



Regional Transportation Planning Agency - Local Transportation Commission
Monterey County Service Authority for Freeways & Expressways - Email: info@tamcmonterey.org

**AGENDA
TRANSPORTATION AGENCY FOR MONTEREY COUNTY
SERVICE AUTHORITY FOR FREEWAYS EMERGENCIES
AND
MONTEREY COUNTY REGIONAL DEVELOPMENT IMPACT FEE
JOINT POWERS AGENCY**

**Wednesday, January 23, 2019
Agricultural Center Conference Room
1428 Abbott Street
Salinas, California
9:00 AM**

**FOR WIRELESS INTERNET,
CONNECT TO: ABBOTT CONF-GUEST
PASSWORD: 1428AGGUEST**

(Agendas are on display and are posted 72 hours prior to the scheduled meeting at the Transportation Agency office and at these public libraries: Carmel, Monterey, Salinas Steinbeck Branch, Seaside, Prunedale, King City, Hartnell College, Monterey Peninsula College, and Cal State University Monterey Bay. Any person who has a question concerning an item on this agenda may call the Transportation Agency office at 831-775-0903 to make inquiry concerning the nature of the item described on the agenda.) The agenda and all enclosures are available on the Transportation Agency website: www.tamcmonterey.org, by clicking on Transportation Agency Board, meetings and agendas, click on agenda item and open it, click on report attachments listed at end of report.

1. QUORUM CHECK – CALL TO ORDER

Transportation Agency by-laws require a quorum of a minimum of 9 voting members, including a minimum of 7 city representatives and 1 county representative.

If you are unable to attend, please contact your alternate. Your courtesy to the other Transportation Agency Board members to assure a quorum is appreciated.

PLEDGE OF ALLEGIANCE

2. PUBLIC COMMENTS

Any person may address the Transportation Agency Board at this time. Presentations should not exceed three minutes, should be directed to an item **NOT** on today's agenda,

and should be within the jurisdiction of the Transportation Agency Board. *Though it is not required, the Transportation Agency Board appreciates your cooperation in completing a speaker request form available on the table at the entrance to the meeting room. Please give the completed form to the Transportation Agency Administrative Assistant. If you have handouts, please provide 30 copies for the entire Board before the meeting starts or email to Agency Administrative Assistant 24 hours in advance of the meeting.*

3. CONSENT AGENDA

Approve the staff recommendations for items listed below by majority vote with one motion. Any member may pull an item off the Consent Agenda to be moved to the end of the **CONSENT AGENDA** for discussion and action.

4. Election of Officers

1. **RECEIVE** report from Nominating Committee and **ELECT** Chair, 1st Vice Chair and 2nd Vice Chair of the Board, for the term beginning upon their election through the next election of officers at the beginning of the January 22, 2020 Board meeting; and
2. **RECEIVE** report from Nominating Committee and **ELECT** members of the Executive Committee for the term beginning upon their election through the next election of officers at the beginning of the January 22, 2020 Board meeting.

- Goel

Agency bylaws require the election of officers at the beginning of the Agency's January meeting. The Nominating Committee, Board members Chavez and Salinas, conferred and is recommending advancing the officers to the next level, and filling the County and city representative vacancies with Supervisor Mary Adams, and Mayor Mike LeBarre, respectively.

5. **PRESENT** the 2018 Transportation Excellence Awards.

- Chair Huitt

The Transportation Agency would like to show its appreciation to the local community for its outstanding efforts to improve transportation in Monterey County. The Executive Committee of the Transportation Agency's Board of Directors received the fourteen nominations submitted for the 2018 Transportation Excellence Awards at their January 9, 2019 meeting and approved nine nominees to be award recipients.

6. **RECEIVE** update on state legislative issues and **ADOPT** the 2019 legislative program.

- Watson/Khoury

Staff and legislative analyst Gus Khoury will present a state legislative update and request adoption of the 2019 legislative program.

7. **RECEIVE** an overview of the history and context of the Transportation Agency for

Monterey County and **REVIEW** the Agency's progress in meeting its five-year goals and objectives.

- Hale

As of January 2019, Transportation Agency for Monterey County will have 7 out of its 17 Board seats occupied by new members. As such, is an appropriate time to provide an overview of the Agency's roles and responsibilities as well as its progress over the past year towards meeting its strategic plan goals and objectives adopted in December 2017.

8. PUBLIC COMMENT on the Closed Session;

CLOSED SESSION:

Pursuant to Government Code section 54956.9(d)(1), the Board will confer with legal counsel regarding existing litigation:

1. TAMC v. Olga Chisum, et al., Court Number 17CV001194
2. TAMC v. MWM Investments, Court Number 17CV001231

RECONVENE in open session and report any actions taken.

- Zeller

9. RECEIVE reports from Transportation Providers:

- Caltrans Director's Report and Project Update - Gubbins
- Monterey Peninsula Airport - Sabo
- Monterey-Salinas Transit - Sedoryk
- Monterey Bay Air Resources District - Stedman

10. Reports on meetings attended by Board Members at Transportation Agency expense, as required by state law.

11. Executive Director's Report.

12. Announcements and/or comments from Transportation Agency members on matters that they wish to put on future Transportation Agency agendas.

13. ADJOURN

BEGINNING OF CONSENT AGENDA: Approve the staff recommendations for items listed below by majority vote with one motion. Any member may pull an item off the Consent Agenda to be moved to the end of the **CONSENT AGENDA** for discussion and action.

ADMINISTRATION and BUDGET

- 3. 1.1 APPROVE** minutes of the Transportation Agency for Monterey County (TAMC) the Service Authority for Freeways and Expressways, and the Monterey County Regional Development Impact Fee Joint Powers Agency for December 5, 2018.

- Rodriguez

- 3. 1.2 ACCEPT** the list of checks written for November and December 2018 and credit card statements for the months of October and November 2018.

- Delfino

The list of checks and copies of credit card statements are submitted to the Transportation Agency Board each month in accordance with the recommendation from the Transportation Agency's independent Certified Public Accountant to keep the Board informed about the Transportation Agency's financial transactions.

- 3. 1.3 Update of Standard Contract and Request for Proposals Templates:**

1. **APPROVE** revised contract, invoice and request for proposals templates for use by the Transportation Agency for Monterey County in contracting for professional services; and,
2. **AUTHORIZE** the Executive Director to make minor revisions to the template agreements, if such changes do not increase the Agency's net cost, subject to approval by Agency Counsel.

- Hale

The Agency has approved templates for contracts and requests for proposals that are intended to conform Caltrans requirements. These updated templates make minor changes to address new requirements and better address existing Caltrans requirements. If the standard format is used, then only the contract scope of work, rather than the full contract, will be included in the Board agenda packet.

- 3. 1.4 AUTHORIZE** the Executive Director to execute amendment No. 3 to the fiscal year 2018/19 Overall Work Program and Budget.

- Muck

The Transportation Agency's Overall Work Program describes the activities that the Agency will undertake during the fiscal year. This amendment allows additional funding for on-call consultant services for graphic design of public outreach/marketing documents and incorporates additional funding to implement

the adopted Regional Bicycle and Pedestrian Wayfinding Program.

- 3. 1.5 NOTICE** of proposed amendments to the Agency bylaws to allow for a new at-large Rail Policy Committee representative.

- Watson

The Transportation Agency is proposing to update its Bylaws by adding a new at-large representative to the Rail Policy Committee. Section 13.2 of the Bylaws provides that notice of proposed amendments to the Bylaws be announced at the Agency meeting prior to the meeting at which the amendments will be voted upon. The amendments will be presented for action at the February 27, 2019 meeting and will require approval by not less than two-thirds (2/3) of the voting members present at the meeting.

- 3. 1.6 APPROVE** adding a retired annuitant position to the Agency staff to perform tasks related to property development.

- Goel

The Transportation Agency owns property on the former Fort Ord based on an economic development conveyance. The use of this property is intended to help fund transportation projects as well as provide a transit-oriented development. The Agency does not currently have staff with the appropriate expertise in land development. Rather than hire a consultant, the Agency proposes to hire a retired annuitant specialized skills and knowledge on a temporary basis to perform these tasks.

BICYCLE, PEDESTRIAN, TRANSIT, and SOCIAL SERVICES

- 3. 2.1 APPROVE** the appointment of David Tavarez to serve as Monterey County District 2's alternate representative on the TAMC Bicycle and Pedestrian Advisory Committee.

- Castillo

The Board appoints members of the public on an as-needed basis to serve on the Bicycle and Pedestrian Facilities Advisory Committee to advise staff on bicycle and pedestrian transportation issues and make recommendations to the TAMC Board.

PLANNING

- 3. 3.1 Monterey County Regional Conservation Investment Strategy**

1. **APPROVE** and **AUTHORIZE** the Executive Director to execute contract with AECOM, subject to approval by Agency Counsel, in an amount not to

exceed \$370,620, to prepare the Monterey County Regional Conservation Investment Strategy, for the period ending December 31, 2021;

2. **APPROVE** the use of Caltrans Adaptation Planning Grant funds and Measure X Habitat Planning / Advance Mitigation funds budgeted to this project; and
3. **AUTHORIZE** the Executive Director to take such other further actions as may be necessary to fulfill the intent of the contract, including approvals of future modifications or amendments that do not significantly alter the scope of work, or change the approved contract term or amount, subject to approval by Agency Counsel.

- Zeller

With the Monterey County Regional Conservation Investment Strategy, the Transportation Agency is seeking to initiate early adaptation and mitigation planning, and this proposed contract is to select AECOM to assist with the development and preparation of the program.

PROJECT DELIVERY and PROGRAMMING

3. 4.1 **APPROVE** the appointment of Alexis Garcia-Arazola to serve as the youth/college advocate, Rachel Sanders to serve as the alternate habitat preservation representative, Jarrett Garife to serve as the alternate education representative and Kristine O'Dell to serve as the alternate representative for Central Coast Builders Exchange on the Measure X Transportation Safety & Investment Plan Citizens Oversight Committee.

- Wright

The Transportation Safety & Investment Plan Policies calls for the formation of a Citizens Oversight Committee representing a diverse range of community interests. Representatives of these interests must be nominated by their organizations and appointed to serve on the Citizens Oversight Committee by the Transportation Agency's Board of Directors.

3. 4.2 Grant Preparation Consultant Assistance:

1. **APPROVE** issuing a Request for Qualifications for consultant grant preparation assistance, subject to Agency counsel review;
2. **AUTHORIZE** staff to publish the Request for Qualifications, and return to the Board of Directors with a recommendation for approval of a consultant; and
3. **APPROVE** the use of Measure X regional project funds for this contract, in an amount not-to-exceed \$150,000.

- Hale

The Agency seeks consultant assistance and expertise to prepare grant applications to provide matching funds for various Measure X and other priority projects. In the past, such assistance was utilized to secure over \$30 million in state competitive funding.

3. 4.3 On-Call Roundabout Design Peer Review Contract:

1. **APPROVE** and **AUTHORIZE** the Executive Director to execute a contract with GHD, subject to approval by Agency Counsel, in an amount not to exceed \$640,000 to provide On-Call Roundabout Design Peer Review engineering services for the SR 156 / Castroville Boulevard Interchange project, the SR 68 Scenic Highway Improvement project, and other highway roundabout projects as needed in Monterey County for the two-year period ending December 31, 2020;
2. **APPROVE** the use of Measure X funds budgeted to this project; and
3. **AUTHORIZE** the Executive Director to take such other further actions as may be necessary to fulfill the intent of the contract, including approvals of future modifications or amendments that do not significantly alter the scope of work, or change the approved contract term or amount, subject to approval by Agency Counsel.

- Deal

The Transportation Agency is delivering two Measure X funded projects that involve roundabout design alternatives and engineering design by Caltrans, which include three roundabouts in the State Route 156 / Castroville Boulevard Interchange project and nine roundabouts included in the State Route 68 Scenic Highway Improvement project. This contract with GHD will allow TAMC to efficiently develop and optimize roundabout alternatives in cooperation with Caltrans designers.

RAIL PROGRAM

3. 5.1 **APPROVE** payment of the increased annual membership dues for the CRCC from \$1,500 to \$2,500 per year and **APPOINT** Dave Potter as the TAMC representative and Mike LeBarre as the alternate to the Coast Rail Coordinating Council (CRCC) Policy Committee.

- Watson

On December 13, 2018, the Coast Rail Coordinating Council Policy Committee voted to increase annual membership dues to help with administrative costs for the Coast Daylight project from \$1,500 to \$2,500 per year. On January 7, 2019, the Rail Policy Committee recommended appointing Dave Potter and Mike LeBarre to the CRCC Policy Committee.

3. 5.2 **APPROVE** and **AUTHORIZE** Executive Director to execute Public Utility Easements for utility relocations in the future Lincoln Avenue Extension road right-of-way.

- Williamson

The execution of Public Utility Easements (PUEs) will allow the various utility providers to relocate their facilities as part of the Monterey County Rail Extension, Kick Start Project, Package 1.

REGIONAL DEVELOPMENT IMPACT FEE

3. 6.1 **ACCEPT** the Regional Development Impact Fee Joint Powers Agency's audit report for fiscal year ending June 30, 2018.

- Goel

The auditors found no instances of noncompliance that are required to be reported under Government Auditing Standards, nor did they note any matters involving the internal control over financial reporting and its operation that they consider to be material weaknesses.

COMMITTEE MINUTES - CORRESPONDENCE for January 2019.

3. 7.1 **RECEIVE** Transportation Agency for Monterey County correspondence for January 2019.

- Rodriguez

3. 7.2 **ACCEPT** draft minutes of the Transportation Agency Committees:

- [Technical Advisory Committee](#) - no meeting this month
- Rail Policy Committee - January 7, 2019
- Executive Committee - January 9, 2019
- [Bicycle and Pedestrian Facilities Advisory Committee](#) - January 9, 2019
- [Excellent Transportation Oversight Committee](#) - January 15, 2019

- Rodriguez

END OF CONSENT AGENDA

ANNOUNCEMENTS

Next Transportation Agency for Monterey County meeting will be on
Wednesday, February 27, 2019
Agricultural Center Conference Room

**1428 Abbott Street
Salinas, California
9:00 A.M.**

Documents relating to an item on the open session that are distributed to the Board less than 72 hours prior to the meeting shall be available for public inspection at the Office of the Transportation Agency for Monterey County, 55-B Plaza Circle, Salinas, CA.

Documents distributed to the Agency Board at the meeting by staff will be available at the meeting; documents distributed to the Board by members of the public shall be made available after the meeting.

The Transportation Agency web site contains information from the Transportation Agency Resource Guide, including Transportation Agency Board members, Transportation Agency committee members, grant programs, etc. Visit us at: <http://www.tamcmonterey.org>.

**Transportation Agency for Monterey County
55-B Plaza Circle, Salinas, CA 93901-2902
Monday thru Friday 8:00 a.m. - 5:00 p.m.
TEL: 831-775-0903
FAX: 831-775-0897**

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC, Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals requesting a disability-related modification or accommodation, including auxiliary aids or services, may contact Transportation Agency at 831-775-0903. Auxiliary aids or services include wheelchair accessible facilities, sign language interpreters, Spanish Language interpreters and printed materials, and printed materials in large print, Braille or on disk. These requests may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting, and should be made at least 72 hours before the meeting. All reasonable efforts will be made to accommodate the request.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Rita Goel, Director of Finance & Administration
Meeting Date: January 23, 2019
Subject: Election of 2019 Officers

RECOMMENDED ACTION:

Election of Officers

1. **RECEIVE** report from Nominating Committee and **ELECT** Chair, 1st Vice Chair and 2nd Vice Chair of the Board, for the term beginning upon their election through the next election of officers at the beginning of the January 22, 2020 Board meeting; and
2. **RECEIVE** report from Nominating Committee and **ELECT** members of the Executive Committee for the term beginning upon their election through the next election of officers at the beginning of the January 22, 2020 Board meeting.

SUMMARY:

Agency bylaws require the election of officers at the beginning of the Agency’s January meeting. The Nominating Committee, Board members Chavez and Salinas, conferred and is recommending advancing the officers to the next level, and filling the County and city representative vacancies with Supervisor Mary Adams, and Mayor Mike LeBarre, respectively.

FINANCIAL IMPACT:

None.

DISCUSSION:

At its December 5, 2018 meeting, the Board appointed Council member Chavez and Supervisor Salinas to the Nominating Committee.

Current members of the Executive Committee are: Chair, John Phillips (County, District 2); 1st Vice Chair, Robert Huitt (Pacific Grove); 2nd Vice Chair, Luis Alejo (County, District 1; Past Chair, Alejandro Chave (Soledad); County representative, Simon Salinas (County, District 3); and City representative, Ed Smith (Monterey).

After considering geographic balance, city vs. county representation, time since last serving on the

committee, and interest in serving, the nominating committee is recommending the following officers and Executive Committee members:

- Robert Huitt, Chair
- Luis Alejo, 1st Vice Chair
- Ed Smith, 2nd Vice Chair
- John Phillips, Past Chair
- Mary Adams, County Representative
- Mike LeBarre, City Representative

There will also be an opportunity for nominations from the floor.

Staff recommends that the Board to elect the officers and members of the Executive Committee for the Transportation Agency for Monterey County for 2019.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Theresa Wright, Community Outreach Coordinator
Meeting Date: January 23, 2019
Subject: **Transportation Excellence Awards**

RECOMMENDED ACTION:

PRESENT the 2018 Transportation Excellence Awards.

SUMMARY:

The Transportation Agency would like to show its appreciation to the local community for its outstanding efforts to improve transportation in Monterey County. The Executive Committee of the Transportation Agency's Board of Directors received the fourteen nominations submitted for the 2018 Transportation Excellence Awards at their January 9, 2019 meeting and approved nine nominees to be award recipients.

FINANCIAL IMPACT:

None.

DISCUSSION:

The Transportation Agency would like to show its appreciation to the local community for its outstanding efforts to improve transportation in Monterey County. Staff received a total of 14 nominations in the award categories of Special Individual Award Recognition, Individual, Public Employee, Business/Group, Event, Program and Project. The Executive Committee selected the following 9 nominees to receive the 2018 Transportation Excellence Award:

- Special Individual Award Recognition - State Senator Anthony Cannella
- Individual - Jennifer Cline
- Business/Group - Monterey County "No on Prop 6" Leaders
- Event - Ciclovía Gonzales
- Program - "Ride the 40's on Us"
- Projects - Castroville Ped/Bike/Railroad Crossing Bridge, Fremont Street/El Sausal Safe Routes to School, Mud Creek Slide, West Broadway Urban Village Infrastructure Improvement Project.

These recipients will be honored for their contributions to improve transportation in Monterey County during Agency's Board meeting on January 23, 2019.

Attached to this report is the proposed program for the 18th Annual Transportation Excellence Award Ceremony. Also attached is a brief description of each award recipient.

ATTACHMENTS:

- 2018 Transportation Excellence Awards Ceremony Program

WEB ATTACHMENTS:

[2018 Transportation Excellence Awards Recipients](#)

18th Annual

Transportation Excellence Awards

January 23, 2018 - Agricultural Center Conference Room

Welcome: Theresa Wright, Community Outreach Coordinator, TAMC

Presentation of Awards: Robert Huitt, *Board Chair*; John Phillips, *immediate Past Chair*

INDIVIDUAL

- ◆ **Jennifer Cline**, *Volunteer*: Monterey-Salinas Transit

GROUP

- ◆ **Monterey County “No on Prop. 6” Leaders**
Kevin Dayton, Barbara Meister, Kate Roberts, Deanna Sessums, Rod Smalley, Nathan Stoopes

EVENT

- ◆ **Ciclovía Gonzales**: Monterey County Health Department

PROGRAM

- ◆ **“Ride the 40’s on Us”**: Monterey-Salinas Transit

PROJECTS

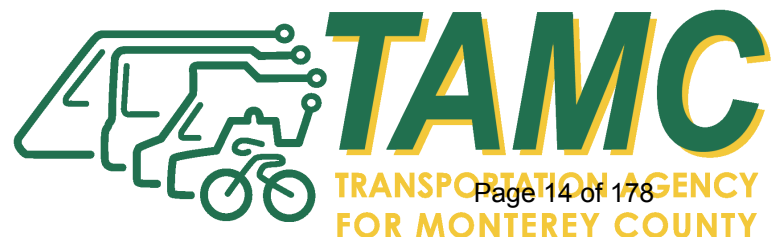
- ◆ **Castroville Ped/Bike/Railroad Crossing Bridge Project**: County of Monterey, Viking Construction Company
- ◆ **Fremont Street/El Sausal Safe Routes to School**: City of Salinas, Monterey County Health Department
- ◆ **Mud Creek Slide**: Caltrans District 5, Stantec Inc, MNS Engineers, Yeh and Associates, John Madonna Construction
- ◆ **West Broadway Avenue Improvements**: City of Seaside, Mark Thomas Company, MNS Engineers, Inc. Monterey Peninsula Engineering, Denise Duffy & Associates, Kleinfelder, Inc.

SPECIAL INDIVIDUAL AWARD RECOGNITION

- ◆ **State Senator Anthony Canella**, *Former State Senator, 12th District*

OUTGOING TAMC BOARD CHAIR

- ◆ John Phillips





Memorandum

To: Board of Directors
From: Christina Watson, Principal Transportation Planner
Meeting Date: January 23, 2019
Subject: State Legislative Update & 2019 Legislative Program

RECOMMENDED ACTION:

RECEIVE update on state legislative issues and **ADOPT** the 2019 legislative program.

SUMMARY:

Staff and legislative analyst Gus Khouri will present a state legislative update and request adoption of the 2019 legislative program.

FINANCIAL IMPACT:

Several items on the final 2019 legislative program pertain to preserving and seeking transportation funding.

DISCUSSION:

Agency legislative analyst Gus Khouri, Khouri Consulting, will attend the meeting to present an update on state legislative activities and the 2019 legislative program.

The purpose of the legislative program is to set general principles to guide staff and Board responses to legislative or budgetary proposals. The program also notifies state representatives of the Transportation Agency's position on issues of key importance to the Agency. The 2019 legislative program continues to focus on transportation funding and is limited to priorities that are likely to come up in the 2019 legislative session.

Attachment 1 is the final 2019 legislative program, and **Attachment 2** shows changes from the draft 2019 program.

Key changes between the draft program circulated by the TAMC Board and the proposed final program include:

State priorities:

- 3S. Promote jobs-housing balance and alternative transportation modes as ways to reduce

vehicles miles traveled, while maintaining statewide equity between urban and rural areas.
(*New item*)

- 4S. Support legislation to transfer funding derived from the sale of excess rights-of-way purchased for the Prunedale Bypass project to priority projects in the region. (*New item*)
- 6S. Support streamlining project delivery, including simplifying grant program applications, raising encroachment permit thresholds, and accelerating project permit approvals. (*New item*)
- 7S. Coordinate with the Monterey-Salinas Transit District to review existing metrics for the qualification and distribution of Transportation Development Act (TDA) revenues, with the possibility for legislation in 2020 to update TDA law. (*Revised language per MST*)
- 8S. Support legislation that promotes transit-oriented development (such as via redevelopment or opportunity zones), complete streets, alternative commutes, multi-modal transportation, and active transportation projects. (*Revised language per Executive Committee*)

Federal priorities:

- 1F.7. Support Monterey-Salinas Transit application for federal funding for the SURF Bus Line in the Monterey Branch Line corridor. (*New item*)
- 1F.8. Support applications for the Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grant program on the California Central Coast. (*New item*)

Staff presented the draft program at the TAMC Board meeting in October and the Rail Policy Committee, Bicycle and Pedestrian Facilities Advisory Committee, and Technical Advisory Committee in November. Staff also met with partner agencies locally and statewide to discuss items for the program. The Executive Committee recommended adoption by the Board at their January 9, 2019 meeting.

ATTACHMENTS:

- 2019 Final TAMC Legislative Program
- 2019 Final TAMC Legislative Program, showing changes



2019 Legislative Program State Priorities

- 1S. Preserve funding for transportation projects, support the constitutional protection of all transportation funding resources, maximize formula funding to regions, and preserve regional discretion and priority-setting.
- 2S. Pursue competitive grant or bond funding for highway safety, traffic congestion relief, trade corridors, passenger rail, and public transportation for Monterey County projects.
- 3S. Promote jobs-housing balance and alternative transportation modes as ways to reduce vehicles miles traveled, while maintaining statewide equity between urban and rural areas.
- 4S. Support legislation to transfer funding derived from the sale of excess rights-of-way purchased for the Prunedale Bypass project to priority projects in the region.
- 5S. Support a consistent definition of “disadvantaged communities” among all funding programs to ensure that investments reflect economic and rural area considerations.
- 6S. Support streamlining project delivery, including simplifying grant program applications, raising encroachment permit thresholds, and accelerating project permit approvals.
- 7S. Coordinate with the Monterey-Salinas Transit District to review existing metrics for the qualification and distribution of Transportation Development Act (TDA) revenues, with the possibility for legislation in 2020 to update TDA law.
- 8S. Support legislation that promotes transit-oriented development (such as via redevelopment or opportunity zones), complete streets, alternative commutes, multi-modal transportation, and active transportation projects.
- 9S. Support member agencies’ requests for state funding of regionally significant transportation projects and support partner agency legislative efforts as they interface with regional transportation priorities, when they are consistent with Transportation Agency for Monterey County priorities.



2019 Legislative Program Federal Priorities

- 1F.** Support stabilizing and increasing transportation infrastructure funding sources to avoid the bankruptcy of the federal highway and transit trust funds:
 1. Increase and index the gas tax to inflation.
 2. Explore innovative funding mechanisms, such as a pay-by-the-mile user fee and public private partnerships.
 3. Expand access to Transportation Infrastructure Finance and Innovation Act (TIFIA) loans.
 4. Remove procedural obstacles that impede expenditure of authorized federal funding.
 5. Support the return of directed federal funding for transportation priorities.
 6. Coordinate with military installations in Monterey County to seek funding for transportation projects with a nexus to those installations.
 7. Support Monterey-Salinas Transit application for federal funding for the SURF Bus Line in the Monterey Branch Line corridor.
 8. Support applications for the Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grant program on the California Central Coast.

- 2F.** Allow the California Environmental Quality Act (CEQA) to substitute for the National Environmental Policy Act (NEPA), without restrictions, and expand the definition of Categorical Exclusions, while retaining environmental protections.

- 3F.** Support streamlining of federal rail funding and removal of funding barriers between commuter and intercity rail programs, with the goal of increasing passenger rail service for the traveling public.

- 4F.** Support an adequate level of funding for Amtrak and support a fair share allocation to California for capital improvements and vehicle acquisition.

- 5F.** Support efforts to change the update timeline for the Regional Transportation Plan from the current four years to eight years.

- 6F.** Support member agencies' requests for federal funding of regionally significant transportation projects and support partner agency legislative efforts as they interface with regional transportation priorities, when they are consistent with Transportation Agency for Monterey County priorities.



DRAFT FINAL 2019 Legislative Program: State Priorities

- 1S. Preserve funding for transportation projects, support the constitutional protection of all transportation funding resources, maximize formula funding to regions, and preserve regional discretion and priority-setting.
- 2S. Pursue competitive grant or bond funding for highway safety, traffic congestion relief, trade corridors, passenger rail, and public transportation for Monterey County projects.
- 3S. Promote jobs-housing balance and alternative transportation modes as ways to reduce vehicles miles traveled, while maintaining statewide equity between urban and rural areas.
- 4S. Support legislation to transfer funding derived from the sale of excess rights-of-way purchased for the Prunedale Bypass project to priority projects in the region.
- ~~3S.~~5S. Support a consistent definition of “disadvantaged communities” among all funding programs to ensure that investments reflect economic and rural area considerations.
- 6S. Support streamlining project delivery, including simplifying grant program applications, raising encroachment permit thresholds, and accelerating project permit approvals.
- ~~4S.~~7S. ~~Monitor efforts to modernize efficiency standards relating to farebox recovery ratios under the Transportation Development Act and e~~Coordinate with the Monterey-Salinas Transit District to ensure efficiency standards do not compromise existing service; review existing metrics for the qualification and distribution of Transportation Development Act (TDA) revenues, with the possibility for legislation in 2020 to update TDA law.
- ~~5S.~~8S. Support legislation that promotes transit-oriented development (such as via redevelopment or opportunity zones), complete streets, alternative commutes, multi-modal transportation, and active transportation projects.
- ~~6S.~~9S. Support member agencies’ requests for state funding of regionally significant transportation projects and support partner agency legislative efforts as they interface with regional transportation priorities, when they are consistent with Transportation Agency for Monterey County priorities.



DRAFT-FINAL 2019 Legislative Program: Federal Priorities

- 1F.** Support stabilizing and increasing transportation infrastructure funding sources to avoid the bankruptcy of the federal highway and transit trust funds:
1. Increase and index the gas tax to inflation.
 2. Explore innovative funding mechanisms, such as a pay-by-the-mile user fee and public private partnerships.
 3. Expand access to Transportation Infrastructure Finance and Innovation Act (TIFIA) loans.
 4. Remove procedural obstacles that impede expenditure of authorized federal funding.
 5. Support the return of directed federal funding for transportation priorities.
 6. Coordinate with military installations in Monterey County to seek funding for transportation projects with a nexus to those installations.
 7. Support Monterey-Salinas Transit application for federal funding for the SURF Bus Line in the Monterey Branch Line corridor.
 - 6-8. Support applications for the Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grant program on the California Central Coast.
- 2F.** Allow the California Environmental Quality Act (CEQA) to substitute for the National Environmental Policy Act (NEPA), without restrictions, and expand the definition of Categorical Exclusions, while retaining environmental protections.
- 3F.** Support streamlining of federal rail funding and removal of funding barriers between commuter and intercity rail programs, with the goal of increasing passenger rail service for the traveling public.
- 4F.** Support an adequate level of funding for Amtrak and support a fair share allocation to California for capital improvements and vehicle acquisition.
- 5F.** Support efforts to change the update timeline for the Regional Transportation Plan from the current four years to eight years.
- 6F.** Support member agencies' requests for federal funding of regionally significant transportation projects and support partner agency legislative efforts as they interface with regional transportation priorities, when they are consistent with Transportation Agency for Monterey County priorities.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Debra L. Hale, Executive Director
Meeting Date: January 23, 2019
Subject: **Transportation Agency Overview and Update on Goals and Objectives**

RECOMMENDED ACTION:

RECEIVE an overview of the history and context of the Transportation Agency for Monterey County and **REVIEW** the Agency's progress in meeting its five-year goals and objectives.

SUMMARY:

As of January 2019, Transportation Agency for Monterey County will have 7 out of its 17 Board seats occupied by new members. As such, is an appropriate time to provide an overview of the Agency's roles and responsibilities as well as its progress over the past year towards meeting its strategic plan goals and objectives adopted in December 2017.

FINANCIAL IMPACT:

None, directly.

DISCUSSION:

In 2019, the Transportation Agency Board of Directors will have seven new board members, six of whom have never served on the Agency's board in the past. To assist with their transition, staff will be making background presentations at the next several board meetings. Under this item, the Executive Director will review a brief history of the Transportation Agency, its roles, and its progress in meeting its recently adopted goals and objectives. Attached is a copy of the TAMC authorizing statute, which established the agency as the successor to the Monterey County Transportation Commission in 1996.

Subsequent to the passage of Measure X, the TAMC Board engaged in a strategic planning process to set new goals and objectives for the agency. In short, those adopted goals are to:

- Deliver projects
- Maximize funding
- Communicate early and often (with the public and the Board)
- Prepare for the future

The objectives for meeting these goals are in the attached document. Also attached is the Executive Director's 2017/18 report on the progress in meeting these goals.

ATTACHMENTS:

- ▣ TAMC Authorizing Statute
- ▣ TAMC's Strategic Goals and Objectives - Adopted Dec 2017
- ▣ TAMC Executive Director's 2017-18 Accomplishments and 2018-19 Goals

TITLE 7.89. TRANSPORTATION AGENCY OF MONTEREY COUNTY [67930 - 67931]

(Heading of Title 7.89 renumbered from Title 7.93 by Stats. 1996, Ch. 124, Sec. 47)

67930.

- (a) The Transportation Agency of Monterey County is hereby created, as a local area agency and not as a part of the executive branch of the state government, to provide regional transportation planning and development for the area of Monterey County. The agency may be known by any other name it chooses.
- (b) The governing body shall be composed of the members of the county board of supervisors and one member appointed by the city council of each incorporated city in the county. A member of the board of supervisors and a city council appointing a member may each designate up to two alternate members to act in the place of the regular member.

(Added by Stats. 1994, Ch. 1103, Sec. 7. Effective January 1, 1995.)

67931.

- (a) The agency is the legal successor to the Monterey County Transportation Commission for all purposes, including those set forth in Part 11.5 (commencing with Section 99600) of Division 10 of the Public Utilities Code, and particularly Section 99638.
- (b) The agency has all of the powers expressed or implied, necessary to carry out the intent of that Part 1.5, including the power of eminent domain and the power to preserve, acquire, construct, or improve any of the following:
 - (1) Rights-of-way for rail purposes.
 - (2) Rail terminals and stations.
 - (3) Rolling stock, including locomotives, passenger cars, and related rail equipment and facilities.
 - (4) Grade separation and other improvements along rail rights-of-way for rail purposes.
 - (5) Rail maintenance facilities.
 - (6) Other capital facilities deemed necessary for a rail service, including soundwalls.
- (c) The agency may contract for the operation of rail service in Monterey County and for connections with rail service in adjacent and neighboring counties and cities.

(Amended by Stats. 1995, Ch. 91, Sec. 58. Effective January 1, 1996.)



Goals & Objectives

ADOPTED – DECEMBER 6, 2017

Goal 1 – Deliver Projects

Ensure timely delivery of quality, multi-modal transportation projects throughout Monterey County.

- A. Prioritize and accelerate the delivery of Measure X regional projects to reduce traffic congestion and improve safety.
- B. At the request of, and in coordination with, member agencies assist with the best use and implementation of local Measure X generated tax dollars.
- C. Utilize the following objective criteria for evaluating and prioritizing regional transportation projects:
 - a. Project Readiness
 - b. Ability to Leverage Matching Funds
 - c. Fair Geographic Distribution of Funds
 - d. Project Need: Congestion Relief and Safety Benefits
 - e. Cost Effectiveness & System Connectivity
- D. Develop a list of prioritized projects, showing project funding and completion status, based upon the established objective criteria. Include a secondary list of projects deemed important, but with no currently identified sources of funding.
- E. Ensure that transportation projects developed by TAMC are aesthetically pleasing and built of sufficient engineering and design quality to provide sustainable transportation solutions.
- F. Promote regional cooperation and partnership among contiguous jurisdictions with an emphasis on systemwide connectivity along transportation corridors.

Goal 2 – Maximize Funding

Aggressively pursue all available Federal and State matching funds to initiate and complete transportation projects, to maximize leverage of locally-generated transportation dollars.

- A. Use “self-help” status obtained through the passage of Measure X to compete for Federal and State grants and funding.
- B. Explore strategic debt financing opportunities, such as bonding, private funding and other financial instruments, to accelerate delivery of priority projects.
- C. Aggressively move to complete environmental reviews and pre-construction planning and engineering activities so projects are “shovel-ready” when new funding becomes available
- D. Seek innovative funding opportunities, including Public-Private Partnerships (P3), corporate sponsorships, and non-profit partnerships.

Goal 3 – Communicate Early and Often

Keep the community informed of TAMC's role in improving the safety and convenience of transportation in the region, and keep the Board of Directors engaged in TAMC activities.

- A. Develop a cohesive and concise description of TAMC's purpose and role in the community.
- B. Prepare a communications plan that specifies an outreach strategy to keep various audiences informed about progress on Measure X and other TAMC activities: community leaders, the general public and Agency partners.
- C. Continually update the Board of Directors and the community on the status and completion of all projects funded by TAMC.
- D. Provide information to the Board, on technical, environmental, regulatory and financial policies that affect TAMC's operations and project delivery.

Goal 4 – Prepare for the Future

Become a leader in the use of innovative solutions to improve transportation in the region.

- A. Seek information on emerging technologies and their effect on future transportation needs, such as:
 - Autonomous and connected vehicles
 - Mobility apps (i.e. Waze, Uber, etc.)
 - New engineering solutions
- B. Invest in alternatives to capital construction projects to reduce traffic congestion and improve safety, such as trip reduction and ridesharing programs.
- C. Support multi-modal projects and active transportation features that provide alternatives to one car, one driver transportation.
- D. Track industry research on travel behavior to help anticipate future needs.
- E. Anticipate and adapt to political developments that affect TAMC's ability to meet future transportation needs, such as:
 - California ballot measure to eliminate SB 1 funding.
 - Federal transportation trust fund shortfall

Executive Director: Debbie Hale**Accomplishments – FY 2017/18**

Overall Goal: Position TAMC as the collaborative forum for planning, funding and delivering regional transportation improvements.

Goal 1. Deliver Projects

Ensure timely delivery of quality, multi-modal transportation projects throughout Monterey County.

- Provided for the early delivery of the \$3.5 million Alta Street reconstruction in Gonzales via a creative loan program.
- Crafted a Measure X loan of \$861,000 to provide for early construction of local road improvements in Del Rey Oaks.
- Awarded \$1.5 million in Measure X funds for new senior & disabled transportation.
- Awarded additional funding to the State Route 1 Truck Climbing Lane project to allow it to start construction in 2018.
- Obtained possession of all the property required for the Salinas rail and bus center access and circulation improvements.
- Initiated a comprehensive bicycle and pedestrian safety education program for all schools in the Salinas Valley.
- Initiated new corridor studies: Canyon Del Rey – SR 218, and Pajaro to Prunedale.
- Conducted an analysis of how to accelerate the delivery of major regional transportation projects using bond financing.

Goal 2. Maximize Funding

Aggressively pursue all available Federal and State matching funds to initiate and complete transportation projects, to maximize leverage of locally-generated transportation dollars.

- Adopted the \$365 million 5-year Integrated Transportation Funding Plan to aggressively pursue matching funds and accelerate the delivery of priority projects.
- Secured \$10 million in additional funding to pay for new features in the Salinas Rail Extension project.
- Obtained \$19 million in competitive Local Partnership Program SB 1 Gas Tax funds to match Measure X and local fees to construct the Imjin Parkway improvements.
- Obtained \$1.5 million in new SB 1 Local Partnership Program gas taxes – a direct result of voter approval of the Measure X Program.
- Secured a \$361,000 Active Transportation Program grant to develop a Seaside and Marina Safe Walking and Biking to School Plan.
- Assisted the City of Salinas in its bond issuance for Measure X-funded projects.

Goal 3. Communicate Early and Often

Keep the community informed of TAMC's role in improving the safety and convenience of transportation in the region, and the Board of Directors engaged in TAMC activities.

- Engaged the Board of Directors in a Strategic Planning Session that resulted in a focused set of goals for the agency in light of the passage of Measure X.
- Held quarterly meetings of the new Measure X Transportation Oversight Committee.
- Advised and assisted member agencies with public outreach on Measure X and state highway projects.
- Developed educational materials conveying the benefits of SB 1 gas tax revenues in Monterey County, and throughout the Monterey Bay Region.
- Continued TAMC's excellent public outreach program during Agency and Measure X construction projects.
- Increased public awareness of Agency with more news media coverage of Agency programs/projects.
- Provided Board of Directors informational presentations on:
 - Status of Measure X city, county and regional projects;
 - Pavement management programs; and,
 - Senate Bill 1 gas tax/vehicle license fee repeal efforts.

Goal 4. Prepare for the Future

Be a leader in the use of innovative solutions to improve transportation in the region.

- Completed the Level 2 Traffic and Revenue Study to evaluate utilizing a public-private partnership with tolling to deliver the Highway 156 improvements.
- Finalized the Highway 68 corridor study, which proposes an innovative network of roundabouts to improve safety and traffic flow in the region's top commute corridor.
- Assisted cities with engineering complete streets projects.
- Created a countywide program for the evaluation of and improvement to road pavement condition.
- Initiated an app-supported online rideshare program for Go831.
- Supported staff education and participation in national task forces relating to automated and connected vehicles, roundabout design, and traffic control devices.

TAMC Executive Director: Debbie Hale

Goals and Objectives for 2018/19

Deliver Projects

- Bring first Measure X regional project to shovel-ready status – Imjin Parkway.
- Complete demolition and utility relocation work and initiate construction of access and circulation improvements at the Salinas Rail Station.
- Initiate the environmental review for the Highway 68 corridor improvements and the Fort Ord Regional Trail and Greenway.
- Initiate the engineering work for the Castroville Boulevard interchange.
- Launch the Go831 ridesharing program with 10 major employers countywide.
- Develop the Safe Routes to School Plan for all K-12 schools in Seaside & Marina.
- Complete the Canyon Del Rey – SR 218 and the Pajaro to Prunedale corridor studies.
- Support member agencies in timely delivery of Measure X projects.

Maximize Funding

- Update or initiate corridor studies to position Measure X projects for competitive Solutions for Congested Corridors funding (SR 68 corridor and SR 156).
- Become knowledgeable about the Highway Safety Improvement Program funding and do a safety analysis to target locations best qualified to obtain such funding.
- Prepare for the first Measure X bond issuance.
- Work with the State to secure funding for new rail service to Salinas.
- Apply for Active Transportation Program matching grants for the FORTAG SR 218 corridor construction, and for bicycle safety education.
- Apply for a Federal Lands Access Program grant for the FORTAG central loop.
- Update the Regional Development Impact Fee program, with a FORA zone option.
- Assist local agencies with their Active Transportation Program and other grant applications.

Communicate Early and Often

- Educate the public on the current and planned uses of SB 1 gas taxes and vehicle fees.
- Adopt a Measure X communications plan.
- Continue TAMC's excellent public outreach program during Agency construction projects.
- Provide project delivery and funding updates to the Board of Directors on a regular basis.
- Provide updates on project delivery and funding to the Measure X Oversight Committee.
- Issue the first Measure X audit and annual report, with the Oversight Committee.
- Create a Monterey County Safe Routes to School resource website.

Prepare for the Future

- Build staff knowledge on emerging technologies and innovative transportation designs.
- Share educational information with the Board on emerging technologies and designs.
- Conduct educational workshops for Technical Advisory Committee on new transportation materials, design concepts or other emerging issues.
- Continue to assist member agencies in integrating the latest safety and complete streets design features into their local projects.



Memorandum

To: Board of Directors
From: Elouise Rodriguez, Senior Administrative Assistant
Meeting Date: January 23, 2019
Subject: **Caltrans Director's Report**

RECOMMENDED ACTION:

RECEIVE reports from Transportation Providers:

- Caltrans Director's Report and Project Update - Gubbins
- Monterey Peninsula Airport - Sabo
- Monterey-Salinas Transit - Sedoryk
- Monterey Bay Air Resources District - Stedman

ATTACHMENTS:

- ▣ Caltrans Director Report
- ▣ Caltrans Project Update



San Luis Obispo County Bike Club members on Highway 1 at Piedras Blancas

WINTER 2018

Caltrans District 5



District Director
Timothy Gubbins

Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability.

District Director's Report

A quarterly publication for our transportation partners

Highway 1 Realignment Completed

Caltrans recently completed the \$21.3 million Highway 1 Piedras Blancas project, which realigned 2.8 miles of roadway to protect from rising sea levels, storms and coastal erosion in San Luis Obispo County. The project moved Highway 1 up to 475 feet inland from its previous alignment and installed parking for trail access at both ends of the new segment. The new facility features widened shoulders near the Hearst San Simeon State Park.

All land west of the realigned highway will become state park land once restoration and mitigation work is completed on the old alignment. Over the next several years, the project will also restore and enhance 12 acres of off-site state park lands to mitigate impacts to natural areas. Caltrans also contributed \$1.4 million for State Parks to construct a 3.5-mile new segment of the California Coastal Trail. The pathway will connect the existing network of bluff-top trails north and south of the new roadway with bicycle and pedestrian accessibility.

Highway 1 is a State Scenic Route, National Scenic Byway and All-American Road on the Pacific Coast Bicycle Route. More information:

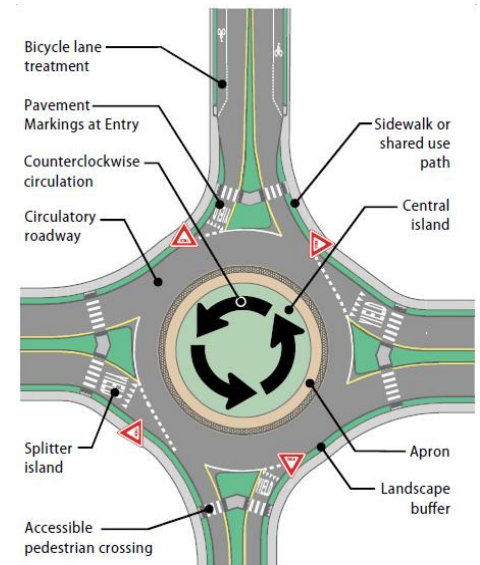
http://www.dot.ca.gov/disto5/projects/slo1_piedras/index.htm



Roundabout Benefits

So far, District 5 has implemented three roundabouts on the state highway system in Santa Barbara County and local partners are planning for more throughout the District. Roundabouts are safer, more efficient, less costly and more aesthetically appealing than conventional intersections, according to the Federal Highway Administration. They substantially reduce the types of crashes resulting in injury or loss of life—from 78 to 82 percent compared to conventional stop-controlled and signalized intersections. Safety benefits include reducing the following collision types:

- 37 percent overall
- 75 percent injury
- 90 percent fatality
- 40 percent pedestrian



Photos Source: FHWA

The likelihood and severity of collisions are reduced as travel speeds are lowered between 15 and 25 mph. The innovative improvement also features a continuous, circular flow of traffic. Motorists yield to other drivers' only before entering a roundabout; if no other vehicles are present, they continue moving. The mobile traffic helps prevent the incentive to speed up and *beat the light* as often occurs at more traditional signalized intersections. Roads entering a roundabout are gently curved to direct vehicles into the intersection and travel counterclockwise around the facility.

Continued on back

Roundabout continued

The curved roads and one-way travel eliminate the possibility for T-bone and head-on collisions. Roundabouts are adaptable to different locations and come in all shapes and sizes, including oval, teardrop, peanut and dog-bone. They feature small, simple, single-lane facilities along with larger and more complex multi-lanes. They are designed to allow pedestrians to cross one direction of traffic at a time on each leg. The fewer conflict points for vehicles and pedestrians—plus slower speeds, well-defined crossings and splitter islands—result in motorists yielding to those on foot.

At roundabouts, bicyclists have the option to either take the lane as a vehicle or pedestrian on the shared use path around the facility. Recent nationwide safety research has not yet noted any substantial problems for bicyclists. Some studies show these improvements generate significantly less air pollution from vehicles compared to a stop-controlled intersection. They are also more cost-effective with the following benefits: safety, life-cycle, fewer travel delays, reduction of both fuel consumption and greenhouse gas emissions, and less right-of-way requirement on approaching streets. More information: http://www.dot.ca.gov/hq/tpp/offices/omsp/system_planning/documents/Final_2017_CA_SHS_Roundabout_Inventory_Report_05052017.pdf

Safety Compared	
Conventional Intersection	Roundabout
High speeds	Low speeds
Little response time	Situation changes slowly / More perception-reaction time
High energy crashes	Low energy crashes
Unforgiving environment	Forgiving environment
High severity crashes	Low severity crashes
Complexity	Easier to judge gaps
Wide visual scans	Narrow visual scans

Transportation Asset Management Plan

The 2018 draft *Transportation Asset Management Plan* provides a framework for addressing performance gaps, prioritizing actions and instituting business practices streamlining asset management activities. The main goals include strengthening local, regional and state coordination and improving transportation infrastructure management through transparent information. Caltrans produced the living document through extensive statewide public outreach. It will be regularly updated with performance outcomes and consistency with the 2017 *State Highway System Management Plan's* 10-year project plan. More information: http://www.dot.ca.gov/assetmgmt/tam_plan.html



Climate Change Vulnerability

Caltrans recently released its first *Climate Change Vulnerability Assessment* detailing potential impacts to the state highway system in the San Francisco Bay Area. This is the first of 12 studies planned to cover each Caltrans District. The online report discusses the effects of rising sea levels and higher storm surges, more frequent wildfires, changing precipitation patterns and increasing temperatures. It also provides data to address changes in planning, design, construction, operations and maintenance. Overall, the assessment seeks to guide future planning processes and investments ensuring the long-term future of the state's transportation system. District 5's assessment awaits more elevation data, and is scheduled for release in spring 2019. More information: http://www.dot.ca.gov/paffairs/pr/2017/prs/17pr13_2.html



Planning Grants Produce Sustainable Communities

Caltrans recently awarded the following transportation planning grants in District 5: **Sustainable Communities:**

- TAMC – Seaside and Marina Complete Streets Plan, \$361k.
- City of Guadalupe – Mobility and Revitalization Plan, \$206k.
- City of Watsonville – Complete Streets Plan, \$321k.
- Santa Cruz County Health Services Agency – Complete Streets to Schools Plan, \$367k.
- San Benito COG – Transit Network Expansion Projects for Highway 25 Congestion Relief, \$150k.



Climate Change Adaptation Planning:

- AMBAG – Central Coast Highway 1 adaptation strategies, \$360k.
- City of Carpinteria – Sea Level Rise Transportation Policy & Infrastructure Adaptation Plan, \$221k.
- Santa Ynez Band of Chumash Indians – Transportation Climate Change Vulnerability study, \$185k.
- SBCAG – Santa Barbara County Transportation Network Resiliency Assessment, \$100k.



SB 1 provided \$25 million statewide for 2017-2018 local transportation planning grants

These successful grants were funded through the recently enacted Senate Bill 1, the Road Repair and Accountability Act, for maintaining and integrating the state's multimodal transportation system. This funding adds to the Sustainable Transportation Planning Grant Program.

Call for Projects

A call for projects is under way for the 2018/2019 Transportation Planning Grants, which include Sustainable Communities (\$29.5 million), Strategic Partnerships (\$4.3 million) and Adaptation Planning (\$7 million). Successful projects directly benefit the multimodal transportation system by improving public health, social equity, the environment and community livability. Deadline to submit applications to Caltrans is Friday, Feb. 23, 2018. Online applications, guidelines and more information: <http://www.dot.ca.gov/hq/tpp/grants.html>



PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR THE JANUARY 23, 2019 TRANSPORTATION AGENCY FOR MONTEREY COUNTY AGENCY MEETING

CONSTRUCTION PROJECTS									
	Project	Location & Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Contractor	Comments
1.	Highway 1 EFA Contract #05A1959 (1H780)	South of Gorda to Lucia (PM 8.23)	Remove slide at Mud Creek (PM 8.9) & Paul's Slide (PM 21.6)	Spring 2019	\$60 million	SHOPP	Zeke DeLlamas (RS)	John Madonna Construction San Luis Obispo, CA	Mud Creek - \$54 million & Paul's Slide - \$6 million.
2.	Highway 1 Bridges Project (1H660)	From north of Gorda to Garrapata Creek Bridge (PM 11.7/63.0)	Bridge joint/seal and overlay	Summer 2018 - Winter 2018/19	\$2.8 million	SB 1 Maintenance	Kelly McClain (TL)	American Civil Constructors West Coast Inc. Benicia, CA	Construction began June 26, 2018.
3.	Highway 1 Safety Upgrades: Hurricane Point to Rocky Creek Viaduct (1A000)	South of Bixby Creek Bridge to south of Rocky Creek Bridge (PM 58.3/59.8)	Shoulder widening, guardrail upgrades, potential retaining wall	Spring 2019	\$5.3 million	SHOPP	Ken Dostalek	Granite Construction Company of Watsonville, CA	Contract awarded on Dec. 7, 2018
4.	Highway 1 Worker Safety Improvements (1C990)	Various locations (PM 72.2 - R81.1)	Roadside safety improvements	Summer 2018 - Winter 2019	\$3.4 million	SHOPP	Carla Yu (PD)	Granite Construction Watsonville, CA	Construction began in July 2018.
5.	Highway 68 Pacific Grove Centerline Rumble Strip (1G450)	East of Piedmont Avenue to slightly west of the SR 1/68 Junction (PM 1.6/L4.1)	Centerline rumble strip & open grade asphalt concrete	Summer 2018 - Winter 2018/19	\$2.9 million	SHOPP	Carla Yu (TL)	Granite Construction of Watsonville, CA	Construction began in June and is scheduled to be completed by late mid-February 2019.
6.	Highway 68 Pavement Overlay (1H3804)	In Monterey from SR 1/68 separation to SPCA Road (PM 3.9/10.8)	Pavement Overlay with Bonded Wearing Course	Summer 2018 – Summer 2019	\$3.7 million	SB 1 Maintenance	Kelly McClain (TL)	Mercer Fraser Company Eureka, CA	Construction began late June 2018. Project mostly complete with the exception of one mile of asphalt needing replacement—most likely in summer due to warmer temperatures.



PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR THE JANUARY 23, 2019 TRANSPORTATION AGENCY FOR MONTEREY COUNTY AGENCY MEETING

CONSTRUCTION PROJECTS (Cont'd.)									
	Project	Location & Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Contractor	Comments
7.	Highway 68 Salinas River Bridge Widening (0F700)	East of Reservation Road undercrossing to Spreckels Boulevard undercrossing (PM R17.4/R18.0)	Bridge widening	Spring 2016 - Winter 2018/19	\$18 million	SHOPP	David Rasmussen (TL)	Viking Construction Company Rancho Cordova, CA	If weather holds, construction completion expected by mid-February, 2019, weather dependent. Plant establishment to continue for one year after project completion.
8.	US 101 Salinas Rehabilitation (1C890)	East Market Street overcrossing to just south of Russell/Espinosa Road (PM 87.31/R91.5)	Roadway rehabilitation	Winter 2018 - Winter 2020/21	\$34 million	SHOPP	Aaron Henkel	Granite Rock Company, Watsonville, CA	Bid awarded on December, 13, 2018i; pending approval.

PROJECTS IN DEVELOPMENT									
	Project	Location & Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
9.	TMS Detection Repair (1H990)	Various locations throughout District 5 (SRs 1, 17, 68, 156, 101) (PM Various)	Replace failed TMS Detection	Summer 2020	\$451,000	SB1 SHOPP	Brandy Rider	PA&ED	Project is in preliminary Design and environmental phase.



PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR THE JANUARY 23, 2019 TRANSPORTATION AGENCY FOR MONTEREY COUNTY AGENCY MEETING

PROJECTS IN DEVELOPMENT									
	Project	Location & Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
10.	Highway 1 Replace Culvert Near Limekiln Creek (0Q500)	Near Lucia south of Limekiln Bridge (PM 20.4)	Replace culvert and repair erosion	Fall 2021	\$1.5 million	SHOPP	Ken Dostalek	PA&ED	Project Report circulating for final comments/signatures. PA&ED (M200) milestone expected November 15, 2018.
11.	Highway 1 Big Sur CAPM (1F680)	From Torre Canyon Bridge to Carpenter Street (PM 39.8/74.6)	Pavement rehabilitation	Spring 2020 – Fall 2021	\$24 million	SB 1 SHOPP	Carla Yu	PA&ED	Project is in Design.
12.	Highway 1 Castro Canyon Bridge Rail Upgrade (1H490)	At Castro Canyon Bridge (PM 43.1)	Replace bridge rail	Spring 2022	\$1.6 million	SHOPP	Ken Dostalek	PA&ED	Project to upgrade existing bridge rail. Widening or replacement will also be considered. Environmental studies began July 1, 2018.
13.	Highway 1 Garrapata Creek Bridge Rail Replacement (1H800)	At Garrapata Creek Bridge (PM 62.97)	Bridge rail rehabilitation	Fall 2023	\$12 million	SHOPP	Carla Yu	PA&ED	Environmental studies are underway. Project is a “long lead” with a longer than normal environmental study period needed to develop a context sensitive bridge rail with historic structures.
14.	Highway 1 Garrapata Creek Bridge Rehab (1H460)	At Garrapata Creek Bridge (PM 63.0)	Electrochemical Chloride Extraction (ECE) of bridge structure	Spring 2023	\$18 million	SHOPP	Carla Yu	PA&ED	Project was accelerated into 2016 SHOPP; environmental studies are under way.
15.	Highway 68 Pacific Grove ADA Pathway (1H220)	From 17 Mile Drive to Congress Avenue (PM 0.5/0.8)	Provide accessible pathway	Winter 2022	\$0.75 million	SHOPP	Mike Lew	PA&ED	PA&ED began June 23, 2018.



PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR THE JANUARY 23, 2019 TRANSPORTATION AGENCY FOR MONTEREY COUNTY AGENCY MEETING

PROJECTS IN DEVELOPMENT									
	Project	Location & Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
16.	Highway 68 Pacific Grove CAPM (1H000)	From Forest Avenue to the SR 1/68 Junction (PM 1.1/L4.3)	Pavement Preservation	Winter 2022	\$3.1 million	SHOPP	Carla Yu	PA&ED	Environmental studies are underway.
17.	Highway 68 Pacific Grove Shoulder Widening (1C250)	Pacific Grove to Scenic Drive (PM 1.6/L4.0)	Shoulder widening, rumble strips, guardrail	Summer 2019	\$3.6 million	SHOPP	Carla Yu	PS&E/RW	Design is complete. Project is expected to be awarded in February 2019. Construction is scheduled to begin in May 2019.
18.	US 101 Camp Roberts SRRA Infrastructure Upgrade (1H020)	Northbound and southbound at the Camp Roberts Rest Area (PM R2.9/R5.3)	Safety roadside rest area infrastructure upgrade	Winter 2020	\$5 million	SHOPP	Carla Yu	PS&E/RW	Project is in Design.
19.	US 101 San Antonio River Bridge-Seismic Retrofit (1F820)	Near King City at the San Antonio River Bridge (PM R6.7)	Seismic retrofit 2 bridges	Winter 2021	\$11 million	SHOPP	Carla Yu	PA&ED	Design began in fall 2018.
20.	US 101 Paris Valley 2R Rehab (1F740)	Near King City south of Paris Valley Road overcrossing to Rancho undercrossing (PM R28.0/R30.6)	Pavement rehabilitation	Summer 2019 - Winter 2020	\$26.9 million	SHOPP	Aaron Henkel	PS&E	Project is scheduled for December 2018 CTC meeting.
21.	US 101 King City Combined Projects (1F75U)	Near King City south of Wild Horse Road to Teague Avenue (PM 37.1/47.69)	Pavement rehabilitation, seismic retrofit with widening and median barrier	Spring 2019	\$90 million	SHOPP	Aaron Henkel	PS&E/RW	Bids opened with 8 bidders. (3 previous projects combined into 1F75U: 1F750, 1H620, and 1C960).



PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR THE JANUARY 23, 2019 TRANSPORTATION AGENCY FOR MONTEREY COUNTY AGENCY MEETING

PROJECTS IN DEVELOPMENT									
	Project	Location & Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
22.	US 101 North Soledad OH Deck Replacement (0F970)	North Soledad Bridge (PM 62.1/63.2)	Bridge replacement	Summer 2021	\$6.6 million	SHOPP	Ken Dostalek	PS&E/RW	Design is 95% complete. Project requires multiple agreements with Union Pacific Railroad that may extend the Design phase. Expected to advertise for construction in March 2020.
23.	US 101 Monterey-San Benito Co Roadside Safety Improvements (1F900)	In Monterey and San Benito Counties North Gonzales to SCL Line (PM 73.0/96.8)	Roadside safety improvements	Fall 2020 - Spring 2021	\$2.8 million	SHOPP	Brandy Rider	PS&E/RW	PS&E to be contracted out for Design.
24.	US 101 Salinas CAPM (1F700)	North of Gonzales to East Market Street (PM 73.8/87.3)	Pavement preservation	Summer 2019	\$24.1 million	SHOPP	David Silberberger	PS&E/RW	This project is on target to begin construction in May/June 2019.
25.	US 101 Market Street Northbound On-ramp Improvements (1H050)	Near Salinas from East Market Street to South of Sherwood Drive (PM 87.4/87.8)	Roadway and Retaining Wall	Winter 2023	\$4.7 million	SHOPP	David Silberberger	PA&ED	Work on the environmental document began in September 2018. The environmental document is expected to be completed in July 2019.
26.	US 101 Prunedale Rehab (1H690)	Near Prunedale North of Boronda Road overcrossing to Monterey/San Benito County Line (PM R91.5/101.3)	Prunedale Rehab	Winter 2022	\$49 million	SB 1 SHOPP	David Silberberger	PS&E/RW	Work continues on the environmental document which is expected to be completed in September 2019.
27.	Highway 156 Castroville Overhead (0A090)	On SR 156 between the SR 183/156 separation and Castroville Boulevard (PM R1.1/R2.1)	Replace Bridge Railing	Spring 2020	\$4.5 million	SHOPP	David Silberberger	PS&E/RW	Design work continues. Target date for starting construction is in February 2020.



PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR THE JANUARY 23, 2019 TRANSPORTATION AGENCY FOR MONTEREY COUNTY AGENCY MEETING

PROJECTS IN DEVELOPMENT									
	Project	Location & Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
28.	Highway 156 West Corridor (31600)	Between Castroville and Prunedale (PM R1.6/T5.2)	Construct new 4-lane divided freeway and new interchanges	Fall 2019 – Fall 2023	\$264 million	STIP Federal Demo	David Silberberger	PA&ED	The overall project cost is \$389 million. The project is divided into 3 segments. The project team will be focusing on delivering Segment 1 (Castroville Boulevard Interchange) through construction. The project team will also continue their efforts on delivering a Supplemental EIR for Segments 2 and 3 relating to tolling.
29.	Highway 218 Seaside ADA (1H230)	From Del Monte Road to Fremont Boulevard (PM R0.2/L0.9)	ADA compliant pedestrian access	Spring 2022	\$1 million	SHOPP	Mike Lew	PA&ED	PA&ED began June 23, 2018.

ACRONYMS USED IN THIS REPORT:

ADA	Americans With Disabilities Act
EIR	Environmental Impact Report
PA&ED	Project Approval and Environmental Document
PS&E	Plans, Specifications, and Estimates
SB	Senate Bill, the Road Repair and Accountability Act of 2017
SCL	Santa Clara County Line
SHOPP	Statewide Highway Operation and Protection Program
SR	State Route
TMS	Traffic Management System
R/W	Right of Way



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Elouise Rodriguez, Senior Administrative Assistant
Meeting Date: January 23, 2019
Subject: **TAMC Draft Minutes of December 5, 2018**

RECOMMENDED ACTION:

APPROVE minutes of the Transportation Agency for Monterey County (TAMC) the Service Authority for Freeways and Expressways, and the Monterey County Regional Development Impact Fee Joint Powers Agency for December 5, 2018.

ATTACHMENTS:

- ▢ TAMC Draft Minutes of December 5, 2018

**TRANSPORTATION AGENCY FOR MONTEREY COUNTY (TAMC)
 SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS
 MONTEREY COUNTY REGIONAL DEVELOPMENT IMPACT FEE
 JOINT POWERS AGENCY
 DRAFT MINUTES OF DECEMBER 5, 2018 TAMC BOARD MEETING**

HELD AT THE
 Agricultural Center Conference Room
 1428 ABBOTT STREET, SALINAS

TAMC BOARD MEMBERS	JAN 18	FEB 18	MAR 18	APR 18	MAY 18	JUN 18	AUG 18	SEP 18	OCT 18	DEC 18
L. Alejo, Supr. Dist. 1 – 2nd Vice Chair (L. Gonzales ; J. Gomez)	P	P(A)	P(A)	P	P(A)	P(A)	P	P(A)	P(A)	P
J. Phillips, Supr. Dist. 2, Chair (J. Stratton)	P	P	P	P	P	P	P	P	P	P
S. Salinas, Supr. Dist. 3 (C. Lopez, P. Barba)	P	P	P	P	P	P	P	P	P	P
J. Parker, Supr. Dist. 4 (W. Askew)	P(A)	P(A)	P	P(A)	P	P	P(A)	P	P	P(A)
M. Adams, Supr. Dist 5 - (Y. Anderson)	P	P(A)	P	P	P	P	P	P	P	P
C. Hardy, Carmel-by-the-Sea (S. Dallas)	P	P	P	P	P	E	E	P	P	P
J. Edelen, Del Rey Oaks (L. Buckley, K. Clark)	P	P	P	P(A)	P	P	P	P	P	P
M. Orozco, Gonzales (J. Lopez , R. Bonincontri)	P	P	P	P	P(A)	P	P	P	P	P
L. Santibanez, Greenfield	E	P	P	-	P	P	-	P	-	P
M. LeBarre, King City (C. Victoria)	P	P	P	P	E	P	P	P	E	P
B. Delgado, Marina (F. O’Connell)	P	P(A)	P(A)	P	P(A)	P	-	P	P	P
E. Smith, Monterey (A. Renny)	P	P	P	P	P	P(A)	P	-	P	P
R. Huitt, Pacific Grove – 1st Vice Chair (C. Garfield , D. Gho)	P	P	P	P	P(A)	P	P	P	P	P
K. Craig, Salinas (J. Gunter)	P	P	P	P	P	P	P	P	P	P
T. Bodem, Sand City (L. Gomez)	P	E	P	E	P	E	E	-	P(A)	-
R. Rubio, Seaside (D. Pacheco)	P	P	P	P	P	P	P	P	P	P
A. Chavez, Soledad - Past Chair (F. Ledesma)	P	P	-	-	-	P	-	-	P	P
M. Twomey, AMBAG (H. Adamson , B. Patel, S. Vienna)	P	P	P(A)	P(A)	P	P(A)	P	P	P(A)	P(A)
T. Gubbins, Caltrans, Dist. 5 (A. Loe , O. Monroy Ochoa , J. Olejnik,)	P(A)	P(A)	P(A)	P(A)	P(A)	P(A)	P	P(A)	P(A)	P(A)
R. Stedman, Monterey Bay Air Resources District (A. Romero , D. Frisbey)	-	-	P	P	P(A)	P(A)	P(A)	P	-	P
B. Sabo, Monterey Peninsula Airport District	P	P	P	P	P	-	P	-	P	-
C. Sedoryk, Monterey-Salinas Transit (M. Hernandez , H. Harvath , L. Rheinheimer)	P	P(A)	P	P	P(A)	P	P	P	-	P
E. Montesino, Watsonville (L. Hurst)	-	-	-	-	P	P	E	P	-	P
E. Ochoa, CSUMB (A. Lewis , L. Samuels)		P	P	P(A)	-	-	P(A)	P(A)	P	-

TAMC STAFF	JAN 18	FEB 18	MAR 18	APR 18	MAY 18	JUN 18	AUG 18	SEP 18	OCT 18	DEC 18
S. Castillo, Transportation Planner	-	-	-	-	-	-	-	P	P	P
D. Delfino, Finance Officer/Analyst	E	P	P	P	P	P	P	P	P	P
R. Deal, Principal Engineer	E	P	E	P	P	E	P	P	P	P
R. Goel, Dir. Finance & Administration	P	P	P	P	P	P	P	E	E	E
A. Green, Assoc. Transportation Planner	P	P	P	P	P	E	P	P	P	P
D. Hale, Executive Director	E	P	P	P	P	P	P	P	P	P
G. Leonard, Assoc. Transportation Planner	P	E	P	P	P	P	P	P	P	P
M. Montiel, Administrative Assistant	P	P	P	P	P	P	P	P	P	P
T. Muck, Deputy Executive Director	P	P	P	P	P	E	P	P	P	P
K. Reimann, Legal Counsel	P	P(A)	P	P	P(A)	P(A)	P	P	P	P
E. Rodriguez, Senior Admin. Assistant	P	P	P	P	P	P	P	E	P	P
L. Terry, Accountant Assistant	E	E	E	E	E	E	E	E	E	P
C. Watson, Principal Trans. Planner	P	P	P	P	E	P	P	P	P	P
L. Williamson, Senior Trans. Engineer	*	*	*	*	*	*	*	*	P	P
T. Wright, Community Outreach	P	P	E	P	P	P	P	E	P	P
M. Zeller, Principal Trans. Planner	P	P	P	P	P	P	P	P	P	P

OTHERS PRESENT

Mario Romo	Access Monterey Peninsula	Holly Andrus-Harris	U.S. 101 Traffic Safety Alliance
Justin Riedmiller	Access Monterey Peninsula	Jayne Smith	U.S. 101 Traffic Safety Alliance
David Cardoza	Access Monterey Peninsula	Scott Davis	City of Salinas, TAMC Alternate

1. CALL TO ORDER

Chair Phillips called the meeting to order at 9:00 a.m. Board member Edelen led the pledge of allegiance. Chair Phillips called for a moment of silence honoring former president George H.W. Bush who passed away on November 30, 2018.

2. PUBLIC COMMENTS

Holly Andrus-Harris, representing the South of Salinas U.S. 101 Traffic Safety Alliance, expressed concerns with the safety on the US 101 Corridor. The corridor south of Salinas are overburdened due to the traffic diversion and traffic safety issues along the corridor. She noted that there has been a significant increase in traffic and several serious collisions. She stated that people need to get home and to activities safely.

Jayne Smith, representing the South of Salinas U.S. 101 Traffic Safety Alliance, commented that the alliance is committed to working together with the community and local, state and federal leaders to identify a long-term solution aimed at keeping motorists safe along the US 101 corridor south of Salinas.

3. **CONSENT AGENDA**

M/S/C Alejo/Chavez/unanimous

The Board approved the consent agenda. Scott Davis, alternate for the City of Salinas, voted on the Consent Agenda; Boardmember Craig arrived after the Consent Agenda was approved.

ADMINISTRATION and BUDGET

- 3.1.1 Approved minutes of the Transportation Agency for Monterey County, the Service Authority for Freeways and Expressways, and the Monterey County Regional Development Impact Fee Joint Powers Agency for Monterey County meeting of October 24, 2018.
- 3.1.2 Accepted the list of checks written in October 2018 and credit card statements for the month of September 2018.
- 3.1.3 Received report on conferences or trainings attended by agency staff.
- 3.1.4 Approved calendar year 2019 schedule of meetings for Agency Board of Directors and Executive Committee.
- 3.1.5 Approved Resolution 2018-19 schedule of meetings for Agency Board of Directors and Executive Committee.

BICYCLE, PEDESTRIAN, TRANSIT and SOCIAL SERVICES

- 3.2.1 Released call for 2019 Bicycle Secure Program applications.

PLANNING

- 3.3.1 Received report on Caltrans Sustainable Communities Transportation Planning Grant application to prepare a Safe Routes to School Plan to improve access to schools in Salinas.
- 3.3.2 Received update on 2018 state elections.

PROJECT DELIVERY and PROGRAMMING

- 3.4.1 Received the fiscal year 2016-2017 Freeway Service Patrol Annual Report.
- 3.4.2 Received Call Box Annual Report for Fiscal Year 2017-2018.
- 3.4.3 Regarding Regional Surface Transportation Program Fair Share Allocation:
 1. Approved the request by the City of Gonzales to program \$43,424.86 in Regional Surface Transportation Program fair share funds to the Alta Street Pavement Rehabilitation Project; and
 2. Approved amending Exhibit A of the local funding agreement to include this project and funding.

3.4.4 Regarding Regional Surface Transportation Program Fair Share Allocation:

1. Approved the request by the City of Soledad to program \$190,287.80 in Regional Surface Transportation Program fair share funds to the Metz Road Traffic Calming Project; and
2. Approved amending Exhibit A of the local funding agreement to include this project and funding.

3.4.5 Regarding Castroville Bicycle-Pedestrian Bridge Decorative Treatment:

1. Approved the use of funds from the Regional Surface Transportation Program set-aside for Complete Streets in an amount not-to-exceed \$30,000 for the design, fabrication and installation of decorative treatments on the Castroville Bicycle-Pedestrian Railroad Crossing Bridge; and
2. Authorized the Transportation Agency's executive director to execute an agreement (subject to legal counsel approval) with the Art's Council for Monterey County to manage the design, fabrication and installation of the decorative treatments on the Castroville bridge.

RAIL PROGRAM**3.5.1** Approved Resolution 2018-18 authorizing the Executive Director to execute a Master Agreement and subsequent documents with Caltrans related to the funding award to the Monterey County Rail extension project via the Transit Intercity Rail Capital Program, pending approval by Agency Counsel.**3.5.2** Regarding Rail Network Integration Study Request for Proposals (RFP):

1. Approved Request for Proposals for consultants to prepare a Rail Network Integration Study, subject to Agency Counsel and Caltrans approval;
2. Authorized staff to publish the RFP and return to the Board of Directors with a recommendation for approval a consultant team;
3. Approved the use of funds allocated to this project for this agreement in an amount not-to-exceed \$350,000; and
4. Approved the use of \$150,000.

3.5.3 Regarding Salinas Rail Project Storm Drain Reimbursement Agreement:

1. Approved and authorized Executive Director to execute agreements with the City of Salinas to reimburse for storm drain relocation work associated with the Salinas Intermodal Transportation Center project, subject to approval by Agency Counsel, in an amount not to exceed \$89,315, for the period ending June 30, 2019;
2. Approved the use of funds from the approved project budget for design and construction, pending approval of construction funding by the California Transportation Commission on December 5-6, 2018; and
3. Authorized the Executive Director to take such other further actions as may be necessary to fulfill the intent of the agreement, including approvals of future modifications or amendments that do not significantly alter the scope of work, or change the approved agreement term or amount.

3.5.4 Regarding 17 Station Place Settlement Agreement:

1. Approved the real estate acquisition settlement agreement with Elaine Molinari for one parcel located at 17 Station Place for the Rail Extension to Monterey County project by increasing the \$651,000 currently deposited in the State Condemnation Fund as just compensation for the property by \$64,000 to a not-to-exceed amount of \$715,000;
2. Approved the payment of statutory costs not to exceed the amount of \$4,000;
3. Authorized the Executive Director to execute the agreement and changes to the agreement if such changes do not increase the Agency's net costs, subject to approval by Agency Counsel; and
4. Authorized the use of no more that \$68,000 from Agency funds budgeted to this project for a total settlement not-to-exceed amount of \$719,000.

REGIONAL DEVELOPMENT IMPACT FEE

No items this month

COMMITTEE MINUTES

3.7.1 Accepted draft minutes from Transportation Agency committees:

- Executive Committee – November 7, 2018
- Bicycle and Pedestrian Committee – November 7, 2018
- Rail Policy Committee – November 5, 2018
- Technical Advisory Committee – November 1, 2018
- eXcellent Transportation Oversight Committee (xTOC) – No meeting this month

3.7.2 Received selected correspondence sent and received by the Transportation Agency for December 2018.

4. APPOINT NOMINATING COMMITTEE**M/S/C** Edelen/Orozco/unanimous

The Board Appointed Board members Chavez and Salinas as Nominating Committee to meet and return to Board of Directors on January 23, 2019 with recommendations for Board Chair, 1st Vice Chair, 2nd Vice Chair, and Executive Committee to serve one-year terms beginning upon their election through the next election of officers at the beginning of the January 22, 2020 Board meeting.

5. PAJARO TO PRUNEDALE CORRIDOR STUDY

The Board received a presentation on the Pajaro to Prunedale Corridor Study proposed conceptual improvements.

Grant Leonard, Associate Transportation Planner, reviewed the draft conceptual improvements for the heavily-traveled Pajaro to Prunedale Corridor route. The study is evaluating how to improve operations, safety, maintenance, and stormwater management to accommodate current and future travel patterns along the G12 Corridor (San Miguel Canyon Road - Hall Road - Salinas Road - Porter Drive) that links US 101 to State Route 1 from Pajaro to Prunedale in North Monterey County.

Mr. Leonard noted that the concepts include a mix of traffic safety and operational improvements for drivers, cyclists, and pedestrians in the communities of Pajaro, Las Lomas, and Prunedale. These proposed improvements include: adding roundabouts or traffic signals at major intersections, adding center turn lanes, filling in sidewalk gaps, adding bicycle lanes, and enhancing crosswalks. Three community workshops provided the opportunity for public input on the concepts. Comments can also be made on the project website, <https://pajarotoprunedalestudy.org/en/index.asp>. The final draft Pajaro to Prunedale Corridor study recommendations are anticipated to be released in early 2019 for final public review and considered by the TAMC Board for acceptance in March 2019.

In response to questions, Mr. Leonard noted that distracted driving does factor into some of the safety data. He explained that a traffic signal is recommended at Langley Canyon Road rather than a roundabout due to the dominant flow of traffic on San Miguel Canyon Road and the proximity of the signal at Moro Road. He further noted that the railroad bridge could likely be widened by cantilevering bike lanes/paths rather than a reconstruction, but that would need future study. With regards to questions from Boardmember Adams regarding safety data, Mr. Leonard noted that here is not information on whether motorists traveling the corridor are residents or visitors. He added that during peak periods that traffic is at a standstill at the intersections and that during the non-peak times is when safety issues relating to speeding occur.

Boardmember Phillips noted that the County is working to address a safety issue at Fruitland Road, ahead of this project. Boardmember Alejo thanked TAMC for prioritizing improvements in this corridor. Board ex officio Sedoryk noted that there are significant public transportation populations in this corridor and asked that the study consider public safety at bus stops. Boardmember Smith asked that commercial vehicles and interactions with farm trucks also be considered. Board ex officio Montesino thanked the team for the proposed improvements to make it safer for biking and walking in Pajaro.

Public comment:

Dell Matt, 101 Bypass Committee, noted that the truck traffic in the corridor has increased since the two

interchanges had been completed. She stated her concerns that the improvements may attract more traffic to the corridor. She expressed her hope that the improvements will make it safer for residents exiting Langley Canyon Road onto San Miguel Canyon Road.

6. SALINAS RAIL PROJECT CALL FOR CONSTRUCTION BIDS FOR PACKAGE 1 - LINCOLN AVENUE EXTENSION AND RELATED STATION AREA IMPROVEMENTS

M/S/C Rubio/Alejo/unanimous

The Board received an update on the Monterey County Rail Extension project, including the work at the Salinas Rail station; approved the draft notice to bidders and special provisions for construction of Salinas Rail Project, Package 1, pending approval of state funding for construction, subject to Agency Counsel and Caltrans approval; authorized the Executive Director to publish the final bid documents and any addenda, and return to the Board of Directors with a recommendation for approval of a contract with the lowest responsible and responsive bidder, and approved the use of construction funds from the approved project budget for this work in an amount not to exceed \$11.2 million, pending approval of the allocation by the California Transportation Commission at their December 5-6, 2018 meeting.

Christina Watson, Principal Transportation Planner, provided a project overview on the overall Monterey County Rail Extension project and current work at the Salinas Train Station. In response to a question from Board member LeBarre, Ms. Watson confirmed that the Soledad and King City stations will be included in the network integration study that TAMC will start in 2019. In response to a question from Board member Alejo, she noted that station plans allocate room for five MST buses, as well as Amtrak and Greyhound bus service, but that Monterey-Salinas Transit does not plan to move the Salinas Transit Center to the train station.

Laurie Williamson, Senior Transportation Engineer, reported that approval of release of the Notice to Bidders and Special Provisions will enable the Agency to seek bids from qualified construction teams to construct Package 1 improvements. Package 1 includes: the extension of Lincoln Avenue for signalized access to the Salinas Train Station, circulation and parking improvements, bicycle and pedestrian access, landscaping and lighting improvements.

Chair Phillips noted that he is pleased to see this project moving forward. Board member Craig stated that the City of Salinas is very motivated to see the start of construction of extension of Lincoln Avenue into the train station, and the City is committed to work with TAMC to have the passenger rail project move forward in a timely manner.

Board member Alejo noted he had questions regarding proposed intermodal freight transfer facility that the Rail Policy Committee was briefed on, regarding whether there would be an impact on the proposed passenger rail service and its facilities. Board member Craig indicated that the City of Salinas would not entertain the freight proposal if it were to have a negative impact on passenger rail.

7. RECOGNITION OF OUTGOING BOARD MEMBERS

The Board recognized outgoing Board Members Kimbley Craig, Jerry Edelen, Carolyn Hardy, Ralph Rubio, Simon Salinas and Leah Santibanez leave the Transportation Agency Board of Directors at the end of 2018. It was noted that these departures represented an important loss of institutional knowledge gained over many years. For example, Board members Craig, Edelen, Rubio, and Salinas served as the TAMC Board Chair, on the Executive Committee and were leaders in developing the Measure X Transportation Safety and Improvement Plan. Several board members and the Executive Director expressed thanks to these “transportation champions” for their dedication and years of service in support of regional transportation improvements.

8. REPORTS FROM TRANSPORTATION PROVIDERS

Caltrans – John Olejnik, Caltrans District 5, reported that SB 1 projects are continuing due to the California voters opting to preserve a state tax on gasoline, deciding that funding major transit initiatives was worth more than the potential to save money at the pump. He noted that Caltrans finalized the call for the next round of planning grants as of November 30, 2018. He added that the Caltrans Mile Marker magazine is now available at: <http://www.dot.ca.gov/milemarker/>. Board member Edelen thanked Caltrans for its quick placement of a new sign on Highway 218.

Monterey Regional Airport District – No report

Monterey-Salinas Transit District – Carl Sedoryk, General Manager, reported on December 14th, the Air Resources Board will be taking a vote on a mandate that will require all public transit fleets to be 100% zero emissions by 2040. He noted that MST and the Transit Association is supportive of the goal but have concerns that once the mandate is in affect that transit operators will lose access to incentive funding and making it an unfunded mandate to meet the state goal. MST is also looking for the Air Resources Board to allow flexibility in meeting the zero emissions goal based on financial feasibility and new technology. He also reported that unless a federal budget is approved, MST will have difficulty meeting its cash flow needs starting in February, 2019.

Mr. Sedoryk announced that for those wearing First Night Monterey buttons, free rides are available on all operating MST bus lines (operating on a Saturday schedule) beginning at 3:00 pm on New Year’s Eve, December 31, 2018.

Monterey Bay Air Resources District – Richard Stedman announced the Salinas Valley Sustainability Fair and Electric Vehicle Test Drive on January 19, 2019, 3:00 pm, at Salinas City Hall. He reported six new electric vehicle charging stations in the Prunedale Shopping Center are now fully operational.

California State University Monterey Bay – No report

9. **REPORTS ON MEETINGS ATTENDED BY BOARD MEMBERS AT TRANSPORTATION AGENCY EXPENSE, AS REQUIRED BY STATE LAW**

None this month.

10. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Hale reported:

- Grant Leonard is departing TAMC and has accepted a planning job with the County of Monterey; she noted that Grant has been a tremendous asset to the agency, and that TAMC is fortunate that he will continue to manage the Pajaro to Prunedale study until it is completed.
- TAMC staff is coordinating with FORA on the funding of regional projects as the Authority transitions towards its legislative expiration in 2020. A transition agreement between TAMC and FORA will likely be forthcoming in 2019.
- The Bicycle Secure Program has released its applications for funding for bicycle racks, bicycle shelters, skateboard racks and bicycle repair stations. Applications due February 1, 2019.
- TAMC is accepting applications for its annual Transportation Excellence Awards. The awards honor Monterey County residents, businesses, employees, individuals, groups or projects for their efforts to improve the transportation system and will be presented at the January 23, 2010 Board meeting.
- The TAMC office will close for the holidays from December 24th through January 1st.
- The Executive Committee will be held on January 9, 2019.

10. **ANNOUNCEMENTS AND/OR COMMENTS**

Board Chair Phillips expressed his thanks to all Board members and staff during his year as Transportation Agency Chair.

Board member Craig encouraged board members to go paperless on TAMC agenda packets.

11. **ADJOURNMENT**

Chair Phillips adjourned the meeting at 11:01 a.m.



Memorandum

To: Board of Directors
From: Dave Delfino, Finance Officer / Analyst
Meeting Date: January 23, 2019
Subject: TAMC payments for the months of November and December 2018

RECOMMENDED ACTION:

ACCEPT the list of checks written for November and December 2018 and credit card statements for the months of October and November 2018.

SUMMARY:

The list of checks and copies of credit card statements are submitted to the Transportation Agency Board each month in accordance with the recommendation from the Transportation Agency’s independent Certified Public Accountant to keep the Board informed about the Transportation Agency’s financial transactions.

FINANCIAL IMPACT:

The checks processed this period total \$916,866.43 which includes checks written for November and December 2018 and payments of the October and November 2018 Platinum Plus Credit Card statements.

DISCUSSION:

During the months of November and December 2018 normal operating checks were written, as well as several checks related to the Rail Extension to Salinas project: three checks totaling \$46,135.68 to HDR Engineering Inc. for engineering services, a check for \$14,284.62 to Geocon Consultants for hazardous materials testing and oversight of the Salinas Rail Property demolition, a check for \$38,972.50 to Meyers, Nave, Riback, Silver & Wilson for Legal Right of Way work, and two checks totaling \$34,892.45 to MNS Engineers, Inc. for construction management services.

Other larger payments include: two checks totaling \$9,362.50 to Wood Rodgers, Inc. for services to update the Regional Development Impact Fee, two checks totaling \$24,904.15 to Kimley-Horn & Associates, Inc. for services on the Canyon Del Rey (SR 218) Corridor Study, a check for \$14,312.50 to Omni-Means, Ltd. for services for the traffic study of the Pajaro to Prunedale G12 Corridor, a check for \$9,000.00 to Moss, Levy and Hartzheim for the 2016/17 Financial Audits, two checks

totaling \$3,921.30 to Alta Planning + Design for GIS and mapping services for priority bicycle and pedestrian projects in the Active Transportation Plan, a check for \$13,520.00 to Quality Traffic Data LLC for traffic counts, a check to the California Department of Transportation for \$82,185.89 for 4th installment for audit reimbursement agreement, a check for \$4,950.00 to Granicus, LLC for the use of Novus agenda software, a check for \$3,271.07 to Overland, Pacific & Cutler, Inc. for appraisal of the proposed California American water pipeline easement.

For the Safe Routes to School - Seaside/Marina plan, checks were written to Ecology Action for \$55,004.64 and to the Monterey County Health Department for \$4,223.10.

ATTACHMENTS:

- ▣ Checks November 2018
- ▣ Checks December 2018
- ▣ Credit Card Statements October and November 2018

Transportation Agency for Monterey County (TAMC)
 Union Bank Operating Account
 November 30, 2018

DATE	ITEM NAME	CHECK	DEPOSIT	DESCRIPTION
11/01/2018	EFT	CalPers Health Benefits	9,239.72	Employee Benefit
11/01/2018	EFT	Grant Leonard	33.79	Employee Reimbursement Mileage
11/01/2018	EFT	Debbie Hale	1,056.28	Reimbursement of Travel Expenses for Focus on the Future
11/01/2018	EFT	Elouise Rodriguez	179.10	Board Refreshment Reimbursement
11/01/2018	EFT	Graniterock		7,577.05 Railroad Right of Way Rent
11/02/2018	18453	AMF Media Group	2,825.00	Media Services for the Rideshare - Go 831
11/02/2018	18454	AT & T (Carol Stream, Il.)	394.58	Telecommunications, Call Box and Rideshare - Phone Service
11/02/2018	18455	Void	0.00	Void
11/02/2018	18456	California Towing and Transport	67,755.05	Freeway Service Patrol
11/02/2018	18457	De Lage Landen Financial Services	278.26	Office Copier Lease
11/02/2018	18458	HDR Engineering Inc.	12,006.23	Engineering Services Salinas Rail Extension Kick-Start Project
11/02/2018	18459	Kimley-Horn & Associates, Inc.	21,415.76	Services for the Traffic Study of Canyon Del Rey (SR 218) Corridor
11/02/2018	18460	MP Express	743.32	Printing Services
11/02/2018	18461	Shell	60.14	Auto Expense - Gasoline
11/02/2018	18462	VSP	156.80	Employee Benefits
11/02/2018	18463	Void	0.00	Void
11/02/2018	18464	Void	0.00	Void
11/02/2018	18465	Void	0.00	Void
11/02/2018	18466	California Department of Transportation	82,185.89	Audit Reimbursement - 4th Installment
11/02/2018	18467	United Way of Monterey County	115.00	Employee Deduction - Charitable
11/02/2018	EFT	Payroll	43,308.17	Payroll
11/02/2018	EFT	United States Treasury	10,314.82	Payroll Taxes & Withholding
11/02/2018	EFT	EDD	3,853.68	Payroll Taxes & Withholding
11/02/2018	EFT	EDD	82.36	Payroll Taxes & Withholding
11/02/2018	EFT	Pers Retirement	8,392.46	Employee Benefits
11/02/2018	EFT	Pers Retirement PEPRA	1,095.92	Employee Benefits
11/02/2018	EFT	CalPERS	6,999.43	Employee Benefits
11/06/2018	EFT	TAMC County Acct. 691		300,000.00 Funds Transfer From TAMC County Acct. 691
11/09/2018	18468	Alvarez Technology Group, Inc.	1,957.00	Computer Support
11/09/2018	18469	American Planning Association	434.00	Membership Dues
11/09/2018	18470	CDW-G	115.66	Computer Equipment
11/09/2018	18471	Void	0.00	Void
11/09/2018	18472	Ecology Action	55,004.64	Services for Safe Routes to School - Seaside/Marina
11/09/2018	18473	Enterprise Rent-a-Car	63.03	Auto Rental
11/09/2018	18474	Khouri Consulting	3,000.00	Legislative Consultant
11/09/2018	18475	Monterey County Health Dept.	4,223.10	Services for Safe Routes to School - Seaside/Marina
11/09/2018	18476	Monterey County Tax Collector	324.46	Rail Property Taxes
11/09/2018	18477	Moss, Levy & Hartzheim	9,000.00	Financial Audit
11/09/2018	18478	Office of the County Counsel	6,161.69	Legal Services
11/09/2018	18479	Property Restoration Services, Inc.	795.00	Service for Securing Rail Property
11/09/2018	18480	Verizon Wireless	80.28	Call Box - Phone Service
11/09/2018	18481	Monterey County Tax Collector	449.77	Rail Property Taxes
11/09/2018	18482	Delta Dental	1,005.20	Employee Benefits
11/16/2018	18483	AAMCOM LLC	176.80	Call Box - Phone Service
11/16/2018	18484	APWA Monterey Bay Chapter	180.00	APWA Monterey Chapter Meeting
11/16/2018	18485	Arts Council for Monterey County	750.00	Art Exhibit in office 18/19
11/16/2018	18486	Business Card	717.65	Office and Meeting Supplies, Staff Travel & Professional Training
11/16/2018	18487	Cal Act	705.00	2019 Cal Act Membership
11/16/2018	18488	Case Systems Inc.	6,869.02	SAFE Call Box - Maintenance
11/16/2018	18489	Comcast	143.42	Telecommunications
11/16/2018	18490	Granicus, LLC	4,950.00	Novus Agenda Software License to Use
11/16/2018	18491	Monterey One Water	50.94	Utilities

Transportation Agency for Monterey County (TAMC)
 Union Bank Operating Account
 November 30, 2018

DATE	ITEM NAME	CHECK	DEPOSIT	DESCRIPTION
11/16/2018	18492	Omni-Means, LTD.	14,312.50	Service for the Traffic Study of the Pajaro to Prunedale G12 Corridor
11/16/2018	18493	Smith & Enright	1,200.00	Rail Property Weed Control
11/16/2018	18494	The Maynard Group	316.80	Telephone Service Contract
11/16/2018	18495	United Way of Monterey County	115.00	Employee Deduction - Charitable
11/16/2018	EFT	Payroll	42,383.53	Payroll
11/16/2018	EFT	United States Treasury	9,922.38	Payroll Taxes & Withholding
11/16/2018	EFT	EDD	3,645.92	Payroll Taxes & Withholding
11/16/2018	EFT	EDD	46.59	Payroll Taxes & Withholding
11/16/2018	EFT	Pers Retirement	8,392.46	Employee Benefits
11/16/2018	EFT	Pers Retirement PEPRA	1,095.92	Employee Benefits
11/16/2018	EFT	CalPERS	8,088.82	Employee Benefits
11/16/2018	EFT	Debbie Hale	649.04	Reimbursement of 125 Plan & Travel for ACEC
11/16/2018	EFT	Todd Muck	1,549.58	Travel for Focus on the Future and CALCOG
11/19/2018	18496	Oppidea, LLC	2,335.00	Accounting Services
11/20/2018	DEP	Marina Concrete, P & S Real State, Newton Bros. and Jaguar		7,739.34 Railroad Right of Way Rent
11/20/2018	DEP	State of California		32,537.49 SAFE - Revenue September 2018
11/20/2018	DEP	State of California		13,797.22 Interest on Condemnation Deposit with the State of California
11/20/2018	EFT	TAMC County Acct. 691		300,000.00 Funds Transfer From TAMC County Acct. 691
11/23/2018	18497	Alta Planning + Design	1,735.20	GIS and Mapping Services for Complete Streets
11/23/2018	18498	FedEx (Printing)	291.40	Agenda Printing
11/23/2018	18499	HDR Engineering Inc.	15,935.97	Engineering Services Salinas Rail Extension Kick-Start Project
11/23/2018	18500	Monterey Herald	479.09	Annual Subscription
11/23/2018	18501	Office Depot	748.73	Office Supplies
11/23/2018	18502	Plaza Circle, Ltd	7,793.80	Office Rent
11/23/2018	18503	Quality Traffic Data LLC	13,520.00	Traffic Counts
11/23/2018	18504	Peninsula Messenger LLC	375.00	Courier Service
11/23/2018	18505	Pure Water	71.70	Water
11/23/2018	18506	Petty Cash	155.48	Miscellaneous Office Expenses
11/26/2018	EFT	Union Bank	50.88	Bank Service Charges
11/29/2018	EFT	Graniterock		7,577.05 Railroad Right of Way Rent
11/30/2018	18507	Alvarez Technology Group, Inc.	250.00	Computer Support
11/30/2018	18508	Associated Right of Way Services Inc.	617.91	Right of Way Services for Salinas Rail Extension Kick-Start Project
11/30/2018	18509	De Lage Landen Financial Services	278.26	Office Copier Lease
11/30/2018	18510	Fedex (Postage)	57.93	Delivery Service
11/30/2018	18511	Geocon Consultants, Inc.	14,284.62	Hazardous Materials Testing for Rail Property Demolition
11/30/2018	18512	Lincoln National Life Insurance Co.	661.43	Employee Benefits
11/30/2018	18513	Meyers, Nave, Riback, Silver & Wilson	38,972.50	Right of Way Legal Services for Salinas Rail Extension Kick-Start Project
11/30/2018	18514	Office of the County Counsel	9,207.12	Legal Services
11/30/2018	18515	Shell	32.96	Auto Expense - Gasoline
11/30/2018	18516	The Maynard Group	316.80	Telephone Service Contract
11/30/2018	18517	VSP	191.24	Employee Benefits
11/30/2018	18518	Wood Rodgers, Inc.	8,242.50	Services to Update the RDIF Program
11/30/2018	18519	United Way of Monterey County	115.00	Employee Deduction - Charitable
11/30/2018	18520	ASAP Signs & Printing	469.09	Salinas Rail - No Trespassing Signs
11/30/2018	EFT	Payroll	40,355.23	Payroll
11/30/2018	EFT	United States Treasury	9,553.80	Payroll Taxes & Withholding
11/30/2018	EFT	EDD	3,477.46	Payroll Taxes & Withholding
11/30/2018	EFT	EDD	3.06	Payroll Taxes & Withholding
11/30/2018	EFT	Pers Retirement	7,913.57	Employee Benefits
11/30/2018	EFT	Pers Retirement PEPRA	1,095.92	Employee Benefits
11/30/2018	EFT	CalPERS	8,049.89	Employee Benefits
11/30/2018	EFT	Christina Watson	40.31	Travel for Megaregional Rail Group Meeting

Transportation Agency for Monterey County (TAMC)
 Union Bank Operating Account
 November 30, 2018

DATE	ITEM NAME	CHECK	DEPOSIT	DESCRIPTION
11/30/2018 EFT	Debbie Hale	191.04		Travel for MTC and Megaregional Rail Group Meeting
11/30/2018 EFT	Todd Muck	2,000.00		Reimbursement of 125 Plan
11/30/2018 EFT	Rich Deal	1,841.20		Reimbursement of 125 Plan
TOTAL		653,078.05	669,228.15	

Transportation Agency for Monterey County (TAMC)
 Union Bank Operating Account
 December 31, 2018

DATE	ITEM NAME	CHECK	DEPOSIT	DESCRIPTION
12/04/2018	DEP		4,985.22	Railroad Right of Way Rent
12/07/2018	18521	388.08		Telecommunications, Call Box and Rideshare - Phone Service
12/07/2018	18522	547.64		Fort Ord Graffiti Abatement
12/07/2018	18523	1,603.50		Security for October 2018 17 Station Place
12/07/2018	18524	3,488.39		Services for the Traffic Study of Canyon Del Rey (SR 218) Corridor
12/07/2018	18525	3,271.07		Appraisal for CalAm Easement
12/07/2018	18526	85.45		Call Box - Phone Service
12/10/2018	18527	115.00		Employee Deduction - Charitable
12/10/2018	EFT	10,871.38		Employee Benefit
12/10/2018	EFT	197.56		Travel Reimbursement for Rural Counties Task Force
12/10/2018	EFT	230.16		Board Refreshment Reimbursement
12/10/2018	EFT	419.71		Reimbursed Travel for the California Academy For Regional Leaders
12/11/2018	18528	228.38		Board Member Stipend
12/11/2018	18529	182.70		Board Member Stipend
12/11/2018	18530	137.03		Board Member Stipend
12/11/2018	18531	319.72		Board Member Stipend
12/11/2018	18532	182.70		Board Member Stipend
12/11/2018	18533	319.73		Board Member Stipend
12/11/2018	18534	182.70		Board Member Stipend
12/11/2018	18535	274.05		Board Member Stipend
12/11/2018	18536	319.72		Board Member Stipend
12/11/2018	18537	365.40		Board Member Stipend
12/11/2018	EFT	420.74		Payroll Taxes & Withholding
12/11/2018	EFT	27.50		Payroll Taxes & Withholding
12/11/2018	EFT	46.75		Payroll Taxes & Withholding
12/12/2018	EFT		250,000.00	Funds Transfer From TAMC County Acct. 691
12/14/2018	18538	108.80		Call Box - Phone Service
12/14/2018	18539	2,186.10		GIS and Mapping Services for Complete Streets
12/14/2018	18540	1,425.00		Computer Support
12/14/2018	18541	469.09		Salinas Rail - No Trespassing Signs
12/14/2018	18542	75.21		Board Member Mileage
12/14/2018	18543	6,869.02		SAFE Call Box - Maintenance
12/14/2018	18544	794.64		Employee Benefits
12/14/2018	18545	69.36		Board Member Mileage
12/14/2018	18546	383.53		Agenda Printing
12/14/2018	18547	18,193.48		Engineering Services Salinas Rail Extension Kick-Start Project
12/14/2018	18548	73.24		Board Member Mileage
12/14/2018	18549	3,000.00		Legislative Consultant
12/14/2018	18550	67.58		Board Member Mileage
12/14/2018	18551	147.15		Board Member Mileage
12/14/2018	18552	9,082.95		Construction Management Services for Salinas Rail Extension Kick-Start Project
12/14/2018	18553	415.00		Annual Dues
12/14/2018	18554	39.24		Board Member Mileage
12/14/2018	18555	108.12		Board Member Mileage
12/14/2018	18556	321.28		Telephone Service Contract
12/14/2018	EFT	49,916.68		Payroll
12/14/2018	EFT	11,036.89		Payroll Taxes & Withholding
12/14/2018	EFT	4.84		Payroll Taxes & Withholding
12/14/2018	EFT	3,888.06		Payroll Taxes & Withholding
12/14/2018	EFT	7,930.12		Employee Benefits
12/14/2018	EFT	1,095.92		Employee Benefits
12/14/2018	EFT	8,233.07		Employee Benefits
12/14/2018	DEP		6,179.34	Railroad Right of Way Rent
12/14/2018	DEP		32,850.92	SAFE - Revenue October 2018

Transportation Agency for Monterey County (TAMC)
 Union Bank Operating Account
 December 31, 2018

DATE	ITEM NAME	CHECK	DEPOSIT	DESCRIPTION
12/21/2018 18557	Business Card	910.24		Office and Meeting Supplies, Staff Travel & Professional Training
12/21/2018 18558	Comcast	143.42		Telecommunications
12/21/2018 18559	Mayer Iron and Design	4,879.83		Salinas Rail - Sign Poles for No Trespassing Signs
12/21/2018 18560	MNS Engineers, INC.	25,809.50		Construction Management Services for Salinas Rail Extension Kick-Start Project
12/21/2018 18561	Monterey County Weekly	157.50		Advertising Rail RFP
12/21/2018 18562	Oppidea, LLC	2,335.00		Accounting Services
12/21/2018 18563	Plaza Circle, Ltd	8,332.95		Office Rent
12/21/2018 18564	Wood Rodgers, Inc.	1,120.00		Services to Update the RDIF Program
12/21/2018 EFT	Rita Goel	74.55		Travel for CalPelra Conference
12/21/2018 EFT	Rich Deal	24.08		125 Plan Reimbursement
12/21/2018 EFT	Graniterock		7,577.05	Railroad Right of Way Rent
12/24/2018 EFT	State of California		104,092.13	PPM Funds 1st QTR 18/19
12/26/2018 EFT	Union Bank	47.84		Bank Service Charges
12/28/2018 18565	United Way of Monterey County	115.00		Employee Deduction - Charitable
12/28/2018 EFT	Payroll	39,839.94		Payroll
12/28/2018 EFT	United States Treasury	9,715.02		Payroll Taxes & Withholding
12/28/2018 EFT	EDD	3,477.13		Payroll Taxes & Withholding
12/28/2018 EFT	EDD	4.34		Payroll Taxes & Withholding
12/28/2018 EFT	Pers Retirement	8,169.58		Employee Benefits
12/28/2018 EFT	Pers Retirement PEPRA	740.67		Employee Benefits
12/28/2018 EFT	CalPERS	7,732.36		Employee Benefits
TOTAL		263,788.38	405,684.66	



DEBRA L HALE

Platinum Plus® for Business

October 05, 2018 - November 04, 2018

Cardholder Statement

Account Information:

www.bankofamerica.com

Mail Billing Inquiries to:

BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:

1.800.673.1044, 24 Hours

TTY Hearing Impaired:

1.888.500.6267, 24 Hours

Outside the U.S.:

1.509.353.6656, 24 Hours

For Lost or Stolen Card:

1.800.673.1044, 24 Hours

Business Offers:

www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total -\$222.01

Minimum Payment Due \$0.00

Payment Due Date 11/29/18

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance -\$284.00

Payments and Other Credits \$0.00

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$61.99

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total -\$222.01

Credit Limit \$5,000

Credit Available \$5,000.00

Statement Closing Date 11/04/18

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Purchases and Other Charges		
10/08	10/05	CHEVRON 0206386 SALINAS CA		11.99
10/29	10/27	MAILCHIMP *MONTHLY MAILCHIMP.COMGA		50.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$61.99

Account Number:

October 05, 2018 - November 04, 2018

New Balance Total -\$222.01

Minimum Payment Due \$0.00

Payment Due Date 11/29/18

Enter payment amount

\$

For change of address/phone number, see reverse side.

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

DEBRA L HALE
TAMC
ATTN RITA GOEL
55 PLAZA CIR STE B
SALINAS, CA 93901-2952

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com



ELOUISE RODRIGUEZ

Platinum Plus® for Business

October 05, 2018 - November 04, 2018

Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$717.65
 Minimum Payment Due **\$10.00**
 Payment Due Date **11/29/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
 \$19.00 for balance less than \$100.01
 \$29.00 for balance less than \$1,000.01
 \$39.00 for balance less than \$5,000.01
 \$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$1,857.54
 Payments and Other Credits -\$1,857.54
 Balance Transfer Activity \$0.00
 Cash Advance Activity \$0.00
 Purchases and Other Charges \$717.65
Fees Charged **\$0.00**
Finance Charge **\$0.00**

New Balance Total \$717.65

Credit Limit \$7,600
 Credit Available \$6,882.35
 Statement Closing Date 11/04/18
 Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Payments and Other Credits		
10/23	10/22	PAYMENT - THANK YOU	2981530000000525781829	- 1,857.54
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$1,857.54
		Purchases and Other Charges		
10/05	10/03	THE BAGEL CORNER SALINAS CA		20.05
10/08	10/04	THE BAGEL CORNER SALINAS CA		20.05
10/09	10/06	DEVICE MAGIC INC RALEIGH NC		85.00
10/09	10/08	TSHEETS 8888362720 ID		95.00

Account Number
October 05, 2018 - November 04, 2018

New Balance Total \$717.65
 Minimum Payment Due **\$10.00**
 Payment Due Date **11/29/18**

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

\$

ELOUISE RODRIGUEZ
TAMC
ATTN DAVE DELFINO
55 PLAZA CIR STE B
SALINAS, CA 93901-2952

For change of address/phone number, see reverse side.

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com



ELOUISE RODRIGUEZ

October 05, 2018 - November 04, 2018

Page 3 of 4

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
10/16	10/15	A & C ENGRAVING SALINAS CA		16.94
10/22	10/19	SMARTNFINAL43110404317 SALINAS CA		12.10
10/22	10/20	DREAMHOST DH-FEE.COM 877-8294070 CA		123.08
10/23	10/19	THE POST BOX SALINAS CA		36.48
10/24	10/24	PAPER DIRECT 800-272-7377 CO		257.86
10/25	10/23	STARBUCKS STORE 06629 SALINAS CA		33.90
10/29	10/23	OFFICEMAX/DEPOT 6260 SALINAS CA		17.19
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$717.65

Finance Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	17.99%	\$0.00	\$0.00
CASH	26.24% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Bank of America Business Advantage

LIFE / BETTER CONNECTED™

Don't forget all that your card offers

Continue using it for business purchases, expense tracking and more.

In addition to offering you low-rate financing when you need it, your Platinum Business credit card helps you keep a handle on spending with:

- Employee cards with credit limits you set
- The ability to download your transactions into QuickBooks® for easy account management

Review your transactions in Online Banking at bankofamerica.com/smallbusiness.

QuickBooks is a registered trademark of Intuit Inc.
 ©2018 Bank of America Corporation ARHRJQ8L | SSM-01-18-2232.B



ELOUISE RODRIGUEZ

Platinum Plus® for Business

November 05, 2018 - December 04, 2018

Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$910.24
Minimum Payment Due **\$10.00**
Payment Due Date **12/31/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$717.65
Payments and Other Credits **-\$717.65**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$910.24
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$910.24

Credit Limit \$7,600
Credit Available \$6,689.76
Statement Closing Date 12/04/18
Days in Billing Cycle 30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
11/19	11/18	Payments and Other Credits PAYMENT - THANK YOU TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD.	5	- 717.65 -\$717.65
		Purchases and Other Charges		
11/05	11/01	THE BAGEL CORNER SALINAS CA		20.05
11/08	11/06	DEVICE MAGIC INC RALEIGH NC		85.00
11/08	11/06	SOUTHWES 5262406294503 800-435-9792 TX		117.96

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

ELOUISE RODRIGUEZ
TAMC
ATTN DAVE DELFINO
55 PLAZA CIR STE B
SALINAS, CA 93901-2952

Account Number
November 05, 2018 - December 04, 2018

New Balance Total \$910.24
Minimum Payment Due **\$10.00**
Payment Due Date **12/31/18**

Enter payment amount

\$

For change of address/phone number, see reverse side.

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com



ELOUISE RODRIGUEZ

November 05, 2018 - December 04, 2018

Page 3 of 6

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		ZELLER/MICHAEL 5262406294503 Departure Date: 12/05/18 Airport Code: SJC WN J ONT Departure Date: 12/06/18 Airport Code: ONT WN J SJC		
11/08	11/07	NOB HILL #607 SALINAS CA		135.40
11/09	11/08	TSHEETS 8888362720 ID		100.00
11/09	11/07	THE BAGEL CORNER SALINAS CA		20.05
11/14	11/13	PAYPAL *MBEP 4029357733 CA		152.97
11/30	11/28	THE HOME DEPOT 1843 SALINAS CA		278.81
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$910.24


Finance Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	17.99%	\$0.00	\$0.00
CASH	26.24% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Bank of America Business AdvantageLIFE / BETTER CONNECTED



Online Banking
Tip of the month

Banking at your fingertips

Our Mobile Banking app¹ is certified by J.D. Power[®] for providing "An Outstanding Customer Experience."²

To learn more, and download it for free, visit bankofamerica.com/getmobileapp.



¹ Mobile Banking requires that you download the Mobile Banking app and is only available for select mobile devices. Message and data rates may apply.
² For J.D. Power award information, visit jdpower.com.
 ©2018 Bank of America Corporation | ARF3TRPR | SSM-02-18-0009.C



DEBRA L HALE

Platinum Plus® for Business

November 05, 2018 - December 04, 2018

Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total-\$172.01
Minimum Payment Due \$0.00
Payment Due Date 12/31/18

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance-\$222.01
Payments and Other Credits \$0.00
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$50.00
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total-\$172.01

Credit Limit \$5,000
Credit Available \$5,000.00
Statement Closing Date 12/04/18
Days in Billing Cycle 30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
11/28	11/27	Purchases and Other Charges		
		MAILCHIMP *MONTHLY MAILCHIMP.COMGA		50.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$50.00

Account Number
November 05, 2018 - December 04, 2018

New Balance Total-\$172.01
Minimum Payment Due \$0.00
Payment Due Date 12/31/18

Enter payment amount

\$

For change of address/phone number, see reverse side.

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

DEBRA L HALE
TAMC
ATTN RITA GOEL
55 PLAZA CIR STE B
SALINAS, CA 93901-2952

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Debra L. Hale, Executive Director
Meeting Date: January 23, 2019
Subject: **Update of Standard Contract and Request for Proposals and Qualifications Templates**

RECOMMENDED ACTION:

Update of Standard Contract and Request for Proposals Templates:

1. **APPROVE** revised contract, invoice and request for proposals templates for use by the Transportation Agency for Monterey County in contracting for professional services; and,
2. **AUTHORIZE** the Executive Director to make minor revisions to the template agreements, if such changes do not increase the Agency's net cost, subject to approval by Agency Counsel.

SUMMARY:

The Agency has approved templates for contracts and requests for proposals that are intended to conform Caltrans requirements. These updated templates make minor changes to address new requirements and better address existing Caltrans requirements. If the standard format is used, then only the contract scope of work, rather than the full contract, will be included in the Board agenda packet.

FINANCIAL IMPACT:

Requiring consultants to simply pass through subcontracting invoices, and not to mark-up or increase costs by tacking on a percentage to such amounts is designed to preserve project budget estimates, and is not allowed by Caltrans. Additionally, there is some cost and paper savings due to the fact that the standard agreement does not have to be copied into agenda packets whenever a new consultant agreement is approved.

DISCUSSION:

In response to a prior Caltrans audit, revisions to TAMC's prior standard agreements have been made on a periodic basis. Subsequently, Caltrans revised the sample contract language in its Local Assistance Procedures Manual, this time identifying mandatory provisions which are to be included verbatim. Additionally, as part of its review of the Agency's Procurement Policies, certain requests to modify the templates were made. Finally, in late January 2016, Caltrans issued an Office Bulletin

requiring the addition of language related to a change in federal law concerning United States-flag commercial vessels.

As part of the Agency's efforts to continually improve the contracting process, it is recommended that the templates be revised slightly to reflect these changes, as well as to make it clear that subconsultant work be billed as a form of direct cost, without mark-up, and to adopt a standard form of invoice summary, to better track the correlation between work performed and compensation provided.

Each template agreement is boilerplate for all Agency agreements for professional services, with variations depending upon the method of payment to be used. Approval of this action will continue existing practice that, for actions regarding professional services, the Board will continue to review and approve only what is unique to each agreement, usually the budget and scope of work, and authorize the Executive Director to sign the standard agreements with those unique provisions. This action will also authorize the Executive Director to approve such additional revisions to the templates as may be necessary to meet Caltrans requirements without returning the Board each time for every change, no matter how insignificant.

The updated templates, showing the changed language, are attached. The templates have been developed, reviewed and approved as to form by Agency Counsel, Kay Reimann.

ATTACHMENTS:

- ▣ TAMC 2019 Contract Template
- ▣ Request for Proposals - Template
- ▣ Request for Qualifications - Template
- ▣ Invoice Cover Page - Template

TRANSPORTATION AGENCY FOR MONTEREY COUNTY
AND
AGREEMENT FOR PROFESSIONAL SERVICES
RELATED TO [PROJECT TITLE]
APPROVED BY THE TAMC BOARD ON:

This is an agreement between the Transportation Agency for Monterey County, hereinafter called "TAMC," and [Consultant's Name], a [indicate legal status of entity, e.g., a California corporation, an individual dba . . . , a California partnership], [Consultant's address], hereinafter called "Consultant."

The parties agree as follows:

1. Term of Agreement. The term of this Agreement shall begin upon [START DATE], contingent upon approval by the TAMC Board, and Consultant shall commence work only after a Notice to Proceed has been issued by TAMC's Project Manager specified in Paragraph 34. Unless earlier terminated as provided herein, this Agreement shall remain in force until [FINAL DATE – JUNE 30 OR DECEMBER 31]. Consultant acknowledges that this Agreement is not binding until it is fully executed and approved by TAMC.
2. Payments to Consultant; maximum liability. Subject to the limitations set forth herein, TAMC shall pay to Consultant the amounts provided in Exhibit B: Budget, upon receipt and acceptance of deliverables listed therein. Each payment by TAMC shall be for a specific deliverable or services outlined in Exhibit A: Scope of Work and Schedule. The maximum amount payable to the Consultant under this Agreement is set forth in Exhibit B: Budget and shall not exceed the amount of _____ Dollars (\$XXXX). If there is any conflict between the terms of this Agreement and the terms of either Exhibit A (Scope of Work and Schedule) or Exhibit B (Budget), the terms of this Agreement shall prevail. TAMC does not guarantee any minimum amount of dollars to be spent under this Agreement.
3. Employment of Consultant. TAMC hereby engages Consultant and Consultant hereby agrees to perform the services set forth in Exhibit A: Scope of Work and Schedule, in conformity with the terms of this Agreement. Consultant will complete all work in accordance with the work schedule set forth in Exhibit A: Scope of Work and Schedule.
 - (a) The project title and brief description for this work is as follows:

[INSERT: PROJECT TITLE: BRIEF DESCRIPTION]
 - (b) Consultant represents that Consultant and its agents, subcontractors and employees performing work hereunder are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required by this Agreement.
 - (c) Consultant, its agents, subcontractors, and employees, shall perform all work in a safe, skillful, and professional manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in

accordance with such licensing requirements. Consultant shall ensure for itself and for any subcontractors under this Agreement that the applicable requirements of Labor Code section 1725.5, concerning the registration of contractors for public works, shall be in force and maintained for the term of this Agreement.

- (d) Consultant shall furnish, at its own expense, all materials and equipment necessary to carry out the terms of this Agreement, except as otherwise provided herein. Consultant shall not use TAMC premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations hereunder.
- (e) Consultant's designated principal responsible for administering Consultant's work under this Agreement shall be [NAME], Project Manager; TAMC's designated administrator of this Agreement shall be Debra L. Hale, Executive Director. TAMC's Project Manager under this Agreement shall be [NAME]. If Consultant desires to change the project manager, Consultant shall get written approval from TAMC of the new project manager.
- (f) Consultant shall submit progress reports at least once a month. The report should be sufficiently detailed for the Project Manager: to determine if Consultant is performing to expectations and if the work is on schedule; to communicate interim findings, and to sufficiently address any difficulties or special problems encountered, so remedies can be developed.
- (g) Consultant's Project Manager shall meet with TAMC's Project Manager, as needed, to discuss progress on the contract.

4. Payment Provisions and Allowable Costs:

- (a) The following Standard Payment Provisions apply to all contracts, regardless of the Method of Payment specified in Paragraph (b):
 - i. No payment will be made prior to approval of any work, nor for any work performed prior to approval of this Agreement.
 - ii. Reimbursement for travel costs, if eligible under the Method of Payment as specified below, shall not exceed the Short-Term Travel Lodging Rates and Requirements listed on the Caltrans website, according to the Code of Regulations (CCR), Administrative Code, Title 2.
 - iii. When milestone or task-by-task cost estimates are included in the Budget, Consultant shall seek approval from the TAMC Project Manager prior to any adjustment to compensation across work tasks. In the event that TAMC determines that a change to the Scope of Work and Schedule is required, such changes shall be approved and documented in writing by the TAMC Project Manager.
 - iv. Progress payments will be made monthly in arrears based on services provided and allowable incurred costs. If Consultant fails to submit the

required deliverable items according to the schedule set forth in Exhibit A: Scope of Work and Schedule (or task order, as applicable), TAMC shall have the right to delay payment or terminate this Agreement in accordance with the provisions of Paragraph 6, Termination.

- v. Invoices shall be mailed to TAMC's Contract Administrator at the address contained in Paragraph 35 (Notices). Invoices shall be submitted no later than 45 calendar days after the performance of work for which Consultant is billing. Invoices shall detail the work performed on each milestone or task. Invoices shall follow the format stipulated in Exhibit B: Budget and the Invoice Cover Sheet Format attached hereto as Exhibit C, and shall reference this Agreement's project title as specified in Section 3, and the Task Order title, if applicable. Consultant will be reimbursed, as promptly as fiscal procedures will permit, upon receipt by TAMC's Contract Administrator of itemized invoices.
 - vi. The final invoice must contain the final cost and all credits due TAMC including any equipment purchased under the provisions of Paragraph 27 (Equipment Purchase) of this Agreement and shall be submitted within 60 calendar days after completion of Consultant's work under this agreement, or a given Task Order, as applicable.
 - vii. No additional compensation will be paid to Consultant unless there is a change in the scope of the work. Changes in the scope of work that do not increase compensation may be approved by the TAMC project manager. Changes in the scope of work that would increase compensation must be authorized by an amendment to this Agreement approved by the TAMC Board of Directors.
 - viii. Salary increases will be reimbursable only for Actual Cost Plus Fixed Fee or Rates of Compensation contracts and only if the increase is specified in Exhibit B: Budget. For personnel subject to prevailing wage rates as described in the California Labor Code, all salary increases, which are the direct result of changes in the prevailing wage rates are reimbursable.
 - ix. The total amount payable by TAMC resulting from this Agreement shall not exceed the amount specified in Section 2 of this Agreement.
 - x. All subcontracts in excess of \$25,000 shall contain the above provisions.
- (b) Method of Payment: The method of payment for this Agreement will be based on: [Select One, Line Out Methods Not Used and paragraphs below related to non-utilized payment methods] Actual Cost Plus a Fixed Fee; Lump Sum; Rates of Compensation.

Actual Cost Plus a Fixed Fee provisions:

- i. TAMC will reimburse Consultant for actual costs (including labor costs, employee benefits, travel, equipment rental costs, overhead and other direct

costs) incurred by Consultant in performance of the work. Consultant will not be reimbursed for actual costs that exceed the estimated wage rates, employee benefits, equipment rental, overhead, and other estimated costs set forth in Exhibit B: Budget.

- ii. In no event, will Consultant be reimbursed for overhead costs at a rate that exceeds the approved overhead rate set forth in Exhibit B.
- iii. In addition to the allowable incurred costs, TAMC will pay Consultant a fixed fee as specified in Exhibit B: Budget. The fixed fee is nonadjustable for the term of the Agreement, unless such adjustment is made by written amendment of this Agreement.

Lump Sum provisions:

- (a) The total lump sum price paid to Consultant will include compensation for all work and deliverables, including any travel and equipment described in Exhibit A: Scope of Work for this Agreement. No additional compensation shall be paid, unless a change of Scope of Work is authorized by an amendment approved by the TAMC Board of Directors pursuant to Paragraph 4(a), above.
- (b) Progress payments will be made upon completion of deliverables and acceptance by the TAMC Project Manager, as specified in Exhibit B: Budget, and Paragraph 4(a), above.

Rates of Compensation provisions:

- (a) Work on shall be directed via Task Orders.
- (b) Consultant will be reimbursed for hours worked at the hourly rates specified in Exhibit B to this Agreement, which rates shall be inclusive of direct salary costs, employee benefits, overhead and fees, if any. These rates are not adjustable for the performance period set forth in this Agreement beyond that specified in Exhibit B.
- (c) In addition, Consultant will be reimbursed for incurred (actual) direct costs other than salary costs that are in Exhibit B: Budget and identified in the executed Task Order and Task Order Budget.
- (d) Once a specific project to be performed under this Agreement is identified by TAMC, TAMC's Project Manager will prepare a draft Task Order without the cost estimate. The draft Task Order will identify the scope of services, expected results, project deliverables, period of performance, project schedule and a TAMC Task Manager. The draft Task Order will be delivered to Consultant for review. Consultant shall return the draft Task Order within ten (10) calendar days, along

with a Cost Estimate, including a written estimate of the number of hours and hourly rates per staff person, any anticipated reimbursable expenses, overhead, fee (if any), and a total dollar amount for the Task. After agreement has been reached on the negotiable items and total not-to-exceed cost, a finalized Task Order with the finalized Task Order Budget shall be signed by both TAMC and Consultant.

- (e) If no agreement on the Task Order is reached within a reasonable amount of time, TAMC may take such other actions as TAMC deems appropriate to accomplish the Task.
- (f) Task Orders may be negotiated for a lump sum (Firm Fixed Price) or for specific rates of compensation, both of which must be based on the labor and other rates set forth in Exhibit B: Budget.

A Task Order is of no force or effect until returned to TAMC and signed by an authorized representative of TAMC. No expenditures are authorized on a project or task, and work shall not commence until a Task Order for that project/task has been executed by TAMC.

- (g) The period of performance for Task Orders shall be in accordance with the dates specified in the Task Order. No Task Order will be written which extends beyond the expiration of this Agreement.
- (h) The total amount payable by TAMC for an individual Task Order shall not exceed the amount agreed to in the Task Order Budget, unless authorized by a written amendment.
- (i) If the Consultant fails to satisfactorily complete a deliverable according to the schedule set forth in a Task Order, no payment will be made until the deliverable has been satisfactorily completed.
- (j) Task Orders may not be used to amend this Agreement and may not exceed the scope of work, or the term, of this Agreement.
- (k) The total amount payable by TAMC under all Task Orders resulting from this Agreement shall not exceed the amount specified in Section 2 of this Agreement. It is understood and agreed that there is no guarantee, either expressed or implied, that this total dollar amount will be authorized under this Agreement through Task Orders.

5. Retention of Funds.

- (a) Any subcontract entered into as a result of this Agreement shall contain all of the provisions of this section.

(b) [Select One of these Three Retention Provisions- delete the others]:

No Retainage by TAMC or Prime Consultant: No retainage will be withheld by TAMC from progress payments due the prime Consultant. Retainage by the prime consultant or subconsultants is prohibited, and no retainage will be held by the prime consultant from progress due subconsultants. Any violation of this provision shall subject the violating prime consultant or subconsultants to the penalties, sanctions, and other remedies specified in Section 7108.5 of the California Business and Professions Code. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the prime consultant or subconsultant in the event of a dispute involving late payment or nonpayment by the prime consultant or deficient subconsultant performance, or noncompliance by a subconsultant. This provision applies to both DBE and non-DBE prime consultants and subconsultants.

– OR –

No Retainage by TAMC; Retainage by Prime Consultant: No retainage will be withheld by TAMC from progress payments due the prime Consultant. Any retainage held by the prime Consultant from progress payments due subconsultants shall be promptly paid in full to subconsultants within 30 days after the subconsultant's work is satisfactorily completed. Federal law (49 CFR 26.29) requires that any delay or postponement of payment over thirty (30) days may take place only for good cause and with TAMC's prior written approval. Any violation of this provision shall subject the violating prime Consultant or subconsultant to the penalties, sanctions and other remedies specified in Section 7108.5 of the Business and Professions Code. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the prime consultant or subconsultant in the event of a dispute involving late payment or nonpayment by the prime consultant or deficient subconsultant performance, or noncompliance by a subconsultant. This provision applies to both DBE and non-DBE prime consultants and subconsultants

-- OR --

Retainage by TAMC: TAMC shall hold an X% retainage from the prime Consultant and shall make prompt and regular incremental acceptances of portions, as determined by TAMC, of the contract work, and pay retainage to the prime Consultant based on these acceptances. The prime Consultant, or subconsultant, shall return all monies withheld in retention from a subconsultant within thirty (30) days after receiving payment for work satisfactorily completed and accepted, including incremental acceptances of portions of the contract work,

by TAMC. Federal law (49 CFR 26.29) requires that any delay or postponement of payment over thirty (30) days may take place only for good cause and with TAMC's prior written approval. Any violation of this provision shall subject the violating prime Consultant or subconsultant to the penalties, sanctions and other remedies specified in Section 7108.5 of the Business and Professions Code. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the prime consultant or subconsultant in the event of a dispute involving late payment or nonpayment by the prime consultant or deficient subconsultant performance, or noncompliance by a subconsultant. This provision applies to both DBE and non-DBE prime consultants and subconsultants.

6. Termination.

- (a) TAMC reserves the right to terminate this Agreement upon thirty (30) calendar days' written notice to Consultant with the reasons for termination stated in the notice.
- (b) TAMC may also terminate this Agreement at any time for good cause effective immediately upon written notice to Consultant. "Good cause" includes, without limitation, the failure of Consultant to perform the required services at the time and in the manner provided herein, as well as failure to comply with the provisions of Paragraphs 13 and 14, relating to audits, below. Notwithstanding TAMC's right to terminate for good cause effective immediately upon written notice thereof, TAMC shall provide prior notice to Consultant of any ground for termination then being considered, and also provide Consultant with a good faith opportunity to avoid termination, as reasonably determined by TAMC in its absolute discretion. If TAMC terminates this Agreement for good cause, TAMC may be relieved of the payment of any consideration to Consultant, and TAMC may proceed with the work in any manner, which it deems proper. Costs incurred by TAMC thereby shall be deducted from any sum otherwise due Consultant.
- (c) The maximum amount for which TAMC shall be liable if this Agreement is terminated is zero (0) dollars.
- (d) It is also mutually understood between TAMC and Consultant that this Agreement may have been written before ascertaining the availability of funds, or appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made. This Agreement is valid and enforceable only if sufficient funds are made available to TAMC for the purpose of this Agreement. It is mutually agreed that if sufficient funds are not appropriated, this Agreement may be amended to reflect any reduction in funds. TAMC retains the right to direct Consultant immediately to stop work and to terminate this Agreement for convenience, pursuant to Paragraph 6(a) above, in order to address any reduction of funds.

- (e) Termination of this Agreement shall not terminate Consultant's duty to defend, indemnify and hold harmless TAMC, as provided in Paragraphs 8 and 20.

7. Cost Principles and Administrative Requirements.

- (a) Consultant agrees that the contract Cost Principles and Procedures, 48 Code of Federal Regulations (CFR), Chapter 1, Part 31.000 *et seq.*, Federal Acquisition Regulations System, shall be used to determine the cost allowability of individual items.
- (b) Consultant also agrees to comply with federal procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements, Costs Principles and Audit Requirements.
- (c) Any costs for which payment has been made to Consultant under this Agreement that are determined by subsequent audit to be unallowable under 2 CFR Part 200 are subject to repayment by Consultant to TAMC.
- (d) Consultants and subconsultants shall maintain accounting systems related to the work to be performed pursuant to this Agreement that conform to Generally Accepted Accounting Principles (GAAP).
- (e) All subcontracts in excess of \$25,000 shall contain the above provisions.

8. Indemnification.

- (a) To the fullest extent permitted by law, including California Civil Code sections 2782 and 2782.6, Consultant shall defend (with legal counsel reasonably acceptable to TAMC), indemnify and hold harmless TAMC, its officers, agents, and employees, from and against any and all claims, losses, costs, damages, injuries (including injury to or death of an employee of Consultant or its subcontractors), expenses and liabilities of every kind, nature and description (including incidental and consequential damages, court costs, attorneys' fees, litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith and costs of investigation) that arise out of, pertain to, or relate to, directly or indirectly, in whole or in part, the negligence, recklessness, or willful misconduct of Consultant, any subcontractor, anyone directly or indirectly employed by them, or anyone that they control (collectively "Liabilities"). Such obligations to defend, hold harmless and indemnify TAMC, its officers, agents, and employees, shall not apply to the extent that such Liabilities are caused in part by the sole negligence, active negligence, or willful misconduct of TAMC, its officers, agents, and employees. To the extent there is an obligation to indemnify under this Paragraph, Consultant shall be responsible for incidental and consequential damages resulting directly or indirectly, in whole or in part, from Consultant's negligence, recklessness, or willful misconduct.

- (b) Notwithstanding any other provision of this Agreement, Consultant's obligation to defend, indemnify and hold harmless TAMC shall survive the termination or expiration of the Agreement for a term to include the applicable statute of limitations related to the Consultant's performance pursuant to the Agreement.

9. Insurance.

- (a) Without limiting Consultant's duty to indemnify as set forth in this Agreement, Consultant shall maintain, at no additional cost to TAMC, throughout the term of this Agreement a policy or policies of insurance with the following coverage and minimum limits of liability (check as applicable):
- Commercial general liability insurance**, including but not limited to premises, personal injury, products, and completed operations, with a combined single limit of One Million Dollars (\$1,000,000) per occurrence.
 - Professional liability** insurance in the amount of not less than One Million Dollars (\$1,000,000) per claim and Three Million Dollars (\$3,000,000) in the aggregate, to cover liability for malpractice or errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims made" basis rather than an "occurrence" basis, Consultant shall, upon the expiration or termination of this Agreement, obtain extended reporting coverage ("tail coverage") with the same liability limits. Any such tail coverage shall continue for at least three years following the surviving term of Consultant's obligation to defend, indemnify and hold harmless TAMC as set for in Paragraph 8.
 - Comprehensive automobile insurance** covering all motor vehicles, including owned, leased, hired and non-owned vehicles used in providing services under this Agreement, with a combined single limit of not less than One Million Dollars (\$1,000,000) per occurrence.
- (b) All insurance required under this Agreement shall be with a company acceptable to TAMC and authorized by law to transact insurance business in the State of California. Unless otherwise provided in this Agreement, all such insurance shall be written on an occurrence basis; or, if any policy cannot be written on an occurrence basis, such policy shall continue in effect for a period of two years following the date of Consultant's completion of performance hereunder.
- (c) Each policy of insurance required under this Agreement shall provide that TAMC shall be given written notice at least thirty days in advance of any change, cancellation or non-renewal thereof. Each policy shall provide identical coverage for each subcontractor performing work under this Agreement, or be accompanied by a certificate of insurance for each subcontractor showing identical insurance coverage.

- (d) Commercial general liability and automobile liability policies shall provide an endorsement naming TAMC, its officers, agents, and employees, as additional insureds and shall further provide that such insurance is primary to any insurance or self-insurance maintained by TAMC, and that no insurance of any additional insured shall be called upon to contribute to a loss covered by Consultant's insurance.
- (e) TAMC shall not be responsible for any premiums or assessments on the policy.

10. Workers' Compensation Insurance. If during the performance of this Agreement, Consultant employs one or more employees, then Consultant shall maintain a workers' compensation plan covering all of its employees as required by Labor Code Sec. 3700, either (a) through workers' compensation insurance issued by an insurance company, with coverage meeting the statutory limits and with a minimum of One Million Dollars (\$1,000,000) per occurrence for employer's liability, or (b) through a plan of self-insurance certified by the State Director of Industrial Relations, with equivalent coverage. If Consultant elects to be self-insured, the certificate of insurance otherwise required by this Agreement shall be replaced with consent to self-insure issued by the State Director of Industrial Relations. The provisions of this paragraph apply to any subcontractor employing one or more employees, and Consultant shall be responsible for all subcontractors' compliance herewith.

11. Safety Provisions.

- (a) Consultant shall comply with Division of Occupational Safety and Health (CAL-OSHA) regulations applicable to Consultant regarding necessary safety equipment or procedures. Consultant shall comply with safety instructions issued by TAMC Safety Officer and other TAMC representatives. Consultant personnel shall wear hard hats and safety vests at all times while working on a construction project site.
- (b) If applicable to work to be performed by Consultant identified in the Scope of Work (Exhibit A), and pursuant to the authority contained in Section 591 of the Vehicle Code, TAMC has determined that such areas are within the limits of the project and are open to public traffic. Consultant shall comply with all of the requirements set forth in Divisions 11, 12, 13, 14, and 15 of the Vehicle Code. Consultant shall take all reasonably necessary precautions for safe operation of its vehicles and the protection of the traveling public from injury and damage from such vehicles.
- (c) Any subcontract entered into as a result of this Agreement, shall contain all of the provisions of this Section.
- (d) Consultant must have a CAL-OSHA permit(s), as outlined in California Labor Code Sections 6500 and 6705, prior to the initiation of any practices, work, method, operation, or process related to the construction or excavation of trenches which are five feet or deeper.

12. Certificate of Insurance and Taxpayer Identification. Prior to the execution of this Agreement by TAMC, Consultant shall submit a completed federal W-9 form, Request for Taxpayer Identification Number and Certification, and file certificates of insurance with TAMC's contract administrator evidencing that Consultant has in effect the insurance required by this Agreement. Consultant shall file a new or amended certificate promptly after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify any indemnification provision of this Agreement.

13. Retention of Records/Audit.

- (a) For the purpose of determining compliance with Public Contract Code 10115, et seq. and Title 21, California Code of Regulations, Chapter 21, Section 2500 et seq., when applicable and other matters connected with the performance of the Agreement pursuant to Government Code 8546.7, Consultant, subconsultants, and TAMC shall maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of the Agreement, including but not limited to, the costs of administering the Agreement. All parties shall make such materials available at their respective offices at all reasonable times during the Agreement period and for three years from the date of final payment under the Agreement. The state, State Auditor, TAMC, FHWA, or any duly authorized representative of the Federal Government shall have access to any books, records, and documents of Consultant and its certified public accountants (CPA) work papers that are pertinent to the Agreement and indirect cost rates (ICR) for audit, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested.
- (b) Subcontracts in excess of \$25,000 shall contain this provision.

14. Audit Review Procedures.

- (a) Any dispute concerning a question of fact arising under an interim or post audit of this Agreement that is not disposed of by agreement, shall be reviewed by TAMC'S Chief Financial Officer.
- (b) Not later than 30 days after issuance of the final audit report, Consultant may request a review by TAMC'S Chief Financial Officer of unresolved audit issues. The request for review will be submitted in writing.
- (c) Neither the pendency of a dispute nor its consideration by TAMC will excuse Consultant from full and timely performance, in accordance with the terms of this Agreement.

(The following AUDIT CLAUSE must be inserted into all contracts of \$150,000 or greater):

- (d) Consultant and subconsultant contracts, including cost proposals and ICR, are subject to audits or reviews such as, but not limited to, a contract audit, an incurred cost audit, an ICR Audit, or a CPA ICR audit work paper review. If selected for audit or review, the contract, cost proposal and ICR and related work papers, if applicable, will be reviewed to verify compliance with 48 CFR, Part 31 and other related laws and regulations. In the instances of a CPA ICR audit work paper review it is Consultant's responsibility to ensure federal, state, or local government officials are allowed full access to the CPA's work papers including making copies as necessary. The contract, cost proposal, and ICR shall be adjusted by Consultant and approved by TAMC contract manager to conform to the audit or review recommendations. Consultant agrees that individual terms of costs identified in the audit report shall be incorporated into the Agreement by this reference if directed by TAMC at its sole discretion. Refusal by Consultant to incorporate audit or review recommendations, or to ensure that the federal, state or local governments have access to CPA work papers, will be considered a breach of contract terms and cause for termination of the Agreement and disallowance of prior reimbursed costs.

(An additional AUDIT CLAUSE must be inserted into all contracts of \$3,500,000 or greater; confer with legal counsel for language.)

15. Inspection of Work. Consultant and any subconsultant shall permit TAMC, the State, and the FHWA (if federal participating funds are used in this Agreement) to review and inspect the project activities and files at all reasonable times during the performance period of this Agreement including review and inspection on a daily basis.

16. Confidentiality; Return of Records. Consultant and its officers, employees, agents, and subcontractors shall comply with all federal, State and local laws providing for the confidentiality of records and other information. Consultant shall not disclose any confidential information received from TAMC or prepared in connection with the

performance of this Agreement without the express permission of TAMC. Consultant shall promptly transmit to TAMC all requests for disclosure of any such confidential information. Consultant shall not use any confidential information gained through the performance of this Agreement except for the purpose of carrying out Consultant's obligations hereunder. When this Agreement expires or terminates, Consultant shall return to TAMC all records, which Consultant utilized or received from TAMC to perform services under this Agreement.

17. Amendments and Modifications. No modification or amendment of this Agreement shall be valid unless it is set forth in writing and executed by the parties hereto.

18. Statement of Compliance/Non-Discrimination.

- (a) Consultant's signature affixed herein, and dated, shall constitute a certification under penalty of perjury under the laws of the State of California that Consultant has, unless exempt, complied with, the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Administrative Code, Section 8103.
- (b) During the performance of this Agreement, Consultant and its subconsultants shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Consultant and subconsultants shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Consultant and subconsultants shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (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. Consultant and its subconsultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

[If federal funding, add (c) and (d)]

- (c) Consultant shall comply with regulations relative to Title VI (nondiscrimination in federally-assisted programs of the Department of Transportation – Title 49 Code of Federal Regulations, Part 21 - Effectuation of Title VI of the 1964 Civil Rights Act). Title VI provides that the recipients of federal assistance will implement and maintain a policy of nondiscrimination in which no person in the state of California shall, on the basis of race, color, national origin, religion, sex, age, disability, be excluded from participation in, denied the benefits of or subject to

discrimination under any program or activity by the recipients of federal assistance or their assignees and successors in interest.

- (d) Consultant, with regard to the work performed by it during the Agreement shall act in accordance with Title VI. Specifically, the Consultant shall not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in the selection and retention of Subconsultants, including procurement of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the U.S. DOT's Regulations, including employment practices when the Agreement covers a program whose goal is employment.

19. Harassment. TAMC maintains a strict policy prohibiting unlawful harassment, including sexual harassment, in any form, including verbal, physical and visual harassment by any employee, supervisor, manager, officer or Board member, or agent of the employer. Vendors, contractors, and consultants shall not engage in conduct that has an effect of unreasonably interfering with a TAMC employee's work performance or creates an intimidating, hostile or offensive work environment.

20. Independent Contractor. In its performance under this Agreement, Consultant is at all times acting and performing as an independent contractor and not as an employee of TAMC or any of its member jurisdictions. No offer or obligation of employment is intended in any manner, and Consultant shall not become entitled by virtue of this Agreement to receive any form of benefits accorded to employees including without limitation leave time, health insurance, workers' compensation coverage, disability benefits, and retirement contributions. Consultant shall be solely liable for and obligated to pay directly all applicable taxes, including without limitation federal and State income taxes and social security arising out of Consultant's performance of this Agreement. In connection therewith, Consultant shall defend, indemnify, and hold harmless TAMC from any and all liability, which TAMC may incur because of Consultant's failure to make such payments.

21. Delegation of Duties; Subcontracting.

- a) Nothing contained in this Agreement or otherwise, shall create any contractual relation between TAMC and any subconsultant(s), and no subcontract shall relieve Consultant of its responsibilities and obligations hereunder. Consultant agrees to be as fully responsible to TAMC for the acts and omissions of its subconsultant(s) and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by Consultant. Consultant's obligation to pay its subconsultant(s) is an independent obligation from TAMC'S obligation to make payments to the Consultant.
- b) Consultant shall perform the work contemplated with resources available within its own organization and no portion of the work pertinent to this Agreement shall be subcontracted without written authorization by TAMC's Contract Administrator, except that, which is expressly identified in the approved Budget/Cost Proposal.

- c) Consultant shall pay its subconsultants within ten (10) calendar days from receipt of each payment made to Consultant by TAMC.
- d) Any subcontract in excess of \$25,000 entered into as a result of this Agreement shall contain all the provisions stipulated in this Agreement to be applicable to subconsultants.
- e) Any substitution of subconsultant(s) must be approved in writing by TAMC's Contract Administrator prior to the start of work by the subconsultant(s).
- f) Any work performed by a subconsultant shall be done in conformance with this Agreement, and TAMC shall pay Consultant for the work but not for any markup, including subcontract management, supervisions, administrative and other expenses, or reimbursable costs.

22. Ownership of Data.

- a) Upon completion of all work under this Agreement, ownership and title to all reports, documents, plans, specifications, and estimates produce as part of this Agreement will automatically be vested in TAMC; and no further agreement will be necessary to transfer ownership to TAMC. Consultant shall furnish TAMC all necessary copies of data needed to complete the review and approval process.
- b) It is understood and agreed that all calculations, drawings and specifications, whether in hard copy or machine-readable form, are intended for one-time use in the connection with the project for which this Agreement has been entered into.
- c) Consultant is not liable for claims, liabilities, or losses arising out of, or connected with the modification, or misuse by TAMC of the machine-readable information and data provided by Consultant under this Agreement; further, Consultant is not liable for claims, liabilities, or losses arising out of, or connected with any use by TAMC of the project documentation on other projects for additions to this project, or for the completion of this project by others, except only such use as many be authorized in writing by Consultant.
- d) Applicable patent rights provisions regarding rights to inventions shall be included in the Agreements as appropriate (48 CFR 27, Subpart 27.3 - Patent Rights under Government Contracts for federal-aid contracts).
- e) TAMC may permit copywriting reports or other agreement products. If copyrights are permitted, FHWA shall have the royalty-free nonexclusive and irrevocable right to reproduce, publish or otherwise use the data, and may authorize others to use the work for government purposes.
- f) Any subcontract in excess of \$25,000 entered into as a result of this Agreement, shall contain all of the provisions of this Article.

23. Confidentiality of Data.

- a) All financial, statistical, personal, technical, or other data and information relative to TAMC's operations, which are designated confidential by TAMC and made available to Consultant in order to carry out this Agreement, shall be protected by Consultant from unauthorized use and disclosure.
- b) Permission to disclose information on one occasion, or public hearing held by TAMC relating to the Agreement, shall not authorize Consultant to further disclose such information, or disseminate the same on any other occasion.
- c) Consultant shall not comment publicly to the press or any other media regarding the Agreement or TAMC's actions on the same, except to TAMC's staff, Consultant's own personnel involved in the performance of this Agreement, at public hearings or in response to questions from a Legislative committee.
- d) Consultant shall not issue any news release or public relations item of any nature, whatsoever, regarding work performed or to be performed under this Agreement without prior review of the contents thereof by TAMC, and receipt of TAMC'S written permission.
- e) Any subcontract entered into as a result of this Agreement shall contain all of the provisions of this Article.

24. Compliance with Terms of Federal or State Grant. If any part of this Agreement has been or will be funded pursuant to a grant from the federal or State government in which TAMC is the grantee, Consultant shall comply with all provisions of such grant applicable to Consultant's work hereunder, and said provisions shall be deemed a part of this Agreement as though fully set forth herein.

25. Use of United States –flag Vessels. If this Agreement relates to a federally-funded construction contract, the Consultant agrees:

- a) To utilize privately owned United State-flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, material, or commodities pursuant to this Agreement, to the extent such vessels are available at fair and reasonable rates for Unites States-flag commercial vessels.
- b) To furnish within 20 days following the date of loading for shipments originating within the United States or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, 'on-board' commercial ocean bill-of-lading in English for each shipment of cargo described in paragraph (a) of this section to both the TAMC Project Manager (through the prime contractor in the case of subcontractor bills-of lading) and to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590.

- c) To insert the substance of the provisions of this clause in all subcontracts issued pursuant to this Agreement.

26. Prevailing Wages.

- a) Consultant shall comply with the all prevailing wage requirements, including California Labor Code section 1770, et seq., and any Federal or local laws or ordinances, that may be applicable to the work to be performed pursuant to this Agreement.
- b) Any subcontract entered into as a result of this Agreement, if for more than \$25,000 for public works, shall contain all the provisions of this Paragraph 26.
- c) When prevailing wages may apply to the services described in the Scope of Work, transportation and subsistence costs shall be reimbursed at the minimum rates set by the Department of Industrial Relations (DIR) as outlined in the applicable Prevailing Wage Determination found on the DIR website.

27. Equipment, Supplies or Consultant Services Purchases.

- (a) Prior authorization in writing by TAMC's Contract Administrator shall be required before Consultant enters into any unbudgeted purchase order, or subcontract exceeding Five Thousand Dollars (\$5,000) for supplies, equipment, or unbudgeted Consultant services. Consultant shall provide an evaluation of desirability of incurring such costs.
- (b) For purchase of any items, service or consulting work not covered in Consultant's Cost Proposal and exceeding Five Thousand Dollars (\$5,000), prior authorization is required by TAMC's Contract Administrator; three competitive quotations must be submitted with the request, or the absence of bidding must be adequately justified.

- (c) Any equipment purchased as a result of this Agreement is subject to the following:
 - i. Consultant shall maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a useful life of at least two years and an acquisition cost of Five Thousand Dollars (\$5,000) or more. If the purchased equipment needs replacement and is sold or traded in, TAMC shall receive a proper refund or credit for such equipment at the conclusion of the Agreement, or if the Agreement is terminated, Consultant may either keep the equipment and credit TAMC in an amount equal to its fair market value, or sell such equipment at the best price obtainable at a public or private sale, in accordance with established TAMC procedures for such sales and then credit TAMC in an amount equal to that sales price. If Consultant elects to keep the equipment, fair market value shall be determined at Consultant's expense, on the basis of a competent independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually acceptable to TAMC and Consultant; if it is determined to sell the equipment, the terms and conditions of such sale must be approved in advance by TAMC.
 - ii. Consultant acknowledges that, if federal funds are used in this Agreement, 49 CFR, Part 1201 requires a credit to Federal funds when participating equipment with a fair market value greater than Five Thousand Dollars (\$5,000) is credited to the project for which this Agreement was entered into.
- (d) Consultant shall include these provisions into any subcontract in excess of Twenty-Five Thousand Dollars (\$25,000).

28. Conflict of Interest.

- (a) Consultant shall disclose any financial, business, or other relationship with TAMC that may have an impact upon the outcome of this Agreement, or any ensuing TAMC construction project. Consultant shall also list current clients who may have a financial interest in the outcome of this Agreement, or any ensuing TAMC construction project, which will follow.
- (b) Consultant hereby certifies that it does not now have, nor shall it acquire any financial or business interest that would conflict with the performance of services under this Agreement.
- (c) Any subcontract in excess of \$25,000 entered into as a result of this Agreement, shall contain all of the provisions of this Article.

29. Governing Laws. This Agreement shall be construed and enforced according to the laws of the State of California, and the parties hereby agree that the County of Monterey shall be the proper venue for any dispute arising hereunder.

30. Construction of Agreement. The parties agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any exhibit or amendment. To that end, it is understood and agreed that this Agreement has been arrived at through negotiation, and that neither party is to be deemed the party which prepared this Agreement within the meaning of Civil Code Section 1654. Section and paragraph headings appearing herein are for convenience only and shall not be used to interpret the terms of this Agreement.
31. Waiver. Any waiver of any term or condition hereof must be in writing. No such waiver shall be construed as a waiver of any other term or condition herein.
32. Successors and Assigns. This Agreement and all rights, privileges, duties and obligations hereunder, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns and heirs.
33. Time is of the Essence. The parties mutually acknowledge and agree that time is of the essence with respect to every provision hereof in which time is an element. No extension of time for performance of any obligation or act shall be deemed an extension of time for performance of any other obligation or act, nor shall any such extension create a precedent for any further or future extension.
34. Notices. Notices required under this Agreement shall be delivered personally or by electronic facsimile, or by first class or certified mail with postage prepaid. Notice shall be deemed effective upon personal delivery or facsimile transmission, or on the third day after deposit with the U.S. Postal Service. Consultant shall give TAMC prompt notice of any change of address. Unless otherwise changed according to these notice provisions, notices shall be addressed as follows:

To TAMC:	Debra L. Hale	To Consultant:
	Executive Director	
	55-B Plaza Circle	
	Salinas, CA 93901	
Tel:	831-775-0903	Tel:
Fax:	831-775-0897	Fax:
Email:	debbie@tamcmonterey.org	Email:

35. Non-exclusive Agreement. This Agreement is non-exclusive and both parties reserve the right to contract with other entities for the same or similar services.
36. Execution of Agreement. Any individual executing this Agreement on behalf of an entity represents and warrants that he or she has the requisite authority to enter into this Agreement on behalf of such entity and to bind the entity to the terms and conditions hereof. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement.

37. Debarment and Suspension Certification.

- (a) Consultant's signature affixed below shall constitute a certification under penalty of perjury under the laws of the State of California that the Consultant has complied with Title 2 CFR, Part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (non-procurement)," which certifies that Consultant or any person associated with Consultant in the capacity of owner, partner, director, officer, or manager, is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by an federal agency within the past three (3) years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years. Any exceptions to this certification must be disclosed to the TAMC.
- (b) Exceptions will not necessarily result in denial of recommendation for award, but will be considered in determining Consultant responsibility. Disclosures must indicate to whom exceptions apply, initiating agency, and dates of action.
- (c) Exceptions to the Federal Government Excluded Parties List System maintained by the General Services Administration are to be determined by the Federal Highway Administration.

38. Rebates, Kickbacks or Other Unlawful Consideration Prohibited. Consultant warrants that this Agreement was not obtained or secured through rebates, kickbacks or other unlawful consideration, either promised or paid to any TAMC employee. TAMC shall have the right, in its sole and absolute discretion to do any of the following for breach or violation of this warranty: to terminate the Agreement without liability; to pay for the value of the work actually performed; or to deduct from the compensation to be paid under this Agreement (or otherwise recover) the full amount of any such rebate, kickback or unlawful consideration.

39. Prohibition of Expending Local Agency, State or Federal Funds for Lobbying.

- (a) Consultant certifies to the best of his, her or its knowledge and belief that:
 - i. No State, Federal or local agency appropriated funds have been paid, or will be paid, by or on behalf of Consultant to any person for influencing or attempting to influence an officer or employee of any state or federal agency; a member of the State Legislature or United States Congress; an officer or employee of the State Legislature or United States Congress; or any employee of a Member of the Legislature or Congress, in connection with the awarding of any State or Federal contract; in connection with the making of any State or Federal grant; in connection with the making of any State or Federal loan; in connection with the entering into of any cooperative agreement, and in connection with the extension, continuation, renewal, amendment, or modification of any State or Federal contract, grant, loan or cooperative agreement.
 - ii. If any funds other than Federal appropriated funds have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress; or an employee of a Member of Congress, in connection with this contract, grant, loan or cooperative agreement, then Consultant shall complete and submit a Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (b) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Consultant acknowledges that any person who fails to file the required certification shall be subject to a civil penalty of not less than Ten Thousand Dollars (\$10,000) and not more than One Hundred Thousand Dollars (\$100,000) for such failure.
- (c) By signing this Agreement, Consultant also agrees that Consultant will require that the language of this certification will be included in all lower-tier subcontracts which exceed One Hundred Thousand Dollars (\$100,000), and that all recipients of such subcontracts shall certify and disclose accordingly.

40. Exhibits. The following Exhibits are attached hereto and incorporated by reference:

- Exhibit A – Scope of Work and Schedule
- Exhibit B – Budget
- Exhibit C – Invoice Cover Sheet Format

41. Entire Agreement. This document, including all exhibits hereto, constitutes the entire agreement between the parties, and supersedes any and all prior written or oral negotiations and representations between the parties concerning all matters relating to the subject of this Agreement.

IN WITNESS WHEREOF, TAMC and Consultant execute this agreement as follows:

TAMC

[CONSULTANT]

By: _____
Debra L. Hale
Executive Director

By: _____
Name: _____
Title: _____

Dated: _____

Dated: _____

By: _____
Name: _____
Title: _____

Dated: _____

INSTRUCTIONS: If Consultant is a corporation (including limited liability and nonprofit corporations), the full legal name of the corporation shall be set forth together with the signatures of two specified officers. If Consultant is a partnership, the name of the partnership shall be set forth together with the signature of a partner with authority to execute this Agreement on behalf of the partnership. If Consultant is contracting in an individual capacity, the individual shall set forth the name of his or her business, if any, and shall personally sign the Agreement.

Approved as to form:

Kathryn Reimann, TAMC Counsel

Dated: _____

For TAMC internal use:

Work Element number to be used for the contract: _____



REQUEST FOR PROPOSALS

*THE TRANSPORTATION AGENCY FOR MONTEREY COUNTY (TAMC)
INVITES CONSULTANTS TO SUBMIT THEIR PROPOSALS FOR:*

PROJECT TITLE

You are invited to submit your proposal for the services to complete the above project. Proposals are due via email to the project manager, [Project Manager name and email] by **12:00 noon Pacific Standard Time on [date]**.

Copies of the RFP and the detailed information regarding the submission of the proposal are available at the TAMC offices and may be obtained upon request. This RFP is available at the TAMC website (www.tamcmonterey.org) in Adobe Acrobat (PDF) format. You may email [project manager email] to obtain a copy and for further information.



 TRANSPORTATION AGENCY FOR MONTEREY COUNTY

DATE: **date**

TO: **Interested Consultants**

FROM: **Debra L. Hale, Executive Director**

SUBJECT: **Request for Proposals**

INVITATION

You are invited to submit a Proposal [if not A&E contractor] together with your proposed fee schedule for:

[project title]

If this is an A&E Contract, include this paragraph:

This request is seeking services that qualify as “Architecture and Engineering” (A&E) services under state law. TAMC will negotiate the project budget after selection of the top ranked consultant. The cost proposal is not requested until the consultants have been final ranked based upon their submitted technical proposal. Upon notification if your firm is selected as the top ranked firm, TAMC will require completion of the appropriate Caltrans cost proposal form to initiate budget negotiations.

Please submit one (1) digital copy of your Proposal via email to Transportation Agency for Monterey County, [Project Manager, project manager’s email] by **12:00 noon PST on [date]**. Paper copies will not be accepted. Proposals received after the date and time specified above will not be considered.

Proposals shall be considered firm offers to enter into a contract, as described in this RFP for a period of ninety (90) days from the time of submittal.

Proposals and inquiries relating to this Request for Proposals shall be submitted to:

[name]
TAMC Project Manager
[email]

Email inquiries, including the submittal, should include **[Project Title]** in the subject header.

BACKGROUND

The Transportation Agency for Monterey County (“TAMC” or the “Agency”) is a state-designated public agency with regional transportation planning responsibilities, including rail planning, that cross city-county boundaries. TAMC is committed to planning, funding and delivering transportation projects for the region. The Agency is also committed to providing information to the public about its projects, plans and activities, ensuring public participation and fostering public understanding of its functions.

TAMC’s Board of Directors includes twenty-three members who consist of local officials from each of its twelve incorporated cities and five county supervisorial districts, and ex-officio members from several public agencies. The mission of TAMC is to proactively fund and plan a transportation system that enhances mobility, safety, access, environmental quality and economic activities by investing in regional transportation projects for Monterey County residents, businesses and visitors.

PROJECT DESCRIPTION

This request for proposals will be used by TAMC to select a consultant or consultant team to [insert a few sentences on the project description.]

Attachment A is a draft Scope of Work. A final Scope of Work will be made a part of the professional services agreement between TAMC and the consultant. A copy of the template agreement anticipated to be used by TAMC is Attachment B. A single document will be prepared between the Consultant and TAMC consistent with the provisions of these attachments.

It is important that the consultant have the capability to work closely with Agency staff. The consultant or consultant team must be prepared to undertake whatever liaison and meetings are required to satisfy this requirement.

PROJECT BUDGET and CONTRACT TERM

The allocated budget for this work is [XXXXXX], paid for out of [FUNDING SOURCE/S]. The term of the contract will be [XXXX] years. [ALSO NOTE HERE IF IT IS A TASK ORDER CONTRACT]. There is [no] federal funding on this project. This project is anticipated to take approximately [x] years to complete, starting in [start month] and being completed by [end date].

SELECTION PROCESS

TAMC will establish a committee to review the submittals. This review may be followed by an oral interview between a review committee and the firm(s) that respond(s) best to the solicitation. Based on the recommendations of the review committee, TAMC staff will issue a "Notice of Intent to Award" notice to all responders, indicating staff's intent to negotiate with the specific consultant or consultant team considered to be the most qualified.

[ADD THE FOLLOWING PARAGRAPH FOR A&E CONTRACTS ONLY]:

Staff will then attempt to negotiate a final Scope of Work and a Budget for the project with that firm. The final Scope of Work will include a full description of each task, a description of deliverable products, and a schedule of the due dates for the deliverable products and other important milestones. The Budget shall include an estimated cost per task and use the appropriate Caltrans cost proposal format. Upon successful completion of negotiations, the consultants or consultant teams will be recommended to the TAMC Board for final selection and contract approval. Should the most qualified consultant or consultant team and TAMC fail to successfully negotiate a final scope of work and a mutually agreed upon budget for these consulting services, then TAMC reserves the right to enter negotiations with the next most qualified candidate for performance of the work.

Further, the Agency may, or may not, also negotiate contract terms with selected proposers prior to award, and expressly reserves the right to negotiate with several proposers simultaneously and, thereafter, to award a contract to the proposer offering the most favorable terms to the Agency. Proposals submitted, therefore, should contain the proposers' most favorable terms and conditions, because the selection and award may be made without further discussion with any proposer. The Agency will submit the proposal considered to be the most responsive and competitive to the Board of Directors for consideration and selection.

The Agency reserves the right to accept or reject any and all submitted proposals, to waive minor irregularities, and to request additional information or revisions to offers, and to negotiate with any or all proposers at any stage of the evaluation.

The evaluations will be based upon the following criteria:

[PROJECT MANAGER MAY MODIFY AS APPROPRIATE]

1	<u>Firm Profile & Project Team</u> : Do the qualifications of key personnel to be assigned to the project coincide with tasks listed in the Scope of Work? Do assigned personnel and sub-consultants have requisite education, experience, and professional qualifications? Does the firm's organizational structure show sufficient depth for its present workload, and do assigned personnel have sufficient availability for project? Does the firm accept the contract terms as proposed?	20 points
2	<u>Relevant Project Experience</u> : Has the firm demonstrated the ability to successfully provide services for projects of a similar complexity and nature as described herein? Is the firm familiar with transportation in the Monterey Bay Area? [add project-specific descriptors]	20 points
3	<u>Specific Approach</u> : How will the firm, specifically the key personnel assigned to the project, apply its techniques and resources to ensure the project is properly completed? How will key personnel approach problems when they arise? Has the firm described its ability to achieve specified project delivery goals? Has the firm considered alternative concepts to achieve the desired goals? [modify with project-specific goals]	50 points (45 points if Cost is a factor)
4	<u>References</u> : Are the firm's references from past clients and associates favorable? Does the firm show financial and operational stability?	10 points
5	<u>Cost</u> : Is the proposed budget equal to or less than the independent cost estimate? How does the proposed budget compare across submittals? [for non-A&E contracts only]	5 points

Total of 100 possible points

QUESTION & ANSWERS, REQUESTS FOR CLARIFICATION OR EXCEPTIONS, ADDENDA

This Request for Proposals and any addenda will be posted on the Agency's website (www.tamcmonterey.org). Questions and answers regarding the request for proposals will also be posted on the website. All potential bidders are responsible for checking the website for any addenda to the bid documents, and the proposal must cite any addenda to be responsive. To receive email notifications of addendums to this Request for Proposals, prospective proposers must submit an email request to the Project Manager.

Any requests for clarification or exceptions to requirements in this Request for Proposals must be received by the Agency no later than **12 noon, PST, on Thursday, [date – suggested 2 weeks prior to due date]**, to guarantee response or consideration. Responses to questions concerning this Request for Proposals posed before this deadline will be posted on the Agency's website (www.tamcmonterey.org).

SUBMITTAL REQUIREMENTS AND FORMAT

All interested firms are required to submit one (1) digital copy of their Proposal to perform the requested consulting services.

A. Project Team

The Proposal shall clearly identify a Project Manager and include the names and qualifications of all personnel of the proposed team to be assigned to the contract and a chart representing the proposed organizational structure of the team. The Proposal shall demonstrate that the key personnel have the time available to work on the project. The Proposal shall include the estimated number of hours individual personnel will dedicate to the project. The Proposal must include availability of the Project Team to conduct work within the anticipated timeframes.

B. Demonstrated Knowledge

The Proposal shall include the assigned project team's demonstrated knowledge of, expertise and experience with providing similar services and completing similar types of contracts. **[CUSTOMIZE TO THE WORK]**

C. Work Plan

The Proposal shall include the consultant's proposed approach to the development and implementation of the scope of work, broken out by tasks which demonstrate the consultant's knowledge and understanding of the project and the constraints and challenges associated with performing the tasks outlined in the scope of work.

D. References

The Proposal shall include at least three (3) recent references from past clients for similar types of work.

[FOR NON-A&E CONTRACTS ONLY]:

E. Cost Proposal

The statement of qualifications shall include a listing of the hourly rates for the assigned personnel for the three-year term of the contract.

PROPOSED SCHEDULE

Date/ Timeframe	Task
Two weeks prior to TAMC Board approving release of RFP	Issue Notice of Intent to publish Request for Proposals
TAMC Board approves RFP	Distribute RFP
Two weeks after TAMC Board approves RFP	Pre-proposal conference at TAMC, 10:00 am PST (optional)
One month after Pre Proposal Conference	Deadline for questions and/or requests for clarification or exceptions by 12:00 pm noon PST
Six weeks after release of RFP	Proposals due by 12:00 pm noon PST
During the week after proposals are submitted	Review and rank proposals
Two to three weeks after proposals are submitted	Hold interviews (if necessary)
One month prior to TAMC Board meeting for approval – allows time to negotiate contract	Determine top ranked consultant, send Tentative Award letter, negotiate contract
TAMC Board approves Contract	Bring contract to TAMC Board for approval

MISCELLANEOUS

A. Modification or Withdrawal of Submittals

Any Proposals received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the proposer. To be considered, however, the modified Proposal must be received by the time and date specified above.

B. Property Rights

Any Proposals received within the prescribed deadline become the property of TAMC and all rights to the contents therein become those of TAMC.

C. Confidentiality

Before award of the contract, all Proposals will be designated confidential to the extent permitted by the California Public Records Act. After award of the contract (or if not awarded, after rejection of all Proposal), all responses will be regarded as public records and will be subjected to review by the public. Any language purporting to render all or portions of the Proposal confidential will be regarded as non-effective and will be disregarded.

D. Amendments to Request for Proposals

TAMC reserves the right to amend the Request for Proposals by addendum before the final Proposal submittal date.

E. Non-Commitment of TAMC

This Request for Proposals does not commit TAMC to award a contract, to pay any costs incurred in the preparation of a Proposal for this request, or to procure or contract for

services. All products used or developed in the execution of any contract resulting from this Request for Proposals will remain in the public domain at the completion of the contract.

F. Conflict of Interest

The prospective consultant shall disclose any financial, business or other relationship with TAMC that may have an impact upon the outcome of this contract or TAMC construction project. The prospective consultant shall also list current clients who may have a financial interest in the outcome of this contract or TAMC projects that will follow. In particular, the prospective consultant shall disclose any financial interest or relationship with any construction company that might submit a bid on TAMC projects.

G. Nondiscrimination

The prospective consultant must certify compliance with nondiscrimination requirements of TAMC pertaining to the development, implementation and maintenance of a nondiscrimination program. The prospective consultant's signature affixed to and dated on the cover letters shall constitute a certification under penalty of perjury under the laws of the State of California that the proposer has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Code of Regulations, Section 8103.

H. Final Selection and Protests

The RFP process is considered concluded when a "Tentative Award" letter is sent to all participating consultants indicating which consultant will be recommended for Board approval. The firm recommended is not a final selection and no contract is certain until approved by TAMC Board of Directors.

Protestants shall submit a detailed written statement of protest to:

Transportation Agency for Monterey County
55-B Plaza Circle
Salinas, CA 93901

no later than five (5) business days after receipt of the Tentative Award letter described above.

QUESTIONS

If you need assistance or have any questions, please email the Project Manager, [name] at [email].

Attachments:

- A. Scope of Work
- B. Sample TAMC Standard Agreement for Professional Services
- C. Sample Invoice Cover Page Format

[FOR A&E CONTRACTS ONLY]:

- D. Sample Cost Proposal Format



REQUEST FOR QUALIFICATIONS

*THE TRANSPORTATION AGENCY FOR MONTEREY COUNTY (TAMC)
INVITES CONSULTANTS TO SUBMIT THEIR
STATEMENTS OF QUALIFICATIONS FOR:*

[PROJECT TITLE]

You are invited to submit your Statement of Qualifications for the services to complete the above project. Qualifications are due via email to the project manager, **[Project Manager name and email]** by **12:00 noon Pacific Standard Time on [date]**.

Copies of the RFQ and the detailed information regarding the submission of the Statement of Qualifications are available at the TAMC offices and may be obtained upon request. This RFQ is available at the TAMC website (www.tamcmonterey.org) in Adobe Acrobat (PDF) format. You may email **[project manager, email]** to obtain a copy and for further information.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

DATE: January 28, 2019
TO: Interested Consultants
FROM: Debra L. Hale, Executive Director
SUBJECT: Request for Qualifications

INVITATION

You are invited to submit a Statement of Qualifications [if not A&E contractor] together with your proposed fee schedule for:

[project title]

Please submit one (1) digital copy of your Statement of Qualifications via email to the Transportation Agency for Monterey County, [project manager, email] by **12:00 noon PST on [date]**. Paper copies will not be accepted. Submittals received after the date and time specified above will not be considered.

Statements of Qualifications shall be considered firm offers to enter into a contract, as described in this RFQ for a period of ninety (90) days from the time of submittal.

Inquiries relating to this Request for Qualifications shall be submitted to:

[name]
TAMC Project Manager
[email]

Email inquiries, including the submittal of the Statement of Qualifications, should include **[Project Title]** in the subject header.

BACKGROUND

The Transportation Agency for Monterey County (“TAMC” or the “Agency”) is a state-designated public agency with regional transportation planning responsibilities, including rail planning, that cross city-county boundaries. TAMC is committed to planning, funding and delivering transportation projects for the region. The Agency is also committed to providing information to the public about its projects, plans and activities, ensuring public participation and fostering public understanding of its functions.

TAMC’s Board of Directors includes twenty-three members who consist of local officials from each of its twelve incorporated cities and five county supervisorial districts, and ex-officio members from several public agencies. The mission of TAMC is to proactively fund and plan a transportation system that enhances mobility, safety, access, environmental quality and economic activities by investing in regional transportation projects for Monterey County residents, businesses and visitors.

PROJECT DESCRIPTION

This request for qualifications will be used by TAMC to select a consultant or consultant team to prepare or assist in the preparation of grant applications for projects in the Measure X Integrated Funding Plan, and other regional priority projects.

A copy of the template agreement anticipated to be used by TAMC is Attachment B. A single document will be prepared between the Consultant and TAMC consistent with the provisions of these attachments.

It is important that the consultant have the capability to work closely with Agency staff. The consultant or consultant team must be prepared to undertake whatever liaison and meetings are required to satisfy this requirement.

PROJECT BUDGET and CONTRACT TERM

The allocated budget for this work is [XXXXXX], paid for out of [FUNDING SOURCE/S]. This contract will be administered via task orders. There is [no] federal funding on this project. This project is anticipated to take approximately [x] years to complete, starting in [start month] and being completed by [end date].

SELECTION PROCESS

TAMC will establish a review committee to review the statements of qualifications. This review may be followed by an oral interview between a review committee and the firm(s) that respond(s) best to the RFQ. Based on the recommendations of the review committee, TAMC staff will issue a “Notice of Intent to Award” notice to all responders, indicating staff’s intent to negotiate with the specific consultant or consultant team considered to be the most qualified.

Further, the Agency may, or may not, also negotiate contract terms with selected proposers prior to award, and expressly reserves the right to negotiate with several proposers simultaneously and, thereafter, to award a contract to the proposer offering the most favorable terms to the Agency. Statements of Qualifications submitted, therefore, should contain the proposers' most favorable terms and conditions, because the selection and award may be made without further discussion with any proposer. The Agency will submit the Statement of Qualifications considered to be the most responsive and competitive to the Board of Directors for consideration and selection. The Agency reserves the right to accept or reject any and all submitted Statements of Qualifications, to waive minor irregularities, and to request additional information or revisions to offers, and to negotiate with any or all proposers at any stage of the evaluation.

The evaluations will be based upon the following criteria:

[PROJECT MANAGER MAY MODIFY AS APPROPRIATE]

1	<u>Firm Profile & Project Team:</u> Do the qualifications of key personnel to be assigned to the project coincide with tasks listed in the Scope of Work? Do assigned personnel and sub-consultants have requisite education, experience, and professional qualifications? Does the firm's organizational structure show sufficient depth for its present workload, and do assigned personnel have sufficient availability for project? Does the firm accept the contract terms as proposed?	20 points
2	<u>Relevant Project Experience:</u> Has the firm demonstrated the ability to successfully provide services for projects of a similar complexity and nature as described herein? Is the firm familiar with transportation in the Monterey Bay Area? [add project-specific descriptors]	20 points
3	<u>Specific Approach:</u> How will the firm, specifically the key personnel assigned to the project, apply its techniques and resources to ensure the project is properly completed? How will key personnel approach problems when they arise? Has the firm described its ability to achieve specified project delivery goals? Has the firm considered alternative concepts to achieve the desired goals? [modify with project-specific goals]	50 points (45 points if Cost is a factor)
4	<u>References:</u> Are the firm's references from past clients and associates favorable? Does the firm show financial and operational stability?	10 points
5	<u>Cost:</u> Is the proposed budget equal to or less than the independent cost estimate? How does the proposed budget compare across submittals? [for non-A&E contracts only]	5 points

Total of 100 possible points

QUESTION & ANSWERS, REQUESTS FOR CLARIFICATION OR EXCEPTIONS, ADDENDA

This Request for Qualifications and any addenda will be posted on the Agency's website (www.tamcmonterey.org). Questions and answers regarding the request for qualifications will also be posted on the website. All potential bidders are responsible for checking the website for

any addenda to the bid documents, and the Statement of Qualifications must cite any addenda to be responsive. To receive email notifications of addendums to this Request for Qualifications, prospective proposers must submit an email request to the Project Manager.

Any requests for clarification or exceptions to requirements in this Request for Qualifications must be received by the Agency no later than **12 noon, PST, on [day of the week], [date – suggested 2 weeks prior to due date]**, to guarantee response or consideration. Responses to questions concerning this Request for Qualifications posed before this deadline will be posted on the Agency's website (www.tamcmonterey.org).

SUBMITTAL REQUIREMENTS AND FORMAT

All interested firms are required to submit one (1) digital copy of their Statement of Qualifications to perform the requested consulting services.

A. Project Team

The statement shall clearly identify a Project Manager and include the names and qualifications of all personnel of the proposed team to be assigned to the contract and a chart representing the proposed organizational structure of the team. The submittal shall identify the skills of each of the team members and how those skills will be utilized in the work.

B. Demonstrated Knowledge and Experience

The statement shall include the Project Manager and assigned team members' demonstrated knowledge of, expertise and experience in preparing grant applications for SB 1 competitive grants, and other state or federal grants. The statement shall include a review of the projects and programs in the Agency's Integrated Funding Plan and provide a recommendation for possible grant applications.

C. References

The statement shall include at least three (3) recent references from past clients for similar types of work.

D. Cost of Services

The statement of qualifications shall include a listing of the hourly rates for the assigned personnel for the three-year term of the contract.

PROPOSED AWARD SCHEDULE

Notice of Intent to publish Request for Qualifications (RFQ).....	January 10, 2019
TAMC Board approval of Release of RFQ	January 23, 2019
Release of Request for Qualifications.....	January 28, 2019
Electronic Statements of Qualifications due to TAMC	February 28, 2019 – noon
Review and Ranking of Statements of Qualifications	Week of March 4, 2019
TAMC Board consideration of contract	March 27, 2019
Contract expiration date	June 30, 2022

MISCELLANEOUS

A. Modification or Withdrawal of Submittals

Any Statements of Qualifications received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the proposer. To be considered, however, the modified Statement of Qualifications must be received by the time and date specified above.

B. Property Rights

Any Statements of Qualifications received within the prescribed deadline become the property of TAMC and all rights to the contents therein become those of TAMC.

C. Confidentiality

Before award of the contract, all Statements of Qualifications will be designated confidential to the extent permitted by the California Public Records Act. After award of the contract (or if not awarded, after rejection of all Statements of Qualifications), all responses will be regarded as public records and will be subjected to review by the public. Any language purporting to render all or portions of the Statement of Qualifications confidential will be regarded as non-effective and will be disregarded.

D. Amendments to Request for Qualifications

TAMC reserves the right to amend the Request for Qualifications by addendum before the final submittal date.

E. Non-Commitment of TAMC

This Request for Qualifications does not commit TAMC to award a contract, to pay any costs incurred in the preparation of a Statement of Qualifications for this request, or to procure or contract for services. All products used or developed in the execution of any contract resulting from this Request for Qualifications will remain in the public domain at the completion of the contract.

F. Conflict of Interest

The prospective consultant shall disclose any financial, business or other relationship with TAMC that may have an impact upon the outcome of this contract or TAMC construction project. The prospective consultant shall also list current clients who may have a financial interest in the outcome of this contract or TAMC projects that will follow. In particular, the prospective consultant shall disclose any financial interest or relationship with any construction company that might submit a bid on TAMC projects.

G. Nondiscrimination

The prospective consultant must certify compliance with nondiscrimination requirements of TAMC pertaining to the development, implementation and maintenance of a nondiscrimination program. The prospective consultant's signature affixed to and dated on the cover letters shall constitute a certification under penalty of perjury under the laws of the State of California that the proposer has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Code of Regulations, Section 8103.

H. Final Selection and Protests

The RFQ process is considered concluded when a "Tentative Award" letter is sent to all participating consultants indicating which consultant will be recommended for Board approval. The firm recommended is not a final selection and no contract is certain until approved by TAMC Board of Directors.

Protestants shall submit a detailed written statement of protest to:

Transportation Agency for Monterey County
55-B Plaza Circle
Salinas, CA 93901

no later than five (5) business days after receipt of the Tentative Award letter described above.

QUESTIONS

If you need assistance or have any questions, please contact the Project Manager, [name] at [email, phone].

Attachments:

- A. Scope of Services
- B. Sample TAMC Standard Agreement for Professional Services
- C. Sample Invoice Cover Page Format

Attachment D: Sample Invoice Summary Page Format
 [Project Title]
 [Consultant Firm Name]

Contract Budget		
Task #	Task	Fee
1	[Description of task]	
2		
3		
4		
[etc]		
	TOTAL	\$ -

Invoice Date	Invoice number	Dates of work	Task	Allocated Budget	Previously billed	Current billing	Billed to date	Percent billed to date	Remaining funds in contract	Work performed this period
			1							
			2							
			3							
			4							
			[etc]							
			TOTAL							



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Todd Muck, Deputy Executive Director
Meeting Date: January 23, 2019
Subject: Overall Work Program and Budget Amendment No. 3

RECOMMENDED ACTION:

AUTHORIZE the Executive Director to execute amendment No. 3 to the fiscal year 2018/19 Overall Work Program and Budget.

SUMMARY:

The Transportation Agency's Overall Work Program describes the activities that the Agency will undertake during the fiscal year. This amendment allows additional funding for on-call consultant services for graphic design of public outreach/marketing documents and incorporates additional funding to implement the adopted Regional Bicycle and Pedestrian Wayfinding Program.

FINANCIAL IMPACT:

Amendment No. 3 adds \$30,000 TAMC undesignated reserve funds to the Agency's Overall Work Program and budget for additional graphic design consultant services and marketing materials.

This amendment also authorizes \$600,000 for the Regional Wayfinding Program to be expended starting in FY 18/19 and through FY 19/20. Revenue for the Regional Bicycle and Pedestrian Wayfinding Program includes \$75,000 Regional Surface Transportation Program, \$163,000 SB1 Local Partnership Program, and \$362,000 Transportation Agency undesignated reserve funds.

DISCUSSION:

The annual Transportation Agency Overall Work Program describes the activities to be accomplished during the fiscal year beginning July 1 and ending June 30. The Agency's budget identifies anticipated revenues and expenditures necessary to complete the activities described in the Agency's Overall Work Program.

The Transportation Agency Board of Directors authorized the Executive Director to execute a contract with AMF Media Group in an estimated amount not-to-exceed \$60,000 to provide on-call consultant services for graphic design of public outreach/marketing documents for two years, June 2018-June

2020; and approved the use of reserve funds budgeted to this purpose. This funding is incorporated in the Transportation Agency budget within individual work elements.

The Transportation Agency is seeking additional funding to have the Agency's on-call graphic design firm, AMF Media Group re-design the Transportation Agency logo and to replace the Agency's signage and marketing materials. This additional cost of \$30,000 was not included in the previously estimated not-to-exceed amount of \$60,000. This new funding needs to be amended into the Overall Work Program and budget for fiscal year 2018/19 before associated tasks can be initiated.

The Transportation Agency for Monterey County developed and adopted the Regional Bicycle and Pedestrian Wayfinding Plan for Monterey County to provide standard guidelines for bicycle and pedestrian wayfinding throughout Monterey County. The plan included an implementation strategy identifying approximately 370 miles of regional routes that will be signed, sign production and placement guidelines, and an estimate of the number of signs per mile. This Overall Work Program and budget amendment will provide Agency staff authority to proceed with the implementation phase of the Wayfinding Plan.

ATTACHMENTS:

- ▢ Work Element 1130 Programming Pages
- ▢ Work Element 6550 Programming Pages

WORK ELEMENT NUMBER 1130

Public Involvement Program

Project Manager: Theresa Wright

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2018-2019

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	209,198	0	PPM	30,000	0
Contractual	100,000	30,000	Local	279,198	30,000
TOTAL	309,198	30,000	TOTAL	309,198	30,000
				% Federal	0%

Project Description

The Public Involvement Program is the implementation of the Monterey Bay Area Public Participation Plan. The Plan was created through the coordinated efforts of AMBAG, TAMC, SCCRTC, and the San Benito Council of Governments, with review by FHWA, FTA, and Caltrans. The Plan purpose is to support and encourage early and continuous public education and participation regarding the transportation planning process and "C-3" metropolitan decision making process through the three county region.

This Work Element covers the activities of the Transportation Agency for Monterey County in the education of the public and transportation stakeholders, and provision of opportunities for participation in the planning processes. It is designed to provide continuous, comprehensive outreach and information in order to generate a foundation for understanding the transportation issues, potential solutions, and inform the public about the regional transportation agencies and their roles and responsibilities. The process begins at the local level, culminating in public participation on regional transportation planning, specifically addressing the Metropolitan Transportation Plan and Metropolitan Transportation Improvement Plan. This building-block approach addresses the rural character of the region and assures that the ultimate regional decision making is based on meaningful public participation by an informed public. Safety is a key criteria in TAMC's planning goals and project selection. Emphasis is placed on educating the public about safety issues and opportunities to increase safety for the traveling public. Program-specific public participation work for the RTP/MTP and RTIP/MTIP are included in the work elements for those work elements.

Social media is increasingly becoming the platform of choice for the public to receive information about local issues, to express opinions and ask questions. The Agency has its social media platform in order to engage a broader range of the public. Program-specific social media for plans and studies such as the Hwy 68 corridor studies will be coordinated as part of the Transportation Agencies overall public involvement effort in this Work Element.

Previous and Ongoing Work

The Transportation Agency participated in the update of the AMBAG Public Participation Plan which was adopted on April 8, 2015. It was developed to conform to the Moving Ahead for Progress in the 21st Century Act legislation, and pursuant to changes in the California Government Code 65080 that occurred with the passage of Senate Bill (SB) 375 in 2008.

Since 2002, the Agency has conducted an annual awards program to highlight transportation accomplishments as a tool to generate public awareness of transportation matters and the various agencies' roles. The Agency also conducts a public involvement program emphasizing outreach to the general public on individual projects and programs. As part of this effort, the Agency publishes an Annual Report, mailed to all households and posted on the Agency's website. In 2007, the Agency initiated the taping and televising of Board meetings on public access television and on the Agency website. In 2009, the Agency assumed the hosting of a monthly talk program on public television featuring multiple guests and covering a wide variety of current topics related to transportation in Monterey County. The "Your Town" television program was discontinued in 2014 due to Access Monterey Peninsula relocating studios to Monterey. However, it was resurrected in 2016 as the new "Keep Monterey County Moving" TAMC television program at the new Access Monterey Peninsula recording studios in Monterey.

Steps and Products

<i>Task</i>	<i>Description</i>	<i>Deliverable</i>	<i>Completion Date</i>
1	Circulate Transportation Agency monthly Board minutes and agendas and post on the Transportation Agency website, and invite public attendance and comment:	Publicized Board and Committee agendas, reports, and minutes	Monthly
2	Issue and post Transportation Agency monthly Executive Committee, Technical Advisory Committee, Rail Policy Committee, and Pedestrian and Bicycle Advisory Committee minutes and agendas on the Transportation Agency website.		Monthly
3	Post Transportation Agency news releases, activities, and programs on the Transportation Agency website. Regularly update website content and appearance.	On-going planning & outreach to inform the media about transportation projects	Weekly
4	Publicize Transportation Agency Board activities with the monthly Transportation Agency "highlights" document distributed to interested individuals, groups and the media.		Monthly

5	Televise Agency Board meetings and provide full-time video access on the Agency website, updated with each Agency Board meeting.	Televised Board meeting broadcasts, accessible on website	Monthly
6	Prepare 2018 annual report that summarizes activities related to state, federal, and local transportation planning, and send to all Monterey County households; including Spanish translation for targeted distribution.	2018 Annual Report	4/30/2019
7	Hold annual awards program to increase the awareness of and generate interest in transportation matters.	Transportation Excellence awards program	1/23/2019
8	Conduct public outreach publicizing the number of fatalities and severe injuries in Monterey County	Press releases and on-line media postings focused on safety	6/30/2019
9	Use social media platforms to educate the public on transportation issues and encourage public discussion about transportation.		Weekly
10	Conduct public outreach publicizing Measure X programs and projects.	Press releases, interviews, on-line media postings, quarterley Measure X e-newsletter & public presentations	Monthly
11	Re-design the Transportation Agency logo	Updated agency logo	6/30/2019

WORK ELEMENT NUMBER 6550

Complete Street Project Implementation

Project Manager: Rich Deal

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2018-2019

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	119,599	0	RSTP Exchange	122,200	0
Contractual	150,000	120,000	Local	147,399	120,000
TOTAL	269,599	120,000	TOTAL	269,599	120,000
			% Federal	0%	

Project Description

The Complete Street Project Implementation work element is a compilation of projects and activities related to implementing Complete Street type projects. Example of activities include purchasing bicycle racks and other security devices as part of a Bicycle Secure Program, and design assistance to support Complete Street project implementation; design, manufacture and installation of bicycling wayfinding signs; Intersection Control Evaluations to consider the appropriateness of roundabouts at modified or new intersections, and preliminary design for priority bicycle and pedestrian facilities. Other related activities within this work element are to be determined based on TAMC Board direction.

Previous and Ongoing Work

TAMC's Bicycle Secure Program started in 2005 with Air District grant funds. In 2014/15 the TAMC Board approved updated program guidelines to reinstate the program. Bicycle Secure Program implementation continued in FY 2015/16 and fiscal year 2016/17, and is programmed to continue into FY 2017/18. In FY 2014/15 the TAMC Board approved funding for Intersection Control Evaluations to support RSTP competitive grant application requirements and to encourage considering roundabout when intersections are upgraded. In FY 16/17 TAMC provided construction oversight for the Via Salinas Valley projects which includes safe routes to school bike and sidewalk projects in each of the Salinas Valley cities. Planning activities for the bicycle wayfinding signs was included in the FY 2014/15 Work Program in work element 6140.

Steps and Products			
<i>Task</i>	<i>Description</i>	<i>Deliverable</i>	<i>Completion Date</i>
1	Announce Funding Cycle for Bicycle Protection Program	Program announcement, press release, program brochures, handouts	12/31/2018
2	Award Racks	Scoring sheets and award letters	3/31/2019
3	Purchase Racks and other security devices	Contract Agreement(s)	4/30/2019
4	Bicycle Protection Program Reporting	Report and pictures of installed racks	6/30/2019
5	Coordinate with Caltrans on wayfinding signs that are on the State Highway System	Encroachment permits for State Highways	9/30/2018
6	Manufacture and install wayfinding signs for initial routes	Sign manufacture and installation	6/31/2020
7	Evaluate program and identify routes for future installation	Implementation plan for future sign installation	6/30/2019
8	On-call/Task Order design, engineering & environmental to support Complete Street implementation	On-call project support	6/30/2019



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Christina Watson, Principal Transportation Planner
Meeting Date: January 23, 2019
Subject: **Bylaws Amendment to Add Rail Policy Committee Representative (First Notice)**

RECOMMENDED ACTION:

NOTICE of proposed amendments to the Agency bylaws to allow for a new at-large Rail Policy Committee representative.

SUMMARY:

The Transportation Agency is proposing to update its Bylaws by adding a new at-large representative to the Rail Policy Committee. Section 13.2 of the Bylaws provides that notice of proposed amendments to the Bylaws be announced at the Agency meeting prior to the meeting at which the amendments will be voted upon. The amendments will be presented for action at the February 27, 2019 meeting and will require approval by not less than two-thirds (2/3) of the voting members present at the meeting.

FINANCIAL IMPACT:

None.

DISCUSSION:

The Agency Bylaws have been revised several times over the years. The last update was in February 2018.

Dave Potter, Mayor, City of Carmel-by-the-Sea, has requested consideration of a change to the Rail Policy Committee bylaws to allow him to be added to the Committee. Mr. Potter has extensive experience and interest in rail policy issues, stemming primarily from his prior participation as a TAMC Board Member. Currently, the Rail Policy Committee is governed by the Transportation Agency for Monterey County Bylaws, Section 12.4:

A Rail Policy Committee composed of TAMC Board members or their alternates from the following jurisdictions on the rail lines: Cities of Salinas, Marina, Sand City, Seaside, and

Monterey, Supervisorial District 1, Supervisorial District 2, Supervisorial District 4, Supervisorial District 5 and two representatives from South Monterey County: either (a) the 3rd District County Supervisor and a voting TAMC Board member from one of the South Monterey County Cities, or (b) two voting TAMC Board members from South Monterey County Cities. The TAMC Chair may appoint annually ex-officio members as needed.

The Committee shall select a Chair and Vice Chair from its membership for a two-year term at the end of the February meeting of every even year, beginning in 2008. The Chair may rotate between the County Supervisors and the Cities, and/or between Salinas Valley and the Monterey Peninsula or the existing Chair may be reappointed to a new term. To be eligible to serve as the Chair or Vice Chair, the person must be a voting AGENCY Board Member and have served on the Rail Policy Committee for at least one year. The Rail Policy Committee advises the Transportation Agency Board on matters related to the establishment of passenger rail service in Monterey County.

Attached are the Agency Bylaws, showing the recommended changes (on page six) to add the following sentence: "In addition, the TAMC Board may appoint one at-large member from the TAMC Board, taking into account interest and expertise in rail issues." Adding a twelfth voting member would change the quorum requirement from six to seven voting members.

ATTACHMENTS:

- TAMC Bylaws showing proposed changes

**TRANSPORTATION AGENCY FOR MONTEREY COUNTY
BYLAWS**

01. These Bylaws are intended to supplement California Government Code Title 3, Division 3, Chapter 2, and the Public Utilities Code Division 10, Part 11, referencing the Transportation Development Act passed in 1972, and as amended.
02. These Bylaws outline the basic organization and the administration procedures used by the Transportation Agency for Monterey County, successor agency to the Monterey County Transportation Commission, when serving as the Local Transportation Commission, the Regional Transportation Planning Agency, and the Service Authority for Freeways and Expressways. When serving as the Local Transportation Commission, the Regional Transportation Planning Agency, and the Service Authority for Freeways and Expressways, the Transportation Agency for Monterey County is referred to as the "AGENCY."
03. **FUNCTIONS OF THE AGENCY WHEN SERVING AS THE LOCAL TRANSPORTATION COMMISSION AND AS THE REGIONAL TRANSPORTATION PLANNING AGENCY**
 - 3.1. As the Local Transportation Commission, administer the provisions of the Transportation Development Act in allocating Local Transportation Funds and State Transit Assistance Funds to the cities, County, and transit operators.
 - 3.2. As the state designated Regional Transportation Planning Agency, perform transportation planning activities for the County and Cities of Monterey County.
04. **FUNCTIONS OF THE AGENCY WHEN SERVING AS THE MONTEREY COUNTY SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS**
 - 4.1. The AGENCY shall enact a motorist aid program having the primary function of installing and monitoring roadside call boxes.
 - 4.2. This program shall be performed in accordance with Sections 2550 et seq. of the California Streets and Highways Code.
 - 4.3. The AGENCY has been designated as the Monterey County Service Authority for Freeways and Expressways by resolutions of the Monterey County Board of Supervisors and a majority of the Cities containing a majority of the incorporated population as required under Streets and Highways Code Section 2551. The program shall be developed in consultation with and with the cooperation of Caltrans and the California Highway Patrol.

05. ORGANIZATION

- 5.1 **MEMBERSHIP:** The AGENCY shall be composed of each of the five members of the Monterey County Board of Supervisors, or his or her individually designated alternate, and one member appointed from each incorporated city within Monterey County or his or her designated alternate.
- 5.2 **EX-OFFICIO MEMBERSHIP:** The purpose of ex-officio membership is to permit the ex-officio member(s) to participate in AGENCY discussion before and after a matter is allowed for discussion by the public. Ex-officio members shall have no vote on matters brought before the AGENCY. Ex-officio membership is not intended to evolve into full voting membership.
- 5.2.1 The Association of Monterey Bay Area Governments, Caltrans, the Monterey Bay Unified Air Pollution Control District, Monterey Peninsula Airport District, Monterey-Salinas Transit, California State University at Monterey Bay and City of Watsonville may appoint one member each to the AGENCY to serve as ex-officio members. Ex-officio members may be added or deleted by amending the Bylaws. Additional ex-officio members shall be limited to public agencies only. This restriction to public agencies does not affect the permanent ex-officio members described in this paragraph. As used here, “public agency” means the State of California or any department or agency thereof, a county, city, public corporation, municipal corporation or public district.
- 5.3 **ALTERNATE MEMBERS:** Each appointing authority, for the regular member it appoints, may appoint up to two alternate members to serve in place of the regular member when the regular member is absent or disqualified from participating in the meeting of the AGENCY. Alternate members will have the same rights, responsibilities and privileges as regular members, except that they may not serve as officers of the AGENCY.
- 5.4 **APPOINTMENT:** City members, city alternate members, and ex-officio members, must all be appointed by the appropriate appointing authority from the affected jurisdiction. A letter signed by the City Manager or Mayor, minute action and/or a resolution making that appointment must be presented to the Executive Director before that member may participate in the AGENCY meetings. The Chair of the Board of Supervisors shall notify the AGENCY by letter to the Executive Director of the Board’s alternates.
- 5.5 **STIPEND:** Regular members may receive compensation for services performed for and on behalf of the AGENCY in accordance with written policies adopted by the Board of Directors in a public meeting.
- 5.6 **TRAVEL REIMBURSEMENT:** AGENCY Board Members (and alternates) are entitled to reimbursements for travel expenses involved in attending all regular and special meetings of the AGENCY. Reimbursement for travel expenses will be made on a per-mile basis at the current rate established by the TAMC Board for auto

expenses or actual cost of public transportation. TAMC Board members (and alternates) will receive automatic mileage reimbursement payments quarterly based on attendance records and their declared mileage to and from the TAMC meetings. Board Members attending conferences or other agency business meetings may request reimbursement for expenses in accordance with the AGENCY's administrative policies for travel reimbursement.

06. **QUORUM:** A majority of the voting members of the AGENCY shall constitute a quorum for transaction of AGENCY business; the quorum shall consist of a minimum of nine (9)-voting members, including a minimum of seven (7) city representatives and one (1) county representative.

07. VOTING

7.1 Except as specifically otherwise provided herein, the vote of a majority of the members of the AGENCY present at any regular, adjourned or special meeting shall be sufficient to pass or act upon any matter properly before the AGENCY, and each member of the AGENCY shall have one vote.

7.2 **POPULATION WEIGHTED VOTING:** Upon the call and request of any AGENCY member, present and able to vote, and a quorum being present, a weighted voting formula shall apply for any vote to be taken by the AGENCY, with each member having one or more votes based upon the population of the city or unincorporated county area such member represents. One vote will be granted to Supervisorial District 1, as its population is included with the City of Salinas.

In order for the AGENCY to take action under the provisions of this section two requirements must be fulfilled:

- a) A majority of the votes weighted by population must be cast in favor of the action, provided that not less than two-member agencies vote in favor of the action; and
- b) A majority of the members vote in favor of the action.

In the event a simple majority vote on a question has previously been taken, and a weighted vote is subsequently called; a roll call vote will be taken that tabulates both the weighted vote and the members voting. The vote weighted by a majority of those voting representing a majority of the population shall supersede the previous simple majority vote, provided that the vote of a single member may not defeat an action.

7.3 **POPULATION:** For the purposes of determining the weighted vote of Cities or the unincorporated area of the County, the weighted vote by population shall be based on the most current Census, and AGENCY staff shall update annually based on the California State Department of Finance population estimate when it becomes available.

08. OFFICERS

- 8.1 The AGENCY officers shall consist of a Chair, a First Vice-Chair and a Second Vice-Chair. The AGENCY officers shall be elected from the AGENCY and shall serve a term of one year. Terms of the Chair shall not be consecutive full one-year terms. Election of officers shall take place every year at the beginning of the AGENCY's January meeting, and officers' terms shall commence immediately upon election.
- 8.2 The Chair, or in his or her absence, the First Vice-Chair, shall preside over all meetings, and may direct the Executive Director to call a special meeting of the AGENCY Board when he or she judges necessary. In the absence of the Chair and the First Vice-Chair, the Second Vice-Chair shall preside over all meetings and exercise all of the powers of the Chair and the First Vice-Chair.

09. STAFF: The AGENCY staff shall consist of an Executive Director, and such other staff members as shall be authorized by the AGENCY budget and appointed by the Executive Director.

- 9.1 The AGENCY shall appoint the Executive Director to serve at the pleasure of the AGENCY.
- 9.2 The Executive Director will serve as Chief Executive Officer of the AGENCY.
- 9.3 The AGENCY shall appoint Counsel to serve at the pleasure of the AGENCY.
- 9.4 The AGENCY shall complete an annual performance evaluation of the Executive Director and Counsel.

10. MEETINGS

- 10.1 The regular meetings of the AGENCY shall be held on the fourth Wednesday of each month or at such other time designated by the Board at a location in Monterey County. Special meetings shall be set with the notice required by law.
- 10.2 AGENCY meetings are open to the public and are conducted according to the Ralph M. Brown Act (Govt. Code Section 54950 et seq.) and Roberts Rules of Order. Time will be allotted at each meeting for the public to present their views to the AGENCY on transportation items, as set forth in Govt. Code Section 54954.3.

Public presentations on transportation matters not on the AGENCY's agenda are limited to three minutes each, unless extended at the discretion of the Chair.

The Chair may establish reasonable limitations on the time allotted for public presentations on any AGENCY agenda item.

- 10.3 The voting members of the AGENCY may meet in closed session to discuss those matters authorized by state law. Only appointed TAMC representatives and, in their absence, their appointed alternates, may attend Closed Sessions. Ex-officio members shall not be authorized to attend Closed Sessions.
- 10.4 The AGENCY Chair in consultation with the First Vice-Chair may cancel any regular meeting if there are no items presented that require the AGENCY's immediate attention.
- 10.5 The AGENCY Agenda will be prepared by the AGENCY staff. The agenda deadline is noon, Thursday, nine (9) working days before the regular meeting. Any member may request in writing an item to appear on the agenda. The request shall be made at or before the Executive Committee meeting prior to the regular meeting for which the item is proposed, or, in the case of an urgent matter, after consultation with the AGENCY Chair, or in the absence of the Chair, the First Vice Chair, by the agenda deadline. Any supporting papers must be furnished by the agenda deadline or be readily available.
- 10.6 Agenda packets shall be distributed to AGENCY members, alternates, and ex-officio members.
- 10.7 The AGENCY agenda shall also be supplied to other governmental agencies on written request, renewable annually.

11. BUDGET

- 11.1 The AGENCY shall annually develop and adopt a budget in accordance with State and Federal requirements no later than the May meeting.
- 11.2 Each AGENCY member shall contribute toward AGENCY activities by means of the Regional Transportation Planning Assessment ("Assessment") in proportion to California Streets and Highways Code Highway Users Tax Account Section 2105 funds received by each AGENCY member to those received by all other AGENCY members. Such Assessment shall be paid from local funds of the member, in order to provide the greatest flexibility of use by AGENCY. AGENCY staff shall invoice each voting member each June for the following fiscal year.

12. **COMMITTEES:** Committees and subcommittees, whether standing or ad hoc, may be established, as the AGENCY may deem appropriate.

Standing committees shall be the following:

- 12.1 A Technical Advisory Committee (TAC) composed of one person representing each AGENCY member including ex-officio members, and transportation providers in Monterey County. Additional members from organizations and jurisdictions not presently represented may be appointed by the AGENCY. The Technical Advisory

Committee shall advise the Agency Board on regional transportation improvement projects, transportation planning programs, and transportation funding programs.

12.2 An Executive Committee composed of the Chair, First Vice-Chair, Second Vice-Chair, immediate past Chair, and two members selected by the AGENCY; one from the County members and one from the City members. If one of the above-designated persons is not available to serve on the Executive Committee, the AGENCY shall appoint another AGENCY member so that the Executive Committee shall have six members. The Executive Committee shall meet when directed to do so by the AGENCY, or when directed to do so by the Chair of the AGENCY, or by a majority of the Executive Committee members. The Executive Committee may meet for the following purposes:

- a. Review of budget and work program and personnel.
- b. Review adequacy of transportation funding and regional transportation planning and project delivery efforts.
- c. Review state and federal legislative matters.
- d. Review major AGENCY policy matters for recommendation to the Board.

Minutes of the Executive Committee meetings shall be distributed to all AGENCY members.

12.3 A Citizens Advisory Committee for Bicycle and Pedestrian Facilities composed of one representative from each city and supervisorial district. Additional members from organizations and jurisdictions not presently represented may be appointed by the AGENCY. The purpose of the committee is to advocate bicycle and pedestrian travel as viable alternative means of transportation, and advise the Transportation Agency, its member agencies, and private development with respect to bicycle and pedestrian facilities and travel.

12.4 A Rail Policy Committee composed of TAMC Board members or their alternates from the following jurisdictions on the rail lines: Cities of Salinas, Marina, Sand City, Seaside, and Monterey, Supervisorial District 1, Supervisorial District 2, Supervisorial District 4, Supervisorial District 5 and two representatives from South Monterey County: either (a) the 3rd District County Supervisor and a voting TAMC Board member from one of the South Monterey County Cities, or (b) two voting TAMC Board members from South Monterey County Cities. In addition, the TAMC Board may appoint one at-large member from the TAMC Board, taking into account interest and expertise in rail issues. The TAMC Chair may appoint annually ex-officio members as needed.

The Committee shall select a Chair and Vice Chair from its membership for a two-year term at the end of the February meeting of every even year, beginning in 2008. The Chair may rotate between the County Supervisors and the Cities, and/or between Salinas Valley and the Monterey Peninsula or the existing Chair may be reappointed to

a new term. To be eligible to serve as the Chair or Vice Chair, the person must be a voting AGENCY Board Member and have served on the Rail Policy Committee for at least one year. The Rail Policy Committee advises the Transportation Agency Board on matters related to the establishment of passenger rail service in Monterey County.

- 12.5 Bylaws for any standing committee may be developed and adopted, or amended, by a majority vote of the AGENCY.
- 12.6 Except as otherwise provided herein, a majority of the voting members of each committee shall constitute a quorum for transaction of the business of the committee. For the Technical Advisory Committee (TAC); 5 members of the TAC, representing voting members of the Transportation Agency Board of Directors, constitute a quorum for transaction of the business of the committee.
- 12.7 The Transportation Agency has designated the Monterey-Salinas Transit Mobility Advisory Committee as the Social Services Transportation Advisory Council for Monterey County pursuant to the Transportation Development Act. The Agency will consult with the Mobility Advisory Committee regarding the Agency's annual unmet transit needs finding and the transportation needs of the elderly, persons with disabilities and other transit dependent groups.

13. PROCEDURE FOR APPROVING AND AMENDING BYLAWS

- 13.1 Provided a quorum is present, these Bylaws may be amended at an AGENCY meeting by two-thirds (2/3) of the voting members.
- 13.2 Notice of the proposed amendment of the Bylaws shall be announced at the AGENCY meeting prior to the meeting at which the amendment will be voted upon.

14. AUDITS

All revenues and expenditures of the AGENCY will be audited annually in accordance with General Accounting principles.

A triennial performance audit will be conducted as required by the Transportation Development Act.

Rev.2/28/2018



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Rita Goel, Director of Finance & Administration
Meeting Date: January 23, 2019
Subject: **Addition of Half-Position - Retired Annuitant**

RECOMMENDED ACTION:

APPROVE adding a retired annuitant position to the Agency staff to perform tasks related to property development.

SUMMARY:

The Transportation Agency owns property on the former Fort Ord based on an economic development conveyance. The use of this property is intended to help fund transportation projects as well as provide a transit-oriented development. The Agency does not currently have staff with the appropriate expertise in land development. Rather than hire a consultant, the Agency proposes to hire a retired annuitant specialized skills and knowledge on a temporary basis to perform these tasks.

FINANCIAL IMPACT:

The costs of this activity estimated not to exceed \$90,000 per year. These costs are well below what the Agency would be expected to pay a consultant or a regular staff member because of the limitations on the compensation and hours set for CalPERS retired annuitants: they may not work more than 960 hours, they may not be paid more than the top hourly wage for a similar position, and they are may not be paid any benefits or other compensation on top of the hourly pay. Although the costs associated with this hiring are not formally in the adopted FY 18/19 Agency budget, there are sufficient funds in the Railroad Leases Reserve. The workload is not expected to exceed 960 hours per year, and the term of service is not expected to extend beyond three years, likely much less.

DISCUSSION:

TAMC owns certain property located on the former Fort Ord, in the City of Marina, within the Marina Dunes Specific Plan and the Dunes development project. While originally contemplated for possible use connected to the Monterey Branch Line and other transit connections, currently the property is generally vacant and is a relative drain on TAMC resources.

Recently, some interest in parts of the property has been expressed by private, third parties. To best

understand and evaluate the strengths, weaknesses, opportunities and threats to TAMC's continued ownership of the property, TAMC wishes to engage the services of someone with specialized skills and knowledge in the area of land development. It has been determined that the most flexible and cost-effective manner to conduct this work would be by hiring a retired annuitant.

A retired annuitant is a CalPERS retiree who works as an at-will employee of a CalPERS employer (in this case, TAMC) with certain restrictions so as not to jeopardize his or her pension payments. Post-retirement employment of such retired annuitants with a CalPERS contracting agency is allowed under certain circumstances, as governed by state Government Code Section 21224. A retired person may serve, without reinstatement from retirement or loss or interruption of benefits, upon appointment by the public agency employer because the retired person has specialized skills needed in performing work of limited duration. The compensation for the appointment cannot exceed the maximum monthly base salary paid to other employees performing comparable duties as listed on a publicly available pay schedule. A retired person appointed pursuant to this section does not receive any benefit, incentive, compensation in lieu of benefits, or other form of compensation in addition to the hourly pay rate. A retired annuitant appointed pursuant to this section cannot work more than 960 hours each fiscal year regardless of whether he or she works for one or more employers and the appointment must be temporary.

The FORA redevelopment work proposed to be performed by the retired annuitant would require the same level of expertise and years of experience that applies to the Deputy Executive Director. Like the position of Deputy Director, the employee will be engaging in highly specialized and detailed studies, determining the sources of impacts on existing facilities, assessing future needs, evaluating alternatives, and preparing and presenting reports and recommendations. Additionally, the work is expected to entail the coordination or several different senior officials from other jurisdictions and will analyze land use plans and other issues affecting the Agency's needs with respect to the specific area described. The applicant needs (and meets) the "Job Requirements" section of the Deputy Executive Director, including knowledge of theories of planning and management; federal, state, and local laws and regulations affecting both transportation and the affected area; possesses techniques for coordinating the work of, and securing the support of, other independent agencies, without line authority; and possesses a thorough knowledge of the principles and practices of personnel management, supervision, staff development and employee evaluation.

Legal counsel has reviewed and advised staff on this proposal and concurs with the recommendation.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Stefania Castillo, Transportation Planner
Meeting Date: January 23, 2019
Subject: **Bicycle and Pedestrian Committee - District 2 Nominee**

RECOMMENDED ACTION:

APPROVE the appointment of David Tavarez to serve as Monterey County District 2's alternate representative on the TAMC Bicycle and Pedestrian Advisory Committee.

SUMMARY:

The Board appoints members of the public on an as-needed basis to serve on the Bicycle and Pedestrian Facilities Advisory Committee to advise staff on bicycle and pedestrian transportation issues and make recommendations to the TAMC Board.

FINANCIAL IMPACT:

The item has no financial impact to the TAMC budget.

DISCUSSION:

The TAMC Bicycle and Pedestrian Facilities Advisory Committee is composed of volunteer residents who meet monthly with Agency staff to provide input to the TAMC Board on active transportation projects and programs. The Committee also provides input to local jurisdictions and Caltrans on bike and pedestrian infrastructure projects. The Committee has most recently led the effort to help shape the content and prioritization of projects in the Monterey County Active Transportation Plan and assisted staff with the annual May Bike Month campaign.

David Tavarez is being nominated by Supervisor John M. Phillips to fill the District 2 alternate representative vacancy. Mr. Tavarez is an active advocate for bicycling/walking in the area and participates in multiple community groups, including the Pajaro Community Advisory Committee, Together in Pajaro, and El Pajaro Community Development Corporation.

Committee vacancies remain for: Gonzales, Marina, Monterey, Sand City and Soledad. Staff requests that Board members in these areas recruit interested individuals and refer them to staff for more information.

WEB ATTACHMENTS:

[D2 David Tavaréz BPC Application and Nomination](#)



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Michael Zeller, Principal Transportation Planner
Meeting Date: January 23, 2019
Subject: **Contract: Regional Conservation Investment Strategy**

RECOMMENDED ACTION:

Monterey County Regional Conservation Investment Strategy

1. **APPROVE** and **AUTHORIZE** the Executive Director to execute contract with AECOM, subject to approval by Agency Counsel, in an amount not to exceed \$370,620, to prepare the Monterey County Regional Conservation Investment Strategy, for the period ending December 31, 2021;
2. **APPROVE** the use of Caltrans Adaptation Planning Grant funds and Measure X Habitat Planning / Advance Mitigation funds budgeted to this project; and
3. **AUTHORIZE** the Executive Director to take such other further actions as may be necessary to fulfill the intent of the contract, including approvals of future modifications or amendments that do not significantly alter the scope of work, or change the approved contract term or amount, subject to approval by Agency Counsel.

SUMMARY:

With the *Monterey County Regional Conservation Investment Strategy*, the Transportation Agency is seeking to initiate early adaptation and mitigation planning, and this proposed contract is to select AECOM to assist with the development and preparation of the program.

FINANCIAL IMPACT:

The total project budget is \$466,970, with \$375,810 funded by the 2018 Senate Bill 1 Caltrans Adaptation Planning Grant and \$91,160 local match funded by Measure X. The consultant contract portion of the budget would be \$370,620, and staff time would be \$96,350.

DISCUSSION:

In September, 2016 the State created a pilot program for the development of Regional Conservation Investment Strategies. This program was modified in 2017 to expand its reach to transportation infrastructure agencies. The Transportation Agency recently received a \$375,810 grant from the

Caltrans Adaptation Planning grant program to develop the Monterey County Regional Conservation Investment Strategy. The Transportation Agency is matching this grant with Measure X funds from the Habitat Management / Advance Mitigation program. The receipt of these grant funds leverages the Measure X funds over seven times.

The *Monterey County Regional Conservation Investment Strategy* (RCIS) will assess the vulnerability of species and habitat to climate change related stressors and pressures (drought, wildfire, and landslides, among others); develop conservation strategies to improve resiliency from the identified stressors; and define a framework to finance the implementation of these conservation strategies as compensatory mitigation from new transportation improvements. The RCIS will further consider the conservation benefit of preserving working land for agricultural uses. The types of conservation strategies that are eligible to be included in an RCIS, which can then be turned into mitigation credits, will both directly and indirectly contribute to the climate resiliency of Monterey County's transportation infrastructure. Some examples of potential conservation strategies that could be identified through the RCIS process include:

- Wildlife crossings under or over State highways and highly travelled regional corridors, such as the Scenic State Route 68 between Monterey and Salinas, to preserve and improve habitat connectivity while reducing animal-vehicle conflict points;
- Wetlands protection and restoration that protects transportation infrastructure from the effects of flooding and storm water impacts, such as State Route 156 in north Monterey County; and
- Land acquisition for species and habitat restoration and conservation (including preservation of agricultural lands) that results in more drought-tolerant and healthy habitat that in turn protects nearby infrastructure from climate-related events such as wildfires and landslides.

With the passage of Senate Bill 1 and Measure X, Monterey County's self-help transportation sales tax measure, the Transportation Agency for Monterey County has habitat mitigation needs for numerous regional transportation improvements in corridors that are highly constrained by environmental factors, with some projects lying within the coastal zone. This presents an opportunity to develop the Monterey County Regional Conservation Investment Strategy to identify conservation strategies with co-benefits to transportation infrastructure climate resiliency and public safety, and then implement those strategies as advance mitigation for the transportation improvements.

On October 24, 2018, the Transportation Agency Board of Directors authorized staff to release a Request for Proposals for the Monterey County Regional Conservation Investment Strategy, and TAMC received five submittals by the required due date and time of 12:00 noon on December 6, 2018 from:

- AECOM
- ICF Jones and Stokes
- EMC Planning Group
- Sand County Studios
- Conservation Biology Group

The review panel unanimously agreed to recommend AECOM for the contract. The rationale for this ranking is that AECOM has worked on several Regional Conservation Investment Strategy documents already, they are proposing an experienced team of planners and biologists, they demonstrated an understanding of the process and approach for working with the California Department of Fish & Wildlife, and their cost proposal is within the project budget. TAMC staff also checked the references for this firm and found that AECOM has been tremendously responsive to needs, larger goals, and highly skilled with strategic direction and conservation expertise. Respondents said that they have found them to be innovative, collaborative and highly responsive to the goals and requirements of a project and contract.

ATTACHMENTS:

- Monterey County Regional Conservation Investment Strategy RFP - Scope of Work

Exhibit A – Scope of Work and Work Schedule

Monterey County Regional Conservation Investment Strategy

Task 1. Project Design, Management, Stakeholder Coordination & Meetings

Under Task 1, AECOM will provide project management services necessary for tracking and managing the project scope, budget and schedule (Subtask 1.1). This will include biweekly calls with a core team, which would consist of staff from TAMC and AECOM, and/or Rincon—and optionally—Caltrans. In addition to regular meetings, special meetings may be needed to focus on key deliverables or strategies.

Meetings

- Biweekly meetings from February 2019 through July 2020 (38 meetings), and monthly from August 2020 to December 2020 (5 meetings) – one-hour meetings with the project manager or another key staff member
- Special topics meetings, scheduled as needed (6 total) – two-hour meetings with three key staff

Deliverables

- Monthly invoices and progress reports (23 total)
- Biweekly meeting action items, submitted via email
- Special topics meeting notes and action items

Task 2. Public Outreach

Subtask 2.1. Stakeholder Engagement Plan and Stakeholder Analysis

Under the direction of TAMC, AECOM will prepare a Public Engagement Plan to ensure that the needs, concerns, and input of stakeholders and the public are understood and considered in the development of conservation strategies. The Stakeholder Engagement Plan will confirm the list of key stakeholders, establish an engagement strategy, develop goals for stakeholder involvement, establish a schedule for the stakeholder meetings and workshops, and foster buy-in and enthusiasm among participants for the specific purpose of advising on the RCIS development, priorities, and principles. AECOM will coordinate with TAMC staff to host stakeholder/community meetings to be conducted under Subtask 2.3. No specific meetings are proposed for this task.

Deliverables

- Initial list of planning partners and key stakeholders; list to be updated throughout planning process
- Draft and Final Stakeholder Engagement Plan.

Subtask 2.2. Online Outreach

AECOM will work with TAMC to develop a webpage where project information, including meeting notices, maps, and project deliverables, can be viewed and downloaded by stakeholders and the public. This will be hosted on TAMC's website.

Additionally, monthly emails will go out to stakeholders to keep them informed of the planning process. No specific meetings are proposed for this task.

Deliverables

- Webpage content; content to be updated monthly, and throughout the planning process; monthly email updates.

Subtasks 2.3-6. Stakeholder Meetings, Community Workshop, and Board of Directors Presentations

AECOM will plan for and facilitate up to six stakeholder meetings/workshops with TAMC staff and the stakeholders identified in Subtask 2.1. The purpose of these meetings/workshops will be to:

- Establish meeting ground rules and present the planning process;
- Initiate discussions on common vision and shared goals for the planning process. Brainstorm components to be included;
- Serve as a two-way conduit of information about the project (for example, members will be communicating information about the project out to their organizations and the broader public; and relaying community comments, ideas, and concerns about the project back to the group).
- Assist with publicizing community involvement opportunities.
- Solicit technical input on focus elements of the plan.
- Gather additional background information and data sources to aid in the development of the initial RCIS elements.

AECOM will organize and facilitate the meetings, provide meeting materials, take notes, and compile key findings. Each workshop will be two hours, unless otherwise noted. Two AECOM team staff will attend/facilitate the meetings, and four staff will attend the Conservation Strategy Workshop. Action items will be summarized and provided to stakeholders via email updates and notifications on the project website. Additionally, AECOM will maintain an internal tracking table of all action items that identifies the responsible party, the due date, and whether or not the comment was a written public comment. Per CDFW guidelines, all written public comments (received during the public meetings or public comment period) must be responded to. A summary of formal responses to written public comments will be provided as an appendix in the RCIS.

The workshops/meetings are envisioned as described below in order of occurrence.

Stakeholder Meeting #1: RCIS Introduction (Subtask 2.3)

- Key Goals: Introduce the project, identify primary and secondary goals, and discuss and develop the Action Area of the RCIS.

Stakeholder Meeting #2: Existing Conditions Assessment, Draft Focal Species and Natural Communities (Subtask 2.3)

- Key Goals: Receive feedback and input on the existing conditions in the Action Area (established in Meeting #1); discuss and develop a draft list of focal species and natural communities to include in the RCIS.

Stakeholder Meeting #3: Conservation Strategy Workshop (half-day, Subtask 2.5)

- Key Goals: Develop and discuss conservation strategies for the focal species and natural communities that were established in Meeting #2.

Board of Directors/Public Meeting #1 (Subtask 2.4)

- Key Goals: Introduce the project, present the goals and objectives, action area, and focal species, and present and discuss the draft conservation strategies. Receive feedback and input on plan elements developed to date.

Stakeholder Meeting #4: Draft Sneak-Peek, Interactive Website Subtask 2.3)

- Key Goals: Present and discuss the outline of the draft conservation strategy and receive feedback and input on the interactive website.

Stakeholder Meeting #5: Administrative Draft Overview (Subtask 2.3)

- Key Goals: Stakeholder review of the administrative draft of the RCIS. Receive input and feedback to refine plan elements.

Board of Directors/Public Meeting #2 (Subtask 2.6)

- Key Goals: Present draft RCIS and receive feedback input on plan element prior to final refining.

Stakeholder Meeting #6, Webinar: Status Update (Subtask 2.3)

- Key Goals: Provide overview of final RCIS and update to stakeholders on the status of the RCIS and planning process.

Meetings

- Five 2-hour stakeholder meetings
- One half-day stakeholder workshop
- Two 2-hour Board of Directors Public Meetings
- One 1-hour webinar

Deliverables

- Meeting invitations, agendas, meeting materials, meeting summaries and action items for eight meetings.

- Public comment response matrix table tracking each action item from meetings and each written public comment.

Task 3. Background & Introduction

Subtask 3.1. Consultant Kick-off Meeting

At the beginning of the project, key AECOM team staff will participate in a kickoff meeting covering the scope, budget, and key objectives with TAMC staff. Up to eight key staff will attend the two-hour meeting via conference call or WebEx.

Meeting

- Kickoff Meeting in February 2019

Deliverables

- Kickoff meeting agenda and summary

Subtask 3.2. Draft RCIS Outline

The AECOM team, in consultation with TAMC and Caltrans District staff, will develop an outline for the RCIS that incorporates feedback from the stakeholder group, the requirements of the Fish and Game Code, and CDFW's RCIS Program Guidelines. The draft RCIS outline will identify potential tables and figures, and anticipated appendices. Comments on the draft RCIS will be addressed in a revised RCIS outline, which will be used as the foundation for the administrative draft RCIS report. Any subsequent changes to the document structure after the administrative draft is developed would be addressed under Task 7.

Deliverables

- Draft and Revised RCIS Outline

Subtask 3.3. Applicable State and Local Requirements

The AECOM Team will review local and state requirements, and prepare a table describing how the RCIS is consistent with these requirements. It is assumed that this task will be conducted in conjunction with Subtask 4.3, and that the deliverables may be combined.

Deliverables

- Table documenting applicable state and local requirements and references to RCIS section that addresses or is consistent with the requirement (may be combined with Subtask 4.3).

Task 4. Develop RCIS Existing Conditions Report

An existing conditions report for this project will involve gathering and describing existing data, including land use and land cover data and species habitat models, and describing the existing natural and built environments.

Subtask 4.1. Gather & Describe Data Sources

AECOM will develop a comprehensive GIS database that will be accessible through the GIS web portal, and through desktop applications, to improve planning and decision-making. All GIS datasets that are identified as relevant for the RCIS will be documented and have extensive metadata to ensure that the data are properly referenced and used throughout the project.

Deliverables

- Documentation of existing data sources
- Data layers for agricultural lands, habitat connectivity, protected areas, existing infrastructure, and modeled species habitat that will be integrated into the web site

Subtask 4.2. Gather & Incorporate Land Use Data

After all of the GIS data sets have been identified, compiled and documented, the AECOM GIS Team will use these data to help inform both the conservation strategy and mitigation needs analysis. These data will support development of, models and tools to quickly analyze a particular location, or identify locations in the County that meet specific requirements. These models will incorporate all datasets that are identified as important for the conservation strategy. The parameters used in the model can also be modified to meet specific project requirements. These models and datasets will be incorporated into the GIS interactive website so that all staff working on the project can easily have access to this information.

Under this subtask, the AECOM team will describe land uses, including agricultural uses, and other land use designations such as open space and parks, industrial, urban commercial, and residential. Maps will be developed showing major water, transportation, and transmission infrastructure facilities, and urban development areas.

Deliverables

- Documentation of land use data
- Data layer of land use designations to be incorporated into the interactive website

Subtask 4.3. Regional Planning Environment

The AECOM team will review existing or developing plans and programs that address the strategy area, including conservation plans and strategies, and development plans, such as the MTP/SCS and Regional Transportation Plans for Monterey, San Benito and Santa Cruz Counties. In addition, Monterey County contains a dozen incorporated cities, which have guiding general plans. In total, it is assumed that approximately 30 sources will be reviewed and summarized in a table format. The table will include a summary of key elements that could affect

the conservation strategy, and links to current information. A map will be created showing jurisdictional boundaries.

Deliverables

- Summary report consisting of a table of the existing and developing plans/programs that impact the strategy area, including state and local habitat studies (from Subtask 4.4 of the RFP)
- Map of cities and conservation plan jurisdictional areas

Subtasks 4.4 and 4.5. Assessment of Conservation Elements, Land Cover & Habitats; Describe Habitat Connectivity & Linkages

Land cover and habitats, focal species, and other conservation elements to be included in the RCIS will be determined based on data collected and assimilated under Subtasks 4.1-3 and Appendix D. Associated maps and data layers are described and provided for under Subtasks 4.1 and 4.2. A table will be developed summarizing each land cover and habitat included, cross-walking data sources is necessary. Focal species information will be provided under Subtask 5.1.

Deliverables

- Table of land cover types
- Description of habitat connectivity and linkages, including identification of regionally significant areas

Subtask 4.6. Draft Existing Conditions Report

Information prepared and summarized under Subtasks 4.1-4.5 will be combined into an existing conditions report that will form the backbone of the Existing Conditions Chapter(s) of the RCIS. The material will be presented in the RCIS, as agreed on in the RCIS Outline (Subtask 3.2). At a minimum, the Existing Conditions Report will include a discussion of:

- Existing land use designations;
- Major existing and planned infrastructure;
- Land cover types;
- Focal species and other conservation elements of importance;
- Important habitat connectivity corridors; and
- Existing and planned conservation and development plans/strategies.

This information will be provided in summary tables and data layers as developed in Subtasks 4.1-5. The existing conditions data and methodology will be reviewed with stakeholders during Stakeholder Meeting #2, and their comments on the draft material will be incorporated into the admin draft RCIS.

Deliverables

- Draft Existing Conditions report

Task 5. Develop Conservation Strategy

The conservation strategy will be developed by identifying focal species and their habitat requirements, the stressors and pressures associated with these species (including their vulnerability to climate change), measurable goals and objectives, and implementable actions.

Subtask 5.1. Identify Focal Species

To identify focal species, AECOM will prepare a matrix table that lists all considered focal species, and criteria for why the species was selected or not selected as a focal species. These criteria will identify the magnitude of existing threats to a species, the size of its range and where it occurs, and how much information is known about its life history for developing a conservation strategy.

Deliverables

- Matrix of focal species and resource conservation elements

Subtask 5.2. Conduct Conservation Gap Analysis

AECOM will conduct a conservation gap analysis. For focal species, AECOM will assess protected modeled habitat compared with unprotected modeled habitat. For natural communities, AECOM will provide a summary of acres of protected and unprotected land cover types. The same land cover dataset will be used consistently in all analyses to make sure the results are comparable. All mitigation banks in the strategy area will be mapped, and those with service areas overlapping the strategy area will be briefly described in a summary table.

Deliverables

- Map of mitigation banks and protected lands in the strategy area
- Table summary of mitigation banks with service areas in the study area
- Protected lands, as well as modeled habitat and land cover, will be layers in the interactive website

Subtask 5.3. Develop Climate Change Vulnerability Assessment

For the Monterey County RCIS, AECOM will conduct a climate change vulnerability assessment for the focal species, developing a vulnerability index for each species comprised of an exposure analysis, and an adaptability assessment. Pressures and stressors will be described at the regional level and species level, and displayed visually through graphics and tables. The vulnerabilities identified will be directly linked to the conservation goals, objectives, and actions.

Deliverables

- Climate change vulnerability assessment consisting of: — Description of global and regional climate change trends — Identification of regional pressures and stressors
- Vulnerability index table that will include a score species vulnerability and resiliency based on exposure to pressures and stressors identified for each focal species and conservation element and an adaptability assessment.

Subtask 5.4. Develop Conservation Goals & Objectives; and Subtask 5.5., Identify Conservation Priorities & Conservation Actions

AECOM will tier the goals, objectives, priorities, and actions, with progressively detailed descriptions of what can be done to combat stressors and pressures affecting focal species and conservation elements. A matrix table will be developed summarizing all the goals, objectives, priorities and actions; potentially grouping focal species or conservation elements, if appropriate. Each action will be spatially based, at the Hydrologic Unit Code (HUC) 10 watershed level (a watershed designation defined by the United States Geologic Services) or below.

A community workshop will be held under Subtask 2.5 to obtain feedback on the conservation strategy (goals, objectives, priorities, and actions). Stakeholder feedback will be incorporated into a stakeholder response matrix provided under Subtask 2.3.

Deliverables

- Summary of goals and measurable objectives for focal species and conservation elements in text or table
- Matrix of conservation priorities and actions by species, geography, and/or action type

Subtask 5.6. Develop Monitoring & Adaptive Management Framework

AECOM will develop the monitoring and adaptive management framework consistent with Section 18569(b) of the Fish and Game Code as a brief section in the RCIS. Because each conservation action will be associated with measurable outcomes, this monitoring framework will outline the process for how these outcomes are tracked and reported.

Deliverables

- Monitoring adaptive management framework

Subtask 5.7. Prepare Assessment of Consistency with Other Plans

AECOM will conduct a review of conservation and development plans and programs in the strategy area as part of Subtask 4.3. The assessment for consistency will be provided as a table under the Subtask 4.3 deliverables. No new analysis is anticipated for this subtask. A brief description will be prepared to summarize the review methodology, the general outcomes (referencing the Subtask 4.3 Table), and how this analysis is consistent with the CDFW guidelines and regulations.

Deliverables

- Brief summary of consistency analysis methodology and consistency with regulation requirements

Subtask 5.8. Develop Draft RCIS Conservation Strategy

The Draft RCIS Conservation Strategy will be a Chapter of the RCIS that clearly identifies the focal species and conservation elements, vulnerability to climate change and other stressors, regional goals and measurable objectives. AECOM will pull together data collected through Subtask 5.1-5.7. This report will be imported as a chapter in the administrative draft RCIS. Stakeholder feedback will be tracked under Subtask 2.3.

Deliverables

- Draft RCIS Conservation strategy report

Task 6. Develop RCIS Implementation

Subtask 6.1. Describe Project-Level Use of the RCIS

The AECOM Team will prepare a short overview of how the RCIS can be used for project-level planning and permitting, which will be incorporated into the larger RCIS implementation chapter. The text will be streamlined and condensed, provided as a short description rather than a report, to serve as a quick guide to facilitate use by TAMC project managers and potentially other project proponents. This section will describe the approval process for the RCIS; and how after approval, project proponents, regulatory agencies, and the conservation community can use the document. The section will include a step-by-step ‘users guide’ that clearly walks through several examples for how the RCIS could be used to determine high-value areas to implement actions— whether for mitigation, or for other conservation purposes.

Deliverables

- Short description of how the RCIS can be used for project planning and permitting
- Target ‘user guide’ examples that direct potential RCIS users to various sections of the document to identify information to advance their specific project or conservation objectives

Subtask 6.2. Identify Estimated Mitigation Needs of Regional Transportation Improvements

AECOM will conduct an impact analysis that identifies anticipated impacts to focal species habitats caused by the transportation projects. This will be done by overlaying focal species habitat models over the project areas for all upcoming projects. GIS analysis will then identify places in the RCIS area that would serve as potential mitigation options.

Deliverables

- Transportation analysis consisting of a map showing potential projects (up to ten assumed) and their footprints;
- Table of anticipated impacted and projected mitigation needs

Subtask 6.3. Describe Advance Mitigation Planning

AECOM will prepare a graphic that outlines the process of identifying and obtaining mitigation, which could include developing an MCA under an approved RCIS but also includes participation in National Community Conservation Plan (NCCP), purchasing credit at a mitigation bank, or participating in an in-lieu fee program. Consistent with the objectives of the RCIS program, implementation of RCIS actions will be designed to facilitate mitigation of multiple projects, rather than individual projects, to provide added lift to both resources and project permitting.

Deliverables

- Schematic showing mitigation options consistent with the RCIS

Subtask 6.4. Update Implementation Structure

For the RCIS to be used to advance mitigation at the project level, it needs to be acceptable not only to CDFW, but also to other regulatory agencies. In this subtask, AECOM will identify ways that the RCIS is consistent with other environmental regulation, and describe the process for implementing advance mitigation consistent with the RCIS not only for CDFW, but also for USFWS, NMFS, U.S. Army Corps of Engineers (USACE), Regional Water Quality Control Board, and the California Coastal Commission as appropriate. The table will be accompanied by a brief description of how the RCIS can be used for planning and permitting, noting the efficiencies that can be obtained through advance mitigation for suites of projects, rather than individual projects.

Deliverables

- Table and brief description summarizing how the RCIS is consistent with environmental regulations and agency jurisdictions

Subtask 6.5. Complete RCIS Implementation Strategy

The RCIS implementation strategy will be a chapter in the overall RCIS document that incorporates the implementation components developed under Subtasks 6.1-6.4. The draft document will be provided to TAMC for review, and any comments will be incorporated into the admin draft RCIS (Task 7). Feedback from stakeholders will be collected during stakeholder and public meetings (Task 2), and incorporated into the administrative draft RCIS.

Deliverables

- Draft RCIS Implementation Strategy Report

Task 7. Prepare Draft & Final RCIS

Task 7 consists of combining all background materials and strategies with administrative and implementation text into a cohesive and comprehensive document. The Administrative Draft (Subtask 7.1) will be the first completed RCIS draft, and will be delivered to the project core team (including TAMC and potentially other key stakeholders) for review and comment. This draft will also be submitted to the TAMC Board of Directors for review and comment. After

these comments are incorporated, the Revised Draft RCIS (Subtask 7.2) will be submitted to CDFW for review and comment. It is anticipated that the Revised Draft may include two versions: 1) an initial version submitted to CDFW; and 2) a second version in response to CDFW's completeness comments, if necessary. The Revised Draft RCIS will be the version submitted for public comment. After the public comment period has ended, the Final RCIS (Subtask 7.3) will be developed, addressing any adequacy comments from CDFW and any public comments received during the public comment period. The Final RCIS will be submitted to TAMC's Board of Directors for approval (Subtask 7.4). Presentation material for the Board of Directors meeting is provided under Subtask 2.6.

Deliverables

- Administrative Draft RCIS
- Revised Draft RCIS
- Final RCIS

Task 8. Develop Interactive Website

Subtask 8.1. Data Development and Processing

AECOM will identify needed datasets, and will deliver them to GreenInfo. GreenInfo staff will help validate that data, prepare documentation on how the data will need to be displayed or reported on, and deliver internally to developers in a useful format. GreenInfo will manage, with AECOM's support, an inventory of all input datasets and relevant metadata, such as data definitions, update frequency, source location, and use limitations. This work does not include data updates.

Deliverables

- GIS data formatted and ready to import into PostGIS database

Subtask 8.2. User Research

AECOM will conduct task analysis interviews and use other user-centered design techniques to understand how the outputs of the RCIS process can be most useful to planners, project proponents, public officials, and other key stakeholders. Then AECOM will synthesize this work into a clear set of user findings and a range of recommendations for user interface design. AECOM will share this work in progress with the whole team as desired.

Deliverables

- User research report and initial design sketches

Subtask 8.3. Site Design and Wireframing

AECOM will develop a series of wireframes, which will be shared frequently with the project team to ensure the application is meeting the needs of core audiences.

Deliverables

- Interactive clickable prototype design based on available data and user research findings

Subtask 8.4. Application Development

AECOM will build the final application using industry-standard open-source software (Python/Django, PostGIS). AECOM will provide the staging URL to all relevant team members and stakeholders, and provide clear avenues for getting feedback on the application, including bug reports.

Deliverables

- Live application on the web for stakeholder testing and feedback

Subtask 8.5. Final testing and launch

AECOM will conduct final refinement, bug fixing, late data updates, and other tasks leading to website launch.

Deliverables

- Final website launched and live online

Subtask 8.6. Administration and Project Management

GreenInfo Network will participate in periodic meetings with the AECOM team and TAMC to review website design and discuss progress. These meetings include attending a kickoff meeting and on-going team meetings. This task also covers general project management for GreenInfo.

Deliverables

- Kickoff meeting agenda and action item summary
- Email updates regarding website development status.

Exhibit B – Budget/Approved Consultant’s Cost Proposal

Task No.	TASKS	AECOM Hours	AECOM \$	Rincon Hours	Rincon \$	Jodi McGraw Hours	Jodi McGraw \$	GreenInfo Hours	GreenInfo \$	Total Hours	Total Dollars
1	Project Design, Management, Stakeholder Coordination & Meetings										
1.1	TAMC, Consultant, & Caltrans Coordination	188	\$ 24,292.59	50	\$ 8,343.08	8	\$ 920.00	0	\$ -	246	\$ 33,555.67
	Subtotal for Task 1	188	\$ 24,292.59	50	\$ 8,343.08	8	\$ 920.00	0	\$ -	246	\$ 33,555.67
2	Public Outreach										
2.1	Stakeholder Analysis	8	\$ 1,236.27	22	\$ 2,899.60	0	\$ -	0	\$ -	30	\$ 4,135.87
2.2	Online Outreach	4	\$ 444.74	80	\$ 9,416.02	0	\$ -	0	\$ -	84	\$ 9,860.76
2.3	Stakeholder Meetings	16	\$ 2,645.93	136	\$18,535.50	0	\$ -	0	\$ -	152	\$ 21,181.43
2.4	Presentation #1 to Board of Directors	4	\$ 444.74	14	\$ 1,728.06	0	\$ -	0	\$ -	18	\$ 2,172.80
2.5	Community Workshop	12	\$ 1,854.40	44	\$ 6,867.48	0	\$ -	0	\$ -	56	\$ 8,721.88
2.6	Presentation #2 to Board of Directors	2	\$ 222.37	12	\$ 1,499.48	0	\$ -	0	\$ -	14	\$ 1,721.85
	Subtotal for Task 2	46	\$ 6,848.44	308	\$40,946.14	0	\$ -	0	\$ -	354	\$ 47,794.58
3	Background & Introduction										
3.1	Consultant Kick-off Meeting	12	\$ 1,789.79	4	\$ 687.00	2	\$ 230.00	0	\$ -	18	\$ 2,706.79
3.2	Draft RCIS Outline	20	\$ 2,666.58	4	\$ 687.00	4	\$ 460.00	0	\$ -	28	\$ 3,813.58
3.3	Applicable State and Local Requirements	4	\$ 406.28	46	\$ 6,859.88	0	\$ -	0	\$ -	50	\$ 7,266.16
	Subtotal for Task 3	36	\$ 4,862.65	54	\$ 8,233.88	6	\$ 690.00	0	\$ -	96	\$ 13,786.53
4	Develop RCIS Existing Conditions Report										
4.1	Gather & Describe Data Sources	76	\$ 9,096.43	28	\$ 3,392.80	0	\$ -	0	\$ -	104	\$ 12,489.23
4.2	Gather & Incorporate Land Use Data	26	\$ 3,098.02	6	\$ 699.42	0	\$ -	0	\$ -	32	\$ 3,797.44
4.3	Regional Planning Environment	12	\$ 1,604.09	72	\$ 9,455.48	0	\$ -	0	\$ -	84	\$ 11,059.57
4.4	Assessment of Conservation Elements, Land Cover & Habitats	64	\$ 7,020.37	40	\$ 4,583.24	0	\$ -	0	\$ -	104	\$ 11,603.61
4.5	Describe Habitat Connectivity & Linkages	20	\$ 2,230.23	0	\$ -	0	\$ -	0	\$ -	20	\$ 2,230.23
4.6	Draft Existing Conditions Report	66	\$ 7,127.36	0	\$ -	0	\$ -	0	\$ -	66	\$ 7,127.36
	Subtotal for Task 4	264	\$ 30,176.49	146	\$18,130.94	0	\$ -	0	\$ -	410	\$ 48,307.43
5	Develop Conservation Strategy										
5.1	Identify Focal Species	68	\$ 6,923.40	8	\$ 1,329.56	4	\$ 460.00	0	\$ -	80	\$ 8,712.96
5.2	Conduct Conservation Gap Analysis	52	\$ 6,435.41	0	\$ -	4	\$ 460.00	0	\$ -	56	\$ 6,895.41
5.3	Develop Climate Change Vulnerability Assessment	164	\$ 22,586.63	0	\$ -	6	\$ 690.00	0	\$ -	170	\$ 23,276.63
5.4	Develop Conservation Goals & Objectives	108	\$ 12,130.01	20	\$ 2,371.36	12	\$ 1,380.00	0	\$ -	140	\$ 15,881.37
5.5	Identify Conservation Priorities & Conservation Actions	136	\$ 15,641.33	14	\$ 1,688.00	12	\$ 1,380.00	0	\$ -	162	\$ 18,709.33
5.6	Develop Monitoring & Adaptive Management Framework	28	\$ 3,804.57	0	\$ -	0	\$ -	0	\$ -	28	\$ 3,804.57
5.7	Prepare Assessment of Consistency with Other Plans	0	\$ -	12	\$ 1,532.36	12	\$ 1,380.00	0	\$ -	24	\$ 2,912.36
5.8	Develop Draft RCIS Conservation Strategy	72	\$ 8,191.48	0	\$ -	0	\$ -	0	\$ -	72	\$ 8,191.48
	Subtotal for Task 5	628	\$ 75,712.83	54	\$ 6,921.28	50	\$ 5,750.00	0	\$ -	732	\$ 88,384.11

Task No.	TASKS	AECOM Hours	AECOM \$	Rincon Hours	Rincon \$	Jodi McGraw Hours	Jodi McGraw \$	GreenInfo Hours	GreenInfo \$	Total Hours	Total Dollars
6	Develop RCIS Implementation										
6.1	Describe Project-Level Use of the RCIS	14	\$ 1,961.12	0	\$ -	2	\$ 230.00	0	\$ -	16	\$ 2,191.12
6.2	Identify Estimated Mitigation Needs of Regional Transportation Improvements	122	\$ 13,467.92	30	\$ 4,187.40	6	\$ 690.00	0	\$ -	158	\$ 18,345.32
6.3	Describe Advance Mitigation Planning	34	\$ 3,828.10	0	\$ -	0	\$ -	0	\$ -	34	\$ 3,828.10
6.4	Update Implementation Structure	28	\$ 3,158.33	0	\$ -	0	\$ -	0	\$ -	28	\$ 3,158.33
6.5	Complete RCIS Implementation Strategy	34	\$ 4,478.10	0	\$ -	8	\$ 920.00	0	\$ -	42	\$ 5,398.10
	Subtotal for Task 6	232	\$ 26,893.57	30	\$ 4,187.40	16	\$ 1,840.00	0	\$ -	278	\$ 32,920.97
7	Prepare Draft & Final RCIS										
7.1	Admin Draft RCIS	172	\$ 19,516.67	0	\$ -	16	\$ 1,840.00	0	\$ -	188	\$ 21,356.67
7.2	Draft RCIS	78	\$ 9,155.75	0	\$ -	2	\$ 230.00	0	\$ -	80	\$ 9,385.75
7.3	Final RCIS	100	\$ 11,193.41	0	\$ -	4	\$ 460.00	0	\$ -	104	\$ 11,653.41
7.4	Board of Directors Approval	8	\$ 1,062.87	0	\$ -	0	\$ -	0	\$ -	8	\$ 1,062.87
	Subtotal for Task 7	358	\$ 40,928.70	0	\$ -	80	\$ 2,530.00	0	\$ -	438	\$ 43,458.70
8	Develop Interactive Website										
8.1	Data development and processing	0	\$ -	0	\$ -	0	\$ -	116	\$ 8,000.00	116	\$ 8,000.00
8.2	User research	0	\$ -	0	\$ -	0	\$ -	45	\$ 5,280.00	45	\$ 5,280.00
8.3	Site design and wireframing	0	\$ -	0	\$ -	0	\$ -	52	\$ 5,480.00	52	\$ 5,480.00
8.4	Application development	0	\$ -	0	\$ -	0	\$ -	203	\$ 20,160.00	203	\$ 20,160.00
8.5	Final testing and launch	0	\$ -	0	\$ -	0	\$ -	69	\$ 6,760.00	69	\$ 6,760.00
8.6	Administration and Project Management	0	\$ -	0	\$ -	0	\$ -	31	\$ 3,700.00	31	\$ 3,700.00
	Subtotal for Task 8	0	\$ -	0	\$ -	0	\$ -	516	\$ 49,380.00	516	\$ 49,380.00
	Total Direct Labor Dollars	1752	\$209,715.26	642	\$86,762.72	160	\$11,730.00	516	\$ 49,380.00	3,070	\$357,587.98

ESTIMATED ESCALATION

	Estimated % Completed Each Year	Estimated Increase Per Year (at 3%)	Estimated % Completed Each Year	Estimated Increase Per Year (at 3%)	Estimated % Completed Each Year	Estimated Increase Per Year (at 3%)	Estimated % Completed Each Year	Estimated Increase Per Year (at 3%)	Escalation
Year 1 (2018 - no increase)	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$0.00
Year 2 (2019 - 3% increase)	65%	\$ 4,089.45	65%	\$ 1,691.87	65%	\$ 228.74	65%	\$ 962.91	\$6,972.97
Year 3 (2020 - 3% increase)	35%	\$ 2,202.01	35%	\$ 911.01	35%	\$ 123.17	35%	\$ 518.49	\$3,754.67
Total Estimated Escalation		\$ 6,291.46		\$ 2,602.88		\$ 351.90		\$ 1,481.40	\$10,727.64

OTHER DIRECT COSTS

Mileage/Vehicle Rental/Fuel/Per Diem	\$2,000.00
Printing	\$300.00
Total Other Direct Costs	\$2,300.00

TOTAL ESTIMATED COST

\$370,615.62

Payment Terms:

- All services to be billed on an hourly basis. Payment of costs will be based on the work completed by task for a given month, as described in the consultant's written monthly progress report submitted to TAMC.



Memorandum

To: Board of Directors
From: Theresa Wright, Community Outreach Coordinator
Meeting Date: January 23, 2019
Subject: **Measure X Citizens Oversight Committee Appointments**

RECOMMENDED ACTION:

APPROVE the appointment of Alexis Garcia-Arrazola to serve as the youth/college advocate, Rachel Sand to serve as the alternate habitat preservation representative, Jarrett Garife to serve as the alternate education representative and Kristine O'Dell to serve as the alternate representative for Central Coast Builders Exchange on the Measure X Transportation Safety & Investment Plan Citizens Oversight Committee.

SUMMARY:

The Transportation Safety & Investment Plan Policies calls for the formation of a Citizens Oversight Committee representing a diverse range of community interests. Representatives of these interests must be nominated by their organizations and appointed to serve on the Citizens Oversight Committee by the Transportation Agency's Board of Directors.

FINANCIAL IMPACT:

The Transportation Safety & Investment Plan, approved by voters on November 8, 2016, is anticipated to generate an estimated \$600 million over thirty years through a retail transactions and use tax of a three-eighths' of one-percent (3/8%). This funding will make a significant dent in the billions of dollars in unmet road repair needs and regional road safety and mobility project needs and, in some cases, will help get transportation projects off the ground sooner than planned.

DISCUSSION:

In accordance with the Policies & Project Descriptions for the Transportation Safety & Investment Plan, a Citizens Oversight Committee representing a diverse range of community interests was formed within 6 months of voter approval of Measure X.

Members and their alternates were nominated by the bona fide organization they are representing. Additional members were appointed by the Transportation Agency Board of Directors to assure that a broad range of geographic and stakeholder interests are represented on the committee.

Members of the Citizens Oversight Committee were appointed by the Transportation Agency Board of Directors on March 22, 2017. Initial terms were staggered, with half of the committee members serving a 2-year term, and the other half serving a 3-year term, as specified by the Transportation Agency.

At this time, vacancies have occurred on the Measure X Citizen Oversight Committee for various reasons. This report seeks the Board's approval to appoint the following individuals to fill these vacancies on the oversight committee:

- Alexis Garcia-Arrazola is nominated to replace Anthony Tomas Rocha, following his resignation from the committee as the youth/college advocate for a 3-year term. Mr. Garcia-Arrazola is a student at California State University Monterey Bay. He has experience working as a communications and marketing specialist with Monterey Bay Community Power. He's also served two terms as Congressional intern in Washington D.C.
- Rachel Sanders, Director of Conservation, Big Sur Land Trust to replace Sarah Hardgrave as the Big Sur Land Trust representative on the committee. As a member of the "Keep Monterey County Moving" committee, Ms. Saunders was instrumental in helping the agency develop the Transportation Safety & Investment Plan. When appointed Ms. Saunders will serve two years as the alternate habitat preservation representative on the committee.
- Jarrett Garife, Assistant Manager of Transportation, Monterey County Office of Education to replace Ruben Parra as the alternate education representative on the committee. Mr. Garife's appointment would be for him to serve the remainder of Mr. Parra's three-year term.
- Kristine O'Dell was nominated by the Central Coast Builders Exchange to serve as their alternate representative. Ms. O'Dell will replace Cliff Fasnacht as the alternate, as he will now serve as their representative with the resignation of their former representative and newly elected City Council member Christie Cromeenes.

WEB ATTACHMENTS:

[Alexis Garcia-Arrazola Resume](#)

[Alexis Garcia-Arrazola Letter of Recommendation](#)



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Debra L. Hale, Executive Director
Meeting Date: January 23, 2019
Subject: **Request for Qualifications: Grant Preparation Assistance**

RECOMMENDED ACTION:

Grant Preparation Consultant Assistance:

1. **APPROVE** issuing a Request for Qualifications for consultant grant preparation assistance, subject to Agency counsel review;
2. **AUTHORIZE** staff to publish the Request for Qualifications, and return to the Board of Directors with a recommendation for approval of a consultant; and
3. **APPROVE** the use of Measure X regional project funds for this contract, in an amount not-to-exceed \$150,000.

SUMMARY:

The Agency seeks consultant assistance and expertise to prepare grant applications to provide matching funds for various Measure X and other priority projects. In the past, such assistance was utilized to secure over \$30 million in state competitive funding.

FINANCIAL IMPACT:

The estimated cost per grant application is \$25,000, based on the cost of the consultant work on the successful SB 1 grant of \$19 million for the Imjin Parkway improvements. In some cases, full grant preparation may not be required, such as the greenhouse gas analysis performed by consultants for the successful \$10 million Transit Capital grant for the Rail Extension to Salinas project. Based on this past experience, staff is requesting a not-to-exceed amount of \$150,000 over a three-year term. Work will be directed on a task order basis, within a specific scope of work budget negotiated with the consultant. The total cost of all task orders may not exceed the \$150,000 budget, and will be funded out of Measure X funding specific to the projects in question.

DISCUSSION:

In November, 2016, over 68% of the voters approved Measure X, the Transportation Safety and Investment Plan, which via a 3/8% sales tax raised over \$28 million in the 2017/18 fiscal year. Forty

percent of this funding is dedicated to the delivery of the 10 regional projects or programs, administered by TAMC. The Agency’s goals and objectives call for an aggressive effort to seek matching funds to leverage this local money with both state and federal funding.

This request for qualifications will be used by TAMC to select a consultant or consultant team to prepare or assist in the preparation of grant applications for projects in the Measure X Integrated Funding Plan, and other regional priority projects.

One of TAMC's goals is to maximize the amount of matching grants that are available to priority projects, particularly regional Measure X projects. As grant opportunities arise, TAMC staff may require expert assistance in preparing these grant applications, since they often require technical analysis, and can take a great deal of time outside of normal work assignments. Hiring outside consultant assistance can improve the Agency's ability to attract outside funding by providing the expertise and resources needed to prepare grant applications.

Submitting teams will be evaluated based on the following criteria:

1	<u>Project Team Skills</u> : excellent writing ability – able to create a vision, make a case and emphasize the project benefits, technical ability to provide cost/benefit, air quality and other statistical information, demonstrated ability to create a graphically appealing representation of the project, ability to coordinate with the staff and other project team members.	45 points
2	<u>Demonstrated Knowledge and Experience with Grant-Writing</u> : demonstrated familiarity with state and federal grant requirements – such as the SB 1 competitive grants, the Federal Lands Access Program grant, and the federal INFRA grants. Past grant preparation experience, success in securing grant funding. Knowledge of Agency priorities and understanding of project benefits in light of the grant requirements. Favorable relationships with state and/or federal grantee agencies and decision-makers.	45 points
4	<u>References</u> : favorable references from past clients.	5 points
5	<u>Cost</u> : Competitive rates as compared to other bidders	5 points

The proposed schedule for the contract review and approval is:

Notice of Intent to publish Request for Qualifications (RFQ).....	January 10, 2019
TAMC Board approval of Release of RFQ.....	January 23, 2019
Release of Request for Qualifications.....	January 28, 2019
Electronic Statements of Qualifications due to TAMC	February 28, 2019 – noon
Review and Ranking of Statements of Qualifications.....	Week of March 4, 2019
TAMC Board consideration of contract.....	March 27, 2019

Contract expiration date

June 30, 2022

ATTACHMENTS:

- ▣ Grant Preparation Assistance - Scope of Services



ATTACHMENT A

GRANT PREPARATION ASSISTANCE: SCOPE OF SERVICES

Overview

TAMC is seeking matching funds for its Measure X projects from various state and federal funding programs such as, but not limited to:

- SB 1 competitive funding programs
- Federal Lands Access Program
- Highway Safety Improvement Program

Task Orders

Work will be conducted via task orders issued by the TAMC project manager. The project manager will create a task order scope of work and estimated budget for negotiations with the consultant team. After negotiations are successfully concluded, the Consultant and TAMC authorized representatives will sign off on the scope of work and budget for the task order and TAMC will issue the notice to proceed.

Typical Services

Typical services performed under this contract, conducted in close coordination with the TAMC project manager, will include the following:

- a. **Information Gathering**: Develop grant approach and assemble existing project data and visual information.
- b. **Technical Analyses**: Perform the required grant application technical work utilizing existing information, including analysis of congestion data and calculation of the project's benefit/cost and air quality improvements. Recommend and perform complementary technical analyses that more fully demonstrate the benefits of the project, for example, health data analysis, greenhouse gas emissions analysis, cost benefit analysis.
- c. **Visual Information**: Work with TAMC staff to assemble and create visual information such as project maps, refinements to project drawings and layouts, photos and/or charts that enhance the quality of the application.
- d. **Draft Grant Application**: Prepare draft grant application utilizing a visually-appealing layout for the project team's review, according to the task order schedule to allow sufficient review time prior to the required project submittal.

- e. **Final Grant Application:** Finalize the application to respond to the project team review comments and transmit in an editable format to the project manager at least one week prior to the required grant due date.

Role of TAMC

TAMC will:

- Provide to the Consultant written and visual project information currently in its possession to facilitate the preparation of the grant applications.
- Set up the various meetings and conference calls to coordinate information-sharing.
- Prepare any required project programming request forms.
- Review and comment on the draft grant applications.
- Finalize the grant applications and submit them as required by the grant application deadlines.

Background Information

The following documents may be helpful as background information:

[Measure X Project Descriptions and Policies](#)

[2017 Integrated Funding Plan](#)

[2017 Integrated Funding Plan - Spreadsheet & Staff Report](#)



Memorandum

To: Board of Directors
From: Rich Deal, Principal Engineer
Meeting Date: January 23, 2019
Subject: **Contract: On-Call Roundabout Design Peer Review**

RECOMMENDED ACTION:

On-Call Roundabout Design Peer Review Contract:

1. **APPROVE** and **AUTHORIZE** the Executive Director to execute a contract with GHD, subject to approval by Agency Counsel, in an amount not to exceed \$640,000 to provide On-Call Roundabout Design Peer Review engineering services for the SR 156 / Castroville Boulevard Interchange project, the SR 68 Scenic Highway Improvement project, and other highway roundabout projects as needed in Monterey County for the two-year period ending December 31, 2020;
2. **APPROVE** the use of Measure X funds budgeted to this project; and
3. **AUTHORIZE** the Executive Director to take such other further actions as may be necessary to fulfill the intent of the contract, including approvals of future modifications or amendments that do not significantly alter the scope of work, or change the approved contract term or amount, subject to approval by Agency Counsel.

SUMMARY:

The Transportation Agency is delivering two Measure X funded projects that involve roundabout design alternatives and engineering design by Caltrans, which include three roundabouts in the State Route 156 / Castroville Boulevard Interchange project and nine roundabouts included in the State Route 68 Scenic Highway Improvement project. This contract with GHD will allow TAMC to efficiently develop and optimize roundabout alternatives in cooperation with Caltrans designers.

FINANCIAL IMPACT:

The On-Call Roundabout Design Peer Review budget is funded entirely through Measure X revenues. The not-to-exceed amount for this on-call contract for roundabout engineering services is \$640,000. A task order will be issued to the Consultant by the Executive Director to perform engineering services for each roundabout project or individual roundabouts based on the scope of work. The Executive Director may choose to execute some or all of the tasks included in the scope of work for each task

order. The total work for all of the task orders will not exceed the contract amount.

DISCUSSION:

The Transportation Agency for Monterey County (TAMC) proposes to deliver two State Highway projects involving roundabouts included in the Measure X regional project list. Caltrans is designated as the Lead Agency and will conduct the engineering design for each project. Because Caltrans has limited roundabout design expertise, TAMC proposes to support and supplement Caltrans design staff with consultant services specializing in roundabout design. On October 24, 2018, the Transportation Agency Board of Directors authorized staff to release a Request for Proposals for On-Call Roundabout Design Peer Review, for a not-to-exceed amount of \$640,000. Two proposals were received by the November 29, 2018 deadline.

Selection Process

Proposals were received from Kimley-Horn Associates and GHD. Both proposals were found to be responsive and responsible bidders. A review panel was formed with the following members:

- David Silberberger, Caltrans District 5 Project Manager
- Roger Barnes, Caltrans District 5 Traffic Operations
- Andrea Renny, City of Monterey
- Enrique Saavedra, County of Monterey
- Rich Deal, TAMC Project Manager
- Roberto Banda, Caltrans Design

The review panel read and scored the written proposal submittals. Reviewers' scores were averaged and the difference between the two firms was less than two points. Interviews for both firms were conducted on Wednesday, December 19, 2018. Consultant proposals and interviews were evaluated according to selection criteria listed in the Request for Proposals:

1. Qualified design team, project approach, and proposed work plan that efficiently fulfills the objectives of the project.
2. Strong depth of experience designing roundabouts and use of roundabout design software to determine roundabout geometry, vehicle fast path, entry overlap, high speed entry, truck and bus turning movements, pedestrian accessibility, and bicycle circulation. Experience performing fatal flaw traffic operations analyses and optimizing inscribed circle diameter, lane requirements, approach angles, splitter island lengths, center island configurations, and exit designs.
3. Experience designing roundabouts and preparing plans, specifications and estimates (PS&E) for roundabout projects on the State Highway system. Experience reviewing PS&E for projects designed by Caltrans.
4. Consultant has experience developing VISSIM models for roundabouts and preparing succinct technical reports and graphics that explain technical information to a non-technical audience.
5. Consultant has a strong working relationship with TAMC and Caltrans.

Following interviews, the review panel recommended the GHD team for the proposed work. Both teams were exceptionally well qualified. The GHD team is recommended because it had successfully

designed and completed more roundabouts on the California State Highway system, which was reflected in the higher scores in two categories: Criteria #2 – “Strong depth of experience designing roundabouts” and Criteria #5 – “Strong working relationship with Caltrans.”

The draft scope of work for this contract is **attached**.

ATTACHMENTS:

- Scope of Work

Scope of Work

ON-CALL ROUNDABOUT DESIGN PEER REVIEW

The following Scope of Work outlines tasks necessary to provide On-Call Roundabout Design Peer Review Services.

The Consultant will provide on-call roundabout design peer review as directed by task order for various roundabout projects. The consultant may be asked to perform any or all of the tasks below. Consultant acknowledges that there are currently two separate TAMC-sponsored projects that will be prepared by Caltrans and reviewed by TAMC. The Consultant shall work effectively and efficiently with both TAMC and Caltrans staff. The Consultant shall support the project effort by evaluating roundabout concepts and optimizing roundabout designs. Consultant tasks may include independently evaluating the operational analysis with simulations to confirm roundabout geometrics, preparing presentation graphics for public meetings, reviewing plans, specifications, and estimates (PS&E) submittals, and preparing independent estimates of probable costs. It is anticipated that the first two task orders shall include evaluation of roundabouts for the following projects:

1) SR 156 / Castroville Boulevard Interchange

This project has environmental clearance and is currently under design by Caltrans. The project includes two roundabout intersections at the new Castroville Boulevard ramp termini and one roundabout intersection where the new Castroville Boulevard alignment joins the old Castroville Boulevard alignment.

2) SR 68 Scenic Corridor

This project has a completed corridor study with a preferred alternative that replaces nine existing traffic signals along SR 68 with nine roundabouts. The peer review effort will focus on optimizing roundabout geometry to define the area of potential affect for each intersection. If the preferred alternative is selected and approved, then the consultant will support the Caltrans design effort.

As directed by Task Order, the Consultant will independently evaluate each of these potential operational conflict points for each roundabout for the above projects and other roundabouts as determined:

- “Fast Path” adequacy
- Truck turn capability
- Pedestrian and bicycle safety, access and circulation
- Driver, pedestrian and bicycle rider sight triangles
- Entry view angles for decision making and capacity
- Entry and exit path overlaps
- Geometry for high speed approaches
- Lane widths, channelization and lane transitions
- Profiles and cross slopes, signing and striping adequacy

Once a specific project to be performed under this Agreement is identified by TAMC, TAMC’s Project Manager will prepare a draft Task Order less the cost estimate. The draft Task Order will identify the scope of services, expected results, project deliverables, period of performance, project schedule and a TAMC Task Manager. The draft Task Order will be delivered to Consultant for review. Consultant shall return the draft Task Order within ten (10) calendar days, along with a Cost Estimate, including a written estimate of the number of hours and hourly rates per staff person, any anticipated reimbursable expenses, overhead, fee (if any), and a total dollar amount for the Task. After agreement has been reached on the negotiable items and total not to exceed cost, a finalized Task Order with the finalized Task Order Budget shall be signed by both TAMC and Consultant.

The period of performance for Task Orders shall be in accordance with the dates specified in the Task Order. No Task Order will be written which extends beyond the expiration of this Agreement.

Task 1: Project Initiation and Project Management

Task 1.1 Conduct Kick-Off meeting at TAMC offices to define roles, schedule and deliverables.

Task 1.2 Provide Project Management for each project with separate files and invoicing by individual project.

Task 1.3 Review Project Information and Traffic Data.

Task 1.4 Project Development Team (PDT) Meetings focused on development of roundabout geometrics, completion of supporting Step 2 ICE documents, and preparations for public meetings. Attendees will include representatives from TAMC and Caltrans (Highway Operations, Traffic Operations, Safety, Design and Headquarters, as needed) as well as members of the Consultant Team. The PDT meetings will be held on the same day each month for all active projects. Consultant will be in regular coordination with TAMC and Caltrans.

DELIVERABLES: Meeting agendas, minutes, project schedules, monthly invoices.

Task 2: Roundabout Evaluation and Concept Design Review

Consultant will assume a lead role with Caltrans during this Task. Up to three (3) in-person PDT meetings will be held during this Task for each active project, as necessary and determined by TAMC.

Task 2.1 Operations Analysis and Preliminary Concept. Perform fatal flaw traffic operations analysis and develop a preliminary concept for each roundabout intersection, optimize inscribed circle diameter, lane requirements, approach angles, splitter island lengths, center island configurations, local access, and exit designs. Prepare an ICE Step 1 Benefit/Cost (B/C) for the SR 156/Castroville Boulevard Interchange roundabouts. Traffic forecasts will be consistent with the previously prepared SR 68 Corridor Study and SR 156 at Castroville Interchange Traffic Operations Report. Surveying and base mapping, including contours and right of way will be provided by others prior to development of conceptual geometrics.

Task 2.2 Optimize Conceptual Design and identify potential design exceptions and other design constraints and bring these to the PDT for discussion and resolution.

Task 2.3 Prepare Design Check exhibits for roundabout geometry including vehicle fast path, entry overlap, high speed entry, truck and bus turning movements, sight distances, view angles, pedestrian accessibility, and bicycle circulation.

Task 2.4 Prepare preliminary signing and pavement delineation to address guide signing for advance lane assignments and driver decision making as part of the refined concept for each roundabout.

Task 2.5 Prepare VISSIM roundabout simulations using optimized roundabout designs for one scenario (assumed to be design year PM peak hour).

Task 2.6 Prepare Step 2 Intersection Control Evaluation (ICE). Prepare a comparison of performance measures for traffic flow and safety. Prepare an 11-page Estimate of Probable Costs with the Final Step 2 ICE.

Task 2.7 Prepare presentation and graphics from 2D drawings for one community meeting, one TAMC Board meeting, and one meeting with Caltrans District 5 in San Luis Obispo. Provide two sets of large-scale presentation layout plans.

DELIVERABLES: Evaluation reports, PDT meetings, VISSIM simulations, design optimizations, presentation graphics, participation at two public meetings.

Task 3: PS&E Review

Caltrans will assume the lead role during this task and the Consultant will provide Peer Reviews and design input as requested based on task order(s) issued by the TAMC Project Manager. Consultant reviews will focus on roundabout elements that have a significant bearing on the safety and or operations of the roundabouts. When stage construction and traffic plans are available, Consultant will review these to determine if changes to the geometric or design elements could result in efficiencies during construction. Up to two (2) teleconference PDT meetings will be held during this Task, as determined necessary by TAMC.

Task 3.1 Perform a peer review of plans, specifications and estimate for 35%, 65%, 95% and final submittals, including layouts, grading, construction details, signing, pavement markings, profiles and cross slopes, construction staging and traffic handling, lighting, landscaping.

Task 3.2 Perform independent cursory review of 65% and 95% estimates of probable costs including spot checks of quantities and unit prices

DELIVERABLES: Design comments, teleconferences, spot check review of estimate of probable costs



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Christina Watson, Principal Transportation Planner
Meeting Date: January 23, 2019
Subject: **Coast Rail Coordinating Council Appointment and Dues Increase**

RECOMMENDED ACTION:

APPROVE payment of the increased annual membership dues for the CRCC from \$1,500 to \$2,500 per year and **APPOINT** Dave Potter as the TAMC representative and Mike LeBarre as the alternate to the Coast Rail Coordinating Council (CRCC) Policy Committee.

SUMMARY:

On December 13, 2018, the Coast Rail Coordinating Council Policy Committee voted to increase annual membership dues to help with administrative costs for the Coast Daylight project from \$1,500 to \$2,500 per year. On January 7, 2019, the Rail Policy Committee recommended appointing Dave Potter and Mike LeBarre to the CRCC Policy Committee.

FINANCIAL IMPACT:

Since 2016, TAMC has been paying membership dues of \$1,500 per year. At the December 13, 2018 Policy Committee meeting, members voted unanimously to increase the budget for administrative, planning, and contract services and increase the membership dues to \$2,500 per year. Funding for this expense will be incorporated into the Transportation Agency's fiscal year 2018/19 budget using Local Transportation Fund (LTF) planning funds available for staff time on this project.

Appointing representatives to the CRCC Policy Committee entails covering the cost of travel (up to the limits approved by Caltrans) to CRCC Policy Committee meetings, which generally occur three or four times per year, and to Sacramento and/or the California Passenger Rail Summit, on behalf of the CRCC, as needed.

DISCUSSION:

The Coast Rail Coordinating Council (CRCC) is a multi-agency advisory and planning organization focused on improving the rail corridor between Los Angeles/ San Diego and the San Francisco Bay Area along the Central Coast. Members of the CRCC include all regional transportation planning agencies along the Central Coast that have a strong interest in improving rail service and the rail

infrastructure along the Coast Rail corridor. The member agencies have all adopted a Memorandum of Understanding to formalize the Council. The Policy Committee is currently chaired by Dave Potter and staffed by Pete Rodgers, Executive Director at the San Luis Obispo Council of Governments (SLOCOG).

The project is proposed as a northward extension of the existing Pacific Surfliner trains that currently run between San Diego and San Luis Obispo. The project calls for one daily round trip on the existing Union Pacific-owned tracks between Los Angeles or San Diego and San Francisco or San Jose, to complement the existing Amtrak Coast Starlight service (which has one round trip daily from Los Angeles to Seattle). The planned stops in Monterey County for this new passenger train are in Pajaro/Watsonville, Salinas, Soledad and the City of King. The project relies on local jurisdictions to construct any stations that may be required.

SLOCOG has been the administering agency for the CRCC for 25 years. TAMC staff has also helped in the administration of the CRCC via meeting prep, Amtrak contract administration, legislative advocacy, environmental studies, and other activities. TAMC approved paying \$1,500 per year in membership dues in 2016.

At the December 13, 2018 meeting, the CRCC Policy Committee approved an increase in dues to \$2,500 per year starting in fiscal year 2018-19 to fund the increased administrative and planning activities due to becoming a Brown Act entity after the adoption of the five-agency Memorandum of Understanding and increased grant writing and lobbying activities. The CRCC member agencies include SLOCOG, TAMC, Santa Cruz County Regional Transportation Commission, Ventura County Transportation Commission, and Santa Barbara County Association of Governments. TAMC's dues come from state funding, so TAMC's dues can pay for planning staff and grant-writing work, but not lobbying or advocacy. **Web Attachment 1** is the CRCC Work Plan for fiscal year 2018-19.

In January 2018, the TAMC Board appointed Dave Potter as the TAMC representative to the CRCC and Mike LeBarre as his alternate to that group, for a one-year term. On January 7, 2019, the Rail Policy Committee recommended reappointing them to the CRCC for the period ending January 2020. **Web Attachment 2** is the draft schedule of meetings for the CRCC Policy Committee and technical working group.

WEB ATTACHMENTS:

- [CRCC Work Plan 2018-19](#)
- [CRCC Draft Meeting Schedule](#)



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Laurie Williamson, Senior Transportation Engineer
Meeting Date: January 23, 2019
Subject: **Salinas Rail Project Public Utility Easements**

RECOMMENDED ACTION:

APPROVE and **AUTHORIZE** Executive Director to execute Public Utility Easements for utility relocations in the future Lincoln Avenue Extension road right-of-way.

SUMMARY:

The execution of Public Utility Easements (PUEs) will allow the various utility providers to relocate their facilities as part of the Monterey County Rail Extension, Kick Start Project, Package 1.

FINANCIAL IMPACT:

There is sufficient funding in the adopted Kick Start Project budget to cover the costs associated with Public Utility Easements.

DISCUSSION:

The Transportation Agency for Monterey County, as the local lead agency, grantee agency and owner of the Monterey County Rail Extension Kick Start project, proposes to extend passenger rail service from Santa Clara County south to Salinas. The rail extension project provides an alternative to the highly congested US 101 corridor to access to jobs, education, and health care, and will improve interregional transportation and regional air quality.

Package 1 of the Kick Start Project, Lincoln Avenue Extension, circulation improvements and parking at the Salinas Train Station, is currently out to bid.

As part of the site improvements, Station Place will be abandoned and Lincoln Avenue will be extended to Railroad Avenue to provide signalized access to the train station. Before utility providers may relocate their facilities from Station Place into the future Lincoln Avenue Extension, Public Utility Easements must be executed. Utility relocations for the City of Salinas (sanitary sewer and storm drain), PG&E (gas and electric), AT&T (telephone), Comcast (cable television) and California Water Service (water) are in final design, and initial relocations are anticipated to begin as soon as February

2019.

Attached is the draft Public Utility Easement for the City of Salinas; other PUEs will follow the same format.

ATTACHMENTS:

- Draft Public Utility Easement

RECORDING REQUESTED BY AND RETURN TO:

TRANSPORTATION AGENCY FOR MONTEREY COUNTY
55-B Plaza Circle
Salinas, CA 93901

Location: City of Salinas

(SPACE ABOVE FOR RECORDER'S USE ONLY)

EXEMPT FROM RECORDING FEES PURSUANT TO GOV'T. CODE SECTION 27383 AND DOCUMENTARY TRANSFER TAX PURSUANT TO REVENUE AND TAXATION CODE SECTION 11922.

– DRAFT –
GRANT OF EASEMENT

THIS INDENTURE, made by and between the **TRANSPORTATION AGENCY FOR MONTEREY COUNTY**, hereinafter called the GRANTOR, and **THE CITY OF SALINAS**, hereinafter called the GRANTEE,

WITNESSETH:

That the GRANTOR, hereby grants to the GRANTEE, and its successors and assigns, a Public Utility Easement for Roadway, Pedestrian Access and Public Utilities purposes. This includes the right to construct, maintain and repair public utilities and right of way for ingress and egress purposes (not to be exclusive) over and across that certain real property in the County of Monterey, State of California, described as follows:

PORTIONS of APNs: 002-171-005, 002-171-006, 002-171-007, 002-171-008, 002-171-010 and 002-172-011

FOR DESCRIPTION AND PLAT MAP SEE EXHIBIT "A" AND "B" ATTACHED HERETO AND MADE A PART HEREOF.

The public utility easement herein granted shall include the right by GRANTEE its officers, commissioners, agents and employees, and by persons under contract with it and their employees whenever necessary for the construction, reconstruction, installation, inspection, operation, maintenance, modification, repair, expansion or replacement of public utilities and appurtenances together with the right of ingress and egress over and across the remaining portion of the GRANTOR's property, insofar as such right of ingress and egress is necessary to the proper use of the rights granted herein subject to the obligation of the GRANTEE to repair and restore the property to its pre-existing condition following such events.

The GRANTOR further agrees not to erect or construct any building or structure within the easement area and not block or restrict access to the easement area.

The GRANTOR reserves the right to landscape or make such other use of the lands included within the easement which is consistent with GRANTEE's use.

GRANT OF EASEMENT DEED

This instrument shall bind and inure to the benefit of the successors and assigns of the respective parties hereto.

IN WITNESS WHEREOF, the GRANTOR has executed this indenture this _____ day of _____ 20_____.

Grantors:

By: _____
Name
Title

By: _____
Name
Title

Date: _____

ABOVE SIGNATURES MUST BE NOTARIZED

EXHIBIT "A"
Legal Description

PUBLIC UTILITY EASEMENT
TAMC Salinas Rail

Public Utility Easement No. 1

(Portions of APNs: 002-171-005, 002-171-006, 002-171-007, 002-171-008 and 002-171-010 per Roll Year 2018-19)

Real property in the City of Salinas, County of Monterey, State of California, described as follows:

Being a portion of Lots 9, 10, 11, "I", "J" and "K" in Block 24, as said Lots are shown on that certain Map entitled "Map of Salinas City, Monterey County, California", originally filed in the Office of the County Recorder of Monterey County on November 7, 1868 in Book 1 of Maps at Page 30 and refiled on January 14, 1869 in Book 1 of Maps at Page 36:

Beginning at the most southerly corner of said Lot 9 of said Map, said corner being also the point of intersection of the northwesterly line of Station Place, formerly Natividad Street, being 100.00 feet in width, with the northeasterly line of Market Street, formerly Castroville Street, also known as California State Route 183, being 100.00 feet in width;

Thence leaving said corner and along said northeasterly line of Market Street, North 63°51'33" West, 41.52 feet to the **TRUE POINT OF BEGINNING** of this description;

Thence leaving said point and continuing along said northeasterly line of Market Street, North 63°51'33" West, 93.01 feet;

Thence leaving said northeasterly line of Market Street, North 25°14'24" East, 276.00 feet to the northeasterly line of said Lot "I";

Thence along said northeasterly line of said Lot "I", South 63°51'42" East, 93.01 feet;

Thence leaving said northeasterly line of said Lot "I", South 25°14'24" West, 276.01 feet to the **TRUE POINT OF BEGINNING** of this description.

Containing an area of 25,669 square feet, more or less.

Public Utility Easement No. 2

(APN: 002-172-011 per Roll Year 2018-19)

Real property in the City of Salinas, County of Monterey, State of California, described as follows:

Being a portion of Parcel A, as said Parcel is shown on that certain Parcel Map, filed in the Office of the County Recorder of Monterey County for record on November 16, 1979 in Book 13 of Parcel Maps at Page 161;

BEGINNING at the southwesterly corner of said Parcel A, said corner being also a point on the northeasterly line of Market Street, also known as California State Route 183, being 100.00 feet in width;

Thence leaving said corner and along the northwesterly line of said Parcel A, North 26°00'04" East, 84.07 feet;

Thence leaving said northwesterly line of said Parcel A, the following courses and distances:

South 63°50'29" East, 26.53 feet;
South 26°09'31" West, 20.00 feet;
North 63°50'29" West, 6.47 feet;
South 26°00'04" West, 64.07 feet to said northeasterly line of Market Street;

Thence along said northeasterly line of Market Street, North 63°50'29" West, 20.00 feet to the point of **BEGINNING**.

Containing an area of 1,811 square feet, more or less.

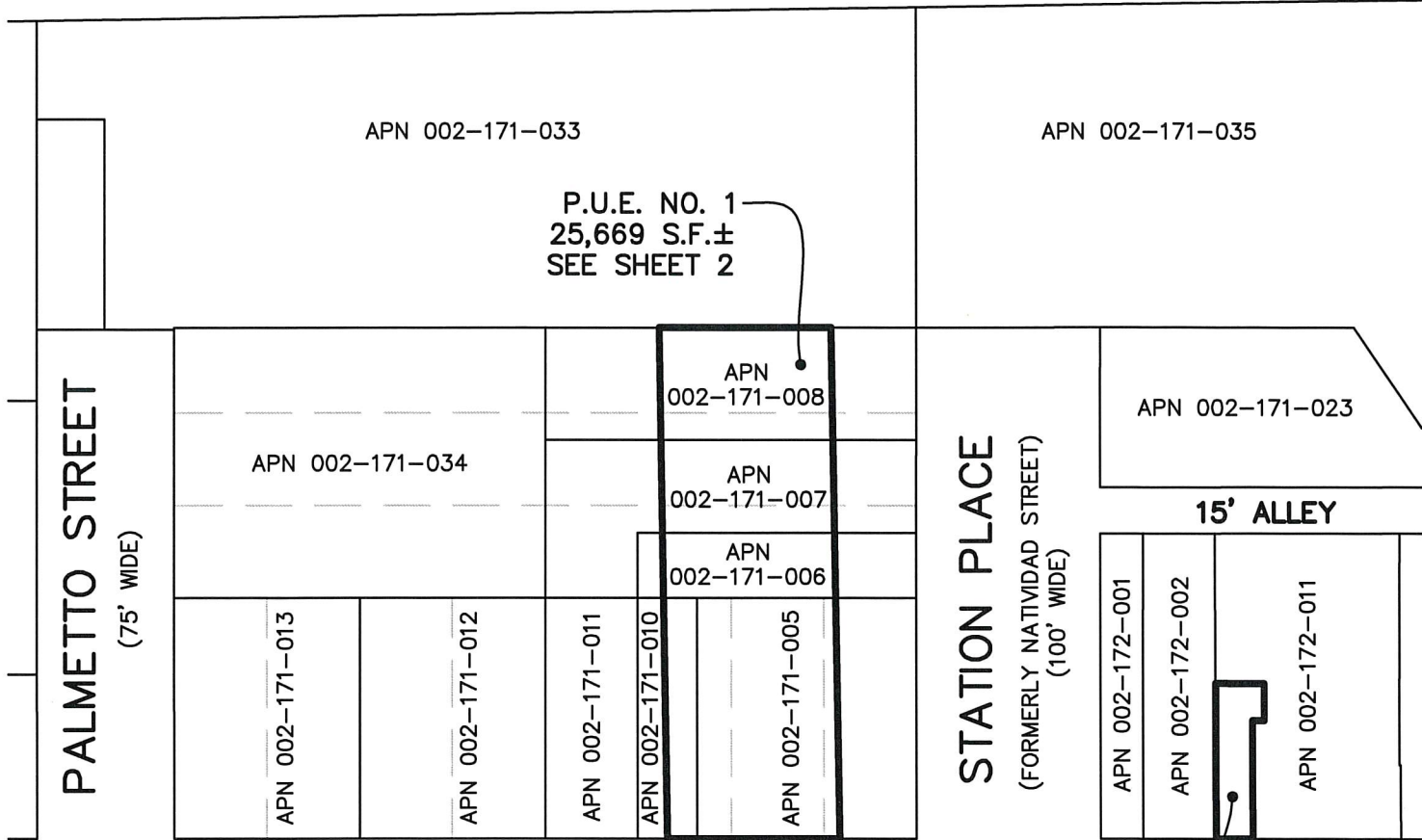
As shown on EXHIBIT "B" attached hereto and by this reference made a part hereof.

This legal description was prepared by me or under my direct supervision in conformance with the requirements of the Professional Land Surveyors Act.

By: John Koroyan
John Koroyan
P.L.S. No. 8883

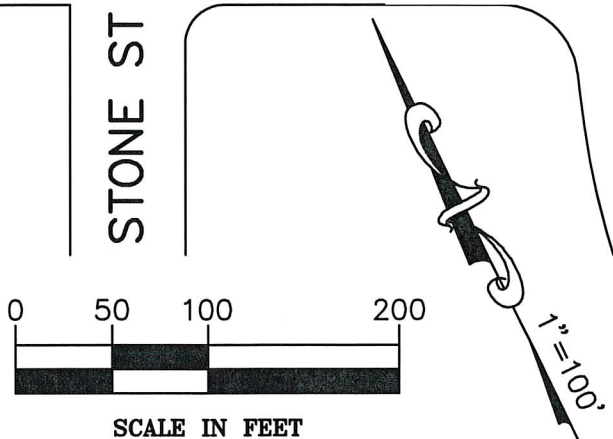


Dated: OCT. 30, 2018



- PROPOSED P.U.E.
- ASSESSOR PARCEL LINES
- ORIGINAL LOT LINES PER 1 M 36

**MARKET STREET
(CA-183)**
(FORMERLY CASTROVILLE STREET)
(100' WIDE)



LEGEND (FOR SHEETS 1-3)
 APN ASSESSORS PARCEL NUMBER
 (PER ROLL YEAR 2018-19)
 P.U.E. PUBLIC UTILITY EASEMENT
 S.F. SQUARE FEET

EXHIBIT "B"
 PLAT TO ACCOMPANY
 LEGAL DESCRIPTION

K:\SUR13\136140 TAMC SALINAS RAIL KICK START\DWG\PLATS\TAMC P.U.E.DWG



1730 N. FIRST STREET
 SUITE 600
 SAN JOSE, CA 95112
 408-467-9100
 408-467-9199 (FAX)

Subject PUBLIC UTILITY EASEMENTS
TAMC SALINAS RAIL

Job No. 20136140
 By CASC Date 10-30-18 Chkd. JVK
 SHEET 1 OF 3

S63°51'42"E

93.01'

APN 002-171-008

LOT "I"
BLOCK 24, 1 M 36

LOT "I", BLOCK 24, 1 M 36
LOT "J", BLOCK 24, 1 M 36

APN 002-171-007

LOT "J", BLOCK 24, 1 M 36
LOT "K", BLOCK 24, 1 M 36

APN 002-171-006

P.U.E. NO. 1
25,669 S.F.±

APN 002-171-011

LOT 12, BLOCK 24, 1 M 36
LOT 11, BLOCK 24, 1 M 36

N25°14'24"E

276.00'

APN 002-171-010

LOT 11, BLOCK 24, 1 M 36
LOT 10, BLOCK 24, 1 M 36

APN 002-171-005

LOT 10, BLOCK 24, 1 M 36
LOT 9, BLOCK 24, 1 M 36

S25°14'24"W

276.01'

TRUE POINT OF BEGINNING

LOT 9, BLOCK 24, 1 M 36

POINT OF BEGINNING

93.01'

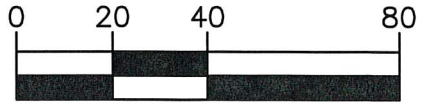
41.52'

N63°51'33"W

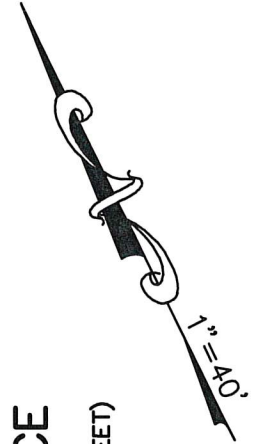
N63°51'33"W

MARKET STREET (CA-183)

(FORMERLY CASTROVILLE STREET)
(100' WIDE)



SCALE IN FEET



STATION PLACE

(FORMERLY NATIVIDAD STREET)
(100' WIDE)




-  PROPOSED P.U.E.
-  ASSESSOR PARCEL LINES
-  ORIGINAL LOT LINES PER 1 M 36

EXHIBIT "B"
PLAT TO ACCOMPANY
LEGAL DESCRIPTION

K:\SUR13\136140 TAMC SALINAS RAIL KICK START\DWG\PLATS\TAMC P.U.E.DWG



1730 N. FIRST STREET
SUITE 600
SAN JOSE, CA 95112
408-467-9100
408-467-9199 (FAX)

Subject PUBLIC UTILITY EASEMENTS
TAMC SALINAS RAIL

Job No. 20136140

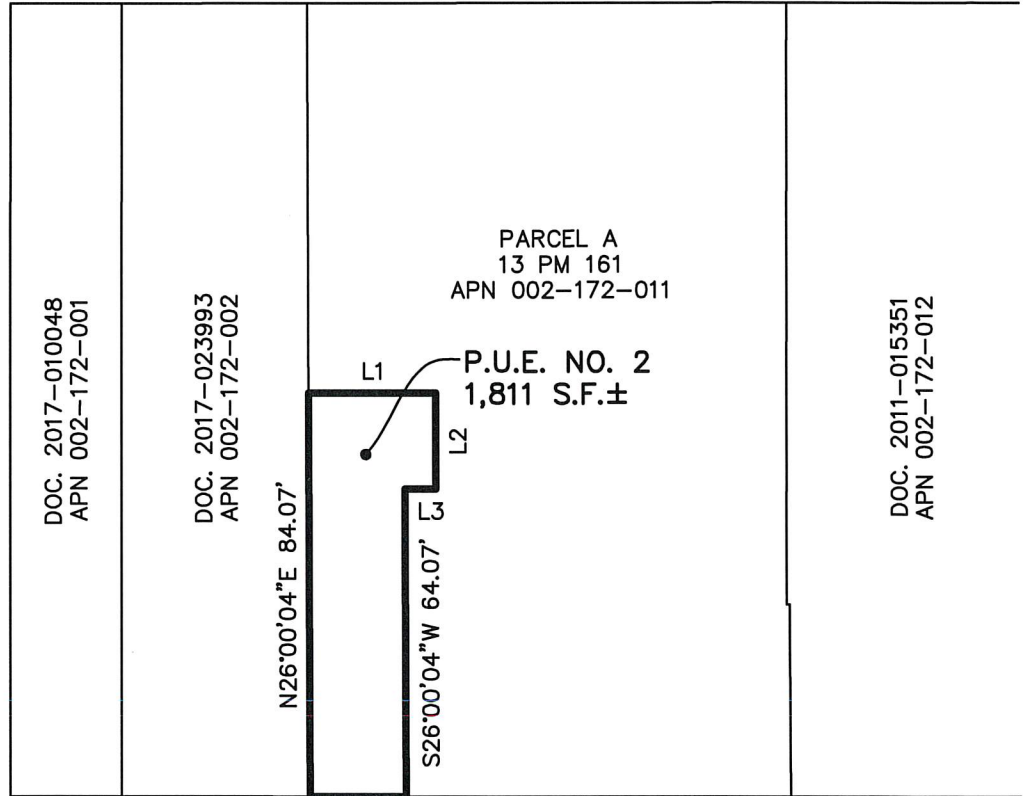
By CASC Date 10-30-18 Chkd. JVK
SHEET 2 OF 3

LINE TABLE		
NO.	DIRECTION	LENGTH
L1	S63°50'29"E	26.53'
L2	S26°09'31"W	20.00'
L3	N63°50'29"W	6.47'
L4	N63°50'29"W	20.00'

3452 O.R. 324
APN 002-171-023

15' ALLEY

STATION PLACE
(FORMERLY NATIVIDAD STREET)
(100' WIDE)



PARCEL A
13 PM 161
APN 002-172-011

P.U.E. NO. 2
1,811 S.F.±

DOC. 2017-010048
APN 002-172-001

DOC. 2017-023993
APN 002-172-002

DOC. 2011-015351
APN 002-172-012

N26°00'04"E 84.07'

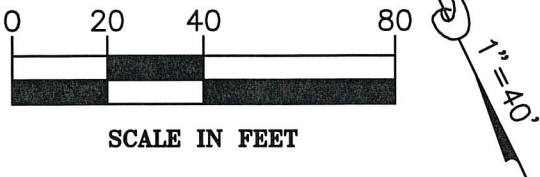
S26°00'04"W 64.07'

L4
POINT OF BEGINNING

MARKET STREET
(CA-183)

(FORMERLY CASTROVILLE STREET)
(100' WIDE)

— PROPOSED P.U.E.
— ASSESSOR PARCEL LINES



K: \SUR13\136140 TAMC SALINAS RAIL KICK START\DWG\PLATS\TAMC P.U.E.DWG

EXHIBIT "B"
PLAT TO ACCOMPANY
LEGAL DESCRIPTION



1730 N. FIRST STREET
SUITE 600
SAN JOSE, CA 95112
408-467-9100
408-467-9199 (FAX)

Subject PUBLIC UTILITY EASEMENTS
TAMC SALINAS RAIL

Job No. 20136140

By CASC Date 10-30-18 Chkd. JVK
SHEET 3 OF 3



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Rita Goel, Director of Finance & Administration
Meeting Date: January 23, 2019
Subject: **Regional Impact Fee Annual Audit FY17/18**

RECOMMENDED ACTION:

ACCEPT the Regional Development Impact Fee Joint Powers Agency's audit report for fiscal year ending June 30, 2018.

SUMMARY:

The auditors found no instances of noncompliance that are required to be reported under Government Auditing Standards, nor did they note any matters involving the internal control over financial reporting and its operation that they consider to be material weaknesses.

FINANCIAL IMPACT:

The cost for the annual audit is \$2,500.

DISCUSSION:

The purpose of the audit is to confirm that the Regional Development Impact Fee Joint Powers Agency's financial statements are free of material misstatement and assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

Moss, Levy & Hartzheim, Certified Public Accountants, completed the audit for fiscal year ending June 30, 2018.

The auditors found no instances of noncompliance that are required to be reported under Government Auditing Standards, nor did they note any matters involving the internal control over financial reporting and its operation that they consider to be material weaknesses.

Attached with this report are the summary tables from the audit ending June 30, 2018, including the Government Fund Balance Sheet, the Statement of Revenues, Expendures and Changes in Fund Balance, and the Management letters. The full audit is available on the Agency website:

<http://www.tamcmonterey.org/information/audits/index.html>

The total fees and interest collected during the audit reporting period was \$919,307. \$10,000 was transferred to the Transportation Agency for Monterey County to partially cover the costs to administer the fee program. The Regional Development Impact Fee Joint Powers has a fund balance of \$3,681,853 as of June 30, 2018. The total fee program administration cost, including staff time, was \$127,527. The Regional Development Impact Fee Joint Powers Agency contracts with the Transportation Agency for Monterey County for administrative services.

The Agency expects impact fee revenues to continue to grow as the pace of new development picks up. Regional fees collected will be expended on projects as prioritized in the Strategic Expenditure Plan. Near-term project expenditures identified in the plan include: State Route 156 Safety Improvements and the State Route 68 Safety and Traffic Flow.

ATTACHMENTS:

- RDIF Agency Audit Summary Sheets and Management Letters

REGIONAL DEVELOPMENT IMPACT FEE JOINT POWERS AGENCY
GOVERNMENTAL FUND
BALANCE SHEET
June 30, 2018

	<u>General Fund</u>
ASSETS	
Cash and investments	\$ 3,681,853
Total assets	<u>\$ 3,681,853</u>
LIABILITIES AND FUND BALANCE	
Liabilities:	
Accounts payable	<u>\$ -</u>
Total liabilities	<u>-</u>
Fund Balance:	
Restricted for transportation	<u>3,681,853</u>
Total fund balance	<u>3,681,853</u>
Total liabilities and fund balance	<u>\$ 3,681,853</u>

The notes to basic financial statements are an integral part of this statement.

REGIONAL DEVELOPMENT IMPACT FEE JOINT POWERS AGENCY
GOVERNMENTAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
For the Fiscal Year Ended June 30, 2018

	General Fund
Revenues:	
Mitigation fees	\$ 876,532
Interest	42,775
	<hr/>
Total revenues	919,307
	<hr/>
Expenditures:	
Administration	10,000
	<hr/>
Total expenditures	10,000
	<hr/>
Excess of revenues over (under) expenditures	909,307
	<hr/>
Fund balance - July 1, 2017	2,772,546
	<hr/>
Fund balance - June 30, 2018	\$ 3,681,853
	<hr/> <hr/>

The notes to basic financial statements are an integral part of this statement.



INDEPENDENT AUDITORS' REPORT

The Board of Directors
Regional Development Impact Fee Joint Powers Agency
Salinas, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of the Regional Development Impact Fee Joint Powers Agency (the Agency), as and for the fiscal year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free of material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Regional Development Impact Fee Joint Powers Agency, as of June 30, 2018, and the respective changes in financial position for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 4 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquires, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 9, 2018, on our consideration of the Regional Development Impact Fee Joint Powers Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance.

Moss, Remy & Hartgrain LLP

Santa Maria, California
November 9, 2018



Moss, Levy & Hartzheim LLP

Certified Public Accountants

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER
MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors
Regional Development Impact Fee Joint Powers Agency
Salinas, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of the Regional Development Impact Fee Joint Powers Agency (the Agency), as of and for the fiscal year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements, and have issued our report thereon dated November 9, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Agency's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Moss, Levy & Hutzheim LLP

Santa Maria, California
November 9, 2018



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Elouise Rodriguez, Senior Administrative Assistant
Meeting Date: January 23, 2019
Subject: **Correspondence**

RECOMMENDED ACTION:

RECEIVE Transportation Agency for Monterey County correspondence for January 2019.

WEB ATTACHMENTS:

- [December 15, 2018 article in the New York Times, "The Pedestrian Strikes Back"](#)



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Elouise Rodriguez, Senior Administrative Assistant
Meeting Date: January 23, 2019
Subject: TAMC Committee Minutes

RECOMMENDED ACTION:

ACCEPT draft minutes of the Transportation Agency Committees:

- [Technical Advisory Committee](#) - no meeting this month
- Rail Policy Committee - January 7, 2019
- Executive Committee - January 9, 2019
- [Bicycle and Pedestrian Facilities Advisory Committee](#) - January 9, 2019
- [Excellent Transportation Oversight Committee](#) - January 15, 2019

ATTACHMENTS:

- ▣ RPC Draft January Minutes
- ▣ Executive Committee Draft Minutes of January 2019

TRANSPORTATION AGENCY FOR MONTEREY COUNTY (TAMC)
RAIL POLICY COMMITTEE MEETING
Draft Minutes of January 7, 2019
 Transportation Agency for Monterey County
 55-B Plaza Circle, Salinas, CA

	FEB 18	MAR 18	APR 18	MAY 18	JUN 18	JUL 18	AUG 18	SEP 18	OCT 18	NOV 18	DEC 18	JAN 19
L. Alejo, Dist. 1 (L. Gonzalez)	P(A)	C	P(A)	P(A)	C	N	P(A)	P(A)	C	P	N	P(A)
J. Phillips, Dist. 2 (J. Stratton, C. Link)	P(A)	A	E	P(A)	A	O	P(A)	P(A)	A	P(A)	O	P(A)
J. Parker, Dist. 4 (W. Askew)	P(A)	N	P(A)	P(A)	N		P(A)	P(A)	N	P(A)		P(A)
M. Adams, Dist. 5, (Y. Anderson)	P(A)	C	P(A)	P(A)	C	M	P(A)	E	C	P(A)	M	P(A)
M. LeBarre, King City, Chair (C. DeLeon)	P	E	P	P	E	E	P	P	E	P	E	P
B. Delgado, Marina, Vice Chair (F. O'Connell)	P	L	P(A)	E	L	E	P	-	L	P	E	P
E. Smith, Monterey (A. Renny)	P	L	P	P	L	T	-	-	L	E	T	P
S. Davis, Salinas, (C. Cromeenes)	-	E	-	-	E	I	-	-	E	-	I	P
Vacant, Sand City (L. Gomez)	-	D	-	-	D	N	-	-	D	-	N	-
I. Oglesby, Seaside (D. Pacheco)	-		-	-		G	-	-		-	G	-
A. Chavez, Soledad (F. Ledesma)	P		-	-			-	-		P		-
M. Twomey, AMBAG (H. Adamson)	-		-	-			-	-		-		P(A)
O. Monroy-Ochoa, Caltrans District 5	-		-	E			-	-		P		-
C. Sedoryk, MST (H. Harvath, L. Rheinheimer)	P(A)		P(A)	P(A)			P(A)	P(A)		P(A)		P(A)
STAFF												
D. Hale, Exec. Director	E		P	P			P	E		P		P
T. Muck, Deputy Exec. Director	P		P	P			P	E		P		P
C. Watson, Principal Transp. Planner	P		P	P			P	P		P		P
M. Zeller, Principal Transp. Planner	P		P	P			P	E		P		P
Theresa Wright, Outreach Coordinator							P	P		P		P
M. Montiel Admin Assistant								P		P		P
L. Williamson, Senior Engineer										P		P

1. **QUORUM CHECK AND CALL TO ORDER**

Vice Chair Delgado called the meeting to order at 3:09 p.m. A quorum was established, and self-introductions were made.

OTHERS PRESENT

Brad Tarp	Salinas resident	Alan Tarp	Salinas resident
Diane Tarp	Salinas resident	Don Reynolds	City of Salinas
Grant Leonard	Monterey County	Jennifer Russell	MNS Engineers

2. **PUBLIC COMMENTS**

None

3. **CONSENT AGENDA**

M/S/C Anderson/Askew/unanimous

3.1 Approved minutes of the November 5, 2019 Rail Policy Committee meeting.

END OF CONSENT AGENDA

4. **RAIL POLICY COMMITTEE ELECTIONS**

The Committee held elections for Chair for 2019-20.

Christina Watson, Principal Transportation Planner, noted that bylaws call for the Rail Policy Committee to elect a Chair and Vice Chair in February of every even year. The Committee elected Kimbley Craig as Chair and Bruce Delgado as Vice Chair in February 2018 for 2018-20. As Chair Craig left office in December 2018, the Committee must elect a new Chair for the remainder of her term, which ends in February 2020.

M/S/C Smith/ Stratton/ unanimous

Committee Member Smith made a motion, seconded by Committee Alternate Stratton, to nominate Mike LeBarre to finish the term as Rail Policy Committee Chair.

5. **COAST CORRIDOR RAIL PROJECT UPDATE**

The Committee received an update on the planned increase in passenger rail service along the coast corridor between San Francisco and Los Angeles and recommended the TAMC Board appoint representatives to the Coast Rail Coordinating Council Policy Committee.

Christina Watson, Principal Transportation Planner, reported that progress since the last update on the coast rail project to this Committee on November 5, 2018, includes a meeting of the Coast Rail Coordinating Council (CRCC) Policy Committee on December 13, 2018. At that meeting, the CRCC voted to increase the annual dues, adopted bylaws, approved publishing a request for qualifications for legislative assistance, and approved applying for state rail assistance funding for planning work, a temporary platform in King City, and technological assistance. The next meeting is scheduled for February 15, 2019, in Santa Barbara. In conclusion, Ms. Watson noted that the Rail Policy Committee is now asked to recommend appointments to the CRCC Policy Committee for the period ending January 2020. She noted that the appointments involve attending up to four meetings of the

Committee and potentially representing the group at legislative days with the Intercity Passenger Rail group and the California Passenger Rail Summit.

M/S/C Delgado/Smith/unanimous

Vice Chair Delgado made a motion, seconded by Committee Member Smith, to nominate Dave Potter as the TAMC representative and Mike LeBarre as the alternate TAMC representative to the CRCC.

6. SALINAS RAIL KICK START PROJECT UPDATE

The Committee received update on the Salinas Rail Kick Start project.

Christina Watson, Principal Transportation Planner, reported that the activities on the Salinas Rail Kick Start project since the last update on November 5, 2018, include completion of structure demolition, meetings on utility relocation, approval of the Caltrans encroachment permit, and approval of construction funding for Package 1. Laurie Williamson, Senior Engineer, reported that construction bid documents were published in December with a bid opening date of February 13, 2019, and an anticipated contract award timeframe of March-April 2019. Ms. Watson reported on service planning meetings with partner agencies for near-term Caltrain service to Salinas and the potential impacts to the long-term project service scenario of the High-Speed Rail authority's plans for the Gilroy station. In conclusion, Ms. Watson noted that TAMC published a request for proposals for a network integration study with a deadline of February 7, 2019.

Member of Public:

Brad Tarp, Salinas resident, requested an update on the right-of way acquisition for the project. Mike Zeller noted that TAMC is seeking permission from all Package 2 parcel owners to initiate surveys, which are required to perform property appraisals.

Committee Alternate Stratton asked about the capacity analysis requirements from Union Pacific. Christina Watson noted that the Union Pacific-owned Coast mainline is not heavily used today, but that Union Pacific requires these analyses to be updated prior to service initiation. Director Hale clarified that the "capacity" in question refers to the number of trains that the rail line can accommodate, rather than the number of passengers estimated to ride the new service.

7. ANNOUNCEMENTS AND/OR COMMENTS FROM COMMITTEE MEMBERS

Christina Watson announced that TAMC is going paperless in 2019 and if you would like future paper agendas please contact TAMC staff.

8. ADJOURN

Chair LeBarre adjourned the meeting at 3:35 p.m.

DRAFT MINUTES

**TRANSPORTATION AGENCY FOR MONTEREY COUNTY SERVICE AUTHORITY
FOR FREEWAYS EMERGENCIES AND MONTEREY COUNTY REGIONAL
DEVELOPMENT IMPACT FEE JOINT POWERS AGENCY**

EXECUTIVE COMMITTEE MEETING

*Members are: John Phillips (Chair),
Robert Huitt (1st Vice Chair), Luis Alejo (2nd Vice Chair),
Alejandro Chavez (Past Chair),
Vacant (County representative), Ed Smith (City representative)*

Wednesday, January 9, 2019

*** 9:00 a.m. ***

Transportation Agency Conference Room
55-B Plaza Circle, Salinas

EXECUTIVE COMMITTEE	JUN 18	AUG 18	SEPT 18	OCT 18	NOV 18	JAN 19	FEB 19	MAR 19	APR 19	MAY 19	JUN 19
Luis Alejo, Supr. Dist. 1 (L. Gonzales)	P(A)	P	P	P(A)	P(A)	P(A)					
Alejandro Chavez, Soledad (F. Ledesma)	P	P	P	E	P	P					
Robert Huitt, Pacific Grove (D. Gho)	P(A)	P	P	P	P	P					
John Phillips, Supr. Dist. 2 (J. Stratton)	P	P(A)	P	P	P	P					
Simon Salinas, Supr. Dist. 3 (C. Lopez)	P	P(A)	P	P	P						
Ed Smith, Monterey (A. Renny)	E	P	P	P	E	P					

1. **CALL TO ORDER:** Chair Phillips called the meeting to order at 9:03 a.m.
Staff present: Hale, Montiel, Muck, Watson, Williamson, Wright and Zeller.
Others present: Agency Counsel Kay Reimann and Gus Khouri, Khouri Consulting.

2. **PUBLIC COMMENTS:** None.

3. CONSENT AGENDA:

On a motion by Committee member Huitt and seconded by Smith, the committee voted 3-0 to approve the consent agenda.

Committee member Chavez and alternate Gonzales arrived after the consent agenda.

3.1 Approved minutes from the Executive Committee meeting of November 7, 2018.

3.2. Approved “sustained superior performance” step increase from Principal Transportation Planner Step 5 to Step 6 for Michael Zeller.

END OF CONSENT

4. STATE LEGISLATIVE UPDATE AND 2019 LEGISLATIVE PROGRAM

On a motion by Committee member Smith and seconded by Huitt, the committee voted 4-0 to recommend that the Board adopt the final 2019 Legislative Program, with the addition of an item related to the Caltrans-owned properties along the old Prunedale Bypass alignment and revised language pertaining to transit-oriented development, as follows:

- New item: “Support legislation to transfer funding derived from the sale of excess rights-of-way purchased for the Prunedale Bypass project to priority projects in the region.”
- Added parenthetical note on TOD item: “Support legislation that promotes transit-oriented development (such as via redevelopment or opportunity zones), complete streets, alternative commutes, multi-modal transportation, and active transportation projects.”

Christina Watson, Principal Transportation Planner, introduced Gus Khouri, Khouri Consulting. Mr. Khouri presented a state legislative update and the state 2019 legislative program. Ms. Watson reviewed the federal 2019 legislative program. Mr. Khouri noted that the state is facing a \$16 billion surplus that is its largest budget surplus in history. He also noted that TAMC was notified in December that two projects were recommended for funding from the Active Transportation Program. The Fort Ord Regional Trail and Greenway (FORTAG) was awarded over \$10 million and Safe Routes to School Education Program was awarded over \$2 million.

5. TRANSPORTATION EXCELLENCE AWARDS

On a motion by Committee Chavez and seconded by Huitt, the committee voted 5-0 to receive the nominations for the eighteenth annual Transportation Agency Excellence awards to honor individuals, businesses, groups or projects for their efforts to improve the transportation system in Monterey County, and select awards recipients for the eighteenth awards ceremony to be held during the January 2019 Board meeting.

Theresa Wright, Community Outreach Coordinator, presented the nominations for the 2018 Excellence Awards. She noted that the Transportation Agency released a call for nominations for the 18th Annual Transportation Excellence Awards in October 2018 to encourage and appreciate efforts made by Monterey County residents, businesses and employees to improve transportation in Monterey County. Fourteen nominations were submitted to the Agency in December for consideration.

6. RECOMMENDATIONS FOR ELECTION OF OFFICERS

The Committee received a report from Committee member Chavez that the Nominating Committee are recommending the following Board member officers: Chair Robert Huitt, 1st Vice Chair Luis Alejo and 2nd Vice Chair Ed Smith, and elected members of the Executive Committee for the term beginning upon their election through the next election of officers at the beginning of the January 22, 2020, Board meeting, as follows:

- Robert Huitt, Chair
- Luis Alejo, 1st Vice Chair
- Ed Smith, 2nd Vice Chair
- Alejandro Chavez, Past Chair
- Mary Adams, County Representative
- Mike LeBarre, City Representative

7. TAMC DRAFT AGENDA FOR JANUARY 23, 2019

Executive Director Hale reviewed the highlights of the draft regular and consent agenda for the TAMC Board meeting of January 23, 2019. She noted that:

- The Board will begin the meeting with the election of officers for 2019
- The Board will hold their 18th Annual Transportation Excellence Awards and State Senator Anthony Cannella will make it to the Board meeting at 10:30 a.m.
- The Board will receive updates on:
 - State Legislative issues and the 2019 legislative program
 - Overview of the Agency’s history and context and the Agency's progress in meeting its five-year goals and objectives
- The Board will hold a closed session regarding rail acquisition.
- On consent, the Board will notice a proposed change to the Agency Bylaws to add an “at-large” Board member to the Rail Policy Committee.

8. ANNOUNCEMENTS

None this month.

9. ADJOURNMENT

Chair Huitt adjourned the meeting at 10:28 a.m.