

## **AGENDA**

### **Commuter Rail & Transit Committee Meeting**

**November 12, 2015**

**9:00 AM**

**Location**

**SANBAG**

*First Floor Lobby*

1170 W. 3rd Street, San Bernardino, CA 92410

#### ***Commuter Rail & Transit Committee Membership***

**Chair**

Supervisor James Ramos  
County of San Bernardino

Mayor L. Dennis Michael  
City of Rancho Cucamonga

**Vice Chair**

Mayor Pro Tem Bill Jahn  
City of Big Bear Lake

Mayor Pro Tem Jon Harrison  
City of Redlands

Council Member Mike Leonard  
City of Hesperia

Mayor Deborah Robertson  
City of Rialto

Mayor Larry McCallon  
City of Highland

Mayor Ray Musser  
City of Upland

Mayor Paul Eaton  
City of Montclair

Council Member Richard Riddell  
City of Yucaipa

Council Member Alan Wapner  
City of Ontario

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

**AGENDA**

**Commuter Rail & Transit Committee Meeting**

**November 12, 2015  
9:00 AM**

**Location**

**SANBAG Office**

**First Floor Lobby**

**1170 W. 3rd Street, San Bernardino, CA 92410**

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

**CALL TO ORDER**

(Meeting Chaired by James Ramos)

- i. Pledge of Allegiance
- ii. Attendance
- iii. Announcements
- iv. Agenda Notices/Modifications – Marleana Roman

**Possible Conflict of Interest Issues**

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

**1. Information Relative to Possible Conflict of Interest**

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

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

**CONSENT CALENDAR**

Items listed on the Consent Calendar are expected to be routine and non-controversial. The Consent Calendar will be acted upon as a single motion. Items on the Consent Calendar may be removed for discussion by Board Members.

## **Consent - Transit/Rail**

### **2. Construction Contract Change Orders to on-going SANBAG Construction Contracts with Shimmick Construction Company, Inc. and Kemp Bros. Construction Inc.**

Receive and File Change Orders.

**Presenter: Carrie Schindler**

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

### **3. September 2015 Right-of-Way Grants of Use Report**

That the Commuter Rail and Transit Committee receive September 2015 Right-of-Way Grants of Use Report.

**Presenter: Monica Morales**

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

## **DISCUSSION ITEMS**

### **Discussion - Transit/Rail**

#### **4. 2016 Commuter Rail and Transit Committee Meeting Schedule**

That the Committee recommend the Board approve the 2016 Commuter Rail and Transit Committee Meeting Schedule.

**Presenter: Carrie Schindler**

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

#### **5. Preliminary Design and Environmental Clearance for the Lilac to Rancho Double Track Project Request for Proposals**

That the Commuter Rail and Transit Committee recommend the Board, acting in its capacity as the San Bernardino County Transportation Commission, approve the release of Request for Proposals No. 16-1001411 for Preliminary Design and Environmental Clearance of the Lilac to Rancho Double Track Project.

**Presenter: Justin Fornelli**

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

#### **6. On-Call Railroad Right-of-Way Property Management Services Request for Proposals & On-Call Railroad Right-of-Way Maintenance of Way Request for Proposals**

That the Commuter Rail and Transit Committee recommend the Board, acting as the San Bernardino County Transportation Authority and the San Bernardino County Transportation Commission:

A. Approve the release of Request for Proposals 16-1001412 for On-Call Railroad Right-of-Way Property Management Services related to the ongoing management of SANBAG's railroad right-of-way.

B. Approve the release of Request for Proposals 16-1001049 for On-Call Railroad Right-of-Way Maintenance of Way Services related to the ongoing management of SANBAG's railroad right-of-way.

**Presenter: Monica Morales**

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

## **Comments from Board Members**

Brief comments from Board Members

## **Public Comment**

Brief comments from the General Public

## **ADJOURNMENT**

## **Additional Information**

Attendance  
SANBAG Entities  
Acronym List  
Mission Statement

**The next Commuter Rail and Transit Committee Meeting will be December 10, 2015.**

## 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. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, San Bernardino, CA.

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

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

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

**Public Testimony on an Item** – Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should complete a “Request to Speak” form, provided at the rear of the meeting room, and present it to the SANBAG Clerk prior to the Board's consideration of the item. A "Request to Speak" form must be completed for *each* item when 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. The time limits established in “Public Testimony on an 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**

**Attendance.**

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

**Basic Agenda Item Discussion.**

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

**The Vote as specified in the SANBAG Bylaws.**

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

**Amendment or Substitute Motion.**

- Occasionally a Board Member offers a substitute motion before the vote on a previous motion. In instances where there is a motion and a second, the maker of the original motion is asked if he/she would like to amend the 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 Chair.

**Courtesy and Decorum.**

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

*Adopted By SANBAG Board of Directors January 2008  
Revised March 2014*



## *Minute Action*

### AGENDA ITEM: 1

**Date:** *November 12, 2015*

**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:

<b>Item No.</b>	<b>Contract No.</b>	<b>Principals &amp; Agents</b>	<b>Subcontractors</b>
2	C14001	Shimmick Construction Company Inc. <i>Paul Camaur</i>	Allied Steel Co., Inc. Marina Landscape, Inc. Innovative Concrete & Engineering Giroux Glass Winegardner Masonry Excelsior Elevator Fencecorp Inc. Ellis Excavating Gerdau Eberhard EMC Rutherford Co., Inc. M.B. Herzog Electric Hardy & Harper, Inc.
2	C14002	Kemp Bros. Construction Inc. <i>Steven R. Solaas</i>	Howard Contracting Harris Rebar Winegardner SCW Contracting Corp. KCB Towers Schmitt Contracting Crownier Sheet Metal MK Roofing Hutington Glazing Continental Marble & Tile

*Entity: CMA, COG, CTA, CTC, SAFE*

## Commuter Rail &amp; Transit Committee Agenda Item

November 12, 2015

Page 2

			Company Hamilton Ceiling Systems JH Bryant Signs & Lucite Products Landscape Forms Empyrean Plumbing Inc. Air Flow Safeway Electric A&S Cement Contractors Inc. Western Paving Contractors Inc. Century Fences Pacific Premier Landscape Robert B Longway Inc. DBC 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.

**Responsible Staff:**

Carrie Schindler, Director of Transit and Rail

---

Approved  
Commuter Rail & Transit Committee  
Date: November 12, 2015

Witnessed By:

---

•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: 2

**Date:** November 12, 2015

**Subject:**

Construction Contract Change Orders to on-going SANBAG Construction Contracts with Shimmick Construction Company, Inc. and Kemp Bros. Construction Inc.

**Recommendation:**

Receive and File Change Orders.

**Background:**

Of SANBAG's two on-going Transit and Rail construction contracts, one had a Construction Change Order (CCO) approved since the last report to the Commuter Rail and Transit Committee.

- A. Contract Number C14001 with Shimmick Construction Company, Inc. for construction of the Downtown San Bernardino Passenger Rail Project: No CCO this reporting period.
- B. Contract Number C14002 with Kemp Bros. Construction, Inc. for construction of the San Bernardino Transit Center project: CCO No. 10 (Credit of \$1,509 for deletions/credits to Contract bid items).

**Financial Impact:**

This item is consistent with the SANBAG Fiscal Year 2015/2016 Budget.

**Reviewed By:**

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

**Responsible Staff:**

Carrie Schindler, Director of Transit and Rail

---

Approved  
Commuter Rail & Transit Committee  
Date: November 12, 2015

Witnessed By:

Entity: CTC

## Rail and Transit Construction Contracts

<b>Downtown San Bernardino Passenger Rail Project (C14001)</b>		
<b>Executed Change Orders</b>		
Number	Description	Amount
1	Replace Signals Mast at Depot for Tracks P5 and P6, (CN 5-\$60,761), Remove and Dispose of Debris (CN 6-\$27,000).	\$87,761.00
2	Build Temporary Mini-High (CN 4.1-\$81,320), Removal of Property Owner Debris (CN 6.1-\$52,000). Install Temp Fence adjacent to San Bernardino Transit Center (CN 12-\$5,000).	\$138,320.00
3	Reconstruct CMU block wall trash enclosure at the San Manuel stadium (CN 010-\$34,950), Additional tree removal along railroad right-of-way (CN 16-\$18,000); Relocate equipment and materials at the San Bernardino Transit Center parking lot (CN 17-\$40,000); Construction of temporary platform at Santa Fe Depot (CN 18-\$40,000).	\$132,950.00
4	Additional electrical work for power pedestal, rail lubricator and signal house (CN 2-\$45,179.50). Additional miscellaneous electrical work (CN 14-\$26,476.62).	\$71,656.12
<b>CCO TOTAL</b>		<b>\$430,687.12</b>
<b>APPROVED CONTINGENCY</b>		<b>\$2,981,464.00</b>
<b>REMAINING CONTINGENCY</b>		<b>\$2,550,776.88</b>

Attachment: Rail and Transit CCOs Matrix\_Attachment-For Committee Mtg (2343 : Construction Contracts-CCOs)

**Bold-Construction Change Orders** approved since the last reporting to the Commuter Rail Transit Committee  
 Amounts shown in parentheses represent a credit to the Agency

## Rail and Transit Construction Contracts

<b>San Bernardino Transit Center (C14002)</b>		
<b>Executed Change Orders</b>		
Number	Description	Amount
1	Removal and Disposal of man-made objects (CN 1-\$50,000), Remove & Replace AC (CN 7-\$31,000).	\$81,000.00
2	Additional Traffic Signal Conduit (CN 3-\$67,046.17), Install Interim Irrigation at Affaitati property (CN 4-\$9,144.15), New Block Wall Drain and Blockout (CN 5-\$9,763.87), Revised Roof Hatch and other Building Revisions (CN 8-\$10,547.77), Remove Buried Debris at Rialto (CN 9-\$5,185.96).	\$101,687.92
3	Affaitati Parking Lot Revisions (CN 2-\$88,941.45), Misc Building/Site Submittal and RFI changes (CN 8.1-\$48,238.58), Storm and Sewer Pipeline Revisions (CN 10-\$17,345.45), Utility Service Feeds (CN 12-\$46,600.00).	\$201,125.48
4	Affaitati Additional Parking Lot Revisions (CN 2.1-\$63,328.70), Armed Guard Services (CN 6-\$14,856.30), Misc Building/Site Submittal and RFI changes (CN 8.2-\$34,470.98).	\$112,655.98
5	Affaitati Parking Lot Landscape Revisions (CN 2.2-\$23,325.00).	\$23,325.00
6	Additional Parking Lot Paving (CN 2.3-\$14,831.81), Misc Building/Site Submittal and RFI changes (CN 8.3-\$13,665.02, CN 13-\$1,232.90), Additional Utility Service Feeds (CN 12.1-\$3,018.85), Unforeseen Concrete Removal (CN 14.1-\$8,038.23).	\$40,786.81
7	Roof Hatch Modifications (CN 8.4-\$2,370.48), Misc Building/Site Submittal and RFI changes (CN 8.5-\$25,042.95, Utility Service Feeds (CN 12.2-\$3,102.42), Miscellaneous Street Work (CN 14.2-\$18,012.73), Additional PA Speakers (CN 15-\$30,000), Additional Design Revisions (CN 16-\$59,270.50), West Plaza Wall and Bench Revisions(CN 17-\$12,950.00). Allowance Item Reduction (CN 000-(-\$80,174)	\$70,574.66
8	Submittal & RFI Changes (CN 8.6-\$33,696.13), Utility Service Feeds (CN 12.3-\$4,600.50, Miscellaneous Street Work (CN 14.3-\$5,867.80)	\$44,164.43
9	Door hardware (CN 19-\$24,527.71), Occupancy Sensors (CN 22-\$7,843.91, Final Allowance Item Reallocation (CN 000.1-(-\$5,979.45)), Contract Time Extension (CN 23-\$150,000), Cost Resolution (CN 99-\$260,134.10)	\$436,526.27
10	Contract Bid Item Deletions and Credits (CN 000.2).	(\$1,509.00)
		<b>\$1,110,337.55</b>
<b>APPROVED CONTINGENCY</b>		<b>\$1,131,175.00</b>
<b>REMAINING CONTINGENCY</b>		<b>\$20,837.45</b>

**Bold-**Construction Change Orders approved since the last reporting to the Commuter Rail Transit Committee  
Amounts shown in parentheses represent a credit to the Agency



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

## *Minute Action*

AGENDA ITEM: 3

**Date:** *November 12, 2015*

**Subject:**

September 2015 Right-of-Way Grants of Use Report

**Recommendation:**

That the Commuter Rail and Transit Committee receive September 2015 Right-of-Way Grants of Use Report.

**Background:**

The Board of Directors adopted the SANBAG Rail Property Policy (Policy No. 31602) on July 2, 2014. Within the policy under Section B - Policy Principals and Authority to Execute Grants of Right of Use, the Board authorized the Executive Director, or designee, to approve all grants of rights of use documents as approved to form by General Counsel.

There have been no grants of use approved since the last report to the Commuter Rail and Transit Committee on October 15, 2015.

**Financial Impact:**

This item is consistent with the approved SANBAG Fiscal Year 2015/2016 Budget. Presentation of the monthly Right-of-Way report demonstrates compliance with the SANBAG Rail Property Policy No. 31602.

**Reviewed By:**

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

**Responsible Staff:**

Monica Morales, Transit Analyst

---

Approved  
 Commuter Rail & Transit Committee  
 Date: November 12, 2015

Witnessed By:

*Entity: CTA, CTC*

## *Minute Action*

AGENDA ITEM: 4

**Date:** *November 12, 2015*

**Subject:**

2016 Commuter Rail and Transit Committee Meeting Schedule

**Recommendation:**

That the Committee recommend the Board approve the 2016 Commuter Rail and Transit Committee Meeting Schedule.

**Background:**

The San Bernardino Associated Governments (SANBAG) Commuter Rail and Transit Committee has established a regular meeting schedule on the second Thursday of the month following the SANBAG Board meeting, beginning at 9:00 a.m., in the 1<sup>st</sup> Floor Lobby at the Santa Fe Depot. Although a monthly schedule is adopted, it is acknowledged that when there are not sufficient business items to require a meeting, the meeting will be cancelled. It has also been the practice to modify the meeting date and time when the meeting has been rescheduled due to conflicts with other meetings or holiday schedules. SANBAG staff, however, has been directed to make every effort to minimize deviation from the regular schedule to insure continuity of meetings and participation.

A proposed 2016 meeting schedule is identified below for approval. Committee members and staff are urged to calendar these meetings for the coming year. Advance confirmation of meetings or cancellation notices are part of SANBAG's standard procedure for meeting preparation. The proposed 2016 meeting schedule does conform to the second Thursday of the month following the SANBAG Board of Directors meeting.

The proposed 2016 Commuter Rail/Transit Committee meeting dates are as follows:

January 14, 2016  
 February 11, 2016  
 March 10, 2016  
 April 14, 2016  
 May 12, 2016  
 June 9, 2016  
 July 14, 2016 (**DARK**)  
 August 11, 2016  
 September 15, 2016\*\*  
 October 13, 2016  
 November 10, 2016  
 December 15, 2016\*\*

*\*\*This date falls on the 3<sup>rd</sup> Thursday of the month*

*Entity: CMA, COG, CTA, CTC, SAFE*

Commuter Rail & Transit Committee Agenda Item

November 12, 2015

Page 2

**Financial Impact:**

Approval of the meeting schedule for the Commuter Rail and Transit Committee has no financial impact on the Fiscal Year 2015/2016 SANBAG Budget.

**Reviewed By:**

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

**Responsible Staff:**

Carrie Schindler, Director of Transit and Rail

---

Approved  
Commuter Rail & Transit Committee  
Date: November 12, 2015

Witnessed By:

# SANBAG 2016 Master Calendar

~ January 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 New Year's Day	2
3	4	5	6 Board	7 SCAG Regional Council (Economic Summit)  Orthodox Christmas	8	9
10	11	12	13 General Policy Committee	14 Commuter Rail/Transit Committee  Metro Valley Study Session  I-10/I-15 Corridor Joint Sub- Committee	15 Mt/Desert Policy Committee	16
17	18 Martin Luther King Day	19	20 The U.S. Conference of Mayors 84 <sup>th</sup> Winter Meeting  League New Mayors & Council Members Academy	21 The U.S. Conference of Mayors 84 <sup>th</sup> Winter Meeting  League New Mayors & Council Members Academy	22 The U.S. Conference of Mayors 84 <sup>th</sup> Winter Meeting  League New Mayors & Council Members Academy	23
24	25	26	27	28	29	30
31	<b>Notes:</b>					

Board of Directors meetings start at 10:00 a.m.  
Metro Valley Study Session starts at 9:30 a.m.

Commuter Rail/Transit Committee starts at 9:00 a.m.  
Mountain/Desert Committee starts at 9:30 a.m.

General Policy Committee meetings start at 9:00 a.m.  
I-10/I-15 Joint Sub-Committee meetings start at 10:00 a.m.

Attachment: 2016 SANBAG Master Meeting Calendar (2331 : 2016 Commuter Rail and Transit Committee

# SANBAG 2016 Master Calendar

~ February 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 Board	4 SCAG Regional Council	5	6
7	8	9	10 General Policy Committee	11 Commuter Rail/Transit Committee  Metro Valley Study Session  I-10/I-15 Corridor Joint Sub-Committee	12	13
14	15  President's Day	16	17	18	19 Mt/Desert Policy Committee	20  NACo Legislative Conference
21  NACo Legislative Conference	22  NACo Legislative Conference	23  NACo Legislative Conference	24  NACo Legislative Conference	25	26	27
28	29	<b>Notes:</b>				

Attachment: 2016 SANBAG Master Meeting Calendar (2331 : 2016 Commuter Rail and Transit Committee

# SANBAG 2016 Master Calendar

~ March 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Board	3 SCAG Regional Council	4	5
6	7	8	9 General Policy Committee	10 Commuter Rail/Transit Committee  Metro Valley Study Session  I-10/I-15 Corridor Joint Sub-Committee	11	12
13  Daylight Saving Time Begins	14	15	16	17	18 Mt/Desert Policy Committee	19
20	21  Naw-Ruz	22	23	24	25  Good Friday	26
27  Easter Sunday	28	29	30	31  Cesar Chavez	Notes:	

Attachment: 2016 SANBAG Master Meeting Calendar (2331) : 2016 Commuter Rail and Transit Committee

# SANBAG 2016 Master Calendar

~ April 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 Board	7 SCAG Regional Council	8	9
10	11	12	13 General Policy Committee	14 Commuter Rail/Transit Committee  Metro Valley Study Session  I-10/I-15 Corridor Joint Sub-Committee	15 Mt/Desert Policy Committee	16
17	18	19	20	21  First Day of Ridvan	22  Passover (4/22 – 4/30)	23
24	25	26	27	28	29	30

Attachment: 2016 SANBAG Master Meeting Calendar (2331 : 2016 Commuter Rail and Transit Committee

# SANBAG 2016 Master Calendar

~ May 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Twelfth Day of Ridvan (5/1-5/2)	2	3	4 Board	5 2016 SCAG Regional Conf. & General Assembly	6 2016 SCAG Regional Conf. & General Assembly	7
8	9	10	11 General Policy Committee	12 Commuter Rail/Transit Committee  Metro Valley Study Session  I-10/I-15 Corridor Joint Sub-Committee	13	14
15	16	17	18  CSAC Legislative Conference	19  CSAC Legislative Conference	20 Mt/Desert Policy Committee	21
22	23 Declaration of the Bab	24	25	26	27	28
29 Ascension of Baha'u'llah	30 Memorial Day	31	<b>Notes:</b>			

Attachment: 2016 SANBAG Master Meeting Calendar (2331 : 2016 Commuter Rail and Transit Committee

# SANBAG 2016 Master Calendar

~ June 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Board	2 SCAG Regional Council	3	4
5	6 Beginning of Ramadan (6/6-7/5)	7	8 General Policy Committee	9 Commuter Rail/Transit Committee  Metro Valley Study Session  I-10/I-15 Corridor Joint Sub-Committee	10	11 Shavout (6/11-6/13)
12	13	14	15	16	17 Mt/Desert Policy Committee	18
19	20	21	22	23	24 US Conference of Mayors (June 24-27)	25
26	27	28	29	30	Notes:	

Attachment: 2016 SANBAG Master Meeting Calendar (2331 : 2016 Commuter Rail and Transit Committee

# SANBAG 2016 Master Calendar

~ July 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 Lailatul-Quadr
3	4 Independence Day	5	6 Board	7 SCAG Regional Council	8	9 Martyrdom of the Bab
10	11	12	13 General Policy Committee (DARK)	14 Commuter Rail/Transit Committee (DARK)  Metro Valley Study Session (DARK) I-10/I-15 Corridor Joint Sub-Committee (DARK)	15 Mt/Desert Policy Committee (DARK)	16
17	18	19	20	21	22 NACo Annual Meeting	23 NACo Annual Meeting
24 NACo Annual Meeting	25 NACo Annual Meeting	26	27	28	29	30
31	<b>Notes:</b>					

Attachment: 2016 SANBAG Master Meeting Calendar (2331 : 2016 Commuter Rail and Transit Committee

# SANBAG 2016 Master Calendar

~ August 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 Board (DARK)	4 SCAG Regional Council (DARK)	5	6
7	8	9	10 General Policy Committee	11 Commuter Rail/Transit Committee  Metro Valley Study Session  I-10/I-15 Corridor Joint Sub-Committee	12	13
14	15	16	17	18	19 Mt/Desert Policy Committee	20
21	22	23	24	25 Janmashtami	26	27
28	29	30	31	Notes:		

Attachment: 2016 SANBAG Master Meeting Calendar (2331) : 2016 Commuter Rail and Transit Committee

# SANBAG 2016 Master Calendar

~ September 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 SCAG Regional Council	2	3
4	5 Labor Day	6	7 Board	8	9	10
11	12 Eid al-Adha	13	14 General Policy Committee	15 Commuter Rail/Transit Committee  Metro Valley Study Session  I-10/I-15 Corridor Joint Sub-Committee	16 Mt/Desert Policy Committee	17
18	19	20	21	22	23	24
25	26	27	28	29	30	Notes:

Attachment: 2016 SANBAG Master Meeting Calendar (2331 : 2016 Commuter Rail and Transit Committee

# SANBAG 2016 Master Calendar

~ October 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Navaratri (10/1-10/9)
2 Muharram Rosh Hashanah (10/2-10/4)	3	4	5 Board League of CA Cities Annual Conference	6 SCAG Regional Council League of CA Cities Annual Conference	7 League of CA Cities Annual Conference	8
9	10 Columbus Day	11 Yom Kippur (10/11-12) APTA Annual Meeting	12 General Policy Committee APTA Annual Meeting	13 Commuter Rail/Transit Committee Metro Valley Study Session I-10/I-15 Corridor Joint Sub-Committee APTA Annual Meeting	14 APTA Annual Meeting	15
16 Sukkoth (10/16-10/23)	17	18	19 Birth of the Bab (10/19-10/20)	20	21 Mt/Desert Policy Committee	22
23 Shmini Atzeret (10/23-10/24)	24 Simchat Torah (10/24-10/25)	25	26	27	28	29
30 Diwali	31	<b>Notes:</b>				

Attachment: 2016 SANBAG Master Meeting Calendar (2331 : 2016 Commuter Rail and Transit Committee

# SANBAG 2016 Master Calendar

~ November 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Board	3 SCAG Regional Council	4	5
6  Daylight Saving Time Ends	7	8	9 General Policy Committee	10 Commuter Rail/Transit Committee  Metro Valley Study Session  I-10/I-15 Corridor Joint Sub-Committee	11  Veteran's Day  Birth of the Baha'u'llah (11/11-11/12)	12
13	14	15	16	17	18  Mt/Desert Policy Committee	19
20	21	22	23	24  Thanksgiving	25  Thanksgiving Day After  Day of the Covenant	26
27	28  Ascension of Abdul – Baha	29  CSAC Annual Meeting	30  CSAC Annual Meeting	Notes:		

Attachment: 2016 SANBAG Master Meeting Calendar (2331 : 2016 Commuter Rail and Transit Committee

# SANBAG 2016 Master Calendar

~ December 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 SCAG Regional Council CSAC Annual Meeting	2 CSAC Annual Meeting	3
4	5	6	7 Board	8	9	10
11	12 Prophet Muhammad's Birthday	13	14 General Policy Committee	15 Commuter Rail/Transit Committee Metro Valley Study Session I-10/I-15 Corridor Joint Sub-Committee	16 Mt/Desert Policy Committee	17
18	19	20	21	22	23	24 Hanukkah (12/24 - 1/1/17) Christmas Eve
25 Christmas Day	26 Kwanzaa (12/26 - 1/1/16)	27	28	29	30	31

**Notes:**  
Mountain/Desert Committee meeting moved up one week due to the end of month holidays.

Attachment: 2016 SANBAG Master Meeting Calendar (2331 : 2016 Commuter Rail and Transit Committee

## *Minute Action*

AGENDA ITEM: 5

**Date:** *November 12, 2015*

**Subject:**

Preliminary Design and Environmental Clearance for the Lilac to Rancho Double Track Project Request for Proposals

**Recommendation:**

That the Commuter Rail and Transit Committee recommend the Board, acting in its capacity as the San Bernardino County Transportation Commission, approve the release of Request for Proposals No. 16-1001411 for Preliminary Design and Environmental Clearance of the Lilac to Rancho Double Track Project.

**Background:**

With the San Bernardino Associated Governments (SANBAG) Board of Directors identifying the double tracking of the Metrolink San Bernardino Line to increase Metrolink capacity and service reliability as one of its transit priority projects, staff is moving forward with the initial stage of Preliminary Engineering and Environmental Clearance for the Control Point (CP) Lilac to CP Rancho Double Track Project.

In September 2014, SANBAG staff, in partnership with the Los Angeles County Metropolitan Transportation Authority (LACMTA), completed the *Metrolink San Bernardino Line Infrastructure Improvement Strategic Study*. The primary goal of the study was to identify cost effective infrastructure improvements that would lead to increased average train speeds, reduce travel times, and enhance overall capacity on the Metrolink San Bernardino Line. To meet these goals, the Study recommended constructing two priority second mainline track sections, one from Lone Hill Avenue to CP White in the Cities of San Dimas and La Verne in Los Angeles County and a second from CP Lilac to CP Rancho in the Cities of Rialto and San Bernardino in San Bernardino County.

The scope of Request for Proposals No. 16-1001411, as identified in Attachment A, includes the Preliminary Engineering and Environmental Clearance for approximately three miles of second mainline track between CP Lilac and CP Rancho. The project encompasses eight at-grade crossings which will be analyzed to be made Quiet Zone compatible. The project also includes a second platform at the Metrolink Rialto Station and railroad signaling and communication improvements along the three mile segment, including Positive Train Control (PTC). Completion of the Preliminary Engineering and Environmental Clearance of this project will make it more feasible to pursue other funding opportunities to complete final design and construction. LACMTA is pursuing a similar strategy for the other priority mainline track section, from Lone Hill Avenue to CP White Double Track Project and is currently procuring a consulting firm to complete Preliminary Engineering and Environmental Clearance. Once both of these capacity enhancement projects have completed the initial engineering and environmental

*Entity: CTC*

Commuter Rail & Transit Committee Agenda Item

November 12, 2015

Page 2

clearance stage, the plan is to seek grant opportunities for corridor-wide improvements encompassing both projects.

***Financial Impact:***

There is no financial impact on the Fiscal Year 2015/2016 Budget.

***Reviewed By:***

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

***Responsible Staff:***

Justin Fornelli, Chief of Transit and Rail Programs

---

Approved  
Commuter Rail & Transit Committee  
Date: November 12, 2015

Witnessed By:

**Attachment A**  
**SCOPE OF SERVICES**  
**Control Point Lilac to Control Point Rancho Double Track**

**GENERAL DESCRIPTION OF SERVICES**

The San Bernardino Associated Governments (SANBAG), in partnership with the Los Angeles County Metropolitan Transportation Authority (LACMTA), completed the *Metrolink San Bernardino Line Infrastructure Improvement Strategic Study* in September 2014. The goal of this study was to identify cost effective infrastructure improvements that lead to increased average train speeds, reduced travel times, and enhanced overall capacity of the Metrolink San Bernardino Line. The Study recommended constructing two second mainline track segments to meet these goals, one from Lone Hill Avenue to Control Point (CP) White in the Cities of San Dimas and La Verne in Los Angeles County and the second from CP Lilac to CP Rancho in the Cities of Rialto and San Bernardino in the San Bernardino County.

SANBAG is the lead agency for the CP Lilac to CP Rancho Double Track Project (Project), which includes the Preliminary Engineering and Environmental Clearance of approximately three miles of second mainline track from CP Lilac to CP Rancho on the San Gabriel Subdivision within San Bernardino County and includes the addition of a second platform at the Metrolink Rialto Station. Eight at-grade crossings will be affected. Each of these crossings is currently equipped with crossing warning protection equipment which will need to be relocated to accommodate the second track. In addition to these improvements, Quiet Zones at each of the crossings will be considered.

The following Scope of Work covers the Preliminary Engineering Design and Environmental Clearance anticipated to be completed by the selected CONSULTANT for the Project.

**DETAILED SCOPE OF SERVICES**

**1.0 TASK 1 - Project Management and Administration**

**1.1 Project Management**

This task includes management and administration activities that will be provided by the CONSULTANT consistent with the technical scope of services and with the requirements of SANBAG. Project Management includes the management and leadership effort required to successfully guide a multi-disciplined team through the scope of the services. Project Management also includes implementing and maintaining a quality assurance and quality control (QA/QC) process to ensure that deliverables are produced to the appropriate standard in terms of correctness and appropriateness of the information contained in each deliverable item. Elements of Project Management include management and coordination, administration, reporting, quality control (QC), safety, and cost/schedule monitoring and control. The CONSULTANT Project Manager (PM) will be the main point of contact with SANBAG and will be responsible for the quality of the design and the delivery of the project milestones within schedule and budget.

## 1.2 Project Administration

The CONSULTANT will perform administrative functions associated with the on-going management of the Project as it relates to the work herein. Activities may include but will not be limited to routine contract administration, developing invoices, setting up meetings, preparation of agenda and meeting notes, scheduling, reproduction of deliverables, budget tracking and task order close out, among other activities.

## 1.3 Project Controls

The CONSULTANT will monitor the budget and schedule. The CONSULTANT shall monitor contract change orders and prepare monthly project status reports.

## 1.4 Quality Assurance

This is defined as planned and systematic actions that provide adequate confidence to SANBAG that an activity or service consistently fulfills the requirements. The CONSULTANT will work in accordance with QA/QC requirements developed with SANBAG at the outset of the Project.

## 1.5 Stakeholder and Inter-Agency Coordination

The CONSULTANT will coordinate all public outreach necessary for the development of the Project. This will include efforts necessary to obtain environmental clearance for the Project and efforts needed during the development of the preliminary engineering documents. In addition, the CONSULTANT will be responsible for coordinating all stakeholder meetings and updates. The CONSULTANT will coordinate all outreach efforts with SANBAG's public outreach staff.

### 1.5.1 Federal Railroad Administration (FRA)

The CONSULTANT shall support and represent SANBAG in coordination with the FRA when required.

### 1.5.2 California Public Utilities Commission (CPUC)

The CONSULTANT shall support and represent SANBAG in the CPUC approval process for crossing modifications. This support shall include developing exhibits for use in CPUC General Order 88-B (GO 88-B) submittals.

### 1.5.3 Railroad Coordination

The CONSULTANT shall support and represent SANBAG in coordination with the Southern California Regional Rail Authority (SCRRA), BNSF Railway, or the Union Pacific Railroad (UPRR) when required.

### 1.5.4 Cities of Rialto and San Bernardino

The CONSULTANT will support and represent SANBAG in coordination with the Cities of Rialto and San Bernardino for design reviews, right-of-way requirements, utility coordination, regulatory processes related to CPUC and FRA submittals, and any other applicable coordination efforts required to complete the project.

### 1.5.5 Private Land Owners

At the direction of SANBAG, The CONSULTANT will arrange for and attend meetings with Private Land Owners that may be affected by the Project.

### **1.6 Meetings**

The CONSULTANT will schedule and conduct meetings as required for the execution of the technical scope of work included herein: monthly progress meetings, technical workshops, internal project team meetings and external meetings with the Cities, the CPUC, FRA SCRRA, BNSF, and other stakeholders as required.

## **2.0 TASK 2 – Quiet Zone Feasibility Study**

The CONSULTANT will prepare a Quiet Zone Feasibility Study (Study) that addresses implementation of FRA minimum requirements for Supplemental Safety Measures (SSM), Alternative Safety Measures (ASM), and other applicable safety options or improvements to the crossings throughout the limits and adjacent to this project to establish a Quiet Zone.

After cataloging the existing conditions, and gaining approval on preliminary recommendations, Quiet Zone requirements will be established for each crossing.

The CONSULTANT will identify and evaluate potential SSM's and/or Alternative Safety Measures (ASM's) to prepare for CPUC/FRA application. For the SSMs determined to be suitable for implementation, the Project Team will develop a preliminary cost estimate. The Project Team will run the Quiet Zone Calculator for the implementation of a cost-effective quiet zone strategy for both the Cities of Rialto and San Bernardino for a joint Quiet Zone and separate Quiet Zones. This strategy will also reflect the SSM's that are proposed to be in place upon establishment of the Quiet Zone(s). The proposed Quiet Zone(s) Risk Index will be compared to the National Significant Risk Threshold. The results will be presented in a matrix format and the advantages and disadvantages of each alternative discussed.

The Project team will assess which proposed Quiet Zone improvements would likely be the responsibility of each City. The responsibility of each party involved will be documented. The team will also estimate a timeline required to implement the proposed Quiet Zone measures.

The results from Quiet Zone analysis will be documented in a technical memorandum. The memorandum will also incorporate the existing conditions and draft updates to the FRA grade crossing inventory forms for the crossing included in the recommended alternatives from the analysis.

## **3.0 TASK 3 – Environmental Clearance and Preliminary Engineering Design**

The CONSULTANT will complete all work elements necessary to accomplish the environmental clearance for the Project. SANBAG will be the California Environmental Quality Act (CEQA) lead agency for the project. As such, the preparation of the environmental documentation will include the necessary related project-level documentation for compliance with CEQA. It is assumed that the project may be federally funded and, therefore, compliance with the National Environmental Policy Act (NEPA) will also be required. As there currently is no federal nexus, no NEPA lead agency has currently been identified. The preliminary engineering shall be prepared in Imperial units and in conformance with the

latest editions of applicable SCRRA and City of Rialto and San Bernardino standards. Deliverables from this phase shall be Environmental Clearance and Preliminary Engineering (30%) documents and shall include, but are not limited to:

- Environmental review and clearance;
- Research to obtain all records required for the successful completion of the Project;
- Engineering of the project to support environmental review;
- Contaminated soil assessment;
- Retaining wall design;
- Stakeholder coordination, approval, and permitting;
- Railroad coordination;
- Right-of-way Engineering;
- Aerial survey, topographic mapping and select supplemental ground survey;
- Geotechnical desktop study and GI work plan development;
- Mainline track geometric design;
- Special track work realignments at Lilac Avenue (MP52.4) necessary to extend the double track;
- Special track work realignments at Rancho Avenue (MP55.3) necessary to re-connect to the single mainline alignment;
- Civil design – rail embankment and drainage;
- Utility investigations and mapping;
- Rail structures design;
- At-grade crossings design including crossing warning system relocations and determination if preemption will be required;
- Signal relocations, removals and installations;
- Station design, including an optional pedestrian grade separated crossing;
- Landscaping and irrigation design;
- Construction phasing drawings; and,
- Cost estimate

The following is a detailed description of the above scope items.

### **3.1 Survey Control, Aerial Topographic Mapping, Supplemental Ground Survey and Right-of-Way Survey**

#### **Survey Control**

The CONSULTANT will utilize and extend the existing SANBAG geodetic survey control network established for the Downtown San Bernardino Passenger Rail Project as shown on recorded surveys for this project.

Differential leveling - a one-way digital level run will be conducted from the existing survey control network at the historic San Bernardino Santa Fe Depot in a general westerly direction along the San Gabriel Subdivision the length of the project (MP52.1 to MP55.3) in order to establish with certainty precise control station elevations at each of the crossing streets and to verify both the City of San Bernardino and the City of Rialto local benchmark systems.

CONSULTANT will prepare a Survey Control Drawing sheet that will be included in the plan set and at a minimum will show the following:

- Basis of Bearings and Coordinates;
- The primary benchmark(s) for the Project;
- The primary control stations from the overall SANBAG corridor network;
- Secondary control stations set for supplemental design surveys;
- The aerial control (HV) targets that were utilized for the aerial mapping for the Project and the rail alignments and stations.

### **Aerial Topographic Mapping and Digital Imagery**

The CONSULTANT will fly the 3-mile corridor from Lytle Creek Channel (MP55.63) on the east and terminate on the west at Cactus Avenue (MP52.1) and will obtain the following:

- Aerial Photography, Planimetric And Topographic Data Compilation;
- Digital terrain model (DTM);
- Provide high-accuracy ground control, for design-level photogrammetry;
- Provide aerial stereo photography for a 400-foot wide strip centered on the main track to support map scales of 1-inch =40-foot and a 1-foot contour interval;
- Compile digital aerial topographic map with planimetric and vertical contour data for a 400-foot wide strip centered on the main track to meet National Map Accuracy and ASPRS standards for 40 scale, one-foot contour interval mapping;
- Prepare a color digital ortho photo strip map 800-feet wide at approximate scale of 0.25 feet per pixel resolution.

### **Supplemental Ground Survey**

The CONSULTANT will collect additional supplemental field data at the UPRR overhead bridge (MP54.5) and at the nine (9) at-grade crossings (see below):

- S Cactus Ave (MP52.1);
- S Lilac Ave. (MP52.4);
- S Willow Ave.(MP52.6);
- S Riverside Ave. (MP53.0);
- S Sycamore Ave. (MP53.1);
- S Acacia Ave. (MP53.4);
- S Eucalyptus Ave. (MP53.6);
- S Pepper Ave. (53.9);
- W Rialto Ave. (MP54.4)

including the following, but not limited to, centerline, back of walk, sidewalks, top of curb, flow line, lip, driveways, driveway approaches, fences, building FFE's, building corners, parkways, utility markings and utility features. Intervals (will be perpendicular to roadway centerline) and extend a minimum of 120' of each side of the track centerlines (longitudinal to roadway centerline) and will include any readily visible evidence of other existing utility features or mark-outs such as fiber optic lines and miscellaneous items of significance that may not be readily visible from the aerial photography within the existing SCRRA railway.

### **Rail Right-of-Way Survey**

The CONSULTANT will collect field data on the top of rail along the existing mainline, siding, and any industry tracks located within the project limits (MP52.1 to MP55.3) based upon the following general criteria:

- All rail shots must be taken pairs (left and right rail directly opposite from each other);
- On tangents, at an approximate 100-foot interval;
- On curves, at an approximate 50-foot interval;
- For short horizontal curves, the point interval should be reduced so that at least 3 points are taken on the circular portion of the curve;
- At turnouts, typically 9 shots are needed: at switch points (PS – 2 shots), at ½” point of frog (PF – 3 shots), and at the center of the last long tie (LLT – 4 shots);
- Turnout sizes should be measured and determined in the field, then noted in the point descriptions for switch point shots (example description: PS #15); and
- All shots along turnouts should be taken on the common rails.

### **Other Track Equipment will be surveyed:**

- Location and type of compromise joints;
- Location Rail Lubricators;
- Location and type of Derails;
- Location of Insulated Joints;
- Location of Concrete Crossing;
- Location of Crossing Warning Gates and Equipment;
- Location of Signal House/Case; and
- Location and type of Railroad signs.

### **Other Permanent Obstructions within the right-of-way will be surveyed:**

- Manholes;
- Vaults;
- Retaining Walls;
- Drainage Structures (inverts) and Pipes;
- Underground Utility Markers;
- Overhead Wires; and
- Bridge piers at the UPRR grade separated crossing.

### **Supplemental Utility Surveys**

The CONSULTANT will collect additional supplemental field data for utilities. This task may include but is not limited to the location of both wet and dry utility manholes and where reasonable and practical may include the measurement of invert data. In addition it may include the location of utility mark-out and/or pothole reference marks from an underground utility locator.

### **Landnet/Right-of-Way Retracement Survey**

The CONSULTANT will research public records for surveys and subdivision maps, field notes and Valuation railroad maps and documents in the near vicinity of the 9 street crossings on the SANBAG corridor. This will include a field survey and office analysis of available evidence and records in order to determine the Railroad right-of-way for the entire project limit. This is intended to be a complete and final boundary survey of the railroad right-of-way. CONSULTANT may rely upon, to the extent practical, a recently recorded SANBAG railroad right-of-way survey recorded as R.S. Book 155, Page 28 through 30 on file with the County of San Bernardino.

### **3.2 Geotechnical Investigation**

CONSULTANT will complete geotechnical work to support preliminary design. A review of pertinent existing geotechnical maps and available reports for the project area will be undertaken. As design progresses CONSULTANT will develop a Ground Investigation (GI) work plan that outlines the site investigation and lab analysis work recommended to support detailed design:

### **3.3 Track/Special Track Work**

Design shall be in accordance with the engineering standards of SCRRA, the American Railroad Engineering and Maintenance of Way Association (AREMA) and as set forth in the General Orders of the CPUC.

All plans shall be prepared on standard plan and profile sheets acceptable to SANBAG and SCRRA. Plan/profile drawings will be prepared at a scale of 1":40' on a sheet size of 22"x34" (full size) and will be prepared to allow reduced prints of 11"x 17" (half size). It is anticipated that 32 sheets will be required.

Preliminary design drawings (plan/profile sheets) will show:

- Horizontal (track centerline) and vertical geometric design of the proposed 2nd track and realignment of the existing mainline track between CP Lilac (MP52.4) and CP Rancho (MP55.3);
- Design for any yard/industrial and siding track realignments;
- Right-of way limits;
- Grading limits;
- Drainage;
- Structure impacts;
- Utility conflicts; and
- Fencing.

Typical cross sections will be provided with actual cross sections shown at culvert crossings, overhead structure crossings, and at other locations as necessary.

### **3.4 Civil Design – Rail Embankment and Drainage**

CONSULTANT will develop a hydrologic study and report in accordance with the SCRRA standards. Drainage requirements and grading extents will be shown on the track plan/profile and typical cross-section drawings.

Retaining Walls/Block Walls are shown on the track layout drawings included in the 2014 Metrolink San Bernardino Line Infrastructure Improvement Strategic Study. The need for these walls will be further investigated.

### **3.5 Utility Investigations and Mapping**

All public and private utility conflicts will be identified based on available GIS mapping, utility ROW records, and supplemental survey. Utility conflicts will be shown on the track plan/profile drawings.

CONSULTANT shall complete a Utility Disposition Matrix identifying which utilities are to be moved and the responsible party (franchise moves). CONSULTANT shall also include any utility casings that need to be extended to accommodate the Project.

### **3.6 Railway Structures**

Railway structures shall be designed in accordance with SCRRA or other applicable standards and the recommended practices of AREMA.

The 2014 Metrolink San Bernardino Line Infrastructure Improvement Strategic Study shows widened track centers at the UPRR overpass to avoid a bridge column. Further investigation is required and will be conducted by the CONSULTANT. The location of the existing bridge columns will be determined during the ground survey. The necessary track alignment to avoid the bridge column will be confirmed with SANBAG before proceeding to preliminary design. The UPRR Bridge shall not be altered, however preliminary design of independent pier protection walls (crash walls) shall be completed if walls are warranted based on SCRRA and UPRR/BNSF standards.

Culvert crossings will be identified on the track plan/profile drawings. A cross-section will be provided at each culvert crossing showing a preliminary design for the new/extended culverts.

A pedestrian undercrossing will be considered for the new south Rialto Station Platform. This undercrossing will be designed to accommodate railway loading.

### **3.7 Rail Systems - Signals and Communications**

Railroad signal and communications systems shall conform to regulatory agency requirements as well as SCRRA and industry standards, including PTC requirements. Existing locations shall be evaluated for the addition of new equipment within enclosures as well as the proximity of existing enclosures and devices to new track and if necessary new enclosures and equipment shall be installed. Where new control points are added, adjacent locations shall be reviewed for operational efficiency and safe braking and if necessary modifications shall be made to those locations. Rialto Station shall be reviewed for changes to the communications system as necessary.

### 3.8 At-Grade Roadway Crossings

Track crossings shall be designed in accordance with SCRRRA standards, CAMUTCD and the recommended practices of AREMA. Consideration for the implementation of Quiet Zones shall be made along with recommendations made during the site diagnostic meetings.

#### Roadway Design

Roadway modifications are required to accommodate the second track at each at-grade crossing. Roadway modifications will be developed in accordance with the City of Rialto, the City of San Bernardino, SCRRRA and CPUC requirements. These modifications will become part of the new at-grade crossing design.

The CONSULTANT will perform research to assemble a spreadsheet which contains pertinent information about each of the at-grade crossings, including applicant information, CPUC crossing number, US DOT crossing number, ADT on roadway crossing tracks, train volume, and train speed. This information can be used at a later time to prepare the GO 88-B application to be submitted to the CPUC.

#### Traffic Impact Analysis

The CONSULTANT will perform a traffic impact analysis including gathering traffic and pedestrian counts at each crossing to identify potential impacts associated with changes to the operation of the grade crossings, requirements for signal pre-emption, pedestrian safety improvement requirements, changes to traffic patterns as a result of potential roadway realignments and median improvements, and temporary traffic disruption during project construction. Proposed roadway realignments and temporary street closures may result in changes to the existing traffic circulation on local streets and through existing neighborhoods. The traffic impact analysis will include potential impacts to the local roadway network due to the expanded station.

The following scenarios will be studied for the 9 at-grade crossings and the expanded station:

- Existing Conditions (AM, PM)
- Opening Day (AM, PM)
- Future Conditions (AM, PM)

#### Pedestrians

The CONSULTANT Team will develop the design for safe pedestrian movement across the railroad right-of-way around crossing warning devices and for an ultimate condition that could include pedestrian gates at crossings that experience significant pedestrian traffic, and meets CPUC guidelines.

Pedestrian counts will be obtained for each crossing.

### 3.9 Station Design

#### Rialto Station Platform Design

The addition of the second track will require the design of a new, second platform at the Rialto Station. A new platform canopy will be shown to match the existing and ticket vending machines (TVMs) and other key station furniture will be located on the new platform, to meet current SCRRA standards

To enable passenger access to the new platform, CONSULTANT will study three options: 1. an at-grade crossing at Riverside Avenue; 2. an elevated pedestrian bridge crossing (To comply with current California Building Code standards, an elevated pedestrian crossing will require stairs for emergency egress and elevators for disabled access) and a below-grade pedestrian tunnel, with stairs and ADA ramps.

Modifications to the existing platform may be necessary to accommodate this pedestrian access. Otherwise, it is assumed that no alterations will be made to the existing station and platform, including upgrades to comply with current Americans with Disabilities regulations. Expansion of the existing parking lot will not be considered as part of this Scope of Work.

CONSULTANT will progress station architectural and engineering drawings and outline performance specifications approximately, 30% design level:

Architectural preliminary design documents shall include:

- Site plan, including pedestrian and disabled access;
- Plans, elevations and sections of proposed station platform, showing location of platform canopy, TVMs, station seating, pedestrian and disabled access and other furniture and passenger information and signage boards;
- Platform facilities for persons in a wheelchair will be shown, including mini-high platforms and an accessible path of travel from the curbside to the new station platform;
- Plans, elevations and sections of a raised pedestrian bridge, including pedestrian and disabled access;
- Plans, elevations and sections of a below-grade pedestrian tunnel;
- Plans, elevations and sections of an at-grade pedestrian crossing;
- Architectural details of key station furniture showing basic furniture components and method of securing;
- Fire life safety plans showing correctly sized emergency egress paths, place of refuge, emergency telephone connections, etc., as required by California Building Code. Emergency exiting paths will be sized according to peak passenger flows and shown on schematic fire life safety drawings;
- Key signage components will be shown, including the station name, platform number, emergency exiting and accessibility signage; and
- Associated Outline Performance Specifications.

Civil engineering preliminary design documents shall include:

- Existing and proposed hardscape and permeable surfaces (excluding landscaping), including new station platform;
- Existing and proposed site grading, soil removal/compaction areas and calculations of new soil volume and reusable, onsite materials ;
- Existing and proposed site drainage plans;
- Existing and proposed pedestrian, emergency vehicle and disabled access;
- Existing and proposed utility connections, including relocation of existing utilities (water, electric, sewer, telephone/data);
- Demolition of existing hardscape areas;
- Relocation of existing utility connections;
- Fencing including consideration of an inter-track fence; and
- Associated Outline Performance Specifications.

Structural engineering preliminary design documents shall include:

- Site plan, elevations and cross sections of proposed station platform and associated structural framing and foundations;
- Site plan, elevations and cross sections of proposed raised pedestrian bridge framing and foundations, including elevator structure(s);
- Site plan and cross sections of proposed below grade pedestrian tunnel framing and foundations, including elevator structure(s) if required for disabled access;
- Structural details of key secondary structural components to show fastening methods as required for seismic performance; and
- Associated Outline Performance Specifications.

Mechanical/Electrical/Plumbing preliminary design documents shall include:

- Line diagrams and associated plan details of the proposed station platform showing conduit path of travel and key equipment components for the following systems:
  - Fire protection sprinklers, if required, including location of new sprinkler heads, fire water pipework and valves;
  - Public address system, including amplifier, speakers, power and IT/data connections, etc.;
  - Light fixtures, including emergency lighting for egress;
  - Power outlets, including electrical conduits, panel boards and meters;
  - New potable water pipework, including drinking fountain fixtures, hose bibs, water meter, etc.;
  - New data/IT cabling and wifi transmission, including conduits, panel boards, splitters; and
  - Electronic passenger information boards, including electrical and IT connections and details.

- Elevator plans, elevations, sections and details for raised pedestrian bridge and below-grade pedestrian tunnel (if required for disabled access) showing options for 1) MRL elevators and 2) traction elevators with machine room located below grade; and
- Associated Outline Performance Specifications.

To provide a visual aid of the new platform and pedestrian access options, in addition to the preliminary design documents, CONSULTANT will also produce a simple 3D massing model of the station and the surrounding area (two (2) blocks circumference around the station) to show the bulk and massing of the new platform and raised pedestrian bridge.

All proposed platform and pedestrian access design will comply with the California Building Code 2015, Americans with Disabilities regulations, SCRRA guidelines and NFPA 130.

### **3.10 Construction Phasing and Staging Diagrams**

CONSULTANT will prepare construction phasing diagrams for:

- Each road crossing (9 locations);
- Track cut-ins/connections at the east and west ends;
- UPRR Overhead Bridge Pier Protection Staging;
- Signaling Phasing and Staging Plans; and
- Station platform and pedestrian access phasing and staging plans.

### **3.11 Cost Estimate**

CONSULTANT will prepare a preliminary cost estimate based on the preliminary design using SCRRA standards with appropriate SCRRA standard contingencies applied.

END OF SCOPE DOCUMENT

## *Minute Action*

AGENDA ITEM: 6

**Date:** *November 12, 2015*

**Subject:**

On-Call Railroad Right-of-Way Property Management Services Request for Proposals & On-Call Railroad Right-of-Way Maintenance of Way Request for Proposals

**Recommendation:**

That the Commuter Rail and Transit Committee recommend the Board, acting as the San Bernardino County Transportation Authority and the San Bernardino County Transportation Commission:

- A. Approve the release of Request for Proposals 16-1001412 for On-Call Railroad Right-of-Way Property Management Services related to the ongoing management of SANBAG's railroad right-of-way.
- B. Approve the release of Request for Proposals 16-1001049 for On-Call Railroad Right-of-Way Maintenance of Way Services related to the ongoing management of SANBAG's railroad right-of-way.

**Background:**

Between 1991 and 1993, San Bernardino Associated Governments (SANBAG) acquired the Baldwin Park Branch Line, the Pasadena Subdivision, and the Redlands Branch Line for its commuter rail program. Following the acquisition of this railroad right-of-way, SANBAG contracted with the Los Angeles County Metropolitan Transportation Authority (LACMTA) to provide property management services in 1994. With the expansion of Metrolink into downtown San Bernardino, the addition of new passenger rail service to Redlands, various other improvement projects along the right-of-way, and increased coordination with cities along the Metrolink San Bernardino Line regarding station needs and development, it became necessary for SANBAG to take a more active role in managing the SANBAG railroad right-of-way. To date SANBAG owns 58.8 miles of railroad right-of-way and has over 1,300 approved grants-of-use agreements with various entities along the right-of-way. Presently railroad right-of-way property management services are provided to the Transit and Rail Programs by an on-call consultant team whose contract term expires on May 31, 2016.

This on-call consultant team has been the lead on SANBAG's rail right-of-way activities and provided a number of services such as maintenance-of-way, administration of license agreements, identification and disposal of excess property, maintenance of property management files, and various other services related to property research and coordination with local agencies at the various Metrolink stations. Currently, both on-call property management services and on-call maintenance-of-way services are provided by one consultant.

As approved by the SANBAG Board on November 4, 2015, SANBAG staff is reorganizing the railroad right-of-way management component of the Transit and Rail Program by adding a full  
*Entity: CTA, CTC*

Commuter Rail & Transit Committee Agenda Item

November 12, 2015

Page 2

time SANBAG staff person to lead the rail right-of-way management efforts with assistance from an on-call property management consultant and separate on-call maintenance-of-way contractor. The request to release Request for Proposal 16-1001412 for on-call railroad right-of-way management services and Request for Proposal 16-1001409 for on-call railroad maintenance of way services is consistent with the analysis provided to the SANBAG Board on November 4, 2015. The scope of service for RFP 16-1001412 and RFP 16-1001409 are included in Attachment A and B, respectively.

***Financial Impact:***

This item is consistent with the Fiscal Year 2015/2016 SANBAG Budget.

***Reviewed By:***

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

***Responsible Staff:***

Monica Morales, Transit Analyst

---

Approved  
Commuter Rail & Transit Committee  
Date: November 12, 2015

Witnessed By:

## Attachment A

### Scope of Services

#### On-Call Railroad Right-of-Way Property Management

Provide railroad right-of-way property management services on an as needed basis in support of SANBAG's Transit and Rail Programs and in compliance with SANBAG Rail Property Policy 31602. Such railroad right-of-way property management services shall include monitoring, risk management and financial procedures for the maintenance of railroad right-of-way properties, maintaining existing databases and property management files, assess and report deficiencies, make recommendations to SANBAG, implement corrections, establish a comprehensive property management program and any property related tasks as may be requested by SANBAG. The Consultant will then assist in the management of property interests including licenses, leases, franchises, easements, permits, and other related agreements on an ongoing basis. In addition, the consultant shall continually inspect the right-of-way and remove or cause to be removed encroachments or negotiate leases, licenses or other appropriate agreements with the encroaching entities. The consultant shall aide in maintaining the property to the extent that SANBAG is in compliance with government requirements. To date SANBAG owns 58.8 miles of railroad right-of-way and has over 1,300 approved grants-of-use agreements with various entities along the right-of-way.

Railroad right-of-way property management services to be provided include, but are not limited to the following:

#### I. Evaluate, Organize, and Maintain Property Management Files

1. At the initiation of the assignment, Consultant shall meet with SANBAG staff to discuss the specific scope of work and approach of all task items including those listed below. All work shall be under sole direction of SANBAG.
2. The Consultant shall assist in maintaining the established database and filing system, per SANBAG standards, for all documents that will emphasize organization and accessibility. The database and necessary software shall be stored on the SANBAG computer network with the Consultant having remote access. At any time this contract is completed or cancelled, the consultant shall make available the software to be licensed by SANBAG for ongoing use.
3. The Consultant shall perform a site visit for each property, including all properties under lease or license, to ensure property use is consistent with that which is identified in agreements, evaluate potential encumbrances, assure tenant compliance with required insurance coverage and obtain photographs for the files as needed.

4. The Consultant shall prepare and submit for review to SANBAG staff, monthly reports that describe: rental revenue collected, files reviewed to date, identified deficiencies in those files, identified encroachments, and recommendations for resolution.
5. As necessary with prior clearance by SANBAG, the Consultant shall interview existing tenants or licensees to resolve deficiencies in leases and licenses.
6. The Consultant shall assist SANBAG in order to collect back rents and enforce all existing lease and license provisions, utilizing legal procedures as necessary (3-day notices, unlawful detainers, judgments, etc.).
7. Assisting SANBAG, the Consultant shall draft and negotiate new agreements or revisions to existing agreements with tenants, licensees, and acceptable encroachments in conformity with SANBAG's standards and procedures.
8. Assisting SANBAG, the Consultant shall negotiate and prepare master and sub-agreements with utility and pipeline companies. SANBAG shall execute these through its Board of Directors.
9. Under close coordination and oversight by SANBAG, the Consultant shall coordinate and review all new leases, licenses and other agreements with Southern California Regional Rail Authority, and Burlington Northern Santa Fe Railroad, and Union Pacific Railroad to ensure that there are no conflicts with existing and future rail operations.
10. The Consultant shall develop procedures to remove unacceptable encroachments.

## II. Implement Property Management Procedures

1. The Consultant shall maintain a property management database that will incorporate the current SANBAG data. The system shall be capable of generating reports on inventory, property status, nature of title, identification and location of all contracts (leases, licenses, permits, etc.) and easements, rents, market value, lease and license expiration dates, encumbrances, encroachments, environmental and/or hazardous conditions, insurance coverage, etc. Any specialized software/license for the database will be purchased by SANBAG with all data stored on the SANBAG computer network. The Consultant shall have remote access to said data and software to perform the necessary tasks.
2. The Consultant shall develop and implement a schedule for periodic property inspections.
3. The Consultant shall determine an initial market rent and value for properties.
4. The Consultant shall establish rent collection procedures and maintain related appropriate financial records for SANBAG. At some point it is SANBAG's intention to begin receiving fees directly, the Consultant shall assist in this transition when it occurs.

5. The Consultant shall become familiar with SANBAG master, index and detailed maps for the subject properties, and make a recommendation as to potential programs and/or procedural changes.
6. The Consultant shall develop and maintain a Geographic Information System (GIS) to track information relevant to property management or implement use of the established GIS. The software necessary to perform this task shall be the same as in use by SANBAG. Maps displaying property status and other valuable information will be generated from the GIS at the request of SANBAG. All data shall be stored on the SANBAG computer network and be compatible for use by SANBAG staff. The Consultant shall have access to existing data to perform the necessary tasks. The Consultant shall work with SANBAG's GIS/Data management department to establish an information sharing process to regularly update and exchange the GIS files.

### III. Manage and Maintain Property Services

1. The Consultant shall screen all proposed new lessees and licensees to ensure creditworthiness prior to entering into an agreement.
2. The Consultant shall assist in the management and maintenance of the licenses, leases, franchises, easements, permits, and other operating agreements related to these properties. Rents and other income from the property contracts shall be maximized to the highest market rental levels consistent with existing economic conditions and in accordance to SANBAG policy.
3. Through the SANBAG Transit and Rail staff, the Consultant shall liaise with SANBAG accounting and legal departments, provide all rents, forms and financial information required and collect delinquencies.
4. Through the SANBAG Transit and Rail Staff, the Consultant shall liaise with the risk management department to ensure conformity with all applicable requirements, provide requisite property information and review insurance coverage of lessees and licensees to ensure compliance with agreements.
5. The Consultant shall update property value and market rent information on a periodic basis and perform specialized appraisals as requested by SANBAG and in accordance with SANBAG policy.
6. Consultant shall perform site visits on a periodic basis to review for encumbrances and encroachments, and assess property conditions.
7. Under close coordination and oversight by SANBAG, the Consultant shall oversee property maintenance and management functions, including environmental investigations and appropriate remediations.

8. Consultant shall perform all communication necessary, both verbal and written, to carry out the activities identified under this task.
9. Assisting or directed by SANBAG, the Consultant shall attend meetings, make public presentations to individuals and organizations and represent SANBAG in presentations and public hearings on all matters pertaining to property management.

#### IV. Identify and Dispose of Excess Property

1. The Consultant shall review SANBAG's existing inventory of properties to assess which are needed for current and future projects.
2. The Consultant shall become familiar with existing reports on surplus properties, prepare a list of any additional properties that are recommended to be disposed of and how.
3. With SANBAG's approval, the Consultant shall coordinate a minimum value appraisal for each property that has been determined to be surplus.
4. Upon SANBAG's approval, the Consultant working with SANBAG Transit and Rail Programs staff, shall sell surplus properties, following mandatory government procedures pertaining to the sale of real property by a public agency.

#### V. Other Services

1. The Consultant shall provide other services required by SANBAG including acquisitions, budget preparation, security and special studies.
2. The Consultant shall develop a marketing program for all SANBAG properties to maximize license and lease revenues and reduce costs.
3. The Consultant shall respond in a timely manner to emergency matters, including hazardous materials issues which impact SANBAG properties.

## Attachment B

### Scope of Services

#### On-Call Railroad Right-of-Way Maintenance of Way

Provide railroad right-of-way maintenance of way services on an as needed basis in support SANBAG's Transit and Rail Programs on the 58.8 miles of railroad right-of-way owned by SANBAG as identified on the attached SANBAG Railroad Rights of Way Exhibit. Such railroad right-of-way maintenance of way services shall include maintenance of way activities for SANBAG owned right-of-way along the San Gabriel Subdivision, the Redlands Subdivision, and the Baldwin Park Subdivision.

The San Gabriel Subdivision is operated by Southern California Regional Rail Authority (SCRRA), with train speeds up to 90 mph, for the Metrolink commuter trains, the National Railroad Passenger Corporation's (Amtrak) passenger trains and freight trains by the Burlington Northern Santa Fe Railway (BNSF), and the Union Pacific Railroad (UPRR). The Metrolink San Gabriel Subdivision runs from downtown Los Angeles east to San Bernardino. It starts at control point (CP) Pasadena Junction which is SCRRA Mile Post (MP) 0.9 at Union Station and ends at the Metrolink San Bernardino Station (Santa Fe Depot) at SCRRA MP 56.2. SANBAG owns the right-of-way beginning at SCRRA Mile Post 34.0 at the Los Angeles/San Bernardino County line in Montclair. The average width of the railroad right-of-way is 100 feet from property line to property line. The contractor will be responsible for right-of-way maintenance outside of the active Metrolink right-of-way, which is within 20 feet of center line of track.

The Redlands Subdivision starts at the San Bernardino Santa Fe Depot and runs 13.2 miles to the east. It currently supports BNSF freight service from MP 0 to MP 4 which is maintained by SCRRA. There is an ongoing construction project on from MP 0 to MP 1 to support implementation of Metrolink commuter trains starting at the end of 2016. The track is out of service between MP 4 and MP 13.2. Additionally, there is approximately 9 acres of fragmented surplus parcels along the historical alignment, between the City of San Bernardino and City of Highland, still owned by SANBAG. The width of the railroad right-of-way varies from 50 feet to 100 feet from property line to property line.

- From MP 0 to MP 4 the SANBAG Project Manager will coordinate work with SCRRA for work within twenty feet of center line of track. The on-call services will be responsible for right-of-way maintenance 20 feet outside centerline of track.
- From MP 4 east to MP 13.2 the contractor is responsible for all right-of-way maintenance as stated in this agreement
- The on-call services will be responsible for maintenance of the approximately 9 acres of fragmented surplus parcels along the historical alignment in the City of San Bernardino, City of Highland and unincorporated areas adjacent to the cities.

The portion of the Baldwin Park Subdivision that SANBAG owns runs from the Los Angeles/San Bernardino County line in Montclair to Rancho Avenue in the City of San

Bernardino. Currently there is active service for approximately 2.5 miles of the Rialto Industrial Spur between UPRR's Colton Cut-Off near UPRR MP 537.9 and Cactus Ave in the City of Rialto near MP 535.4. Maintenance activities for this active 2.5 mile segment shall be performed under the direction of UPRR and/or SCRRA. Much of the remaining Baldwin Park Subdivision is licensed for the Pacific Electric Trail by the various cities adjacent to the right-of-way. The width of the right-of-way varies from 80 feet to 100 feet with the majority of the maintenance being done by the cities under license agreements with SANBAG.

To allow for the safe and efficient operation of passenger and freight trains, the railroad right-of-way needs to comply with Federal, State, and local regulations regarding weed abatement, fire prevention, and nuisance liability standards. The awarded firm (Contractor) will need to meet all SCRRA's training and certification requirements within 45 days after the execution of the contract. It is the Contractor's responsibility to ensure all applicable Federal, State, and local regulations, training, and certification requirements are met. Work will be authorized on a Contract Task Order basis.

The Contractor shall maintain the appearance of the property, facilities and structures (bridges, retaining walls and signs); in compliance with Federal Railroad Administration (FRA), California Public Utilities Commission, and the various municipal code requirements of the local agencies within the County of San Bernardino.

Services shall consist of weed abatement & vegetation control (fire hazard prevention), homeless encampments removal, herbicide & pesticide applications, removal of debris & trash, fencing and barricade installation and/or repairs, drainage repairs, graffiti abatement & control, tree trimming & removals, and installation/maintenance/repair of railroad signage. The removal of hazardous materials shall be coordinated with a licensed hazardous materials contractor.

The Contractor shall provide all materials and equipment for the services specified.

Weed Abatement & Vegetation Control - Weed abatement and vegetation control, shall be performed in accordance with California Health and Safety Codes and municipal code requirements of the County of San Bernardino. The purpose of this service is to prevent fire hazards posed by vegetative growth and accumulation of combustible materials. Except as noted below, vegetation and weeds should be regulated and cut so as to not exceed 6 inches in height within the right-of-ways, and shall be kept at 3 inches when 0 to 100 feet from structures. Weed abatement shall be by mowing, gas powered weed trimmers or by use of hand tools, to augment the herbicide program. Contractor shall dispose of vegetation and/or weeds (including cut brush).

Decorative landscaping, erosion control, vegetation, and natural vegetation in open space areas, which is more than 20 ft. from centerline of track, will be removed at the direction of SANBAG's Project Manager.

Herbicide and Pesticide Application - Herbicide application will be a pre-emergent application in the fall and spot treatments of contact herbicides on an as necessary basis during the Summer and late Fall. Herbicide application shall be completed by a Certified Pest Control Applicator, under the supervision of a Pest Control Advisor. All personnel shall be licensed, by the State of

California and all work will have written Pest Control Recommendations - submitted to the County Agricultural Commissioner in accordance with applicable regulations. SANBAG's Project Manager will confer with the Pest Control Advisor to determine the best chemical and rate of application on an individual parcel basis. This work is supplemental to herbicide control currently performed by SCRRA's Track, Structures and Right-of-Way Maintenance Contractor, under separate contract. The SANBAG will identify areas that require Herbicide Control.

SANBAG's Project Manager shall be notified at least one week in advance of the time set for application of any chemicals so that an SANBAG representative may witness the application.

The notification shall include all related MSDS certifications for all herbicides, pest control, and other chemical materials.

Clean-Up of Debris and Trash (non-hazardous waste) - Contractor shall pick-up all debris and trash, on the right-of-ways, and will remove and dispose of vegetation and refuse at specified dump sites within San Bernardino County. Materials to be removed may include, but are not limited to, broken concrete, asphalt, construction debris, scrap metal, furniture, appliances, automobile parts, shopping carts, tires, trees, dead vegetation, dead animals, bagged or loose trash. Individual items will be handled manually within Occupational Safety and Health Administration (OSHA) guidelines. Items removed which may be potentially hazardous, must be done so appropriately, under such guidelines. Homeless encampments removal shall be coordinated through local law enforcement and homeless advocates and in coordination with SANBAG's Project Manager and compliance with legal advice from SANBAG's General Counsel.

All dump fees associated with maintenance services on the right-of-ways will be reimbursed at cost.

Fence and Barricade Installation, Repairs and Minor Upgrades - Work shall consist of new fence installation, repair to existing, and incidental upgrades to: welded wire mesh, chain link, post and cable, and any other fencing or barrier repairs as may be required. The frequency of fence repair is dependent upon vandalism and/or accidents which occur along the right-of-way. New fence material shall be chain link, welded wire mesh, or an SANBAG approved equal. New fence installation will be at the direction of SANBAG's Project Manager.

Drainage System and Maintenance Repairs - Contractor shall remove silt, drift, and/or obstructions, from drainage channels, and restore erosion damage, upon direction of SANBAG's Project Manager. The removal of vegetation and/or debris will be done in a manner which preserves the functional performance of all drainage facilities and in a manner that does not create depressions in the ground capable of ponding water. Contractor will also be required to maintain SANBAG's railroad right-of-way vehicular access roads, removing any obstructions and repairing erosion damage.

Contractor shall place erosion prevention materials (i.e. sandbags, silt fence, fiber rolls, etc.) along areas of right-of-way where potential flooding of adjacent properties may occur at SANBAG's Project Managers direction. This shall be done prior to any inclement weather, if

possible. SANBAG's Project Manager may request Contractor's crew work outside of normal scheduled days during times of excessive inclement weather.

Graffiti Abatement & Control - Contractor shall control graffiti through painting or cleaning on structures, walls, fences, signs, bridges and abutments, under the direction of SANBAG's Project Manager. Paint shall be applied by roller, brush, or spray apparatus, (including extension arms from 10' to 25'), when requested. Contractor shall use water-based paint, except on roadway signs, where chemical cleaners will be used. (Contractor will consult with SANBAG's Project Manager for situations where cleaning is ineffective, and may be directed to utilize other cleaners or to apply aluminum paint.) Application of paint or cleaning of graffiti will be performed so as to preserve railroad operating information on signs, and structures (only as directed) (e.g. speed signs, milepost signs, and roadway signs). Graffiti removal on aluminum signal houses and apparatus' will be handled by SCRRA Signal forces.

Photos and Documentation - Contractor shall photograph graffiti prior to removal. Photos are to be entered into the San Bernardino County Sheriff's Dept., Tracking Automated and Graffiti Reporting System (T.A.G.R.S.) Program database. This can either be done immediately, through the use of a Smartphone with GPS software or manually once at a computer with internet access. The T.A.G.R.S Program was created and is used by law enforcement as well as outside agencies in order to have one centralized location for tracking all areas (input into system) and costs associated with each area/time of removal.

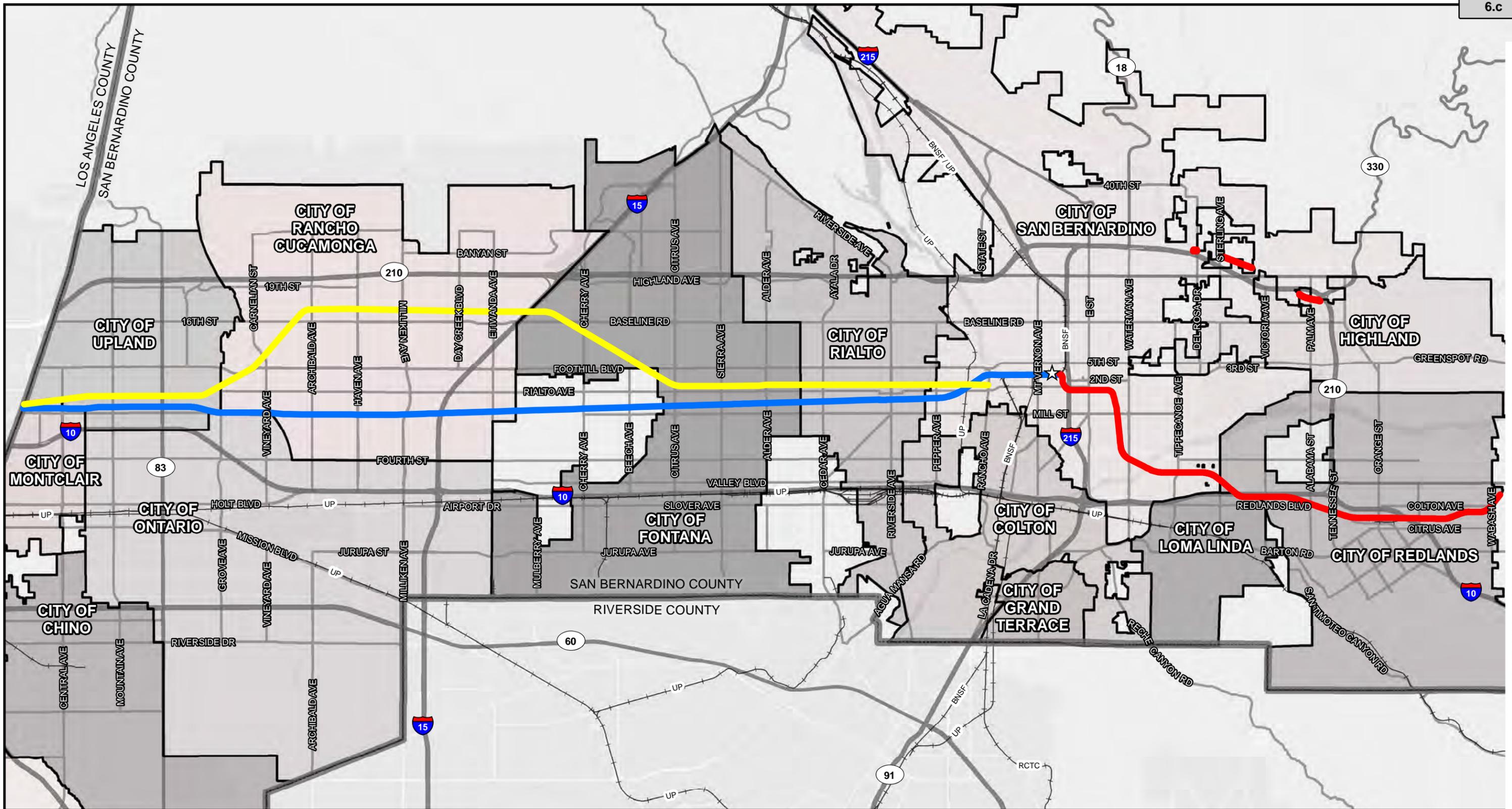
Tree Trimming and Removals - Contractor shall trim and/or remove trees in order to maintain clear visibility of railroad signals and grade crossings, as well as those on SANBAG's property causing harm to adjacent property/facilities/etc. Contractor shall provide labor and equipment necessary to clear areas where required in order to maintain the right-of-ways and railroad signals, unobstructed. Work will consist of tree trimming and/or removals, occasional tree replanting, pole line removal and transport and brush removal. Due to the inaccessibility of certain properties, some trees may need to be climbed with the aid of ropes and others may require use of boom truck with a standard bucket lift, in order to be trimmed. Fall Protection shall be used where required.

Tree Work Safety - The Contractor shall perform their work method in compliance with federal standards, local city ordinances and requirements, and CCR Title 8 (Cal/OSHA), Article 12. Tree Work, Maintenance or Removal Standards, and Subchapter 13, Logging and Sawmill Safety Orders, Article 5. Falling and Bucking as applicable to scope. The contractor shall fully understand and comply with the applicable Cal/OSHA standards and maintain required documentation available at the scope task site for review by the Authority's representative.

Maintenance, Repair and/or New Installation of Property and No-Trespassing Signs - Maintenance of existing property and no-trespassing signs within the SANBAG's owned property shall consist of cleaning (wiping clean, or by chemical cleaner) signs to remove graffiti or other substance hindering visibility of words. Repair will consist of correcting bent or broken posts and replace missing hardware (anti-vandalism type). Repair to existing signage is required prior to replacing with new. Contractor shall provide necessary chemicals for removal of graffiti from signs, as well as other materials required to perform this task.

Pest/Insect Control - Contractor shall perform, on a case by case basis, reasonable pest/insect control to maintain the railroad right-of-way free of pests/insects.

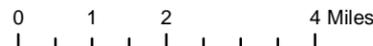
Flagging - Contractor will have available an Employee in Charge (EIC)/Flagman as needed, to provide protection for other municipalities or SANBAG staff that may need access to the operating right-of-way.



Attachment: ROW Exhibit (2267 : Release RFP for Railroad Property Management Services)

**SANBAG Subdivisions**

- Baldwin Park (22.5 miles)
- Redlands (13.2 miles)
- San Gabriel (23.1 miles)
- ★ SANBAG Depot and Office



*San Bernardino Associated Governments*  
 Railroad Rights of Way

Source: San Bernardino County Assessor  
 Riverside County, SANBAG  
 Date: 12/2/20  
 Map Ver

**Epic Land Solutions, Inc.**

This map was created using the best data available at the time of production. Epic Land Solutions Inc. assumes no responsibility for the accuracy of third party information. This map is intended for data visualization only and should not serve as the basis for any legal action or be used for engineering purposes.

## COMMUTER RAIL AND TRANSIT POLICY COMMITTEE ATTENDANCE RECORD – 2015

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Paul Eaton</b> City of Montclair	X	X	X	X	X	X		X	X	X		
<b>James Ramos</b> County of San Bernardino	X	X	X	X	X	X		X	X	X		
<b>Jon Harrison</b> City of Redlands	X	X	X	X*	X	X		X	X	X		
<b>Bill Jahn</b> City of Big Bear Lake	X	X	X	X	X	X		X	X			
<b>Mike Leonard</b> City of Hesperia	X	X	X									
<b>Larry McCallon</b> City of Highland	X			X				X	X	X		
<b>L. Dennis Michael</b> City of Rancho Cucamonga	X		X	X	X				X	X		
<b>Ray Musser</b> City of Upland		X	X	X	X	X		X		X		
<b>Richard Riddell</b> City of Yucaipa	X	X	X	X	X	X		X	X	X		
<b>Alan Wapner</b> City of Ontario		X	X	X	X			X	X	X		
<b>Deborah Robertson</b> City of Rialto	X	X		X	X	X		X	X			

X = Member attended meeting.

\* = Alternate member attended meeting

Empty box = Member did not attend meeting.

Crossed out box = Not a member at the time.

*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.*

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

AB	Assembly Bill
ACE	Alameda Corridor East
ACT	Association for Commuter Transportation
ADA	Americans with Disabilities Act
ADT	Average Daily Traffic
APTA	American Public Transportation Association
AQMP	Air Quality Management Plan
ARRA	American Recovery and Reinvestment Act
ATMIS	Advanced Transportation Management Information Systems
BAT	Barstow Area Transit
CALACT	California Association for Coordination Transportation
CALCOG	California Association of Councils of Governments
CALSAFE	California Committee for Service Authorities for Freeway Emergencies
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CMAQ	Congestion Mitigation and Air Quality
CMIA	Corridor Mobility Improvement Account
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CPUC	California Public Utilities Commission
CSAC	California State Association of Counties
CTA	California Transit Association
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
DBE	Disadvantaged Business Enterprise
DEMO	Federal Demonstration Funds
DOT	Department of Transportation
EA	Environmental Assessment
E&D	Elderly and Disabled
E&H	Elderly and Handicapped
EIR	Environmental Impact Report (California)
EIS	Environmental Impact Statement (Federal)
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
FSP	Freeway Service Patrol
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HOV	High-Occupancy Vehicle
ICTC	Interstate Clean Transportation Corridor
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 <sup>st</sup> Century
TMC	Transportation Management Center
TMEE	Traffic Management and Environmental Enhancement
TSM	Transportation Systems Management
TSSDRA	Transit System Safety, Security and Disaster Response Account
USFWS	United States Fish and Wildlife Service
VCTC	Ventura County Transportation Commission
VVTA	Victor Valley Transit Authority
WRCOG	Western Riverside Council of Governments

## *San Bernardino Associated Governments*



### MISSION STATEMENT

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

- Improve cooperative regional planning
- Develop an accessible, efficient, multi-modal transportation system
- Strengthen economic development efforts
- Exert leadership in creative problem solving

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

Approved June 2, 1993  
Reaffirmed March 6, 1996