Session on October 13, 2022. SBCTA General Counsel, Procurement Manager and Risk Manager have reviewed this item.

Responsible Staff:

Khalid Bazmi, Construction Manager

Approved
Board of Directors
Date: November 2, 2022

Witnessed By:

Minute Action

AGENDA ITEM: 9

Date: November 2, 2022

Subject:

Revised Fiscal Year 2022/2023 Transit Operator Allocations

Recommendation:

That the Board, acting as the San Bernardino County Transportation Authority

A. Allocate an additional \$5,782 of State Transit Assistance – Population Share funds to the City of Needles and \$2,725,000 of Congestion Mitigation and Air Quality (CMAQ) Improvement Funds to Victor Valley Transit Authority.

B. Approve revisions to the transit agencies’ Short Range Transit Plans revenue assumptions to reflect the final allocation amounts.

C. Approve the revised CMAQ Allocation Plan through Fiscal Year 2031/2032.

Background:

Staff is requesting an additional allocation of \$5,782 of State Transit Assistance –Population Share (STA-Pop) funds to the City of Needles to provide additional service on their Dial-a-Ride (DAR) program. DAR provides specialized transportation for seniors and persons with disabilities and currently runs daily from 9:00 a.m. to 1:00 p.m. This allocation would allow them to increase DAR hours by one (1) hour per day to run 9:00 a.m. to 2:00 p.m. This project is identified in their Short Range Transit Plan (SRTP) and was given the 2nd priority in important improvements. Table 1 shows the change to the funding allocation.

Table 1 – Revised Allocation to the City of Needles

Fund Source	Original Allocation	Supplemental Allocation	Revised Allocation
Local Transportation Fund (LTF)	\$431,973		\$431,973
State Transit Assistance – Op (STA-Op)	\$3,753		\$3,753
State Transit Assistance – Pop (STA-Pop)	\$149,913	\$5,782	\$155,695
Measure I Senior & Disabled (MSI S&D)	\$28,300		\$28,300
FTA Section 5311	\$62,366		\$62,366
SB1 State of Good Repair – Op (SGR-Op)	\$618		\$618
SB1 State of Good Repair – Pop (SGR-Pop)	\$8,505		\$8,505
Total Allocation	\$685,428	\$5,782	\$691,210

Staff is also requesting an advanced allocation of \$2,725,000 of Congestion Mitigation and Air Quality (CMAQ) Improvement Funds to Victor Valley Transit Authority (VVTA). VVTA will be building a hydrogen fuel station to fuel the Fuel Cell Electric Bus in accordance with its fleet transition to zero emissions. The station will be located in Hesperia and will be equipped with three (3) dispensers, two (2) private 350 BAR (H35) dispensers for VVTA’s fleet, and a 350 BAR (H35)/700 BAR (H70) dispenser for light duty and heavy-duty applications. The station will be able to fuel 60 buses and more than 20 passenger cars per day and will include an 18,000-25,000-gallon liquid hydrogen storage tank. VVTA staff submitted this project to three (3) different competitive grant sources; however, they were unsuccessful. VVTA will be using a

Entity: San Bernardino County Transportation Authority

match of LTF for this funding. During the current fiscal year, VVTA will be conducting a Comprehensive Operational Analysis (COA) and a more detailed plan for vehicles and facilities will be included. Table 2 shows the change to the funding allocation. This does not increase the overall CMAQ funding available to VVTA over the next 10 years, but advances a portion of the Fiscal Year 2023/2024 planned allocation as reflected in Attachment 2.

Table 2 – Revised Allocation to the VVTA

Fund Source	Original Allocation	Supplemental Allocation	Revised Allocation
Local Transportation Fund (LTF)	\$37,513,562		\$37,513,562
State Transit Assistance – Op (STA Op)	\$257,016		\$257,016
State Transit Assistance – Pop (STA Pop)	\$0		\$0
Low Carbon Transit Operations – Op (LCTOP-Op)	\$76,441		\$76,441
Low Carbon Transit Operations – Pop (LCTOP-Pop)	\$1,132,156		\$1,132,156
SB1 State of Good Repair – Op (SGR-Op)	\$48,119		\$48,119
SB1 State of Good Repair – Pop (SGR-Pop)	\$738,603		\$738,603
Measure I Senior & Disabled (MSI S&D)	\$1,833,400		\$1,833,400
FTA Section 5307	\$8,337,734		\$8,337,734
FTA Section 5339	\$1,130,123		\$1,130,123
FTA Section 5311	\$952,712		\$952,712
CMAQ	\$0	\$2,725,000	\$2,725,000
Total Allocation	\$52,019,866	\$2,725,000	\$54,744,866

Financial Impact:

This item is consistent with the Fiscal Year 2022/2023 Budget.

Reviewed By:

This item was reviewed and unanimously recommended for approval by the Transit Committee on October 13, 2022.

Responsible Staff:

Nancy Strickert, Transit Manager

Approved
Board of Directors
Date: November 2, 2022

Witnessed By:

Attachment 1

Summary of Changes to SRTP Revenue Assumptions for FY 2022/2023¹

Operator	FY 2022/2023 Total Revenues	LTF/ LTF Carryover	STA	SGR	LCTOP	Measure I	CMAQ	FTA Non-Stimulus (5307/5310/5311/ 5337/5339) ²	FTA COVID-19 Stimulus (CARES/CRRSAA/ ARPA)
MBTA Plan ³	\$ 4,256,571	3,262,490	191,870	109,036	151,262	131,274	-	410,639	
Amendment	\$ 7,505,245	6,248,481	191,870	133,943	205,921	156,500	-	568,530	-
Difference	\$ 3,248,674	2,985,991	-	24,907	54,659	25,226	-	157,891	-
Mountain Transit Plan	\$ 12,545,091	3,107,509	8,577,229	85,601	57,034	119,168	293,550	305,000	
Amendment⁴	\$ 10,471,608	4,396,933	4,577,229	87,241	134,060	150,100	724,129	401,916	-
Difference	\$ (2,073,483)	1,289,424	(4,000,000)	1,640	77,026	30,932	430,579	96,916	-
Needles Plan ⁵	\$ 513,878	225,653	216,114	7,663	10,464	13,357	-	40,627	
Amendment⁶	\$ 691,210	431,973	159,448	9,123	-	28,300	-	62,366	-
Difference	\$ 177,332	206,320	(56,666)	1,460	(10,464)	14,943	-	21,739	-
Omnitrans Plan	\$ -						-	-	
Amendment⁷	\$ 104,146,451	62,920,372	2,210,628	364,107	3,185,861	16,185,400	-	19,280,083	-
Difference	\$ 104,146,451	62,920,372	2,210,628	364,107	3,185,861	16,185,400	-	19,280,083	-
VVTA Plan ⁸	\$ 35,178,382	19,107,454	256,123	677,157	839,654	1,223,531	2,500,000	10,574,463	
Amendment	\$ 54,744,866	37,513,562	257,016	786,722	1,208,597	1,833,400	2,725,000	10,420,569	-
Difference	\$ 19,566,484	18,406,108	893	109,565	368,943	609,869	225,000	(153,894)	-
Total Original Plan	\$ 52,493,922	25,703,106	9,241,336	879,457	1,058,414	1,487,330	2,793,550	11,330,729	-
Total Amendment	\$ 177,559,380	111,511,321	7,396,191	1,381,136	4,734,439	18,353,700	3,449,129	30,733,464	-
TOTAL INCREASE/(DECREASE)	\$ 125,065,458	85,808,215	(1,845,145)	501,679	3,676,025	16,866,370	655,579	19,402,735	-

¹ Does not include all SRTP revenues (i.e., passenger fares, advertising, directly received federal & other revenues).

² FTA FY 2022/2023 apportionments are not available now; amounts are estimates primarily based on FY 2021/2022 apportionments.

³ MBTA revised their vehicle needs and CMAQ decreased as LTF covered their needs for FY22/23.

⁴ Mtn Transit STA allocation includes \$4.5 million for new facilities. MT had a larger request however they will not need the entire amount during this fiscal year.

⁵ Needles swapping LCTOP for STA.

⁶ In FY22/23 Needles will purchase one vehicle however the cost has come in lower than anticipated for STA dollars.

⁷ Omnitrans SRTP 2021 - 2026 has not been completed. This Amendment adds this current year into their most recent SRTP 2015- 2021.

⁸ VVTA's LTF increased and has funding available to cover CMAQ apportionment.

Attachment 2

CMAQ Allocation Plan for Transit Operators

	FY 2022/2023 ³	FY 2023/2024	FY 2024/2025	FY 2025/2026	FY 2026/2027	FY 2027/2028	FY 2028/2029	FY 2029/2030	FY 2030/2031	FY 2031/2032 ¹	Total
MBTA	\$0	\$745,070	\$904,072	\$0	\$876,513	\$595,579	\$1,040,485	\$3,053,006	\$1,500,000	\$1,079,971	\$9,794,696
Omnitran ²	\$0	\$18,305,820	\$36,891,083	\$10,467,232	\$23,012,095	\$23,284,020	\$24,784,868	\$0	\$42,072,196	\$0	\$178,817,314
VVTA	\$2,725,000	\$664,000	\$2,500,000	\$3,100,000	\$2,500,000	\$3,465,983	\$6,311,981	\$5,658,869	\$6,696,381	\$0	\$33,622,214
VVTA Barstow	\$0	\$650,000	\$0	\$650,000	\$0	\$650,000	\$0	\$650,000	\$0	\$0	\$2,600,000
MARTA	\$724,129	\$316,524	\$0	\$3,046,887	\$2,750,322	\$821,931	\$0	\$1,851,448	\$2,289,384	\$0	\$11,800,625
Total	\$3,449,129	\$20,681,414	\$40,295,155	\$17,264,119	\$29,138,930	\$28,817,513	\$32,137,334	\$11,213,323	\$52,557,961	\$1,079,971	\$236,634,849

¹ Funding for FY31/32 is still to be determined based on operators next SRTP cycle.
² Omnitrans has not completed their SRTP and these are estimates based on discussions with Omnitrans.
³ MBTA were able to cover the vehicle cost with available LTF for next fiscal year.

Minute Action

AGENDA ITEM: 10

Date: *November 2, 2022*

Subject:

San Bernardino Line Rialto Double Track Project Funding Plan Update

Recommendation:

That the Board, acting as the San Bernardino County Transportation Authority:

Approve an updated funding strategy for the San Bernardino Line Rialto Double Track Project, Control Point Lilac to Sycamore, that programs up to an additional \$7.615 million in uncommitted transit funds and requests \$33.562 million in grant funds.

Background:

In December 2021, the San Bernardino County Transportation Authority (SBCTA) Board of Directors (Board) approved the 2021 Update to the 10-Year Delivery Plan, which included a project to construct approximately three miles of second mainline track along the Metrolink San Bernardino Line from Control Point (CP) Lilac to CP Rancho (Lilac to Rancho Project) at a total cost of \$90.2 million, including an unfunded need of \$79 million for right-of-way and construction.

In November 2021, SBCTA staff presented the Board with a Grant Application Strategy for the 2022 Senate Bill 1 (SB1) Competitive Programs and the 2022 Transit and Intercity Rail Capital Program (TIRCP). It was anticipated that the Lilac to Rancho Project would be submitted for the unfunded need for both TIRCP and the SB1 Solutions for Congested Corridors Program (SCCP).

Since that time, the Southern California Regional Rail Authority (SCRRA) identified a priority portion of the Lilac to Rancho Project from CP Lilac, through the Rialto Metrolink Station, to Sycamore Avenue (Lilac to Sycamore Project) at an estimated cost of \$52.5 million. The Lilac to Sycamore Project provides many of the benefits of the larger Lilac to Rancho Project, such as improved rail service efficiency and reliability, improved station accessibility, and safety improvements for pedestrian and cyclists, which also support quiet zone readiness at three rail/highway grade crossings. The shorter project was included in SBCTA's Fiscal Year 2022/2023 Budget and identified as the project that would be submitted for grant funding. SCRRA submitted the Lilac to Sycamore Project for a TIRCP grant in March 2022, but the application was unsuccessful.

SBCTA staff, in coordination with SCRRA, is getting ready to submit the project for the 2022 SCCP cycle in December 2022. The SCCP guidelines state that projects leveraging funds from discretionary private, federal, state, local or regional sources will make a project rate higher. However, the SCCP will only consider matching funds in the Construction phase, and only funds not allocated by the California Transportation Commission (CTC). Additionally, the project must expect to be environmentally cleared by the time of the SCCP project nominations in June 2023, but no later than December 2023. And while the preliminary engineering and California Environmental Quality Act (CEQA) clearance is approved, the federal environmental clearance, or National Environmental Policy Act (NEPA) has not been completed. It is not anticipated that NEPA could be approved in time because the project needs to be added to the Federal Transportation Improvement Program (FTIP) before the NEPA process can start.

Entity: San Bernardino County Transportation Authority

While SBCTA has been aggressive and quite successful with grant applications in recent years, success is not assured. And while filling the full \$41.2 million gap with grant funds would be ideal, having the project federally environmentally cleared, and adding additional local funds as match to the construction phase improves the chances of selection. Devising a grant strategy is a delicate balancing act between funding need and probability of success. In order to make the project more competitive, SBCTA staff recommends updating the funding plan to add Valley State Transit Assistance – Population Share (STA-Pop) funds as shown in Table 1 below, and pursuing NEPA clearance in case the SCCP grant is not successful to open up opportunities for federal funding.

The Table 1 funding plan compares the Lilac to Rancho Project as it currently exists in the 2021 10-Year Delivery Plan to the needs for the Lilac to Sycamore Project, with a proposed revised funding plan, and how it looks if SCCP funds are not awarded. In the case of no award, the Low Carbon Transit Operations Program (LCTOP) funds would likely need to be moved to another project until the project is funded through construction, at which time, future LCTOP funds could be added if they are available.

Table 1 - Proposed Revised Funding Plan

Phase	2021 10 Year Delivery Plan CP Lilac to CP Rancho	PROPOSED: CP Lilac to Sycamore Ave Segment	
Environmental ¹	2,322	2,528	
Design	8,955	9,106	
Right of Way	450	259	
Construction	78,425	40,562	
TOTAL	90,152	52,454	
UNFUNDED	78,875	41,177	
CURRENT PROGRAMMING			
Public Trans. Modernization, Improv. & Service Enhance. Account (PTMISEA)		1,584	
Measure I Rail		4,455	
State Transit Assistance (STA) - SCRRRA Operator Share		3,738	
Low Carbon Transit Operations Program (LCTOP) ²		1,500	
TOTAL		11,277	
PROPOSED PROGRAMMING CHANGES			
	2021 10 Year Delivery Plan	Revised Funding Plan	No SCCP Award
CURRENT PROGRAMMING	11,277	11,277	11,277
LCTOP ²	-	500	(1,500)
Valley STA - Population Share	-	7,115	1,857
SCCP	-	33,562	-
UNFUNDED	78,875	-	40,820
TOTAL	90,152	52,454	52,454

¹ Previously spent for approved CEQA environmental phase.

² \$2 million in current LCTOP expenditure plan. LCTOP can only be used for construction. If no SCCP award, the programming would need to be moved until the project is fully funded.

Proposed new programming is available from uncommitted Valley STA-Pop funds that are fairly flexible for transit capital projects, but can also be used for transit operating under certain San Bernardino County Transportation Authority

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circumstances. Therefore, it should be noted that there are several transit projects that remain unfunded, such as the Tunnel to Ontario International Airport and the Gold Line to Montclair, plus Omnitrans does not currently have an approved Capital Plan in place.

Financial Impact:

This item is consistent with the Fiscal Year 2022/2023 Budget.

Reviewed By:

This item was reviewed and unanimously recommended for approval by the Transit Committee on October 13, 2022.

Responsible Staff:

Michele Fogerson, Chief of Fund Administration

Approved
Board of Directors
Date: November 2, 2022

Witnessed By:

San Bernardino County Transportation Authority

Minute Action

AGENDA ITEM: 11

Date: *November 2, 2022*

Subject:

Administering Agency-State Master Agreement for State-Funded Projects

Recommendation:

That the Board, acting as the San Bernardino County Transportation Authority (SBCTA):

A. Approve Agreement No. 23-1002890 with the California Department of Transportation, which establishes standards for implementation of projects when SBCTA acts as an administering agency for state-funded projects.

B. Adopt Resolution No. 23-024 authorizing the Executive Director, or his designee, to execute Program Supplements for specific projects under Agreement No. 23-1002890 based upon SBCTA Board of Directors' prior approval of the specific project and project costs, and repealing Resolution No. 20-002.

Background:

California Department of Transportation (Caltrans) master agreements establish the general requirements and provisions prescribed by the California State Legislature under which certain federal and state funds are made available for use on local transportation related projects. The master agreement attached to this report replaces the existing master agreement with Caltrans for state-funded projects (No. 17-1001680).

Specific projects will be carried out by Program Supplements entered into under the terms of the master agreement, and the Program Supplements will establish specific dollar amounts and conditions for the individual projects. Previously by Resolution No. 20-002, the San Bernardino County Transportation Authority (SBCTA) Board of Directors (Board) authorized the Executive Director, or his designee, to sign project-specific SBCTA Program Supplements where the Board had taken prior action to approve the specific project and project costs. Recommendation B recommends that the Board adopt Resolution No. 23-024, which will provide the same authorization to the Executive Director for project-specific SBCTA Program Supplements for state-funded projects under the new master agreement. Resolution No. 23-024 also repeals Resolution No. 20-002, which delegated authority to the Executive Director to execute Program Supplements under the old master agreement.

Financial Impact:

This item has no financial impact on the Fiscal Year 2022/2023 Budget.

Reviewed By:

This item was reviewed and unanimously recommended for approval by the General Policy Committee on October 12, 2022. SBCTA General Counsel and Risk Manager have reviewed this item and the draft agreement.

Responsible Staff:

Michele Fogerson, Chief of Fund Administration

Entity: San Bernardino County Transportation Authority

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Approved
Board of Directors
Date: November 2, 2022
Witnessed By:

San Bernardino County Transportation Authority

General Contract Information

Contract No: 23-1002890 Amendment No.: _____
 Contract Class: Payable Department: Fund Administration
 Vendor No.: 00450 Vendor Name: California Department of Transportation (Caltrans)
 Description: Caltrans State-Funded Project Master Agreement 08-6507S21

List Any Related Contract Nos.: _____

Dollar Amount					
Original Contract	\$	-	Original Contingency	\$	-
Prior Amendments	\$	-	Prior Amendments	\$	-
Prior Contingency Released	\$	-	Prior Contingency Released (-)	\$	-
Current Amendment	\$	-	Current Amendment	\$	-
Total/Revised Contract Value	\$	-	Total Contingency Value	\$	-
Total Dollar Authority (Contract Value and Contingency)				\$	-

Contract Authorization

Board of Directors _____ Date: 11/02/2022 Board _____ Item # 9052

Contract Management (Internal Purposes Only)

Zero Dollar Contracts _____ Sole Source? No _____ N/A _____
 State _____ MOU/COOP/JPA (zero dollar contract) _____ N/A _____

Accounts Payable

Estimated Start Date: 11/02/2022 Expiration Date: 12/31/2039 Revised Expiration Date: _____
 NHS: N/A QMP/QAP: N/A Prevailing Wage: N/A

Fund	Prog	Task	Sub-Task	Object	Revenue	PA Level	Revenue Code Name	Total Contract Funding:	Total Contingency:
								\$	\$
GL								-	-
GL								-	-
GL								-	-
GL								-	-
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Vanessa Schoenewald
 Project Manager (Print Name)

Andrea Zureick
 Task Manager (Print Name)

Additional Notes:

Attachment: CSS 23-1002890 (9052 : 23-1002890 Caltrans State-Funded Project Master Agreement 08-6507S21)

MASTER AGREEMENT
ADMINISTERING AGENCY-STATE AGREEMENT FOR
STATE-FUNDED PROJECTS

08 San Bernardino County Transportation Authority

District Administering Agency

Agreement No. 08-6507S21

This AGREEMENT, is entered into effective this _____ day of _____, 20____, by and between the San Bernardino County Transportation Authority, hereinafter referred to as "ADMINISTERING AGENCY," and the State of California, acting by and through its Department of Transportation (Caltrans), hereinafter referred to as "STATE", and together referred to as "PARTIES" or individually as a "PARTY."

RECITALS:

1. WHEREAS, the Legislature of the State of California has enacted legislation by which certain State funds are made available for use on local transportation related projects of public entities qualified to act as recipients of these state funds; and
2. WHEREAS, ADMINISTERING AGENCY has applied to the California Transportation Commission (CTC) and/or STATE for funding from a State-funded program (herein referred to as STATE FUNDS), as defined in the Local Assistance Program Guidelines (LAPG) and/or in the respective CTC Guidelines, for use on local authorized transportation related projects as a local administered project(s), hereinafter referred to as "PROJECT"; and
3. WHEREAS, said PROJECT will not receive any federal funds; and
4. WHEREAS, before STATE FUNDS will be made available for PROJECT, ADMINISTERING AGENCY and STATE are required to enter into an agreement to establish terms and conditions applicable to the ADMINISTERING AGENCY when receiving STATE FUNDS for a designated PROJECT facility and to the subsequent operation and maintenance of that completed facility.

NOW, THEREFORE, the PARTIES agree as follows:

Attachment: 08-6507S21 MASTER AGREEMENT SBCTA -- Unsigned (9052 : 23-1002890 Caltrans State-Funded Project Master Agreement 08-

ARTICLE I - PROJECT ADMINISTRATION

1. This AGREEMENT shall have no force or effect with respect to any program project unless and until a project- specific Program Supplement to this AGREEMENT for state funded projects, hereinafter referred to as "PROGRAM SUPPLEMENT", has been fully executed by both STATE and ADMINISTERING AGENCY.
2. The State approved project-specific allocation notification letter and approved CTC allocation documentation designate the party responsible for implementing PROJECT, type of work, and location of PROJECT for projects requiring CTC allocation by PROJECT component of work.
3. The PROGRAM SUPPLEMENT sets out special covenants as a condition for the ADMINISTERING AGENCY to receive STATE FUNDS from/through STATE for designated PROJECT. The PROGRAM SUPPLEMENT shall also show these STATE FUNDS that have been initially encumbered for PROJECT along with the matching funds to be provided by ADMINISTERING AGENCY and/or others. Execution of PROGRAM SUPPLEMENT by the PARTIES shall cause ADMINISTERING AGENCY to adopt all the terms of this AGREEMENT as though fully set forth therein in the PROGRAM SUPPLEMENT. Unless otherwise expressly delegated in a resolution by the governing body of ADMINISTERING AGENCY, and with written concurrence by STATE, the PROGRAM SUPPLEMENT shall be approved and managed by the governing body of ADMINISTERING AGENCY.
4. ADMINISTERING AGENCY agrees to execute and return each project-specific PROGRAM SUPPLEMENT. The PARTIES agree that STATE may suspend future allocations, encumbrances and invoice payments for any on- going or future STATE FUNDED PROJECT performed by ADMINISTERING AGENCY if any project-specific PROGRAM SUPPLEMENT is not returned, unless otherwise agreed by STATE in writing.
5. ADMINISTERING AGENCY further agrees, as a condition to the release and payment of STATE FUNDS encumbered for the PROJECT described in each PROGRAM SUPPLEMENT, to comply with the terms and conditions of this AGREEMENT and all the agreed-upon Special Covenants or Remarks incorporated within the PROGRAM SUPPLEMENT, and Cooperative/Contribution Agreement where appropriate, defining and identifying the nature of the specific PROJECT.
6. STATE FUNDS will not participate in any portion of PROJECT work performed in advance of the effective date of allocation by CTC, or by STATE for allocations delegated to STATE by CTC, for said PROJECT.
7. Projects allocated with STATE FUNDS will be administered in accordance with the current CTC STIP Guidelines, applicable chapter(s) of the LAPG, LAPM and/or any other instructions published by STATE.
8. ADMINISTERING AGENCY agrees to ensure compliance with all relevant State laws and requirements for work related to PROJECT, including the California Environmental Quality Act (CEQA).

9. ADMINISTERING AGENCY's eligible costs for preliminary engineering work includes all preliminary work directly related to PROJECT up to contract award for construction, including, but not limited to, environmental studies and permits (E&P), preliminary surveys and reports, laboratory work, soil investigations, the preparation of plans, specifications and estimates (PS&E), advertising for bids, awarding of a contract and project development contract administration.

10. ADMINISTERING AGENCY's eligible costs for construction engineering include actual inspection and supervision of PROJECT construction work; construction staking; laboratory and field testing; and the preparation and processing of field reports, records, estimates, final reports, and allowable expenses of employees/consultants engaged in such activities.

11. Unless the PARTIES agree otherwise in writing, ADMINISTERING AGENCY's employees or its contracted engineering consultant shall be responsible for all PROJECT engineering work.

12. ADMINISTERING AGENCY shall not proceed with final design of PROJECT until final environmental approval of PROJECT. Final design entails the design work necessary to complete the PS&E and other work necessary for a construction contract but not required earlier for environmental clearance of that PROJECT.

13. If PROJECT is not on STATE-owned right-of-way, PROJECT shall be constructed in accordance with Chapter 11 of the LAPM that describes minimum statewide design standards for local agency streets and roads. The design standards for projects off the National Highway System (NHS) allow STATE to accept either the current Caltrans Highway Design Manual standards, the current FHWA-adopted American Association of State Highway and Transportation Officials (AASHTO) A Policy on Geometric Design of Highways and Streets standards, or the approved geometric design standards of ADMINISTERING AGENCY. Additionally, for projects off the NHS, STATE will accept ADMINISTERING AGENCY-approved standard specifications, standard plans, materials sampling and testing quality assurance programs that meet the conditions described in the then current Local Assistance Procedures Manual.

14. If PROJECT involves work within or partially within STATE-owned right-of-way, that PROJECT shall also be subject to compliance with the policies, procedures and standards of the STATE Project Development Procedures Manual and Highway Design Manual and where appropriate, an executed cooperative agreement between STATE and ADMINISTERING AGENCY that outlines the PROJECT responsibilities and respective obligations of the PARTIES. ADMINISTERING AGENCY and its contractors shall each obtain an encroachment permit through STATE prior to commencing any work within STATE rights-of-way or work which affects STATE facilities.

15. When PROJECT is not on the State Highway System (SHS) but includes work performed by a railroad, the contract for such work shall be prepared by ADMINISTERING AGENCY or by STATE, as the PARTIES may hereafter agree. In either event, ADMINISTERING AGENCY shall enter into an agreement with the railroad providing for future maintenance of protective devices or other facilities installed under the contract.

16. ADMINISTERING AGENCY shall comply with the provisions of sections 4450 and 4454 of the California Government Code, as well as other Department of General Services guidance, if applicable, for the contract PS&E for the construction of buildings, structures, sidewalks, curbs and related facilities for accessibility and usability. Further requirements and guidance are provided in Title 24 of the California Code of Regulations.

17. ADMINISTERING AGENCY shall provide a full-time public employee to be in responsible charge of each PROJECT. ADMINISTERING AGENCY shall provide or arrange for adequate supervision and inspection of each PROJECT. ADMINISTERING AGENCY may utilize consultants to perform supervision and inspection work for PROJECT with a fully qualified and licensed engineer. Utilization of consultants does not relieve ADMINISTERING AGENCY of its obligation to provide a full-time public employee to be in responsible charge of each PROJECT.

18. Unless otherwise provided in the PROGRAM SUPPLEMENT, ADMINISTERING AGENCY shall advertise, award, and administer the PROJECT construction contract or contracts.

19. The cost of maintenance, security, or protection performed by ADMINISTERING AGENCY or contractor forces during any temporary suspension of PROJECT or at any other time may not be charged to the PROJECT.

20. ADMINISTERING AGENCY shall submit PROJECT-specific award information to STATE's District Local Assistance Engineer, within sixty (60) days after contract award.

21. ADMINISTERING AGENCY shall submit the final report documents that collectively constitute a "Final Project Expenditure Report", LAPM Exhibit 17-M, within one hundred eighty (180) days of PROJECT completion. Failure by ADMINISTERING AGENCY to submit a "Final Project Expenditure Report", within 180 days of project completion will result in STATE imposing sanctions upon ADMINISTERING AGENCY in accordance with the Local Assistance Procedures Manual.

22. ADMINISTERING AGENCY shall comply with the Americans with Disabilities Act (ADA) of 1990 that prohibits discrimination on the basis of disability and all applicable regulations and guidelines issued pursuant to the ADA.

23. The Governor and the Legislature of the State of California, each within their respective jurisdictions, have prescribed certain nondiscrimination requirements with respect to contract and other work financed with public funds. ADMINISTERING AGENCY agrees to comply with the requirements of the FAIR EMPLOYMENT PRACTICES ADDENDUM, attached hereto as Exhibit A and further agrees that any agreement entered into by ADMINISTERING AGENCY with a third party for performance of work connected with PROJECT shall incorporate Exhibit A (with third party's name replacing ADMINISTERING AGENCY) as parts of such agreement.

24. ADMINISTERING AGENCY shall include in all contracts and subcontracts awarded when applicable, a clause that requires each subcontractor to comply with California Labor Code requirements that all workers employed on public works aspects of any project (as defined in California Labor Code sections 1720-1815) be paid not less than the general prevailing wage rates predetermined by the Department of Industrial Relations as effective at the date of contract award by the ADMINISTERING AGENCY.

ARTICLE II - RIGHTS-OF-WAY

1. No contract for the construction of a STATE FUNDED PROJECT shall be awarded until all necessary rights of way have been secured. Prior to the advertising for construction of PROJECT, ADMINISTERING AGENCY shall certify and, upon request, shall furnish STATE with evidence that all necessary rights-of-way are available for construction purposes or will be available by the time of award of the construction contract.

2. The furnishing of rights of way by ADMINISTERING AGENCY as provided for herein includes, and is limited to, the following, unless the PROGRAM SUPPLEMENT provides otherwise.

(a) Expenditures of capital and support to purchase all real property required for PROJECT free and clear of liens, conflicting easements, obstructions and encumbrances, after crediting PROJECT with the fair market value of any excess property retained and not disposed of by ADMINISTERING AGENCY.

(b) The cost of furnishing of right-of-way as provided for herein includes, in addition to real property required for the PROJECT, title free and clear of obstructions and encumbrances affecting PROJECT and the payment, as required by applicable law, of damages to owners of remainder real property not actually taken but injuriously affected by PROJECT.

(c) The cost of relocation payments and services provided to owners and occupants pursuant to Government Code sections 7260-7277 when PROJECT displaces an individual, family, business, farm operation or nonprofit organization.

(d) The cost of demolition and/or the sale of all improvements on the right-of-way after credit is recorded for sale proceeds used to offset PROJECT costs.

(e) The cost of all unavoidable utility relocation, protection or removal.

(f) The cost of all necessary hazardous material and hazardous waste treatment, encapsulation or removal and protective storage for which ADMINISTERING AGENCY accepts responsibility and where the actual generator cannot be identified, and recovery made.

3. ADMINISTERING AGENCY agrees to indemnify and hold STATE harmless from any liability that may result in the event the right-of-way for a PROJECT is not clear as certified by ADMINISTERING AGENCY, including, but not limited to, if said right-of-way is found to contain hazardous materials requiring treatment or removal to remediate in accordance with Federal and State laws. ADMINISTERING AGENCY shall pay, from its own non- matching funds, any costs which arise out of delays to the construction of PROJECT because utility facilities have not been timely removed or relocated, or because rights-of-way were not available to ADMINISTERING AGENCY for the orderly prosecution of PROJECT work.

ARTICLE III - MAINTENANCE AND MANAGEMENT

1. ADMINISTERING AGENCY will maintain and operate the property acquired, developed, constructed, rehabilitated, or restored by PROJECT for its intended public use until such time as the parties might amend this AGREEMENT to otherwise provide. With the approval of STATE, ADMINISTERING AGENCY or its successors in interest in the PROJECT property may transfer this obligation and responsibility to maintain and operate PROJECT property for that intended public purpose to another public entity.

2. Upon ADMINISTERING AGENCY's acceptance of the completed construction contract or upon contractor being relieved of the responsibility for maintaining and protecting PROJECT, ADMINISTERING AGENCY will be responsible for the maintenance, ownership, liability, and the expense thereof, for PROJECT in a manner satisfactory to the authorized representatives of STATE and if PROJECT falls within the jurisdictional limits of another Agency or Agencies, it is the duty of ADMINISTERING AGENCY to facilitate a separate maintenance agreement(s) between itself and the other jurisdictional Agency or Agencies providing for the operation, maintenance, ownership and liability of PROJECT. Until those agreements are executed, ADMINISTERING AGENCY will be responsible for all PROJECT operations, maintenance, ownership and liability in a manner satisfactory to the authorized representatives of STATE. If, within ninety (90) days after receipt of notice from STATE that a PROJECT, or any portion thereof, is not being properly operated and maintained and ADMINISTERING AGENCY has not satisfactorily remedied the conditions complained of, the approval of future STATE FUNDED PROJECTS of ADMINISTERING AGENCY will be withheld until the PROJECT shall have been put in a condition of operation and maintenance satisfactory to STATE. The provisions of this section shall not apply to a PROJECT that has been vacated through due process of law with STATE's concurrence.

3. PROJECT and its facilities shall be maintained by an adequate and well-trained staff of engineers and/or such other professionals and technicians as PROJECT reasonably requires. Said operations and maintenance staff may be employees of ADMINISTERING AGENCY, another unit of government, or a contractor under agreement with ADMINISTERING AGENCY. All maintenance will be performed at regular intervals or as required for efficient operation of the complete PROJECT improvements.

4. ADMINISTERING AGENCY shall comply with all applicable law, including but not limited to, all applicable legal authority regarding construction standards.

ARTICLE IV - FISCAL PROVISIONS

1. All contractual obligations of STATE are subject to the appropriation of resources by the Legislature and the allocation of resources by the CTC.

2. STATE'S financial commitment of STATE FUNDS will occur only upon the execution of this AGREEMENT, the execution of each project-specific PROGRAM SUPPLEMENT and/or STATE's approved finance letter.

3. ADMINISTERING AGENCY agrees, as a minimum, to submit invoices in arrears for reimbursement of allowable PROJECT costs at least once every six months commencing after the STATE FUNDS are encumbered on either the project-specific PROGRAM SUPPLEMENT or through a project-specific finance letter approved by STATE. STATE reserves the right to suspend future allocations and invoice payments for any on-going or future STATE FUNDED project performed by ADMINISTERING AGENCY if PROJECT costs have not been invoiced by ADMINISTERING AGENCY for a six-month period

4. Invoices shall be submitted on a standardized billing summary template, in accordance with Chapter 5 of the LAPM to claim reimbursement by ADMINISTERING AGENCY. For construction invoices, pay estimates must be included.

5. ADMINISTERING AGENCY must retain at least one copy of supporting backup documentation for allowable costs incurred and claimed for reimbursement by ADMINISTERING AGENCY. ADMINISTERING AGENCY agrees to submit supporting backup documentation with invoices if requested by State. Acceptable backup documentation includes, but is not limited to, agency's progress payment to the contractors, copies of cancelled checks showing amounts made payable to vendors and contractors, and/or a computerized summary of PROJECT costs.

6. Payments to ADMINISTERING AGENCY can only be released by STATE as reimbursements of actual allowable PROJECT costs already incurred and paid for by the ADMINISTERING AGENCY.

7. Indirect Cost Allocation Plans/Indirect Cost Rate Proposals (ICAP/ICRP), Central Service Cost Allocation Plans and related documentation are to be prepared and provided to the Inspector General - Independent Office of Audits and Investigations for review and approval prior to ADMINISTERING AGENCY seeking reimbursement of indirect cost incurred within each fiscal year being claimed for reimbursement. ICAPs/ICRPs must be prepared in accordance with the requirements set forth in 2 CFR, Part 200, Chapter 5 of the LAPM, and the ICAP/ICRP approval procedures established by STATE.

8. STATE will withhold the greater of either two (2) percent of the total of all STATE FUNDS encumbered for each PROGRAM SUPPLEMENT or \$40,000 until ADMINISTERING AGENCY submits the Final Report of Expenditures for each completed PROGRAM SUPPLEMENT PROJECT.

9. The estimated total cost of PROJECT, the amount of STATE FUNDS obligated, and the required matching funds may be adjusted by mutual consent of the PARTIES with a finance letter, and an allocation notification letter when applicable. STATE FUNDING may be increased to cover PROJECT cost increases only if such additional funds are available and the CTC and/or STATE concurs with that increase in the form of an allocation and finance letter.

10. When such additional STATE FUNDS are not available, ADMINISTERING AGENCY agrees that any increases in PROJECT costs must be defrayed with ADMINISTERING AGENCY's own funds.

11. ADMINISTERING AGENCY shall use its own non-STATE FUNDS to finance the local share of eligible costs and all PROJECT expenditures or contract items ruled ineligible for financing with STATE FUNDS. STATE shall make the final determination of ADMINISTERING AGENCY's cost eligibility for STATE FUNDED financing with respect to claimed PROJECT costs.

12. ADMINISTERING AGENCY will reimburse STATE for STATE's share of costs for work performed by STATE at the request of ADMINISTERING AGENCY. STATE's costs shall include overhead assessments in accordance with section 8755.1 of the State Administrative Manual.

13. STATE FUNDS allocated by the CTC and/or STATE are subject to the timely use of funds provisions approved in CTC Guidelines and State procedures approved by the CTC and STATE.

14. STATE FUNDS encumbered for PROJECT are available for liquidation only for a limited period from the beginning of the State fiscal year when those funds were appropriated in the State Budget. STATE FUNDS not liquidated within these periods will be reverted unless a Cooperative Work Agreement (CWA) is submitted by ADMINISTERING AGENCY and approved by the California Department of Finance in accordance with Section 16304 of the Government Code. The exact date of fund reversion will be reflected in the STATE signed PROJECT finance letter.

15. Payments to ADMINISTERING AGENCY for PROJECT-related travel and subsistence (per diem) expenses of ADMINISTERING AGENCY forces and its contractors and subcontractors claimed for reimbursement or as local match credit shall not exceed rates authorized to be paid to rank and file STATE employees under current California Department of Human Resources (CalHR) rules unless a Cooperative Work Agreement (CWA) is submitted by ADMINISTERING AGENCY and approved by the California Department of Finance in accordance with Government Code section 16304. If the rates invoiced by ADMINISTERING AGENCY are in excess

of CalHR rates, ADMINISTERING AGENCY is responsible for the cost difference, and overpayments inadvertently paid by STATE shall be reimbursed to STATE by ADMINISTERING AGENCY on demand.

16. ADMINISTERING AGENCY agrees to comply with California Government Code 4525-4529.14. Administering Agency shall undertake the procedures described in California Government Code 4527(a) and 4528(a). Administering Agency shall also comply with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards, excluding 2 CFR Part 200.318-200.326.

17. ADMINISTERING AGENCY agrees and will assure that its contractors and subcontractors will be obligated to agree that Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual PROJECT cost items. Every recipient and sub-recipient receiving PROJECT funds under this AGREEMENT shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards, excluding 2 CFR Part 200.318-200.326 Governments. ADMINISTERING AGENCY agrees to comply with the provisions set forth in 23 CFR Parts 140, 645 and 646 when contracting with railroad and utility companies.

18. Every recipient and sub-recipient receiving PROJECT funds under this AGREEMENT shall comply with 2 CFR 200 excluding 2 CFR Part 200.318-200.326, 48 CFR Chapter 1, Part 31, LAPM, Public Contract Code (PCC) 10300- 10334 (procurement of goods), PCC 10335-10381 (non-A&E services), California Government Code 4525-4529.5 including 4527(a) and 4528(a), and other applicable STATE regulations.

19. Any PROJECT costs for which ADMINISTERING AGENCY has received payment or credit that are determined by subsequent audit to be questioned, disallowed, or unallowable under 2 CFR, Part 200, 48 CFR, Chapter 1, Part 31, 23 CFR Parts 140, 645 and 646, LAPM, Public Contract Code (PCC) 10300-10334 (procurement of goods), PCC 10335-10381 (non-A&E services), California Government Code 4525-4529.5 including 4527(a) and 4528(a), and other applicable STATE regulations are subject to repayment by ADMINISTERING AGENCY to STATE and may result in STATE imposing sanctions on ADMINISTERING AGENCY as described in Chapter 20 of the Local Assistance Procedures Manual.

20. Should ADMINISTERING AGENCY fail to refund any moneys due upon written demand by STATE as provided herein or should ADMINISTERING AGENCY breach this AGREEMENT by failing to complete PROJECT without adequate justification and approval by STATE, then, within thirty (30) days of demand, or within such other period as may be agreed to in writing between the PARTIES hereto, STATE, acting through the State Controller, the State Treasurer, the CTC or any other public entity or agency, may intercept, withhold and demand the transfer of an amount equal to the amount paid by or owed to STATE for each PROJECT, from future apportionments, or any other funds due ADMINISTERING AGENCY from the Highway Users Tax Fund or any other sources of funds, and/or may also withhold approval of future STATE FUNDED projects proposed by ADMINISTERING AGENCY.

21. Should ADMINISTERING AGENCY be declared to be in breach of this AGREEMENT or otherwise in default thereof by STATE, and if ADMINISTERING AGENCY is

constituted as a joint powers authority, special district, or any other public entity not directly receiving funds through the State Controller, STATE is authorized to obtain reimbursement from whatever sources of funding are available, including the withholding or transfer of funds, from those constituent entities comprising a joint powers authority or by bringing of an action against ADMINISTERING AGENCY or its constituent member entities, to recover all funds provided by STATE hereunder.

22. ADMINISTERING AGENCY acknowledges that the signatory party represents the ADMINISTERING AGENCY and further warrants that there is nothing within a Joint Powers Agreement, by which ADMINISTERING AGENCY was created, if any exists, that would restrict or otherwise limit STATE's ability to recover STATE FUNDS improperly spent by ADMINISTERING AGENCY in contravention of the terms of this AGREEMENT.

ARTICLE V

AUDITS, THIRD PARTY CONTRACTING, RECORDS RETENTION AND REPORTS

1. STATE reserves the right to conduct technical and financial audits of PROJECT work and records and ADMINISTERING AGENCY agrees, and shall require its contractors and subcontractors to agree, to cooperate with STATE by making all appropriate and relevant PROJECT records available for audit and copying as required by paragraph three (3) of Article V.

2. ADMINISTERING AGENCY, its contractors and subcontractors shall establish and maintain a financial management system and records that properly accumulate and segregate reasonable, allowable, and allocable incurred PROJECT costs and matching funds by line item for the PROJECT. The financial management system of ADMINISTERING AGENCY, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles, enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices sent to or paid by STATE.

3. ADMINISTERING AGENCY, ADMINISTERING AGENCY's contractors and subcontractors, and STATE shall each maintain and make available for inspection and audit by STATE, the California State Auditor, or any duly authorized representative of STATE or the United States, all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts, and ADMINISTERING AGENCY shall furnish copies thereof if requested. All of the above-referenced parties shall make such AGREEMENT and PROGRAM SUPPLEMENT materials available at their respective offices at all reasonable times during the entire PROJECT period and for three (3) years, or 35 years for Prop 1B funds, from the date of final payment to ADMINISTERING AGENCY.

4. ADMINISTERING AGENCY shall not award a construction contract over \$25,000 on the basis of a noncompetitive negotiation for work to be performed under this AGREEMENT without the prior written approval of STATE. All contracts awarded by ADMINISTERING AGENCY intended or used as local match credit must meet the requirements set forth in this AGREEMENT regarding local match funds.

5. ADMINISTERING AGENCY shall comply with Chapter 10 (commencing with Section 4 Division 5 of Title 1 of the Government Code and shall undertake the procedures described in California Government Code 4527(a) and 4528(a). Administering Agency shall comply with Chapter 10 of the LAPM for A&E Consultant Contracts.

6. ADMINISTERING AGENCY shall comply with Government Code Division 5 Title 1 sections 4525-4529.5 and shall undertake the procedures described in California Government Code 4527(a) and 4528(a) for procurement of professional service contracts. Administering Agency shall follow Public Contract Code Section 10335-10381 for other professional service contracts.

7. Any subcontract entered into by ADMINISTERING AGENCY as a result of this AGREEMENT shall contain all of the provisions of Article IV, FISCAL PROVISIONS, and this ARTICLE V, AUDITS, THIRD-PARTY CONTRACTING, RECORDS RETENTION AND REPORTS and shall mandate that travel and per diem reimbursements and third- party contract reimbursements to subcontractors will be allowable as PROJECT costs only after those costs are incurred and paid for by the subcontractors.

8. To be eligible for local match credit, ADMINISTERING AGENCY must ensure that local match funds used for a PROJECT meet the fiscal provisions requirements outlined in ARTICLE IV in the same manner that is required of all other PROJECT expenditures.

9. Except as provided in this Article, this AGREEMENT is solely between and for the benefit of the PARTIES and there are no third-party beneficiaries.

ARTICLE VI - MISCELLANEOUS PROVISIONS

1. ADMINISTERING AGENCY agrees to use all PROJECT funds reimbursed hereunder only for transportation purposes that are in conformance with Article XIX of the California State Constitution and other California laws.

2. ADMINISTERING AGENCY shall conform to all applicable State and Federal statutes and regulations, and the Local Assistance Program Guidelines and Local Assistance Procedures Manual as published by STATE and incorporated herein, including all subsequent approved revisions thereto applicable to PROJECT unless otherwise designated in the project-specific executed PROJECT SUPPLEMENT.

3. This AGREEMENT is subject to any additional restrictions, limitations, conditions, or any statute enacted by the State Legislature or adopted by the CTC that may affect the provisions, terms, or funding of this AGREEMENT in any manner.

4. ADMINISTERING AGENCY and the officers and employees of ADMINISTERING AGENCY, when engaged in the performance of this AGREEMENT, shall act in an independent capacity and not as officers, employees or agents of STATE.

5. Each project-specific PROGRAM SUPPLEMENT shall separately establish the terms funding limits for each described PROJECT funded under this AGREEMENT and that PROGRAM SUPPLEMENT. No STATE FUNDS are obligated against this AGREEMENT.

6. ADMINISTERING AGENCY certifies that neither ADMINISTERING AGENCY nor its principals are suspended or debarred at the time of the execution of this AGREEMENT, and ADMINISTERING AGENCY agrees that it will notify STATE immediately in the event a suspension or a debarment occurs after the execution of this AGREEMENT.

7. ADMINISTERING AGENCY certifies, by execution of this AGREEMENT, that no person or selling agency has been employed or retained to solicit or secure this AGREEMENT upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by ADMINISTERING AGENCY for the purpose of securing business. For breach or violation of this warranty, STATE has the right to annul this AGREEMENT without liability, pay only for the value of the PROJECT work actually performed, or in STATE's discretion, to deduct from the price of PROGRAM SUPPLEMENT consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

8. In accordance with Public Contract Code section 10296, ADMINISTERING AGENCY hereby certifies under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against ADMINISTERING AGENCY within the immediate preceding two (2) year period because of ADMINISTERING AGENCY's failure to comply with an order of a federal court that orders ADMINISTERING AGENCY to comply with an order of the National Labor Relations Board.

9. ADMINISTERING AGENCY shall disclose any financial, business, or other relationship with STATE that may have an impact upon the outcome of this AGREEMENT or any individual PROJECT encompassed within a PROGRAM SUPPLEMENT. ADMINISTERING AGENCY shall also list current contractors who may have a financial interest in the outcome of a PROJECT undertaken pursuant to this AGREEMENT. These disclosures shall be delivered to STATE in a form deemed acceptable by the STATE prior to execution of this AGREEMENT.

10. ADMINISTERING AGENCY hereby certifies that it does not have, nor shall it acquire, any financial or business interest that would conflict with the performance of any PROJECT initiated under this AGREEMENT.

11. ADMINISTERING AGENCY certifies that this AGREEMENT was not obtained or secured through rebates, kickbacks or other unlawful consideration either promised or paid to any STATE employee. For breach or violation of this warranty, STATE shall have the right, in its sole discretion, to terminate this AGREEMENT without liability, to pay only for PROJECT work actually performed, or to deduct from a PROGRAM SUPPLEMENT price or otherwise recover the full amount of such rebate, kickback, or other unlawful consideration.

12. Any dispute concerning a question of fact arising under this AGREEMENT that is disposed of by agreement shall be decided by the STATE's Contract Manager, who shall be identified to ADMINISTERING AGENCY at the time of execution of this AGREEMENT and, as applicable, any time that Contract Manager changes during the duration of this AGREEMENT who may consider any written or verbal evidence submitted by ADMINISTERING AGENCY. The decision of the Contract Manager, issued in writing, shall be conclusive and binding on the PARTIES on all questions of fact considered and determined by the Contract Manager.

13. Neither the pendency of a dispute nor its consideration by the Contract Manager will excuse the ADMINISTERING AGENCY from full and timely performance in accordance with the terms of this AGREEMENT and each PROGRAM SUPPLEMENT.

14. Neither STATE nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by ADMINISTERING AGENCY under or in connection with any work, authority or jurisdiction of ADMINISTERING AGENCY arising under this AGREEMENT. It is understood and agreed that ADMINISTERING AGENCY shall fully defend, indemnify and save harmless STATE and all of its officers and employees from all claims and suits or actions of every name, kind and description brought forth under, including but not limited to, tortious, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by ADMINISTERING AGENCY under this AGREEMENT.

15. Neither ADMINISTERING AGENCY nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by STATE, under or in connection with any work, authority or jurisdiction arising under this AGREEMENT. It is understood and agreed that STATE shall fully defend, indemnify and save harmless the ADMINISTERING AGENCY and all of its officers and employees from all claims, suits or actions of every name, kind and description brought forth under, including but not limited to, tortious, contractual, inverse condemnation and other theories or assertions of liability occurring by reason of anything done or omitted to be done by STATE under this AGREEMENT.

16. In the event of (a) ADMINISTERING AGENCY failing to timely proceed with effective PROJECT work in accordance with the project-specific PROGRAM SUPPLEMENT; (b) failing to maintain any applicable bonding requirements; and (c) otherwise materially violating the terms and conditions of this AGREEMENT and/or any PROGRAM SUPPLEMENT, STATE reserves the right to terminate funding for that PROJECT upon thirty (30) days' written notice to ADMINISTERING AGENCY.

17. No termination notice shall become effective if, within thirty (30) days after receipt of a Notice of Termination, ADMINISTERING AGENCY either cures the default involved or, if the default is not reasonably susceptible of cure within said thirty (30) day period the ADMINISTERING AGENCY proceeds thereafter to complete that cure in a manner and time line acceptable to STATE.

18. Any such termination shall be accomplished by delivery to ADMINISTERING AGENCY of a Notice of Termination, which notice shall become effective not less than thirty (30) days after receipt, specifying the reason for the termination, the

extent to which funding of work under this AGREEMENT and the applicable PROGRAM SUPPLEMENT is terminated and the date upon which such termination becomes effective, if beyond thirty (30) days after receipt. During the period before the effective termination date, ADMINISTERING AGENCY and STATE shall meet to attempt to resolve any dispute. In the event of such termination, STATE may proceed with the PROJECT work in a manner deemed proper by STATE. If STATE terminates funding for PROJECT with ADMINISTERING AGENCY for the reasons stated in paragraph sixteen (16) of ARTICLE VI, STATE shall pay ADMINISTERING AGENCY the sum due ADMINISTERING AGENCY under the PROGRAM SUPPLEMENT and/or STATE-approved finance letter prior to termination, provided, however, ADMINISTERING AGENCY is not in default of the terms and conditions of this AGREEMENT or the project-specific PROGRAM SUPPLEMENT and that the cost of any PROJECT completion to STATE shall first be deducted from any sum due ADMINISTERING AGENCY.

19. In the case of inconsistency or conflicts with the terms of this AGREEMENT and that of a project-specific PROGRAM SUPPLEMENT and/or Cooperative Agreement, the terms stated in that PROGRAM SUPPLEMENT and/or Cooperative Agreement shall prevail over those in this AGREEMENT.

20. Without the written consent of STATE, this AGREEMENT is not assignable by ADMINISTERING AGENCY either in whole or in part.

21. No alteration or variation of the terms of this AGREEMENT shall be valid unless made in writing and signed by the PARTIES, and no oral understanding or agreement not incorporated herein shall be binding on any of the PARTIES.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT by their duly authorized officer.

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

San Bernardino County Transportation Authority

By _____

By _____

Chief, Office of Project Implementation
Division of Local Assistance

San Bernardino County Transportation Authority
Art Bishop, Board President
(Authorized Governing Body Representative)

Date _____

Date _____

EXHIBIT A - FAIR EMPLOYMENT PRACTICES ADDENDUM

1. In the performance of this Agreement, ADMINISTERING AGENCY will not discriminate against any employee for employment on account of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. ADMINISTERING AGENCY will take affirmative action to ensure that employees are treated during employment without regard to their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Such action shall include, but not be limited to, the following: employment; upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. ADMINISTERING AGENCY shall post in conspicuous places, available to employees for employment, notices to be provided by STATE setting forth the provisions of this Fair Employment section.

2. ADMINISTERING AGENCY, its contractor(s) and all subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, 12900 et seq.), and the applicable regulations promulgated thereunder (Cal. Code Regs., Title 2, 11000, et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12900(a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this AGREEMENT by reference and made a part hereof as if set forth in full. Each of the ADMINISTERING AGENCY'S contractors and all subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreements, as appropriate.

3. ADMINISTERING AGENCY shall include the nondiscrimination and compliance provisions of this clause in all contracts and subcontracts to perform work under this AGREEMENT.

4. ADMINISTERING AGENCY will permit access to the records of employment, employment advertisements, application forms, and other pertinent data and records by STATE, the State Fair Employment and Housing Commission, or any other agency of the State of California designated by STATE, for the purposes of investigation to ascertain compliance with the Fair Employment section of this Agreement.

5. Remedies for Willful Violation:

(a) STATE may determine a willful violation of the Fair Employment provision to have occurred upon receipt of a final judgment to that effect from a court in an action to which ADMINISTERING AGENCY was a party, or upon receipt of a written notice from the Fair Employment and Housing Commission that it has investigated and determined that ADMINISTERING AGENCY has violated the Fair Employment

(b) For willful violation of this Fair Employment Provision, STATE shall have the right to terminate this Agreement either in whole or in part, and any loss or damage sustained by STATE in securing the goods or services thereunder shall be borne and paid for by ADMINISTERING AGENCY and by the surety under the performance bond, if any, and STATE may deduct from any moneys due or thereafter may become due to ADMINISTERING AGENCY, the difference between the price named in the Agreement and the actual cost thereof to STATE to cure ADMINISTERING AGENCY's breach of this Agreement.

DRAFT

Attachment: 08-6507S21 MASTER AGREEMENT SBCTA -- Unsigned (9052 : 23-1002890 Caltrans State-Funded Project Master Agreement 08-

RESOLUTION NO. 23-024

**RESOLUTION OF THE SAN BERNARDINO COUNTY TRANSPORTATION
AUTHORITY DELEGATING AUTHORITY TO SBCTA EXECUTIVE
DIRECTOR OR DESIGNEE TO EXECUTE PROGRAM SUPPLEMENTS TO
CALTRANS STATE-FUNDED PROJECTS MASTER AGREEMENT**

WHEREAS, the Legislature of the State of California has enacted legislation by which certain State funds may be made available for use on local transportation related projects of public entities, including the San Bernardino County Transportation Authority (SBCTA), qualified to act as recipients of these state funds in accordance with the intent of State law; and

WHEREAS, before state funds will be made available for a specific program project, SBCTA and the State of California acting through the Department of Transportation (Caltrans) are required to enter into a Master Agreement to establish terms and conditions applicable to SBCTA when receiving state funds for a designated Project facility and to the subsequent operation and maintenance of that completed facility; and

WHEREAS, the Master Agreement requires SBCTA and Caltrans to enter into a Program Supplement that sets out special covenants as a condition for SBCTA to receive state funds from or through Caltrans for each designated state-funded PROJECT; and

WHEREAS, execution of a Program Supplement by SBCTA and Caltrans shall cause SBCTA to adopt all the terms of the Master Agreement as though fully set forth therein in the Program Supplement; and

WHEREAS, the SBCTA Board approved a Master Agreement No. 17-1001680 between SBCTA and Caltrans on April 5, 2017; and

WHEREAS, SBCTA adopted Resolution 20-002 on October 2, 2019, delegating authority to approve and execute state-funded project-specific Program Supplements to the SBCTA Executive Director or designee, including electronic execution of Program Supplements, provided that the SBCTA Board has taken prior action to approve the specific project and project costs; and

WHEREAS, the SBCTA Board approved a revised Master Agreement No. 23-1002890 between SBCTA and Caltrans on November 2, 2022; and

WHEREAS, SBCTA desires to continue to delegate authority to approve and execute state-funded project-specific Program Supplements to the SBCTA Executive Director or

his designee, and desires such authority to include electronic execution of Program Supplements, provided that the SBCTA Board has taken prior action to approve the specific project and project costs; and

WHEREAS, SBCTA desires to repeal Resolution 20-002.

NOW, THEREFORE, the Board of Directors of the San Bernardino County Transportation Authority resolves as follows:

Section 1. The Executive Director of SBCTA or designee is authorized to execute project-specific Program Supplements, which includes receipt and submittal in digital format with electronic signatures, provided that the SBCTA Board has taken prior action to approve the specific project and project costs.

Section 2. Resolution 20-002 is repealed.

Section 3. This resolution shall take effect from and after its adoption.

APPROVED AND ADOPTED by the San Bernardino County Transportation Authority at its meeting on November 2, 2022.

Art Bishop, Board President
San Bernardino County Transportation Authority

ATTEST:

Marleana Roman, Clerk of the Board
San Bernardino County Transportation Authority

ADDITIONAL INFORMATION

BOARD OF DIRECTORS ATTENDANCE RECORD – 2022

Name	Jan	Feb	March	April	May	June	June 29 Workshop	July	Aug DARK	Sept	Oct	Nov	Dec
Paul Cook Board of Supervisors	X	X	X	X	X	X		X			X		
Janice Rutherford Board of Supervisors		X	X	X	X	X	X	X		X	X		
Dawn Rowe Board of Supervisors	X	X	X	X	X	X	X	X		X	X		
Curt Hagman Board of Supervisors	X	X	X	X	X	X		X		X	X		
Joe Baca, Jr. Board of Supervisors	X	X	X	X	X	X	X	X		X			
Daniel Ramos City of Adelanto		X	X				X	X			X		
Art Bishop Town of Apple Valley	X	X	X	X	X	X	X	X		X	X		
Paul Courtney City of Barstow	X	X	X		X					X	X		
Rick Herrick City of Big Bear Lake		X	X		X	X	X	X			X		
Eunice Ulloa City of Chino	X	X	X	X		X	X	X		X	X		
Ray Marquez City of Chino Hills		X	X	X	X	X	X	X		X	X		
Frank Navarro City of Colton	X	X	X	X	X	X	X	X		X			
Acquanetta Warren City of Fontana	X	X	*	X	X	X	X	X		X	X		
Darcy McNaboe City of Grand Terrace	X	X	X	X	X	X		X		X	*		
Rebekah Swanson City of Hesperia	X	X	X	X	X	X	X			X	X		
Larry McCallon City of Highland	X	X	X	X	X	X	X	X		X	X		

X = member attended meeting. * = alternate member attended meeting. Empty box = did not attend meeting. Crossed out box = not a Board Member at the time. Shaded box=no meeting

BOARD OF DIRECTORS ATTENDANCE RECORD – 2022

Name	Jan	Feb	March	April	May	June	June 29 Workshop	July	Aug DARK	Sept	Oct	Nov	Dec
Rhodes ‘Dusty’ Rigby City of Loma Linda	X		X	X	X	X		X		X			
John Dutrey City of Montclair	X	X	X	X	X	X	X	X		X	X		
Edward Paget City of Needles	X	X	X		X	X		X		X	X		
Alan Wapner City of Ontario	X	X	X		X	X	X	X		X			
L. Dennis Michael City of Rancho Cucamonga	X	X	X	X	*	X	X	X			X		
Paul Barich City of Redlands		X	X	X	X	X				X			
Deborah Robertson City of Rialto	X	X	X	X		X	X	X					
John Valdivia City of San Bernardino	X	X	X *	X	X	X	X	X		X	X		
Joel Klink City of Twentynine Palms	X	X	X	X	X	X		X					
Carlos A. Garcia City of Upland		X	X		X	X				*			
Debra Jones City of Victorville	X	X	X	X	X	X	*	X			X		
David Avila City of Yucaipa	X	X	X	X	X	X	X	X			X		
Rick Denison Town of Yucca Valley	X	X	X	X	X	X	X	*		X	X		
Michael Beauchamp Ex-Official Member	Diane Morales	X	X	X	X								
Diane Morales Interim Ex-Official Member						Ray Desselle		Jamal Elsaleh		Ray Desselle	X		

Communication: Attendance (Additional Information)

X = member attended meeting. * = alternate member attended meeting. Empty box = did not attend meeting. Crossed out box = not a Board Member at the time. Shaded box=no meeting

This list provides information on acronyms commonly used by transportation planning professionals. This information is provided in an effort to assist Board Members and partners as they participate in deliberations at Board meetings. While a complete list of all acronyms which may arise at any given time is not possible, this list attempts to provide the most commonly-used terms. Staff makes every effort to minimize use of acronyms to ensure good communication and understanding of complex transportation processes.

AB	Assembly Bill
ACE	Alameda Corridor East
ACT	Association for Commuter Transportation
ADA	Americans with Disabilities Act
ADT	Average Daily Traffic
APTA	American Public Transportation Association
AQMP	Air Quality Management Plan
ARRA	American Recovery and Reinvestment Act
ATMIS	Advanced Transportation Management Information Systems
BAT	Barstow Area Transit
CALACT	California Association for Coordination Transportation
CALCOG	California Association of Councils of Governments
CALSAFE	California Committee for Service Authorities for Freeway Emergencies
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CMAQ	Congestion Mitigation and Air Quality
CMIA	Corridor Mobility Improvement Account
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CPUC	California Public Utilities Commission
CSAC	California State Association of Counties
CTA	California Transit Association
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
DBE	Disadvantaged Business Enterprise
DEMO	Federal Demonstration Funds
DOT	Department of Transportation
EA	Environmental Assessment
E&D	Elderly and Disabled
E&H	Elderly and Handicapped
EIR	Environmental Impact Report (California)
EIS	Environmental Impact Statement (Federal)
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
FSP	Freeway Service Patrol
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HOV	High-Occupancy Vehicle
ICTC	Interstate Clean Transportation Corridor
IEEP	Inland Empire Economic Partnership
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
IIP/ITIP	Interregional Transportation Improvement Program
ITS	Intelligent Transportation Systems
IVDA	Inland Valley Development Agency
JARC	Job Access Reverse Commute
LACMTA	Los Angeles County Metropolitan Transportation Authority
LNG	Liquefied Natural Gas
LTF	Local Transportation Funds

Acronym List

MAGLEV	Magnetic Levitation
MARTA	Mountain Area Regional Transportation Authority
MBTA	Morongo Basin Transit Authority
MDAB	Mojave Desert Air Basin
MDAQMD	Mojave Desert Air Quality Management District
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MSRC	Mobile Source Air Pollution Reduction Review Committee
NAT	Needles Area Transit
NEPA	National Environmental Policy Act
OA	Obligation Authority
OCTA	Orange County Transportation Authority
PA&ED	Project Approval and Environmental Document
PASTACC	Public and Specialized Transportation Advisory and Coordinating Council
PDT	Project Development Team
PNRS	Projects of National and Regional Significance
PPM	Planning, Programming and Monitoring Funds
PSE	Plans, Specifications and Estimates
PSR	Project Study Report
PTA	Public Transportation Account
PTC	Positive Train Control
PTMISEA	Public Transportation Modernization, Improvement and Service Enhancement Account
RCTC	Riverside County Transportation Commission
RDA	Redevelopment Agency
RFP	Request for Proposal
RIP	Regional Improvement Program
RSTIS	Regionally Significant Transportation Investment Study
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agencies
SB	Senate Bill
SAFE	Service Authority for Freeway Emergencies
SAFETEA-LU	Safe Accountable Flexible Efficient Transportation Equity Act – A Legacy for Users
SCAB	South Coast Air Basin
SCAG	Southern California Association of Governments
SCAQMD	South Coast Air Quality Management District
SCRRA	Southern California Regional Rail Authority
SHA	State Highway Account
SHOPP	State Highway Operations and Protection Program
SOV	Single-Occupant Vehicle
S RTP	Short Range Transit Plan
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TCIF	Trade Corridor Improvement Fund
TCM	Transportation Control Measure
TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEA-21	Transportation Equity Act for the 21 st Century
TMC	Transportation Management Center
TMEE	Traffic Management and Environmental Enhancement
TSM	Transportation Systems Management
TSSDRA	Transit System Safety, Security and Disaster Response Account
USFWS	United States Fish and Wildlife Service
VCTC	Ventura County Transportation Commission
VVTA	Victor Valley Transit Authority
WRCOG	Western Riverside Council of Governments

AGENCY REPORTS



REPORT: Mobile Source Air Pollution Reduction Review Committee

FROM: Larry McCallon, SBCTA Representative to the MSRC

SYNOPSIS: The Mobile Source Air Pollution Reduction Review Committee held a hybrid meeting on Thursday, September 15, 2022. The following is a summary of the meeting.

FYs 2021-24 Work Program

FYs 2021-24 Programmatic Outreach Services

The MSRC retains a contractor to continue and enhance public awareness of the MSRC by highlighting its mission, achievements, and the funding opportunities the MSRC has available. Following an open RFP process in 2019, the MSRC awarded \$250,000 to the Better World Group Advisors (BWGA) for programmatic outreach services for three years, including an option for another two-year term to be executed at the MSRC's discretion, subject to funding approval by the South Coast AQMD Board. Contract #MS21002 was executed to effectuate the award, effective January 1, 2020. The MSRC evaluated BWGA's performance and approved exercising the option and adding an amount not to exceed \$183,100 to fund services for an additional two years as part of the FYs 2021-24 Work Program.

Contract Modification Requests

The MSRC considered five contract modification requests and took the following actions:

1. City of Brea (Contract #ML18100), to install EV charging stations, approval of a five-month no-cost term extension;
2. City of Whittier (Contract #ML18047), to purchase five heavy duty near-zero emission vehicles, approval of a 33-month no-cost term extension;
3. City of Indian Wells (Contract #ML18036), to install EV charging stations, approval to modify locations for some stations and a one-year term extension with the contingency that no additional extensions will be granted for this contract;
4. City of Riverside (Contract #MS16110), to expand existing CNG stations and modify maintenance facility, approval of an eight-month term extension, reduced contract scope and value; and
5. City of San Fernando (Contract #ML18083), to synchronize traffic signals, denial of a 20-month term extension.

Contracts Administrator's Report

The MSRC Assembly Bill (AB) 2766 Contracts Administrator's report provides a written status report on all open contracts from FY 2008-09 to the present.

COMMITTEE MEMBERSHIP

**San Bernardino County Transportation Authority (SBCTA)
Representatives on SCAG Committees**

APPOINTING/ELECTING AUTHORITY	REGIONAL COUNCIL (12:15 p.m.)	POLICY COMMITTEES (Regional Council Members Serve on One Each) (Subregional Appointments) (County Commissions Appoint One to TC) (10:00 a.m.)		
		Community, Economic, and Human Development	Energy and Environment	Transportation
District 6 (Grand Terrace, Colton, Loma Linda, Redlands, Yucaipa) District 7 (San Bernardino, Highland) District 8 (Rialto, Fontana) District 9 (Rancho Cucamonga, Upland, Montclair) District 10 (Chino, Chino Hills, Ontario) District 11 (Barstow, Big Bear, Needles, Twentynine Palms, Yucca Valley) District 65 (Adelanto, Apple Valley, Hesperia, Victorville) San Bernardino County † Community of Concern Appointee	F. Navarro L. McCallon D. Robertson L. Michael R. Marquez R. Putz L. Becerra C. Hagman G. Reyes	G. Reyes	D. Robertson R. Putz	F. Navarro L. McCallon L. Michael R. Marquez L. Becerra C. Hagman
†† San Bernardino County Transportation Authority Appointee	A. Wapner			A. Wapner
SBCTA Subregional Appointees* *One appointee to each policy committee for a total of three appointees per subregion, plus one additional appointee for every SCAG District over three in the subregion. SBCTA has a total of seven subregional appointees to the policy committees. Terms of appointment expire December 31 of odd-numbered years.		David Avila Ed Paget Acquanetta Warren	Cynthia Moran John Valdivia Rick Denison	John Dutrey

Communication: Representatives on SCAG Committees (Committee Membership)

Rules of Appointment

1) SBCTA policy stipulates that all SBCTA appointees be SBCTA Board Members. 2) SCAG President appoints Regional Council members to Standing and Policy Committees.

Terms of Appointment

Terms of appointment are two years, commencing on adjournment of the annual General Assembly in May of each year. Even-numbered District representatives' terms expire in even-numbered years; odd-numbered District representatives expire in odd-numbered years. † Community of Concern appointee, appointed by the County Regional Council representative for a two-year term. †† SBCTA Regional Council Representative serves a two-year term from the date of appointment.

Stipend Summary

SCAG Regional Council members receive a \$120 stipend for attendance and travel to SCAG sponsored meetings. Regional Council members may also receive reimbursement for public transit expenses or a mileage reimbursement. Parking is validated at SCAG's downtown Los Angeles office for RC members. RC members are eligible to receive up to six (6) per diem stipends per month. Both RC members and Subregional Appointees, if eligible, may receive reimbursement (\$150 + taxes) for lodging (please review SCAG rules before making expenditure). Subregional Appointees shall receive a \$120 stipend for up to four Policy or Task Force meetings per month.

Meeting Information

The regular meetings of SCAG Regional Council and Policy Committees are on the 1st Thursday of each month at the SCAG offices located at 900 Wilshire Blvd., Ste. 700, Los Angeles. Generally, the Policy Committee meetings start at 10 AM and Regional Council meetings start at 12:15 PM.

Policy Committees

Community, Economic, and Human Development: Provides policy recommendations to the Regional Council on subjects of housing, land use, resource, economic, community development, infrastructure, employment, and regional disaster preparedness issues. Reviews and recommends to the Planning Committee revisions to the Housing, Economy, Growth Management, Human Resources, and Finance Chapters of the Regional Comprehensive Plan and Guide.

Energy and Environment: Acts as the policy advisory committee to the Regional Council on environmental issues, including air and water, hazardous, solid waste management, natural resources conservation, and energy conservation. Reviews the Environmental Impact Report of the Regional Comprehensive Plan and Guide. Provides recommendations to the Planning Committee on state and federal legislative proposals and administrative guidelines affecting environmental quality, resource conservation.

Transportation: Acts as the policy advisory committee to the Regional Council on all regional matters pertaining to the movement of goods and people on land, water, and air. Reviews and recommends to the Regional Council all major utility development plans. Addresses the location, size, or capacity, timing, and impact of facilities.

Appointments to External Agencies

The San Bernardino County Transportation Authority (SBCTA) and San Bernardino Council of Governments (SBCOG) work closely with not only the County and cities within the County of San Bernardino, but with a number of regional governments that relate to the multiple counties within the Southern California region. Members of the SBCTA Board of Directors frequently take active roles in representing the interests of San Bernardino County on these regional bodies. This participation provides assurance that the unique needs and characteristics of San Bernardino County are taken into consideration as policies are developed which impact this County and its individual local government units. Active participation in regional organizations further promotes the interests of San Bernardino County and secures its appropriate role in the Southern California region.

The following table lists some of the regional bodies upon which SBCTA and SBCOG representatives serve.

Committee	Appointee	Appointing Authority	Purpose	Term
California Association of Councils of Governments	Alan Wapner, Ontario	President	CALCOG facilitates communication and information sharing among its members. Most members of CALCOG are Councils of Governments (COGs), while some are transportation commissions and others are the large Metropolitan Planning Organizations like SCAG and SANDAG. CALCOG is governed by a Board of Directors comprised of a representative from each member's Board of Directors.	12/31/22
Gold Line Phase II Joint Powers Authority	John Dutrey, Montclair, Primary Ray Marquez, Chino Hills, Alternate	Board of Directors	The Gold Line Phase II Construction Authority is a Joint Powers Authority (JPA) formed by 14 cities along the corridor and SBCTA. The JPA serves as a forum for the review, consideration, study, development and recommendation of policies and plans for the extension of the Gold Line from Pasadena to Montclair. Members receive \$100 payment from Gold Line Authority for participation.	12/31/23 12/31/22
Inland Empire Economic Partnership (IEEP)	Dennis Michael, Rancho Cucamonga	President	The IEEP is a partnership that includes business, government and academic leaders to develop and carry out initiatives to benefit the region.	
Inland Regional Energy Network (I-REN) Program Executive Committee	Curt Hagman, County Supervisor Vacant Vacant	President	The I-REN Executive Committee consists of three representative votes from SANBAG, WRCOG, and CVAG. The committee will meet quarterly and make executive decisions regarding the overall program. Stipends for the Executive Committee are not an allowable expense under the CPUC rules.	12/31/24
Metro Gold Line Foothill Extension Construction Authority	Alan Wapner, Ontario, Primary John Dutrey, Montclair, Alternate	President	The Authority is responsible for the development of a light rail project from the City of Los Angeles into San Bernardino County. The Authority board meets on the second and fourth Wednesday of the month at 7:00 p.m. at the Authority's office in Monrovia. Members receive \$150 for each day spent on Authority business, not to exceed \$600 per month.	12/31/22 12/31/22
Mobile Source Air Pollution Reduction Review Committee	Larry McCallon, Highland, Primary John Valdivia, San Bernardino, Alternate	Board of Directors	Develops and implements work programs which reduce mobile source emissions, funded by AB2766 (portion of the \$4 motor vehicle registration fee). County Commissions, SCAQMD, and ARB have one appointment with alternates. In April 2005, SBCTA authorized a stipend of \$100 per day. The MSRC meets on the third Thursday of the month at 2:00 p.m. at South Coast Air Quality Management District in Diamond Bar.	12/31/22 12/31/22

Communication: Appointments to External Agencies (Committee Membership)

Appointments to External Agencies

Committee	Appointee	Appointing Authority	Purpose	Term
One Water One Watershed (OWOW) Steering Committee of the Santa Ana Watershed Project Authority	Deborah Robertson, Rialto	Board of Directors	Responsible for developing the integrated Regional Water Management Plan for the Santa Ana River. The term of the appointment is for four years for a city representative from San Bernardino County. Officers leaving elected office after appointment are still eligible to serve. Beginning January 2016, the OWOW meets on the 4 th Thursday of every other month at 11:00 a.m. at the Santa Ana Watershed Project Authority (SAWPA). Members of the Steering Committee do not receive a stipend.	12/31/22
SCAG Policy Committees	See associated table.	The Board has authorized the President to make appointments to SCAG Policy Committees.	SBCTA also has authority to appoint up to seven appointees to the three SCAG Policy Committees: i.e., Community Economic and Human Development, Energy and Environment, and Transportation. SCAG pays appointees to policy committees a stipend of \$120 per meeting.	See associated table – Representatives on SCAG Committees
Southern California Regional Rail Authority	Alan Wapner, Ontario, Primary Larry McCallon, Highland, Primary Ray Marquez, Chino Hills, Alternate John Dutrey, Montclair, Alternate	Board of Directors (Recommendation made by the Transit Committee)	SCRRA serves as the governing body for Metrolink, the regional commuter rail system serving the five Southern California Counties. Members receive payment of \$100 per day from SCRRA for participation.	Indefinite
SR 91 Advisory Committee	Ray Marquez, Chino Hills, Ex-Officio Member	Board of Directors	The Committee reviews issues and makes recommendations to OCTA regarding the transportation facilities acquired, including tolls imposed, operations, maintenance, use of toll revenues, and improvements in the area of SR 91 between I-15 and SR 55, including the identification and siting of alternate highways. SBCTA has not authorized payment of stipend for participation.	12/31/22
The Sam and Alfreda L. Maloof Foundation for Arts and Crafts	Janice Rutherford, Supervisor	Board of Directors	A non-profit corporation that participates in the preparation of the Conservation Plan and oversees the activities and assets of the Foundation. A payment of stipend for participation has not been authorized.	12/31/23

Communication: Appointments to External Agencies (Committee Membership)

San Bernardino County Transportation Authority (SBCTA) Policy Committee Membership

COMMITTEE	PURPOSE	MEMBERSHIP	TERMS
<p>General Policy Committee Membership consists of the following: SBCTA President, Vice President, and Immediate Past President 4 East Valley (3 City, 1 County) 4 West Valley (3 City, 1 County) 4 Mt/Desert (3 City, 1 County) City members shall be SBCTA Board Members elected by caucus of city SBCTA Board Members within the subarea. Policy Committee and Board Study Session Chairs are members of this policy committee. All City members serving as Board officers, Committee chairs, or Board Study Session Chair, are counted toward their subareas City membership. Supervisors collectively select their representatives. The SBCTA Vice President shall serve as Chair of the General Policy Committee.</p>	<p>Makes recommendations to Board of Directors and: (1) Provides general policy oversight which spans the multiple program responsibilities of the organization and maintains the comprehensive organization integrity; (2) Provides policy direction with respect to administrative issues, policies, budget, finance, audit, and personnel issues for the organization; (3) Serves as policy review committee for any program area that lacks active policy committee oversight. Committee has authority to approve contracts in excess of \$25,000 with notification to the Board of Directors.</p> <p>(Brown Act)</p>	<p><u>West Valley</u> Ray Marquez, Chino Hills (Chair TC) Acquanetta Warren, Fontana Alan Wapner, Ontario Curt Hagman, Supervisor (Past President)</p> <p><u>East Valley</u> Frank Navarro, Colton Darcy McNaboe, Grand Terrace Larry McCallon, Highland Joe Baca, Jr., Supervisor</p> <p><u>Mountain/Desert</u> Art Bishop, Apple Valley (Vice Chair/President/MDC Chair) Edward Paget, Needles Debra Jones, Victorville Dawn Rowe, Supervisor (Chair/Vice President/MVSS Chair)</p> <p>Should the chairs of each Committee and the Officers all be from the East Valley, West Valley or Mountain/Desert, additional members may be added to maintain geographical balance. Additional Board Members may be appointed annually at the discretion of the Board President.</p>	<p>6/30/2023 6/30/2023 6/30/2023 6/30/2023</p> <p>6/30/2023 6/30/2023 6/30/2023 6/30/2023</p> <p>6/30/2023 6/30/2023 6/30/2023 6/30/2023</p>
<p>Transit Committee Membership consists of 12 SBCTA Board Members: 10 Valley-members, two being Southern California Regional Rail Authority (SCRRA) primary (*) and two being SCRRA alternate (**) members, and 2 Mountain/Desert Board Members. SCRRA members and alternates serve concurrent with their term on the SCRRA Board of Directors as appointed by the SBCTA Board. Other members are appointed by the SBCTA President for 2-year terms.</p>	<p>Provides policy guidance and recommendations to the SBCTA Board of Directors and Southern California Regional Rail Authority (SCRRA) delegates with respect to commuter rail and transit service. * SCRRA Primary Member ** SCRRA Alternate Member</p> <p>(Brown Act)</p>	<p>Ray Marquez, Chino Hills** (Chair) David Avila, Yucaipa (Vice Chair) Frank Navarro, Colton Acquanetta Warren, Fontana Larry McCallon, Highland* John Dutrey, Montclair** Alan Wapner, Ontario* L. Dennis Michael, Rancho Cucamonga Deborah Robertson, Rialto John Valdivia, San Bernardino Rick Denison, Yucca Valley Dawn Rowe, Supervisor</p>	<p>Indeterminate (6/30/2022) 12/31/2022 (6/30/2023) 12/31/2023 12/31/2023 Indeterminate Indeterminate Indeterminate 12/31/2023 12/31/2022 12/31/2022 12/31/2022 12/31/2022</p>

Communication : Committee Membership (Committee Membership)

San Bernardino County Transportation Authority (SBCTA) Policy Committee Membership

COMMITTEE	PURPOSE	MEMBERSHIP	TERMS
<p>Mountain/Desert Committee Membership consists of 11 SBCTA Board Members from each Mountain/Desert jurisdiction and County Supervisors representing the First, and Third Districts.</p>	<p>Provides ongoing policy level oversight related to the full array of SBCTA responsibilities as they pertain specifically to the Mountain/Desert subregion.</p> <p>The Committee also meets as the Mountain/Desert Measure I Committee as it carries out responsibilities for Measure I Mountain/Desert Expenditure Plan.</p> <p>(Brown Act)</p>	<p>Art Bishop, Apple Valley (Chair) Paul Cook, Supervisor (Vice Chair) Daniel Ramos, Adelanto Paul Courtney, Barstow Rick Herrick, Big Bear Lake Rebekah Swanson, Hesperia Edward Paget, Needles Joel Klink, Twentynine Palms Debra Jones, Victorville Rick Denison, Yucca Valley Dawn Rowe, Supervisor</p>	<p>Indeterminate (6/30/20 Indeterminate (6/30/20 Indeterminate Indeterminate Indeterminate Indeterminate Indeterminate Indeterminate Indeterminate</p>
<p>Legislative Policy Committee Membership consists of the following: President, Vice-President, Immediate Past President and four Board members appointed by the Board President.</p> <ul style="list-style-type: none"> - 1 East Valley member - 1 West Valley member - 1 Mountain/Desert member - 1 County member <p>Members shall serve for the duration of the State and Federal two-year legislative session in which they were appointed, with terms expiring December 31 of even-numbered years. The SBCTA Board President shall serve as Chair of the Legislative Policy Committee.</p>	<p>Provide guidance and recommendations to the Board of Directors regarding issues and actions relating to the executive, legislative or judicial branches of the State and Federal government, or any other local governing body.</p> <p>Review and provide input on drafting of State and Federal legislative platform, which will serve as guiding principles to support or oppose State and Federal legislation and regulations.</p> <p>(Brown Act)</p>	<p>Art Bishop, Town of Apple Valley (President) Dawn Rowe, Supervisor (Vice President) Curt Hagman, Supervisor (Past President) Larry McCallon, Highland Alan Wapner, Ontario Rick Denison, Yucca Valley Janice Rutherford, Supervisor</p>	<p>Indeterminate Indeterminate Indeterminate 12/31/2022 12/31/2022 12/31/2022 12/31/2022</p>

Communication: Committee Membership (Committee Membership)

<u>Policy Committee Meeting Times</u>	General Policy Committee	Second Wednesday, 9:00 a.m., SBCTA Office
	Legislative Policy Committee	Second Wednesday, 9:30 a.m., SBCTA Office
	Transit Committee	Second Thursday, 9:00 a.m., SBCTA Office
	Mountain/Desert Committee	Third Friday, 9:30 a.m., Victorville, CA

Board of Directors Study Sessions for Metro Valley Issues

STUDY SESSION	PURPOSE	MEMBERSHIP	TERMS
<p>Board of Directors Study Sessions for Metro Valley Issues Refer to SBCTA Policy 10007.</p>	<p>To review, discuss, and make recommendations for actions to be taken at regular meetings of the Board on issues relating to Measure I Projects in the Valley.</p> <p>(Brown Act)</p>	<p>Board of Directors Dawn Rowe, Supervisor (Chair) John Valdivia, San Bernardino (Vice Chair)</p>	<p>6/30/2023 6/30/2023</p>

Meeting Time: Second Thursday, 9:30 a.m., SBCTA Office

I-10 and I-15 Corridor Joint Sub-Committee

Joint Sub-Committee	PURPOSE	MEMBERSHIP	TERMS
<p>I-10 and I-15 Corridor Joint Sub-Committee of the Board of Directors Metro Valley Study Session and the Mountain/Desert Policy Committee</p> <p>Members of the committee will be members of the SBCTA Board of Directors and will be appointed by the SBCTA Board President. The President will appoint the Chair and Vice-Chair of the Sub-Committee. The Sub-Committee will include a minimum of nine and a maximum of fourteen SBCTA Board members. Membership will be composed of a minimum of three representatives from the East Valley; and a minimum of two representatives from the Victor Valley. The Sub-Committee will meet as necessary immediately following the Metro Valley Study Session.</p>	<p>The purpose is to consider and make recommendations to the Board of Directors on the development of express lanes in San Bernardino County, in particular on the I-10 and I-15 Corridors.</p> <p>(Brown Act)</p>	<p>Alan Wapner, Ontario (Chair) Art Bishop, Town of Apple Valley (Vice Chair) Joe Baca Jr., Supervisor Paul Cook, Supervisor Larry McCallon, Highland L. Dennis Michael, Rancho Cucamonga Frank Navarro, Colton Deborah Robertson, Rialto Acquanetta Warren, Fontana</p>	<p>12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022</p>

Public and Specialized Transportation Advisory and Coordinating Council (PASTACC)

COMMITTEE	PURPOSE	MEMBERSHIP	TERMS
<p>Public and Specialized Transportation Advisory and Coordinating Council (PASTACC)</p> <p>Membership consists of 11 members appointed by the SBCTA Executive Director.</p> <p>5 representing Public Transit Providers 1 representing County Dept. of Public Works 2 representing the Consolidated Transportation Services Agency - Omnitrans and VVTA also represent CTSA for the Valley and High Desert respectively. 5 At Large Members representing Social Service Providers</p>	<p>Subject to the Transportation Development Act (TDA) Section 99238 – establishes PASTACC’s statutory responsibilities;</p> <p>(1) Review and make recommendations on annual Unmet Transit Needs hearing findings (2) Score and make recommendations for Federal Transit Administration Section 5310 Capital Grant Program applications (3) Assist SBCTA in developing public outreach approach on updating the Coordinated Public Transit/Human Services Transportation Plan (4) Review call for projects for Federal Transit Administration Section 5310 grant applications (5) Monitor and make recommendations on Federal regulatory processes as they relate to transit and specialized transit (6) Monitor and disseminate information in reference to State level law and recommendations as they relate to transit and specialized transit (7) Receive annual reports on funded specialized programs funded through FTA Section 5310 and Measure I (8) Identify regional or county level areas of unmet needs (9) Address special grant or funding opportunities (10) Address any special issues of PASTACC voting and non-voting members</p> <p>(Brown Act)</p>	<p>Standing Membership – Morongo Basin Transit Authority Mountain Transit City of Needles Transit Services Omnitrans Victor Valley Transit Authority County of San Bernardino Dept. of Public Works</p> <p>At Large Membership – San Bernardino Dept. of Aging and Adult Services Foothill Aids OPARC Reach Out Morongo Basin Loma Linda University Health</p>	<p>On-going On-going On-going On-going On-going On-going</p> <p>5/31/2024 9/30/2023 9/30/2023 6/30/2025 5/31/2024</p>

Communication: Committee Membership (Committee Membership)

Meeting Dates and Time: Bi monthly, beginning in January, 2nd Tuesday of the month, 10:00 a.m., (Location rotates: SBCTA Office, VVTA, MBTA)

Independent Taxpayer Oversight Committee (ITOC) Review of Measure I Expenditure Plan

COMMITTEE	PURPOSE	MEMBERSHIP	TERMS
<p>Independent Taxpayer Oversight Committee (ITOC) Review of Measure I Expenditure Plan</p> <p>The ITOC shall provide citizen review to ensure that all Measure I funds are spent by the San Bernardino County Transportation Authority (hereby referred to as the Authority) in accordance with provision of the Expenditure Plan and Ordinance No. 04-01. The ordinance specifies that each member of the ITOC have certain credentials or experience as follows:</p> <ul style="list-style-type: none"> A. One member who is a professional in the field of municipal audit, finance and/or budgeting with a minimum of five years in a relevant and senior decision-making position in the public or private sector. B. One member who is a licensed civil engineer or trained transportation planner with at least five years of demonstrated experience in the fields of transportation and/or urban design in government and/or the private sector. No member shall be a recipient or sub-recipient of Measure “I” funding. C. One member who is a current or retired manager of a major publicly financed development or construction project, who by training and experience would understand the complexity, costs and implementation issues in building large scale transportation improvements. D. One member who is current or retired manager of a major privately financed development or construction project, who by training and experience would understand the complexity, costs and implementation issues in building large scale transportation improvements. E. One public member, who possesses the knowledge and skills which will be helpful to the work of the ITOC. <p>In addition to the appointed members, the SBCTA President and Executive Director will serve as ex-officio members.</p>	<p>The ITOC shall review the annual audits of the Authority; report findings based on the audits to the Authority; and recommend any additional audits for consideration which the ITOC believes may improve the financial operation and integrity of program implementation.</p> <p>The Authority shall hold a publicly noticed meeting, which may or may not be included on the agenda of a regularly scheduled Board meeting, with the participation of the ITOC to consider the findings and recommendations of the audits.</p> <p>(Brown Act)</p>	<p>Cole Jackson (A) Gerry Newcombe (B) Wayne Hendrix (C) Rick Gomez (D) Mike Layne (E) Art Bishop, Ex-Officio Ray Wolfe, Ex-Officio</p>	<p>10/31/24 12/31/24 12/31/22 12/31/22 12/31/22</p>

Communication: Committee Membership (Committee Membership)

SBCTA Ad Hoc Committees

COMMITTEE	PURPOSE	MEMBERSHIP
<p>Emerging Technology Ad Hoc Committee</p> <p>On October 6, 2021, the Board approved the establishment of this ad hoc committee composed of Board members appointed by the Board President.</p>	<p>To look broadly at Transportation Technology. This ad hoc has a term ending December 31, 2022.</p>	<p>Art Bishop, Apple Valley Frank Navarro, Colton Acquanetta Warren, Fontana Carlos A. Garcia, Upland John Dutrey, Montclair L. Dennis Michael, Rancho Cucamonga David Avila, Yucaipa Curt Hagman, Supervisor</p>

<p>Measure I (3) Ad Hoc Committee On June 29, 2022 the Board approved the establishment of this ad hoc committee composed of Board members appointed by the Board President.</p>	<p>To look at future Measure options and make recommendations relating to any future local measure. This ad hoc has a term end date of December 31, 2023.</p>	<p>Art Bishop, Apple Valley Larry McCallon, Highland Alan Wapner, Ontario L. Dennis Michael, Rancho Cucamonga Joel Klink, Twentynine Palms Debra Jones, Victorville David Avila, Yucaipa</p>
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SBCTA Technical Advisory Committees

COMMITTEE	PURPOSE	MEETING SCHEDULE
<p>Transportation Technical Advisory Committee (TTAC) Committee membership consists of a primary staff representative of each SBCTA member agency designated by the City Manager or County Administrative Officer.</p>	<p>SBCTA’s Transportation Technical Advisory Committee was formed by SBCTA management to provide input to SBCTA staff on technical transportation-related matters and formulation of transportation-related policy recommendations to the SBCTA Board of Directors. The TTAC is not a Brown Act committee.</p>	<p>Generally meets on the first Monday of each month at 1:30 PM, at SBCTA.</p>
<p>City/County Manager’s Technical Advisory Committee (CCM TAC) The committee is composed of up to two representatives of the County Administrator’s Office and the city manager or administrator from each city and town in the County.</p>	<p>SBCTA’s City/County Manager’s Technical Advisory Committee was established in the Joint Powers Authority that established San Bernardino Associated Governments (SANBAG). The primary role of the committee is to provide a forum for the chief executives of SANBAG’s member agencies to become informed about and discuss issues facing SANBAG/SBCTA. It also provides a forum for the discussion of items of mutual concern and a way to cooperate regionally in addressing those concerns. The CCM TAC is a Brown Act Committee.</p>	<p>Meets on the first Thursday of each month at 10:00 AM, at SBCTA.</p>
<p>Planning and Development Technical Forum (PDTF) Committee membership consists of a primary staff representative of each SBCTA member agency designated by the City Manager or County Chief Executive Officer.</p>	<p>The SBCTA Planning and Development Technical Forum was formed by SBCTA management to provide an opportunity for interaction among planning and development representatives of member agencies on planning issues of multijurisdictional importance. The PDTF is not a Brown Act Committee.</p>	<p>Meets the 4th Wednesday of each month at 2:00 p.m. at the Santa Fe Depot (in the SCAG Office).</p>
<p>Project Development Teams</p>	<p>Project Development Teams (PDTs) are assembled for all major project development activities by SBCTA staff. Teams are generally composed of technical representatives from SBCTA, member jurisdictions appropriate to the project, Caltrans, and other major stakeholder entities that have significant involvement in the project. PDTs make recommendations related to approaches to project development, evaluation of alternatives, and technical solutions. PDTs meet on a regular basis throughout the project phase to review progress and to provide technical input required for project development. The PDTs are not Brown Act Committees.</p>	<p>Varies with the PDT.</p>

Communication: Committee Membership (Committee Membership)



MISSION STATEMENT

Our mission is to improve the quality of life and mobility in San Bernardino County. Safety is the cornerstone of all we do.

We achieve this by:

- Making all transportation modes as efficient, economical, and environmentally responsible as possible.
- Envisioning the future, embracing emerging technology, and innovating to ensure our transportation options are successful and sustainable.
- Promoting collaboration among all levels of government.
- Optimizing our impact in regional, state, and federal policy and funding decisions.
- Using all revenue sources in the most responsible and transparent way.

Approved December 4, 2019