

•San Bernardino County Transportation Commission •San Bernardino County Transportation Authority
•San Bernardino County Congestion Management Agency •Service Authority for Freeway Emergencies

AGENDA

General Policy Committee

November 14, 2012

9:00 a.m.

Location

SANBAG

Super Chief Conference Room
1170 W. 3rd Street, 2nd Floor
San Bernardino, CA

General Policy Committee Membership

Chair – SANBAG Vice President

Council Member Mike Leonard
City of Hesperia

SANBAG President

Supervisor Janice Rutherford
County of San Bernardino

SANBAG Past President

Mayor Larry McCallon
City of Highland

Mt./Desert Representatives

Mayor Pro Tem Julie McIntyre (*Chair-MDC*)
City of Barstow

Council Member Jim Harris
City of Twentynine Palms

Supervisor Brad Mitzelfelt
County of San Bernardino

East Valley Representatives

Mayor Patrick Morris (*Chair-CRTC*)
City of San Bernardino

Mayor Dick Riddell (*Chair-Metro Valley Study Session*)
City of Yucaipa

Supervisor Neil Derry
County of San Bernardino

West Valley Representatives

Mayor L. Dennis Michael
City of Rancho Cucamonga

Council Member Ed Graham
City of Chino Hills

Supervisor Gary Ovitt
County of San Bernardino

Ray Wolfe
Executive Director

Eileen Teichert
SANBAG Counsel

San Bernardino Associated Governments (SANBAG) is a council of governments formed in 1973 by joint powers agreement of the cities and the County of San Bernardino. SANBAG is governed by a Board of Directors consisting of a mayor or designated council member from each of the twenty-four cities in San Bernardino County and the five members of the San Bernardino County Board of Supervisors.

In addition to SANBAG, the composition of the SANBAG Board of Directors also serves as the governing board for several separate legal entities listed below:

The San Bernardino County Transportation Commission, which is responsible for short and long range transportation planning within San Bernardino County, including coordination and approval of all public mass transit service, approval of all capital development projects for public transit and highway projects, and determination of staging and scheduling of construction relative to all transportation improvement projects in the Transportation Improvement Program.

The San Bernardino County Transportation Authority, which is responsible for administration of the voter-approved half-cent transportation transactions and use tax levied in the County of San Bernardino.

The Service Authority for Freeway Emergencies, which is responsible for the administration and operation of a motorist aid system of call boxes on State freeways and highways within San Bernardino County.

The Congestion Management Agency, which analyzes the performance level of the regional transportation system in a manner which ensures consideration of the impacts from new development and promotes air quality through implementation of strategies in the adopted air quality plans.

As a Subregional Planning Agency, SANBAG represents the San Bernardino County subregion and assists the Southern California Association of Governments in carrying out its functions as the metropolitan planning organization. SANBAG performs studies and develops consensus relative to regional growth forecasts, regional transportation plans, and mobile source components of the air quality plans.

Items which appear on the monthly Board of Directors agenda are subjects of one or more of the listed legal authorities. For ease of understanding and timeliness, the agenda items for all of these entities are consolidated on one agenda. Documents contained in the agenda package are clearly marked with the appropriate legal entity.

**San Bernardino Associated Governments
County Transportation Commission
County Transportation Authority
Service Authority for Freeway Emergencies
County Congestion Management Agency**

AGENDA

General Policy Committee Meeting

November 14, 2012

9:00 a.m.

**Location: SANBAG, Super Chief Conference Room, 1170 W. 3rd Street, 2nd Floor,
San Bernardino**

**CALL TO ORDER 9:00 a.m.
(Meeting chaired by Mike Leonard)**

- I. Pledge of Allegiance
- II. Attendance
- III. Announcements
- IV. Agenda Notices/Modifications – Anna Aldana

1. Possible Conflict of Interest Issues for the General Policy Committee Meeting November 14, 2012. Pg. 7

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

Consent Calendar

Consent Calendar items shall be adopted by a single vote unless removed by member request.

Administrative Matters

2. Attendance Register Pg. 8

A quorum shall consist of a majority of the membership of each SANBAG Policy Committee, except that all County Representatives shall be counted as one for the purpose of establishing a quorum.

3. October 2012 Procurement Report Pg. 10

Receive October 2012 Procurement Report.
William Stawarski

Notes/Actions

Discussion Items

Administrative Matters

4. Request for Proposal 13068 for Investment Advisor Services Pg. 12

That the Committee recommend the Board authorize and approve release of Request for Proposal 13068 for qualified firms to provide Investment Advisor Services for San Bernardino Associated Governments. **William Stawarski**

5. Measure I Revenue Estimate for Fiscal Year 2013-2014 Allocation Planning Pg. 18

That the Committee recommend the Board approve a Measure I 2010-2040 revenue estimate of \$139.4 million for Fiscal Year 2013/2014 and the revenue distribution by subarea in Table 2 for purposes of allocation planning for Fiscal Year 2013/2014. **William Stawarski**

6. Contracting and Procurement Policy Amendment – Cooperative Procurement Policy with Other Government Agencies Pg. 21

That the Committee recommend the Board approve an amendment to San Bernardino Associated Governments' Contracting and Procurement Policy 11000 to include a Cooperative Procurement Policy with Other Government Agencies. **Kathleen Murphy-Perez**

7. 2013 General Policy Committee Meeting Scheduled Pg. 24

Approve the 2013 General Policy Committee meeting schedule. **Duane Baker**

Air Quality/Traveler

8. Approve Amendment to Freeway Service Patrol Contract to exercise first year option Pg. 38

That the Committee recommend the Board approve Amendment No. 2 to Contract No. C10081 with Roy and Dot's Towing, for Beat 4, to exercise the first year option of the contract, which would extend the contract term to December 31, 2013, as well as increase the contract amount by \$184,500 for a revised not-to-exceed amount of \$738,000. **Duane Baker**

Discussion Items Continued....

Air Quality/Traveler

9. Award Freeway Service Patrol (FSP) Tow Services Contracts Pg. 45

That the Committee recommend the Board:

1. Award Contract No. C13034 to Roy and Dot's Towing, for FSP Beat No. 3, for a three-year period, not-to-exceed \$553,400, which includes two one-year options, as outlined in the Financial Impact Section;

2. Award Contract No. C13071 to Roy and Dots Towing for FSP Beat No. 8, for a three-year period, not-to-exceed \$553,400, which includes two one-year options, as outlined in the Financial Impact Section. **Duane Baker**

Regional/Subregional Planning

10. Development of the San Bernardino Countywide Transportation Plan Pg. 77

That the Committee recommend the Board authorize SANBAG staff to initiate development of the San Bernardino Countywide Transportation Plan based on the attached scope of work. **Tim Byrne**

Transportation Fund Administration

11. I-15/I-215 Devore Interchange – Corridor Mobility Improvement Account Baseline Agreement Pg. 85

That the Committee recommend the Board:

1. Approve the Corridor Mobility Improvement Account Baseline Agreement C13075 with the California Transportation Commission and California Department of Transportation for the I-15/I-215 Devore Interchange Improvement Project.

2. Authorize the Executive Director to execute the Agreement including any changes that may be necessary following California Transportation Commission staff review and determination of final allocation amount of Corridor Mobility Improvement Account funds. Should any policy issues arise, the Executive Director will consult with Board Officers. **Andrea Zureick**

Discussion Items Continued....

Transportation Fund Administration (Cont.)

12. Congestion Mitigation and Air Quality Allocation Plan for the SANBAG Ten-Year Delivery Plan Pg. 94

That the Committee recommend the Board:

1. Allocate Congestion Mitigation and Air Quality funds in the amount of \$38,540,075 from Fiscal Year 2010/2011 through Fiscal Year 2019/2020 for the SANBAG-sponsored regional rideshare and signal coordination programs.

2. Allocate Congestion Mitigation and Air Quality funds in the amount of \$73,803,140 from Fiscal Year 2010/2011 through Fiscal Year 2019/2020 for ongoing transit needs as follows and subject to inclusion in the Short Range Transit Plans:

- a. Morongo Basin Transit Authority in the amount of \$2,908,783
- b. Omnitrans in the amount of \$60,866,707
- c. Victor Valley Transit Authority in the amount of \$5,838,090
- d. Mountain Area Regional Transportation Authority in the amount of \$2,311,628
- e. Barstow Area Transit in the amount of \$1,877,932

Andrea Zureick

Comments from Committee Members

Brief Comments from Committee Members

Public Comment

Brief Comments by the General Public

CLOSED SESSION

#1 CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Initiation of litigation pursuant to subdivision (c) of Government Code Section 54956.9 (one case)

#2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director
Pursuant to Government Code Section 54957

ADJOURNMENT

Additional Information

Acronym List

Pg. 97

Complete packages of the SANBAG agenda are available for public review at the SANBAG offices. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

Meeting Procedures and Rules of Conduct

Meeting Procedures

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

Accessibility

The SANBAG meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is (909) 884-8276 and office is located at 1170 W. 3rd Street, 2nd Floor, San Bernardino, CA.

Agendas – All agendas are posted at 1170 W. 3rd Street, 2nd Floor, San Bernardino at least 72 hours in advance of the meeting. Complete packages of this agenda are available for public review at the SANBAG offices and our website: www.sanbag.ca.gov. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

Agenda Actions – Items listed on both the “Consent Calendar” and “Items for Discussion” contain suggested actions. The Board of Directors will generally consider items in the order listed on the agenda. However, items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors.

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

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

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

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

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

Disruptive Conduct – If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of person willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner. *Please be aware that a NO SMOKING policy has been established for meetings. Your cooperation is appreciated!*

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

Basic Agenda Item Discussion.

- The Chair announces the agenda item number and states the subject.
- The Chair calls upon the appropriate staff member or Board Member to report on the item.
- The Chair asks members of the Board/Committee if they have any questions or comments on the item. General discussion ensues.
- The Chair calls for public comment based on "Request to Speak" forms which may be submitted.
- Following public comment, the Chair announces that public comment is closed and asks if there is any further discussion by members of the Board/Committee.
- The Chair calls for a motion from members of the Board/Committee.
- Upon a motion, the Chair announces the name of the member who makes the motion. Motions require a second by a member of the Board/Committee. Upon a second, the Chair announces the name of the Member who made the second, and the vote is taken.

The Vote as specified in the SANBAG Bylaws.

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

Amendment or Substitute Motion.

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

Call for the Question.

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

The Chair.

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

Courtesy and Decorum.

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

Adopted By SANBAG Board of Directors January 2008



- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 1

Date: November 14, 2012

Subject: Information Relative to Possible Conflict of Interest

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

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

Item No.	Contract No.	Contractor/Agents	Subcontractors
8	C10081	Roy and Dot's <i>David McClure, President</i>	N/A
9	C13034	Roy and Dot's <i>David McClure, President</i>	N/A
9	C130711	Roy and Dot's <i>David McClure, President</i>	N/A

Financial Impact: This item has no direct impact on the budget.

Reviewed By: This item is prepared monthly for review by the Board of Directors and Policy Committee members.

*

Approved
 General Policy Committee

Date: _____

Moved: _____ Second: _____

In Favor: _____ Opposed: _____ Abstained: _____

Witnessed: _____

COG	CTC	CTA	SAFE	X	CMA	X
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Check all that apply.

ADM1211z-jh

COMMITTEE ATTENDANCE RECORD - 2012

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Rick Roelle Town of Apple Valley	X	X	X			X						
Julie McIntyre City of Barstow							X	X		X		
Bill Jahn City of Big Bear Lake		X										
Dennis Yates City of Chino	X		X	X	X							
Mike Leonard City of Hesperia	X		X	X	X	X	X	X		X		
Larry McCallon City of Highland	X	X	X	X	X	X		X	X			
Rhodes Rigsby City of Loma Linda	X	X	X	X	X	X						
Ed Scott City of Rialto	X	X	X	X	X							
Ed Graham City of Chino Hills	X	X	X	X	X	X	X	X	X	X		
L. Dennis Michael City of Rancho Cucamonga							X	X		X		
Patrick Morris City of San Bernardino		X	X	X	X	X		X	X	X		
Jim Harris City of Twentynine Palms		X	X	X	X	X	X	X	X	X		
Dick Riddell City of Yucaipa		X	X		X	X	X	X		X		
Janice Rutherford Board of Supervisors	X		X	X	X	X		X	X	X		
Josie Gonzales Board of Supervisors	X	X	X	X	X	X						
Brad Mitzelfelt Board of Supervisors	X		X		X			X	X	X		
Gary Ovitt Board of Supervisors	X	X	X	X		X	X	X	X	X		
Neil Derry Board of Supervisors	(Self-Suspension as of 5/3/11)	X	X				X	X				

X = Member attended meeting. Empty box = Member did not attend meeting. Crossed out box = Not a member at the time.

ADMINISTRATIVE COMMITTEE ATTENDANCE RECORD - 2011

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Rick Roelle Town of Apple Valley		X	X	X	X	X	X		X	X	X	
Dennis Yates City of Chino	X	X	X	X	X	X	X	X	X	X	X	X
Mike Leonard City of Hesperia	X			X	X	X		X		X	X	X
Larry McCallon City of Highland	X		X	X	X	X	X	X	X	X	X	X
Rhodes Rigby City of Loma Linda	X		X	X		X	X		X	X	X	X
Paul Eaton City of Montclair	X	X	X	X		X	X	X	X	X	X	X
Janice Rutherford Board of Supervisors	X	X	X	X	X	X	X	X	X	X	X	X
Patrick Morris City of San Bernardino	X	X		X	X	X	X	X	X	X	X	X
John Pomierski City of Upland	X		X	X	X	X	X	X	X	X	X	X
Ed Graham City of Chino Hills	X	X	X	X	X	X	X	X	X	X	X	X
Josie Gonzales Board of Supervisors	X		X		X	X			X	X	X	X
Brad Mitzelfelt Board of Supervisors	X	X		X	X	X	X	X			X	X
Gary Ovitt Board of Supervisors	X	X		X	X	X	X	X	X	X	X	X
Neil Derry Board of Supervisors (Self-Suspension as of 5/3/11)	X	X	X	X	X	X	X	X	X	X	X	X

X = Member attended meeting. Empty box = Member did not attend meeting. Crossed out box = Not a member at the time.



- San Bernardino County Transportation Commission
- San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency
- Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 3

Date: November 14, 2012

Subject: October 2012 Procurement Report

Recommendation:* Receive October 2012 Procurement Report.

Background: The Board of Directors adopted the Contracting and Procurement Policy (Policy No. 11000) on January 3, 1997, and approved the last revision on September 5, 2012. The Executive Director, or designee, is authorized to approve Purchase Orders up to an amount of \$50,000. All procurements for supplies and services approved by the Executive Director, or designee, in excess of \$5,000 shall be routinely reported to the General Policy Committee and to the Board of Directors.

Attached are the purchase orders in excess of \$5,000 to be reported to the General Policy Committee for the month of October 2012.

Financial Impact: This item imposes no impact on the fiscal year 2012/2013 budget. Presentation of the monthly procurement report will demonstrate compliance with the Contracting and Procurement Policy (Policy No. 11000).

Reviewed By: This item is not scheduled for review by other policy or technical advisory committees.

Responsible Staff: William Stawarski, Chief Financial Officer

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	<p><i>Approved</i> General Policy Committee</p> <p>Date: _____</p> <p>Moved: Second:</p> <p>In Favor: Opposed: Abstained:</p> <p>Witnessed: _____</p>
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COG	X	CTC	X	CTA	X	SAFE	X	CMA	X
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Check all that apply.
 ADM1210a-ws

October 2012 Report of Purchase Orders

PO No.	PO Issue Date	Vendor	Purpose	Amount
4000914	9/18/12	Trans Track Systems	Sole source for transit oprawting and performance reporting system maintenance and support agreement.	\$12,000.00
4000929	10/18/12	WebTech Wireless, Inc.	GPS tracking devices for 16 Freeway Service Patrol (FSP) tow trucks. Monthly charges include reporting and google mapping for the 16 trucks and miscellaneous costs.	\$6,500.00
4000927	10/18/12	Coalition for America's Gateways and Trade Corridors	Membership dues for FY 2012/2013.	\$6,500.00
4000932	10/26/12	Pepe's Towing Service, Inc.	To provide emergency Freeway Service Patrol for Beat 3 & possibly Beat 8. Beat 3 is along the I-10 from Sierra Avenue to Waterman Avenue. Beat 8 is along the I-10 from Waterman Avenue to University. The services provided are subject to the terms and conditions described in Contract C11213.	\$45,000.00
*Note: Sole Source justification is noted in the Purpose statement, if applicable.				Total
				\$70,000.00



- San Bernardino County Transportation Commission
- San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency
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Minute Action

AGENDA ITEM: 4

Date: November 14, 2012

Subject: Request for Proposal 13068 for Investment Advisor Services

Recommendation:* That the Committee recommend the Board authorize and approve release of Request for Proposal 13068 for qualified firms to provide Investment Advisor Services for San Bernardino Associated Governments.

Background: The Scope of Services for investment advisor services is attached to this agenda item. The contract, if awarded, will be for a five-year (5) initial term with two one-year option terms.

Public Financial Management, LLC is San Bernardino Associated Governments' (SANBAG) current Investment Advisor and their contract will expire on March 31, 2013. Staff is now proposing to solicit proposals for new investment advisor services to ensure a new contract is in place before the expiration of the current contract.

The firm will provide financial investment services for SANBAG and assist in managing SANBAG's investment portfolio.

The investment of funds is guided by applicable State statutes including Government Code Section 53601, bond documents, the County of San Bernardino's investment policy and SANBAG's investment policy. The firm selected will provide advice only. The firm will not be asked for advice on new

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Approved
 General Policy Committee

Date: _____

Moved: _____ Second: _____

In Favor: _____ Opposed: _____ Abstained: _____

Witnessed: _____

COG	X	CTC	X	CTA	X	SAFE	X	CMA	X
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Check all that apply.

ADM1211a-jbh

<http://portal.sanbag.ca.gov/mgmt/committee/admin/Admin2012/adm1211/AgendaItems/ADM1211a1-jbh.docx>

financing measures being considered as that is a role reserved for SANBAG's financial advisor.

The firm selected will assist SANBAG in computing a performance benchmark that matches the composition, duration and risk profile of SANBAG's actual portfolio. The selected firm will provide SANBAG with a quarterly and monthly portfolio performance report that evaluates the performance of the portfolio in comparison to SANBAG's selected benchmark as described in SANBAG's investment policy. The report will also include a summary detailing trading strategies implemented during the quarter and will provide recommendations of investment strategies for the upcoming quarter.

Pursuant to policy direction, SANBAG is required to award this type of contract on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services at a fair and reasonable price to SANBAG. Such selection shall take into consideration prior experience of the firm and/or representatives, understanding of work to be completed, knowledge of the working environment, and particular skills and expertise of the firm and/or representatives proposed for the function. Staff will return to the Board with approval of the selected firm for contract award.

Financial Impact: The various policies and brokers' maintenance/base fee are funded under SANBAG's indirect fund (Task 0120/Indirect General) for Fiscal Year 2012/2013 budget.

Reviewed By: This item is not scheduled for review by any other policy committee or technical advisory committee. SANBAG General Counsel and Contract Administrator have approved this item and RFP as to form.

Responsible Staff: William Stawarski, Chief Financial Officer

ATTACHMENT A
“SCOPE OF WORK”

Scope of Services

1. INTRODUCTION

On November 7, 1989, the voters of San Bernardino County approved Measure I, authorizing a 1/2% sales tax for transportation purposes for 20 years. On November 2, 2004, the voters authorized an extension to this tax for an additional 30 years. The legislation provides for the San Bernardino County Transportation Authority (Authority) to administer these funds. The San Bernardino Associated Governments is the umbrella joint powers agency under which the Board of Directors also serves as the County Transportation Commission, the County Transportation Authority, the County Congestion Management Agency, and the Service Authority for Freeway Emergencies.

Authority is governed by a twenty-nine (29) member board comprised of elected officials appointed by the cities of Adelanto, Barstow, Big Bear Lake, Chino, Chino Hills, Colton, Fontana, Grand Terrace, Hesperia, Highland, Loma Linda, Montclair, Needles, Ontario, Rancho Cucamonga, Redlands, Rialto, San Bernardino, Twenty-nine Palms, Upland, Victorville, and Yucaipa; the Towns of Apple Valley and of Yucca Valley; the San Bernardino County Board of Supervisors; and an ex-officio appointee of the Governor (Caltrans).

The Authority desires to optimize its investment yield within the framework of its Investment Policy. The following information is provided as additional background information:
Authority's Investment Policy

A. General Statement

Authority is soliciting proposals from interested firms to provide financial investment services to Authority in assisting in managing Authority's investment portfolio. The successful firm is referenced herein as "CONSULTANT". Please refer to Attachment A-1 for specific information regarding current investments.

The investment of funds is guided by applicable State statutes including Government Code section 53601, bond documents, the County of San Bernardino's investment policy and the Agency's investment policy. The firm selected will provide advice only. The firm will not be asked for advice on new financing measures being considered, as that is a role reserved for SANBAG's financial advisor. Firms are encouraged to propose alternatives to the listed requirements that will reduce cost and enhance services. Authority will evaluate these alternatives on an individual basis. Alternative services should be listed and priced separately.

B. Scope of Services

- 1. Provide advice on portfolio performance.** CONSULTANT will assist the Authority in selecting a performance benchmark that matches the composition, duration and risk profile of the Authority's actual portfolio. CONSULTANT will provide the Authority with a quarterly portfolio performance report that evaluates the performance of the portfolio in comparison to the Authority's selected benchmark as described in

Authority's investment policy. The report will also include a summary detailing trading strategies implemented during the quarter and will provide recommendations of investment strategies for the upcoming quarter.

- 2. Review reports of the portfolio managers and provide recommendations.** CONSULTANT will track its purchases and sales and all the securities in the managed portfolio on our accounting system. CONSULTANT will provide the Authority with recommendations as part of our informal communications and formal reports.
- 3. Make Presentations to the SANBAG Board Committees.** CONSULTANT shall be available to meet with and present information to SANBAG's Board Committees and Board and the Chief Financial Officer as required.
- 4. Provide advice on current investment strategy.** CONSULTANT will review the Authority's current investment strategy and provide advice on the Authority's current investment strategy for its operating funds, reserves and bond proceeds. In addition, Consultant will advise the Authority on current market conditions and help the Authority design future investment strategies.
- 5. Prepare monthly investment reports.** CONSULTANT shall provide the Authority with monthly account statements for each account managed. These statements will include information on portfolio value and quality, transactions made during the month, security maturities, gains and losses on sale and interest income.
- 6. Review Investment Policy.** CONSULTANT shall review Authority's investment policy at the start of the engagement and provide written recommendation(s). CONSULTANT will then review the investment policy on an annual basis and provide recommendations based on changes to the California Government Code and prudent investment practices.
- 7. Provide strategy for investing bond proceeds.** CONSULTANT shall assist the Authority in developing an investment strategy designed to optimize the Authority's retainable earnings in accordance with arbitrage rebate regulations and with investments designed to protect the safety of the funds and provide needed liquidity.
- 8. Provide advice and recommendations on investments.** CONSULTANT shall provide Authority with advice and recommendations on its investments through the quarterly performance report and conversations between Authority staff and CONSULTANT's portfolio managers.
- 9. Provide advice/recommendations on the management of resources.** CONSULTANT shall provide Authority with advice on the management of resources including a banking services review and procedures to improve investment activities.
- 10. Provide economic and interest rate information.** As part of the quarterly portfolio performance report, CONSULTANT shall provide Authority with an assessment of

economic conditions and the effect on the market. CONSULTANT will send the Authority notices of key economic events effect on the markets. CONSULTANT's portfolio managers are available to discuss market conditions on an as needed basis.

- 11. Submittals – Monthly Investment Reports.** A listing of SANBAG's investments for the operating reserve, rail assets, and Transportation Development Act (TDA) funds, composition of portfolio, maturity distribution, and weight average yield to maturity. Quarterly Investment Report – Market update, portfolio summary and recap, portfolio strategy, portfolio performance, portfolio return comparison, and maturity distribution.
- 12. Schedule – Annual review (in July) and recommendations to SANBAG's investment policy.**



- San Bernardino County Transportation Commission
- San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency
- Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 5

Date: November 14, 2012

Subject: Measure I Revenue Estimate for Fiscal Year 2013/2014 Allocation Planning

Recommendation:* That the Committee recommend the Board approve a Measure I 2010-2040 revenue estimate of \$139.4 million for Fiscal Year 2013/2014 and the revenue distribution by subarea in Table 2 for purposes of allocation planning for Fiscal Year 2013/2014.

Background: San Bernardino Associated Governments (SANBAG) staff is beginning the allocation planning process for Fiscal Year 2013/2014. The purpose of this process is to provide information to be used by both SANBAG and its member agencies in preparation of their capital budgets.

SANBAG staff must first develop an estimate of Measure I revenue by subarea and program for Fiscal Year 2013/2014. This agenda item requests approval of a Measure I revenue estimate for budgeting and allocation purposes for the next fiscal year.

Hinderliter, deLlamas & Associates (HdL Companies) monitors sales tax collections and trends for SANBAG which includes the local jurisdictions of San Bernardino County. Based on current collections and trends, HdL Companies is projecting \$135.3 million sales tax revenue for Fiscal Year 2012/2013 and estimating \$139.4 million for Fiscal Year 2013/2014. This compares to \$132.9 million from Fiscal Year 2011/2012. SANBAG will use HdL Companies's estimated Measure I sales tax revenue of \$139.4 million for the

Approved
General Policy Committee

Date: _____

Moved: _____ *Second:* _____

In Favor: _____ *Opposed:* _____ *Abstained:* _____

Witnessed: _____

COG	CTC	CTA	X	SAFE	CMA
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Check all that apply.
 ADM1211b-ws

2013/2014 budget and allocations. . This is in contrast to the more conservative figures in the ten-year (10) delivery plan which accounts for long-term planning and uncertainties

Distribution of Measure I revenues to subareas for Fiscal Year 2013/2014 is based on the two most recent complete fiscal years of actual revenue (Fiscal Years 2010/2011 and 2011/2012), as shown in Table 1.

Table 1
Distribution of Measure I Revenue by Subarea
Fiscal Years 2010-2011 and 2011-2012

Subarea	Actual Revenues (In Thousands)		Percentage of Total Subarea	
	FY	FY	FY	FY
	2010-2011	2011-2012	2010-2011	2011-2012
Cajon Pass	\$ 3,269	\$ 3,636	2.8%	2.8%
Valley	92,555	102,878	79.3%	78.1%
Victor Valley	13,157	14,688	11.3%	11.2%
Colorado River	194	205	0.2%	0.2%
Morongo Basin	1,917	2,118	1.6%	1.6%
Mountains	1,664	1,786	1.4%	1.3%
North Desert	3,992	6,327	3.4%	4.8%
Total Subarea	\$ 116,748	\$ 131,638	100.0%	100.0%

NOTE: Actual revenues for Fiscal Year 2010/2011 and 2011/2012 are net of 1% Measure I Administration.

The two-year (2) average is then used to calculate the distribution of Measure I revenue for each subarea. The distribution of the estimated 2013/2014 Measure I revenue of \$138 million (\$139.4 million less 1% for administration) is provided in Table 2.

Table 2
Estimate of Measure I Revenue by Subarea
For Fiscal Year 2013-2014

Subarea	Estimated Revenues (In Thousands)	Percentage of Total Subarea
Cajon Pass *	\$ 3,864	2.8%
Valley	107,783	78.1%
Victor Valley	15,457	11.2%
Colorado River	276	0.2%
Morongo Basin	2,208	1.6%
Mountains	1,794	1.3%
North Desert	6,624	4.8%
Total Subarea	\$ 138,006	100.0%

* Cajon Pass is funded with 3% of Valley and Victor Valley Measure I funds

The numbers in Table 2 represent estimates for apportionment/allocation planning purposes only. Each subarea will receive the actual revenue collected according to the provisions of the Measure I 2010-2040 Expenditure Plan. Current trends indicate a recovery from the recent recession which could result in different rates within each subarea. This could result in actual distributions that are different in Table 2.

Financial Impact: This item imposes no impact on the Fiscal Year 2012/2013 budget. It will be utilized in the preparation of the Fiscal Year 2013/2014 budget.

Reviewed By: This item is not scheduled for review by other policy or technical advisory committees.

Responsible Staff: William Stawarski, Chief Financial Officer



- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 6

Date: November 14, 2012

Subject: Contracting and Procurement Policy Amendment – Cooperative Procurement Policy with Other Government Agencies

Recommendation:* That the Committee recommend the Board approve an amendment to San Bernardino Associated Governments’ Contracting and Procurement Policy 11000 to include a Cooperative Procurement Policy with Other Government Agencies.

Background: This is an amendment to the San Bernardino Associated Governments (SANBAG) Contracting and Procurement Policy 11000. In 2010, a review of existing procurement policies and procedures was completed by SANBAG’s Contract Manager and it was noted that SANBAG had a limited policy relative to cooperative procurements with other government agencies. Currently, Policy 11000, “Contracting and Procurement Policy” states, “Use of electronic quotation systems operating within San Bernardino County is authorized”. This statement in the Policy appears to limit staff to using the County’s electronic procurement system and does not allow staff to use other government agencies cooperative procurements to purchase goods and services.

Revising Policy 11000 to expand the use of cooperative procurements often referred to as “piggybacking” on other local, State or Federal agencies procurements. Piggybacking is defined as the “post-award use of a contractual document/process that allows someone, in this case SANBAG, who was not

*

	<p><i>Approved</i> General Policy Committee</p> <p>Date: _____</p> <p>Moved: _____ Second: _____</p> <p>In Favor: _____ Opposed: _____ Abstained: _____</p> <p>Witnessed: _____</p>
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COG	x	CTC	x	CTA	x	SAFE	x	CMA	x
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Check all that apply.
 ADM1211a-kmp

contemplated in the original procurement to purchase the same supplies/equipment through that original process.” The benefits of piggybacking are you can procure the goods and services needed faster and by using other agencies “economy of scale”, we can purchase the supplies/equipment at a better price than SANBAG could if we purchased the supplies/equipment on our own. The types of services that SANBAG may procure using the operative purchasing process are; office furniture and supplies; vehicles; computer equipment and related products and telecommunications equipment.

SANBAG’s Contract Administrator would be responsible for reviewing other agencies procurements to see if “piggybacking” is in the best interest of the agency. If the determination was made that “piggybacking” is in the best interest of SANBAG, SANBAG would confirm that all contractual terms and conditions of the procurement are acceptable to SANBAG and then SANBAG would contract directly with the supplier/vendor to purchase the goods or services. It is important to note that “piggybacking” does not replace the use of the competitive procurement process. It just offers SANBAG an alternative, when appropriate, to purchase certain goods and services faster and cheaper. Based on the information presented herein; staff is recommending the following addition and deletion be made to the Contracting and Procurement Policy 11000:

Delete the following from section VII. “SUPPLIES AND SERVICES CONTRACTS”, subsection A. 1. c. which states “Use of electronic quotation systems operating within San Bernardino County is authorized.” and;

Replace with the following language: “Cooperative Procurements-SANBAG may contract with any federal, State or local department or agency vendor or supplier when all competitive procurement requirements have been met and it is in the best interest of SANBAG to do so. SANBAG’s Contract Administrator will make the determination to purchase goods and services directly from other public agencies suppliers and vendors when it is in the best interest of SANBAG to do so and all cooperative procurement terms and conditions have been reviewed so as to meet all necessary requirements.”

Should SANBAG’s Board of Directors approve this change to Policy 11000, staff will develop a corresponding Cooperative Procurement Process and conduct a training session with SANBAG staff to introduce the Cooperative Procurement Process.

Financial Impact: This item has no financial impact on the SANBAG 2012/2013 Budget.

Reviewed By: SANBAG General Counsel and Contract Administrator have approved this item as to form.

Responsible Staff: Kathleen Murphy-Perez, Contracts Manager



- San Bernardino County Transportation Commission
- San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency
- Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 7

Date: November 14, 2012
Subject: 2013 General Policy Committee Meeting Schedule
Recommendation:* Approve the 2013 General Policy Committee meeting schedule.

Background: The SANBAG General Policy Committee has established a regular meeting schedule on the second Wednesday of each month, beginning at 9:00 a.m., at the SANBAG offices. Although a monthly schedule is adopted, it is acknowledged that when there are not sufficient business items to require a meeting, the meeting will be cancelled. It has also been the practice to modify the meeting date and time when the meeting has been rescheduled due to conflicts with other meetings or holiday schedules. SANBAG staff, however, has been directed to make every effort to minimize deviation from the regular schedule to insure continuity of meetings and participation.

A proposed 2013 meeting schedule is identified below for approval. Committee members and staff are urged to calendar these meetings for the coming year. Advance confirmation of meetings or cancellation notices are part of SANBAG's standard procedure for meeting preparation. The proposed meeting schedule conforms mostly to the second Wednesday of each month. The only deviation is that the January meeting is proposed to be moved to the third Wednesday, January 16th. This change is proposed because the Board

*

Approved
 General Policy Committee

Date: _____

Moved: _____ Second: _____

In Favor: _____ Opposed: _____ Abstained: _____

Witnessed: _____

COG	X	CTC	X	CTA	X	SAFE	X	CMA	X
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Check all that apply.
 ADM1211a-dab

<http://portal.sanbag.ca.gov/mgmt/workgroups/admin/Shared%20Documents/2013%20SANBAG%20Master%20Calendar.docx>

meeting will be moved to the second Wednesday of January due to a conflict with the January 1st New Year's Day holiday. The proposed schedule is as follows:

General Policy Committee

January 16, 2013**

February 13, 2013

March 13, 2013

April 10, 2013

May 8, 2013

June 12, 2013

July 10, 2013 (DARK)

August 14, 2013

September 11, 2013

October 9, 2013

November 13, 2013

December 11, 2013

**Date changed due to Board of Directors meeting conflict with January 1st New Year's Day holiday.

Financial Impact: Approval of the regular meeting schedule has no impact upon the SANBAG budget.

Reviewed By: This item is scheduled to be reviewed by the Metro Valley Study Session and the Commuter Rail and Transit Committee on November 15, 2012; and the Mountain/Desert Committee on November 16, 2012.

Responsible Staff: Duane A. Baker, Director of Management Services

SANBAG Master Calendar 2013

~ January 2013 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 New Year's Day HOLIDAY	2 Board (Regular Date)	3 SCAG Regional Council	4	5
6	7 Orthodox Christmas Christian HOLIDAY	8	9 Board (Proposed Date)	10	11 SCRRA Board	12
13	14	15	16 General Policy League New Mayors & Council Members	17 Metro Valley Study Session League New Mayors & Council Members	18 League New Mayors & Council Members	19
20	21 Martin Luther King Day HOLIDAY	22	23	24 Commuter Rail/Transit Mohammad's Birthday Islamic HOLIDAY	25 Mt/Desert Committee	26
27	28	29	30	31	Notes:	

~ February 2013 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 Board.	7 SCAG Regional Council	8 SCRRA Board	9
10	11	12	13 General Policy Committee	14 Metro Valley Study Session	15 Mt/Desert Committee	16
17	18 President's Day HOLIDAY	19	20	21 Commuter Rail/Transit	22	23
24	25	26	27	28	Notes:	

~ March 2013 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 NACO Legislative Conf.
3 NACO Legislative Conf.	4 NACO Legislative Conf.	5 NACO Legislative Conf.	6 Board NACO Legislative Conf.	7 SCAG Regional Council	8 SCRRA Board	9
10	11	12	13 General Policy Committee	14 Metro Valley Study Session Commuter Rail/Transit	15 Mt/Desert Committee	16
17	18	19	20	21 City/County Conference Now Ruz Baha'i HOLIDAY	22 City/County Conference	23
24	25	26 Passover Jewish HOLIDAY (Starts Mar.26-Apr.2)	27	28	29 Good Friday Christian HOLIDAY	30
31 Cesar Chavez Easter Sunday	Notes:					

~ April 2013 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Cesar Chavez (Observed)	2 Passover Jewish HOLIDAY (Ends)	3 Board (COG Workshop tentative)	4 SCAG Regional Council	5	6
7	8	9	10 General Policy Committee	11 Metro Valley Study Session	12 SCRRA Board	13
14	15	16	17	18 Commuter Rail/Transit Committee	19 Mt/Desert Committee	20
21 First Day of Ridvan Baha'i HOLIDAY	22	23	24 League Legislative Action Day	25	26	27
28	29 Ninth Day of Ridvan Baha'i HOLIDAY	30	Notes:			

~ May 2013 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Board (New Members Workshop)	2 SCAG Regional Council Twelfth Day of Ridvan Baha'i HOLIDAY	3	4
5	6	7	8 General Policy Committee	9 Metro Valley Study Session	10 SCRRA Board	11
12 Mother's Day	13	14	15 Shavuot Jewish HOLIDAY	16 Commuter Rail/Transit Committee	17 Mt/Desert Committee	18
19	20	21	22	23 Declaration of the Bab Baha'i HOLIDAY	24	25
26	27 Memorial Day HOLIDAY	28	29 Ascension of Bahauallah Baha'i HOLIDAY CSAC Legislative Conf.	30 CSAC Legislative Conf.	31	Notes

~ June 2013 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 Board	6 SCAG Regional Council	7 SCRRA Board	8
9	10	11	12 General Policy Committee	13 Metro Valley Study Session SANBAG General Assembly	14	15
16 Father's Day	17	18	19	20 Commuter Rail/Transit Committee	21 Mt/Desert Committee	22
23	24	25	26	27	28	29
30	Notes:					

~ July 2013 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 Board	4 Independence Day HOLIDAY SCAG Regional Council (Regular Day)	5	6
7	8	9 Martyrdom of the Bab Baha'i HOLIDAY Beginning of Ramadan Islamic HOLIDAY	10 General Policy Committee (DARK)	11 Metro Valley Study Session (DARK)	12 SCRRA Board	13
14	15	16	17	18 Commuter Rail/Transit Committee (DARK)	19 Mt/Desert Committee (DARK) NACO Annual Meeting	20 NACO Annual Meeting
21 NACO Annual Meeting	22 NACO Annual Meeting	23	24	25	26	27
28	29	30	31	Notes:		

~ August 2013 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 SCAG Regional Council	2	3 Lailatul Qadr Islamic HOLIDAY
4	5	6	7 Board (DARK)	8 End of Ramadan Islamic HOLIDAY	9 SCRRA Board	10
11	12	13	14 General Policy Committee	15 Metro Valley Study Session Commuter Rail/Transit Committee	16 M/Desert Committee	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

~ September 2013 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labor Day HOLIDAY	3	4 Board	5 SCAG Regional Council Rosh Hashanah Jewish HOLIDAY	6	7
8	9	10	11 General Policy Committee	12 Metro Valley Study Session Commuter Rail/Transit Committee	13 Mt/Desert Committee SCRRA Board	14 Yom Kippur Jewish HOLIDAY
15	16	17	18 League Annual Conference	19 Sukkot (Sept. 19-25) Jewish HOLIDAY League Annual Conference	20 League Annual Conference	21
22	23	24	25	26 Shmini Atzeret/Simchat Torah Jewish HOLIDAY	27	28
29	30	Notes:				

~ October 2013 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Board	3 SCAG Regional Council	4	5
6	7	8	9 General Policy Committee	10 Metro Valley Study Session	11 SCRRA Board	12
13	14 Columbus Day HOLIDAY	15 Eid al-Adha Islamic HOLIDAY	16	17 Commuter Rail/Transit Committee	18 MT/Desert Committee	19
20 Birth of the Bab Baha'i HOLIDAY	21	22	23	24	25	26
27	28	29	30	31 Halloween	Notes:	

~ November 2013 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 Board	7 SCAG Regional Council	8 SCRRA Board	9
10	11 Veterans Day HOLIDAY	12 Birth of Bahauallah Baha'i HOLIDAY	13 General Policy Committee	14 Metro Valley Study Session Commuter Rail/Transit	15 Mt/Desert Committee	16
17	18	19 CSAC Annual Meeting	20 CSAC Annual Meeting	21 CSAC Annual Meeting	22 CSAC Annual Meeting	23
24	25	26 Day of the Covenant Baha'i HOLIDAY	27	28 Thanksgiving Day HOLIDAY Ascension of 'Abdu'l-Baha Baha'i HOLIDAY Hanukkah (Nov.28-Dec.5) Jewish HOLIDAY	29 Thanksgiving Day After HOLIDAY	30

~ December 2013 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Board	5 SCAG Regional Council	6	7
8	9	10	11 General Policy Committee	12 Metro Valley Study Session Commuter Rail/Transit Committee	13 M/Desert Committee SCRRA Board	14
15	16	17	18	19	20	21
22	23	24 Christmas Eve HOLIDAY	25 Christmas Day HOLIDAY	26 Kwanzaa (Dec.26-Jan. 1) Interfaith/African-American HOLIDAY	27	28
29	30	31 New Year's Eve HOLIDAY	Notes:			



- San Bernardino County Transportation Commission
- San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency
- Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 8

Date: November 14, 2012

Subject: Approve Amendment to Freeway Service Patrol Contract to exercise first-year option.

Recommendation: That the Committee recommend the Board approve Amendment No. 2 to Contract No. C10081 with Roy and Dot's Towing for Beat 4 to exercise the first-year option of the contract, which would extend the contract term to December 31, 2013, as well as increase the contract amount by \$184,500 for a revised not-to-exceed amount of \$738,000.

Background: The Freeway Service Patrol (FSP) consists of a fleet of tow trucks roaming the freeways for the purpose of assisting motorists with their disabled vehicles during peak periods of congestion. Since the program's inception in January 2006, the FSP Program has demonstrated many benefits by reducing the amount of time a motorist is in unsafe conditions, as well as reducing traffic delays, vehicular emissions and secondary incidents. There are eight separate areas (known as Beats) within the selected San Bernardino County freeways where FSP services are provided and cover over 60 centerline highway miles. On average, 3,500 motorists are assisted each month through the San Bernardino FSP program.

Approved
 General Policy Committee

Date: _____

Moved: _____ Second: _____

In Favor: _____ Opposed: _____ Abstained: _____

Witnessed: _____

COG		CTC		CTA		SAFE	X	CMA	X
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In December 2010, the Board of Directors approved the selection of Roy and Dot's Towing Services, Inc., to provide tow services along Beat 4. Beat 4 runs along the I-60 from Reservoir St. to Milliken Avenue.

Roy and Dot's Towing has provided excellent service to the FSP Program throughout the past three years as they have assisted stranded motorists quickly, professionally and safely. In addition to their excellent service, they are performing well within their contract budgets. Roy and Dot's Towing currently operates their Beat at \$50.00 per hour and will continue to do so for their extension.

Staff recommends that the Board approve Amendment No. 2 to Contract C10081 with Roy and Dot's Towing to exercise the first option year and to increase the not-to-exceed amount of the contract for the continuation of FSP Services through December 31, 2013.

Financial Impact: A portion of the contract amendments has been included in the Fiscal Year (FY) 2012/2013 budget, totaling \$92,200. The source of funds is a combination of State FSP funds and Department of Motor Vehicles funds – Task Number 70413000. The remaining contract amount will be incorporated into the FY 2013/2014 Budget when that budget is prepared.

Reviewed By: This item is not scheduled for review by any other policy committee or technical advisory committee. SANBAG Contract Administrator has reviewed this item and a draft of the amendment.

Responsible Staff: Duane A. Baker, Director of Management Services

CONTRACT SUMMARY SHEET

Contract No. C 10081 Amendment No. 2

By and Between

San Bernardino Associated Governments and Roy and Dot's Towing

Contract Description Freeway Service Patrol Services for Beat 4 in San Bernardino County.

Board of Director's Meeting Date: 12/5/12
Overview of BOD Action: APPROVE C10081-02 FOR FSP SERVICES FOR BEAT #4 GA
 Is this a Sole-Source procurement? Yes No GA

CONTRACT OVERVIEW			
Original Contract Amount	\$	553,500	Original Contingency Amount
Revised Contract Amount <i>Inclusive of prior amendments</i>	\$		Revised Contingency Amount <i>Inclusive of prior amendments</i>
Current Amendment Amount	\$	184,500	Contingency Amendment
TOTAL CONTRACT VALUE	\$	738,000	TOTAL CONTINGENCY VALUE
TOTAL BUDGET AUTHORITY (contract value + contingency)			\$ 738,000

Contract Start Date 1/4/2010	Current Contract Expiration Date 12/31/2012	Revised Contract Expiration Date 12/31/2013
Has the contract term been amended? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - please explain. EXERCISE 1 st YEAR OPTION GA		

FINANCIAL INFORMATION	
<input checked="" type="checkbox"/> Budget authority for this contract currently exists in Task No. 704.	
<input type="checkbox"/> A Budget Amendment is required.	
How are we funding current FY? 80% FSP STATE 20% DMV/SAFE	
<input type="checkbox"/> Federal Funds	<input checked="" type="checkbox"/> State Funds
<input checked="" type="checkbox"/> Local Funds	<input type="checkbox"/> TDA Funds
<input type="checkbox"/> Measure I Funds	
Provide Brief Overview of the Overall Funding for the duration of the Contract: 80% of the contract will continue to be funded by state funds and 20% of the contract will be continued to be paid by DMV/SAFE funds.	
<input checked="" type="checkbox"/> Payable <input type="checkbox"/> Receivable	

CONTRACT MANAGEMENT INFORMATION	
Check all applicable boxes:	
<input type="checkbox"/> Retention? If yes, indicate % _____.	
<input type="checkbox"/> Disadvantaged Business Enterprise (DBE) Goal _____ %	<input type="checkbox"/> Underutilized DBE (UDBE) Goal _____ %

JENNY HERRERA
 Task Manager (Print Name)
DUANE BAKER
 Project Manager (Print Name)
Jeffery Hill
 Contracts Administrator (Print Name)
W. STRAWNSKY
 Chief Financial Officer (Print Name)
AZ
 Director of Fund Administration & Programming

<u>[Signature]</u>	11/1/12
Signature	Date
<u>[Signature]</u>	11/1/12
Signature	Date
<u>[Signature]</u>	11/1/12
Signature	Date
<u>[Signature]</u>	11/3/12
Signature	Date
<u>[Signature]</u>	
Signature	Date

Amendment No. 2 to Contract No. C10081

By and Between

SAN BERNARDINO ASSOCIATED GOVERNMENTS

And

DK&J ENTERPRISES INC., DBA ROY & DOT'S TOWING

For

**FREEWAY SERVICE PATROL FOR BEAT #4
WITHIN SAN BERNARDINO COUNTY**

WHEREAS, the San Bernardino Associated Governments, hereinafter referred to as "SANBAG" and DK&J Enterprises Inc., DBA Roy & Dot's Towing and referred to herein as "CONTRACTOR", a California Corporation, have previously entered into a contract effective January 4, 2010, wherein SANBAG engaged CONTRACTOR to provide freeway service patrol services along Beat #4 within San Bernardino County (herein referred to as "SERVICES"); which contract is hereinafter referred to as the "CONTRACT"; and,

WHEREAS, SANBAG and CONTRACTOR desire to amend the Contract to renew the Contract for one additional year for CONTRACTOR to perform the agreed upon work, as allowed for in Section 3.4 of CONTRACT.

NOW THEREFORE, SANBAG and CONTRACTOR agree to amend the Contract as follows:

1. SECTION 3.4 Term. The first sentence of the first paragraph is amended to read as follows:

The term of this Contract shall be shall from January 4, 2010 through December 31, 2013 and shall not exceed seven hundred thirty-eight thousand dollars and no cents (\$738,000.00), unless earlier terminated as provided herein.
2. Delete Exhibit A provided in the original Contract and replaced with the Exhibit A attached to this Amendment.
3. Add to the contract Attachment F, which is the updated fines and penalties schedule for the Freeway Services Patrol (FSP) Program.
4. All other portions of this Contract shall remain in full force and effect and are incorporated herein by this reference.

**DK&J ENTERPRISES INC., DBA
ROY AND DOT'S TOWING**

**SAN BERNARDINO ASSOCIATED
GOVERNMENTS**

By: _____
David McClure
Owner

By: _____
Janice Rutherford
SANBAG President

Date: _____

Date: _____

APPROVED AS TO FORM:

By: _____
Eileen Monaghan Teichert
General Counsel

CONCURRENCE:

By: _____
Jeffery Hill
Contract Administrator

EXHIBIT "A"

Compensation and Payment

Overview Contract 10081 with Roy and Dot's Towing for Beat 4 Contract Term 1/4/2010-12/31/2013

Hourly Costs (per truck)	No. of Hours	5% More Hours	Total Hours	Cost Per Truck	Total Costs
2009/2010 (1/04/10 through 6/30/10)	875	44	919	\$45,950.00	\$91,900.00
2010/2011	1,757	88	1,845	\$92,250.00	\$184,500.00
2011/2012	1,757	88	1,845	\$92,250.00	\$184,500.00
2012/2013 (7/1/12 through 12/31/12)	882	44	926	\$46,300.00	\$92,600.00
Initial Term Subtotal:	5,271	264	5,535	\$276,750.00	\$553,500.00
FY2012/2013 (1/2/13-6/30/13)	878	44	922	\$46,100.00	\$92,200
FY2013/2014 (7/1/13 through 12/31/13)	879	44	923	\$46,150.00	\$92,300
Option Year Subtotal:	1,757	88	1,845	\$92,250.00	\$184,500
Contract Total:	7,028	352	7,380	\$369,000.00	\$738,000.00

Average Annual Hours Per Truck Per Beat 1,757
Hourly Rate for Initial Contract Term
And Option Yr. #1 \$50.00

Note: Two primary FSP Trucks are required

**ATTACHMENT F to C10081
SUMMARY OF FSP VIOLATIONS AND PENALTIES**

Below is a list of penalties that can be assessed to a Contractor if not in compliance with the policies and procedures of the Freeway Service Patrol Program.

Relevant section	Description of violation	Penalty
	Not meeting tow truck requirements outlined in the RFP/SOP	Three (3) times the hourly contract rate in one (1) minute increments until requirement is met. If entire shift is missed, Contractor shall be fined for the entire shift at three (3) times the hourly rate.
	Not having a certified FSP "back-up" tow truck and/or FSP Tow Truck Driver	Three (3) times the hourly contract rate in one (1) minute increments until requirement is met. If entire shift is missed, Contractor shall be fined for the entire shift at three (3) times the hourly rate.
	Tow truck not made available <u>within 45 minutes</u> due to equipment/truck breakdown.	The operator has 45 minutes to correct the problem if the breakdown occurs during the shift, the penalty for the forty five (45) minute period will be calculated in one (1) minute increments on a straight hourly rate. Time beyond 45 minutes will be calculated as penalized time (Three times the hourly contract rate in one minute increments). Exact penalized down time rate is detailed in the Contract. If a truck is not ready due to a breakdown at the beginning of a shift, penalty will begin at the beginning of the shift at the penalized rate. If entire shift is missed, Contractor shall be fined for the entire shift at three (3) times the hourly rate
SOP	Contractor fines 9.B.4 Contractor fines are assessed for violations of the FSP contract or the SOP that are not directly related to FSP truck operations. This includes but not limited to: Failing to turn required paperwork in on time (Surveys, inspection sheets, etc.), damage to FSP Program equipment, not syncing the PDAs or not supplying FSP Tow Truck Drivers the proper equipment as required in the FSP Contract.	The fine amount shall not exceed \$50.00 for each individual occurrence or violation, with the exception of replacement costs.
	PDAs sent for repair due to lack of charging causing the PDA to lose patch updates.	\$50.00 per PDA + shipping, repair and/or replacement costs.
	PDAs not being charged in designated PDA workstation location during non-FSP operational hours.	\$50.00 per PDA
	Workstation does not meet requirements outlined in SOP.	\$50.00 per incident
	Lost/damaged equipment	Full cost if lost or repair charges of the item if damage is not due to wear and tear.
SOP	Contractor did not follow proper tip procedure per the SOP on Page 40, Section 6.B.	\$50.00 per occurrence
	Tampering with FSP AVL equipment	2 FSP shifts (7 hours) at the tow operator's penalty rate (3 times the normal hourly rate) plus AVL Technician's transportation, labor, repair and/or replacement costs.
	Damage Release/Release of liability forms not completed, not filled out properly, or not submitted within thirty (30) calendar days from the date on the form.	\$5.00-50.00 per incident at the discretion of Commission.
	Duplicate customer six digit survey number 20-40% 40-60% 60-80% 80-100%	\$50.00 per incident \$100.00 per incident \$175.00 per incident \$250.00 per incident



- San Bernardino County Transportation Commission
- San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency
- Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 9

Date: November 14, 2012

Subject: Award Freeway Service Patrol (FSP) Tow Services Contracts

Recommendation:* That the Committee recommend the Board:

1. Award Contract No. C13034 to Roy and Dot's Towing for FSP Beat No. 3 for a three-year period, not-to-exceed \$553,400, which includes two one-year options, as outlined in the Financial Impact Section;
2. Award Contract No. C13071 to Roy and Dot's Towing for FSP Beat No. 8 for a three-year period, not-to-exceed \$553,400, which includes two one-year options, as outlined in the Financial Impact Section.

Background: Freeway Service Patrol (FSP) consists of a fleet of tow trucks roaming urban freeways for the purpose of assisting motorists with their disabled vehicles during peak periods of congestion. The stretch of highway that the fleet roams up and down is referred to as a "Beat." FSP programs are extremely beneficial to the motoring public by reducing the amount of time a motorist is in unsafe conditions in traffic lanes, improving traffic delay, as well as reducing fuel consumption, vehicular emissions and secondary incidents. San Bernardino began its program

*

Approved
 General Policy Committee

Date: _____

Moved: *Second:*

In Favor: *Opposed:* *Abstained:*

Witnessed: _____

COG		CTC		CTA	X	SAFE	X	CMA	X
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Check all that apply.

in January 2006, and now has eight separate beats in operation and on average assists more than 3,000 motorists each month.

San Bernardino Associated Governments (SANBAG) receives an annual allocation from the State of California to implement FSP services, which is matched 20% with local revenues, Department of Motor Vehicles funds. These funds are sufficient to operate the eight beats during the morning and afternoon peak periods Monday through Friday, on the most congested highways in the San Bernardino Valley.

The current contracts for FSP Beat 3 and FSP Beat 8 expire on April 30, 2013, and February 28, 2013, respectively. The Board approved the release of a Request for Proposal (RFP 13034) for two Contracts (C13034 & C13071) on September 5, 2012, seeking proposals from qualified tow operators. The two beats cover the following areas:

1. Beat 3 – I-10 from Sierra Avenue to Waterman Avenue
2. Beat 8 – I-10 from Waterman Avenue to University

The RFP was posted on the agency's website, advertisements were placed in several local newspapers and two RFP notifications were mailed to tow operators in the surrounding Southern California area which are on the California Highway Patrol's (CHP) rotational tow lists (which is an RFP requirement). A mandatory pre-proposal meeting was conducted on October 19, 2012, which was attended by fourteen (14) persons representing thirteen (13) tow agencies. As a result, five tow operators ultimately submitted proposals for both beats in response to this RFP. The Proposers included (in alphabetical order): Bill and Wags Towing, Bob's Towing, Navarro's Towing, Pepe's Towing Services, and Roy and Dot's Towing. Bill and Wags Towing was deemed non responsive due to not providing proposals for each beat separately as mentioned in the RFP and during the mandatory pre-proposal meeting; and Pepe's Towing was deemed non-responsive due to late submission of the proposals..

An Evaluation Team to review the proposals consisted of representatives from the CHP local office (Inland Communication Center), Riverside County Transportation Commission (RCTC) and SANBAG. After this initial review, the Evaluation Team awarded the contract based on the following criteria:

1. Qualifications of the Firm - experience in performing FSP and similar work, working with public agencies and review of client references;
2. Staffing and Project Organization - qualifications of key staff assigned and adequacy of labor commitment;

3. Work Plan - depth of Proposer's understanding of requirements and overall quality of work plan, ability to recruit and retain drivers and ability to meet backup vehicle requirements;
4. Cost and Price - reasonableness of the total price and competitiveness of this amount with other proposals received and the basis on which prices are quoted (labor, equipment, materials, gas, profit, and so on).
5. Completeness of Response in accordance with RFP instructions.

As a result of the proposal reviews, the Evaluation Team ranked each proposer by beat. The evaluation team did not conduct interviews due to the familiarity with all of the proposers. The following is a summary of the proposer ranking, by beat:

Ranking	Beat 3	Beat 8
1	Roy and Dots Towing	Roy and Dots Towing
2	Navarro's Towing	Navarro's Towing
3	Bob's Towing	Bob's Towing

Roy and Dot's Towing was ranked as number 1 on each beat, was deemed overall best suited to perform the services for a variety of reasons including experience with both FSP and law enforcement tow programs, price structure, approach to the services, references and commitment in management, staffing and resources to the program. Note that the award recommendations are not based on low-bid, and that "cost" is only one of five evaluation criteria categories. Also considered was the proposer's proximity to the specific beat, as well as their ability to meet other critical requirements as outlined in the RFP.

Attached are both contracts per beat (C13034 and C13071) and Scope of Service from their proposals which will be incorporated into their Contracts (Attachment A). Upon Board approval, the contracts will be executed and service for Beat 3 will begin on May 1, 2013, and services for Beat 8 will begin on March 1 of 2013. With Board approval, this service will continue to be provided to the motoring public without service disruption.

Financial Impact: Funds for the two beats were included in the Fiscal Year (FY) 2012/2013 Budget. Amount required for this FY is \$175,200 and will be funded 80% State FSP funding and 20% Department of Motor Vehicle funds. Future funding to reimburse the contractors in subsequent FYs will be included in those respective budgets.

General Policy Committee Agenda Item
November 14, 2012
Page 4

Reviewed By: This item is not scheduled for review by any other policy committee or technical advisory committee. SANBAG Contract Administrator has reviewed this item and a draft of these Contracts.

Responsible Staff: Duane A. Baker, Director of Management Services

CONTRACT SUMMARY SHEET

Contract No. C 13034 Amendment No. _____

By and Between

San Bernardino Associated Governments and Roy and Dot's Towing

Contract Description Freeway Service Patrol Services for Beat 3 in San Bernardino County.

Board of Director's Meeting Date: 12/5/12
Overview of BOD Action: AWARD C13034 TO ROY AND DOT'S TOWING FOR FSP SERVICES ALONG BEAT 3. *GH*

Is this a Sole-Source procurement? Yes No *GH*

CONTRACT OVERVIEW					
Original Contract Amount	\$	553,400	Original Contingency Amount	\$	
Revised Contract Amount <i>Inclusive of prior amendments</i>	\$		Revised Contingency Amount <i>Inclusive of prior amendments</i>	\$	
Current Amendment Amount	\$		Contingency Amendment	\$	
TOTAL CONTRACT VALUE	\$	553,400	TOTAL CONTINGENCY VALUE	\$	
TOTAL BUDGET AUTHORITY (contract value + contingency)				\$	553,400

Contract Start Date 5/1/2013	Current Contract Expiration Date 4/30/2016	Revised Contract Expiration Date
Has the contract term been amended? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - please explain.		

FINANCIAL INFORMATION

Budget authority for this contract currently exists in Task No. 704.
 A Budget Amendment is required.

How are we funding current FY? 80% FSP STATE 20% DMV/SAFE

Federal Funds State Funds Local Funds TDA Funds Measure I Funds

Provide Brief Overview of the Overall Funding for the duration of the Contract:
 80% of the contract will continue to be funded by state funds and 20% of the contract will be continued to be paid by DMV/SAFE funds.

Payable Receivable

CONTRACT MANAGEMENT INFORMATION

Check all applicable boxes:

Retention? If yes, indicate % _____

Disadvantaged Business Enterprise (DBE) Goal _____ % Underutilized DBE (UDBE) Goal _____ %

JENNY HERRERA
Task Manager (Print Name)

DUANE BAKER
Project Manager (Print Name)

Jeffery Hill
Contracts Administrator (Print Name)

W. J. [Signature]
Chief Financial Officer (Print Name)

AJ
Director of Fund Administration & Programming

[Signature] 11/1/12
Signature Date

[Signature] 11-1-12
Signature Date

[Signature] 11/7/12
Signature Date

[Signature] 11/8/12
Signature Date

CONTRACT SUMMARY SHEET

Contract No. C 13071 Amendment No. _____

By and Between

San Bernardino Associated Governments and Roy and Dot's Towing

Contract Description Freeway Service Patrol Services for Beat 8 in San Bernardino County.

Board of Director's Meeting Date: 12/5/12
Overview of BOD Action: AWARD C13071 to ROY AND DOTS TOWING FOR FSP SERVICES ALONG BEAT #8 GA
 is this a Sole-Source procurement? Yes No GA

CONTRACT OVERVIEW			
Original Contract Amount	\$	553,400	Original Contingency Amount
Revised Contract Amount <i>Inclusive of prior amendments</i>	\$		Revised Contingency Amount <i>Inclusive of prior amendments</i>
Current Amendment Amount	\$		Contingency Amendment
TOTAL CONTRACT VALUE	\$	553,400	TOTAL CONTINGENCY VALUE
TOTAL BUDGET AUTHORITY (contract value + contingency)			\$ 553,400

Contract Start Date 3/1/2013	Current Contract Expiration Date 2/28/2016	Revised Contract Expiration Date
Has the contract term been amended? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - please explain.		

FINANCIAL INFORMATION	
<input checked="" type="checkbox"/> Budget authority for this contract currently exists in Task No. <u>704</u> . <input type="checkbox"/> A Budget Amendment is required.	
How are we funding current FY? 80% FSP STATE 20% DMV/SAFE	
<input type="checkbox"/> Federal Funds <input checked="" type="checkbox"/> State Funds <input checked="" type="checkbox"/> Local Funds <input type="checkbox"/> TDA Funds <input type="checkbox"/> Measure I Funds	
Provide Brief Overview of the Overall Funding for the duration of the Contract: 80% of the contract will continue to be funded by state funds and 20% of the contract will be continued to be paid by DMV/SAFE funds.	
<input checked="" type="checkbox"/> Payable <input type="checkbox"/> Receivable	

CONTRACT MANAGEMENT INFORMATION	
Check all applicable boxes:	
<input type="checkbox"/> Retention? If yes, indicate % _____.	
<input type="checkbox"/> Disadvantaged Business Enterprise (DBE) Goal _____ % <input type="checkbox"/> Underutilized DBE (UDBE) Goal _____ %	

JENNY HERRERA
Task Manager (Print Name)

DUANE BAKER
Project Manager (Print Name)

Jeffrey Hill
Contracts Administrator (Print Name)

W. STANASKE
Chief Financial Officer (Print Name)

AZ
Director of Fund Administration & Programming

<u>[Signature]</u>	11/1/12
Signature	Date
<u>[Signature]</u>	11-1-12
Signature	Date
<u>[Signature]</u>	11/7/12
Signature	Date
<u>[Signature]</u>	11/8/12
Signature	Date
<u>[Signature]</u>	
Signature	Date

ATTACHMENT A - SCOPE OF WORK

1.0 Scope of Work:

To provide the rapid removal of disabled vehicles and those involved in minor accidents from the freeway. Where conditions permit, safe removal of small debris will be required. CONTRACTOR Primary Freeway Service Patrol (FSP) tow trucks shall be exclusively dedicated to the service during the hours of operation. All tow truck maintenance activities for the primary and back-up shall be conducted during non-service hours.

The CONTRACTOR's FSP Tow Truck Drivers shall assist motorists involved in minor accidents and those with disabled vehicles. They shall be responsible for clearing the freeway of vehicles and small debris. When and where conditions warrant, service may take place on the freeway shoulders. The FSP Tow Truck Drivers shall continuously patrol their assigned Beat, respond to California Highway Patrol (CHP) dispatched calls for service, and use the designated turnaround locations and use the CHP designated drop locations.

FSP Tow Truck Drivers may be required to change flat tires, provide "jump" starts, provide one gallon of gasoline or diesel fuel, temporarily tape cooling system hoses and refill radiators. These services are not all inclusive. FSP Tow Truck Drivers are to spend a maximum of ten (10) minutes per disablement in attempting to mobilize a vehicle.

All FSP services shall be provided at no cost to the motorist. FSP Tow Truck Drivers shall not accept gratuities, perform secondary towing services, recommend secondary tows, or recommend repair/body shop businesses. The scope of services in this RFP is derived from the Standard Operating Procedures (SOP) Manual, which is issued by the CHP. The CHP is responsible for the day-to-day supervision of the program, therefore all policies and procedures are outlined in the SOP Manual. To promote a safe work environment and to maintain a high level of professionalism, the CONTRACTOR and their FSP Tow Truck Drivers must follow the SOP Manual as this document and all updates will be incorporated into the CONTRACTOR's agreement. Please note that the SOP is updated as needed, and that the CONTRACTOR is responsible to operate and adhere to the most recent version of the SOP at all times. **FSP Tow Truck Drivers found not to be in compliance with FSP procedures as defined in the SOP may be suspended or terminated from the FSP program and the CONTRACTOR may be fined three (3) times the hourly contract rate in one (1) minute increments until a FSP Certified Back-Up Driver is provided.**

These same rules apply to FSP Certified Back-Up Tow Trucks, if a tow truck is found to not be in compliance; the CONTRACTOR must provide a FSP Certified Back-Up Tow Truck within 45 minutes or they may be fined three times the hourly contract rate in one minute increments. The FSP Tow Truck Driver and tow truck must return to Beat compliant with all FSP requirements, or the CONTRACTOR may be fined for the entire shift at three (3) times the hourly rate at the discretion of the FSP CHP Supervisors.

Please refer to Attachment C for further details on violations and penalties.

If a disabled vehicle cannot be mobilized within the ten-minute (10) time limit, it shall be towed to a designated drop location identified by the CHP. The motorist can request the FSP Driver to contact the CHP Communications Center to request a CHP Rotation Tow or other services. FSP Tow Truck Drivers shall not be allowed to tow as an independent CONTRACTOR from an incident that occurred during the FSP shift. This is only allowed after the shift when called as a Rotation Tow by CHP. If called as a Rotation Tow after a FSP shift, the FSP Tow Truck Driver must remove all FSP markings such as vests, uniforms and any sort of FSP signage.

There may be some instances where the FSP Tow Truck Driver may be requested to provide assistance to CHP officers. FSP Tow Truck Drivers shall follow the instructions of the CHP officer at the scene of any incident within the scope of the FSP program.

2.0 Contract Representatives

The COMMISSION, California Department of Transportation (Caltrans) and the CHP will jointly oversee the service (hereinafter singularly or jointly referred to as "FSP Management"). CHP is responsible for dispatch services to incident locations within the tow truck's patrol limits, otherwise referred to as "Beats". The dispatching will be done in accordance with the contract for the service. A SOP manual will be provided to the successful CONTRACTOR explaining the types of incidents to which his/her FSP Tow Truck Drivers may be dispatched. **Please note that this Manual, also known as the Standard Operating Procedures (SOP) Manual is updated as needed, and that the CONTRACTOR is responsible to operate and adhere to the most current version of the SOP.** Also note that the successful Proposer(s) which enters into an agreement with the COMMISSION for these services will have the SOP and any updates referenced into the agreement and therefore adhering to the SOP Manual is a contractual requirement as well.

3.0 Service Location

The FSP operates on selected freeway segments referred to as "Beats". Each Beat has specific turnaround locations and designated drop locations identified by the CHP. Attachment A beginning on Page 41 shows the specific limits, number of Primary tow trucks, number of Back-Up trucks, hours of operation and tentative holidays on which the cost of each beat shall be based. COMMISSION reserves the right to add or delete holidays to the work schedule. Travel time to and from the Beat will be at the expense of the CONTRACTOR.

At any time during the contract's term, COMMISSION reserves the right to adjust Beat specifications (length of Beat for example), and Beat hours to better accommodate demand for the service. These changes can occur during the course of the contract through written change orders. If warranted a CONTRACTOR may be requested by CHP, this will be on a case-by-case basis, to go beyond the limits of their assigned Beat area to assist a motorist in an adjacent beat area. FSP Tow Truck Drivers may be permitted to do this only upon CHP approval.

4.0 Speaking to the Media

At times the media has inquired about the Freeway Service Patrol Program. **FSP Tow Truck Drivers must never discuss FSP Program details to the media (electronic, press or print).** In addition, if the CONTRACTOR receives a complaint from a citizen or the community, the CONTRACTOR shall inform the COMMISSION immediately regarding the situation. All media inquiries and complaints must immediately be directed to COMMISSION or FSP CHP Supervisors. Please utilize the contact list below to notify a person of FSP Management:

FSP CHP Supervisors: (909) 428-5400

COMMISSION:

Ms. Kelly Lynn: klynn@sanbag.ca.gov
Phone: 909-884-8276
Cell: 909-215-3280

Ms. Jenny Herrera: jherrera@sanbag.ca.gov
Phone: 909-884-8276

5.0 Equipment Requirements:

A. Tow Truck Requirements:

Primary FSP Tow Trucks will be exclusively dedicated to the FSP during its hours of operation.

The FSP will utilize at a minimum, Class A tow trucks with a minimum gross vehicle weight rating of 14,000 pounds, dual wheel chassis and four (4) ton recovery equipment rating. **All trucks proposed for use in the FSP Program must be less than a year old with a maximum of 50,000 miles.** The chassis and working parts of the truck must be free of any mechanical defects or physical damage at the onset of the contract.

The CHP, in conjunction with Caltrans and the COMMISSION, will verify the original purchase dates to ensure compliance.

Any exceptions to these specifications must be submitted in advance, and in writing to COMMISSION.

All FSP Tow Trucks must be Department of Transportation (DOT) compliant, as well as California Air Resources Board (CARB) compliant. This includes an engine that has been certified by CARB, as required by law in the State of California. With any

tow truck that is utilized for the FSP Program, it must comply with emission standards set forth by DOT and CARB as well as all Local, State and Federal laws associated with that truck, and as outlined in the RFP.

Prior to commencement of service, the CHP will inspect each tow truck designated for the San Bernardino County FSP Program to ensure that it meets the tow truck specifications and to ensure that it meets or exceeds safety requirements. These inspections will occur prior to the start of service. Succeeding inspections will occur periodically as determined by the CHP. Documentation of the vehicle identification number and successful completion of the inspection will be kept on file at the CHP office and CONTRACTOR's base office. Any unsafe or poorly maintained tow truck(s) or improperly equipped tow truck(s) shall not be allowed into service, and if discovered during the shift, shall be removed from service or repaired as directed by the CHP, and **the CONTRACTOR shall be fined three (3) times the hourly contract rate in one (1) minute increments.** FSP Certified Back-Up Tow Trucks will be required to complete the shifts of FSP Tow Trucks removed from service. The CONTRACTOR will be required to have a FSP Certified Back-Up Tow Truck available for service at all times.

FSP tow trucks bearing the service patrol title, the FSP logo, and vehicle identification number shall be painted white (includes the hood, fenders, doors, boom and bed area – the entire truck is to be painted white). No trim will be allowed. Lettering shall be in block lettering and shall be no less than two (2) inches and no greater than four (4) inches in height. Lettering can only be black in color (only black will be allowed, no other colors will be permitted) and will be bold style parallel to the ground. Letters shall be placed on the lower body of the truck toward the cab. Names, phone numbers, advertising or any other lettering on the boom shall be prohibited during FSP operational hours. The overall look of the truck must be approved by CHP prior to service implementation; therefore any questions regarding this policy is highly recommended to be discussed with CHP prior to implementing, as truck compliance with current State FSP standards is required. No other accessory equipment or signage (bumper stickers, employment advertisement, and so forth) shall be mounted or installed without prior CHP approval. This includes but is not limited to brass, chrome wheel covers and window tint, etc.

Please refer to Attachment C for further details on violations and penalties.

The COMMISSION follows and relies on the policies procedures put forth in the SOP Manual developed by CHP. Please note that the FSP equipment list is subject to change at any time. For the most updated equipment list, please refer to the latest SOP Manual.

Each FSP tow truck shall be equipped in accordance with the CHP's FSP Contract Operations Manual, SOP Manual and, at minimum shall include the following:

1. Wheel lift towing equipment, with a minimum lift rating of 3,000 pounds. All tow equipment shall include proper safety straps.
2. Boom with a minimum static rating of 8,000 pounds. *(NOTE: The Boom must*

have a minimum static rating of 8,000 pounds, even though The Tow Truck Inspection guide for FSP Contract Operations Manual says that a 5,000 minimum static rating is fine – it still has to meet the required four (4) ton recovery rating regardless of the minimum. You may obtain this manual via the CHP website at: www.chp.ca.gov).

3. Winch - 8,000 pound rating on the first layer of cable.
4. Wire rope- 100 ft., 3/8-inch diameter, with a working limit of 3500 pounds.
5. Towing slings rated at 3,000 pounds minimum.
6. Two (2) Tow chains 3/8" alloy or OEM specs. J/T hooks assembly.
7. Rubber faced push bumper.
8. Mounted spotlight capable of directing a beam both front and rear.
9. Amber warning lights with front and rear directional flashing capability, with on/off switch in cab.
10. Public address system.
11. Power outlets ("hot boxes"), front and rear mounted, with outlets compatible to 12-volt booster cables.
12. Heavy duty, 60+ amp battery.
13. Radios with the ability to communicate with the CONTRACTOR's base office (Nextel)
14. Programmable scanners capable of scanning between the 39 and 48 MHz used by the CHP. Scanners need to be capable of scanning CHP Police frequencies, and must be mounted for safety concerns.
15. Suitable cab lighting.
16. Trailer hitch capable of handling a 1 7/8-inch ball and 2 inch ball.
17. One (1) 1 7/8-inch ball and one (1) 2 inch ball.
18. Rear work lights (4)
19. Safety chain D-ring or eyelet mounted on rear of truck.
20. Motorcycle Straps (2)
21. Diesel fuel in plastic jerry cans (5 gallons)
22. Unleaded gasoline in plastic jerry cans (5 gallons)
23. Safety chains min. 5 ft. (2)
24. First aid kit (small 5" x 9") (1)
25. Fire extinguisher aggregate rating of at least
4 B-C units (1)
26. Pry bar - 36" or longer (1)
27. Radiator water in plastic container (5 gallons)
28. Sling crossbar spacer blocks (2)
29. 4" x 4" x 48" wooden cross beam (1)
30. 4" x 4" x 60" wooden cross beam (1)
31. 24" wide street broom (1)
32. Square point shovel (1)
33. Fusees (highway flares), 15 minute, or
Fusees (highway flares), 30 minute (36)
(20)
34. Cones 18" (6)
35. Hydraulic jack, **min. 4,000 lbs.** floor (1)
36. Four way lug wrench (1 std.) (1)
37. Four way lug wrench (1 metric) (1)
38. Rechargeable air bottle or compressor, hoses and fittings to fit

- tire valve stems, 100 psi capacity (1)
- 39. Flashlight and spare batteries (1)
- 40. Tail lights/brake lights, portable remote
with extension cord (1 set)
- 41. Booster cables, 25 ft. long minimum,
3-gauge copper wire with heavy-duty clamps
and one end adapted to truck's power outlets (1 set)
- 42. Funnel, multi-purpose, flexible spout (1)
- 43. Pop-Up Dolly (**with tow straps**), portable for removing otherwise
untowable vehicles (1)
- 44. Five (5)-gallon can with lid filled with clean absorb-all (1) (1)
- 45. Empty trash can with lid (Five gallon) (1)
- 46. Lock out set (1)

Each FSP tow truck will be required to have a toolbox with the following minimum number of tools/supplies. A tool kit for small equipment items is required. The list may be supplemented at the CONTRACTOR's option and expense.

- 47. Screwdrivers--
 - i. Standard-1/8", 3/16", 1/4", 5/16" (1 each, min).
 - ii. Phillips head - #1 and #2 (1 each, min).
- 48. Needle nose pliers (1)
- 49. Adjustable rib joint pliers, 2" min. capacity (1)
- 50. Crescent wrench - 8" (1)
- 51. Crescent wrench - 12" (1)
- 52. Four (4) lb. hammer (1)
- 53. Rubber mallet (1)
- 54. Electrical tape, roll (1)
- 55. Duct tape, 20 yard roll (1)
- 56. Tire pressure gauge (1)
- 57. Mechanic's wire (roll) (1)
- 58. Bolt cutters (1)

The FSP Tow Truck Driver shall be required to complete a pre-operation shift inspection log of the vehicle as well as inventory the required equipment prior to the start of each and every shift. A shift inspection/inventory log shall be completed by the FSP Tow Truck Driver prior to the start of each shift and be available for inspection by the CHP and/or the COMMISSION. Any item missing must be replaced prior to the start of the shift. All equipment stored on top of the truck shall be secured to the truck.

Please note that equipment requirements are subject to change at any time. For the most updated equipment list, please refer to the latest SOP Manual.

B. FSP Certified Back-Up Tow Truck

The CONTRACTOR shall be required to have one FSP Certified Back-Up Tow Truck available per Beat during FSP service hours that is in full compliance with the

agreement, unless otherwise authorized by COMMISSION and CHP in writing. The FSP Certified Back-Up Tow Truck should be used when a Certified Primary FSP Tow Truck is unavailable. The FSP Certified Back-Up Tow Truck shall meet the same requirements for equipment, set-up and color as a Certified Primary FSP Tow Truck. It shall meet all the vehicle equipment specifications. Please refer to Attachment C for further details on violations and penalties.

C. Vehicle Breakdown and Other Missed Service:

A FSP Certified Back-Up Tow Truck must be in service on the Beat within 45 minutes of the time when a Primary FSP Tow Truck is taken out of service for a mechanical or driver issue. The CONTRACTOR shall not be paid for the time period that the contractually required trucks are not in service. **If a vehicle is not made available within the 45 minute time period, the CONTRACTOR shall be fined three (3) times the hourly contract rate in 1 minute increments until a FSP Certified Back-Up Tow Truck is provided. If a FSP Tow Truck is not ready due to a breakdown at the start of a shift, the fine time will be calculated from the start of the shift. If the entire shift is missed, the CONTRACTOR shall be fined for the entire shift at three (3) times the hourly rate. FSP Tow truck maintenance shall be performed during non-FSP service hours.**

In the event that a FSP Certified Back-Up Tow Truck is required to continue the shift, the FSP Tow Truck Driver must complete a new inspection worksheet and mileage log prior to the commencement of driving the tow truck, and notify one of the FSP CHP Supervisors immediately. In addition, the FSP Tow Truck Driver must indicate in the “notes” section of the Personal Digital Assistant (PDA) that they have switched to a FSP Certified Back-Up Tow Truck.

In addition, not having a FSP Certified Back-Up Tow Truck Driver available is not an allowable excuse for not having a FSP Certified Back-Up Tow Truck on the Beat within the 45 minute time period. If the CONTRACTOR does not have a dedicated or FSP Certified Back-Up Tow Truck on the Beat because a FSP Certified Tow Truck Driver is not available, the CONTRACTOR shall be fined three (3) times the hourly contract rate in 1 minute increments until a certified FSP replacement driver is provided. If the entire shift is missed because a FSP Tow Truck Driver was not available, the CONTRACTOR shall be fined for the entire shift at three (3) times the hourly rate.

Please refer to Attachment C for further details on violations and penalties.

Please note: Existing FSP tow operator contracts with the Riverside County Transportation COMMISSION (RCTC) or any other neighboring FSP service, does not qualify as meeting the backup requirement noted above.

For further information see Section C “Vehicle Breakdown and Other Missed Service”.

D. Vehicle Identification:

It shall be the FSP Tow Truck Driver's responsibility to place detachable FSP markings on each vehicle during the service hours and to remove or cover the FSP markings immediately upon completion of each shift. COMMISSION will supply each CONTRACTOR with the appropriate number of detachable markings for each Beat(s). If a marking is lost or damaged, the CONTRACTOR shall be responsible for the cost of the replacement markings. All FSP markings shall be returned at the termination of the contract. The cost of any COMMISSION and/or Caltrans/CHP supplied item and/or equipment not returned shall be deducted from the CONTRACTOR's final payment.

Freeway Service Patrol markings as well as vehicle numbers shall be required on both sides of all trucks. The detachable markings (magnetic or other forms of FSP signage), provided by COMMISSION, must be placed on the center of both doors (driver and passenger doors) of the vehicle. The FSP Tow Truck Driver shall be required to keep the title and logos clean, straight and in readable condition throughout the service patrol's operation. The operator is also required to keep all FSP related signage flat (do not bend in any way), clean, and out of public view while being stored during non-FSP operational hours.

E. Communications Equipment:

Each FSP vehicle shall be equipped with various communication devices that will enable the FSP Tow Truck Driver to communicate with the CHP Communications Center as well as the FSP CHP Officers. All vehicles shall be equipped with an Automatic Vehicle Location (AVL) system, radios, and handheld/PDAs for data collection. The AVL system, radios, GPS, handheld/PDA equipment shall be purchased, owned, supplied, and installed by COMMISSION. COMMISSION shall select the equipment installation vendor.

The CONTRACTOR shall be responsible for maintaining the security of the COMMISSION owned vehicle communication equipment. The CONTRACTOR shall be liable for any damage other than normal wear and tear to the communication equipment. The CONTRACTOR shall also be liable for the full replacement value of the communication equipment installed in the trucks while in the care, custody and control of the equipment. COMMISSION shall pay for repair fees for normal wear and tear to equipment. However, COMMISSION will deduct repair fees as well as the full replacement cost of any COMMISSION equipment due to improper use or negligence by the CONTRACTOR from any payment due to the CONTRACTOR under this agreement. COMMISSION supplied vehicle equipment shall be returned upon contract termination. The cost of any equipment not returned shall be deducted from the CONTRACTOR's final payment.

Programmable scanners capable of scanning between the 39 and 48 MHz used by CHP shall be supplied by the CONTRACTOR and shall be installed and securely mounted in all Tow Trucks.

The CONTRACTOR is also required to use Nextel/Sprint cell phones in order to facilitate proper communication with the CHP Communications Center and CHP field supervisors. Nextel/Sprint cell phones shall be purchased, owned, and maintained by the CONTRACTOR. The CONTRACTOR will also be responsible for all operating costs of the Nextel/Sprint cell phones. In addition, FSP Tow Truck Drivers are not permitted to take pictures, video or capture any other images while performing FSP duties during FSP operational hours. These actions will not be tolerated and a FSP Tow Truck Driver that is found doing this will not be permitted to work in the FSP Program. FSP Drivers are not permitted to download or share any data or images related to the FSP Program. If any FSP related data or images are found on any social media outlet or networks not authorized by the COMMISSION; all parties associated with the incident will be excluded from the FSP Program.

Any data input into the PDA device shall not be allowed while the vehicle is being operated/driven. Uses of other devices while driving/operating a vehicle such as cell phones are subject to California State Law.

The FSP vehicles shall be equipped with a public address system. The public address system shall have the capability for the driver of the disabled vehicle to hear instructions transmitted from the cab of the FSP vehicle when the FSP vehicle is directly to the rear of the disabled vehicle.

The CONTRACTOR shall purchase and maintain a computer workstation (not a laptop) with high speed internet access and email to communicate with COMMISSION and CHP staff and the CHP, and transfer FSP data collected with handheld/PDA units. **Handheld/PDA units shall be downloaded at the end of each shift before the deadlines listed below** to the computer workstation; therefore the computer workstation will need to be easily accessed by FSP Tow Truck Drivers after each shift. For the AM shift, the deadline to download is **12pm (noon)**, for the PM shift, the deadline to download is **12am (midnight)**. **If PDA's are not synced prior to the deadlines given, CONTRACTOR may be subject to fines as outlined in Attachment C.**

The computer workstation shall be a PC Pentium4 2.4Ghz or AMD Athlon XP 2800 or greater based machine with at least 2 GB memory, 20 gig hard drive, network card, CDROM, optical mouse, keyboard and monitor. Computer workstation shall be equipped with the following software; Windows 7, or Windows Vista, Microsoft Active Sync (if Vista), Anti-Virus software (Norton, McAfee, or Trend Micro): if utilizing different Anti-Virus software, please notify COMMISSION prior to purchase or use. The computer must include a 9 pin RS232 serial port. The computer workstation must always be connected to the internet.

It is the CONTRACTOR's responsibility to ensure that the computer workstation is working at all times. If the CONTRACTOR is having problems with their workstation that would prevent proper syncing of PDA's or would create any negative impact on FSP Program assist data; CONTRACTOR must notify COMMISSION and CHP immediately. Computer equipment shall be inspected and cleaned on a quarterly basis by the CONTRACTOR; this includes: **updating operating systems with security**

patches, time patches, loading system updates, and cleaning the interior of the computer work station.

In addition, it is also the CONTRACTOR's responsibility to ensure that all Handheld/PDA units are working at all times. All Handheld/PDA units should have the exterior protective case cleaned (protective outside case) and the stylus and screen protector shall be inspected for functionality and serviceability. **Damaged/Worn items shall be immediately reported to COMMISSION or CHP.**

All workstations and Handheld/PDA's must be kept in a secure location. **During all non-FSP operational hours, Handhelds/PDA's shall not be left in a tow truck or go home with a FSP Tow Truck Driver or anyone else.** All Handhelds/PDA's must be connected to a battery charger in the secure workstation area at the CONTRACTOR's facility during non-FSP operational hours. **Except for when the PDA is being used during FSP operational service hours, it must be plugged in and being charged at all times, this is required so that data and software "patches" are not lost.** PDA's are to be with the FSP Tow Truck Driver in their FSP tow truck during FSP operational hours, or connected to a battery charger in the designated secure workstation of the tow operator's facility during non-FSP operational hours. Any other location shall not be permitted.

CONTRACTOR shall immediately report any issues with the work station or the PDAs to COMMISSION or the FSP CHP Officers. CONTRACTOR is directly responsible to ensure their computer work station is operating, can interface with PDAs and **has internet access at all times.**

The CONTRACTOR shall provide access to the work station and PDAs for COMMISSION and FSP CHP supervisors, or their designated designee, at **any time** during the course of the contract.

In addition, the CONTRACTOR shall make the work station available to the COMMISSION, or its designee, **30 calendar days prior to the start of the new service (Beat 3 to start May 1, 2013 and Beat 8 to start March 1, 2013).**

The CONTRACTOR shall be available to review data with COMMISSION, or its designee, at any time. Data shall be reviewed using the pre-defined reports created in Microsoft Access on the workstation computer. The CONTRACTOR shall review data for accuracy, and ensure that any errors and/or edits to the data are documented and forwarded to COMMISSION for review.

The CONTRACTOR shall provide a quarterly inspection report to COMMISSION indicating the status of all equipment. COMMISSION will provide the submittal form. CONTRACTORS should consider the accurate completion and timely return of this form as part of their contract requirements.

The CONTRACTOR shall allow COMMISSION staff or its representative access to the workstation and handheld/PDA units at any time. If upon inspection COMMISSION determines that workstation and/or PDA's are not being properly

updated/stored; the CONTRACTOR will be subject to fines as outlined in Attachment C.

Please note that as mentioned in section 1.0, page of this RFP as well as Article 16 of the contract, CONTRACTOR must follow the procedures of the most recent SOP Manual.

F. Equipment Tampering

Tampering with FSP communication/tracking equipment so that it does not function properly to COMMISSION's specifications, and/or is disconnected or is moved (without FSP Management authorization) from its original installed location is strictly prohibited. This includes but is not limited to: breaking evidence tape/connection sealer on equipment connections, cutting wires or cable, moving mounted equipment (speakers, microphones, antennas, etc.), rerouting any wiring, not putting radio equipment back in its original installed location, disconnecting any connectors. **Interfering with the operations of the equipment is strictly prohibited.**

If tampering is suspected, FSP Management shall conduct an inspection of the equipment on/near the Beat area or the vehicle may be sent to a designated location determined by FSP Management. CONTRACTOR shall not access the AVL equipment in any way until COMMISSION has arranged an inspection.

- 1) If tampering is found with AVL related equipment owned by COMMISSION; the CONTRACTOR shall be fined two complete FSP shifts (7 hours) at their hourly penalty rate (Three (3) times their hourly rate). **The final penalty shall be determined and assessed by FSP Management.**
- 2) FSP Management determines the designated AVL installer and the designated technician that comes out to the San Bernardino County region to review and repair the AVL systems.
- 3) In the event of tampering, any transportation, labor, repair, or replacement expenses incurred to repair the AVL equipment/system related to the San Bernardino FSP tow operations will be the responsibility of the CONTRACTOR. Costs incurred to repair and document the equipment will be deducted from the tow operator's monthly invoice.

Please refer to Attachment C for further details on violations and penalties.

G. FSP Tow Truck Drivers:

All potential FSP Tow Truck Drivers shall be required to have a safe driving record and current Class C driver's license. All FSP Tow Truck Drivers shall be 18 years of age or older at the time of background check. Potential FSP Tow Truck Drivers shall be subject to driving record and criminal background checks through the California Highway Patrol. Potential FSP Tow Truck Drivers shall be sufficiently experienced in

the tasks of tow truck operations and proficient with all required Freeway Service Patrol equipment to provide safe and proper service. Any certified FSP Tow Truck Driver from other FSP service areas will be evaluated by the CHP on a case by case basis. All potential FSP Tow Truck Drivers must be capable of demonstrating their tow operating abilities prior to formal CHP training. Additionally, the FSP Tow Truck Drivers will be required to exercise good, sound judgment in carrying out their duties.

FSP Tow Truck Drivers shall be required to inform the CHP Communications Center at any time he/she leaves the assigned Beat. This includes replenishing expendable items such as gasoline, fire extinguisher, breaks, etc. The FSP Tow Truck Driver shall be required to immediately notify the CHP Communications Center upon a tow truck breakdown.

FSP Tow Truck Drivers will be responsible for accurately entering the required data into handheld /PDA device every shift. Each FSP Tow Truck Driver shall complete an inspection worksheet and mileage log prior to the commencement of driving the tow truck. The FSP Tow Truck Driver shall be required to complete an assist record for each incident utilizing the handheld/PDA. Each assist record shall be accurate. CONTRACTORS providing false or misleading information to FSP Management will be considered in breach of their Contract with COMMISSION. FSP Tow Truck Drivers providing false or misleading information shall be removed as an FSP Tow Truck Driver from the FSP Program.

In addition, FSP Tow Truck Drivers shall always complete the required procedures per the SOP when handing out required forms to the public. FSP Tow Truck Drivers must ensure they hand out a customer survey form at each assist. The customer survey form includes a unique survey number which should differ each time. No duplicate survey numbers should occur. If it is discovered that a CONTRACTOR has duplicate numbers in their assist data, CONTRACTOR may be subject to penalties as outlined in Attachment C.

Other important forms that shall be required for FSP Tow Truck Drivers to complete and turn in are the Liability Release Forms (orange) and Damage Release Forms (neon green). It is critical that these forms are completed and returned to the COMMISSION within thirty (30) business days from the date on the form. Any CONTRACTOR in violation of not completing these required forms may be subject to penalties as outlined in Attachment C.

The CHP, Caltrans, and COMMISSION maintain strict drug and alcohol policies. CONTRACTORS shall have an alcohol and drug program that includes at a minimum, a drug and alcohol free workplace policy, and an employee alcohol/drug-testing program. Any FSP Tow Truck Driver found working under the influence of drugs or alcohol shall be immediately removed from the FSP program by the CONTRACTOR. The CONTRACTOR shall be responsible for providing a certified replacement Tow Truck Driver for that vehicle.

The CONTRACTOR shall also be an active participant in the DMV Pull Notice Program and penalties shall apply pursuant to Section 5.0 Equipment Requirements paragraph C.

If a FSP Tow Truck Driver is convicted of a crime involving a stolen vehicle, stolen property, violence, drugs or moral turpitude, fraud related to the towing business, or misdemeanor or felony driving while under the influence of alcohol or a drug, the CONTRACTOR shall permanently remove that FSP Tow Truck Driver from duties under the FSP program. If a FSP Tow Truck Driver is charged with any of the above crimes, the CONTRACTOR shall immediately suspend that FSP Tow Truck Driver from duties under this program pending the outcome of the criminal case. If the FSP Tow Truck Driver is not convicted, or is ultimately convicted of a lesser crime not described above, COMMISSION retains the right to have the CONTRACTOR remove that FSP Tow Truck Driver from the duties under the FSP program.

All FSP Tow Truck Drivers, including back-up FSP Tow Truck Drivers, shall be required at CONTRACTOR's expense to complete the CHP two-day training program which costs up to \$50.00 (fee is for the DL64 Tow Truck Driver Certificate) per FSP Tow Truck Driver and complete 10 shift ride-a-longs with a certified trainer. CONTRACTORS shall pay all FSP Tow Truck Drivers and Back-Up FSP Tow Truck Drivers for attending the training. No FSP Tow Truck Driver will be allowed to begin patrolling without attending the MANDATORY training classes. Any FSP Tow Truck Driver who is found on patrol without completing the MANDATORY training classes may be prohibited from further FSP service and the CONTRACTOR may be found in default under their contract at the discretion of COMMISSION.

Mandatory CHP refresher training classes shall be scheduled during non-FSP hours. A minimum of four (4) hours refresher training per year shall be required (at CONTRACTOR's expense). **CONTRACTORS shall pay all FSP Tow Truck Drivers and Back-Up FSP Tow Truck Drivers for attending the required training.**

FSP Tow Truck Drivers will be required to utilize a Handheld/PDA to input the mileage log, inspection worksheet, and each assist; which will include location, vehicle make, model, license number, type of assistance provided, etc. FSP Tow Truck Drivers will be trained on using Handheld/PDA units to enter accurate data using COMMISSION data collection software.

DRIVING RECORD AND CRIMINAL HISTORY CHECK

As required by California Vehicle Code Section 2430, all applicants and owners are required to have a driver's license and criminal history check. Only after a completed CHP 234F and CHP 234 supplemental is received and accepted by CHP, a driver's license and criminal history check will be performed.

The driver's license check will consist of confirming that the applicant has a valid driver's license and the applicant's point count is within standards set forth in this SOP (refer to Chapter 11, Annex A).

The criminal history check will consist of a preliminary background check to see if the applicant meets the criteria for a FSP Tow Truck Driver Certificate as outlined in California Vehicle Code Section 13377, and the FSP contract. Any CONTRACTOR or potential CONTRACTOR not meeting the requirements put forth in the following documents will be automatically excluded from the FSP Program. Documents can be found on the CHP website at: <http://www.chp.ca.gov/programs/rotation.html>.

- Tow Service Agreement for Rotational Tow Operator (HPM 81.2, Vehicle Procedures Manual)
- Element 15 (C and D)Annex GG (“Criminal Conviction Disqualifications for Rotational Tow Operator/Drivers”)

In addition, COMMISSION, and/or CHP may, in its sole discretion, require a CONTRACTOR to replace any FSP Tow Truck Driver or potential FSP Tow Truck Driver who it determines is not suitable to represent the FSP Program with the public based on the background check. If the applicant passes the preliminary check, then the applicant shall submit to fingerprinting.

Background checks will be completed by CHP within five (5) working days of the acceptance of a CHP 234F.

H. Operator Equipment:

It shall be the responsibility of the CONTRACTOR to provide the FSP Tow Truck Driver with specified uniforms, protective toe boots, and other equipment. The equipment includes navy blue jump suits or shirts and pants. If coveralls are worn they shall have two-way zip front with heavy duty brass zipper. Coverall or shirt sleeves shall be half raglan type or set-in sleeve with pleated-action back. Long sleeves may have plain barrel cuff or be equipped with snap or button closure on wrist. The length of the sleeve on short-sleeve coveralls/shirts shall come to within approximately one (1) inch of the inside forearm when the wearer's arm is bent at a 90 degree angle.

The coveralls shall have shape holding sanforized waist banding with elastic inserts for trim fit. Legs shall be moderately tapered to avoid excessive fullness. H.D. Lee Company style No. 018-3041 (Navy Blue) or Commercial Uniform Co. style No. 201 (Navy Blue) or equal. All main seams shall be at least double stitched with good quality thread. Shirts or coveralls shall have one or two chest pockets. Single pocket coveralls/shirts shall have the chest pocket placed on the left.

A detachable brass or gold nameplate shall be worn with the first initial of the first name and full last name. Letters shall not exceed ½ inch tall (nameplate must be approved by CHP). The nameplate shall be worn above the right chest pocket.

A safety vest with reflective stripes shall be worn and will be supplied by COMMISSION. The safety vest shall be neon-yellow in color. A small FSP logo (patch) shall be sewn on the front of the safety vest over the left front pocket of the uniform, and a small FSP logo patch shall be sewn on the left sleeve of the vest as well. A large FSP logo (patch) shall be sewn across the middle portion of the back of each

safety vest. COMMISSION will supply vests to the CONTRACTOR with the FSP logo patches already sewn on per CHP's required patch placement locations. The name of the FSP Tow Truck Driver shall be displayed on the front of the safety vest over the right front pocket of the uniform. The CONTRACTOR is responsible for obtaining CHP approval of the FSP Tow Truck Driver name plates, and the CONTRACTOR is responsible for the purchase and placement of the FSP Tow Truck Driver name plate. An FSP logo patch is not required to be sewn on the navy blue FSP Tow Truck Driver uniform.

All FSP Tow Truck Drivers shall wear black work boots with protective (steel or composite) toe.

During cold weather, a navy blue sweater or sweatshirt may be worn under the long sleeve uniform shirt/jumpsuit. A navy blue jacket may also be worn at the FSP Tow Truck Driver's option, if it meets all the uniform specifications. The CONTRACTOR and/or the FSP Driver may contact CHP for any uniform questions.

Rain gear shall be waterproofed material, yellow in color.

Hats, if worn, shall be baseball type cap, navy blue in color. An "FSP" logo patch may be sewn on the hat above the brim. No other logos/names shall be accepted. A Beanie may also be worn which must be navy blue in color and only worn with a jacket under the vest or long sleeve shirt. A picture of the uniform is provided on pages 20-21 of this document titled: FSP Uniform Requirements

CONTRACTOR should refer to the most current SOP in making sure they are following the most recent FSP Tow Truck Driver equipment requirements.

I. Local Office:

The CONTRACTOR shall provide a local office for contract administration purposes. This office shall be staffed by either the CONTRACTOR or a person who represents the CONTRACTOR and has the authority to conduct business and make decisions on behalf of the CONTRACTOR. The office shall have business hours coinciding with CONTRACTOR's Beat(s) hours of operation. Through the Proposal document shown in Attachment "C", CONTRACTOR Representative Form, the CONTRACTOR shall designate representatives who will be available at the office during hours of operation to make decisions on behalf of the CONTRACTOR. The office shall be established within close proximity to the CONTRACTOR's Beat(s) and be located within Riverside, San Bernardino, Los Angeles or Orange Counties. Also note on page 19, Section C, a FSP Certified Back-Up Tow Truck and a FSP Certified Back-Up Tow Truck Driver must be available within a 45 minute request of the Beat area regardless of the CONTRACTOR's office location.

This requirement may also determine if the local office is close enough to satisfy the requirements under this section as well.

The CONTRACTOR shall also provide **telephone, fax service, and an email address** through which he/she or a responsible representative who has the authority to conduct business and make decisions on behalf of the CONTRACTOR and can be contacted during the non-service hours of operation for the length of the contract. During non-business hours, an answering machine provided at the CONTRACTOR's expense, shall be available to log calls, take complaints, etc. **A fax machine and an email address that is monitored daily** shall be provided by the CONTRACTOR for noticing purposes during operational and non-service hours. The CONTRACTOR will be responsible for having a CONTRACTOR representative monitor and review messages/notices on a daily basis.

SAN BERNARDINO COUNTY FREEWAY SERVICE PATROL

BEAT DESCRIPTION

Beat #	CHP Area Beat #	Beat Description	One-Way Length in Miles	# Primary FSP Trucks in both AM and PM	# FSP certified Back-Up Tow Trucks
Beat 3	14	Interstate (I) 10 from Sierra Avenue to Waterman Avenue.	9.04	2	1
Beat 8	15	Interstate (I) 10 from Waterman Avenue to University.	7.09	2	1

All Beats would operate from 5:30 to 8:30 am (M-F) and from 3:00 to 7:00 pm (M-F).

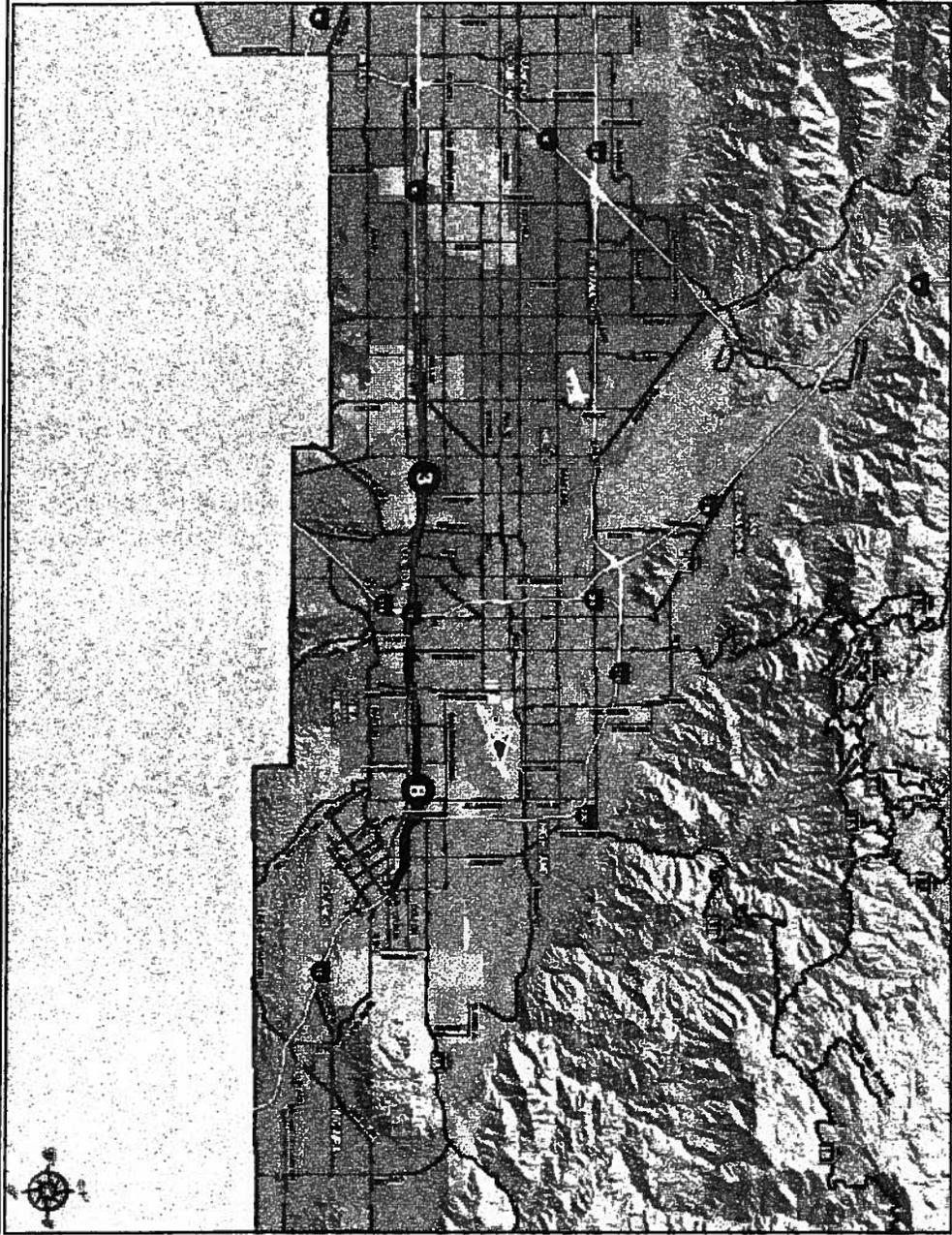
Each Beat requires two (2) Primary FSP Tow Trucks and one Back-Up Tow Truck per Beat, available during all FSP operational services hours. The **COMMISSION** reserves the right to change Beat hours and operational requirements during the course of the contract.

Please refer to Attached Map of Beat areas

**Fireway Service Patrol
Selected Segments**

Legend

- 3. A-20 Series of Equipment
- 5. A-20 Suburban to University



PRELIMINARY LIST OF FREEWAY SERVICE PATROL HOLIDAYS

Freeway Service Patrol tow service is a, five days each week, Monday through Friday of each year during the contract term, except for the following ten holidays:

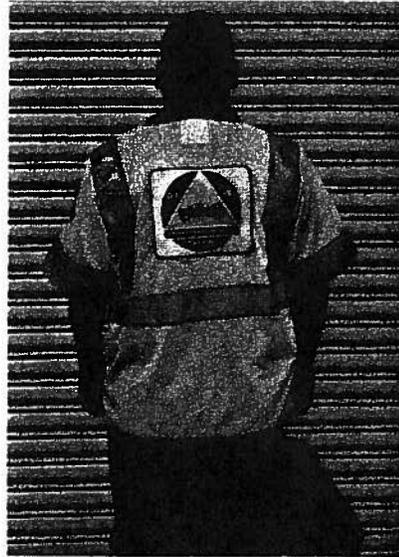
1. Martin Luther King, Jr. Day (Monday)
2. Presidents' Day (Monday)
3. Memorial Day (Monday)
4. Independence Day (July 4 - varies)
5. Labor Day (Monday)
6. Veterans Day (varies)
7. Thanksgiving Day (Thursday)
8. Day after Thanksgiving (Friday)
9. Christmas Day (December 25 - varies)
10. New Year's Day (January 1 - varies)

Total service hours per vehicle per year: 1,736

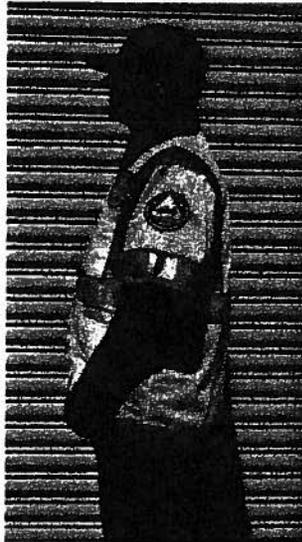
In addition to the above service hours, at the discretion of COMMISSION and the CHP, additional service may be requested on certain "high traffic days" on/or following certain holidays (e.g. July 4th, Labor Day, Sunday following Thanksgiving Day, Memorial Day), in the afternoons for four (4) hours. Contractor will be notified at least one week prior to when this service is to be provided.

FSP UNIFORM REQUIREMENTS

No hat:



Hat:



Jacket and beanie: (beanie optional but if chosen must be worn with jacket or long sleeve shirt):



Long Sleeve:



**ATTACHMENT B-1
Compensation and Payment**

**Overview Contract 13034 with Roy and Dot's Towing for Beat 3
Contract Term 5/1/2013-4/30/2016**

Hourly Costs (per truck)	No. of Hours	5% More Hours	Total Hours	Cost Per Truck	Total Costs
2012/2013 (5/1/13 through 6/30/13)	297	14	311	\$15,550.00	\$31,100.00
2013/2014	1,757	88	1,845	\$92,250.00	\$184,500.00
2014/2015	1,757	88	1,845	\$92,250.00	\$184,500.00
2015/2016 (7/1/15 through 4/30/16)	1,460	73	1,533	\$76,650.00	\$153,300.00
Initial Term Subtotal:	5,271	263	5,534	\$276,700.00	\$553,400.00
Contract Total:	5,271	263	5,534	\$276,700.00	\$553,400.00

Average Annual Hours Per Truck Per Beat 1,757
 Hourly Rate for Initial Contract Term: \$50.00

Note: Two primary FSP Trucks are required

**ATTACHMENT C to C13034
SUMMARY OF FSP VIOLATIONS AND PENALTIES**

Below is a list of penalties that can be assessed to a Contractor if not in compliance with the policies and procedures of the Freeway Service Patrol Program.

Relevant section	Description of violation	Penalty
	Not meeting tow truck requirements outlined in the RFP/SOP	Three (3) times the hourly contract rate in one (1) minute increments until requirement is met. If entire shift is missed, Contractor shall be fined for the entire shift at three (3) times the hourly rate.
	Not having a certified FSP "back-up" tow truck and/or FSP Tow Truck Driver	Three (3) times the hourly contract rate in one (1) minute increments until requirement is met. If entire shift is missed, Contractor shall be fined for the entire shift at three (3) times the hourly rate.
	Tow truck not made available <u>within 45 minutes</u> due to equipment/truck breakdown.	The operator has 45 minutes to correct the problem if the breakdown occurs during the shift, the penalty for the forty five (45) minute period will be calculated in one (1) minute increments on a straight hourly rate. Time beyond 45 minutes will be calculated as penalized time (Three times the hourly contract rate in one minute increments). Exact penalized down time rate is detailed in the Contract. If a truck is not ready due to a breakdown at the beginning of a shift, penalty will begin at the beginning of the shift at the penalized rate. If entire shift is missed, Contractor shall be fined for the entire shift at three (3) times the hourly rate
SOP	Contractor fines 9.B.4 Contractor fines are assessed for violations of the FSP contract or the SOP that are not directly related to FSP truck operations. This includes but not limited to: Failing to turn required paperwork in on time (Surveys, inspection sheets, etc.), damage to FSP Program equipment, not syncing the PDAs or not supplying FSP Tow Truck Drivers the proper equipment as required in the FSP Contract.	The fine amount shall not exceed \$50.00 for each individual occurrence or violation, with the exception of replacement costs.
	PDAs sent for repair due to lack of charging causing the PDA to lose patch updates.	\$50.00 per PDA + shipping, repair and/or replacement costs.
	PDAs not being charged in designated PDA workstation location during non-FSP operational hours.	\$50.00 per PDA
	Workstation does not meet requirements outlined in SOP.	\$50.00 per incident
	Lost/damaged equipment	Full cost if lost or repair charges of the item if damage is not due to wear and tear.
SOP	Contractor did not follow proper tip procedure per the SOP on Page 40, Section 6.B.	\$50.00 per occurrence
	Tampering with FSP AVL equipment	2 FSP shifts (7 hours) at the tow operator's penalty rate (3 times the normal hourly rate) plus AVL Technician's transportation, labor, repair and/or replacement costs.
	Damage Release/Release of liability forms not completed, not filled out properly, or not submitted within thirty (30) calendar days from the date on the form.	\$5.00-50.00 per incident at the discretion of Commission.
	Duplicate customer six digit survey number 20-40% 40-60%	\$50.00 per incident \$100.00 per incident

	60-80%	\$175.00 per incident
	80-100%	\$250.00 per incident



- San Bernardino County Transportation Commission
- San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency
- Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 10

Date: November 14, 2012

Subject: Development of the San Bernardino Countywide Transportation Plan

Recommendation:* That the Committee recommend the Board authorize SANBAG staff to initiate development of the San Bernardino Countywide Transportation Plan based on the attached scope of work.

Background: The long range transportation plan for San Bernardino County is embedded within the Southern California Association of Governments' (SCAG's) 2012 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). Although SANBAG works closely with SCAG on each RTP cycle, SCAG does not conduct the level of analysis required for the necessary decision-making on projects from a San Bernardino County perspective. Consequently, SANBAG is not as well positioned as it should be to define in the RTP/SCS the course that is best for San Bernardino County. SANBAG should be better able to define and defend the County's positions on a range of issues, such as:

- Quantity and distribution of growth,
- Nature and sequencing of major highway and transit projects,
- Financial constraints to infrastructure investment, and strategies to overcome them, and
- Long term funding options necessary to support the County's transportation infrastructure and sustain its economic future.

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Approved
General Policy Committee

Date: _____

Moved: _____ Second: _____

In Favor: _____ Opposed: _____ Abstained: _____

Witnessed: _____

COG		CTC		CTA	X	SAFE		CMA	
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Check all that apply.
 ADM1211b-tb

It is in the interest of San Bernardino County to better establish our long-term transportation vision and to present this vision to SCAG as part of the 2016 RTP development. To accomplish this, SANBAG needs to develop a multimodal, countywide transportation plan. In addition to preparing SANBAG for input to the next RTP/SCS, creation of the CTP will also accomplish the following:

- Assist in developing policy, financial and legislative strategies that promote the delivery of transportation projects critical to the County's economic future.
- Provide technical data for SANBAG Board consideration of modification to the Measure I 2010-2040 Expenditure Plan. The Measure I Ordinance states: "Beginning in 2015, and at least every ten years thereafter, the Authority shall review and, where necessary, propose revision to the Expenditure Plan." Analysis from the CTP will be available within the timeline to support this review by the SANBAG Board.
- Provide an additional foundation for implementation of the Countywide Vision.

SANBAG's 10-year Delivery Plan, approved by the SANBAG Board in January 2012, focuses on the funding and delivery of near-term projects. The Measure I Strategic Plan is largely a policy document focusing on the distribution and management of Measure I funds. Neither document provides the information needed to support longer-term strategic decision-making and SANBAG submittals for the next RTP. The CTP would also incorporate and update the Long Range Transit Plan.

The San Bernardino CTP would define the transportation vision that the SANBAG Board of Directors seeks to provide for county residents, businesses, employees and visitors. The transportation plan would define the existing transportation system setting and document forecast growth assumptions that determine future travel demands on the countywide system.

Each travel mode would be presented in terms of existing performance and strategies to serve future forecast demands. Specific considerations would be given for goods movement, air passenger and air cargo access, Metrolink, local, express and bus rapid transit, bicycle activity, pedestrian activity as well as local arterials and freeways. The CTP would consider a balanced multi-modal transportation system and evaluate infrastructure alternatives and programs to determine the most effective approach to development and funding of the countywide transportation system.

General Policy Committee Agenda Item

November 14, 2012

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The CTP would serve as the basis for SANBAG's submittal of projects and programs for the SCAG 2016 RTP/SCS. Project and program costs would be outlined and presented together with expected revenue from local, state and federal sources. The CTP would identify potential funding shortfalls, allowing the Board of Directors to assess the County's future options for both infrastructure and financing. Both the Orange County Transportation Authority (OCTA) and the Los Angeles County Metropolitan Transportation Authority (or Metro) prepare countywide transportation plans for input into the RTP/SCS, and the SANBAG effort is proposed to follow a similar path.

The CTP would be developed with input from all San Bernardino County jurisdictions, Caltrans, transit agencies, and other stakeholder groups. All activities on the CTP for Fiscal Year 2012-2013 will be carried out by in-house staff. Resource needs for Fiscal Year 2013-2014 will be assessed as part of the budgeting process for that fiscal year. Updates will be provided periodically to SANBAG committees.

Financial Impact: This item imposes no impact on the Fiscal Year 2012-2013 budget.

Reviewed By: The material in this agenda item has been reviewed by the Transportation Technical Advisory Committee. This item is not scheduled for review by any other policy committee.

Responsible Staff: Tim Byrne, Chief of Planning

Attachment 1

**SAN BERNARDINO COUNTYWIDE TRANSPORTATION PLAN
Scope of Work**

The CTP would integrate countywide planning efforts into a single comprehensive transportation plan for the county. The Plan would consider all multi-modal transportation options including passenger cars, pedestrians, bicycles, local bus, bus rapid transit, rail, and truck and would serve as a roadmap to maintaining mobility throughout the county through at least 2040. The following specific tasks will be performed to develop the CTP:

1. Develop CTP Objectives

The Plan will be a living document that is updated periodically as the basis for input into the SCAG RTP/SCS. CTP goals and objectives will be clearly defined with input from a variety of stakeholders to ensure all points of view and relevant issues are addressed. Given that no work has been conducted on a comprehensive transportation plan since the mid-1990s, stakeholder outreach is critical to ensure that the plan is both meaningful and enduring. The development of a CTP will consolidate and integrate countywide transportation planning efforts, specifically for input into the RTP. Both the costs and benefits associated with projects and programs represented in the CTP will be clearly defined. A sample set of objectives for the CTP is provided below as a starting point for discussion:

1. Improve safety and mobility for all modes of travel in San Bernardino County by residents, businesses, employees, students and visitors.
2. Deliver transportation projects and services in a manner that promotes the County's economic competitiveness, affordable housing, environmental quality, overall sustainability, and access by the full spectrum of system users.
3. Promote the stewardship of the public resources entrusted to SANBAG and other transportation agencies in the County through analysis and application of the most cost-effective approaches to delivering transportation projects and programs and through prudent use of taxpayer dollars.
4. Promote the funding of transportation needs through a collaborative process with local, state, federal, and private stakeholders.

2. Define Performance Measures and Develop Plan Outline

Performance measures will be developed to assist in the quantitative evaluation of both existing and future system performance. These will be similar in nature to the indicators used in the annual performance indicator report by the County, but with a transportation focus. Performance measures should be consistent with and build on those considered within the recently approved transportation legislation, Moving Ahead for Progress in the 21st Century (MAP-21) as well as those developed by SCAG for the RTP. Measures must be multi-modal in nature and consider person, vehicular, pedestrian,

bicycle, air, truck and transit trip making characteristics together with air quality, environmental, and economic factors.

A preliminary outline of the final CTP document will also be developed to guide and focus the effort. The outline will provide a framework to ensure that all modes of transportation are captured and to organize data on transportation programs, revenue streams, analysis and other pertinent information. The outline will serve as a foundation from which the Plan will be developed and will be fine-tuned as the effort proceeds. This framework will provide the basis for a clear, concise discussion of the topics and issues. Each Plan component will be defined in sufficient detail to describe the specific information to be presented in the final document. The outline will be developed as follows:

- Prepare a high level 1-page outline of CTP
- Prepare a detailed outline of the CTP with specific chapter/section headings and descriptions. Define the various sections that will support the message for each chapter.
- Based on the outline, identify data that will be required to fully develop and prepare the CTP analysis as well as evaluate the various Plan components. Identify potential sources that can satisfy data needs.
- Define approaches to the presentation of material within the CTP document that are most useful to a wide audience. It is expected that the CTP material will be largely web-based with ample use of graphical/tabular presentation of information/data, explained by short sections of text.

3. Document Transportation Setting

The existing San Bernardino County transportation setting will be defined in terms of infrastructure, physical and financial assets, programs and performance. The setting will define the relationship of San Bernardino County to the remainder of the SCAG region and inherent regional issues that impact San Bernardino County infrastructure or travel trends. Elements of this task include:

- Define existing roadway/highway system and transit network/services.
- Present existing demographic profile of county in graphical and tabular format for key economic/demographic variables that influence transportation choices and travel trends.
- Document planned projects and the currently forecast funding streams to implement them (local, State, Federal).
- Define countywide roadway/highway and transit system performance. Include data from CMP and other sources as appropriate to identify current conditions experienced by travelers throughout the county.
- Develop strategies to monitor system performance in addition to the standard and traditional means of CMP and annual transit reporting protocols.
- Identify other transportation services and programs offered throughout San Bernardino County, such as Transportation System Management/Transportation Demand Management programs.

4. Develop and Evaluate Future Transportation Scenarios

The future transportation setting will set the stage for the analysis of future transportation scenarios. Projected growth throughout the county and region will be summarized and presented graphically to provide a clear understanding of where future growth is forecast to occur by the planning horizon year. At least two growth scenarios will be analyzed, with input being requested from SCAG demographers, real estate professionals, and economists.

The planning horizon year will be consistent with the RTP horizon year, which is 2040 for the 2016 RTP. Based on future growth scenarios and transportation demands, at least three transportation alternatives will be developed and analyzed, providing options that could ultimately feed into the RTP to appropriately represent San Bernardino County. SANBAG will closely coordinate with SCAG throughout the CTP development process but particularly in the development of future transportation scenarios. The scenarios will be evaluated using travel demand modeling and other appropriate techniques. Specific activities to be conducted in this task include:

- Define an initial future baseline growth scenario.
- Define a future baseline transportation scenario. The focus of this scenario will be on the projects identified in the Measure I 2010-2040 Expenditure Plan, not the entire set of projects in the SCAG RTP.
- Estimate capital and operating costs and revenue sources that can be reasonably expected based on estimates of Measure I and local funding and on a continuation of historical funding trends for state and federal revenue.
- Evaluate the future baseline land use and transportation scenarios based on the performance measures previously identified.
- Assess the affordability of the baseline transportation scenario and determine projects that could not be implemented given the projected revenue. Also identify alternative funding strategies that could fill this funding gap.
- Based on evaluation of the future baseline scenario, identify the specific additional strategies to ensure efficient mobility of people and goods, within and through San Bernardino County. This will include transit and TDM/TSM programs to complement land use strategies in the regional Sustainable Communities Strategy. Projects should be initially defined based on existing SANBAG plans (i.e. Long Range Transit Plan, 10-Year Delivery Plan, and Development Mitigation Nexus Study). Project definition should be clear and specific with routes and limits identified along with expected construction start and completion timeframe. Project definitions should be compared to RTP 2012 assumptions within San Bernardino County and differences highlighted.
- Reach out to stakeholders for input on the strategies and plan components. Obtain input from stakeholders to assist in shaping the future multi-modal alternatives. Consider constraints and opportunities at the local level and how they shape the regional infrastructure and programs.
- Define an alternate growth scenario in combination with alternate transportation scenarios. The alternate scenarios may be built around themes focusing on the degree of highway or transit emphasis, for example, in combination with projections of future travel costs.

- Estimate the costs of the programs and projects in each scenario. Cost should be estimated in year-of-expenditure and base year dollars and should be specified for each project/program phase or component (i.e. environmental and engineering, right-of-way, construction).
- Match the land use/transportation scenarios with funding strategies that provide a realistic sense of affordability.
- Selected projects may also be identified for individual analysis, such as SCAG's SR-60 dedicated truck lane project in the RTP, to provide the SANBAG Board with an understanding of the impacts and benefits of large projects of that nature. Prior project and corridor studies conducted by SCAG and SANBAG will also serve as a basis for quantitative analysis.
- Evaluate the future alternate scenarios qualitatively and quantitatively. Apply performance measures previously identified to measure benefits and impacts associated with the full spectrum of multi-modal projects and programs. Provide results to SANBAG technical and policy committees for review and comment.
- Based on financial analysis and project/program costs (capital and operating), and on technical/policy committee review, develop a draft financially constrained transportation scenario. Review this scenario, including funding requirements, with technical and policy committees.
- Take direction from the SANBAG Board regarding projects, programs, and funding strategies that should be included in a recommended financially constrained CTP. Prepare a final transportation vision on the basis of that direction.
- Develop scenario project lists consistent with RTP project list format. Project and program identification numbers should be consistent with RTP and Federal Transportation Improvement Program.

5. Develop Draft/Final CTP

Based on the transportation vision identified in the earlier tasks, compile the information and analysis prepared for each task into a comprehensive draft CTP. The document preparation will follow the outline structure in Task 2 and include detailed information as appropriate within the body of the document. Supporting information and analysis may be included in appendices as appropriate. References to other key documents will be provided and cited including Measure I 2010-2040 Strategic Plan and Ten-Year Delivery Plan, Congestion Management Program and Development Mitigation Nexus Study, RTP, etc. Key contacts for each component of the CTP will be identified for reference purposes.

- Compile all relevant data into master CTP document
- Prepare Executive Summary. As part of the development of the CTP, an Executive Summary will be developed to provide a high level concise summary of the comprehensive document. The Executive Summary will be graphical in nature to offer a visual snap shot of the CTP for elected officials and other interested parties. Goals and objectives will be summarized along with brief descriptions of existing and proposed transportation infrastructure and services offered throughout the County. Existing transportation system performance and future demands on the existing system will be presented. Revenue sources expected to be available to invest in the

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transportation system in San Bernardino County will be documented with pertinent assumptions noted and sourced. Alternatives analyzed and the alternative recommended to serve forecast mobility demands will be presented with respect to how future investments can be implemented in the most cost-effective fashion. The Executive Summary will be a stand-alone component of the document that offers a summary of the policies, projects, programs and finances considered in development of the CTP.

- Present draft CTP to project stakeholders.
- Update CTP based on internal SANBAG review
- Present draft CTP to stakeholders including SANBAG committees, Caltrans and other agencies as appropriate. Reach out to stakeholders in workshop setting to review and garner input on draft CTP.
- Track comments from stakeholders in detailed comment matrix
- Incorporate stakeholder input to final CTP
- Present final CTP to SANBAG committees and Board
- Upon approval of SANBAG Board, coordinate with SCAG on RTP input
- Develop strategy on marketing the CTP and making it available for public consumption. Update Comprehensive Transportation Plan page and links on the SANBAG public website. Update project description and chronicle SANBAG Board action on the document. Include document on website along with accompanying project lists, appendices, contact information, etc.

It is not anticipated that an environmental document will be prepared as part of the CTP. Rather, the programs, projects, and funding plans contained in the CTP will be recommended for inclusion in the SCAG 2016 RTP/SCS, and the SCAG RTP/SCS will be covered by a programmatic EIR.



- San Bernardino County Transportation Commission
- San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency
- Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 11

Date: November 14, 2012

Subject: I-15/I-215 Devore Interchange – Corridor Mobility Improvement Account Baseline Agreement

Recommendation:* That the Committee recommend the Board:

1. Approve the Corridor Mobility Improvement Account Baseline Agreement C13075 with the California Transportation Commission and California Department of Transportation for the I-15/I-215 Devore Interchange Improvement Project.
2. Authorize the Executive Director to execute the Agreement including any changes that may be necessary following California Transportation Commission staff review and determination of final allocation amount of Corridor Mobility Improvement Account funds. Should any policy issues arise, the Executive Director will consult with Board Officers.

Background: At the September 2012 California Transportation Commission (CTC) meeting, the Commission approved a plan to ensure all available Proposition 1B Corridor Mobility Improvement Account (CMA) funds would be allocated to projects meeting the December 31, 2012, deadline for construction contract award.

*

Approved
 General Policy Committee

Date: _____

Moved: Second:

In Favor: Opposed: Abstained:

Witnessed: _____

COG	X	CTC	X	CTA	X	SAFE	X	CMA	X
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Check all that apply.

ADM1211a-az

<http://portal.sanbag.ca.gov/mgmt/APOR-Mgmt/Shared Documents/C13075.doc>

<http://portal.sanbag.ca.gov/mgmt/APOR-Mgmt/Shared%20Documents/C13075%20Exhibit%20A.xlsx>

As the Devore Interchange Improvement Project met both the CMIA eligibility requirements and the December 31, 2012, timeframe, it was recommended that a portion of the available CMIA savings be applied to the Devore Interchange Improvement Project with the understanding that an equal amount of previously allocated State Highway Operation and Protection Program (SHOPP) funds would be deallocated from the project for use on other State projects.

At this time, it is estimated that \$53,473,000 of CMIA funds will be allocated at the December 5, 2012, CTC meeting to the Devore Interchange Project. As the CTC is still recognizing savings from other CMIA projects going through the construction contract award process, it is expected the actual amount of CMIA allocated to the Devore Interchange Project will change.

Approval of Recommendation No. 1 satisfies the requirement that a Baseline Agreement with one of the Project Sponsors be executed prior to the CTC allocation of CMIA funds. Approval of Recommendation No. 2 will allow the Baseline Agreement to be updated to reflect the final amount of CMIA funds allocated by the CTC prior to the December 31, 2012 deadline.

Financial Impact: This item does not impact the FY 2012/2013 budget. As the State is the lead on the construction phase of the Project, the SHOPP funds and CMIA funds are not included in the SANBAG budget.

Reviewed By: This item is not scheduled for review by any other Policy Committee or Technical Advisory Committee. SANBAG Contract Administrator has reviewed this item and a draft of the Agreement.

Responsible Staff: Andrea Zureick, Director of Fund Administration and Programming

CONTRACT SUMMARY SHEET

Contract No. C 13075 Amendment No. _____

By and Between

San Bernardino County Transportation Authority and California Dept. of Transportation and CTC

Contract Description Devore CMIA Baseline Agreement

Board of Director's Meeting Date: 12/5/12
Overview of BOD Action: Approve baseline agreement utilizing Corridor Mobility Improvement Account (CMIA) funding for the Devore design-build project

Is this a Sole-Source procurement? Yes No

CONTRACT OVERVIEW

Original Contract Amount	\$ 0	Original Contingency Amount	\$ 0
Revised Contract Amount <i>Inclusive of prior amendments</i>	\$ 0	Revised Contingency Amount <i>Inclusive of prior amendments</i>	\$ 0
Current Amendment Amount	\$ 0	Contingency Amendment	\$ 0
TOTAL CONTRACT VALUE	\$ 0	TOTAL CONTINGENCY VALUE	\$ 0
TOTAL BUDGET AUTHORITY (contract value + contingency)			\$ 0

Contract Start Date 12/5/12	Current Contract Expiration Date 12/5/17	Revised Contract Expiration Date
--------------------------------	---	----------------------------------

Has the contract term been amended? No Yes - please explain.

FINANCIAL INFORMATION

Budget authority for this contract currently exists in Task No. 0880.

A Budget Amendment is required.

How are we funding current FY?

Federal Funds
 State Funds
 Local Funds
 TDA Funds
 Measure I Funds

Provide Brief Overview of the Overall Funding for the duration of the Contract:

This agreement allows use of CMIA funds on the project. These funds will be self-reimbursed by Caltrans

Payable Receivable

CONTRACT MANAGEMENT INFORMATION

Check all applicable boxes:

Retention? If yes, indicate % _____

Disadvantaged Business Enterprise (DBE) Goal _____ %
 Underutilized DBE (UDBE) Goal _____ %

Garry Chow
 Task Manager (Print Name)

DENNIS TAYLOR
 Project Manager (Print Name)

Jeffery Hill
 Contracts Administrator (Print Name)

 Chief Financial Officer (Print Name)

Andrea Zureck
 Director of Fund Administration & Programming

Garry Chow 11/8/12
 Signature Date

Dennis Taylor 11/8/12
 Signature Date

Jeffery Hill 11/8/12
 Signature Date

Andrea Zureck 11/8/12
 Signature Date

C13075
CORRIDOR MOBILITY IMPROVEMENT ACCOUNT
PROJECT BASELINE AGREEMENT

1. PARTIES AND DATE

- 1.1** This Project Baseline Agreement (Agreement) for the I-15/I-215 Devore Interchange Project, effective on _____, is made by and between the California Transportation Commission (Commission), the California Department of Transportation (Caltrans), and the San Bernardino Associated Governments (Project Sponsor), sometimes collectively referred to as the "Parties".

2. RECITAL

- 2.1** Whereas at its December 2012 Meeting, the California Transportation Commission amended the Corridor Mobility Improvement Account Program and included in this program of projects the I-15/I-215 Devore Interchange Project. The parties are entering into this Project Baseline Agreement to document the project cost, schedule, scope and benefits, as detailed on the Project Programming Request Form, as the baseline for project monitoring by the California Transportation Commission. The undersigned Project Sponsor certifies that the funding sources cited are committed and expected to be available; the estimated costs represent full project funding; and the scope and description of benefits is the best estimate possible.

3. GENERAL PROVISIONS

The Project Sponsor and Caltrans agree to abide by the following provisions:

- 3.1** To meet the requirements of Government Code Section 8879.23(c)(1), as added by Proposition 1B, and to Government Code Section 8879.50, as enacted through implementing legislation in 2007 (Senate Bill 88 and Assembly Bill 193).
- 3.2** To adhere to the provisions of the California Transportation Commission Resolution CMIA-P-0910-01, "Adoption of Amendment to the Corridor Mobility Account Program," dated May 19, 2010.
- 3.3** To adhere to the California Transportation Commission's Corridor Mobility Account Guidelines.
- 3.4** To adhere to the California Transportation Commission's Accountability Implementation Plan and policies, and program and baseline amendment processes.
- 3.5** The Sponsoring Agency agrees to secure funds for any additional costs of the project. Any change to the funding commitments outlined in this agreement requires an amendment.

- 3.6 To report to the California Transportation Commission on a quarterly basis on the progress made toward the implementation of the project, including scope, cost, and schedule.
- 3.7 To maintain and make available to the California Transportation Commission and/or its designated representative, all work related documents, including engineering and financial data, during the course of the project and retain those records for four years from the date of the final closeout of the project. Financial records will be maintained in accordance with Generally Accepted Accounting Principles.
- 3.8 The California Transportation Commission and/or its designated representative, has the right to audit the project records, including technical and financial data, of the Department of Transportation, the Sponsoring Agency, and any subconsultants at any time during the course of the project and for four years from the date of the final closeout of the project. Audits will be conducted in accordance with Generally Accepted Government Auditing Standards.

4. SPECIFIC PROVISIONS AND CONDITIONS

4.1 Project Schedule and Cost

See Project Programming Request Form, attached as Exhibit A.

**SIGNATURE PAGE
TO
CORRIDOR MOBILITY IMPROVEMENT ACCOUNT
PROJECT BASELINE AGREEMENT**

Raymond W. Wolfe, PhD Date
Executive Director
SANBAG

Malcolm Dougherty Date
Director
California Department of Transportation

Bimla G. Rhinehart
Executive Director
California Transportation Commission

PROJECT PROGRAMMING REQUEST

DTP-0001 (REV. 2/10)

General Instructions

<input checked="" type="checkbox"/> New Project		<input type="checkbox"/> Amendment (Existing Project)		Date:	11/05/12
Caltrans District	EA	PPNO	MPO ID	TCRF No.	
08	OK710	0170M	20061201		
County	Route/Corridor	PM Bk	PM Ahd	Project Sponsor/Lead Agency	
SBD	15	14.0	16.0	San Bernardino Associated Governments(SANBAG)	
				MPO	Element
				SCAG	CO
Project Mgr/Contact		Phone		E-mail Address	
Raghuram Radhakrishnan		909-383-6288		raghuram_radhakrishnan@dot.ca.gov	
Project Title					
I-15/I-215 Devore Interchange Project					
Location, Project Limits, Description, Scope of Work, Legislative Description					
In San Bernardino County at and near the I-15/I-215 interchange. Construct one lane in each direction on I-15 from Glen Helen Parkway through the Interchange, reconfigure interchange and add truck bypass lanes					
Component	Implementing Agency				Reimbursements
PA&ED	San Bernardino Associated Governments (SANBAG)				
PS&E	Caltrans				
Right of Way	San Bernardino Associated Governments (SANBAG)				
Construction	Caltrans				
Legislative Districts					
Assembly: 59,63			Senate: 31,32		
Congressional: 26,41,43					
Purpose and Need					
The I-15 corridor is the main transportation connection between the Los Angeles metropolitan area and the high desert, Las Vegas, Rocky Mountain and the Midwest. It is also an important link to Riverside and San Diego counties to the south. The I-15 Corridor is experiencing serious performance problems due to a number of interrelated factors. These factors include higher than average truck volumes (ten to fifteen percent of the total traffic), roadway design limitations particularly at the Devore Interchange, heavy traffic demand on both weekends and weekdays, as well as a lack of alternative travel options of sufficient quality.					
Project Benefits					
1. Hours of Daily Vehicle Hours of Delay Saved = 4,196					
2. Minutes of Daily Peak Duration Person-Minutes Saved =24,167					
Corridor System Management Plan - Lead Agency = Caltrans					
Corridor System Management Plan - Plan Adoption Date = (TBD)					
Corridor System Management Plan - Plan Implementation Date = (TBD)					
Project Milestones					
Project Study Report Approved					Proposed
Begin Environmental (PA&ED) Phase					
Circulate Draft Environmental Document					Document Type: ND/FONSI
Draft Project Report					
End Environmental Phase (PA&ED Milestone)					
Begin Design (PS&E) Phase					11/15/12
End Design Phase (Ready to List for Advertisement Milestone)					
Begin Right of Way Phase					03/01/12
End Right of Way Phase (Right of Way Certification Milestone)					
Begin Construction Phase (Contract Award Milestone)					04/30/14
End Construction Phase (Construction Contract Acceptance Milestone)					
Begin Closeout Phase					03/25/16
End Closeout Phase (Closeout Report)					
					02/28/19

ADA Notice

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STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
PROJECT PROGRAMMING REQUEST
 DTP-0001 (REV. 2/10)

Date: 11/05/12

County	CT District	FY09	FY10	FY11	FY12
SBD	08	0170M	0	0K710	
Project Title: I-15/215 Devore Interchange Project					

Proposed Total Project Cost									Notes
Component	Prior	10/11	11/12	12/13	13/14	14/15	15/16+	Total	
E&P (PA&ED)	10,298	0	0	0	0	0	0	10,298	
PS&E	8,385	0	0	0	0	0	0	8,385	
R/W SUP (CT)	4,288	0	0	0	0	0	0	4,288	
CON SUP (CT)	0	0	0	26,551	0	0	0	26,551	
R/W	48,118	0	0	0	0	0	0	48,118	
CON	0	0	0	228,598	0	0	0	228,598	
TOTAL	71,589	0	0	255,149	0	0	0	326,738	

Fund No. 1:	RIP- National Hwy System (NH)								Program Code
Proposed Funding									20.10.075.600, 20.20.075.600
Component	Prior	10/11	11/12	12/13	13/14	14/15	15/16+	Total	Funding Agency
E&P (PA&ED)									SANBAG
PS&E									\$18594 CON voted 08/22/12
R/W SUP (CT)									
CON SUP (CT)				26,551				26,551	
R/W									
CON				18,594				18,594	
TOTAL	0	0	0	45,145	0	0	0	45,145	

Fund No. 2:	Other State - National Hwy System (NH)								Program Code
Proposed Funding									20.20.201.310
Component	Prior	10/11	11/12	12/13	13/14	14/15	15/16+	Total	Funding Agency
E&P (PA&ED)	0	0	0	0	0	0	0	0	Caltrans
PS&E	0	0	0	0	0	0	0	0	Current SHOPP allocation of \$137m is being reduce by \$53m of CMIA (see Fund No. 8 below)
R/W SUP (CT)	0	0	0	0	0	0	0	0	
CON SUP (CT)	0	0	0	0	0	0	0	0	
R/W	0	0	0	0	0	0	0	0	
CON	0	0	0	84,135	0	0	0	84,135	
TOTAL	0	0	0	84,135	0	0	0	84,135	

Fund No. 3:	Federal Lands Highway Program: FLHP								Program Code
Proposed Funding									20.20.400.300
Component	Prior	10/11	11/12	12/13	13/14	14/15	15/16+	Total	Funding Agency
E&P (PA&ED)	0	0	0	0	0	0	0	0	SANBAG
PS&E	0	0	0	0	0	0	0	0	
R/W SUP (CT)	0	0	0	0	0	0	0	0	
CON SUP (CT)	0	0	0	0	0	0	0	0	
R/W	0	0	0	0	0	0	0	0	
CON	0	0	0	2,000	0	0	0	2,000	
TOTAL	0	0	0	2,000	0	0	0	2,000	

Fund No. 4:	RSTP - STP Local (STPL)								Program Code
Proposed Funding									20.30.010.810
Component	Prior	10/11	11/12	12/13	13/14	14/15	15/16+	Total	Funding Agency
E&P (PA&ED)	0	0	0	0	0	0	0	0	SANBAG
PS&E	6,385	0	0	0	0	0	0	6,385	
R/W SUP (CT)	0	0	0	0	0	0	0	0	
CON SUP (CT)	0	0	0	0	0	0	0	0	
R/W	0	0	0	0	0	0	0	0	
CON	0	0	0	59,323	0	0	0	59,323	
TOTAL	6,385	0	0	59,323	0	0	0	65,708	

C13075 - EXHIBIT A

Fund No. 5:		Local Funds - Local Measure (MEA)							Program Code	
		Proposed Funding							20.10.400.100, 20.20.400.100	
Component	Prior	10/11	11/12	12/13	13/14	14/15	15/16+	Total	Funding Agency	
E&P (PA&ED)	10,295	0	0	0	0	0	0	10,295	SANBAG	
PS&E	195	0	0	0	0	0	0	195		
R/W SUP (CT)	6,288	0	0	0	0	0	0	6,288		
CON SUP (CT)	0	0	0	400	0	0	0	400		
R/W	41,801	0	0	0	0	0	0	41,801		
CON	0	0	0	4,682	0	0	0	4,682		
TOTAL	58,580	0	0	4,082	0	0	0	62,662		

Fund No. 6:		Federal IMD							Program Code	
		Proposed Funding							20.20.400.300	
Component	Prior	10/11	11/12	12/13	13/14	14/15	15/16+	Total	Funding Agency	
E&P (PA&ED)	0	0	0	0	0	0	0	0	SANBAG	
PS&E	0	0	0	0	0	0	0	0		
R/W SUP (CT)	0	0	0	0	0	0	0	0		
CON SUP (CT)	0	0	0	0	0	0	0	0		
R/W	0	0	0	0	0	0	0	0		
CON	0	0	0	3,341	0	0	0	3,341		
TOTAL	0	0	0	3,341	0	0	0	3,341		

Fund No. 7:		Private Funds- Utility Co.							Program Code	
		Proposed Funding								
Component	Prior	10/11	11/12	12/13	13/14	14/15	15/16+	Total	Funding Agency	
E&P (PA&ED)	0	0	0	0	0	0	0	0		
PS&E	0	0	0	0	0	0	0	0		
R/W SUP (CT)	0	0	0	0	0	0	0	0		
CON SUP (CT)	0	0	0	0	0	0	0	0		
R/W	7,017	0	0	0	0	0	0	7,017		
CON	0	0	0	0	0	0	0	0		
TOTAL	7,017	0	0	0	0	0	0	7,017		

Fund No. 8:		Corridor Mobility Improvement Account Funds							Program Code	
		Proposed Funding								
Component	Prior	10/11	11/12	12/13	13/14	14/15	15/16+	Total	Funding Agency	
E&P (PA&ED)	0	0	0	0	0	0	0	0		
PS&E	0	0	0	0	0	0	0	0		
R/W SUP (CT)	0	0	0	0	0	0	0	0		
CON SUP (CT)	0	0	0	0	0	0	0	0		
R/W	0	0	0	0	0	0	0	0		
CON	0	0	0	53,473	0	0	0	53,473		
TOTAL	0	0	0	53,473	0	0	0	53,473		



- San Bernardino County Transportation Commission
- San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency
- Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 12

Date: November 14, 2012

Subject: Congestion Mitigation and Air Quality Allocation Plan for the SANBAG Ten-Year Delivery Plan

Recommendation:* That the Committee recommend the Board:

1. Allocate Congestion Mitigation and Air Quality funds in the amount of \$38,540,075 from Fiscal Year 2010/2011 through Fiscal Year 2019/2020 for the SANBAG-sponsored regional rideshare and signal coordination programs.
2. Allocate Congestion Mitigation and Air Quality funds in the amount of \$73,803,140 from Fiscal Year 2010/2011 through Fiscal Year 2019/2020 for ongoing transit needs as follows and subject to inclusion in the Short Range Transit Plans:
 - a. Morongo Basin Transit Authority in the amount of \$2,908,783
 - b. Omnitrans in the amount of \$60,866,707
 - c. Victor Valley Transit Authority in the amount of \$5,838,090
 - d. Mountain Area Regional Transportation Authority in the amount of \$2,311,628
 - e. Barstow Area Transit in the amount of \$1,877,932

*

Approved
General Policy Committee

Date: _____

Moved: _____ *Second:* _____

In Favor: _____ *Opposed:* _____ *Abstained:* _____

Witnessed: _____

COG		CTC	X	CTA	X	SAFE		CMA	
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Check all that apply.

Background: It is SANBAG policy to allocate Congestion Mitigation and Air Quality (CMAQ) funds to projects and project categories in the following priority order:

- 1) Regional Programs, such as rideshare activities and signal coordination
- 2) Transit capital projects and start-up operating expenses
- 3) Eligible highway and arterial projects

During development of the SANBAG Ten-Year Delivery Plan (Delivery Plan), there were several discussions in SANBAG Board workshops concerning the use of CMAQ funds that resulted in consensus on project priorities and CMAQ fund amounts necessary to meet those priority project needs. However, because of the nature of the information contained in the Delivery Plan, not all of these priorities were explicitly included in the printed document. The comprehensive list of projects and CMAQ amounts that were approved during the development of the Delivery Plan is included in Attachment 1. Staff recommends that the SANBAG Board take action to formally allocate CMAQ funds to the projects that were not explicitly listed in the Delivery Plan, as listed in Recommendations 1 and 2, so that project sponsors can develop their project plans accordingly.

It is important to note that this allocation plan assumes continuation of the CMAQ program at current funding levels through Fiscal Year 2019/2020. The CMAQ program is currently only authorized through the expiration of MAP-21 on September 30, 2014.

Financial Impact: This item imposes no impact on the Fiscal Year 2012/2013 budget.

Reviewed By: This item is not scheduled for review by other policy or technical advisory committees.

Responsible Staff: Andrea Zureick, Director of Fund Administration and Programming

ATTACHMENT 1
Congestion Mitigation and Air Quality Funding Allocation Priorities Identified in SANBAG Ten-Year Delivery Plan

Allocation Priorities	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total
Regional Rideshare Programs - Valley	\$2,035,000	\$2,035,000	\$2,035,000	\$2,035,000	\$2,035,000	\$2,035,000	\$2,035,000	\$2,035,000	\$2,035,000	\$2,035,000	\$20,350,000
Regional Rideshare Programs - Mountain/Desert	\$1,556,000	\$1,590,575	\$1,630,225	\$1,671,400	\$1,712,575	\$1,755,275	\$1,799,500	\$1,845,250	\$1,891,000	\$1,938,275	\$17,390,075
Signal Coordination Program	\$800,000										\$800,000
Ongoing Transit Needs	\$12,407,000	\$6,449,316	\$5,098,501	\$6,015,088	\$5,251,455	\$5,790,592	\$8,382,820	\$6,664,496	\$6,941,071	\$10,802,801	\$73,803,140
Morongo Basin Transit Authority	\$1,200,000	\$85,540		\$311,764		\$250,820	\$611,252	\$241,244	\$98,751	\$109,472	\$2,908,783
Omnitrans	\$9,900,000	\$5,601,058	\$4,523,926	\$5,197,506	\$5,152,215	\$5,183,973	\$6,657,705	\$3,562,048	\$5,465,298	\$7,622,976	\$60,866,707
Victor Valley Transit Authority	\$1,307,000	\$370,644		\$162,098		\$86,067		\$747,707	\$1,092,801	\$2,071,773	\$5,838,090
Mountain Area Regional Transit Authority		\$392,074									
Burston Area Transit			\$434,824			\$269,730	\$647,429			\$567,571	\$2,311,628
MetroLink First Mile Extension			\$139,751	\$343,720	\$99,240		\$466,434	\$113,497	\$284,221	\$431,069	\$1,877,932
Redlands Rail			\$10,306,234								\$10,306,234
I-215 Bi-County HOV Gap Closure		\$14,968,000	\$19,882,000			\$40,866,000					\$40,866,000
I-10 HOT All OR						\$41,134,000					\$41,134,000
I-10 HOV All						\$46,134,000					\$46,134,000
I-10/Citrus Avenue Interchange	\$2,500,000										\$2,500,000
Palm Grade Separation	\$4,300,000										\$4,300,000

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

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

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

San Bernardino Associated Governments



MISSION STATEMENT

To enhance the quality of life for all residents, San Bernardino Associated Governments (SANBAG) will:

- Improve cooperative regional planning

- Develop an accessible, efficient, multi-modal transportation system

- Strengthen economic development efforts

- Exert leadership in creative problem solving.

To successfully accomplish this mission, SANBAG will foster enhanced relationships among all of its stakeholders while adding to the value of local governments.

Approved June 2, 1993
Reaffirmed March 6, 1996