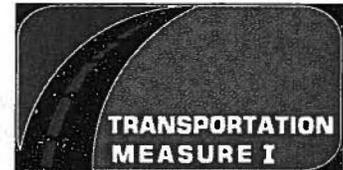




San Bernardino Associated Governments

1170 W. 3rd Street, San Bernardino, CA 92410
Phone: (909) 884-8276 Fax: (909) 885-4407
Web: www.sanbag.ca.gov



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

AGENDA

Mountain/Desert Committee

May 17, 2013

9:30 a.m.

Location

**Town of Apple Valley
14975 Dale Evans Parkway
Apple Valley, CA**

Mountain/Desert Committee Membership

Chair

*Julie McIntyre, Mayor
City of Barstow*

*Bill Jahn, Council Member
City of Big Bear Lake*

*George Huntington, Council Member
Town of Yucca Valley*

Vice Chair

*Ed Paget, Mayor
City of Needles*

*Mike Leonard, Council Member
City of Hesperia*

*Robert Lovingood
Board of Supervisors*

*Cari Thomas, Mayor
City of Adelanto*

*Jim Harris, Council Member
City of Twentynine Palms*

*James Ramos
Board of Supervisors*

*Curt Emick, Mayor
Town of Apple Valley*

*Ryan McEachron, Mayor Pro Tem
City of Victorville*

*Janice Rutherford
Board of Supervisors*

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

Mountain/Desert Committee

May 17, 2013

9:30 a.m.

Location

**Town of Apple Valley
14975 Dale Evans Parkway
Apple Valley, CA**

CALL TO ORDER:

(Meeting Chaired by: Julie McIntyre)

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

Notes/Actions

- 1. **Possible Conflict of Interest Issues for the Mountain/Desert Committee Meeting of May 17, 2013.** Pg. 6

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.

- 2. **Attendance Register** Pg. 7

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.

Discussion Items

Project Delivery

- 3. **Informational Briefing on the Interstate 15/Interstate 215 Interchange (Devore) Project** Pg. 9

Receive presentation on the current status of the Devore Interchange Project. **Dennis Saylor**

This item is also scheduled for review by the Board of Directors Metro Valley Study Session on May 9, 2013.

Discussion Items Continued.....**Project Delivery (Cont.)****4. Lenwood Road Grade Separation Project****Pg. 10**

That the Committee recommend the Board acting as the San Bernardino County Transportation Commission:

1. Approve Award of Contract No. C13032 with Simon Wong Engineering for Construction Management services for the Lenwood Road Grade Separation Project in an amount not-to-exceed \$2,493,341.00

2. Approve a contingency amount for Contract No. C13032 of \$249,334.00 and authorize the Executive Director or designee to release contingency as necessary for the project.

3. Approve issuance of a Purchase Order in the amount of \$50,000.00 to cover the cost of the preconstruction services so that work can commence prior to the issuance of the federal funds for construction.

Garry Cohoe

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 a draft of the contract.

Transportation Fund Administration**5. Cooperative Agreement C13147 for the US395 Widening Project****Pg. 60**

That the Committee recommend the Board, acting in its capacity as the San Bernardino County Transportation Commission, approve Cooperative Agreement C13147 with the California Department of Transportation in the amount of \$6,015,354 for the US395 Widening Project Design Phase. **Ellen Pollema**

This item is not scheduled for review by any other policy committee or technical advisory committee. SANBAG General Counsel and Contract Administrator have reviewed this item and draft of the Cooperative Agreement.

6. Eastern California Transportation Planning Partnership Memorandum of Understanding**Pg. 88**

That the Committee recommend the Board acting in its capacity as the San Bernardino County Transportation Commission:

Approve an Amendment to the Eastern California Transportation Planning Partnership Memorandum of Understanding to include support for future State Regional Improvement Program funding for the State Route 58 Corridor from Interstate 5 to Interstate 40. **Ellen Pollema**

This item is not scheduled for review by any other Policy Committee or Technical Advisory Committee. SANBAG General Counsel has approved this item and the Memorandum of Understanding.

Discussion Items Continued.....

Transportation Fund Administration (Cont.)

7. Allocation of Project Development/Traffic Management System Funds to the City of Hesperia Pg. 94

That the Committee recommend the Board, acting in its capacity as the San Bernardino County Transportation Authority, allocate \$40,000 in Measure I Victor Valley Project Development/Transportation Management System funds for the City of Hesperia's Main Street Traffic Light Synchronization Project, contingent on allocation of Proposition 1B fund to the project. **Ellen Pollema**

This item is not scheduled for review by any other policy committee or technical advisory committee.

Comments from Committee Members

Brief Comments from Committee Members –

Public Comment

Brief Comments by the General Public –

Additional Information

Pg. 97

Acronym List

Complete packages of this 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.

ADJOURNMENT:

Next Mountain/Desert Committee Meeting – Friday, June 21, 2013

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. Staff reports related to agenda items may be reviewed at the SANBAG offices located at 1170 W. 3rd Street, 2nd Floor, San Bernardino and our website: www.sanbag.ca.gov.

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: May 17, 2013

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

Item No.	Contract No.	Principals & Agents	Subcontractors
4	C13032	Simon Wong Engineering Marc McIntyre	DHS Consulting, Inc. Dynamic Engineering Services, Inc. CHJ Consultants Leighton Consulting, Inc. Towill Inc.

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

Reviewed By: This item is prepared monthly for review by SANBAG Board and Committee members.

*

Approved
 Mountain Desert 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.
 MDC1305z-gc

AGENDA ITEM #2

MOUNTAIN/DESERT POLICY COMMITTEE ATTENDANCE RECORD – 2013

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Cari Thomas + City of Adelanto	**	X	X	X								
Curt Emick Town of Apple Valley	**	X	X	X								
Julie McIntyre City of Barstow	**	X	X	X								
Bill Jahn City of Big Bear Lake	**	X		X								
Mike Leonard City of Hesperia	**	X	X	X								
Ed Paget City of Needles	**	X	X	X								
Jim Harris City of Twentynine Palms	**	X	X	X								
Ryan McEachron City of Victorville	**	X	X	X								
George Huntington Town of Yucca Valley	**	X	X	X								
Robert Lovingood County of San Bernardino	**	X										
Janice Rutherford County of San Bernardino	**											
James Ramos County of San Bernardino	**											

*Non-voting City Representative attended
+ Measure I Committee representative

**The Mountain/Desert Committee did not meet
x*Alternate Attended

*** New SANBAG Board Member

X = Member attended meeting.
MDCatt12.doc

Empty box = Member did not attend meeting

Crossed out box = Not a Board Member at the time.

AGENDA ITEM #2
MOUNTAIN/DESERT POLICY COMMITTEE ATTENDANCE RECORD – 2012

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Cari Thomas + City of Adelanto	X	X	X	X	X	X	X		X	X	**	X
Rick Roelle Town of Apple Valley		X			X			X		X*	**	
Julie McIntyre City of Barstow	X	X			X	X	X		X	X	**	X
Bill Jahn City of Big Bear Lake	X	X	X	X		X	X	X	X	X	**	
Mike Leonard City of Hesperia	X	X	X	X		X	X	X	X	X*	**	X
Ed Paget City of Needles	X	X	X	X	X	X	X	X	X		**	X
Jim Harris City of Twentynine Palms	X	X	X	X	X	X	X	X	X	X	**	
Ryan McEachron City of Victorville	X	X	X	X	X		X	X	X	X	**	X
George Huntington Town of Yucca Valley	X		X	X	X	X	X	X	X		**	X
Brad Mitzelfelt County of San Bernardino		X				X		X	X	X	**	N/A
Janice Rutherford County of San Bernardino		X					X			X	**	
Neil Derry County of San Bernardino	X	X	X	X				X	X	X	**	N/A
Robert Lovingood*** County of San Bernardino												X
James Ramos*** County of San Bernardino												X

*Non-voting City Representative attended
+ Measure I Committee representative

**The Mountain/Desert Committee did not meet
x*Alternate Attended

*** New SANBAG Board Member

X = Member attended meeting.
MDCatt12.doc

Empty box = Member did not attend meeting

Crossed out box = Not a Board 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: May 17, 2013

Subject: Informational Briefing on the Interstate 15/Interstate 215 Interchange (Devore) Project

Recommendation:* Receive presentation on the current status of the Devore Interchange Project.

Background: The Devore Interchange project is an ongoing design build project. SANBAG is providing funding on the project along with State and Federal funds. Caltrans is the overall lead agency for the design build phase and SANBAG is the implementing agency for the right of way phase. A contract was awarded by Caltrans to a design-builder in November, 2012 and design work is ongoing. Construction is anticipated to start in June, 2013. Staff will provide an overview of the current status of the project as well as the most current design by the design builder.

Financial Impact: This item is for informational purposes only.

Reviewed By: This item is also scheduled for review by the Board of Directors Metro Valley Study Session on May 9, 2013.

Responsible Staff: Dennis Saylor, Project Manager

*

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



- 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: 4

Date: May 17, 2013

Subject: Lenwood Road Grade Separation Project

Recommendation:* That the Committee recommend the Board acting as the San Bernardino County Transportation Commission:

1. Approve Award of Contract No. C13032 with Simon Wong Engineering for Construction Management services for the Lenwood Road Grade Separation Project in an amount not-to-exceed \$2,493,341.00
2. Approve a contingency amount for Contract No. C13032 of \$249,334.00 and authorize the Executive Director or designee to release contingency as necessary for the project.
3. Approve issuance of a Purchase Order in the amount of \$50,000.00 to cover the cost of the preconstruction services so that work can commence prior to the issuance of the federal funds for construction.

Background: **Recommendations 1 & 2 are for a new contract.** On March 6, 2013, San Bernardino Associated Governments (SANBAG) Board approved the release of Request for Proposals (RFP) No. C13032 for Construction Management, Materials Testing, Source Inspection, Construction Surveying and Public

*

Approved
 Mountain Desert Policy Committee

Date: _____

Moved: Second:

In Favor: Opposed: Abstained

Witnessed: _____

COG	<input type="checkbox"/>	CTC	<input type="checkbox"/>	X	CTA	<input checked="" type="checkbox"/>	SAFE	<input type="checkbox"/>	CMA	<input type="checkbox"/>
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Check all that apply.

MDC1305a-mb

Attachment: C13032 <http://portal.sanbag.ca.gov/mgmt/APOR-Mgmt/Shared%20Documents/C13032.docx>

Outreach services associated with the construction of the Lenwood Road Grade Separation Project.

On April 10, 2013, staff received five (5) proposals. The firms who submitted are, in alphabetical order, AECOM, BetKone, Inc., Falcon Engineering Services, HDR Construction Control Corporation, Inc., and Simon Wong Engineering. Staff assembled a selection panel consisting of members from the City of Barstow, Caltrans, County of San Bernardino and SANBAG. Following review of the five (5) proposals, three (3) firms were shortlisted to participate in interviews: BetKone Inc., Falcon Engineering Services and Simon Wong Engineering. Interviews were held on Thursday, April 25, 2013.

All three (3) firms were very qualified to manage this project. Simon Wong Engineering's thorough knowledge of the project, proposed staffing for work on the project, including their choice of sub-consultants, and their work plan distinguished it from the other firms. The selection panel unanimously agreed that Simon Wong Engineering was the most qualified and most available team to provide the services requested. Staff verified not only the references of the firm and the principal, but also called on and received positive references for the Resident Engineer and Structure Rep/Inspector.

In negotiations with Simon Wong Engineering the construction duration was reviewed. Based on the information available, it was agreed that the construction duration of 16 months would be reasonable. The construction management staffing and the not-to-exceed contract amount were based on this duration. The one unknown that may impact the duration, which in-turn will impact the contract amount, is BNSF's 4th quarter restriction on construction within and near their tracks. This impact is very dependent on when the construction actually commences and contractor proposed staging modifications.

Staff recommends approval of Contract No. C13032 with Simon Wong Engineering, for Construction Management services on the Lenwood Road Grade Separation Project for a total not-to-exceed amount of \$2,493,341.00; a contingency for Contract No. C13032 not-to-exceed \$249,334.00; and authorize the Executive Director or designee to release contingency funds as necessary for the project.

Recommendation 3. Federal authorization to proceed is not expected until sometime in mid-summer 2013 (June/July). In anticipation of the project being released for advertisement and awarded prior to the end of the 2013 calendar year, Staff is requesting approval to issue a Purchase Order to Simon Wong Engineering in the amount of \$50,000.00 to cover the cost of the preconstruction services and a constructability review that would commence prior to the issuance

Mountain Desert Policy Committee Agenda Item

May 17, 2013

Page 3

of the federal funds for the construction phase. These funds are in addition to those identified in Recommendation 1 and 2 and will utilize local funds.

Financial Impact: This item is consistent with the Fiscal Year 2012/2013 budget. Task No. 0881

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 a draft of the contract.

Responsible Staff: Garry Cohoe, Director of Project Delivery



CONTRACT SUMMARY SHEET

Contract No. C 13032 Amendment No. _____

By and Between

San Bernardino County Transportation Authority and Simon Wong Engineering

Contract Description Construction Management Services Lenwood Road Grade Separation Project

Board of Director's Meeting Date: June 5, 2013
Overview of BOD Action: Award contract for construction management for Lenwood Road Grade Separation Project and approve Contingency.

Is this a Sole-Source procurement? Yes No

CONTRACT OVERVIEW

Original Contract Amount	\$	2,493,341.00	Original Contingency Amount	\$	249,334.00
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	\$	2,493,341.00	TOTAL CONTINGENCY VALUE	\$	249,334.00
TOTAL BUDGET AUTHORITY (contract value + contingency)					\$ 2,842,675.00

Contract Start Date June 5, 2013	Current Contract Expiration Date December 31, 2016	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. 0881.
 A Budget Amendment is required.
 How are we funding current FY? - STP, SLPP, Local - City of Barstow, MSI No. Desert Fund - MLH

Federal Funds
 State Funds
 Local Funds
 TDA Funds
 Measure I Funds

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

STP, SLPP, Local - City of Barstow, MSI No. Desert Fund - MLH

Payable Receivable

CONTRACT MANAGEMENT INFORMATION

Check all applicable boxes:

Retention? If yes, indicate % 10.
 Disadvantaged Business Enterprise (DBE) Goal 6 %

<u>Mike Barnum</u>		<u>5/1/13</u>
Project Manager (Print Name)	Signature	Date
<u>Garry Cohoe</u>		<u>5.7.13</u>
Task Manager (Print Name)	Signature	Date
Dir. of Fund Admin. & Programming (Print Name)	Signature	Date
Contract Administrator (Print Name)	Signature	Date
Chief Financial Officer (Print Name)	Signature	Date

ATTACHMENT A

SCOPE OF WORK

INDEX

- A. DESCRIPTION OF SERVICES
- B. PERFORMANCE REQUIREMENTS
- C. DUTIES AND RESPONSIBILITIES
 - 1. Pre-construction Services
 - 2. Bid Process
 - 3. Project Administration
 - 4. Construction Coordination
 - 5. Construction Inspection
 - 6. Project Support
 - 7. Cost and Schedule
 - 8. Change Orders and Claims
 - 9. Safety
 - 10. Project Close Out
- D. DELIVERABLES
- E. EQUIPMENT AND MATERIALS TO BE PROVIDED BY CONSULTANT
- F. MATERIALS TO BE FURNISHED BY SANBAG
- G. STANDARDS
- H. AVAILABILITY AND WORK HOURS
- I. LIMITATIONS TO AUTHORITY
- J. THIRD PARTY RELATIONSHIPS
- K. CONSTRUCTION SITE SAFETY
- L. BASIS FOR SURVEY AND MONUMENT MARKING
- M. PERSONNEL QUALIFICATIONS

A. DESCRIPTION OF SERVICES

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

The construction project is located along Lenwood Road in the City of Barstow. This project proposes to grade separate Lenwood Road over the BNSF railroad tracks at the current at-grade crossing. Lenwood Road will be expanded from two to four lanes between Main and Jasper Streets to match the City of Barstow's General Master Plans to two lanes in each direction. The construction project includes the following work elements:

- Construction of a four-lane roadway bridge.
- Construction of retaining walls.
- Drainage improvements
- Local street improvements and modifications to adjacent property lots.

The project will also include utility relocations, drainage modifications, signing and striping, traffic handling, and erosion control.

SANBAG intends to advertise, award and administer one construction contract for this project. The successful consultant firm will provide the construction management and support services.

Services

Services are anticipated to generally include, but are not limited to the following: participation in the evaluation of scheduling of the proposed project; constructability review; construction project advertising, bid analysis, and award; construction inspection; construction surveying, materials testing, landscape inspection, contractor interface and contract administration; office engineering; public outreach services and other assorted duties as appropriate in managing construction of a capital railroad grade separation improvement project.

SANBAG will issue a Purchase Order to the Consultant to complete a Constructability Review. A full Notice to Proceed (NTP) will be issued upon receipt of the approved funding agreement from Caltrans.

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

Insofar as the Consultant's approach described in the Proposal, the scope of responsibility and the total number of personnel assigned to each phase is left to the discretion of the Consultant. The Proposal shall include a staffing plan, an organization chart and a resource loaded schedule that establish the firm's ability to adequately and appropriately staff and manage the project.

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

SANBAG has designated a Project Manager to coordinate all construction activities.

Mr. Mike Barnum, Construction Manager

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

B. PERFORMANCE REQUIREMENTS

Construction Management: CONSULTANT shall furnish a Project Manager to coordinate CONSULTANT operations with SANBAG. The Project Manager shall be responsible for all matters related to CONSULTANT personnel and operations. The Project Manager may also serve as the Resident Engineer. The Resident Engineer shall be assigned to direct and coordinate construction activities under this contract. Other Assistant Resident Engineers may be assigned to each specific project responsibilities as needed. The Resident Engineer shall be a Civil Engineer registered in the State of California and shall be in responsible charge of construction management and construction activity within the Project.

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

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

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

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

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

CONSULTANT shall monitor for Contractor's compliance with the labor standards provisions of the projects and the related wage determination decisions of the Secretary of Labor.

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

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

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

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

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

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

Resumes of materials testing/source inspection personnel must be submitted to SANBAG for review and approval prior to assignment to the Project. If, at any time, the level of performance of any testing personnel is below expectations, SANBAG may release that field person and request that another be assigned as needed.

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

If a member of CONSULTANT's materials testing/source inspection personnel is on a leave of absence, CONSULTANT's Project Manager will provide an equally qualified replacement employee until the original member returns to work. The replacement employee will meet all the requirements of a permanently assigned employee.

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

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

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

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

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

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

Resumes of CONSULTANT personnel and certifications must be submitted to SANBAG for review. CONSULTANT personnel must be approved by SANBAG prior to assignment to a project. SANBAG and CONSULTANT will have the responsibility of determining the quality and quantity of work performed by CONSULTANT personnel. If, at any time, the level of performance of any CONSULTANT survey personnel is below expectations, SANBAG may release the survey crew member and request that another be assigned.

If CONSULTANT's survey crew personnel assigned to the Project is on a leave of absence, the Project Manager will provide an equally qualified replacement(s) until the original employee(s) returns to work. The replacement(s) will be required to meet all the requirements of the permanently assigned employee(s).

CONSULTANT personnel will:

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

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

C. DUTIES AND RESPONSIBILITIES

1. Pre-construction Services

a. Schedule

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

b. Budget

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

c. Constructability Review

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

2. Bid Process

a. Bid Documents

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

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

b. Pre-construction Meetings

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

c. Contract Award

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

- 1) Review of bid for completeness and responsiveness
- 2) Perform bid analysis
- 3) Development of contractor payment schedules, and other procedural items.

- 4) Checking Contractor references, licenses, insurance, and sureties.
- 5) Coordination with prospective Contractor for award of construction contract(s).

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

3. Project Administration

- a. CONSULTANT shall administer Project construction contracts using Caltrans Construction Manual as a guideline.
- b. CONSULTANT shall conduct regular Project coordination meetings with Contractor, SANBAG, local agencies, and design engineer, as appropriate.
- c. CONSULTANT shall prepare Contractor progress payments and maintain payment records and supporting documentation. All progress payments shall be reviewed by SANBAG for approval.
- d. CONSULTANT shall provide reports as needed to comply with specific funding requirements.
- e. CONSULTANT shall establish and maintain Project records in accordance with the Caltrans Construction Manual. Project record keeping shall include, but are not limited to, correspondence, memoranda, contract documents, change orders, claims, SANBAG and engineer directives, meeting minutes, shop drawings, supplementary drawings, and requests for payment. CONSULTANT shall maintain a record of the names, addresses, and telephone and fax numbers of the Contractors, subcontractors, and principal material suppliers.
- f. CONSULTANT shall establish and maintain a filing system in hard copies files and in electronic forms for each Project using the Caltrans Construction Manual as a guideline. Electronic data documentation will be required to be uploaded weekly to the SANBAG Major Projects Portal
- g. CONSULTANT shall monitor Contractors' construction schedules on an ongoing basis and alert SANBAG to conditions that may lead to delays in completion of the Project.
- h. CONSULTANT shall prepare and submit a monthly Activity Summary Report for the Project in a format approved by SANBAG. The activity report shall include among other items status of SWPPP issues, RFIs, contract change orders, and notice of potential claims; construction activities completed, ongoing, and upcoming; status of Project budget and schedule, and other highlights and critical issues.
- i. CONSULTANT shall review and ensure compliance with environmental requirements.
- j. CONSULTANT shall participate in partnering sessions with the Contractor, SANBAG, and Local Agencies, as required.

- k. CONSULTANT shall ensure that the Project meets all provisions of the Caltrans Quality Assurance Program Manual.
- l. CONSULTANT shall review Contractors' certified payroll records and ensure compliance with the requirements of the construction contract.
- m. CONSULTANT shall ensure that the Project meets all provisions of the Storm Water Pollution Prevention Plan (SWPPP).
- n. CONSULTANT shall assure that the Project meets all applicable regulations of the Air Quality Management District (AQMD) and State Water Resource Control Board (SWRCB).
- o. CONSULTANT shall maintain redlined as-built plans on an ongoing basis throughout the duration of the Project. Redlined plans shall show all changes made to the original contract plans, each change identified with the name of the approver, date of change approval, and CCO number, if applicable

4. Construction Coordination

- a. CONSULTANT shall provide a minimum of one qualified Resident Engineer to effectively manage the Project.
- b. CONSULTANT Resident Engineer shall act as a prime point of contact between Contractor, SANBAG, CONSULTANT's construction surveyor, CONSULTANT's materials inspector, and utility companies. CONSULTANT may, when requested by SANBAG, act as point of contact between design engineers, cities, and the public. CONSULTANT shall ensure coordination with property owners adjacent to Project right-of-way to ensure timely communication regarding property-condition survey and construction activities and scheduling.
- c. CONSULTANT shall maintain regular contact with SANBAG's Project/Construction Manager.
- d. CONSULTANT shall coordinate utility relocations with utility companies and their designees, as well as the utility inspector.
- e. CONSULTANT shall proactively review Project plans and special provisions for possible errors and deficiencies prior to construction of any specific element and report such findings to SANBAG. Should SANBAG determine that changes are necessary, CONSULTANT shall assist in implementation and processing of change orders in accordance with contract documents.
- f. CONSULTANT shall proactively review Project plans and special provisions; monitor, coordinate, and track construction progress schedule and RFIs; and communicate with various agencies prior to construction of any specific elements to ensure the Project proceeds on schedule and according to the order of work in the plans and special provisions. CONSULTANT shall expedite work, as required, to maintain schedule in conjunction with the overall construction staging program.
- g. CONSULTANT shall coordinate review of shop drawings and Requests for

Information (RFI) with the Construction Manager. CONSULTANT shall log and track all submittals and requests.

- h. CONSULTANT shall provide a qualified SWPPP Coordinator who along with the Resident Engineer shall review and certify contractor prepared Storm Water Pollution Prevention Plans (SWPPP) and coordinate approval with SANBAG and the State Water Resource Control Board. The SWPPP Coordinator shall be at a minimum a Qualified Storm Water Pollution Prevention Plan (SWPPP) Developer (QSD) and a Qualified SWPPP Practitioner (QSP). CONSULTANT shall provide at a minimum weekly SWPPP monitoring and shall cooperate with all monitoring agency inspections and field reviews.
- i. CONSULTANT shall coordinate the implementation of any changes with the Construction Manager and the design engineer.
- j. CONSULTANT shall review and approve falsework and shoring plans.
- k. CONSULTANT shall review and approve Traffic Control Plans and forward to SANBAG for Caltrans/City/County approvals, as necessary.
- l. CONSULTANT shall coordinate all Project construction activities with other on-going projects within and adjacent to the Project limits.

5. Construction Inspection

- a. CONSULTANT shall coordinate all required inspections necessary for the Project. CONSULTANT shall ensure that appropriate City and local agencies are notified and present as required throughout the Project. CONSULTANT shall notify SANBAG immediately regarding any directives, recommendations, notices, etc. received from agencies other than SANBAG.
- b. CONSULTANT shall perform daily on-site observations of the progress and quality of construction to determine if the work being performed is in general conformance with the contract documents, all applicable laws, codes, and ordinances.
- c. CONSULTANT shall exercise reasonable care and diligence to discover and promptly report to SANBAG any and all defects or deficiencies in the materials or workmanship used in the Project.
- d. CONSULTANT personnel assigned to the Project shall be thoroughly familiar with Caltrans Standard Specifications, Caltrans Standard Plans, Caltrans Erosion Control and Highway Planting requirements, safety standards and State Water Resources Control Board requirements. CONSULTANT personnel shall have the ability to read and interpret construction plans and specifications. CONSULTANT personnel shall also have knowledge of State of California Construction Safety Orders (CalOSHA) and traffic control practices as specified in the Work Area Traffic Control Handbook (WATCH). In addition, CONSULTANT personnel shall be thoroughly familiar with the construction requirements of Caltrans' Storm Water Pollution Prevention Program.
- e. Assignments to be performed by CONSULTANT personnel shall include, but are not limited to, the following:

- 1) Paving and subgrade inspection, sub-surface & finish surface drainage inspection, structures and foundation inspection, electrical inspection for traffic, ramp meter and irrigation control equipment, signing and striping inspection, quantity calculations, checking grade and alignment, construction traffic control, soil amendments and plant material identification & quality control, hardscape inspection, trenching & irrigation inspection and duties that may be required to determine that construction of the Project is being performed in accordance with the contract documents.
- 2) Identifying actual and potential problems associated with the Project and recommending sound engineering solutions.
- 3) Identifying common plant diseases and/or pests together with their respective eradication techniques, directing of plant adaptability requirements along with proper planting & pruning techniques, and avoiding potential problems associated with the Project by recommending sound engineering solutions.
- 4) Perform basic sampling of construction materials in the field per California Test Method 105 and 125 by both the prime and subconsultant personnel.
- 5) Maintaining awareness of safety and health requirements. Monitoring Contractors' compliance with applicable regulations and construction contract provisions for the protection of the public and Project personnel.
- 6) Preparing complete and accurate daily reports, calculations, project records, payment quantity documents, reports, and correspondence related to Project activities.
- 7) Preparing construction sketches, drawings, and cross-sections, as necessary.
- 8) Assisting in the preparation of as-built plans.
- 9) Providing inspections for environmental compliance.
- 10) Maintaining awareness of water discharge requirements. Monitoring Contractors' compliance with applicable regulations and construction contract provisions.
- 11) Monitoring Contractors' compliance with applicable regulations required by AQMD.
- 12) Other duties as may be required or reasonably requested.

6. Project Support

a. Construction Surveys

CONSULTANT shall perform construction surveying services, field

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

1) Construction Surveys

CONSULTANT shall assist the Resident Engineer in all phases of construction staking and calculations as needed.

- a) Survey calculations and adjustments shall be performed with established and computed coordinates based on the California Coordinate System.
- b) Cross-section data collection shall be performed by conventional and terrain line interpolation survey methods.
- c) Survey data will include topography, cross-section, and other survey data in computer formats compatible with the Caltrans computer survey and design systems.
- d) Prepare and maintain survey documents. Survey documents include survey field notes, maps, drawings, and other survey documents.
- e) Perform construction staking, including but not limited to:
 - i. Utility relocations
 - ii. Clearing limits
 - iii. Slope staking
 - iv. Storm drain, sanitary sewer, and irrigation systems
 - v. Drainage structures
 - vi. Curbs, gutters, and sidewalk
 - vii. Horizontal and vertical control for structures and portions of structures (bents, abutments, wingwalls, etc.)
 - viii. Rough grade
 - ix. Finish grade
- f) Monitor for settlement, if required.
- g) Global Positioning Satellite (GPS) equipment shall be made available if required by SANBAG

2) Grid Grades

Grid grade data shall provide pavement elevations at the station line, the left edge of pavement, the right edge of pavement, and the right edge of travel way at 25 foot intervals for travel lanes.

3) Open Ended Traverses and Profile Data Sheets

Separate open-ended traverse calculations and point maps shall depict plan data for station lines, utility lines, wall layout lines, and abutment/bent alignment. Specific information to be shown will be part numbers, coordinates, bearings, and curve data.

Profile data sheets are required for all profiles shown on the plans identifying vertical design elements such as grade, point of intersection (PI) location, beginning of vertical curve (BVC) location, end of vertical curve (EVC) location, and curve length.

4) Three Line Profiles

Separate profile plots are required for the left edge of pavement, the right edge of pavement, and the edge of shoulder for all travel lanes.

5) Right of Way Lines

Existing right of way and easements will be established from Local Agency's record information and existing monumentation.

- a) Right of way monumentation shall be renewed and restored in accordance with Section 10.4 of the Caltrans "Survey Manual" and the State of California Land Surveyor's Act.
- b) Corner records and records of surveys shall be prepared and filed in accordance with the applicable standards and the State of California Land Surveyor's Act and the California Subdivision Map Act.
- c) Perpetuate existing monumentation, which includes restoring, renewing, referencing, and resetting existing boundary related monumentation. In addition, stake areas where construction disturbs the existing right of way, preparing and filing required maps and records.

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

- a) Right of Way Surveys, which includes research and preparation filing of required maps and records. In addition, locate and set monuments for right of way and easement lines, staking for right of way and easement fences.
- b) Final monumentation, which includes setting of centerline points of control upon completion of construction.

6) Special Design – Data Surveys

Includes drainage, utility, and surveys required for special field studies.

7) Control Survey

Includes Project control surveys, aerial mapping control surveys, horizontal and vertical control surveys. In addition control surveys will include restoration, renewal, reference, relocation, and resetting of existing control monumentation. The CONSULTANT will be required to provide horizontal and vertical control at the end of each bridge.

8) Topographic Surveys

Topographic surveys will normally be compiled by ground survey methods only.

CONSULTANT will provide all necessary Project related surveys and construction staking, including horizontal and vertical control, right of way, and easements. CONSULTANT shall coordinate all staking and verify accuracy. CONSULTANT shall ensure timely coordination of all staking requests from the Contractor.

b. Materials Testing, Source Inspection and Geotechnical Services

- 1) CONSULTANT will provide experienced personnel, equipment, and facilities to perform various construction materials sampling and testing. Laboratory and field materials testing will be used to ensure that structure and roadway construction work conforms to California State Department of Transportation (Caltrans) standards, specifications, and special provisions for material quality and workmanship.
- 2) All field and laboratory testing is to be performed in accordance with California Test Methods.
- 3) CONSULTANT will be responsible for the accuracy and completeness of all test data compilation and results.

c. Public Outreach

- 1) General Public Outreach Plan
 - a) SANBAG's primary goal is to assure the public that SANBAG is a public agency that delivers quality transportation projects and trustworthy, accurate and timely public information.
 - b) SANBAG will provide the primary outreach effort with supplemental support as requested from CONSULTANT. This will be a targeted approach with incremental outreach based on construction schedule and staging. The primary target audiences identified for this Project include, but are not limited to:
 - i. LOCAL AGENCY
 - ii. SANBAG Board
 - iii. LOCAL AGENCY and area Emergency Service Providers
 - iv. School Transportation Coordinator(s)
 - v. Local Business Community

- i) Specific businesses with expanding priority based on proximity to work zone and detours
 - ii) Chamber of Commerce
 - vi. Commuters
 - vii. Recreational Travelers
 - viii. Trucking Industry
 - ix. Local media
 - i) Print
 - ii) Radio
 - iii) Television
- c) In the weeks prior to the selection of a construction contractor, SANBAG may coordinate an Emergency Responders Project Briefing to highlight the Project details and possible access challenges for consideration by the Project team.
- d) Following the emergency responders briefing, SANBAG may coordinate a Chamber of Commerce Project Briefing to highlight the Project benefits, possible construction schedule and traffic management plan.
- f) Just prior to the start of field construction activities, SANBAG and CONSULTANT (includes all PR subs) may coordinate a groundbreaking media event with the LOCAL AGENCY to ceremoniously open the Project. CONSULTANT will be called up on to develop (with input from SANBAG) and maintain a task list of deliverables for this event. CONSULTANT will acquire the necessary items authorized for the event. CONSULTANT will be responsible for set up and breakdown of the event site.
- g) Prior to construction beginning, SANBAG and CONSULTANT may coordinate a community meeting to share Project information, construction scheduling, detour information and expected challenges with the general public. CONSULTANT will be called up on to develop (with input from SANBAG) and maintain a task list of deliverables for this event. CONSULTANT will acquire the necessary items authorized for the event. CONSULTANT will be responsible for set up and breakdown of the event site. Staffing this event will be determined based on availability.
- h) Near the completion of the construction Project, SANBAG and CONSULTANT will coordinate a ribbon-cutting media event. CONSULTANT will be called upon in a similar fashion to the groundbreaking event.
- i) At various stages throughout the Project, SANBAG will request support from CONSULTANT for the following items:
 - i. Establish and maintain stakeholder and/or 'interested parties' list(s) – used for sharing Project updates during Project construction. May need to be filtered to specific

audiences (i.e. emergency responders, city government, etc.)

- ii. Development of a Project fact sheet (include Project description, Project budget, Project schedule, SANBAG contact information, LOCAL AGENCY contact information, photos, logos, etc.)
- iii. Weekly media advisories (use SANBAG template). CONSULTANT (or sub) will make weekly contact with Project team to establish what road or lane closures (and associated detours if applicable) will be taking place, develop the advisory, send to SANBAG Public Information Office for approval, submit to webmaster for posting, distribute to appropriate media and stakeholder list.
- iv. Emergency notices – when needed.
- v. Develop web content for project tab on SANBAG website. This page should include same elements of fact sheet with expanded detail when possible. If the information is dynamic, please provide updates to SANBAG Public Information Office for approval prior to submitting to webmaster.

- 2) All requests for speaking to government councils, boards, chambers of commerce or similar business or social groups shall be directed to the SANBAG Public Information Office before agreeing to appear.
- 3) All media inquiries shall be directed to the SANBAG Public Information Office.

d. Permits

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

7. Cost and Schedule

a. CONSULTANT shall monitor and track the following:

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

b. CONSULTANT shall review and monitor Contractor's schedule and inform SANBAG of any significant changes or deviations in the schedule.

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

8. Contract Change Orders and Claims

- a. CONSULTANT shall receive and evaluate requests for changes and/or substitutions by the Contractor. Contract Change Orders submitted to SANBAG shall be accompanied by CONSULTANT recommendations. Where applicable, CONSULTANT shall convey proposed changes to design engineer, or other Project consultants. If the requested changes are accepted, CONSULTANT shall negotiate and prepare appropriate Contract Change Orders.
- b. CONSULTANT shall attempt to avoid unnecessary Contract Change Orders. When a Contract Change Order is necessary, CONSULTANT shall consult with SANBAG prior to its preparation. Unless directed otherwise by SANBAG, the preferred method of payment for Contract Change Orders should be as follows
 - 1) Agreed Price
 - 2) Adjustment in compensation to a bid item
 - 3) Time and materials or Force Account

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

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

9. Safety

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

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

CONSULTANT personnel.

10. Project Close Out

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

D. DELIVERABLES

1. Inspector daily reports, extra work diaries and Resident Engineers' daily diaries.
2. Monthly Project Activity Summary Reports.
3. Monthly Contractor progress payments, back-up documentation, and Contractor payment records.
4. Contractor final payment documents, delivered to SANBAG no later than ten (10) working days after acceptance by SANBAG of the completed construction Project.
5. Project Completion Report documents per Local Assistance Procedure Manual and Caltrans Construction Manual.
6. All Project files, Project reports, correspondence, memoranda, shop drawings, Project logs, change order data, claims and claim reports, and Contractor payment records.
7. Certified payrolls and fringe benefit statements for all employees, CONSULTANT and Contractor, who are subject to the State and/or Federal prevailing wage rates.
8. All material test results will be provided in accordance with the applicable Standard Specifications and Special Provisions, and test methods. Failing tests will be immediately reported to the Resident Engineer or Structures Representative. All test results will be recorded on the appropriate forms. The test documents will be legible and

show the identity of the tester where appropriate. A notebook containing all test results and reports will be maintained by CONSULTANT throughout the duration of the Project and delivered to SANBAG with the Project files.

9. Unless otherwise specified in the survey request, the deliverables shall conform to the following:

- a. Survey points, lines, and monuments shall be established, marked, identified, and referenced as required by survey request and requirements herein.
- b. Survey notes, drawings, calculations, and other survey documents and information shall be completed as required by the survey request and the requirements herein.
- c. All original survey documents resulting from this contract, including original field notes, adjustment calculations, final results, and appropriate intermediate documents, shall be delivered to the Resident Engineer and shall become the property of SANBAG. A copy of all survey documents furnished by SANBAG shall be retained by CONSULTANT for future reference.

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

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

format compatible with the systems utilized by Caltrans.

- 3) Data Collector Data
If specified in the survey request, the raw data from the data collector shall be provided in a format conforming to the survey request requirements.
- 4) Other—As specified in the survey request.

E. EQUIPMENT AND MATERIALS TO BE PROVIDED BY CONSULTANT

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

all necessary tools, instruments, supplies, and safety equipment required to perform the work accurately, efficiently, and safely. Vehicles shall be equipped with a flashing yellow beacon light.

b. Data Processing Systems:

Data processing systems shall include hardware and software to:

- 1) Performing survey and staking calculations from the design plans and specifications;
- 2) Reduce survey data collected with conventional and total station survey systems;
- 3) Perform network adjustments for horizontal and vertical control surveys;
- 4) Format survey data to be compatible with the Caltrans computer survey and data system.

c. Drafting equipment and supplies.

d. Digital calculators.

e. Hand tools as appropriate for the requested survey work.

f. Traffic cones (minimum 25). Traffic cones shall be 28 inches in height (minimum).

g. Traffic control devices as required to perform the requested survey work. Traffic control devices include signs, sign bases, flags, and hand held signs.

h. Leveling instruments and equipment:

- 1) Self-leveling level. Precision: standard deviation in one mile of double run leveling 0.005 feet or less.
- 2) Suitable level rods for the work to be performed.

i. Distance measuring instruments and equipment:

- 1) Electronic distance measurer (EDM). Precision: standard deviation 3 mm plus 3 PPM, or less; Range: Minimum one mile under average atmospheric conditions.
- 2) Prisms, sufficient to perform the required work.
- 3) Tapes; steel, cloth.

j. Angle measuring instruments and equipment:

- 1) Theodolite for non-control surveys; Precision: direct circle reading to three seconds, or equivalent, horizontal and vertical.
- 2) Targets as required to perform the work.

k. When required for efficient survey operations, total station survey systems consisting of an electronic angle measuring instrument, EDM, and electronic data collector shall be provided. The angle measuring instruments and EDM shall conform to the requirements for the equipment previously listed.

l. Radio or cellular communications equipment for communication between field office and field crews.

- m. Caltrans manuals, standards, forms, and other policies and procedures to be followed to perform the required work.

F. MATERIALS TO BE FURNISHED BY SANBAG

1. SANBAG will provide three (3) copies of all Project construction documents including plans, and special provisions, and one (1) copy of all other reports, designer prepared resident engineer files, and contracts. In addition, SANBAG will provide one (1) full size (24" x 36") sets of plans for use in the construction field office as record documents.
2. SANBAG will provide copies of all previously secured permits and Project authorizations.
3. Appropriate forms for recording test data in accordance with Caltrans practices and procedures outlined in the "Manual of Test".

G. STANDARDS

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

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

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

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

Unless otherwise specified in the survey request, control surveys shall conform to second order

(modified) accuracy standards as specified in the Caltrans "Survey Manual".

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

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

H. AVAILABILITY AND WORK HOURS

The typical workday includes all hours worked by SANBAG's construction Contractor including nights and weekends. The construction Contractor's operations may be restricted to specific hours during the week, which will become the normal workday for CONSULTANT's personnel. On days when work is not performed by the construction contractor, such as rainy or unsuitable weather days, CONSULTANT services will not be provided unless authorized by the SANBAG Construction Manager.

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

I. LIMITATIONS TO AUTHORITY

CONSULTANT does not have the authority to:

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

J. THIRD PARTY RELATIONSHIPS

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

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

K. CONSTRUCTION SITE SAFETY

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

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

L. BASIS FOR SURVEY AND MONUMENT STAKING

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

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

M. PERSONNEL QUALIFICATIONS AND RESPONSIBILITIES

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

1. Project Manager

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

2. Resident Engineer

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

3. Assistant Resident Engineer

- a. A minimum of four (4) years' experience on similar construction projects is desired.
- b. Licensed Professional Civil Engineer in the State of California.
- c. Ability to work independently, make effective decisions concerning construction

work in progress, and solve field problems.

- d. Accessible to SANBAG at all times including weekends and holidays.
- e. Certified as a Qualified SWPPP Developer or Practitioner is desired.
- f. Thorough understanding of Caltrans field methods, practices, and construction office procedures. The Assistant Resident Engineer shall act under the direction of the Resident Engineer and will assume the following functional responsibilities:
 - 1) Monitor and provide daily direction to CONSULTANT inspection personnel.
 - 2) Assign field personnel to specific project tasks.
 - 3) Monitor and track Contractor progress.
 - 4) Prepare daily, weekly and monthly reports as required.
 - 5) Coordinate utility relocations with appropriate agencies.

4. Lead Field Inspector

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

- 6) Provide input for the redesign of facilities to fit existing field conditions.
- 7) Monitor and track Contractor progress. Prepare daily, weekly, and monthly reports as required.

5. Field Inspector

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

6. Structural Representative or Lead Structural Inspector

- a. A minimum of six (6) years' of bridge or structural construction inspection as related to major public works projects and a four-year degree in civil engineering is desired.
- b. Licensed Professional Civil Engineer in the State of California.
- c. Knowledge of stress analysis, structural mechanics, and strength of materials.
- d. Knowledge of Caltrans construction practices and the physical characteristics and

properties of various bridge construction materials including concrete.

- e. Experience in the following areas: foundations, pile driving, concrete prestressing, bridge deck construction, cast-in-place wall construction, falsework, and shoring.
- f. Ability to work independently. Ability to perform duties in the construction field office and effectively make decisions concerning construction work in progress and solving field problems.
- g. Ability to direct the efforts of subordinate inspectors.
- h. Ability to use an automatic level and transit for the purpose of verifying line and grade.
- i. Thorough understanding of Caltrans field methods, practices, and construction office procedures. The Structural Representative shall assume the following functional responsibilities:
 - 1) Assist in inspections to assure compliance with contract plans, specifications, and special provisions on all phases of structural construction such as bridges, foundations, walls, falsework, shoring, and drainage structures.
 - 2) Make grade, alignment, quantity, falsework, and shoring calculations.
 - 3) Assist in the preparation of contract change orders, contract estimates, progress pay estimates, and other documents or reports required for the Project. Coordinate the sampling and testing of construction materials to monitor compliance with contract specifications.
 - 4) Monitor and track Contractor progress. Prepare daily, weekly, and monthly reports as required.
 - 5) Coordinate with Resident Engineer, as well as the Construction Staking and Material Testing consultants.
 - 6) Direct the daily activities of subordinate inspectors.

7. Structural Inspector

- a. A minimum of two (2) years' of bridge design or structural construction inspection as related to Caltrans or major public works projects or a four-year degree in civil or structural engineering is desired.
- b. Knowledge of stress analysis, structural mechanics, and strength of materials.
- c. Knowledge of construction practices and the physical characteristics and properties of various highway bridge construction materials including concrete.
- d. Experience in one or more of the following areas: pile driving, concrete prestressing, bridge deck construction, retaining wall construction, falsework, and shoring.
- e. Ability to work independently and make minor decisions concerning construction work in progress and to solve field and office problems.
- f. Ability to use an automatic level and transit for the purpose of verifying line and grade.

- g. Understanding of Caltrans construction methods and practices. The Structural Inspector will assume the following functional responsibilities:
 - 1) Assist in inspections to assure compliance with contract plans, specifications, and special provisions on all phases of structural construction such as bridges, foundation, walls, falsework, shoring, and drainage structures.
 - 2) Make grade, alignment, quantity, falsework, and shoring calculations.
 - 3) Assist in the preparation of contract change orders, contract estimates, progress pay estimates, and other documents or reports required for the Project.
 - 4) Sampling and testing of construction materials to monitor compliance with contract specifications and Caltrans Quality Assurance Program.

8. Office Engineer

- a. A minimum of two (2) years' experience as an office engineer on similar construction projects is desired.
- b. Knowledge of Caltrans Office of Highway Construction forms used to administer construction projects.
- c. Knowledge of Caltrans system of document organization.
- d. Knowledge of construction records and accounting procedures.
- e. Knowledge of documentation, procedures, and reporting for federally funded projects.
- f. Knowledge of laws and regulations governing the payment of prevailing wages.
- g. The Office Engineer will assume the following functional responsibilities:
 - 1) Process monthly progress pay estimates, monthly status reports, extra work reports, and weekly statements of working days.
 - 2) Prepare and process contract change orders.
 - 3) Monitor construction budget and schedule.
 - 4) Prepare, maintain, and/or file project documents including labor and equipment records, correspondence, memoranda, meeting minutes, claims, personnel records, labor compliance reports, and daily, weekly, and monthly reports.
 - 5) Perform routine calculations and checking of quantities.
 - 6) Coordinate all office activities and functions with SANBAG representatives.

9. Materials Testing/Source Inspection Project Manager

- a. A minimum four (4) years' project management experience on a similar

highway/bridge construction project is desired.

- b. Licensed Civil Engineer in the State of California.
- c. Ability to use typical computer programs including word processing and spreadsheets.
- d. The materials testing/source inspection project manager will assume the following functional responsibilities:
 - 1) Review, monitor, train, and provide general direction for CONSULTANT's laboratory, field and source inspection personnel.
 - 2) Assign personnel to projects on an as-needed basis in coordination with the Resident Engineer.
 - 3) Administer personal leave, subject to approval of the Resident Engineer.
 - 4) Prepare monthly reports for delivery to the Resident Engineer.
 - 5) Provide direction, administration, and responsibility for Materials Certification per Caltrans Construction Manual, Section 8-01.
 - 6) Assist SANBAG and Resident Engineer in preparing the project specific Source Inspection Quality Management Plan (SIQMP) for Caltrans review and approval. (Reference Caltrans "Source Inspection Quality Management Plan (SIQMP Outline dated 04/17/12).
 - 7) Provide direction, administration, and responsibility for implementation of the approved SIQMP per Caltrans Construction Procedures Directive (CPD) 08-5 and FHWA Title 23 requirements.

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

10. Materials Technicians

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

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

1) CONSTRUCTION TECHNICIAN I

a) Performs a variety of semi-skilled activities. Examples of duties assigned to this classification are:

- i. Conducting quality control tests such as soil densities, sieve analysis tests, operation scales and inspecting spread operations.
- ii. Sampling and transporting produced construction materials from point of application or production to testing laboratory.

b) Knowledge and Skills Required

- i. Knowledge of tools, equipment and vehicles utilized in construction.
- ii. Knowledge of standard equipment and materials used for the sampling and testing of construction material.
- iii. Knowledge of basic mathematics used in the computation of a variety of construction items.
- iv. Knowledge of record keeping, preparing of documents and reports.

2) CONSTRUCTION TECHNICIAN II

a) Performs a variety of skilled activities. Examples of duties assigned to this classification are:

- i. Inspecting minor construction items, sampling and inspection of steel reinforcement, sampling and inspection of concrete placing operation.
- ii. Collect and analyze soil samples of construction materials to determine compaction and moisture content.
- iii. Inspection and sampling of all phases of asphalt concrete and PCC paving operation, including plant inspection.
- iv. Confers with construction engineers and contractors regarding construction in progress and is conformance to specifications and construction plans.
- v. Answers questions and resolves problems.
- vi. Inspects construction in progress to ensure conformance with specification, agreements, and established requirements.
- vii. Keeps daily diary of work progress.
- viii. Prepares reports on all field inspections and submits project quantities on a daily basis.
- ix. Keeps accurate documentation for force accounts and possible claims.

b) Knowledge and Skills Required

- i. All knowledge and skills required of lower

- classification.
- ii. Knowledge of currently accepted methods, procedures and techniques used in highway construction inspection, survey, materials testing, and quality control equipment.
- iii. Skill in interpersonal relations as applied to contact with contractors, representatives of other governmental jurisdictions, and other SANBAG/Caltrans staff.

3) CONSTRUCTION TECHNICIAN III

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

- i. Inspect Project construction on an ongoing basis to assure compliance with contract and in accordance with State and local standards.
- ii. Perform a variety of structural material tests and inspections.
- iii. Reviews construction plans and verified that these are in accordance with designated specifications and other requirements.
- iv. Participates in the preparation of completed work estimates, to calculate compensation due contractor.
- v. Examines and verifies numeric data and material specifications on project cost source documents, utilizing geometry and trigonometry calculations.
- vi. Supervises all work activities involved in construction projects, laboratory, and quality control work.
- vii. Recommends approval of proposed Project changes.

b) Knowledge and Skills Required

- i. All knowledge and skills required of lower classifications.
- ii. Knowledge of the principles and practices of Civil Engineering as applied to the construction of state highways.
- iii. Skill in analyzing and evaluating a wide variety of highly technical engineering data, including construction plans, field survey and quality control documents.
- iv. Skill in interpreting and implementing Caltrans standards, policies, procedures and regulations.
- v. Skill in interpersonal relations, as applied to contacts with contractors, representatives of other governmental jurisdictions, and other SANBAG/Caltrans staff.

11. Construction Surveying Project Manager

- a. A minimum four (4) years' project management experience on similar construction projects is desired.

- b. Licensed Surveyor or pre-January 1, 1982 Registered Professional Engineer in the State of California.
- c. Accessible to the Resident Engineer and SANBAG at all times during normal working hours as specified in this Scope of Services.
- d. Under the direction of the Resident Engineer, the Project Manager will be responsible for:
 - 1) Review, monitor, train, and provide general direction for CONSULTANT survey personnel.
 - 2) Assign personnel to projects on an as-needed basis.
 - 3) Administer personal leave, subject to approval of the Resident Engineer.
 - 4) Prepare monthly reports for delivery to the Resident Engineer.

12. Field Party Chief(s)

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

13. Survey Crews

a. Qualifications for survey crew members should include the following:

- 1) A minimum of one (1) year of survey experience on similar construction projects is desired.
- 2) Fundamental knowledge of construction survey practices and the ability to read and interpret plans and specifications.
- 3) Ability to assist Party Chiefs and office personnel in all required surveying work.
- 4) One survey crew member must have the ability to assume temporary leadership of the survey party in the absence of the Party Chief.

b. Under the direction of the Resident Engineer and the Party Chief, the survey crew members will assume the following responsibilities:

- 1) Perform basic calculations to support construction staking.
- 2) Maintain continuous communication with Party Chiefs and office personnel.

PRICE SCHEDULE

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ATTACHMENT B,
“PRICE SCHEDULE”

ATTACHMENT 'B'

SIMON WONG ENGINEERING

San Bernardino Associated Governments (SANBAG)

Lenwood Road Grade Separation Project

Construction Management, Construction Surveying, Materials Testing and Public Outreach

April 30, 2013

I. DIRECT LABOR COSTS

Staff Classification	Initial Direct Hourly Rate	Hours	Total
Project Manager	\$88.43	76	\$6,720.68
Technical Specialist (RR)	\$72.70	151	\$10,977.70
Construction Inspector	\$51.30	2,350	\$120,555.00
Structures Rep	\$86.27	1,272	\$109,735.44
Structures Inspector	\$51.97	2,225	\$115,633.25
Office Engineer	\$37.00	2,720	\$100,640.00
Scheduler	\$54.94	232	\$12,748.08
Landscape Inspector	\$49.33	55	\$2,713.15
SWPPP Coordinator	\$50.62	148	\$7,491.76
Public Outreach Coordinator	\$66.68	44	\$2,933.92
Outreach Liaison	\$30.77	114	\$3,507.78
Outreach Assistant	\$17.34	14	\$242.76

Subtotal Hours & Direct Labor Costs	9,401	\$493,897.52
Anticipated Salary Increases		\$11,032.91
Total Direct Labor Costs		\$504,930.43 (1)

II. INDIRECT COSTS

INDIRECT RATE 131.93 % x \$ 504,930.43 = Subtotal \$666,154.72 (2)

Subtotal (1)

III. FEE (PROFIT)

9 % x \$ 1,171,085.15 = Subtotal \$105,397.66 (3)

Total (1) + (2)

IV. OTHER DIRECT COSTS

Item	Amount
Per Diem	\$0.00
Field Vehicle Truck/ Month	\$0.00
Public Outreach Direct Costs	\$6,072.00

Subtotal \$ \$6,072.00 (4)

V. SUBCONSULTANTS COST

DHS Consulting, Inc.	\$494,552.36
Dynamic Engineering Services, Inc.	\$86,017.16
CHJ Consultants	\$220,586.42
Leighton Consulting, Inc.	\$122,970.29
Towill Inc.	\$286,660.22

Subtotal \$ \$1,210,786.45 (5)

VI. TOTAL AMOUNT

 \$2,493,341 (Total 1-5)

SIMON WONG ENGINEERING

LABOR & OTHER DIRECT COST (ODC) SUMMARY

Lenwood Road Grade Separation Project

Construction Management, Construction Surveying, Materials Testing and Public Outreach

May 6, 2013

STAFF CLASSIFICATION	STAFF NAME	RANGE OF DIRECT HOURLY RATES		TOTAL HOURS	INITIAL DIRECT HOURLY RATE	SUB-TOTAL DIRECT LABOR COST	ANTICIPATED SALARY INCREASES	TOTAL DIRECT LABOR COST	TOTAL INDIRECT COST	FEE (PROFIT)	TOTAL LABOR COST	FULLY LOADED HOURLY RATE
		LOW	HIGH									
Project Manager		\$ 88.43	\$ 92.91	78	\$88.43	\$6,720.88	\$150.13	\$6,870.81	\$9,064.66	\$1,434.19	\$17,369.66	\$228.55
Technical Specialist (RR)		\$ 72.70	\$ 76.38	151	\$72.70	\$10,977.70	\$245.22	\$11,222.92	\$14,806.40	\$2,342.64	\$28,371.97	\$187.89
Construction Inspector		\$ 51.30	\$ 53.90	2,350	\$51.30	\$120,555.00	\$2,693.01	\$123,248.01	\$162,801.10	\$25,728.42	\$311,575.54	\$132.59
Structures Rep		\$ 86.27	\$ 90.64	1,272	\$86.27	\$109,735.44	\$2,451.32	\$112,186.76	\$148,007.99	\$23,417.53	\$283,612.28	\$222.97
Structures Inspector		\$ 51.97	\$ 54.60	2,225	\$51.97	\$115,633.25	\$2,583.07	\$118,216.32	\$155,962.79	\$24,676.12	\$298,855.23	\$134.32
Office Engineer		\$ 37.00	\$ 38.87	2,720	\$37.00	\$100,640.00	\$2,248.14	\$102,888.14	\$135,740.33	\$21,476.56	\$260,105.03	\$95.63
Scheduler		\$ 54.94	\$ 57.72	232	\$54.94	\$12,746.08	\$284.73	\$13,030.81	\$17,191.54	\$2,720.01	\$32,942.36	\$141.99
Landscape Inspector		\$ 49.33	\$ 51.83	55	\$49.33	\$2,713.15	\$60.61	\$2,773.76	\$3,659.42	\$578.99	\$7,012.16	\$127.49
SWPPP Coordinator		\$ 50.62	\$ 53.18	148	\$50.62	\$7,491.78	\$167.35	\$7,659.11	\$10,104.67	\$1,598.74	\$19,362.52	\$130.83
Public Outreach Coordinator		\$ 66.68	\$ 70.06	44	\$66.68	\$2,933.92	\$65.54	\$2,999.46	\$3,957.19	\$626.10	\$7,582.74	\$172.34
Outreach Liaison		\$ 30.77	\$ 32.33	114	\$30.77	\$3,507.78	\$78.36	\$3,586.14	\$4,731.19	\$748.56	\$9,065.89	\$79.53
Outreach Assistant		\$ 17.34	\$ 18.22	14	\$17.34	\$242.76	\$5.42	\$248.18	\$327.43	\$51.80	\$627.42	\$44.82
TOTAL =				9,401		\$493,897.52	\$11,032.91	\$504,930.43	\$666,154.72	\$105,397.66	\$1,276,482.81	

INDIRECT COST	
Overhead	N/A
General & Admin	N/A
Total	131.93%

FEE (PROFIT)	9.00%
---------------------	--------------

OTHER DIRECT COSTS (ODC's)	Price Per Unit	Unit	Quantity	Total	WBS
Per Diem	\$984.00	Month	-	\$0.00	
Field Vehicle Truck/ Month	\$1,219.00	Month	-	\$0.00	
Public Outreach Direct Costs	\$6,072.00	LS	1.00	\$6,072.00	
				\$0.00	
				\$0.00	
TOTAL OTHER DIRECT COSTS				\$6,072.00	

Escalation Per Year =			2.50%
Year	# of Months	Esc.	Value
2013	11.45	1.000	11.448
2014	40.44	1.025	41.447
2015	5.24	1.051	5.501
TOTAL	57.12		58.397
Escalation Factor for Contract			1.022

of Months was calculated by dividing the total yearly staffing hrs by 165

TOTAL COSTS	\$1,282,554.81
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49

LABOR & OTHER DIRECT COST (ODC) SUMMARY
 Lenwood Road Grade Separation Project
 Resident Engineering and Inspection Support Services

April 30, 2013

STAFF CLASSIFICATION	STAFF NAME	RANGE OF DIRECT HOURLY RATES		TOTAL HOURS	INITIAL DIRECT HOURLY RATE	SUB-TOTAL DIRECT LABOR COST	ANTICIPATED SALARY INCREASES	TOTAL DIRECT LABOR COST	TOTAL INDIRECT COST	FEE (PROFIT)	TOTAL LABOR COST	FULLY LOADED HOURLY RATE
		LOW	HIGH									
Resident Engineer				2,170	\$90.99	\$197,448.30	\$4,383.44	\$201,831.74	\$251,888.02	\$40,834.60	\$494,552.36	\$227.90
				TOTAL =		\$197,448.30	\$4,383.44	\$201,831.74	\$251,888.02	\$40,834.60	\$494,552.36	

INDIRECT COST	
Overhead	N/A
General & Admin	N/A
Total	124.80%

FEE (PROFIT)	9.00%
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OTHER DIRECT COSTS (ODC's)	Price Per Unit	Unit	Quantity	Total	WBS
Per Diem	\$984.00	Month	-	\$0.00	
Field Vehicle Truck/ Month	\$1,219.00	Month	-	\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
TOTAL OTHER DIRECT COSTS				\$0.00	

Escalation Per Year = 2.50%			
Year	# of Months	Esc.	Value
2013	3.21	1.000	3.212
2014	8.24	1.025	8.448
2015	1.70	1.051	1.783
TOTAL	13.15		13.443
Escalation Factor for Contract			1.022

of Months was calculated by dividing the total yearly staffing hrs by 165

TOTAL COSTS	\$494,552.36
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ATTACHMENT 'B'

Dynamic Engineering Services, Inc.

San Bernardino Associated Governments (SANBAG)

Lenwood Road Grade Separation Project
Electrical Inspection and Labor Compliance Monitoring

April 30, 2013

I. DIRECT LABOR COSTS

Staff Classification	Initial Direct Hourly Rate	Hours	Total
Electrical Inspector	\$58.58	328	\$19,214.24
Labor Compliance Officer	\$55.00	236	\$12,980.00
Subtotal Hours & Direct Labor Costs			564
Anticipated Salary Increases			\$790.87
Total Direct Labor Costs			\$32,985.11 (1)

II. INDIRECT COSTS

INDIRECT RATE 146.02 % x \$ 32,985.11 = Subtotal \$48,164.86 (2)
Subtotal (1)

III. FEE (PROFIT)

9 % x \$ 81,149.97 = Subtotal \$7,303.50 (3)
Total (1) + (2)

IV. OTHER DIRECT COSTS

Item	Amount
NONE	\$0.00
Subtotal \$	\$0.00 (4)

VI. TOTAL AMOUNT \$88,453 (Total 1-5)

LABOR & OTHER DIRECT COST (ODC) SUMMARY
Lanwood Road Grade Separation Project
Materials Inspection and Lab Testing Services

April 30, 2013

STAFF CLASSIFICATION	STAFF NAME	RANGE OF DIRECT HOURLY RATES		TOTAL HOURS	INITIAL DIRECT HOURLY RATE	SUB-TOTAL DIRECT LABOR COST	ANTICIPATED SALARY INCREASES	TOTAL DIRECT LABOR COST	TOTAL INDIRECT COST	FEE (PROFIT)	TOTAL LABOR COST	FULLY LOADED HOURLY RATE
		LOW	HIGH									
Project Manager	James [REDACTED]	\$60.00	\$60.00	41	\$60.00	\$2,460.00	\$59.10	\$2,519.10	\$4,282.48	\$612.14	\$7,413.70	\$180.82
Clerical/Admin Assistant	Various	\$19.23	\$25.00	41	\$20.00	\$820.00	\$19.70	\$839.70	\$1,427.49	\$204.05	\$2,471.23	\$60.27
Material Testing Technician	Various	\$53.00	\$57.00	820	\$56.00	\$45,920.00	\$1,103.13	\$47,023.13	\$79,939.32	\$11,428.62	\$138,389.07	\$168.77
Operations Manager	Various	\$35.98	\$35.98	82	\$35.98	\$2,924.12	\$70.25	\$2,994.37	\$5,090.42	\$727.63	\$8,812.42	\$107.47
TOTAL =				984		\$82,124.12	\$1,252.17	\$83,376.29	\$90,739.69	\$12,970.44	\$157,086.42	

INDIRECT COST	
Overhead	88.00%
General & Admin	102.00%
Total	170.00%

FEE (PROFIT)	9.00%
--------------	-------

OTHER DIRECT COSTS (ODC's)	Price Per Unit	Unit	Quantity	Total	WBS
Laboratory Testing	\$25,000	LS	1.0	\$63,500.00	
Field Vehicle w Testing Equip (hr)	\$15.00	Hour	-	\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
TOTAL OTHER DIRECT COSTS				\$63,500.00	

Escalation Per Year = 2.50%			
Year	# of Months	Esc.	Value
2013	0.61	1.000	0.606
2014	5.00	1.025	5.125
2015	0.38	1.051	0.382
		1.077	0.000
		1.104	0.000
		1.131	0.000
TOTAL	5.97		6.113
Escalation Factor for Contract			1.024

of Months was calculated by dividing the total yearly staffing hrs by 165

TOTAL COSTS	\$220,586.42
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ATTACHMENT 'B'

Leighton Consulting, Inc.

San Bernardino Associated Governments (SANBAG)

Lenwood Road Grade Separation Project Source Inspection

April 30, 2013

I. DIRECT LABOR COSTS

Staff Classification	Initial Direct Hourly Rate	Hours	Total
Project Principal	\$78.15	4	\$312.60
Project Manager	\$47.60	300	\$14,280.00
Inspector for Source Inspection	\$39.96	120	\$4,795.20
Inspector for Source Inspection	\$39.96	160	\$6,393.60
Lab Manager/Reviewer	\$43.27	20	\$865.40
Clerical/Admin Assistant	\$20.25	40	\$810.00

Subtotal Hours & Direct Labor Costs	844	\$27,456.80
Anticipated Salary Increases		\$505.66
Total Direct Labor Costs		\$27,962.45 (1)

II. INDIRECT COSTS

INDIRECT RATE 170.00 % x \$ 27,962.45 = Subtotal \$47,536.16 (2)
Subtotal (1)

III. FEE (PROFIT)

9 % x \$ 75,498.61 = Subtotal \$6,794.87 (3)
Total (1) + (2)

IV. OTHER DIRECT COSTS

Item	Amount
Per Diem (Out of State Work)	\$1,600.00
Car Mileage	\$1,100.00
Photocopies (Black & White)	\$100.00
Photocopies (Color)	\$100.00
Mail/Courier	\$800.00
Source Inspection Lab Testing	\$41,000.00

Subtotal \$ \$44,500.00 (4)

VI. TOTAL AMOUNT

\$126,793 (Total 1-5)

Leighton Consulting, Inc.

LABOR & OTHER DIRECT COST (ODC) SUMMARY
Lenwood Road Grade Separation Project
Source Inspection

April 30, 2013

STAFF CLASSIFICATION	STAFF NAME	RANGE OF DIRECT HOURLY RATES		TOTAL HOURS	INITIAL DIRECT HOURLY RATE	SUB-TOTAL DIRECT LABOR COST	ANTICIPATED SALARY INCREASES	TOTAL DIRECT LABOR COST	TOTAL INDIRECT COST	FEE (PROFIT)	TOTAL LABOR COST	FULLY LOADED HOURLY RATE
		LOW	HIGH									
Project Principal				4	\$78.15	\$312.60	\$5.78	\$318.38	\$541.21	\$77.36	\$895.92	\$224.23
Project Manager				300	\$47.60	\$14,280.00	\$282.98	\$14,562.98	\$24,723.07	\$3,533.94	\$42,800.00	\$142.67
Inspector for Source Inspection				120	\$39.98	\$4,798.20	\$88.31	\$4,886.51	\$8,301.97	\$1,186.69	\$14,372.17	\$119.77
Inspector for Source Inspection				160	\$39.98	\$6,396.80	\$117.75	\$6,514.55	\$11,089.29	\$1,582.28	\$16,162.89	\$119.77
Lab Manager/Reviewer				20	\$43.27	\$865.40	\$15.94	\$881.34	\$1,498.27	\$214.16	\$2,593.78	\$129.69
Clerical/Admin Assistant				40	\$20.25	\$810.00	\$14.92	\$824.92	\$1,402.38	\$200.45	\$2,427.73	\$60.69
TOTAL =				644		\$27,456.89	\$606.86	\$27,962.48	\$47,538.16	\$6,794.87	\$83,293.49	

INDIRECT COST	
Overhead	120.00%
General & Admin	50.00%
Total	170.00%

FEE (PROFIT)	8.00%
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OTHER DIRECT COSTS (ODC's)	Price Per Unit	Unit	Quantity	Total	WBS
Per Diem (Out of State Work)	\$40.00	days	40	\$1,600.00	
Car Mileage	\$0.55	mile	2000	\$1,100.00	
Photocopies (Black & White)	\$0.10	each	1000	\$100.00	
Photocopies (Color)	\$0.20	each	500	\$100.00	
Mail/Counter	\$30.00	each	20	\$600.00	
Source Inspection Lab Testing	\$41,000.00	project	1	\$41,000.00	
				\$0.00	
				\$0.00	
				\$0.00	
TOTAL OTHER DIRECT COSTS				\$44,500.00	

Escalation Per Year = 2.50%			
Year	# of Months	Esc.	Value
2013	1.13	1.000	1.127
2014	2.68	1.025	2.748
2015	0.10	1.051	0.102
		1.077	0.000
		1.104	0.000
		1.131	0.000
TOTAL	3.90		3.975
Escalation Factor for Contract			
			1.018

of Months was calculated by dividing the total yearly staffing hrs by 165

TOTAL COSTS	\$128,793.49
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ATTACHMENT 'B'

TOWILL, Inc.

San Bernardino Associated Governments (SANBAG)

LENWOOD GRADE SEPARATION CONSTRUCTION MANAGEMENT SERVICES

April 30, 2013

I. DIRECT LABOR COSTS

Staff Classification	Initial Direct Hourly Rate	Hours	Total
Survey Task Manager	\$72.00	108	\$7,776.00
Certified Party Chief	\$44.26	861	\$38,107.86
Party Chief	\$42.21	0	\$0.00
Instrument Person	\$39.71	861	\$34,190.31
Chain Person	\$39.13	0	\$0.00
Apprentice A-G	\$27.00	0	\$0.00
Project Coordinator	\$0.00	0	\$0.00
PLS Surveyor	\$56.00	0	\$0.00
Project Surveyor	\$48.00	120	\$5,760.00
PLS Party Chief (Travel)	\$44.96	0	\$0.00
Certified Party Chief (Travel)	\$44.26	110	\$4,868.60
Party Chief (Travel)	\$42.21	0	\$0.00
Instrument Person (Travel)	\$39.71	110	\$4,368.10
Chain Person (Travel)	\$39.13	0	\$0.00
Apprentice A-G (Travel)	\$27.00	0	\$0.00
Other 9	\$0.00	0	\$0.00
Other 10	\$0.00	0	\$0.00

Subtotal Hours & Direct Labor Costs	2,170	\$95,070.87
Anticipated Salary Increases		\$2,102.16
Total Direct Labor Costs		\$97,173.03

II. INDIRECT COSTS

INDIRECT RATE 170.00 % x \$ 97,173.03 = Subtotal \$165,194.15 (2)
Subtotal (1)

III. FEE (PROFIT)

9 % x \$ 262,367.18 = Subtotal \$23,613.05 (3)
Total (1) + (2)

IV. OTHER DIRECT COSTS

Item	Amount
Photocopies (Black & White)	\$500.00
Agency Fees	\$180.00

Subtotal \$ \$680.00 (4)

V. TOTAL AMOUNT

\$286,660 (Total 1-4)

TOWILL, Inc.

**LABOR & OTHER DIRECT COST (ODC) SUMMARY
LENWOOD GRADE SEPARATION
CONSTRUCTION MANAGEMENT SERVICES**

April 30, 2013

STAFF CLASSIFICATION	STAFF NAME	RANGE OF DIRECT HOURLY RATES		TOTAL HOURS	INITIAL DIRECT HOURLY RATE	SUB-TOTAL DIRECT LABOR COST	ANTICIPATED SALARY INCREASES	TOTAL DIRECT LABOR COST	TOTAL INDIRECT COST	FEE (PROFIT)	TOTAL LABOR COST	FULLY LOADED HOURLY RATE
		LOW	HIGH									
Survey Task Manager		70.00	75.00	108	\$72.00	\$7,776.00	\$171.94	\$7,947.94	\$13,511.50	\$1,931.35	\$23,390.78	\$216.58
Certified Party Chief		44.26	44.26	861	\$44.26	\$38,107.86	\$842.62	\$38,950.48	\$68,215.82	\$9,484.97	\$114,631.27	\$133.14
Instrument Person		39.71	39.71	861	\$39.71	\$34,190.31	\$756.00	\$34,946.31	\$59,408.72	\$8,491.98	\$102,848.99	\$119.45
Chain Person		39.13	39.13	0	\$39.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Apprentice A-G		16.43	31.30	0	\$27.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PLS Surveyor		50.00	60.00	0	\$56.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Project Surveyor		42.00	50.00	120	\$48.00	\$5,760.00	\$127.36	\$5,887.36	\$10,008.52	\$1,430.63	\$17,328.51	\$144.39
PLS Party Chief (Travel)		44.98	44.98	0	\$44.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Certified Party Chief (Travel)		44.26	44.26	110	\$44.26	\$4,868.60	\$107.85	\$4,976.25	\$8,459.83	\$1,209.23	\$14,645.11	\$133.14
Party Chief (Travel)		42.21	42.21	0	\$42.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Instrument Person (Travel)		39.71	39.71	110	\$39.71	\$4,368.10	\$98.59	\$4,466.69	\$7,588.98	\$1,084.92	\$13,139.57	\$119.45
Chain Person (Travel)		39.13	39.13	0	\$39.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Apprentice A-G (Travel)		16.43	31.30	0	\$27.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL =				2,170		\$95,070.87	\$2,102.16	\$97,173.03	\$165,184.16	\$23,613.05	\$286,989.22	

INDIRECT COST	
Overhead	120.00%
General & Admin	50.00%
Total	170.00%

FEE (PROFIT)	0.00%
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OTHER DIRECT COSTS (ODC's)	Price Per Unit	Unit	Quantity	Total	WBS
Per Diem				\$0.00	
Car Mileage				\$0.00	
Travel				\$0.00	
Computer Charges				\$0.00	
Photocopies (Black & White)	\$1 000	Copy	\$500,000	\$500.00	
Photocopies (Color)				\$0.00	
Commercial Printing				\$0.00	
Mail/Courier				\$0.00	
Photographs				\$0.00	
Intersection Traffic Counts				\$0.00	
Ramp/Segment Counts				\$0.00	
Corridor Speed Surveys				\$0.00	
Agency Fees	\$18	Cor. Rec.	\$10	\$180.00	
b				\$0.00	
c				\$0.00	
d				\$0.00	
e				\$0.00	
TOTAL OTHER DIRECT COSTS				\$680.00	

Escalation Per Year = 2.50%			
Year	# of Months	Esc.	Value
2013	2.424242424	1.000	2.424
2014	10.18181818	1.025	10.436
2015	0.848484848	1.051	0.891
2016	0	1.077	0.000
2017	0	1.104	0.000
2018	0	1.131	0.000
TOTAL	13.45454545		13.752
Escalation Factor for Contract 1.022			

TOTAL COSTS	\$286,989.22
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- 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: May 17, 2013

Subject: Cooperative Agreement C13147 for the US395 Widening Project

Recommendation:* That the Committee recommend the Board, acting in its capacity as the San Bernardino County Transportation Commission, approve Cooperative Agreement C13147 with the California Department of Transportation in the amount of \$6,015,354 for the US395 Widening Project Design Phase.

Background: **This is a new agreement.** The subject agreement defines the roles and responsibilities of the signatory agencies in funding and administering the Planning, Specifications, and Estimate (PS&E) phase of the US395 Widening Project through Adelanto from SR-18 to Bartlett Avenue. San Bernardino Associated Governments (SANBAG) is the sponsor of the project and is responsible for all capital and support costs, and the California Department of Transportation (Caltrans) is the implementing agency for the phase.

The project identified in this agreement is to widen sections of US395 from two to four lanes and add left turn channelization at intersections from SR-18 to Bartlett Avenue (post miles 12.20 to 16.60) (Segments 5, 6, 7 and 8) in the City of Adelanto. Attachment 1 shows the locations of these four segments.

Caltrans developed the Project Report and the Environmental Document for this project per the terms of Cooperative Agreement No. 08-1250.

*

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

MDC1305b-ep

Attachment: <http://portal.sanbag.ca.gov/mgmt/APOR-Mgmt/Shared%20Documents/C13147.doc>

Mountain/Desert Committee Agenda Item
May 17, 2013
Page 2

On April 3, 2013, the Board approved the allocation of \$6,015,000 in federal Surface Transportation Program funds to Caltrans for the PS&E phase of the project. This Agenda Item requests approval of the Cooperative Agreement No. 08-1559 (SANBAG Contract No. C13147), which defines the roles and responsibilities in the PS&E phase.

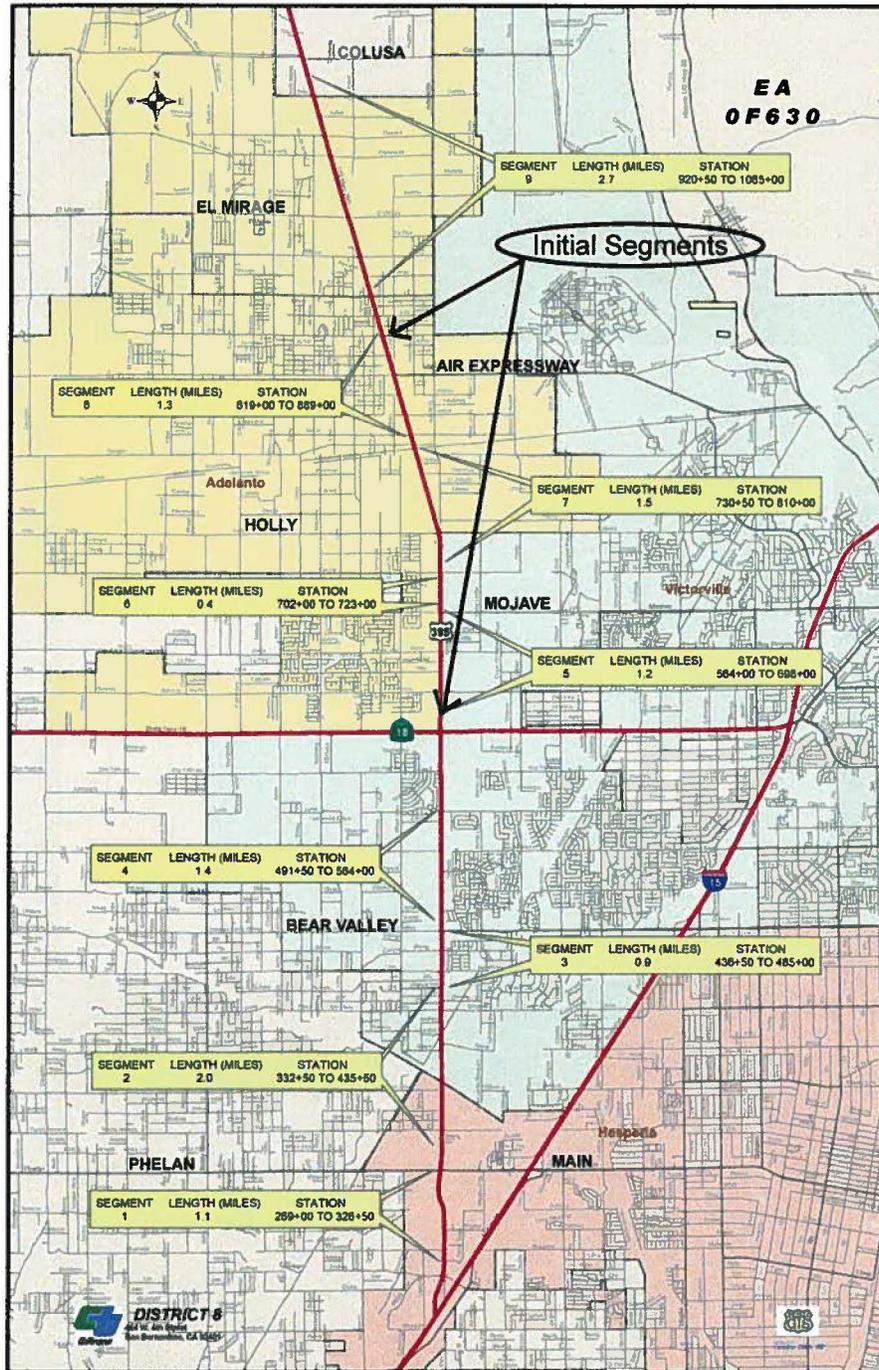
Per SANBAG policy, an Independent Cost Estimate (ICE) was prepared by Parsons on the design costs. The estimate quoted by Caltrans for design is fair and reasonable.

Financial Impact: This item has no financial impact on the approved 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 reviewed this item and draft of the Cooperative Agreement.

Responsible Staff: Ellen Pollema, Transportation Planning Analyst

ATTACHMENT 1





CONTRACT SUMMARY SHEET

Contract No. C 13147 Amendment No. _____

By and Between

San Bernardino Associated Governments and State of CA Dept. of Transportation

Contract Description **Memorandum of Understanding for US395 PS&E Design Phase.
Caltrans Agreement #08-1559.**

Funds will not flow through SANBAG budget.

Board of Director's Meeting Date: June 5, 2013	
Overview of BOD Action: Approve Cooperative Agreement with the CA Department of Transportation for US395 Widening Project Design Phase. No	
Is this a Sole-Source procurement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

CONTRACT OVERVIEW					
Original Contract Amount	\$	0	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	\$		TOTAL CONTINGENCY VALUE	\$	
TOTAL BUDGET AUTHORITY <i>(contract value + contingency)</i>				\$	0

Contract Start Date 07/01/2013	Current Contract Expiration Date 6/30/2018	Revised Contract Expiration Date
Has the contract term been amended? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - please explain.		

FINANCIAL INFORMATION					
<input type="checkbox"/> Budget authority for this contract currently exists in Task No. _____.					
<input type="checkbox"/> A Budget Amendment is required.					
How are we funding current FY? Funds will not flow through SANBAG budget.					
<input checked="" type="checkbox"/> Federal Funds	<input type="checkbox"/> State Funds	<input 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: STP-L Funds will not flow through SANBAG budget.					
<input 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 <u>N/A</u> %		
<u>Edward Pollock</u> Project Manager (Print Name)	Signature	Date 5/8/13
<u>Andrea Zureick</u> Task Manager (Print Name)	Signature	Date 5/8/13
<u>Andrea Zureick</u> Dir. of Fund Admin. & Programming (Print Name)	Signature	Date 5/8/13
<u>Jeffery Hill</u> Contract Administrator (Print Name)	Signature	Date 5/8/13
<u>W. STAMPSKY</u> Chief Financial Officer (Print Name)	Signature	Date 5/8/13

COOPERATIVE AGREEMENT

This Agreement, effective on _____, is between the State of California, acting through its Department of Transportation, referred to as CALTRANS, and:

San Bernardino Associated Governments, a public entity acting in its capacity as the San Bernardino County Transportation Commission, referred to hereinafter as SANBAG.

RECITALS

1. PARTNERS are authorized to enter into a cooperative agreement for improvements to the state highway system (SHS) per the California Streets and Highways Code sections 114 and 130.
2. For the purpose of this Agreement, widen United States Highway 395 from 2 to 4 lanes and add left turn channelization at intersections from post miles 12.20 to 16.60 (Segments 5, 6, 7 and 8), will be referred to hereinafter as PROJECT.
3. All responsibilities assigned in this Agreement to complete the following PROJECT COMPONENTS will be referred to hereinafter as OBLIGATIONS:
 - Plans, Specifications, and Estimate (PS&E)
4. This Agreement is separate from and does not modify or replace any other cooperative agreement or memorandum of understanding between PARTNERS regarding the PROJECT.
5. Prior to this Agreement:
 - Caltrans developed the Project Report (Cooperative Agreement No. 08-1250).
6. CALTRANS prepared the environmental documentation for the PROJECT.
7. In this Agreement capitalized words represent defined terms and acronyms.
8. PARTNERS hereby set forth the terms, covenants, and conditions of this Agreement, under which they will accomplish OBLIGATIONS.

RESPONSIBILITIES

9. SANBAG is SPONSOR for 100% of PROJECT.

RESPONSIBILITIES

9. SANBAG is SPONSOR for 100% of PROJECT.
10. The FUNDING PARTNER(S) and the details of the funding commitments are documented in the latest FUNDING SUMMARY.
11. CALTRANS is IMPLEMENTING AGENCY for PS&E.
12. CALTRANS is the CEQA lead agency for PROJECT.
13. CALTRANS is the NEPA lead agency for PROJECT.

SCOPE

Scope: General

14. PARTNERS will perform all OBLIGATIONS in accordance with federal and California laws, regulations, and standards; FHWA STANDARDS; and CALTRANS STANDARDS.
15. The IMPLEMENTING AGENCY for a PROJECT COMPONENT will provide a Quality Management Plan (QMP) for that component as part of the PROJECT MANAGEMENT PLAN.
16. Any PARTNER may, at its own expense, have representatives observe any OBLIGATIONS performed by another PARTNER. Observation does not constitute authority over those OBLIGATIONS.
17. Each PARTNER will ensure that personnel participating in OBLIGATIONS are appropriately qualified or licensed to perform the tasks assigned to them.
18. PARTNERS will invite each other to participate in the selection of any consultants who participate in OBLIGATIONS.
19. If WORK is done under contract (not completed by a PARTNER's own employees) and is governed by the California Labor Code's definition of "public works" (section 1720(a)), that PARTNER will conform to sections 1720 – 1815 of the California Labor Code and all applicable regulations and coverage determinations issued by the Director of the Department of Industrial Relations.
20. IMPLEMENTING AGENCY for each PROJECT COMPONENT included in this Agreement will be available to help resolve WORK related problems generated by that component for the entire duration of PROJECT.

21. CALTRANS will issue, upon proper application, the encroachment permits required for WORK within SHS right of way. Contractors and/or agents, and utility owners will not perform activities within the SHS right of way without an encroachment permit issued in their name.
22. If any PARTNER discovers unanticipated cultural, archaeological, paleontological, or other protected resources during WORK, all WORK in that area will stop and that PARTNER will notify all PARTNERS within 24 hours of discovery. WORK may only resume after a qualified professional has evaluated the nature and significance of the discovery and a plan is approved for its removal or protection.
23. PARTNERS will hold all administrative drafts and administrative final reports, studies, materials, and documentation relied upon, produced, created, or utilized for PROJECT in confidence to the extent permitted by law and where applicable, the provisions of California Government Code section 6254.5(e) shall protect the confidentiality of such documents in the event that said documents are shared between PARTNERS.

PARTNERS will not distribute, release, or share said documents with anyone other than employees, agents, and consultants who require access to complete PROJECT without the written consent of the PARTNER authorized to release them, unless required or authorized to do so by law.
24. If a PARTNER receives a public records request pertaining to OBLIGATIONS, that PARTNER will notify PARTNERS within five (5) working days of receipt and make PARTNERS aware of any disclosed public documents. PARTNERS will consult with each other prior to the release of any public documents related to the PROJECT.
25. If HM-1 or HM-2 is found during a PROJECT COMPONENT, IMPLEMENTING AGENCY for that PROJECT COMPONENT will immediately notify PARTNERS.
26. CALTRANS, independent of PROJECT, is responsible for any HM-1 found within the existing SHS right of way. CALTRANS will undertake HM MANAGEMENT ACTIVITIES related to HM-1 with minimum impact to PROJECT schedule.
27. If HM-1 is found within PROJECT limits and outside the existing SHS right of way, responsibility for such HM-1 rests with the owner(s) of the parcel(s) on which the HM-1 is found. SANBAG, in concert with the local agency having land use jurisdiction over the parcel(s), will ensure that HM MANAGEMENT ACTIVITIES related to HM-1 are undertaken with minimum impact to PROJECT schedule.
28. If HM-2 is found within PROJECT limits, the public agency responsible for the advertisement, award, and administration (AAA) of the PROJECT construction contract will be responsible for HM MANAGEMENT ACTIVITIES related to HM-2.

29. CALTRANS' acquisition or acceptance of title to any property on which any HM-1 or HM-2 is found will proceed in accordance with CALTRANS' policy on such acquisition.
30. PARTNERS will comply with all of the commitments and conditions set forth in the environmental documentation, environmental permits, approvals, and applicable agreements as those commitments and conditions apply to each PARTNER's responsibilities in this Agreement.
31. IMPLEMENTING AGENCY for each PROJECT COMPONENT will furnish PARTNERS with written quarterly progress reports during the implementation of OBLIGATIONS in that component.
32. Upon OBLIGATION COMPLETION, ownership or title to all materials and equipment constructed or installed for the operations and/or maintenance of the SHS within SHS right of way as part of WORK become the property of CALTRANS.

CALTRANS will not accept ownership or title to any materials or equipment constructed or installed outside SHS right of way.
33. IMPLEMENTING AGENCY for a PROJECT COMPONENT will accept, reject, compromise, settle, or litigate claims of any non-Agreement parties hired to do WORK in that component.
34. PARTNERS will confer on any claim that may affect OBLIGATIONS or PARTNERS' liability or responsibility under this Agreement in order to retain resolution possibilities for potential future claims. No PARTNER will prejudice the rights of another PARTNER until after PARTNERS confer on claim.
35. PARTNERS will maintain, and will ensure that any party hired by PARTNERS to participate in OBLIGATIONS will maintain, a financial management system that conforms to Generally Accepted Accounting Principles (GAAP), and that can properly accumulate and segregate incurred PROJECT costs and billings.
36. If FUNDING PARTNERS fund any part of OBLIGATIONS with state or federal funds, each PARTNER will comply, and will ensure that any party hired to participate in OBLIGATIONS will comply with the federal cost principles of 2 CFR, Part 225, and administrative requirements outlined in 49 CFR, Part 18. These principles and requirements apply to all funding types included in this Agreement.
37. PARTNERS will maintain and make available to each other all OBLIGATIONS-related documents, including financial data, during the term of this Agreement.
38. PARTNERS will retain all OBLIGATIONS-related records for three (3) years after the final voucher.

39. PARTNERS have the right to audit each other in accordance with generally accepted governmental audit standards.

CALTRANS, the state auditor, FHWA (if PROJECT utilizes federal funds), and SANBAG will have access to all OBLIGATIONS-related records of each PARTNER, and any party hired by a PARTNER to participate in OBLIGATIONS, for audit, examination, excerpt, or transcription.

The examination of any records will take place in the offices and locations where said records are generated and/or stored and will be accomplished during reasonable hours of operation. The auditing PARTNER will be permitted to make copies of any OBLIGATIONS-related records needed for the audit.

The audited PARTNER will review the draft audit, findings, and recommendations, and provide written comments within thirty (30) calendar days of receipt.

Upon completion of the final audit, PARTNERS have thirty (30) calendar days to refund or invoice as necessary in order to satisfy the obligation of the audit.

Any audit dispute not resolved by PARTNERS is subject to mediation. Mediation will follow the process described in the General Conditions section of this Agreement.

40. If FUNDING PARTNERS fund any part of PROJECT with state or federal funds, each FUNDING PARTNER will undergo an annual audit in accordance with the Single Audit Act of OMB Circular A-133.
41. If FUNDING PARTNERS fund any part of PROJECT with federal funds, any PARTNER that hires another party to participate in OBLIGATIONS will conduct a pre-award audit of that party in accordance with the *Local Assistance Procedures Manual*.
42. PARTNERS will not incur costs beyond the funding commitments in this Agreement. If IMPLEMENTING AGENCY anticipates that funding for WORK will be insufficient to complete WORK, IMPLEMENTING AGENCY will promptly notify SPONSOR.
43. If WORK stops for any reason, IMPLEMENTING AGENCY will place PROJECT right of way in a safe and operable condition acceptable to CALTRANS.
44. If WORK stops for any reason, each PARTNER will continue to implement all of its applicable commitments and conditions included in the PROJECT environmental documentation, permits, agreements, or approvals that are in effect at the time that WORK stops, as they apply to each PARTNER's responsibilities in this Agreement, in order to keep PROJECT in environmental compliance until WORK resumes.
45. Each PARTNER accepts responsibility to complete the activities that it selected on the SCOPE SUMMARY. Activities marked with "N/A" on the SCOPE SUMMARY are not included in the scope of this Agreement.

46. This Agreement includes the PS&E PROJECT COMPONENT but does not include the R/W SUPPORT PROJECT COMPONENT. Completion of PS&E is dependent upon completion of some activities in R/W SUPPORT. PARTNERS acknowledge that the WORK will not result in a product that can be used to advertise and award a contract for the CONSTRUCTION SUPPORT/CAPITAL PROJECT COMPONENTS without completing some activities outside of this agreement, under a separate agreement, or by later amending this Agreement.

Scope: Environmental Permits, Approvals and Agreements

47. Each PARTNER identified in the Environmental Permits table below accepts the responsibility to complete the assigned activities. If PARTNERS later determine that an environmental permit, approval or agreement is necessary PARTNERS will amend this Agreement to ensure completion and implementation of all environmental permits, approvals, and agreements.

ENVIRONMENTAL PERMITS						
Permit	Coordinate	Prepare	Obtain	Implement	Renew	Amend
NPDES SWRCB	CALTRANS	CALTRANS	CALTRANS	CALTRANS	CALTRANS	CALTRANS
State Waste Discharge Requirements (Porter Cologne) RWQCB	CALTRANS	CALTRANS	CALTRANS	CALTRANS	CALTRANS	CALTRANS
FESA Section 7 USFWS	CALTRANS	CALTRANS	CALTRANS	CALTRANS	CALTRANS	CALTRANS
1602 DFG	CALTRANS	CALTRANS	CALTRANS	CALTRANS	CALTRANS	CALTRANS
2080.1 DFG	CALTRANS	CALTRANS	CALTRANS	CALTRANS	CALTRANS	CALTRANS
2081 DFG	CALTRANS	CALTRANS	CALTRANS	CALTRANS	CALTRANS	CALTRANS

Scope: Plans, Specifications, and Estimate (PS&E)

48. The responsibility to advertise, open bids, award, and approve the construction contract will be handled outside of this Agreement.

COST

Cost: General

49. PARTNERS will document specific funding, billing, and payment details in a FUNDING SUMMARY. The FUNDING SUMMARY is incorporated and made an express part of this Agreement.

A valid FUNDING SUMMARY must be in place at all times until OBLIGATION COMPLETION.

PARTNERS will create a new FUNDING SUMMARY each time the funding, billing and payment details of PROJECT change. The FUNDING SUMMARY is only valid after each FUNDING PARTNER signs and dates the FUNDING SUMMARY. The most current fully executed FUNDING SUMMARY supersedes any previous FUNDING SUMMARY created for this Agreement.

Replacement of the FUNDING SUMMARY will not require an amendment to the body of this Agreement unless the rules of the new funds require it.

Each PARTNER will designate a legally authorized representative to sign the FUNDING SUMMARY on its behalf.

50. PARTNERS may invoice the appropriate FUNDING PARTNER according to the terms documented in the FUNDING SUMMARY.
51. If SANBAG has received Electronic Funds Transfer (EFT) certification from CALTRANS then SANBAG will use the EFT mechanism and follow all EFT procedures to pay all invoices issued from CALTRANS.
52. Unless otherwise documented in the FUNDING SUMMARY, all fund types contributed to a PROJECT COMPONENT will be spent proportionately within that PROJECT COMPONENT.
53. Unless otherwise documented in the FUNDING SUMMARY, any savings recognized within a PROJECT COMPONENT will be credited or reimbursed, when allowed by policy or law, in proportion to the amount contributed to that PROJECT COMPONENT by each fund type.
54. After PARTNERS agree that all WORK is complete for a PROJECT COMPONENT, PARTNER(S) will submit a final accounting for all OBLIGATIONS costs. Based on the final accounting, PARTNERS will refund or invoice as necessary in order to satisfy the financial commitments of this Agreement.
55. If FUNDING PARTNERS fund OBLIGATIONS with American Recovery and Reinvestment Act (ARRA) funds, PARTNERS will adopt the terms, conditions, requirements, and constraints of the American Recovery and Reinvestment Act of 2009.
56. If FUNDING PARTNERS fund OBLIGATIONS with Proposition 1B Bond funds, PARTNERS will meet the requirements of California Government Code Section 8879.20 et al. (Proposition 1 legislation), the governor's Executive Order 2007-S-02-07, and the California Transportation Commission (CTC) program guidelines for the applicable account.

Right of way purchased using Proposition 1B Bond funds will become the property of CALTRANS, and any revenue from the sale of excess lands originally purchased with bond funds will revert to CALTRANS.

57. The cost of any awards, judgments, or settlements generated by OBLIGATIONS is an OBLIGATIONS cost.
58. CALTRANS, independent of PROJECT, will pay, or cause to be paid, all costs for HM MANAGEMENT ACTIVITIES related to HM-1 found within the existing SHS right of way.
59. Independent of PROJECT, all costs for HM MANAGEMENT ACTIVITIES related to HM-1 found within PROJECT limits and outside the existing SHS right of way will be the responsibility of the owner(s) of the parcel(s) where the HM-1 is located.
60. HM MANAGEMENT ACTIVITIES costs related to HM-2 are CONSTRUCTION SUPPORT and CONSTRUCTION CAPITAL costs.
61. The cost to comply with and implement the commitments set forth in the environmental documentation is an OBLIGATIONS cost.
62. The cost of any legal challenges to the CEQA or NEPA environmental process or documentation is an OBLIGATIONS cost.
63. CALTRANS will provide encroachment permits to PARTNERS, their contractors, consultants and agents, at no cost.
64. Fines, interest, or penalties levied against a PARTNER will be paid, independent of OBLIGATIONS cost, by the PARTNER whose actions or lack of action caused the levy.
65. If federal funds are used on PROJECT while this Agreement is active CALTRANS will administer all federal subvention funds documented on the FUNDING SUMMARY.
66. Travel, per diem, and third-party contract reimbursements are an OBLIGATIONS cost only after those hired by PARTNERS to participate in OBLIGATIONS incur and pay those costs.

Payments for travel and per diem will not exceed the rates paid rank and file state employees under current California Department of Personnel Administration (DPA) rules current at the effective date of this Agreement.

If SANBAG invoices for rates in excess of DPA rates, SANBAG will fund the cost difference and reimburse CALTRANS for any overpayment.

67. The cost of any engineering support performed by CALTRANS includes all direct and applicable indirect costs. CALTRANS calculates indirect costs based solely on the type of funds used to pay support costs. State and federal funds are subject to the current Program Functional Rate. Local funds are subject to the current Program Functional Rate

and the current Administration Rate. The Program Functional Rate and Administration Rate are adjusted periodically.

68. If CALTRANS reimburses SANBAG for any costs later determined to be unallowable, SANBAG will reimburse those funds.
69. The cost to place PROJECT right of way in a safe and operable condition and meet all environmental commitments is an OBLIGATIONS cost.
70. Because IMPLEMENTING AGENCY is responsible for managing the scope, cost, and schedule of a project component, if there are insufficient funds available in this Agreement to place PROJECT right of way in a safe and operable condition, the appropriate IMPLEMENTING AGENCY accepts responsibility to fund these activities until such time as PARTNERS amend this Agreement.

That IMPLEMENTING AGENCY may request reimbursement for these costs during the amendment process.

71. If there are insufficient funds in this Agreement to implement applicable commitments and conditions included in the PROJECT environmental documentation, permits, agreements, and/or approvals that are in effect at a time that WORK stops, each PARTNER implementing commitments or conditions accepts responsibility to fund these activities, as they apply to each PARTNER's responsibilities, until such time as PARTNERS amend this Agreement.

Each PARTNER may request reimbursement for these costs during the amendment process.

72. Except as otherwise provided in this Agreement, PARTNERS will pay invoices within thirty (30) calendar days of receipt of invoice.

Cost: Environmental Permits, Approvals and Agreements

73. The cost of coordinating, obtaining, complying with, implementing, including renewing and amending resource agency permits, agreements, and approvals is an OBLIGATIONS cost.

SCHEDULE

74. PARTNERS will manage the schedule for OBLIGATIONS through the work plan included in the PROJECT MANAGEMENT PLAN.

GENERAL CONDITIONS

75. PARTNERS understand that this Agreement is in accordance with and governed by the Constitution and laws of the State of California. This Agreement will be enforceable in the State of California. Any PARTNER initiating legal action arising from this Agreement will file and maintain that legal action in the Superior Court of the county in which the CALTRANS district office that is signatory to this Agreement resides, or in the Superior Court of the county in which PROJECT is physically located.
76. All OBLIGATIONS of CALTRANS under the terms of this Agreement are subject to the appropriation of resources by the Legislature, the State Budget Act authority, and the allocation of funds by the California Transportation Commission.
77. Neither SANBAG nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by CALTRANS and/or its agents under or in connection with any work, authority, or jurisdiction conferred upon CALTRANS under this Agreement. It is understood and agreed that CALTRANS, to the extent permitted by law, will defend, indemnify, and save harmless SANBAG and all of its officers and employees from all claims, suits, or actions of every name, kind, and description brought forth under, but not limited to, tortious, contractual, inverse condemnation, or other theories or assertions of liability occurring by reason of anything done or omitted to be done by CALTRANS and/or its agents under this Agreement.
78. Neither CALTRANS nor any officer or employee thereof is responsible for any injury, damage, or liability occurring by reason of anything done or omitted to be done by SANBAG and/or its agents under or in connection with any work, authority, or jurisdiction conferred upon SANBAG under this Agreement. It is understood and agreed that SANBAG, to the extent permitted by law, will defend, indemnify, and save harmless CALTRANS and all of its officers and employees from all claims, suits, or actions of every name, kind, and description brought forth under, but not limited to, tortious, contractual, inverse condemnation, or other theories or assertions of liability occurring by reason of anything done or omitted to be done by SANBAG and/or its agents under this Agreement.
79. PARTNERS do not intend this Agreement to create a third party beneficiary or define duties, obligations, or rights in parties not signatory to this Agreement. PARTNERS do not intend this Agreement to affect their legal liability by imposing any standard of care for fulfilling OBLIGATIONS different from the standards imposed by law.
80. PARTNERS will not assign or attempt to assign OBLIGATIONS to parties not signatory to this Agreement.
81. PARTNERS will not interpret any ambiguity contained in this Agreement against each other. PARTNERS waive the provisions of California Civil Code section 1654.

82. A waiver of a PARTNER's performance under this Agreement will not constitute a continuous waiver of any other provision. An amendment made to any article or section of this Agreement does not constitute an amendment to or negate all other articles or sections of this Agreement.
83. A delay or omission to exercise a right or power due to a default does not negate the use of that right or power in the future when deemed necessary.
84. If any PARTNER defaults in its OBLIGATIONS, a non-defaulting PARTNER will request in writing that the default be remedied within thirty (30) calendar days. If the defaulting PARTNER fails to do so, the non-defaulting PARTNER may initiate dispute resolution.
85. PARTNERS will first attempt to resolve Agreement disputes at the PROJECT team level. If they cannot resolve the dispute themselves, the CALTRANS district director and the executive officer of SANBAG will attempt to negotiate a resolution. If PARTNERS do not reach a resolution, PARTNERS' legal counsel will initiate mediation. PARTNERS agree to participate in mediation in good faith and will share equally in its costs.

Neither the dispute nor the mediation process relieves PARTNERS from full and timely performance of OBLIGATIONS in accordance with the terms of this Agreement. However, if any PARTNER stops fulfilling OBLIGATIONS, any other PARTNER may seek equitable relief to ensure that OBLIGATIONS continue.

Except for equitable relief, no PARTNER may file a civil complaint until after mediation, or forty-five (45) calendar days after filing the written mediation request, whichever occurs first.

PARTNERS will file any civil complaints in the Superior Court of the county in which the CALTRANS district office signatory to this Agreement resides or in the Superior Court of the county in which PROJECT is physically located. The prevailing PARTNER will be entitled to an award of all costs, fees, and expenses, including reasonable attorney fees as a result of litigating a dispute under this Agreement or to enforce the provisions of this article including equitable relief.

86. PARTNERS maintain the ability to pursue alternative or additional dispute remedies if a previously selected remedy does not achieve resolution.
87. If any provisions in this Agreement are found by a court of competent jurisdiction to be, or are in fact, illegal, inoperative, or unenforceable, those provisions do not render any or all other Agreement provisions invalid, inoperative, or unenforceable, and those provisions will be automatically severed from this Agreement.
88. PARTNERS intend this Agreement to be their final expression and supersedes any oral understanding or writings pertaining to OBLIGATIONS.

89. If during performance of WORK additional activities or environmental documentation is necessary to keep PROJECT in environmental compliance, PARTNERS will amend this Agreement to include completion of those additional tasks.
90. Except as otherwise provided in the Agreement, PARTNERS will execute a formal written amendment if there are any changes to OBLIGATIONS.
91. Partners agree to sign a COOPERATIVE AGREEMENT CLOSURE STATEMENT to terminate this Agreement. However, all indemnification, document retention, audit, claims, environmental commitment, legal challenge, maintenance and ownership articles will remain in effect until terminated or modified in writing by mutual agreement.
92. The following documents are attached to, and made an express part of this Agreement:
SCOPE SUMMARY.

DEFINITIONS

ARRA – American Recovery and Reinvestment Act of 2009

CALTRANS STANDARDS – CALTRANS policies and procedures, including, but not limited to, the guidance provided in the *Guide to Capital Project Delivery Workplan Standards* (previously known as WBS Guide) available at <http://www.dot.ca.gov/hq/projmgmt/guidance.htm>.

CEQA (California Environmental Quality Act) – The act (California Public Resources Code, sections 21000 et seq.) that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those significant impacts, if feasible.

CFR (Code of Federal Regulations) – The general and permanent rules published in the Federal Register by the executive departments and agencies of the federal government

CONSTRUCTION CAPITAL – See PROJECT COMPONENT.

COOPERATIVE AGREEMENT CLOSURE STATEMENT – A document signed by PARTNERS that verifies the completion of all OBLIGATIONS included in this Agreement and in all amendments to this Agreement.

FHWA – Federal Highway Administration

FHWA STANDARDS – FHWA regulations, policies and procedures, including, but not limited to, the guidance provided at www.fhwa.dot.gov/topics.htm.

FUNDING PARTNER – A PARTNER, designated in the FUNDING SUMMARY, that commits a defined dollar amount to fulfill OBLIGATIONS. Each FUNDING PARTNER accepts responsibility to provide the funds it commits in this Agreement.

FUNDING SUMMARY – An executed document that lists the funding, billing, and payment commitments. Commitments include, but are not limited to, FUNDING PARTNER(S), fund source, fund type, payment method, invoice frequency, deposit amounts, and PROJECT COMPONENT(S) in which funds are to be spent. Funds listed on the FUNDING SUMMARY are “not-to-exceed” amounts for each FUNDING PARTNER.

GAAP (Generally Accepted Accounting Principles) – Uniform minimum standards and guidelines for financial accounting and reporting issued by the Federal Accounting Standards Advisory Board that serve to achieve some level of standardization. See <http://www.fasab.gov/accepted.html>.

HM-1 – Hazardous material (including, but not limited to, hazardous waste) that may require removal and disposal pursuant to federal or state law whether it is disturbed by PROJECT or not.

HM-2 – Hazardous material (including, but not limited to, hazardous waste) that may require removal and disposal pursuant to federal or state law only if disturbed by PROJECT.

HM MANAGEMENT ACTIVITIES – Management activities related to either HM-1 or HM-2 including, without limitation, any necessary manifest requirements and disposal facility designations.

IMPLEMENTING AGENCY – The PARTNER is responsible for managing the scope, cost, and schedule of a PROJECT COMPONENT to ensure the completion of that component.

NEPA (National Environmental Policy Act of 1969) – This federal act establishes a national policy for the environment and a process to disclose the adverse impacts of projects with a federal nexus.

OBLIGATION COMPLETION – PARTNERS have fulfilled all OBLIGATIONS included in this Agreement, and all amendments to this Agreement, and have signed a COOPERATIVE AGREEMENT CLOSURE STATEMENT.

OBLIGATIONS – All responsibilities included in this Agreement.

OMB (Office of Management and Budget) – This federal office oversees the preparation of the federal budget and supervises its administration in Executive Branch agencies.

PARTNER – Any individual signatory party to this Agreement.

PARTNERS – The term that collectively references all of the signatory agencies to this Agreement. This term only describes the relationship between these agencies to work together to achieve a mutually beneficial goal. It is not used in the traditional legal sense in which one PARTNER's individual actions legally bind the other PARTNER.

PROJECT COMPONENT – A distinct portion of the planning and project development process of a capital project as outlined in California Government Code, section 14529(b).

- **PID (Project Initiation Document)** – The activities required to deliver the project initiation document for PROJECT.
- **PA&ED (Project Approval and Environmental Document)** – The activities required to deliver the project approval and environmental documentation for PROJECT.
- **PS&E (Plans, Specifications, and Estimate)** – The activities required to deliver the plans, specifications, and estimate for PROJECT.
- **R/W (Right of Way) SUPPORT** – The activities required to obtain all property interests for PROJECT.
- **R/W (Right of Way) CAPITAL** – The funds for acquisition of property rights for PROJECT.
- **CONSTRUCTION SUPPORT** – The activities required for the administration, acceptance, and final documentation of the construction contract for PROJECT.
- **CONSTRUCTION CAPITAL** – The funds for the construction contract.

PROJECT MANAGEMENT PLAN – A group of documents used to guide a project’s execution and control throughout that project’s lifecycle.

PS&E (Plans, Specifications, and Estimate) – See PROJECT COMPONENT.

QMP (Quality Management Plan) – An integral part of the PROJECT MANAGEMENT PLAN that describes IMPLEMENTING AGENCY’s quality policy and how it will be used.

QC/QAP (QUALITY CONTROL/QUALITY ASSURANCE PROGRAM) - CALTRANS quality control and quality assurance procedures for all environmental documents as described in the Jay Norvell Memos dated July 2, 2007 (available at http://www.dot.ca.gov/ser/memos.htm#LinkTarget_705). This also includes the independent judgment analysis and determination under CEQA that the environmental documentation meets CEQA Guideline requirements.

SCOPE SUMMARY – The attachment in which each PARTNER designates its commitment to specific scope activities within each PROJECT COMPONENT as outlined by the *Workplan Standards Guide for the Delivery of Capital Projects* available at www.dot.ca.gov/hq/projmgmt/guidance.htm.

SHS (State Highway System) – All highways, right of way, and related facilities acquired, laid out, constructed, improved, or maintained as a state highway pursuant to constitutional or legislative authorization.

SPONSOR – Any PARTNER that accepts the responsibility to establish scope of PROJECT and the obligation to secure financial resources to fund PROJECT. SPONSOR is responsible for adjusting the PROJECT scope to match committed funds or securing additional funds to fully fund the PROJECT scope. If a PROJECT has more than one SPONSOR, funding adjustments will be made by percentage (as outlined in Responsibilities). Scope adjustments must be developed through the project development process and must be approved by CALTRANS as the owner/operator of the SHS.

SFM (State Furnished Material) – Any materials or equipment supplied by CALTRANS.

WORK – All scope activities included in this Agreement.

CONTACT INFORMATION

The information provided below indicates the primary contact information for each PARTNER to this Agreement. PARTNERS will notify each other in writing of any personnel or location changes. Contact information changes do not require an amendment to this Agreement.

The primary Agreement contact person for CALTRANS is:

Robert So, Program/Project Management Office Chief

464 West 4th Street, 6th Floor, (MS-1229)

San Bernardino, California 92401-1400

Office Phone: (909) 383-4513

Mobile Phone: (951) 288-4420

Email: robert.so@dot.ca.gov

The primary Agreement contact person for SANBAG is:

Ellen Pollema, Transportation Planning Analyst

1170 W. 3rd Street, 2nd Floor

San Bernardino, CA 92410

Office Phone: (909) 884-8276

Email: e.pollema@sanbag.ca.gov

SIGNATURES

PARTNERS declare that:

1. Each PARTNER is an authorized legal entity under California state law.
2. Each PARTNER has the authority to enter into this Agreement.
3. The people signing this Agreement have the authority to do so on behalf of their public agencies.

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

By: _____
Basem E. Muallem, P.E.
District Director

Date: _____

CERTIFIED AS TO FUNDS:

By: _____
Lisa Pacheco
Budget Manager

SAN BERNARDINO ASSOCIATED
GOVERNMENTS, acting as the San
Bernardino County Transportation
Commission
APPROVED

By: _____
Janice Rutherford
Board President

Date: _____

APPROVED AS TO FORM AND
PROCEDURE

By: _____
Eileen Monaghan Teichert
SANBAG's General Counsel

CONCURRENCE

By:  _____
Jeffrey Hill
SANBAG's Contract Administrator

SCOPE SUMMARY

4	5	6	7	8	Description	CALTRANS	SANBAG	N/A
3	185				Prepare Base Maps and Plan Sheets for PS&E Development	X		
		05			Updated Project Information	X		
			05		Project Concept Review	X		
			10		Updated Project Information	X		
			99		Other Updated Project Information Products	X		
		10			Surveys and Photogrammetric Mapping for Design	X		
			50		Control Surveys	X		
			55		Photogrammetric Maps and Products	X		
			60		Engineering Surveys	X		
			65		As-Built Centerline Surveys	X		
			70		Pavement Surveys	X		
		15			Preliminary Design	X		
			05		Roadway and Miscellaneous Design	X		
			10		Proposed Geometrics Review	X		
			15		Requests for Exceptions to Design Standards	X		
			20		Value Analysis	X		
			99		Other Preliminary Design Products	X		
		20			Engineering Reports	X		
			05		Updated Traffic Data, Analysis, and Forecasts	X		
			10		Preliminary Hydrology and Hydraulic Reports	X		
			15		Preliminary Geotechnical Design Report (PGDR)	X		
			20		Preliminary Pavement Design Report	X		
			25		Preliminary Materials Report	X		
			30		Soundwall Design Report	X		
			35		Updated Transportation Management Plan for Design Phase	X		
			40		Utility Locations Determined for Design	X		
			99		Other Engineering Report Products	X		
		25			Right of Way Requirements Determination	X		
			05		Project Review with Affected Agencies	X		
			10		Fee and Easement Requirements Determination	X		
			15		Right of Way Requirements Maps	X		
			20		Final Railroad Involvement Determination	X		
			25		Water Well Abandonment Needs Determination	X		
			30		Utility Conflict Maps	X		
		30			Structure Site Plans	X		
			10		Site Plans for Bridges and Structures	X		
			15		Site Plans for Retaining Walls and Non-Standard Earth Retention Systems	X		
			20		Site Plans for Soundwalls on Retaining Systems or Structures	X		
			25		Site Plans for Pumping Plants	X		

		30	Site Plans for Special-Design Culverts	X		
		99	Other Structure Site Plan Products	X		
		99	Other Base Map and Plan Sheet Products	X		
3	205		Permits and Agreements during PS&E Component	X		
		05	Required permits	X		
		15	Railroad Agreements	X		
		05	Plan Approval	X		
		10	Special Provisions and Insurance Clauses	X		
		15	Service Contract for Railroad Services	X		
		20	Construction and Maintenance Agreement	X		
		25	PUC Exhibits and Applications	X		
		95	Other Railroad Agreement Products	X		
		25	Agreement for Material Sites			X
		30	Executed Maintenance Agreement	X		
		45	MOU From Tribal Employment Rights Office (TERO)			X
		55	NEPA Delegation	X		
3	230		Prepare Draft Plans, Specifications, and Estimates	X		
		05	Draft Roadway Plans	X		
		05	Title Sheet	X		
		10	Typical Cross Sections	X		
		15	Key Map and Line Index	X		
		20	Roadway Layouts	X		
		25	Profile and Superelevation Sheets	X		
		30	Construction Details	X		
		35	Contour Grading Plans	X		
		40	Summary of Quantities Sheets	X		
		45	Noise Barrier Plans	X		
		50	Retaining Wall Plans	X		
		55	Standard Plans Selection	X		
		60	Stage Construction and Detour Plans or Traffic Handling Plans	X		
		65	Water Pollution Control Plans	X		
		70	Engineering Reports	X		
		05	Hydrology and Hydraulic Reports	X		
		10	Products Required to Ready Site for Subsurface Exploration	X		
		15	Geotechnical Design Report (GDR)	X		
		20	Pavement Design Report	X		
		25	Materials Report	X		
		99	Other Draft Roadway Plan Products	X		
	10		Draft Highway Planting Plans	X		
		05	Highway Planting Plans	X		
		15	Plant List	X		
		20	Irrigation Plans	X		
		30	Irrigation Quantity Sheets	X		
		99	Other Draft Highway Planting Plan Products	X		
	15		Draft Traffic Plans	X		
		05	Signing and Pavement Delineation Plans	X		
		10	Construction Area Signs Plans	X		
		15	Traffic Electrical Plans	X		

		99	Other Draft Traffic Plan Products	X		
		20	Transportation Management Plan	X		
		25	Draft Utility Plans	X		
		05	New Facility Plans	X		
		10	Utility Relocation Plans	X		
		99	Other Draft Utility Plan Products	X		
		30	Draft Drainage Plans	X		
		35	Draft Specifications	X		
		05	Roadway Specifications	X		
		10	Highway Planting Specifications	X		
		15	Traffic Specifications	X		
		20	Electrical Specifications	X		
		25	Utility Specifications	X		
		30	Hydraulic Specifications	X		
		35	Water Pollution Control Specifications	X		
		40	Erosion Control Specifications	X		
		99	Other Draft Specification Products	X		
		40	Draft Plans, Specifications, and Estimates Quantities and Estimates	X		
		05	Roadway Quantities and Estimates	X		
		10	Highway Planting Quantities and Estimates	X		
		15	Drainage Quantities and Estimates	X		
		20	Traffic Quantities and Estimates	X		
		25	Electrical Quantities and Estimates	X		
		30	Utility Quantities and Estimates	X		
		35	Water Pollution Control Quantities and Estimates	X		
		40	Erosion Control Quantities and Estimates	X		
		99	Other Draft Plans, Specifications, and Estimates Quantities and Estimates Products	X		
		55	Structures Draft Plans, Specifications, and Estimates Incorporation	X		
		60	Updated Project Information for Plans, Specifications, and Estimates Package	X		
		05	Updated Storm Water Data Report	X		
		10	Other Reviews and Update of Project Information	X		
		90	NEPA Delegation	X		
		99	Other Draft Plans, Specifications, and Estimates Products	X		
3	235		Mitigate Environmental Impacts and Clean Up Hazardous Waste	X		
		05	Environmental Mitigation	X		
		05	Historical Structures Mitigation	X		
		10	Archaeological and Cultural Mitigation	X		
		15	Biological Mitigation	X		
		20	Environmental Mitigation Right of Way Work	X		
		25	Paleontology Mitigation	X		
		99	Other Environmental Mitigation Products	X		
		10	Detailed Site Investigation for Hazardous Waste	X		
		05	Right or Permit for Hazardous Waste Site Investigations	X		
		10	Hazardous Waste Sites Survey	X		
		15	Detailed Hazardous Waste Site Investigation	X		
		30	Hazardous Substances Disclosure Document (HSDD)	X		
		40	Updated Environmental Commitments Record	X		

		45		NEPA Delegation	X		
3	240			Draft Structures Plans, Specifications, and Estimates	X		
		50		Overall Draft Structures Plans, Specifications, and Estimates	X		
		55		Foundation Plan	X		
		60		Hydraulic Report	X		
		65		Preliminary Foundation Reports	X		
		70		Products Required to Ready Site for Subsurface Exploration	X		
		75		Draft General Plans	X		
		80		Foundation Reports	X		
		85		Draft Structure Plans	X		
		90		Draft Structures Special Provisions and Cost Estimate	X		
3	250			Final Structures PS&E Package	X		
		50		Project Review	X		
		55		Final Structure Plans	X		
		60		Final Structure Special Provisions and Cost Estimate	X		
3	255			Circulate, Review, and Prepare Final District Plans, Specifications, and Estimates Package	X		
		05		Circulated and Reviewed Draft District Plans, Specifications, and Estimates Package	X		
		10		Updated Plans, Specifications, and Estimates Package	X		
		05		Updated Roadway Plans, Specifications, and Estimates	X		
		10		Updated Highway Planting Plans, Specifications, and Estimates	X		
		15		Updated Traffic Plans, Specifications, and Estimates	X		
		20		Updated Hydraulic Plans, Specifications, and Estimates	X		
		25		Updated Technical Reports	X		
		30		Updated Utility Plans, Specifications, and Estimates	X		
		35		Updated Electrical Plans, Specifications, and Estimates	X		
		99		Other Updated Plans, Specifications, and Estimates Products	X		
		15		Environmental Re-evaluation	X		
		20		Final District Plans, Specifications, and Estimates Package	X		
		05		Reviewed Plans for Drafting Standards Compliance	X		
		10		Final Structures Specifications and Estimate Incorporated into Final District Plans, Specifications, and Estimates	X		
		15		Request for Funds	X		
		25		Geotechnical Information Handout	X		
		30		Materials Information Handout	X		
		35		Construction Staking Package and Control			X
		10		Construction Staking Package			X
		20		Project Control for Construction			X
		40		Resident Engineer's Pending File	X		
		45		NEPA Delegation	X		
		50		Secured Lease for Resident Engineer Office Space or Trailer			X
		55		Contractor Outreach			X
		65		Right of Way Certification Documentation			X
		70		Right of Way Engineering Products	X		
		75		Upgrade/Updated Right of Way Certification Document			X
3	260			Contract Bid Documents Ready to List			X

FUNDING SUMMARY Number 1

Project Number: 0800000144

Agreement: 08-1559

Part I – FUNDING SUMMARY table

Funding Source	Funding Partner	Fund Type	PS&E Support	Totals by Fund Type
IMPLEMENTING AGENCY >			CALTRANS	
FEDERAL	SANBAG	State Transportation Program	\$6,015,354	\$6,015,354
		Totals by Component	\$6,015,354	\$6,015,354

This table represents full funding of each PROJECT COMPONENT in Agreement 08-1559.

*The matching for the federal funds will be waived with Toll Credits in the amount of \$689,962.

Billing and payment details follow.

FUNDING SUMMARY Number 1

Project Number: 0800000144

Agreement: 08-1559

Part II – Billing and Payment Details

Cost: PS&E (Plans, Specifications, and Estimate)

1. Each PARTNER listed below will do work for PS&E as described in the SCOPE SUMMARY of this Agreement:

- CALTRANS

Therefore, based on the funding types displayed in the FUNDING SUMMARY table for this PROJECT COMPONENT:

- Since CALTRANS is administering the Federal funds, no invoicing will occur for this PROJECT COMPONENT.

FUNDING SUMMARY Number 1

Project Number: 0800000144

Agreement: 08-1559

Part III – Signature Page

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

APPROVED

By: _____
Basem E. Muallem, P.E.
District Director

Date: _____

By: _____
Lisa Pacheco
District Budget Manager

By: _____
HQ Accounting

SAN BERNARDINO ASSOCIATED
GOVERNMENTS, acting as the San
Bernardino County Transportation
Commission

APPROVED

By: _____
Janice Rutherford
Board President

Date: _____

APPROVED AS TO FORM AND
PROCEDURE

By: _____
Eileen Monaghan Teichert
SANBAG's General Counsel

CONCURRENCE

By: _____

Jeffery Hill
SANBAG's Contract Administrator



- 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: May 17, 2013

Subject: Eastern California Transportation Planning Partnership Memorandum of Understanding

Recommendation:* That the Committee recommend the Board acting in its capacity as the San Bernardino County Transportation Commission:

Approve an Amendment to the Eastern California Transportation Planning Partnership Memorandum of Understanding to include support for future State Regional Improvement Program funding for the State Route 58 Corridor from Interstate 5 to Interstate 40.

Background: The Eastern California Transportation Planning Partnership (ECTPP) was created in 2002 with the goals to coordinate development of long range transportation plans, transportation improvement programs, and other transportation planning systems studies required to address interregional issues. Furthermore, the ECTPP made a commitment to the long-range improvement of US-395 from San Bernardino County to the Mono County/Nevada State Line.

In 2002, a four-agency Memorandum of Understanding (MOU) was executed by Kern County Council of Governments (Kern COG), Inyo County Local Transportation Commission (Inyo County LTC), Mono County Local Transportation Commission (Mono County LTC), and San Bernardino Associated Governments (SANBAG). The purpose of the MOU was to support increased

*

Approved
 Mountain/Desert Policy Committee

Date: _____

Moved: _____ Second: _____

In Favor: _____ Opposed: _____ Abstained: _____

Witnessed: _____

COG		CTC	X	CTA		SAFE		CMA	
-----	--	-----	---	-----	--	------	--	-----	--

Check all that apply.

MDC1305a-ep

Attachment 1: <http://portal.sanbag.ca.gov/mgmt/committee/desert/mdc2013/mdc1305/AgendaItems/MDC1305a1-ep.docx>

capacity on the U.S. 395 Corridor by prioritizing the development of projects identified in the "U.S. 395 Corridor Study".

The Agencies also agreed to pool county shares of Regional Improvement Program (RIP) funds for the purpose of jointly sponsoring projects on the U.S. 395 Corridor. Kern COG, Inyo County LTC, and Mono County LTC each contributed \$2 million of their Regional Improvement Program (RIP) funds to the realignment of U.S. 395. Caltrans allocated \$4 million of Interregional Transportation Improvement Program (ITIP) funds and SANBAG allocated \$4 million in Surface Transportation Improvement Program (STIP) funds

The California Department of Transportation (Caltrans), while not a party to the MOU, acknowledges the intent of the parties to pool funding for both U.S. 395 and SR 58 projects. Since 1998, the MOU partners have invested in capacity adding projects on the U.S. 395 and SR 14 corridors. The total investment to date, including the contributions from the Interregional Improvement Program (IIP), is \$248 million.

In early 2011, a Program Change Request (PCR) was prepared by Caltrans to officially split the Realignment Project into two segments. The southerly segment would start at the junction of I-15 and U.S. 395 (PM 4.0) and end at Purple Sage Road (PM 21.61) above Adelanto. The northerly segment would start at Purple Sage Road (PM 21.61) and end at 0.5 south of Farmington Road at Kramer Junction, just north of SR 58. The split allowed work to continue on the northerly segment so that the funds designated by Kern, Inyo and Mono counties could still be used towards delivery of a project design prior to formal reallocation of the funds.

In November 2011, the SANBAG Board of Directors reallocated \$4 million of IIP funds to the northerly segment of the US395 Realignment Project.

In 2012 Kern COG, Inyo County LTC and Mono County LTC each approved reallocating their committed funding of \$2 million to the northerly segment of the U.S. 395 Realignment Project.

Kern COG has now requested that the parties to the original MOU support improving the State Route 58 Corridor to a freeway facility. Kern COG has requested that Caltrans consider this segment of SR 58 for future Interregional Improvement Program (IIP) funding. There are no related financial implications required of the MOU participating agencies at this time. The revised language is inserted as the last two paragraphs in the Recitals section on page one of Attachment 1.

Mountain/Desert Committee Agenda Item

May 17, 2013

Page 3

Financial Impact: This item has no impact to the current SANBAG 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 has approved this item and the Memorandum of Understanding.

Responsible Staff: Ellen Pollema, Transportation Planning Analyst

AMENDED AND RESTATED MEMORANDUM OF UNDERSTANDING BETWEEN INYO COUNTY LOCAL TRANSPORTATION COMMISSION, KERN COUNCIL OF GOVERNMENTS, MONO COUNTY LOCAL TRANSPORTATION COMMISSION, AND SAN BERNARDINO ASSOCIATED GOVERNMENTS

This Amended and Restated Memorandum of Understanding (MOU) is entered into, by, and between the Inyo County Local Transportation Commission and Mono County Local Transportation Commission (LTCs), the Kern Council of Governments (Kern COG), and the San Bernardino Associated Governments acting in its capacity as the San Bernardino County Transportation Commission (SANBAG), collectively referred to herein as AGENCIES, nominally dated _____, 2013.

RECITALS

The LTCs and the Kern COG were established pursuant to California Government Code Section 29532, and SANBAG was established as the San Bernardino County Transportation Commission pursuant to California Government Code Section 130054.

The AGENCIES wish to cooperate and seek common goals in the development of U.S. 395, from Interstate 15 to the Mono County/Nevada State line and including Highway 120 in Mono County (referred to herein as 395 CORRIDOR).

The LTCs and the Kern COG entered into a Memorandum of Understanding in January 1999 that provides for the joint funding of certain projects on the 395 CORRIDOR, along with the following other considerations:

- Forming a coalition consisting of Inyo, Mono, and Kern County RTPAs
- Meeting regularly
- Developing additional MOUs to define the planning process and the 395 CORRIDOR development plan
- Jointly funding projects (referred to herein as PROJECTS) on the 395 CORRIDOR, to include Highway 120
- At a future date invite San Bernardino Associated Governments to participate in the coalition and increase the scope to include the development of U.S. 395 from Interstate 15 to the Kern/San Bernardino County line.

This MOU records the result of meetings between the AGENCIES and three Caltrans District offices concerning the development of the 395 CORRIDOR. The AGENCIES and Caltrans have agreed to support increased capacity on the 395 CORRIDOR, and have prioritized the development of projects in the "U.S. 395 Corridor Study".

The AGENCIES also wish to cooperate, seek common goals, and facilitate the development of State Route 58 from Interstate 5 to Interstate 40. State Route 58 functions as a critical east-west corridor connecting the Western United States to the Pacific Coast by way of Interstate 40 and is a major route for goods movement in addition to passenger travel.

Kern Council of Governments is seeking endorsement from participating AGENCIES of the importance to improve the State Route 58 Corridor through Kern County to a freeway facility. Kern COG requests that Caltrans consider this segment of State Route 58 in the Interregional Improvement Program (IIP). However, there are no related financial implications for this endorsement for any of the participating AGENCIES at this time.

ROLES AND RESPONSIBILITIES

Under this MOU, the AGENCIES agree to pool Regional Improvement Program (RIP) funds (county shares) for the purpose of joint sponsoring PROJECTS on the 395 CORRIDOR. The RTPAs hereby request the California Transportation Commission (CTC) commit Interregional Improvement Program (IIP) funding toward the joint sponsored PROJECTS.

The AGENCIES agree to meet and confer upon request of any party to this MOU or by any of the three Caltrans Districts to discuss proposed changes to project scope, limits, cost and/or schedule. Any proposed

AMENDED AND RESTATED MEMORANDUM OF UNDERSTANDING BETWEEN INYO COUNTY LOCAL TRANSPORTATION COMMISSION, KERN COUNCIL OF GOVERNMENTS, MONO COUNTY LOCAL TRANSPORTATION COMMISSION, AND SAN BERNARDINO ASSOCIATED GOVERNMENTS

change to PROJECT scope, limits, cost and/or schedule must be approved by the California Transportation Commission before becoming effective. The AGENCIES agree to not change the scope, limits, cost, and/or schedule of the PROJECTS without the mutual consent of all parties to the MOU. Said consent by the AGENCIES will not be unreasonably withheld if it can be demonstrated that the proposed changes will not impact funding and/or delivery of other programmed priority projects. If there are cost increases, then each of the AGENCIES will contribution will be increased proportionately, subject to the mutual consent of all parties to the MOU.

This MOU becomes effective when fully executed by all parties. The terms and conditions of this MOU remain in effect until the proposed PROJECT identified below is completed (when Final Estimate has been processed by the State) or abandoned by a unanimous vote of the parties hereto. This MOU can be modified or amended by mutual written consent of all parties. This MOU does not replace or modify any other preexisting MOU between any or all parties. Likewise, future MOUs may be entered into between any or all of the parties notwithstanding this MOU. In the event funding for any of the PROJECTS is not authorized by the CTC, the provisions for funding that PROJECT contained in this MOU shall become null and void.

PROPOSED PROJECTS AND FUNDING

For the 2002 STIP the component of PROJECT for joint funding under this agreement is:

- **Development of the U.S. 395 corridor from approximately Interstate 15 to State Route 58 (PM4.0-48.0). Achieve Project Approval and Environmental Document.**

Each party recognizes that, while no reciprocal projects are identified in the remaining Counties in this MOU, that there may be jointly funded future projects in each County identified in future MOUs.

This MOU does not necessarily constitute agreement to program the remaining phases of this PROJECT in the future STIPs, but doesn't preclude further funding of the remaining components. The MOU partners agree to continue to consider mechanisms for funding future phases of this PROJECT. The Project Approval and Environmental component cost is estimated at \$14,000,000. This MOU splits the funds to be programmed as follows:

- \$2,000,000 by Mono County LTC
- \$2,000,000 by Inyo County LTC
- \$2,000,000 by Kern COG
- \$4,000,000 by SANBAG

The desire of the AGENCIES is to have the CTC commit IIP funds in the amount of \$4,000,000 toward this jointly funded project.

-----SIGNATURES ON FOLLOWING PAGE-----

AMENDED AND RESTATED MEMORANDUM OF UNDERSTANDING BETWEEN INYO COUNTY LOCAL TRANSPORTATION COMMISSION, KERN COUNCIL OF GOVERNMENTS, MONO COUNTY LOCAL TRANSPORTATION COMMISSION, AND SAN BERNARDINO ASSOCIATED GOVERNMENTS

Inyo, Mono, and Kern County RTPAs and SANBAG have, by separate Resolution or Minute Order authorized their duly appointed officers to execute this agreement.

Kern Council of Governments

Harold W. Hanson, Chairperson

Thomas Morgan, Deputy County Counsel

Ahron Hakimi, Executive Director

Inyo County Local Transportation Commission

Robert Kimball, Chairperson

Paul Bruce, County Counsel

Jeff Jewett, Executive Director

Mono County Local Transportation Commission

Kathleen Cage, Chairperson

Marshall Rudolph, County Counsel

Scott Burns, Executive Director

San Bernardino Associated Governments

Janice Rutherford, President

Eileen Monaghan Teichert, General Counsel

Raymond Wolfe, Executive Director

CALTRANS ACKNOWLEDGMENT:

Although not a party to this MOU, Caltrans acknowledges the intent of the parties to pool their RIP county shares with IIP funds for the purpose of jointly funding the State Highway Projects as specified in this 395 MOU and to support freeway improvements on State Route 58 in Kern County.

Thomas P. Hallenbeck, District Director
Caltrans, District 9

Sharri Bender-Ehlert, District Director
Caltrans, District 6

Basem Muallem, District Director
Caltrans, District 8



- 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: May 17, 2013

Subject: Allocation of Project Development/Traffic Management System Funds to the City of Hesperia

Recommendation:* That the Committee recommend the Board, acting in its capacity as the San Bernardino County Transportation Authority, allocate \$40,000 in Measure I Victor Valley Project Development/Transportation Management System funds for the City of Hesperia's Main Street Traffic Light Synchronization Project, contingent on allocation of Proposition 1B fund to the project.

Background: Proposition 1B authorized \$250 million for the Traffic Light Synchronization Program (TLSP) to fund signal synchronization projects and other technology-based improvements that improve safety, operations, and effective capacity of local streets and roads. Senate Bill 88, the implementing legislation for Proposition 1B, directed \$150 million of this to the City of Los Angeles, and the remaining \$100 million was open for applicants statewide.

At the May 2008 California Transportation Commission (CTC) meeting, San Bernardino Associated Governments (SANBAG) was awarded \$2 million of TLSP funds (50% of the estimated construction costs) for Tiers 3 and 4 of the San Bernardino Valley Coordinated Traffic Signal System Program (SBVCTSSP). The construction estimate was \$4 million for the project. The total construction cost for Tiers 3 and 4 was lower than the estimate, which left a balance of \$462,959 in TLSP funds unused.

*

Approved
Mountain/Desert Policy Committee

Date: _____

Moved: _____ Second: _____

In Favor: _____ Opposed: _____ Abstained: _____

Witnessed: _____

COG		CTC	X	CTA	X	SAFE		CMA	
-----	--	-----	---	-----	---	------	--	-----	--

Check all that apply.

MDC1305c-ep

The CTC is allowing SANBAG to nominate a new project within our county for the remaining TLSP that can demonstrate similar benefits and is ready to advertise for construction. SANBAG staff notified the Transportation Technical Advisory Committee about this immediate funding opportunity, and the City of Hesperia was the only agency with an eligible project that could demonstrate similar benefits and meet the required construction schedule.

The CTC will deprogram the funds from the SBVCTSSP at its June 2013 meeting. SANBAG has requested that the CTC allocate funds to the City of Hesperia's Main Street Traffic Light Synchronization Project at its August meeting. The project will coordinate eight signals along 2.5 miles of Main Street from I to 11th Avenues.

In the Fall of 2012, SANBAG's planning department met with the various Victor Valley agencies to look at the possibility of a regional traffic signal synchronization program. The Cities of Hesperia, Victorville and the Town of Apple Valley each provided information regarding their systems, maps, and support for coordination within the Victor Valley.

Hesperia began looking into real time adaptive signal controllers that have the ability to change the timing of the signal based on the actual traffic patterns approaching the intersection. The InSync system that they will be purchasing for this project works with the City's existing signal controller to provide real time adaptive signal timing. The system has already been deployed in locations throughout the country with excellent results. Communication will be established between the four signals that currently have no interconnect and all the video detection cameras will be upgraded to provide real time video monitoring of the signals. A traffic study will also be completed to analyze the before and after conditions of the corridor for delay, stops, travel time, fuel consumption and emissions over multiple time periods throughout the weekday peak periods.

The City of Hesperia has estimated that the total project cost is \$380,320, which includes \$50,000 for the Before and After Traffic Study. The City has requested an allocation of \$40,000 PD/TMS funds for the completion of the Before and After Study and to meet the 1:1 match required for TLSP funds. The City will allocate \$150,660 in local funds to complete the funding for the project. The PD/TMS funds will be applied to the cost of the traffic studies as Measure I Policy 40015, Victor Valley Project Development and Traffic Management Systems (VVPDTMS) defines projects eligible for funding to include, but not be limited to: corridor studies, project study reports, **projects to improve traffic flow and maximize use of traffic facilities, congestion management**, commuter assistance programs and programs which contribute to environmental enhancement associated with highway facilities.

Financial Impact: There is no financial impact at this time. If the City is successful in receiving the allocation of TLSP funds from the CTC, a funding agreement for the PD/TMS funds and any necessary budget amendment will be brought forward at that time.

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

Responsible Staff: Ellen Pollema, Transportation Planning Analyst

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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
CMA	Corridor Mobility Improvement Account
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CPUC	California Public Utilities Commission
CSAC	California State Association of Counties
CTA	California Transit Association
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
DBE	Disadvantaged Business Enterprise
DEMO	Federal Demonstration Funds
DOT	Department of Transportation
EA	Environmental Assessment
E&D	Elderly and Disabled
E&H	Elderly and Handicapped
EIR	Environmental Impact Report (California)
EIS	Environmental Impact Statement (Federal)
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
FSP	Freeway Service Patrol
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HOV	High-Occupancy Vehicle
ICTC	Interstate Clean Transportation Corridor
IEEP	Inland Empire Economic Partnership
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
IIP/ITIP	Interregional Transportation Improvement Program
ITS	Intelligent Transportation Systems
IVDA	Inland Valley Development Agency
JARC	Job Access Reverse Commute
LACMTA	Los Angeles County Metropolitan Transportation Authority
LNG	Liquefied Natural Gas
LTF	Local Transportation Funds

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

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.

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