



SOUTHERN CALIFORNIA
ASSOCIATION OF GOVERNMENTS
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Linda Parks, Ventura County

Transportation
Curt Hagman, San Bernardino
County

SPECIAL MEETING

EXECUTIVE/ ADMINISTRATION COMMITTEE

Thursday, December 6, 2018
8:30 AM

The L.A. Grand Hotel Downtown
Olympic Room - 2nd Floor
333 S. Figueroa Street
Los Angeles, CA 90071
(213) 236-1800

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Tess Rey-Chaput at (213) 236-1908 or via email at REY@scag.ca.gov. Agendas & Minutes for the Executive/Administration Committee are also available at: www.scag.ca.gov/committees

SCAG, in accordance with the Americans with Disabilities Act (ADA), will accommodate persons who require a modification of accommodation in order to participate in this meeting. SCAG is also committed to helping people with limited proficiency in the English language access the agency's essential public information and services. You can request such assistance by calling (213) 236-1908. We request at least 72 hours (three days) notice to provide reasonable accommodations and will make every effort to arrange for assistance as soon as possible.



Executive/Administration Committee
Members – December 2018

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 2. **Hon. Bill Jahn**
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 3. **Hon. Randon Lane**
2nd Vice Chair, Murrieta, RC District 5
 4. **Hon. Margaret Finlay**
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 15. **Hon. Judy Mitchell**
Pres. Appt., Rolling Hills Estates, RC District 40
 16. **Hon. Carmen Ramirez**
Pres. Appt., Oxnard, RC District 45
 17. Randall Lewis, Ex Officio, Business Representative, Lewis Group of Companies
-



EXECUTIVE/ADMINISTRATION COMMITTEE AGENDA

Southern California Association of Governments
333 S. Figueroa Street – The L.A. Grand Hotel Downtown
Los Angeles, California 90071
Thursday, December 6, 2018
8:30 AM

The Executive/Administration Committee may consider and act upon any of the items on the agenda regardless of whether they are listed as Information or Action items.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE *(The Honorable Alan D. Wapner, Chair)*

PUBLIC COMMENT PERIOD

Members of the public desiring to speak on items on the Special Meeting Agenda, must fill out and present a Public Comment Card to the Assistant prior to speaking. Comments will be limited to three (3) minutes per speaker. The Chair has the discretion to reduce the time limit based upon the number of speakers and may limit the total time for all public comments to twenty (20) minutes.

REVIEW AND PRIORITIZE AGENDA ITEMS

ACTION/DISCUSSION ITEM

Item No. 1 - Resolution No. 18-606-1 Approving Amendment 4 to the FY 2018-19 Overall Work Program (page 6)
(Basil Panas, CFO, SCAG)

RECOMMENDED ACTION:

Adopt Resolution No. 18-606-1 approving Amendment 4 to the FY 2018-19 Overall Work Program (OWP) and authorize the Interim Executive Director, or his designee, to submit the necessary documentation to the California Department of Transportation (Caltrans).

CONSENT CALENDAR

Approval Items

- Item No. 2 - Minutes of the Meeting - November 1, 2018 (page 13)
- Item No. 3 - Approval for Additional Stipend Payments (page 18)
- Item No. 4 - SCAG Memberships and Sponsorships (page 20)
- Item No. 5 - Contracts \$200,000 or Greater: 19-001-C01, So. California Regional Climate Adaptation Framework (page 21)
- Item No. 6 - Contracts \$200,000 or Greater: 19-002-C01, Disadvantaged Communities Planning Initiative (page 38)
- Item No. 7 - Contracts \$200,000 or Greater: 19-007-C01, Transit Asset Management Target Setting (page 59)
- Item No. 8 - Contracts \$200,000 or Greater: 18-033A-C1, ADA Paratransit



Demand (page 73)

Item No. 9 - Contracts Amendment \$75,000 or Greater: Contract No.17-034-G1, Construction SCAG (page 83)

Receive and File

Item No. 10 - CFO Monthly Report

PRESIDENT'S REPORT

(The Honorable Alan D. Wapner, Chair)

Chair Wapner will provide an update on the status of recruitment efforts to fill SCAG's Executive Director position.

EXECUTIVE DIRECTOR'S REPORT

(Darin Chidsey, Interim Executive Director)

FUTURE AGENDA ITEM/S

ANNOUNCEMENT/S

ADJOURNMENT



Southern California Association of Governments
333 S. Figueroa Street, Los Angeles, California 90071
December 6, 2018

To: Executive/Administration Committee (EAC)
From: Basil Panas, Chief Financial Officer, Budget & Grants, 213-236-1817, panas@scag.ca.gov
Subject: Resolution No. 18-606-1 Approving Amendment 4 to the FY 2018-19 Overall Work Program (OWP)

INTERIM
EXECUTIVE DIRECTOR'S
APPROVAL

RECOMMENDED ACTION:

Adopt Resolution No. 18-606-1 approving Amendment 4 to the FY 2018-19 Overall Work Program (OWP) and authorize the Interim Executive Director, or his designee, to submit the necessary documentation to the California Department of Transportation (Caltrans).

STRATEGIC PLAN:

This item supports the following Strategic Plan Goal 7: Secure funding to support agency priorities to effectively and efficiently deliver work products.

EXECUTIVE SUMMARY:

Staff recommends that the Regional Council approve a fourth amendment to the FY 2018-19 OWP in the amount of approximately \$0.8 million, increasing the budget from \$71.4 million to \$72.2 million. Amendment 4 is a formal amendment that includes: programming \$0.7 million of Consolidated Planning Grant (CPG) funds and Transportation Development Act (TDA) funds for Cloud infrastructure to support modeling needs for development of the 2020 RTP/SCS; and adding \$0.1 million of local funds from partner agencies for the Westside Mobility Study Update and the Ventura County Freight Corridor Study.

BACKGROUND:

On November 1, 2018 the Regional Council approved Amendment 3 to the FY 2018-19 OWP increasing the budget from \$65.3 million to \$71.4 million including: programming unexpended CPG and TDA funds for ongoing regional transportation projects; adding new Caltrans transportation planning grants; adjusting various state and federal grant balances; and adjusting staff time allocations in various OWP tasks.

DISCUSSION:

Staff recommends that the Regional Council approve Amendment 4 to the FY 2018-19 OWP in the amount of approximately \$0.8 million, increasing the budget from \$71.4 million to \$72.2 million. Table 1 provides a summary of revenue sources in the FY 2018-19 OWP Budget. The revenue in Amendment 4 increases by approximately \$0.8 million compared to Amendment 3, primarily due to programming available CPG and TDA funds for new consultant work and adding local funds from partner agencies for ongoing projects funded by Caltrans grants.

OWP REVENUES	AMEND #3	AMEND #4	CHANGE
CPG	\$ 34,346,360	\$ 34,942,547	\$ 596,187
CALTRANS GRANTS	\$ 3,012,441	\$ 3,012,441	\$ -
SB 1 GRANTS	\$ 11,883,514	\$ 11,883,514	\$ -
FEDERAL OTHER GRANTS	\$ 3,083,396	\$ 3,083,396	\$ -
STATE OTHER GRANTS	\$ 6,588,117	\$ 6,588,117	\$ -
TDA	\$ 7,320,677	\$ 7,388,653	\$ 67,976
CASH/LOCAL OTHER	\$ 1,592,042	\$ 1,712,031	\$ 119,989
IN-KIND COMMITMENTS	\$ 3,535,364	\$ 3,545,333	\$ 9,969
TOTAL	\$ 71,361,911	\$ 72,156,032	\$ 794,121

Table 2 provides a summary of expenditures in the FY 2018-19 OWP Budget. The proposed changes in Amendment 4 include:

- 1) \$2,078 net decrease in salaries due to reallocating staff time in various tasks.
- 2) \$706,519 increase in consultant budget for Cloud infrastructure to support modeling needs for development of the 2020 RTP/SCS and for the Westside Mobility Study Update and the Ventura County Freight Corridor Study.
- 3) \$79,711 increase in other miscellaneous costs.
- 4) \$9,969 increase for in-kind commitments that match SCAG staff work funded with grants.

OWP EXPENDITURES	AMEND #3	AMEND #4	CHANGE
SALARIES	\$ 28,019,516	\$ 28,017,438	\$ (2,078)
CONSULTANTS	\$ 35,509,049	\$ 36,215,568	\$ 706,519
OTHER COSTS	\$ 3,179,570	\$ 3,259,281	\$ 79,711
IN-KIND COMMIT - STAFF	\$ 3,535,364	\$ 3,545,333	\$ 9,969
IN-KIND COMMIT - CONSULTANTS	\$ 1,118,412	\$ 1,118,412	\$ -
TOTAL	\$ 71,361,911	\$ 72,156,032	\$ 794,121

FISCAL IMPACT:

Amendment 4 to the FY 2018-19 Overall Work Program results in an increase of approximately \$0.8 million, from \$71.4 million to \$72.2 million. After approval by the Regional Council, the revised budget will be submitted to Caltrans for final approval.

ATTACHMENT(S):

1. List of Budget Changes
2. Resolution No. 18-606-1

FY 2018-19 OWP AMENDMENT 3

List of Budget Changes

Project Task No.	Project Task Name	Category	Budget Request	CPG	Caltrans Grants	SB 1 Grants	TDA	Other State/Fed Grants	In-Kind/Cash/Local
Continuing Work from FY18									
010.0170.01	RTP Support, Development, and Policy Implementation	Consultant	\$ 150,000	\$ 132,795	\$ -	\$ -	\$ 17,205	\$ -	\$ -
010.1631.05	TDM Strategic Plan	Consultant	\$ 108,600	\$ -	\$ -	\$ -	\$ 108,600	\$ -	\$ -
015.0159.02	Transportation User Fee - Planning Groundwork Project Phase II	Consultant	\$ 46,115	\$ -	\$ -	\$ -	\$ 46,115	\$ -	\$ -
015.0159.04	Value Pricing Project Management Assistance	Consultant	\$ 56,000	\$ 49,577	\$ -	\$ -	\$ 6,423	\$ -	\$ -
020.0161.04	Regulatory Compliance	Consultant	\$ 75,000	\$ 66,397	\$ -	\$ -	\$ 8,603	\$ -	\$ -
030.0146.02	Federal Transportation Improvement Program	Staff	\$ (40,305)	\$ (35,682)	\$ -	\$ -	\$ -	\$ -	\$ (4,623)
045.0142.24	FTIP System Enhancement, Maint & Support - Capitalized Software	Consultant	\$ (126,900)	\$ (112,345)	\$ -	\$ -	\$ (14,555)	\$ -	\$ -
050.0169.01	RTP/SCS Active Transportation Dev & Implementation	Staff	\$ 71,092	\$ 62,938	\$ -	\$ -	\$ -	\$ -	\$ 8,154
050.0169.02	Active Transportation Safety	Staff	\$ 10,995	\$ 9,734	\$ -	\$ -	\$ -	\$ -	\$ 1,261
050.0169.06	Active Transportation Program	Staff	\$ 10,313	\$ 9,130	\$ -	\$ -	\$ -	\$ -	\$ 1,183
055.0704.02	Region-Wide Data Coordination	Staff	\$ 255,837	\$ 226,493	\$ -	\$ -	\$ -	\$ -	\$ 29,344
055.0704.02	Region-Wide Data Coordination	Consultant	\$ 95,000	\$ -	\$ -	\$ -	\$ 95,000	\$ -	\$ -
065.0137.09	Sustainability Joint Work Programs Implementation	Staff	\$ (30,744)	\$ (27,218)	\$ -	\$ -	\$ -	\$ -	\$ (3,526)
065.0137.09	Sustainability Joint Work Programs Implementation	Consultant	\$ (65,000)	\$ (57,545)	\$ -	\$ -	\$ (7,455)	\$ -	\$ -
065.0137.12	Electric Vehicle (EV) Program Readiness Strategies	Staff	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -
065.0137.12	Electric Vehicle (EV) Program Readiness Strategies	Consultant	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -
065.4092.01	Adaptation Analysis	Consultant	\$ (74,099)	\$ (65,600)	\$ -	\$ -	\$ (8,499)	\$ -	\$ -
090.0148.01	Public Information and Communication	Staff	\$ 179,972	\$ 159,329	\$ -	\$ -	\$ -	\$ -	\$ 20,643
090.0148.01	Public Information and Communication	Consultant	\$ 126,760	\$ 112,221	\$ -	\$ -	\$ 14,539	\$ -	\$ -
090.0148.02	Media Support for Planning Activities	Staff	\$ 4,690	\$ 4,152	\$ -	\$ -	\$ -	\$ -	\$ 538
090.0148.02	Media Support for Planning Activities	Consultant	\$ (29,152)	\$ (25,808)	\$ -	\$ -	\$ (3,344)	\$ -	\$ -
095.1533.02	Regional Planning & Policy Intern Program	Staff	\$ 202,406	\$ 68,314	\$ -	\$ -	\$ 125,241	\$ -	\$ 8,851
095.1633.01	Public Involvement	Staff	\$ (239,963)	\$ (212,439)	\$ -	\$ -	\$ -	\$ -	\$ (27,524)
100.1630.03	Regional ITS Strategic Plan and Regional ITS Architecture Update	Consultant	\$ 38,430	\$ 34,022	\$ -	\$ -	\$ 4,408	\$ -	\$ -
120.0175.02	Grant Administration	Staff	\$ 56,725	\$ -	\$ -	\$ -	\$ 56,725	\$ -	\$ -
130.0162.02	Southern California National Freight Gateway Collaboration	Staff	\$ (15,941)	\$ (14,112)	\$ -	\$ -	\$ -	\$ -	\$ (1,829)
130.0162.09	Urban Goods Movement (Warehousing/Transloading in the SCAG Region)	Staff	\$ (121,433)	\$ (107,504)	\$ -	\$ -	\$ -	\$ -	\$ (13,929)
130.0162.10	East-West Freight Corridor/I-15 Phase II	Consultant	\$ 65,280	\$ -	\$ -	\$ -	\$ 65,280	\$ -	\$ -
130.0162.13	Southern California P3 Financial Capacity Analysis and Business Case Development	Consultant	\$ 100,000	\$ 88,530	\$ -	\$ -	\$ 11,470	\$ -	\$ -
130.0162.18	Goods Movement Planning	Staff	\$ (11,244)	\$ (9,954)	\$ -	\$ -	\$ -	\$ -	\$ (1,290)
130.0162.18	Goods Movement Planning	Consultant	\$ 293,100	\$ 259,481	\$ -	\$ -	\$ 33,619	\$ -	\$ -
140.0121.01	Transit Planning	Staff	\$ (44,016)	\$ (38,967)	\$ -	\$ -	\$ -	\$ -	\$ (5,049)
140.0121.07	LA - Orange Inter-County Connectivity Study (Green Line Extension)	Consultant	\$ 127,098	\$ -	\$ -	\$ -	\$ 127,098	\$ -	\$ -
150.4093.01	Integrated Co-Benefits/Special Programs	Staff	\$ (25,849)	\$ (22,884)	\$ -	\$ -	\$ -	\$ -	\$ (2,965)
150.4093.02	HQTA/Sustainable Communities Initiative	Staff	\$ (30,747)	\$ (27,220)	\$ -	\$ -	\$ -	\$ -	\$ (3,527)
150.4093.02	HQTA/Sustainable Communities Initiative	Consultant	\$ 50,000	\$ 44,265	\$ -	\$ -	\$ 5,735	\$ -	\$ -
150.4095.03	Active Transportation Data Partnership Platform	Staff	\$ 431	\$ 381	\$ -	\$ -	\$ -	\$ -	\$ 50
150.4095.03	Active Transportation Data Partnership Platform	Consultant	\$ 126,599	\$ 112,078	\$ -	\$ -	\$ 14,521	\$ -	\$ -
150.4590.01	Integrated Sustainability Program	Staff	\$ 17,828	\$ 15,783	\$ -	\$ -	\$ (15,783)	\$ -	\$ 17,828
150.4590.01	Integrated Sustainability Program	Consultant	\$ 831,639	\$ 654,151	\$ -	\$ -	\$ 177,488	\$ -	\$ -
225.2659.01	Regional Planning for Open Space Strategic Plan	Consultant	\$ 50,000	\$ 44,265	\$ -	\$ -	\$ 5,735	\$ -	\$ -
225.2659.01	Regional Planning for Open Space Strategic Plan	Staff	\$ 16,943	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 1,943
225.2661.01	Public Health	Staff	\$ 53,197	\$ 47,096	\$ -	\$ -	\$ -	\$ -	\$ 6,101
266.0715.01	Local Transportation Planning	Consultant	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -
266.0715.06	Local Cash Match - 2016 Sustainability Program	Consultant	\$ 16,894	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,894
SUBTOTAL			\$ 2,682,551	\$ 1,458,854	\$ -	\$ -	\$ 1,175,169	\$ -	\$ 48,529

New Project Tasks

Attachment: List of Budget Changes (Resolution No. 18-606-1 Approving Amendment 4 to the FY 2018-19

FY 2018-19 OWP AMENDMENT 3

List of Budget Changes

Project Task No.	Project Task Name	Category	Budget Request	CPG	Caltrans Grants	SB 1 Grants	TDA	Other State/Fed Grants	In-Kind/Cash/Local
045.0142.25	FTIP System	Consultant	\$ 249,900	\$ 221,236	\$ -	\$ -	\$ 28,664	\$ -	\$ -
140.4848.01	SCAG Coastal Ferry Feasibility Study	Staff	\$ 17,217	\$ 15,242	\$ -	\$ -	\$ -	\$ -	\$ 1,975
140.4848.01	SCAG Coastal Ferry Feasibility Study	Consultant	\$ 50,000	\$ 44,265	\$ -	\$ -	\$ 5,735	\$ -	\$ -
140.4849.01	Transit Ridership Study Phase 1	Staff	\$ 26,803	\$ 23,728	\$ -	\$ -	\$ -	\$ -	\$ 3,075
140.4849.01	Transit Ridership Study Phase 1	Consultant	\$ 150,000	\$ 132,795	\$ -	\$ -	\$ 17,205	\$ -	\$ -
160.4850.01	Project Management	Staff	\$ 130,642	\$ -	\$ -	\$ -	\$ 130,642	\$ -	\$ -
SUBTOTAL			\$ 624,562	\$ 437,266	\$ -	\$ -	\$ 182,246	\$ -	\$ 5,050
New Grants									
145.4844.01	U.S. 101 Multi-Modal Corridor Study	Staff	\$ 18,859	\$ 7,843	\$ 3,077	\$ -	\$ -	\$ -	\$ 7,939
145.4844.01	U.S. 101 Multi-Modal Corridor Study	Consultant	\$ 315,000	\$ -	\$ 96,923	\$ -	\$ -	\$ -	\$ 218,077
145.4845.01	Inland Empire Comprehensive Corridor Plans	Staff	\$ 27,000	\$ -	\$ 23,894	\$ -	\$ 3,106	\$ -	\$ -
145.4845.01	Inland Empire Comprehensive Corridor Plans	Consultant	\$ 538,000	\$ -	\$ 476,106	\$ -	\$ -	\$ -	\$ 61,894
145.4846.01	Wilmington Freight Mitigation Project	Staff	\$ 61,241	\$ -	\$ -	\$ -	\$ 61,241	\$ -	\$ -
145.4846.01	Wilmington Freight Mitigation Project	Consultant	\$ 228,000	\$ -	\$ 192,000	\$ -	\$ -	\$ -	\$ 36,000
145.4847.01	Ventura County Freight Corridor Study	Staff	\$ 20,247	\$ 13,498	\$ 4,000	\$ -	\$ 1,000	\$ -	\$ 1,749
145.4847.01	Ventura County Freight Corridor Study	Consultant	\$ 120,000	\$ -	\$ 96,000	\$ -	\$ -	\$ -	\$ 24,000
SUBTOTAL			\$ 1,328,347	\$ 21,341	\$ 892,000	\$ -	\$ 65,347	\$ -	\$ 349,659
Ongoing Grants/Balance Adjustments									
145.3480.01	Aviation Blvd Multimodal Corridor Plan	Consultant	\$ (86,813)	\$ -	\$ (69,450)	\$ -	\$ -	\$ -	\$ (17,363)
145.3829.01	Active Streets LA - Pedestrian & Bicycle Friendly Streets for So. LA.	Staff	\$ (3,203)	\$ -	\$ (2,833)	\$ -	\$ (370)	\$ -	\$ -
145.3829.01	Active Streets LA - Pedestrian & Bicycle Friendly Streets for So. LA.	Consultant	\$ (79,069)	\$ -	\$ (70,000)	\$ -	\$ -	\$ -	\$ (9,069)
145.4833.01	Calexico West Point of Entry Expansion Special Project with ICTC	Consultant	\$ (65,059)	\$ -	\$ (52,047)	\$ -	\$ -	\$ -	\$ (13,012)
145.4424.01	I-105 Corridor Sustainability Study	Consultant	\$ 67,105	\$ -	\$ 53,703	\$ -	\$ 13,402	\$ -	\$ -
145.4425.01	City of Santa Ana Active Transportation Plan	Consultant	\$ 11,118	\$ -	\$ 9,237	\$ -	\$ -	\$ -	\$ 1,881
145.4815.01	Montclair Safe Routes to School Plan	Staff	\$ 790	\$ -	\$ 704	\$ -	\$ 86	\$ -	\$ -
145.4815.01	Montclair Safe Routes to School Plan	Consultant	\$ 23,868	\$ -	\$ 20,750	\$ -	\$ -	\$ -	\$ 3,118
145.4816.01	First-Mile Last-Mile Connectivity Study for Naval Base Ventura County	Staff	\$ 985	\$ -	\$ 874	\$ -	\$ 111	\$ -	\$ -
145.4817.01	Mobility Innovations and Pricing	Staff	\$ 2,933	\$ 22,645	\$ (18,096)	\$ -	\$ (4,549)	\$ -	\$ 2,933
145.4817.01	Mobility Innovations and Pricing	Consultant	\$ 163,391	\$ -	\$ 130,713	\$ -	\$ 32,678	\$ -	\$ -
145.4818.01	Westside Mobility Study Update	Consultant	\$ 123,517	\$ -	\$ 109,350	\$ -	\$ -	\$ -	\$ 14,167
145.4818.01	Westside Mobility Study Update	Staff	\$ 2,648	\$ -	\$ 2,344	\$ -	\$ 304	\$ -	\$ -
145.4819.01	Paths to Clean Vehicle Technology and Alternative Fuels Implementation in San Bernardino County	Staff	\$ 17,915	\$ 13,739	\$ 1,921	\$ -	\$ 475	\$ -	\$ 1,780
145.4819.01	Paths to Clean Vehicle Technology and Alternative Fuels Implementation in San Bernardino County	Consultant	\$ 185,160	\$ -	\$ 166,000	\$ -	\$ -	\$ -	\$ 19,160
225.3564.10	Go Human -MSRC - Sustainability Planning Grants	Consultant	\$ 524,867	\$ -	\$ -	\$ -	\$ -	\$ 524,867	\$ -
225.3564.10	Go Human -MSRC - Sustainability Planning Grants	Staff	\$ (36,858)	\$ 12,540	\$ -	\$ -	\$ -	\$ (51,022)	\$ 1,624
225.3564.11	SCAG 2017 Active Transportation Safety & Encouragement Campaign	Consultant	\$ 240,370	\$ -	\$ -	\$ -	\$ -	\$ 240,370	\$ -
225.3564.12	Pedestrian and Bicycle Safety Program - Office of Traffic Safety	Consultant	\$ 176,433	\$ -	\$ -	\$ -	\$ -	\$ 176,433	\$ -
225.3564.12	Pedestrian and Bicycle Safety Program - Office of Traffic Safety	Staff	\$ 54,852	\$ -	\$ -	\$ -	\$ 54,468	\$ 384	\$ -
225.3564.13	Safety Campaign FY19 - Office of Traffic Safety	Consultant	\$ (1,033,464)	\$ -	\$ -	\$ -	\$ -	\$ (1,033,464)	\$ -
225.3564.13	Safety Campaign FY19 - Office of Traffic Safety	Staff	\$ 65,440	\$ (81,963)	\$ -	\$ -	\$ 78,059	\$ 79,964	\$ (10,620)
225.4345.01	San Gabriel Valley Active Transportation Planning Initiative	Staff	\$ 14,956	\$ -	\$ -	\$ -	\$ -	\$ 14,956	\$ -
225.4345.01	San Gabriel Valley Active Transportation Planning Initiative	Consultant	\$ (46,951)	\$ -	\$ -	\$ -	\$ -	\$ (46,951)	\$ -
225.4837.01	SCAG 2017 Active Transportation Local Planning Initiative	Staff	\$ (61)	\$ -	\$ -	\$ -	\$ -	\$ (61)	\$ -
225.4838.01	SCAG 2017 Active Transportation Safety & Encouragement Campaign (Phase 2)	Consultant	\$ (18)	\$ -	\$ -	\$ -	\$ -	\$ (18)	\$ -
225.4839.01	SCAG Active Transportation Disadvantaged Communities Plans	Staff	\$ 6,876	\$ 6,087	\$ -	\$ -	\$ -	\$ -	\$ 789

Attachment: List of Budget Changes (Resolution No. 18-606-1 Approving Amendment 4 to the FY 2018-19

FY 2018-19 OWP AMENDMENT 3

List of Budget Changes

Project Task No.	Project Task Name	Category	Budget Request	CPG	Caltrans Grants	SB 1 Grants	TDA	Other State/Fed Grants	In-Kind/Cash/Local
267.1241.04	SCAG and DOE/NETL Clean Cities Coalition Coordination	Staff	\$ 2,000	\$ -	\$ -	\$ -	\$ 8,284	\$ (8,284)	\$ 2,000
275.4823.01	SB1 SCAG Sustainability Planning Grant Program	Consultant	\$ 417,670	\$ -	\$ -	\$ 387,162	\$ 30,508	\$ -	\$ -
275.4823.02	SB1 Sustainability Planning Grant Program (2016 Phase 2)	Staff	\$ 17,544	\$ 15,531	\$ -	\$ -	\$ -	\$ -	\$ 2,013
280.4824.01	Future Communities Pilot Program Research	Consultant	\$ 75,001	\$ -	\$ -	\$ 66,398	\$ 8,603	\$ -	\$ -
280.4824.01	Future Communities Pilot Program	Staff	\$ (56,137)	\$ (49,698)	\$ -	\$ -	\$ -	\$ -	\$ (6,439)
280.4831.01	Future Communities Study	Consultant	\$ 60,500	\$ -	\$ -	\$ 53,561	\$ 6,939	\$ -	\$ -
280.4831.01	Future Communities Study	Staff	\$ (10,527)	\$ (9,319)	\$ -	\$ -	\$ -	\$ -	\$ (1,208)
280.4832.01	Regional Data Platform	Consultant	\$ 126,721	\$ -	\$ -	\$ 112,186	\$ 14,535	\$ -	\$ -
280.4840.01	Future Communities Framework	Staff	\$ 1,075	\$ 952	\$ -	\$ -	\$ -	\$ -	\$ 123
285.4825.01	SB1 Program Administration	Staff	\$ 47,479	\$ -	\$ -	\$ 42,033	\$ 5,446	\$ -	\$ -
290.4826.01	SCS Scenario Development and Outreach	Consultant	\$ 85,000	\$ -	\$ -	\$ 75,251	\$ 9,749	\$ -	\$ -
290.4827.01	Mobility Innovations & Incentives - Revealed Preference Demonstration Study	Consultant	\$ 140,000	\$ -	\$ -	\$ 123,942	\$ 16,058	\$ -	\$ -
290.4828.01	Mobility Innovations & Incentives - Equity Analysis	Consultant	\$ 140,000	\$ -	\$ -	\$ 123,942	\$ 16,058	\$ -	\$ -
290.4829.01	Integrated Passenger and Freight Rail Forecast	Consultant	\$ 25,000	\$ -	\$ -	\$ 22,133	\$ 2,867	\$ -	\$ -
290.4829.01	Integrated Passenger and Freight Rail Forecast	Staff	\$ 42,573	\$ 37,690	\$ -	\$ -	\$ -	\$ -	\$ 4,883
290.4830.01	Housing Monitoring for SCS	Staff	\$ (3,106)	\$ (24,677)	\$ -	\$ 21,847	\$ 2,830	\$ -	\$ (3,106)
SUBTOTAL			\$ 1,442,521	\$ (56,473)	\$ 283,170	\$ 1,028,455	\$ 296,541	\$ (102,826)	\$ (6,346)
TOTAL			\$ 6,077,981	\$ 1,860,988	\$ 1,175,170	\$ 1,028,455	\$ 1,719,303	\$ (102,826)	\$ 396,891



SOUTHERN CALIFORNIA
ASSOCIATION OF GOVERNMENTS
900 Wilshire Blvd., Ste. 1700
Los Angeles, CA 90017
T: (213) 236-1800
www.scag.ca.gov

RESOLUTION NO. 18-606-1

**A RESOLUTION OF THE SOUTHERN CALIFORNIA
ASSOCIATION OF GOVERNMENTS (SCAG)
APPROVING AMENDMENT 4 TO THE FISCAL YEAR 2018-19
OVERALL WORK PROGRAM**

REGIONAL COUNCIL OFFICERS

President
Alan D. Wapner, San Bernardino
County Transportation Authority

First Vice President
Bill Jahn, Big Bear Lake

Second Vice President
Randon Lane, Murrieta

Immediate Past President
Margaret E. Finlay, Duarte

COMMITTEE CHAIRS

Executive/Administration
Alan D. Wapner, San Bernardino
County Transportation Authority

Community, Economic &
Human Development
Peggy Huang, Transportation
Corridor Agencies

Energy & Environment
Linda Parks, Ventura County

Transportation
Curt Hagman, San Bernardino
County

WHEREAS, the Southern California Association of Governments (SCAG) is the Metropolitan Planning Organization, for the six county region consisting of Los Angeles, Orange, San Bernardino, Riverside, Ventura, and Imperial counties pursuant to 23 U.S.C. § 134 et seq. and 49 U.S.C. § 5303 et seq.;

WHEREAS, SCAG has developed the Fiscal Year (FY) 2018-19 Comprehensive Budget that includes the following budget components: the General Fund Budget; the Overall Work Program (OWP); the Indirect Cost Budget (ICAP); and the Fringe Benefits Budget; and

WHEREAS, the OWP is the basis for SCAG’s annual regional planning activities and budget; and

WHEREAS, in conjunction with the OWP Agreement and Master Fund Transfer Agreement, the OWP constitutes the annual funding contract between the State of California Department of Transportation (Caltrans) and SCAG for Consolidated Planning Grant (CPG) funding; and

WHEREAS, SCAG is also eligible to receive other Federal and/or State grant funds for certain regional transportation planning related activities. For such funding upon award, the funds are implemented through the OWP and SCAG and the applicable Federal or State agency shall execute the applicable grant agreement(s); and

WHEREAS, SCAG’s Regional Council approved the OWP for FY 2018-19 in May 2018, which was subsequently approved by Caltrans in June 2018. The Regional Council approved Amendment 1 to the OWP in July 2018, Amendment 2 to the OWP in September 2018, and Amendment 3 to the OWP in November 2018; and

WHEREAS, this Amendment 4 to the FY 2018-19 OWP will result in a budget increase of \$794,121, from \$71,361,911 to \$72,156,032; and

WHEREAS, Amendment 4 to the FY 2018-19 OWP, along with its corresponding staff report and this resolution, has been reviewed and discussed by SCAG’s Executive Administration Committee, acting on behalf of the SCAG Regional Council, in a special meeting held on December 6, 2018.

Attachment: Resolution No. 18-606-1 (Resolution No. 18-606-1 Approving Amendment 4 to the FY 2018-19 Overall Work Program)

NOW THEREFORE, BE IT RESOLVED by the Executive Administration Committee, acting on behalf of the Regional Council of the Southern California Association of Governments, that Amendment 4 to the FY 2018-19 OWP is approved and adopted.

BE IT FURTHER RESOLVED THAT:

1. The Executive Administration Committee, acting on behalf of the Regional Council, hereby authorizes submittal of Amendment 4 to the FY 2018-19 OWP to the participating State and Federal agencies.
2. SCAG pledges to pay or secure in cash or services, or both, the matching funds necessary for financial assistance.
3. The SCAG Interim Executive Director, or in his absence, the Chief Financial Officer, is hereby designated and authorized to execute all related agreements and other documents on behalf of the Regional Council.

PASSED, APPROVED AND ADOPTED by the Executive Administration Committee, acting on behalf of the Regional Council of the Southern California Association of Governments, at a special meeting this 6th day of December, 2018.

Alan D. Wapner
 President, SCAG
 San Bernardino County Transportation Authority

Attested by:

Darin Chidsey
 Interim Executive Director

Approved as to Form:

Joann Africa
 Chief Counsel



Southern California Association of Governments
900 Wilshire Blvd., Suite 1700, Los Angeles, CA 90017

MINUTES OF THE REGULAR MEETING
EXECUTIVE/ADMINISTRATION COMMITTEE (EAC)
THURSDAY, NOVEMBER 1, 2018

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE EXECUTIVE/ADMINISTRATION COMMITTEE (EAC).

The Executive/Administration Committee (EAC) of the Southern California Association of Governments (SCAG) held its regular meeting at 900 Wilshire Boulevard, Suite 1700, Los Angeles, CA 90017. A quorum was present.

Members Present

Hon. Alan Wapner, <i>Chair</i>		SBCTA
Hon. Bill Jahn, <i>1ST Vice Chair</i>	<i>Big Bear Lake</i>	District 11
Hon. Randon Lane, <i>2ND Vice Chair</i>	<i>Murrieta</i>	District 5
Hon. Margaret E. Finlay, <i>Immediate Past Chair</i>	<i>Duarte</i>	District 35
Hon. Peggy Huang, <i>Chair, CEHD</i>		TCA
Hon. James Mulvihill, <i>Vice Chair, CEHD</i>	<i>San Bernardino</i>	District 7
Sup. Linda Parks, <i>Chair, EEC</i>		Ventura County
Sup. Luis Plancarte, <i>Vice Chair, EEC</i>		Imperial County
Sup. Curt Hagman, <i>Chair, TC</i>		San Bernardino County
Hon. Cheryl Viegas-Walker, <i>Vice Chair, TC</i>	<i>El Centro</i>	District 1
Hon. Clint Lorimore, <i>Chair, LCMC</i>	<i>Eastvale</i>	District 4
Hon. Greg Pettis, <i>Vice Chair, LCMC</i>	<i>Cathedral City</i>	District 2
Hon. Frank Navarro, <i>President's Appt.</i>	<i>Colton</i>	District 6
Hon. Michele Martinez, <i>President's Appt.</i>	<i>Santa Ana</i>	District 16
Hon. Judy Mitchell, <i>President's Appt.</i>	<i>Rolling Hills Estates</i>	District 40
Hon. Carmen Ramirez, <i>President's Appt.</i>	<i>Oxnard</i>	District 45
Mr. Randall Lewis, <i>Ex-officio</i>	<i>Lewis Group of Companies</i>	Business Representative

Member Not Present

VACANT Tribal Government Planning Board

Attachment: EAC Meeting Minutes - Nov 2018 (Minutes of the Meeting - November 1, 2018)

Staff Present

Darin Chidsey, Interim Executive Director
Debbie Dillon, Deputy Executive Director of Administration
Kome Ajise, Director of Planning
Art Yoon, Director of Policy and Public Affairs
Frank J. Lizarraga, Jr., General Counsel
Joann Africa, Chief Legal Counsel/Director of Legal Services
Basil Panas, Chief Financial Officer
Julie Loats, Chief Information Officer
Tess Rey-Chaput, Office of Regional Council Support

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The Honorable Alan D. Wapner, called the meeting to order at 9:00 a.m. and asked Councilmember Greg Pettis, Cathedral City, District 2, to lead the Pledge of Allegiance.

PUBLIC COMMENT PERIOD

There was no public comment speaker.

CLOSED SESSION

Chair Wapner announced the EAC would convene into Closed Session pursuant to California Government Code Section 54957(b)(1), Public Employment, Interim Executive Director. Members of the public, SCAG staff and SCAG Interim Executive Director, Darin Chidsey left the meeting room.

RECONVENE OPEN SESSION

At approximately 9:11 a.m. at the conclusion of the Closed Session, SCAG staff; SCAG Interim Executive Director Darin Chidsey; and members of the public returned to the meeting room while Chair Wapner reconvened Open Session. Frank Lizarraga, Jr., General Counsel announced no reportable action was taken by the EAC in the Closed Session.

REVIEW AND PRIORITIZE AGENDA ITEMS

There was no prioritization of agenda items.

ACTION / DISCUSSION ITEMS

- 1. Future Communities Pilot Program Guidelines

Chair Wapner introduced the item and asked Rye Baerg, SCAG staff, to provide background information. Illustrating with a PowerPoint presentation, Rye Baerg reported the Future Communities Pilot Program Guidelines—the cornerstone of the Future Communities Framework—was adopted from the Open Data/Big Data Smart and Connected SCAG Region Committee. He discussed the program goals, eligible project types, evaluation criteria and call for projects schedule. At the conclusion of Rye Baerg’s presentation, Darin Chidsey, Interim Executive Director, reported that SCAG partnered with Mobile Source Air Pollution Reduction

Committee (MSRC) of the South Coast Air Quality Management District (SCAQMD). He stated the program will place the agency at the forefront of helping cities and counties use technology and data to achieve policy goals. Moreover, he acknowledged the role that Past President Michele Martinez played in being a driving force while urging the agency to do more around big data, open data and data analytics. It was through Past President Martinez that SCAG launched its Open Data/Big Data Committee which identified the need for this program. Further, Mr. Chidsey stated that Past President Martinez, as SCAG’s representative to MSRC, transformed its funding criteria. On behalf of SCAG, Mr. Chidsey expressed appreciation and commended Past President Martinez for her efforts with moving the program forward.

A MOTION (Martinez) was made recommending that the Regional Council approve the Future Communities Pilot Program Guidelines. Motion was SECONDED (Finlay) and passed by the following votes:

AYE/S: Wapner, Jahn, Lane, Finlay, Huang, Mulvihill, Parks, Plancarte, Hagman, Viegas-Walker, Pettis, Navarro, Martinez, Mitchell and Ramirez (15).

NOE/S: None (0).

ABSTAIN: None (0).

2. Resolution No. 18-605-1 Approving Amendment 3 to the FY 2018-19 Overall Work Program

Chair Wapner introduced the item and asked Basil Panas, Chief Financial Officer, to provide background information.

A MOTION (Lorimore) was made adopting Resolution No. 18-605-1; approving Amendment 3 to the FY 2018-19 Overall Work Program (OWP); and authorizing the Interim Executive Director, or his designee, to submit the necessary documentation to the California Department of Transportation (Caltrans). Motion was SECONDED (Hagman) and passed by the following votes:

AYE/S: Wapner, Jahn, Lane, Finlay, Huang, Mulvihill, Parks, Plancarte, Hagman, Viegas-Walker, Lorimore, Pettis, Navarro, Martinez, Mitchell and Ramirez (16).

NOE/S: None (0).

ABSTAIN: None (0).

CONSENT CALENDAR

Approval Items

3. Minutes of the EAC Meeting – October 4, 2018

4. Contract Amendment that Exceeds 30% of the Contract’s Original Value: Contract No. 17-038-SSG1, Special Advisory Services

Receive and File

5. State and Federal Legislative Monthly Update

6. Purchase Orders more than \$5,000 but less than \$200,000; Contracts more than \$25,000 but less than \$200,000; and Amendments \$5,000 but less than \$75,000

Councilmember Judy Mitchell asked to amend Agenda Item No. 3 relating to the Minutes of the October 4, 2018 EAC Meeting to note that she was not present at the meeting. There were no other corrections. President Wapner acknowledged Councilmember Mitchell’s request and asked staff to note the correction on the record.

A MOTION was made (Jahn) to approve the Consent Calendar, Item Nos. 3 through 6, AS AMENDED. Motion was SECONDED (Navarro) and passed by the following votes:

AYE/S: Wapner, Jahn, Lane, Finlay, Huang, Mulvihill, Parks, Plancarte, Hagman, Viegas-Walker, Lorimore, Pettis, Navarro, Martinez, Mitchell and Ramirez (16).

NOE/S: None (0).

ABSTAIN: None (0).

CFO REPORT

5. CFO Monthly Report

Darin Chidsey, Interim Executive Director, provided an update regarding the results of the Caltrans audit which was initiated two (2) years ago. The audits were related to Incurred Cost and Indirect Cost Allocation Plan. He stated Caltrans provided a final Incurred Cost audit report while the audit pertaining to Indirect Cost Allocation Plan is pending. To further review the findings, the Incurred Cost audit report was presented to the SCAG Audit Committee at its October 24, 2018 meeting. Mr. Chidsey emphasized there was no misuse of funds and that SCAG is confident to rectify the issues and focused on improving its processes while being committed to developing corrective actions. He also stated the EAC and Audit Committee members will continue to be informed of further developments.

Basil Panas, Chief Financial Officer, reported that independent external auditors Vavrinek, Trine, Day and Co. will present its FY 2017-18 report to the Audit Committee at its next meeting. He also reported on SCAG’s membership dues, budget, grants and contracts.

ADJOURNMENT

There being no further business, Chair Wapner adjourned the meeting at 9:33 a.m.

[MINUTES ARE UNOFFICAL UNTIL APPROVED BY THE EAC]

Executive/Administration Committee (EAC) Attendance Report

2018

MEMBERS	CITY	Representing	Jan (SpM)	Feb	Mar	Apr	May	Jun	Jun (Retreat)	Jul (SpM)	Aug (SpM)	Sept	Oct	Nov	Dec (SpM)	Total Mtgs Attended To Date
Alan D. Wapner (CHAIR)	Ontario	SBCTA	1	1	1	1		1	1	1	1	1	1	1		11
Bill Jahn (1st VICE CHAIR)	Big Bear Lake	District 11	1	1	1	1		1	1	1	1	1	1	1		11
Randon Lane (2nd VICE CHAIR)	Murrieta	District 5	0	1	1	1		1	1	1	1	1	1	1		10
Margaret E. Finlay (IMM. PAST CHAIR)	Duarte	District 35	1	1	1	1		1	1	1	1	1	1	1		11
Peggy Huang (CEHD Chair)	Yorba Linda	TCA						1	1	1	1	1	1	1		7
James Mulvihill, CEHD Vice Chair)	San Bernardino	District 7											1	1		2
Linda Parks (EEC Chair)		Ventura County	1	1	1	1		1	1	1	1	0	1	1		10
Luis Plancarte (EEC Vice Chair)		Imperial County						1	1	1	0	1	0	1		5
Curt Hagman (TC Chair)		San Bernardino County	1	1	1	1		1	1	0	1	1	1	1		10
Cheryl Viegas-Walker (TC Vice Chair)	El Centro	District 1	1	1	1	1		1	1	1	1	0	1	1		10
Clint Lorimore (LCMC Chair)	Eastvale	District 4	1	1	1	1		1	1	1	1	1	0	1		10
Greg Pettis (LCMC Vice Chair)	Cathedral City	District 2	1	1	1	1		1	0	1	1	1	1	1		10
Frank Navarro (Pres. Appointment)	Colton	District 6						1	1	1	1	0	1	1		6
Michele Martinez (Pres. Appointment)	Santa Ana	District 16	1	1	1	1		1	0	0	1	1	1	1		9
Judy Mitchell (Pres. Appointment)	Rolling Hills Estates	District 40						1	1	0	1	1	0	1		5
Carmen Ramirez (Pres. Appointment)	Oxnard	District 45	1	1	1	1		1	1	1	1	1	1	1		11
Randall Lewis (Ex-Officio Member)		Business Representative	1	1	1	1		1	1	1	1	1	1	1		11
Sabrina LeRoy (Tribal Govt Plng Board)		San Manuel Band of MI	0	1	1	0		0	0	0	0	0				2



Southern California Association of Governments
333 S. Figueroa Street, Los Angeles, California 90071
December 6, 2018

To: Executive/Administration Committee (EAC)
From: Darin Chidsey, Interim, Executive Director, Executive Management, (231) 236-1836, Chidsey@scag.ca.gov
Subject: Approval for Additional Stipend Payments

INTERIM
EXECUTIVE DIRECTOR'S
APPROVAL

RECOMMENDED ACTION:

Approve additional stipend payments, pursuant to Regional Council Policy Manual, Article VIII, Section B(4) [adopted May 2018], as requested by President Alan D. Wapner and Immediate Past President Margaret Finlay.

STRATEGIC PLAN:

This item supports the following Strategic Plan Goal 7: Secure funding to support agency priorities to effectively and efficiently deliver work products.

EXECUTIVE SUMMARY:

Pursuant to the Regional Council Stipend Policy, staff is seeking Regional Council approval for additional stipends for SCAG President Alan D. Wapner and Immediate Past President Margaret Finlay, as requested, for attending and representing SCAG at several meetings and agency-sponsored events.

BACKGROUND:

In accordance with the Regional Council Policy Manual, Article VIII, Section B(4) [adopted May 2018] *“Representatives of Regional Council Members may receive up to six (6) Stipends per month and the SCAG President may authorize two (2) additional Stipends in a single month on a case-by-case basis. SCAG’s First Vice President, Second Vice President and Immediate Past President may receive up to nine (9) Stipends per month. SCAG’s President may receive up to twelve (12) Stipends per month. Approval by the Regional Council is required for payment of any Stipends in excess of the limits identified herein.”*

For the month of October 2018, President Wapner attended the following which will count towards his 13th through 19th stipend requests:

- October 19 – Meeting with SANDAG Chair Terry Sinnott
- October 19 – Mobility 21 Summit
- October 22 - Meeting with SCAG Interim Executive Director
- October 24 – Breakfast Meeting with SCAG Board Officers and Int. Executive Director
- October 29 – RHNA Subcommittee Meeting
- October 30 – City of Los Angeles City Council Meeting
- October 30 – Meeting with SCAG Board Officers and General Counsel



For the month of October 2018, Immediate Past President Margaret Finlay attended the following which will count towards her 10th – 12th stipend requests:

- October 24 – Breakfast Meeting with SCAG Board Officers and Int. Executive Director
- October 30 – City of Los Angeles City Council Meeting
- October 30 – Meeting with SCAG Board Officers and General Counsel

FISCAL IMPACT:

Funds for stipends are included in the General Fund Budget (800-0160.01: Regional Council).



Southern California Association of Governments
333 S. Figueroa Street, Los Angeles, California 90071
December 6, 2018

To: Executive/Administration Committee (EAC)
From: Art Yoon, Director of Policy and Public Affairs, Legislation,
(213) 236-1840, ArtYoon@scag.ca.gov
Subject: SCAG Memberships and Sponsorships

INTERIM
EXECUTIVE DIRECTOR'S
APPROVAL

RECOMMENDED ACTION:

Approve

STRATEGIC PLAN:

This item supports the following Strategic Plan Goal 2: Advance Southern California’s policy interests and planning priorities through regional, statewide, and national engagement and advocacy.

EXECUTIVE SUMMARY:

At its meeting on November 20, 2018, the Legislative/Communications & Membership Committee (LCMC) recommended approval of up to \$6,500 in memberships for the Coalition for America’s Gateways and Trade Corridors (CAGTC).

BACKGROUND:

Item 1: Coalition for America’s Gateways and Trade Corridors

Type: Membership **Amount:** \$6,500

The Coalition for America’s Gateways and Trade Corridors (CAGTC) was established to bring national attention to the need to significantly expand U.S. freight transportation capabilities and to work toward solutions for this growing national challenge. CAGTC works with and through its members to raise awareness with the public and Congress on the need for sufficient funding for trade corridors, gateways, intermodal connectors, and freight facilities.

As a founding member, SCAG’s participation in CAGTC was the result of the perennial Board-adopted goal to seek a federal freight funding partnership. As a member of CAGTC, SCAG has the opportunity to help shape national freight policy and legislation with the organization. Regional Council Board Officers regularly travel to Washington, DC to attend their meetings and conferences. CAGTC is comprised of over sixty representative organizations, including state Departments of Transportations (DOTs), MPOs, ports, engineering firms, and freight corridors who work to improve national freight policy. All of the Southern California freight stakeholders are members of CAGTC.

FISCAL IMPACT:

\$6,500 for memberships/sponsorships is included in the approved FY 18-19 General Fund budget.



Southern California Association of Governments
333 S. Figueroa Street, Los Angeles, California 90071
December 6, 2018

To: Executive/Administration Committee (EAC)
From: Basil Panas, Chief Financial Officer, Contracts, 213-236-1817,
panas@scag.ca.gov
Subject: Contracts \$200,000 or Greater: 19-001-C01, Southern
California Regional Climate Adaptation Framework

INTERIM
EXECUTIVE DIRECTOR'S
APPROVAL

RECOMMENDED ACTION:

Approve Contract No. 19-001-C01 in an amount not to exceed \$939,896, with Cambridge Systematics, Inc. to prepare a comprehensive framework to support regional climate adaptation planning, identify climate change vulnerabilities, assist in capacity building, and provide outreach and other implementation tools for local jurisdictions.

STRATEGIC PLAN:

This item supports the following Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians.

EXECUTIVE SUMMARY:

The Consultant will provide technical assistance to enable SCAG's six (6) counties and 191 cities to prepare a comprehensive framework to support regional climate adaptation planning including development of vulnerability assessments, adaptation plans, general plans, transportation plans and other documents. The project will support regional workshops for adaptation planning work, and will provide important assistance to understaffed communities.

BACKGROUND:

Staff recommends executing the following contract \$200,000 or greater:

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Contract Amount</u>
Cambridge Systematics, Inc. (19-001-C01)	The Consultant shall prepare a comprehensive framework to support regional climate adaptation planning, identify climate change vulnerabilities, assist in capacity building, and provide outreach and other implementation tools for local jurisdictions.	\$939,896

FISCAL IMPACT:

Funding of \$939,896 is available in Fiscal Year (FY) 2018-19 Overall Work Program (OWP) in Project Number 145.4834.01 (FY18 Adaptation Planning Grant).

ATTACHMENT(S):



-
1. Attachment-1387
 2. Contract 19-001-C01 Conflict of Interest Form

CONSULTANT CONTRACT 19-001-C01

Recommended Consultant:	Cambridge Systematics, Inc.										
Background & Scope of Work:	Consistent with the requirements of the Senate Bill (SB) 1 Adaptation Planning Grant that funds this project, the consultant shall work directly with cities and counties in the region to support planning actions at the local and regional levels that advance cooperative planning to adapt the transportation system in preparation of severe climate change impacts such as wildfire, sea-level rise and flooding. The consultant shall prepare a comprehensive framework to support regional climate adaptation planning, identify climate change vulnerabilities, assist in capacity building, and provide outreach and other implementation tools for local jurisdictions. Six (6) counties and 191 cities in the SCAG region will be able to utilize the framework in their vulnerability assessments, adaptation plans, general plans, transportation plans and other documents. The project will support regional workshops for adaptation planning work, and will provide important assistance to understaffed communities.										
Project's Benefits & Key Deliverables:	<p>The project's benefits and key deliverables include, but are not limited to:</p> <ul style="list-style-type: none">• Formation of a new and on-going SCAG working group made up of city and county representatives, transportation planners, land use planners, public and investor-owned utility companies, and other interested stakeholders, to improve regional communication on adaptation planning efforts in the SCAG region;• Development of a regional adaptation strategy that includes risk categories for critical infrastructure such as transportation facilities, as well as decision-making and tracking tools for use by cities and counties; and• Development of a Southern California Adaptation Planning Guide, which will include the results of transportation system and land use analysis, finance and funding options, general plan model language, performance measures at the local and regional level, lessons learned during the year-long planning process, and case studies of best practices.										
Strategic Plan:	This item supports SCAG's Strategic Plan Goal 1: Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies.										
Contract Amount:	<table border="0" style="width: 100%;"><tr><td style="width: 50%;">Total not to exceed</td><td style="text-align: right;">\$939,896</td></tr><tr><td>Cambridge Systematics, Inc. (prime consultant)</td><td style="text-align: right;">\$527,088</td></tr><tr><td>Environmental Science Associates (ESA) (subconsultant)</td><td style="text-align: right;">\$291,210</td></tr><tr><td>Here LA (subconsultant)</td><td style="text-align: right;">\$81,717</td></tr><tr><td>Urban Economics(subconsultants)</td><td style="text-align: right;">\$39,881</td></tr></table> <p>Note: Cambridge Systematics, Inc. originally proposed \$941,643, but staff negotiated the price down to \$939,896 without reducing the scope of work.</p>	Total not to exceed	\$939,896	Cambridge Systematics, Inc. (prime consultant)	\$527,088	Environmental Science Associates (ESA) (subconsultant)	\$291,210	Here LA (subconsultant)	\$81,717	Urban Economics(subconsultants)	\$39,881
Total not to exceed	\$939,896										
Cambridge Systematics, Inc. (prime consultant)	\$527,088										
Environmental Science Associates (ESA) (subconsultant)	\$291,210										
Here LA (subconsultant)	\$81,717										
Urban Economics(subconsultants)	\$39,881										
Contract Period:	Notice to Proceed through January 30, 2020										
Project Number(s):	Project Number 145.4834.01										
	Funding source: SB1 and Transportation Development Act (TDA).										

Funding of \$939,896 is available in Fiscal Year (FY) 2018-19 Overall Work Program (OWP) in Project Number 145.4834.01 (FY18 Adaptation Planning Grant).

Request for Proposal (RFP):

SCAG staff notified 3,040 firms of the release of RFP 19-001-C01 via SCAG's Solicitation Management System website. A total of 67 firms downloaded the RFP. SCAG received the following three (3) proposals in response to the solicitation:

Cambridge Systematics(4 subconsultants)	\$941,643
Buro-Happold Engineering (4 subconsultants)	\$755,254
ICF Consulting, LLC (4 subconsultants)	\$939,904

Selection Process:

The Proposal Review Committee (PRC) evaluated each proposal in accordance with the criteria set forth in the RFP, and conducted the selection process in a manner consistent with all applicable federal and state contracting regulations. After evaluating the proposals, the PRC interviewed the three (3) offerors.

The PRC consisted of the following individuals:

- Wilford Milton, Senior Transportation Planner, Caltrans District 7
- Grieg Asher, Program Manager I, SCAG (project Manager)
- Caitlin Sims, Management Analyst, SCAG
- Jason Greenspan, Manager of Sustainability, SCAG
- Sarah Jepson, Manager of Active Transportation & Special Programs, SCAG

Basis for Selection:

The PRC recommended Cambridge Systematics for the contract award because the consultant:

- Demonstrated the best understanding of the project, specifically proposing to work directly with city and county staff in the region to prepare all major deliverables, thereby making adaptation planning more understandable for those who will be implementing these actions and policies;
- Provided the best technical approach, for example their proposal included a major focus on preparing an analysis of the SCAG regions' transportation system which will develop significant new data sets that can be used by SCAG's GIS and transportation modeling department as well as assist in transportation planning by SCAG cities and counties;
- Provided the best overall value for the level of effort proposed, and specifically demonstrated the strongest transportation technical expertise. The other firms included only a minimal effort on transportation related analysis and deliverables. Since transportation issues are a key focus for SCAG, and state transportation funds are funding the work, the select Consultant's offer was the only proposal that had a significant amount of work on transportation, and adding this analysis and deliverables to the other proposals would have increased their costs by a significant amount.

**Conflict Of Interest (COI) Form - Attachment
For December 6, 2018 Regional Council Approval**

Approve Contract No. 19-001-C01 with Cambridge Systematics Inc., in the amount not to exceed \$939,896 for the consultant to prepare a comprehensive framework to support regional climate adaptation planning, identify climate change vulnerabilities, assist in capacity building, and provide outreach and other implementation tools for local jurisdictions.

The consultant team for this contract includes:

Consultant Name	Did the consultant disclose a conflict in the Conflict of Interest Form they submitted with its original proposal (Yes or No)?
Cambridge Systematics, Inc. (prime consultant)	No - form attached
Environmental Science Associates (ESA -subconsultant)	No - form attached
Here LA (subconsultant)	No - form attached
Urban Economics (subconsultant)	No - form attached

SCAG CONFLICT OF INTEREST FORM

RFP No. 19-001

SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at www.scag.ca.gov. The SCAG Conflict of Interest Policy is located under "OPPORTUNITIES", then "Doing Business with SCAG" and scroll down under the "CONTRACTS" tab; whereas the SCAG staff may be found under "ABOUT" then "Employee Directory"; and Regional Council members can be found under "ABOUT", then scroll down to "ELECTED OFFICIALS" on the left side of the page and click on "See the list of SCAG representative and their Districts."

Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Deputy Legal Counsel, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: Cambridge Systematics, Inc.

Name of Preparer: David Von Stroh

Project Title: Southern California Regional Climate Adaptation Framework

RFP Number: 19-001 Date Submitted: 8/24/2018

SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

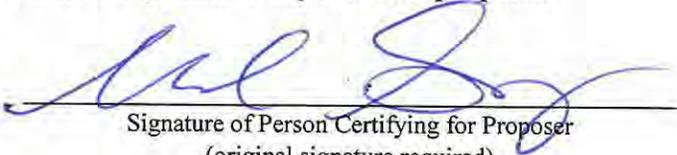
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

DECLARATION

I, (printed full name) Michael Snavelly, hereby declare that I am the (position or title) Principal of (firm name) Cambridge Systematics, Inc., and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 8/9/2018 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



Signature of Person Certifying for Proposer
(original signature required)

8/9/2018

Date

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

SCAG CONFLICT OF INTEREST FORM

RFP No. 19-001

SECTION I: INSTRUCTIONS

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Any questions regarding the information required to be disclosed in this form should be directed to SCAG’s Deputy Legal Counsel, especially if you answer “yes” to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: Environmental Science Associates

Name of Preparer: Heidi Rous

Project Title: Southern California Regional Climate Adaptation Framework

RFP Number: 19-001 **Date Submitted:** August 24, 2018

SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES NO

If “yes,” please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

DECLARATION

I, (printed full name) Environmental Science Associates, hereby declare that I am the (position or title) Principal Associate, Director of (firm name) Environmental Science Associates, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated August 14, 2018 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



Signature of Person Certifying for Proposer
(original signature required)

August 14, 2018

Date

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

SCAG CONFLICT OF INTEREST FORM

RFP No. 19-001

SECTION I: INSTRUCTIONS

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Any questions regarding the information required to be disclosed in this form should be directed to SCAG’s Deputy Legal Counsel, especially if you answer “yes” to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: Here Design Studio, LLC (Here LA)

Name of Preparer: Shannon Davis

Project Title: California Regional Climate Adaptation Framework

RFP Number: 19-001 **Date Submitted:** 8/15/18

SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES NO

If “yes,” please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

DECLARATION

I, (printed full name) Shannon Davis, hereby declare that I am the (position or title) Co-Director / Principal of (firm name) Here Design Studio, LLC (Here LA), and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 8/15/18 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



Signature of Person Certifying for Proposer
(original signature required)

8/15/18
Date

NOTICE

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SCAG CONFLICT OF INTEREST FORM

RFP No. 19-001

SECTION I: INSTRUCTIONS

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Any questions regarding the information required to be disclosed in this form should be directed to SCAG’s Deputy Legal Counsel, especially if you answer “yes” to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: Urban Economics
Name of Preparer: Robert D. Spencer
Project Title: Southern California Regional Climate Adaptation Framework
RFP Number: 19-001 **Date Submitted:** August 24, 2018

SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES NO

If “yes,” please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

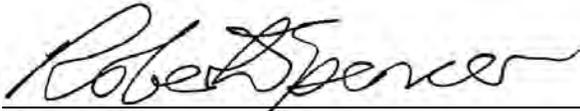
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

DECLARATION

I, (printed full name) Robert D. Spencer, hereby declare that I am the (position or title) Principal of (firm name) Urban Economics, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated August 13, 2018 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



Signature of Person Certifying for Proposer
(original signature required)

August 13, 2018

Date

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.



Southern California Association of Governments
333 S. Figueroa Street, Los Angeles, California 90071
December 6, 2018

To: Executive/Administration Committee (EAC)
From: Basil Panas, Chief Financial Officer, Contracts, 213-236-1817,
panas@scag.ca.gov
Subject: Contracts \$200,000 or Greater: 19-002-C01, Disadvantaged
Communities Planning Initiative

INTERIM
EXECUTIVE DIRECTOR'S
APPROVAL

RECOMMENDED ACTION:

Approve Contract No. 19-002-C01 in an amount not to exceed \$1,149,985 with Alta Planning + Design, Inc., to develop a Low-Cost, High Impact Model that will assist disadvantaged communities in leveraging SCAG resources to improve their planning efforts.

STRATEGIC PLAN:

This item supports the following Strategic Plan Goal

EXECUTIVE SUMMARY:

A significant challenge to the development and implementation of the 2020 Regional Transportation Plan/Sustainable Communities Strategy (2020 RTP/SCS – currently known as ‘Connect SoCal’) is the lack of comprehensive countywide and local active transportation plans which serve as the basis for regional active transportation planning. Over the last several years, SCAG has made numerous awards to local agencies to support local plan development; however, there are still many communities that lack plans. Therefore, consistent with the requirements of the California Active Transportation Program (ATP) grant that funds this project, Alta Planning + Design, Inc., as the Consultant, shall develop a Low-Cost, High Impact Model that will assist disadvantaged communities in leveraging SCAG resources to improve their planning efforts.

BACKGROUND:

Staff recommends executing the following contract \$200,000 or greater:

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Contract Amount</u>
Alta Planning + Design, Inc. (19-002-C01)	The consultant shall develop a Low-Cost, High Impact Model that will assist disadvantaged communities in leveraging SCAG resources to improve their planning efforts.	\$1,149,985

FISCAL IMPACT:

Funding of \$1,149,985 is available in Fiscal Year (FY) 2018-19 Overall Work Program (OWP) in Project Number 225.4839.01 (FY19 ATP Disadvantaged Communities Plans Grant).

ATTACHMENT(S):



-
1. Attachment-1390
 2. Contract 19-002-C01 Conflict of Interest Form

CONSULTANT CONTRACT 19-002-C01

Recommended Consultant:

Alta Planning + Design, Inc.

Background & Scope of Work:

A significant challenge to the development and implementation of the 2016 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS – currently known as Connect SoCal) is the lack of comprehensive countywide and local active transportation plans which serve as the basis for regional active transportation planning. Over the last several years, SCAG has made numerous awards to local agencies to support local plan development, however, there are still many communities that lack plans.

The lack of plans in disadvantaged communities is especially challenging, as the cities responsible for plan development often lack the staff resources to apply for planning grants. Therefore, these communities may not have active transportation plans and as a result have may not have identified quality projects, which may preclude them from accessing needed transportation funding.

Consistent with the requirements of the California Active Transportation Program (ATP) grant that funds this project, the Consultant shall develop a Low-Cost, High Impact Model that will assist disadvantaged communities in leveraging SCAG resources to improve their planning efforts.

Project's Benefits & Key Deliverables:

The project's benefits and key deliverables include, but are not limited to:

- Six (6) active transportation plans in disadvantaged communities;
- A pilot methodology to deliver low-cost local plans across the region.

Strategic Plan:

This item supports SCAG's Strategic Plan 1: Produce innovative solutions that improve the quality of life for Southern Californians.

Contract Amount:

Total not to exceed	\$1,030,000
Alta Planning + Design, Inc. (prime consultant)	\$729,239
LK Planning (subconsultant)	\$23,941
Studio One Eleven (subconsultant)	\$226,408
Urban Design 4 Health	\$50,412

Note: Alta Planning + Design, Inc. originally proposed \$1,149,985, but staff negotiated the price down to \$1,030,000 without reducing the scope of work.

Contract Period:

Notice to Proceed through June 30, 2020.

Project Number(s):

225-4839.01 \$1,149,985 Funding source(s): Active Transportation Program Grant (ATP).

Funding of \$1,149,985 is available in Fiscal Year (FY) 2018-19 Overall Work Program (OWP) in Project Number 225.4839.01 (FY19 ATP Disadvantage Communities Plans Grant).

Attachment: Attachment-1390 (Contracts \$200,000 or Greater: 19-002-C01, Disadvantaged Communities Planning Initiative)

Request for Proposal (RFP):

SCAG staff notified 3,395 firms of the release of RFP 19-002 via SCAG’s Solicitation Management System website. A total of 80 firms downloaded the RFP. SCAG received the following five (5) proposals in response to the solicitation:

Alta Planning + Design (4 subconsultants)	\$1,149,985
Toole Design (4 subconsultants)	\$804,616
MIG (3 subconsultants)	\$889,900
Nelson/Nygaard Consulting Associates (no subconsultants)	\$1,051,356
KOA (3 subconsultants)	\$1,142,230

Selection Process:

The Proposal Review Committee (PRC) evaluated each proposal in accordance with the criteria set forth in the RFP, and conducted the selection process in a manner consistent with all applicable federal and state contracting regulations. After evaluating the proposals, the PRC interviewed the three (3) highest ranked offerors.

The PRC consisted of the following individuals:

- Rye Baerg (Project Manager), SCAG Senior Regional Planner, Active Transportation & Special Programs
- Sarah Jepson, SCAG Manager of Active Transportation & Special Programs
- Linda Taira, Caltrans District 7 Branch Chief
- Courtney Aguirre, Metro Transportation Planning Manager, Active Transportation
- Miguel Vasquez, Riverside University Health System-Public Health, Urban Regional Planner IV

Basis for Selection:

The PRC recommended Alta Planning and Design for the contract award because the consultant:

- Demonstrated the best understanding of the project, specifically the consultant best recognized the need to develop materials that would be accessible by a variety of communities regardless of their technical and resource capacity;
- Provided the best technical approach, which incorporated added value through the inclusion of technical assistance in the preparation of one ATP application per plan;
- Best recognized the need to build local capacity to ensure that planning messages are being communicated by trusted local agents; and
- Proposed the lowest cost per hour of the interviewed firms and had a realistic number of hours needed to perform all tasks outlined in the scope of work, and therefore provided the best overall value for the level of effort proposed.

Although other firms proposed a lower price, the PRC did not recommend these firms for contract award because these firms:

- Had a higher hourly rate providing less value for the overall project;
- Included sub-consultants that did not demonstrate the familiarity and breadth of experience as did the selected consultant;
- Did not clearly demonstrate a sufficient level of effort, primarily in the form of staff hours, to satisfactorily complete the tasks in the Scope of Work; and

- Did not demonstrate the same level of creativity and innovation within their proposed technical approach. Proposed approach, particularly on the template related tasks, and did not represent a good value.

**Conflict Of Interest (COI) Form - Attachment
For December 6, 2018 Special Meeting of the EAC**

Approve Contract No. 19-002-C01 in an amount not to exceed \$1,149,985 with Alta Planning + Design, Inc., to develop a Low-Cost, High Impact Model that will assist disadvantaged communities in leveraging SCAG resources to improve their planning efforts.

The consultant team for this contract includes:

Consultant Name	Did the consultant disclose a conflict in the Conflict of Interest Form they submitted with its original proposal (Yes or No)?
Alta Planning + Design, Inc. (prime consultant)	No - form attached
Local Government Commission (subconsultant)	No - form attached
LK Planning (subconsultant)	No - form attached
Studio One Eleven (subconsultant)	No - form attached
Urban Design 4 Health (subconsultant)	No - form attached

Attachment: Attachment-1390 (Contracts \$200,000 or Greater: 19-002-C01, Disadvantaged Communities Planning Initiative)

SCAG CONFLICT OF INTEREST FORM

RFP No. 19-002

SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

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Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Deputy Legal Counsel, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: Alta Planning + Design
Name of Preparer: Greg Maher
Project Title: Disadvantaged Communities Planning Initiative
RFP Number: 19-002 **Date Submitted:** 9/20/2018

SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

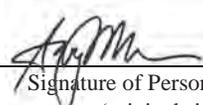
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

DECLARATION

I, (printed full name) Greg Maher, **hereby declare that I am the (position or title)** Vice President **of (firm name)** Alta Planning + Design, **and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 9/17/2018 **is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.****


9/17/2018

 Signature of Person Certifying for Proposer Date
 (original signature required)

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

SCAG CONFLICT OF INTEREST FORM

RFP No. 19-002

SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at www.scag.ca.gov. The SCAG Conflict of Interest Policy is located under "OPPORTUNITIES", then "Doing Business with SCAG" and scroll down under the "CONTRACTS" tab; whereas the SCAG staff may be found under "ABOUT" then "Employee Directory"; and Regional Council members can be found under "ABOUT", then scroll down to "ELECTED OFFICIALS" on the left side of the page and click on "See the list of SCAG representative and their Districts."

Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Deputy Legal Counsel, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: Local Government Commission
Name of Preparer: Linda Cloud
Project Title: _____
RFP Number: 19-002 Date Submitted: 9/10/18

SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
<i>Pam O'Connor</i>	<i>LGC Board chair</i>
<i>Michele Martner</i>	<i>LGC treasurer and board member</i>
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

DECLARATION

I, (printed full name) Linda Cloud, hereby declare that I am the (position or title) Associate Director of (firm name) Local Government Commission and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 9/10/18 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.


Signature of Person Certifying for Proposer
(original signature required)

9/10/18
Date

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

SCAG CONFLICT OF INTEREST FORM

RFP No. 19-002

SECTION I: INSTRUCTIONS

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Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Deputy Legal Counsel, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: LK Planning LLC
Name of Preparer: Lindsey Kiner
Project Title: Disadvantaged Communities Planning Initiative
RFP Number: 19-002 **Date Submitted:** 09/20/2019

SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

DECLARATION

I, (printed full name) Lindsey Kiner, hereby declare that I am the (position or title) Founder and Principal of (firm name) LK Planning LLC, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 09/11/2018 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.


9/11/18

 Signature of Person Certifying for Proposer Date
 (original signature required)

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

SCAG CONFLICT OF INTEREST FORM

RFP No. 19-002

SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

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Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Deputy Legal Counsel, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: RDC-S111 (Studio One Eleven)
Name of Preparer: Alan Pullman
Project Title: Disadvantaged Communities Planning Initiative
RFP Number: 19-002 Date Submitted: September 20, 2018

SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

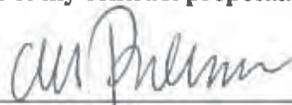
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

DECLARATION

I, (printed full name) Alan Pullman, hereby declare that I am the (position or title) Senior Principal of (firm name) RDC-S111 (Studio One Eleven), and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated September 7, 2018 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



 Signature of Person Certifying for Proposer
 (original signature required)

 September 7, 2018
 Date

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

SCAG CONFLICT OF INTEREST FORM

RFP No. 19-002

SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at www.scag.ca.gov. The SCAG Conflict of Interest Policy is located under "OPPORTUNITIES", then "Doing Business with SCAG" and scroll down under the "CONTRACTS" tab; whereas the SCAG staff may be found under "ABOUT" then "Employee Directory"; and Regional Council members can be found under "ABOUT", then scroll down to "ELECTED OFFICIALS" on the left side of the page and click on "See the list of SCAG representative and their Districts."

Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Deputy Legal Counsel, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: Urban Design 4 Health, Inc.

Name of Preparer: Jim Chapman

Project Title: Disadvantaged Communities Planning Initiative

RFP Number: 19-002 Date Submitted: 9/11/2018

SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

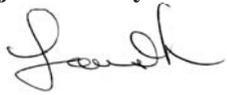
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

DECLARATION

I, (printed full name) Lawrence Frank, hereby declare that I am the (position or title) President of (firm name) Urban Design 4 Health, Inc., and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 9/11/2018 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



9/11/2018

Signature of Person Certifying for Proposer
(original signature required)

Date

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.



Southern California Association of Governments
333 S. Figueroa Street, Los Angeles, California 90071
December 6, 2018

To: Executive/Administration Committee (EAC)
From: Basil Panas, Chief Financial Officer, Contracts, 213-236-1817,
panas@scag.ca.gov
Subject: Contracts \$200,000 or Greater: 19-007-C01, Transit Asset
Management Target Setting

INTERIM
EXECUTIVE DIRECTOR'S
APPROVAL

RECOMMENDED ACTION:

Approve Contract No. 19-007-C01 in an amount not to exceed \$307,047 with Cambridge Systematics, Inc. to assist SCAG with developing regional transit asset management (TAM) performance measures and targets for inclusion in Connect SoCal, the 2020 Regional Transportation Plan/Sustainable Communities Strategy.

STRATEGIC PLAN:

This item supports the following Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians.

EXECUTIVE SUMMARY:

The Consultant will provide technical assistance to cooperatively develop regional Transit Asset Management (TAM) targets for inclusion in Connect SoCal, the 2020 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). This project will also establish a regional inventory of transit assets and asset conditions, and a process for ongoing coordinated target setting and evaluation, performance monitoring, and progress reporting in future RTPs and Federal Transportation Improvement Programs.

BACKGROUND:

Staff recommends executing the following contract \$200,000 or greater:

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Contract Amount</u>
Cambridge Systematics, Inc. (19-007-C01)	The Consultant shall assist SCAG with developing regional TAM performance measures and targets for inclusion in Connect SoCal.	\$307,047

FISCAL IMPACT:

Funding of \$300,000 is available in Fiscal Year (FY) 2018-19 Overall Work Program (OWP) in Project Number 140.0121.08, and the remaining amount of \$7,047 will be included in the FY 2019-20 OWP budget, subject to budget approval.

ATTACHMENT(S):



-
1. Contract 19-007-C01 Summary
 2. Contract 19-007-C01 Conflict of Interest

CONSULTANT CONTRACT 19-007-C01

Recommended Consultant: Cambridge Systematics, Inc.

Background & Scope of Work: SCAG has mandated responsibilities for coordination, target setting and progress reporting as part of its metropolitan transportation planning and programming activities, for a number of federally established performance measures including transit asset management (TAM) and state of good repair. For this project, the consultant shall assist SCAG with developing regional TAM performance measures and targets for inclusion in Connect SoCal, the 2020 Regional Transportation Plan/Sustainable Communities Strategy. This project will also establish a process for ongoing target setting and evaluation, performance monitoring, and progress reporting in future plans and programs. The Scope of Work includes tasks for stakeholder coordination, review of peer agencies and local TAM plans, data collection, target setting, and performance monitoring analysis.

Project’s Benefits & Key Deliverables: The project’s benefits and key deliverables include, but are not limited to:

- A comprehensive inventory of the region’s transit assets;
- An understanding of TAM needs that will support Connect SoCal;
- Consensus among the region’s transit providers on a regional target setting methodology; and
- TAM targets for inclusion in Connect SoCal.

Strategic Plan: This item supports SCAG’s Strategic Plan, Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians.

Contract Amount:

Total not to exceed		\$307,047
	Cambridge Systematics, Inc. (prime consultant)	\$223,612
	AMMA Transit Planning (subconsultant)	\$65,796
	Arellano Associates (subconsultant)	\$17,639

Note: Cambridge Systematics originally proposed \$339,618, but staff negotiated the price down to \$307,047 without reducing the scope of work.

Contract Period: Notice to Proceed through December 31, 2019

Project Number(s): 140-0121.08 \$300,000
 Funding sources: Consolidated Planning Grant (CPG) – Federal Transit Administration (FTA) 5303 and Transportation Development Act (TDA).

Funding of \$300,000 is available in Fiscal Year (FY) 2018-19 Overall Work Program (OWP) in Project Number 140.0121.08, and the remaining amount of \$7,047 will be included in the FY 2019-20 OWP budget, subject to budget approval.

Request for Proposal (RFP): SCAG staff notified 1,575 firms of the release of RFP 19-007 via SCAG’s Solicitation Management System. A total of 22 firms downloaded the RFP. SCAG received the following two (2) proposals in response to the solicitation:

Cambridge Systematics (2 subconsultants)	\$339,618
---	------------------

Kimley-Horn and Associates, Inc. (3 subconsultants)

\$439,973

Selection Process:

The Proposal Review Committee (PRC) evaluated each proposal in accordance with the criteria set forth in the RFP, and conducted the selection process in a manner consistent with all applicable federal and state contracting regulations. After evaluating the proposals, the PRC interviewed the two (2) offerors.

The PRC consisted of the following individuals:

Philip Law, Manager of Transit/Rail, SCAG
Warren Whiteaker, Program Manager, SCAG
Eric Carlson, Senior Transportation Analyst, Orange County Transportation Authority

Basis for Selection:

The PRC recommended Cambridge Systematics for the contract award because the firm:

- Proposed to utilize a proven, existing data management tool to support TAM and target setting, which has been developed, customized, and tested to assist transit providers and planning agencies with meeting Federal Transit Administration (FTA) requirements;
- Demonstrated the most experience with FTA TAM regulations and guidance, as well as, with building TAM data inventories for multi-agency regions and states; and
- Proposed the lowest price.

**Conflict Of Interest (COI) Form - Attachment
For December 6, 2018 Special Meeting of the EAC**

Approve Contract No. 19-007-C01 in an amount not to exceed \$307,047 with Cambridge Systematics, Inc. to assist SCAG with developing regional transit asset management (TAM) performance measures and targets for inclusion in Connect SoCal, the 2020 Regional Transportation Plan/Sustainable Communities Strategy.

The consultant team for this contract includes:

Consultant Name	Did the consultant disclose a conflict in the Conflict of Interest Form they submitted with its original proposal (Yes or No)?
Cambridge Systematics (prime consultant)	No - form attached
AMMA Transit Planning (subconsultant)	No - form attached
Arellano Associates (subconsultant)	No - form attached

SCAG CONFLICT OF INTEREST FORM

RFP No. 19-007

SECTION I: INSTRUCTIONS

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Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Deputy Legal Counsel, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: Cambridge Systematics, Inc.

Name of Preparer: Herbert Higginbotham

Project Title: Transit Asset Management Target Setting

RFP Number: 19-007 Date Submitted: 9/11/2018

SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

Attachment: Contract 19-007-C01 Conflict of Interest (Contracts \$200,000 or Greater: 19-007-C01, Transit Asset Management Target Setting)

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

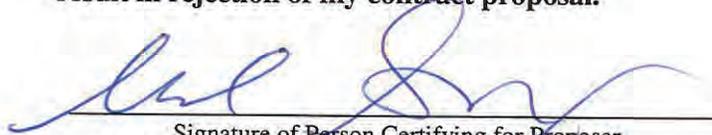
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

DECLARATION

I, (printed full name) Michael Snavely, hereby declare that I am the (position or title) Principal of (firm name) Cambridge Systematics, Inc., and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 8/30/2018 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

 _____ 8/30/2018
 Signature of Person Certifying for Proposer Date
 (original signature required)

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

SCAG CONFLICT OF INTEREST FORM

RFP No. 19-007

SECTION I: INSTRUCTIONS

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Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Deputy Legal Counsel, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: Arellano Associates

Name of Preparer: Genoveva L. Arellano

Project Title: Transit Asset Management Target Setting

RFP Number: 19-007 Date Submitted: 9/11/18

SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

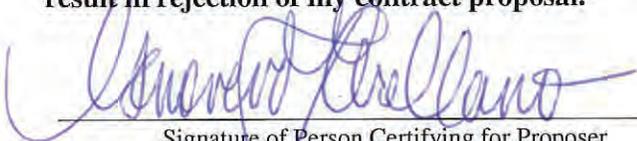
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

DECLARATION

I, (printed full name) Genoveva L. Arellano, hereby declare that I am the (position or title) Principal of (firm name) Arellano Associates, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 9/4/18 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

 _____ 9/4/18 _____
 Signature of Person Certifying for Proposer Date
 (original signature required)

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

SCAG CONFLICT OF INTEREST FORM

RFP No. 19-007

SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at www.scag.ca.gov. The SCAG Conflict of Interest Policy is located under "OPPORTUNITIES", then "Doing Business with SCAG" and scroll down under the "CONTRACTS" tab; whereas the SCAG staff may be found under "ABOUT" then "Employee Directory"; and Regional Council members can be found under "ABOUT", then scroll down to "ELECTED OFFICIALS" on the left side of the page and click on "See the list of SCAG representative and their Districts."

Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Deputy Legal Counsel, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: AMMA Transit Planning
Name of Preparer: Heather Menninger
Project Title: Transit Asset Management Target Setting
RFP Number: 19-007 Date Submitted: 9/11/2018

SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

Attachment: Contract 19-007-C01 Conflict of Interest (Contracts \$200,000 or Greater: 19-007-C01, Transit Asset Management Target Setting)

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

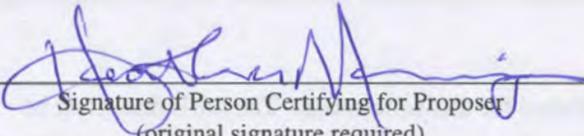
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

DECLARATION

I, (printed full name) Heather Menninger, hereby declare that I am the (position or title) Owner/Principal of (firm name) AMMA Transit Planning and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 9/11/2018 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

 _____
Signature of Person Certifying for Proposer (original signature required) Date 9/11/2018

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.



Southern California Association of Governments
333 S. Figueroa Street, Los Angeles, California 90071
December 6, 2018

To: Executive/Administration Committee (EAC)
From: Basil Panas, Chief Financial Officer, Contracts, 213-236-1817,
panas@scag.ca.gov
Subject: Contracts \$200,000 or Greater: 18-033A-C1, Americans with
Disabilities Act (ADA) Paratransit Demand Forecast

INTERIM
EXECUTIVE DIRECTOR'S
APPROVAL

RECOMMENDED ACTION:

Approve Contract No. 18-033A-C1 in an amount not to exceed \$300,344, with HDR Engineering, Inc., to develop a travel demand forecasting tool for special needs populations including elderly and disabled communities, and to produce an initial travel demand forecast.

STRATEGIC PLAN:

This item supports the following Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians.

EXECUTIVE SUMMARY:

Consistent with the Caltrans Sustainable Community Grant that funds this project, the consultant shall develop a travel demand forecasting tool for special needs populations including elderly and disabled communities, and to produce an initial travel demand forecast. SCAG staff shall use this tool to estimate travel needs for these populations.

BACKGROUND:

Staff recommends executing the following contract \$200,000 or greater:

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Contract Amount</u>
HDR Engineering, Inc. (18-033A-C01)	The Consultant shall develop a travel demand forecasting tool for special needs populations including elderly and disabled communities, and produce an initial travel demand forecast using that tool.	\$300,344

FISCAL IMPACT:

Funding of \$300,344 is available in Fiscal Year (FY) 2018-19 Overall Work Program (OWP) in Project Number 145.4835.01 (SB 1 Sustainable Communities Planning Grant).

ATTACHMENT(S):

1. Contract 18-033A-C01 Summary
2. Contract 18-033A-C01 Conflict of Interest Form

CONSULTANT CONTRACT 18-033A-C01

Recommended Consultant: HDR Engineering, Inc.

Background & Scope of Work: Consistent with the Caltrans Sustainable Community Grant that funds this project, the consultant shall develop a travel demand forecasting tool for special needs populations including elderly and disabled communities, and to produce an initial travel demand forecast. SCAG staff shall use this tool to estimate travel needs for these populations.

Project's Benefits & Key Deliverables: The project's benefits and key deliverables include, but are not limited to:

- A demand forecast tool for estimating long range demand for Americans with Disabilities Act (ADA) paratransit trips; and
- A targeted outreach effort that staff will use to better understand the transportation needs of vulnerable populations including elderly and disabled travelers.

Strategic Plan: This item supports SCAG's Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians, Objective 1: Create plans that enhance the region's strength, economy, resilience and adaptability by reducing greenhouse gas emissions and air pollution.

Contract Amount:

Total not to exceed		\$300,344
	HDR Engineering, Inc. (prime consultant)	\$242,695
	AMMA Transit Planning (subconsultant)	\$57,649

Note: HDR Engineering, Inc. originally proposed \$347,741, but staff negotiated the price down to \$300,344 without reducing the scope of work.

Contract Period: Notice to Proceed through June 30, 2020

Project Number(s): 145.4835.01 \$300,344
Funding source(s): \$265,894.54 Senate Bill 1 (SB1) Sustainable Communities Planning Grant and \$34,449.46 in Transportation Development Act (TDA) funds.

Funding of \$300,344 is available in Fiscal Year (FY) 2018-19 Overall Work Program (OWP) in Project Number 145.4835.01 (SB 1 Sustainable Communities Planning Grant).

Request for Proposal (RFP): SCAG staff notified 4,329 firms of the release of RFP 18-033A via SCAG's Solicitation Management System website. A total of seven (7) firms downloaded the RFP. SCAG received the following proposal in response to the solicitation:

HDR Engineering, Inc. – Prime Consultant (1 subconsultant)	\$300,344
---	------------------

After receiving only one (1) proposal, staff reissued the RFP and still only received one (1) proposal. Staff surveyed the seven (7) firms that downloaded the RFP the second time to determine why each did not submit a proposal. Two (2) firm

responded to staff's inquiry, but their responses were not helpful with assessing what staff could have done better:

Note that both times staff advertised the RFP for four (4) weeks as required by SCAG's Procurement Manual (Section 6.6.3). Staff subsequently requested and received Caltrans approval to move forward with reviewing the single offer received.

Selection Process:

The Proposal Review Committee (PRC) evaluated the proposal in accordance with the criteria set forth in the RFP, and conducted the selection process in a manner consistent with all applicable federal and state contracting regulations. After evaluating the proposals, the PRC did not conduct interviews because the proposal contained sufficient information on which to base a contract award.

The PRC consisted of the following individuals:

- Phillip Law, Manager of Transit/Rail
- Matt Gleason, Senior Regional Planner
- Gary Hewitt, Section Manager III – Transit Planning OCTA
- Matthew Avancena, Manager of Planning and Coordination Access Services

Basis for Selection:

The PRC recommended HDR for the contract award because the consultant:

- Demonstrated a very good understanding of the project, specifically their proposed data collection and statistical methodology;
- The consultant has demonstrated significant experience producing paratransit demand forecasts; and
- The consultant demonstrated significant experience working with elderly and disabled populations, including the production of Coordinated Human Services Transportation Plans in five counties in the SCAG Region.

**Conflict Of Interest (COI) Form - Attachment
For December 6, 2018 Special Meeting of the EAC**

Approve Contract No. 18-033A-C1 in an amount not to exceed \$300,344, with HDR Engineering, Inc., to develop a travel demand forecasting tool for special needs populations including elderly and disabled communities, and to produce an initial travel demand forecast.

The consultant team for this contract includes:

Consultant Name	Did the consultant disclose a conflict in the Conflict of Interest Form they submitted with its original proposal (Yes or No)?
HDR Engineering, Inc. (prime consultant)	No - form attached
AMMA Transit Planning (subconsultant)	No - form attached

SCAG CONFLICT OF INTEREST FORM

RFP No. 18-033

SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at www.scag.ca.gov. The SCAG Conflict of Interest Policy is located under "OPPORTUNITIES", then "Doing Business with SCAG" and scroll down under the "CONTRACTS" tab; whereas the SCAG staff may be found under "ABOUT" then "Employee Directory"; and Regional Council members can be found under "ABOUT", then scroll down to "ELECTED OFFICIALS" on the left side of the page and click on "See the list of SCAG representative and their Districts."

Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Deputy Legal Counsel, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: HDR Engineering, Inc.

Name of Preparer: Thomas T. Kim, PE

Project Title: Americans with Disabilities (ADA) Paratransit Demand Forecast

RFP Number: 18-033 **Date Submitted:** 05/14/18

SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

DECLARATION

I, (printed full name) Thomas T. Kim, PE, **hereby declare that I am the (position or title)** Senior Vice President **of (firm name)** HDR Engineering, Inc., **and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 05/14/18 **is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.****


 _____ 05/14/18
 Signature of Person Certifying for Proposer Date
 (original signature required)

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

SCAG CONFLICT OF INTEREST FORM

RFP No. 18-033

SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at www.scag.ca.gov. The SCAG Conflict of Interest Policy is located under "OPPORTUNITIES", then "Doing Business with SCAG" and scroll down under the "CONTRACTS" tab; whereas the SCAG staff may be found under "ABOUT" then "Employee Directory"; and Regional Council members can be found under "ABOUT", then scroll down to "ELECTED OFFICIALS" on the left side of the page and click on "See the list of SCAG representative and their Districts."

Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Deputy Legal Counsel, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: AMMA Transit Planning

Name of Preparer: Heather Menninger

Project Title: Americans with Disabilities (ADA) Paratransit Demand Forecast

RFP Number: 18-033 Date Submitted: 05/14/18

SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

Attachment: Contract 18-033A-C01 Conflict of Interest Form (Contracts \$200,000 or Greater: 18-033A-C1, Americans with Disabilities Act (ADA))

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

DECLARATION

I, (printed full name) Heather Menninger, hereby declare that I am the (position or title) Owner/ Principal of (firm name) AMMA Transit Planning, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 05/14/18 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.


05/14/18

 Signature of Person Certifying for Proposer Date
 (original signature required)

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.



Southern California Association of Governments
333 S. Figueroa Street, Los Angeles, California 90071
December 6, 2018

To: Executive/Administration Committee (EAC)
From: Basil Panas, Chief Financial Officer, Contracts, 213-236-1817,
panas@scag.ca.gov
Subject: Contracts Amendment \$75,000 or Greater: Contract No. 17-034-G1, Construction Services SCAG Los Angeles Office

INTERIM
EXECUTIVE DIRECTOR'S
APPROVAL

RECOMMENDED ACTION:

Approve Amendment No. 3 to Contract No. 17-034 G1 with JDM Contractors, in an amount not to exceed \$8,574, increasing the contract value from \$5,825,000 to \$5,833,574.

STRATEGIC PLAN:

This item supports the following Strategic Plan Goal 4: Provide innovative information and value-added services to enhance member agencies' planning and operations and promote regional collaboration.

EXECUTIVE SUMMARY:

On April 6, 2017, SCAG awarded Contract No. 17-034-G1 to JDM Contractors to provide construction and construction supervision services related to the build out and construction of SCAG's new Los Angeles Office at 900 Wilshire Boulevard. On July 6, 2017, the Regional Council subsequently approved Amendment 1 to add \$1,100,000 of funding based on the revised estimates for the construction. On April 5, 2018, the Regional Council approved Amendment 2 to add \$225,000 of funding to enable the consultant to perform the construction required by the Los Angeles Fire Department to meet Building Code requirements and enable SCAG to receive a final certificate of occupancy for the Los Angeles Office. SCAG staff is requesting approval of Amendment No. 3 increasing the contract amount by \$8,574, to enable the consultant to perform the necessary work to receive the final certificate of occupancy for the Los Angeles Office. This amendment when combined with a previous amendment exceeds \$75,000. Therefore, in accordance with the SCAG Procurement Manual (dated 12/01/16) Section 8.3, it requires the Regional Council's approval.

BACKGROUND:

Staff recommends executing the following contract amendment that is \$75,000 or greater:

<u>Consultant/Contract #</u>	<u>Amendments Purpose</u>	<u>Amendment Amount</u>
JDM Contractors (17-034-G1)	Amendment 3 will enable the consultant to perform the necessary work to receive the final certificate of occupancy for the Los Angeles Office. The extent of these requirements did not	\$8,574

become known until after SCAG moved into the 900 Wilshire building and the City of Los Angeles inspected the building for occupancy. Without the amendment, SCAG will not be able to meet the Building Code requirements and jeopardizes the agency's receipt of the final certificate of occupancy for the Los Angeles Office.

FISCAL IMPACT:

Funding of \$8,574 is available in the FY 2018-19 budget (700-4743E.01: 900 Wilshire Office).

ATTACHMENT(S):

1. Contract 17-034-G1 Summary
2. Contract 17-034-G1 Conflict of Interest

CONSULTANT CONTRACT 17-034-G1 AMENDMENT 3

Consultant: JDM Contractors

Background & Scope of Work: On April 6, 2017, SCAG awarded contract 17-034-G1 to JDM Contractors to provide construction and construction supervision services related to the build out and construction of SCAG’s new Los Angeles Office at 900 Wilshire Boulevard. On July 6, 2017, the Regional Council subsequently approved Amendment 1 to add \$1,100,000 of funding based on the revised estimates for the construction. On April 5, 2018, the Regional Council approved Amendment 2 to add \$225,000 of funding to enable the consultant to perform the construction required by the Los Angeles Fire Department to meet Building Code Requirements and enable SCAG to receive a final certificate of occupancy for the Los Angeles Office.

SCAG staff is requesting Amendment No. 3 in the amount of \$8,574, for the following reasons:

- 1- \$12,882 for additional work needed regarding the elevator lobby doors on the 17th floor and the stairwell doors.
- 2- \$(4,308) savings in other JDM tasks.

This amendment increases the contract value from \$5,825,000 to \$5,833,574.

Project’s Benefits & Key Deliverables: The project’s benefits and key deliverables include, but are not limited to, obtaining new, efficient, sustainable, safe, productive, empowering office space.

Strategic Plan: This item supports SCAG’s Strategic Plan Goal 4: Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration and Goal 5: Recruit, support, and develop a world-class workforce and be the workplace of choice.

Amendment Amount:	Amendment 3	\$8,574
	Amendment 2	\$225,000
	Amendment 1	\$1,100,000
	Original contract value	<u>\$4,500,000</u>
	Total contract value is not to exceed	\$5,833,574

This amendment when combined with a previous amendment exceeds \$75,000, as well as 30% of the contract’s original value. Therefore, in accordance with the SCAG Procurement Manual (dated 12/01/16) Section 8.3, it requires the Regional Council’s approval.

Contract Period: April 6, 2017 through December 31, 2018

Project Number: 700-04743.01 \$8,574
Funding source: Transportation Development Act (TDA) Fund

Funding of \$8,574 is available in the FY 2018-19 budget in Project Number 700-4743E.01: 900 Wilshire Office.

**Basis for the
Amendment:**

This amendment will enable the consultant to perform the necessary work to receive the final certificate of occupancy for the Los Angeles Office. The extent of these requirements did not become known until recently, and these prevent SCAG from meeting the Building Code Requirements thus jeopardizing receiving the final certificate of occupancy for the Los Angeles Office. Since we are approaching the 12-month anniversary of our move into 900 Wilshire Boulevard, there is a possibility that the City will conduct another inspection at that time and require additional changes if this work is not completed prior to December 18, 2018.

**Conflict Of Interest (COI) Form - Attachment
For December 6, 2018 Special Meeting of the EAC**

Approve Amendment No. 3 to Contract No. 17-034 G1 with JDM Contractors, in an amount not to exceed \$8,574, increasing the contract value from \$5,825,000 to \$5,833,574.

The consultant for this contract is:

Consultant Name	Did the consultant disclose a conflict in the Conflict of Interest Form they submitted with its original proposal (Yes or No)?
JDM Contractors (prime consultant)	No - form attached

SCAG CONFLICT OF INTEREST FORM

RFP No. 17-034

SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at www.scag.ca.gov. The SCAG Conflict of Interest Policy is located under "OPPORTUNITIES", then "Doing Business with SCAG" and scroll down under the "CONTRACTS" tab; whereas the SCAG staff may be found under "ABOUT" then "Employee Directory"; and Regional Council members can be found under "ABOUT", then scroll down to "ELECTED OFFICIALS" on the left side of the page and click on "See the list of SCAG representative and their Districts."

Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Deputy Legal Counsel, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal.

Name of Firm: JDM CONTRACTORS
Name of Preparer: Mark Whelan
Project Title: _____
RFP Number: 17-034 Date Submitted: 3-3-17

SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

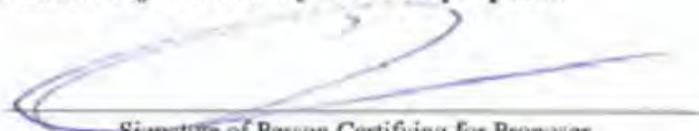
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

DECLARATION

I, (printed full name) Mark Whelan, hereby declare that I am the (position or title) President of (firm name) JDM CONTRACTORS, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 2-3-17 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



 March 3, 2017

 Signature of Person Certifying for Proposer
 Date

 (original signature required)

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.



Southern California Association of Governments
333 S. Figueroa Street, Los Angeles, California 90071
December 6, 2018

To: Executive/Administration Committee (EAC)
From: Basil Panas, Chief Financial Officer, Finance, 213-236-1817,
panas@scag.ca.gov
Subject: CFO Monthly Report

INTERIM
EXECUTIVE DIRECTOR'S
APPROVAL

RECOMMENDED ACTION:

For Information Only - No Action Required

STRATEGIC PLAN:

This item supports the following Strategic Plan Goal 7: Secure funding to support agency priorities to effectively and efficiently deliver work products.

AUDITS

The draft corrective action plan for SCAG's Incurred Cost Audit has been submitted to Caltrans who will issue the final plan in December 2018. Caltrans is expected to issue the final Incurred Cost Allocation Plan in the coming weeks.

SCAG's outside independent auditors, Vavrinek, Trine, Day and Co., are currently completing their FY18 outside independent audit and will present their final audit report to the Audit Committee in December or January 2019.

MEMBERSHIP DUES:

As of November 15, 2018, 181 cities and 6 counties had paid their FY19 dues. This represents about 98% of the assessment and is line with prior years. Eight cities have yet to pay. Two cities are being recruited for membership.

BUDGET & GRANTS (B&G):

On November 1, 2018, the Regional Council (RC) approved Amendment 3 to the FY 2018-19 OWP to increase the budget by \$6.1 million. This amendment included the programming of unexpended Consolidated Planning Grant (CPG) funds and Transportation Development Act (TDA) funds for ongoing regional transportation projects; adding new Caltrans transportation planning grants; adjusting various state and federal grant balances; and adjusting staff time allocations in various OWP tasks. Amendment 3 is pending Caltrans approval. Staff is preparing Amendment 4 to the OWP for the December 6, 2018 Special EAC meeting.

Staff is preparing six grant applications to the FY 2019-20 Caltrans Sustainable Transportation Planning Grant Program for a total proposal estimate of \$3.4 million. The final grant applications will be submitted by November 30, 2018.



CONTRACTS:

In October 2018, the Contracts Department issued two (2) Request for Proposals (RFP's); awarded two (2) contracts; issued twelve (12) contract amendments; and processed 66 Purchase Orders to support ongoing business and enterprise operations. Staff also administered 105 consultant contracts. During October 2018 over \$17,857 in budget savings was realized, bringing the FY19 total to \$216,392 in budget savings.

ATTACHMENT(S):

1. 120618 CFO Charts



Office of the Chief Financial Officer

Monthly Status Report

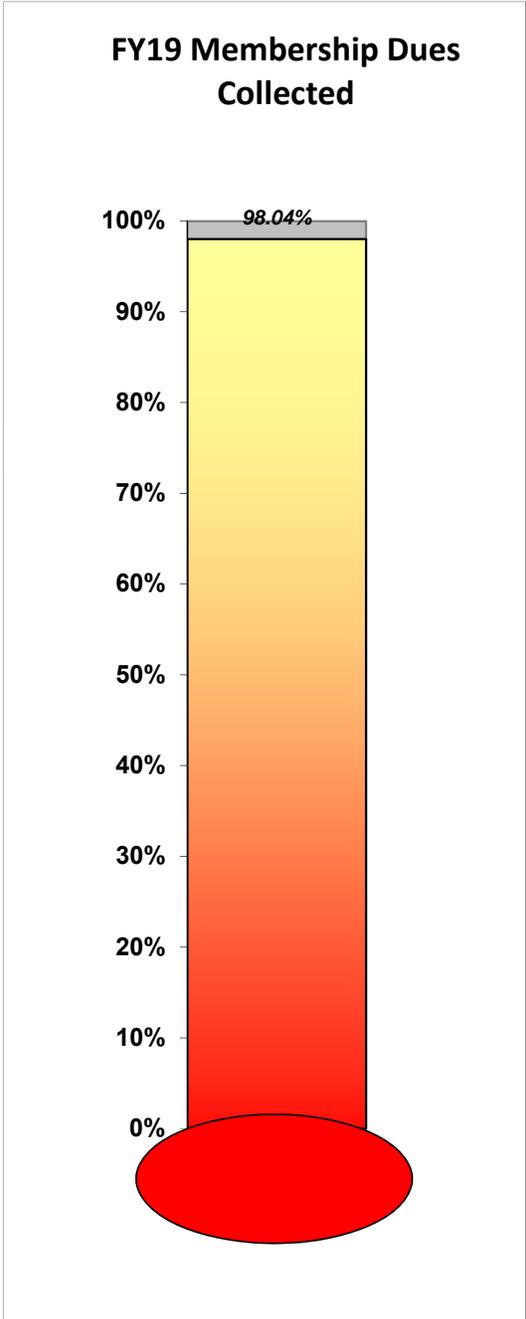
OCTOBER 2018

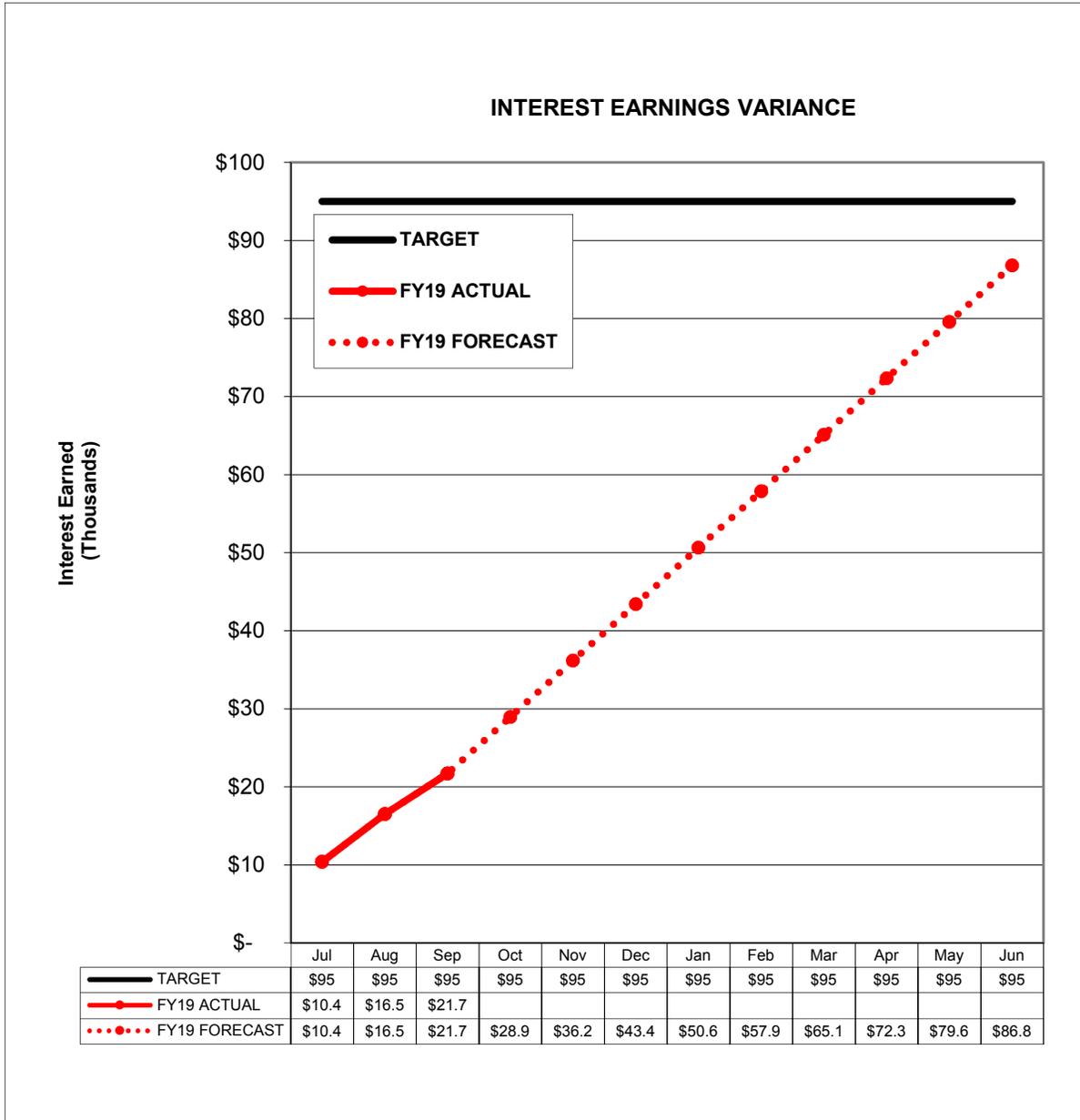
OVERVIEW

As of November 15, 2018, 181 cities and six counties had paid their FY19 dues. This represents 98% of the dues assessment. Eight cities had yet to pay their dues. Two cities are being recruited for membership.

SUMMARY

FY19 Membership Dues	<u>\$ 2,053,962</u>
Total Collected	<u>\$ 2,013,676</u>
Percentage Collected *	<u>98.04%</u>





Attachment: 120618 CFO Charts (CFO Monthly Report)

OVERVIEW

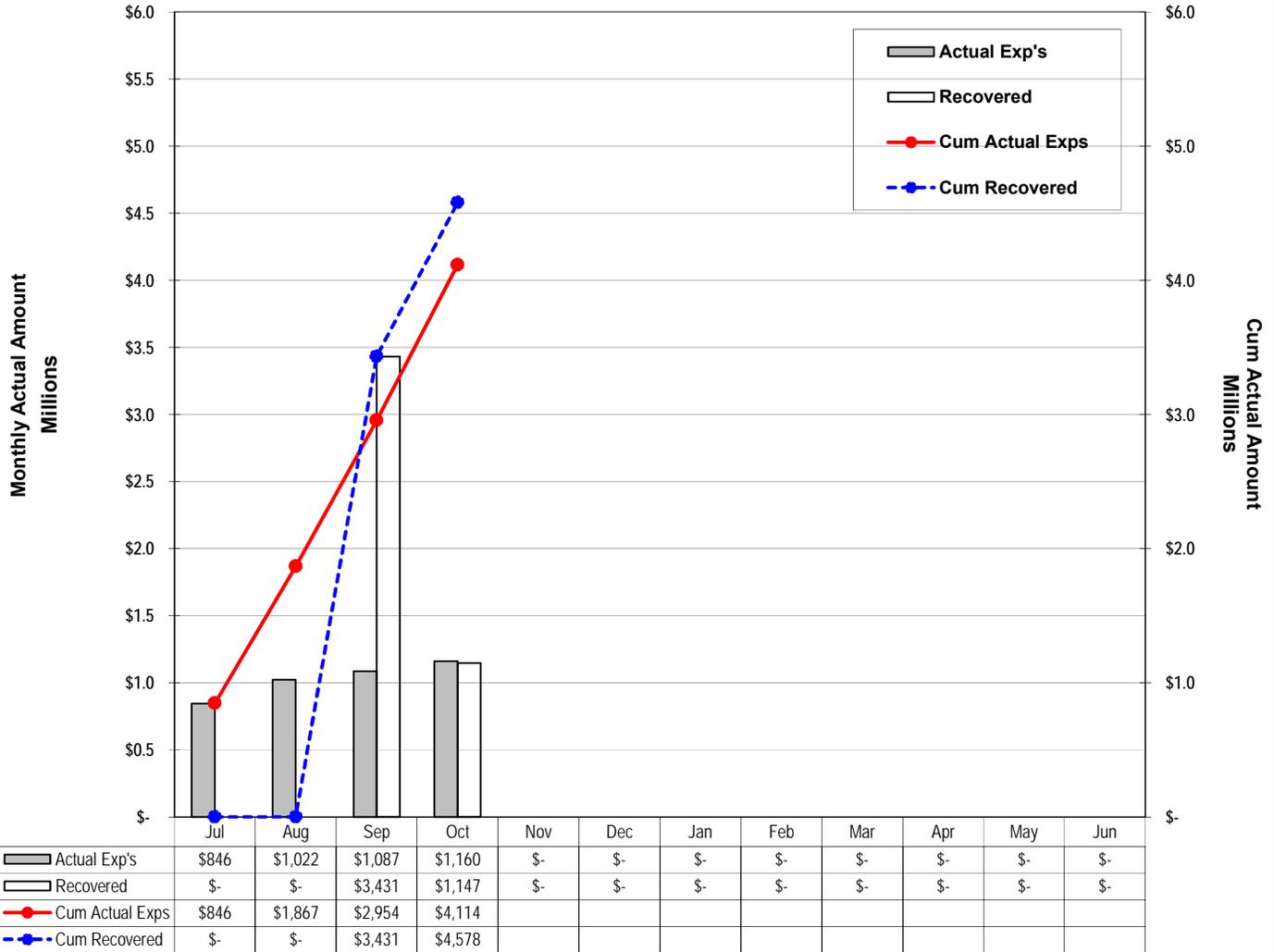
Actual interest income is plotted against the target amount. The amount credited to SCAG's account through September was \$21,696. The LA County Pool earned 1.93% in September.

SUMMARY

The amount projected for FY19 is \$86,788.



FY19 INDIRECT COST & RECOVERY



Attachment: 120618 CFO Charts (CFO Monthly Report)

OVERVIEW

A comparison of Indirect Cost (IC), incurred by SCAG vs. IC recovered from SCAG's grants.

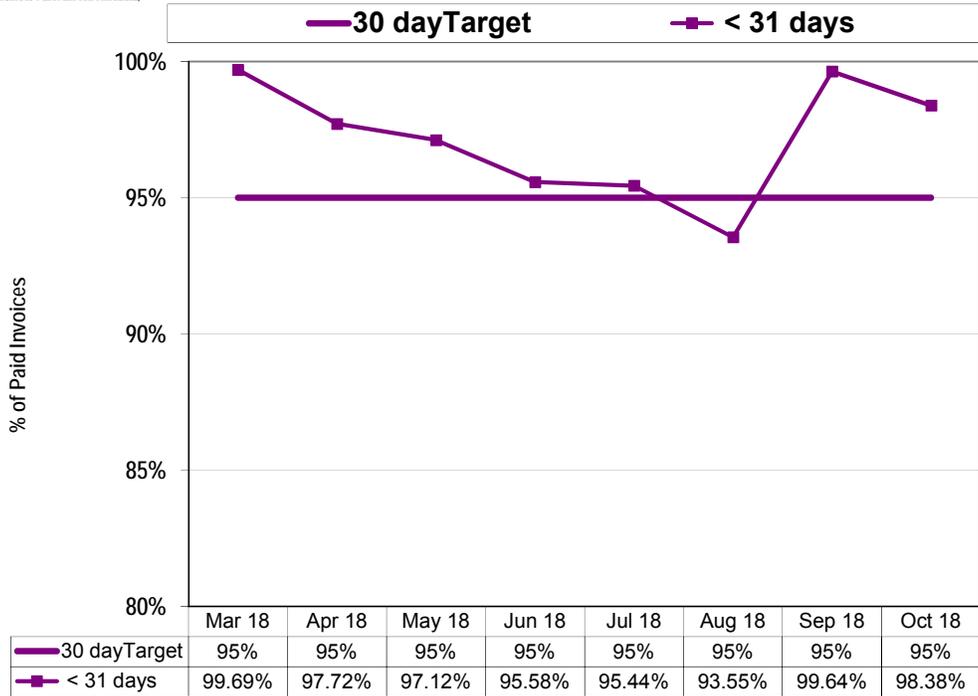
SUMMARY

Through October 2018, SCAG was over-recovered by \$463,948 due to unspent budget.

Office of the CFO
Invoice Aging



INVOICE AGING



OVERVIEW

The percent of total invoices paid within 30 days. The target is to pay 95% of all invoices within 30 days. This goal was met.

SUMMARY

98.38% of October 2018's payments were made within 30 days of invoice receipt.

At month-end, 52 invoices remained unpaid less than 30 days.

Actual

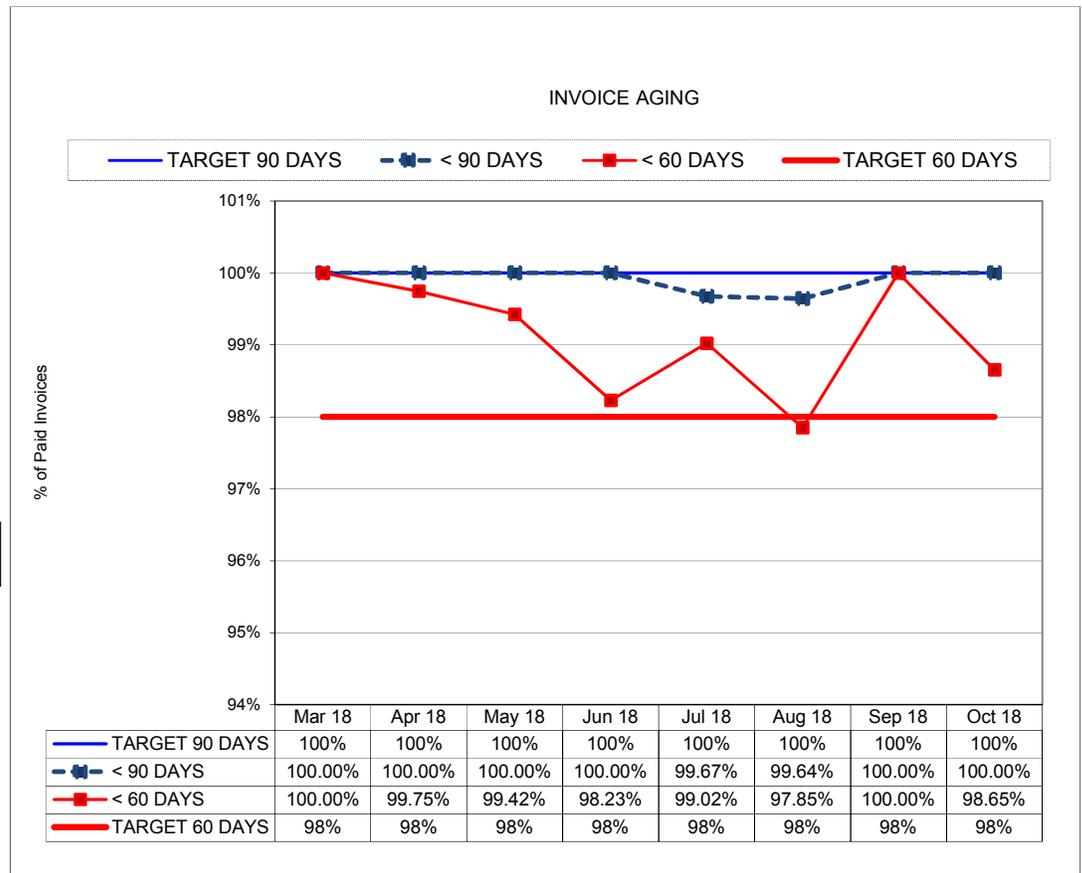
OVERVIEW

The percent of total invoices paid within 60 and 90 days. The target is to pay 98% of invoices within 60 days and 100% within 90 days.

SUMMARY

These goals were met during this period.

98.65% of October 2018's payments were within 60 days of invoice receipt and 100.00% within 90 days. Invoices unpaid 30-60 days totaled 13; 60-90 days: 10; >90 days: 0.



Attachment: 120618 CFO Charts (CFO Monthly Report)



Office of the CFO
Fiscal Year-To-Date Expenditure Report Through October 31, 2018

COMPREHENSIVE BUDGET

		Adopted Budget	Amended Budget	Expenditures	Adjusted Commitments	Budget Balance	% Budget Spent
1	Staff & Allocated Fringe Benefits	500,715	500,549	141,164	-	359,385	28.2%
2	51001 Allocated Indirect Costs	467,122	468,291	132,059	-	336,232	28.2%
3	54300 SCAG Consultants	274,850	218,172	23,320	194,852	(0)	10.7%
4	54340 Legal costs	180,000	155,000	31,220	62,680	61,100	20.1%
5	55441 Payroll, bank fees	12,500	12,500	1,359	10,905	236	10.9%
6	55510 Office Supplies	25,000	20,000	397	19,603	(0)	2.0%
7	55600 SCAG Memberships	22,000	146,178	59,678	-	86,500	40.8%
8	55610 Professional Membership	11,500	11,500	3,320	2,500	5,680	28.9%
9	55730 Capital Outlay > \$5,000	-	3,893	3,893	-	(0)	100.0%
10	55830 Conference - Registration	15,000	15,000	-	-	15,000	0.0%
11	55860 Scholarships	32,000	32,000	-	20,000	12,000	0.0%
12	55910 RC/Committee Mtgs	25,000	20,000	6,488	5,012	8,500	32.4%
13	55912 RC Retreat	5,000	5,000	-	-	5,000	0.0%
14	55914 RC General Assembly	375,000	375,000	60,000	1	314,999	16.0%
15	55915 Demographic Workshop	18,000	18,000	-	25	17,975	0.0%
16	55916 Economic Summit	80,000	80,000	-	-	80,000	0.0%
17	55918 Housing Summit	40,000	40,000	-	-	40,000	0.0%
18	55919 Go Human	-	711	711	(0)	(0)	100.0%
19	55920 Other Meeting Expense	40,000	36,107	14,857	21,251	(0)	41.1%
20	55xxx Miscellaneous other	12,000	9,756	9,428	(0)	328	96.6%
21	55940 Stipend - RC Meetings	215,925	207,422	41,740	-	165,682	20.1%
22	56100 Printing	30,500	30,500	-	-	30,500	0.0%
23	58100 Travel - outside SCAG region	44,500	31,033	2,159	-	28,874	7.0%
24	58101 Travel - local	25,500	20,500	9,524	-	10,976	46.5%
25	58110 Mileage - local	23,500	18,500	5,147	-	13,353	27.8%
26	58800 RC Sponsorships	135,000	135,000	122,075	12,925	-	90.4%
27	Total General Fund	2,610,612	2,610,612	668,540	349,753	1,592,319	25.6%
28				-			
29	Staff & Allocated Fringe Benefits	15,130,995	14,472,879	4,752,613	0	9,720,266	32.8%
30	51001 Allocated Indirect Costs	14,115,805	13,540,058	4,446,070	0	9,093,988	32.8%
31	54300 SCAG Consultants	30,586,917	30,287,112	959,981	10,527,079	18,800,052	3.2%
32	54302 Non-Profits/IHL			-			
33	54360 Pass-through Payments	12,075,472	12,075,472	650,013	10,798,085	627,374	5.4%
34	55210 Software Support	247,231	247,231	147,923	40,957	58,351	59.8%
35	55280 Third Party Contribution	4,567,848	4,556,881	1,132,378	0	3,424,503	24.8%
36	55310 F&F Principal	231,850	231,850	74,961	153,608	3,281	32.3%
37	55315 F&F Interest	49,426	49,426	18,094	31,332	-	36.6%
38	55320 AV Principal	102,665	102,665	41,451	50,828	10,386	40.4%
39	55325 AV Interest	21,886	21,886	11,828	7,124	2,934	54.0%
40	55580 Outreach/Advertisement	-	57,346	57,345	1	0	100.0%
41	55620 Resource Materials - subscrib	931,456	931,456	144,686	121,170	665,600	15.5%
42	55730 Capital Outlay	300,000	300,000	122,595	0	177,405	40.9%
43	55810 Public Notices	56,000	56,000	29,587	575	25,838	52.8%
44	55920 Other Meeting Expense	83,500	83,500	110	0	83,390	0.1%
45	55xxx Miscellaneous - other	158,711	959,935	2,908	3,475	953,552	0.3%
46	56100 Printing	28,000	75,862	37,130	0	38,731	48.9%
47	58xxx Travel	283,050	283,050	42,109	-	240,941	14.9%
48	59090 Exp - Local Other	9,767,224	9,767,224	148,359	0	9,618,865	1.5%
	Total OWP & TDA Capital	88,738,036	88,099,833	12,820,142	21,734,233	53,545,458	14.6%
				-			
	Comprehensive Budget	91,348,648	90,710,445	13,488,682	22,083,987	55,137,776	14.9%

Attachment: 120618 CFO Charts (CFO Monthly Report)



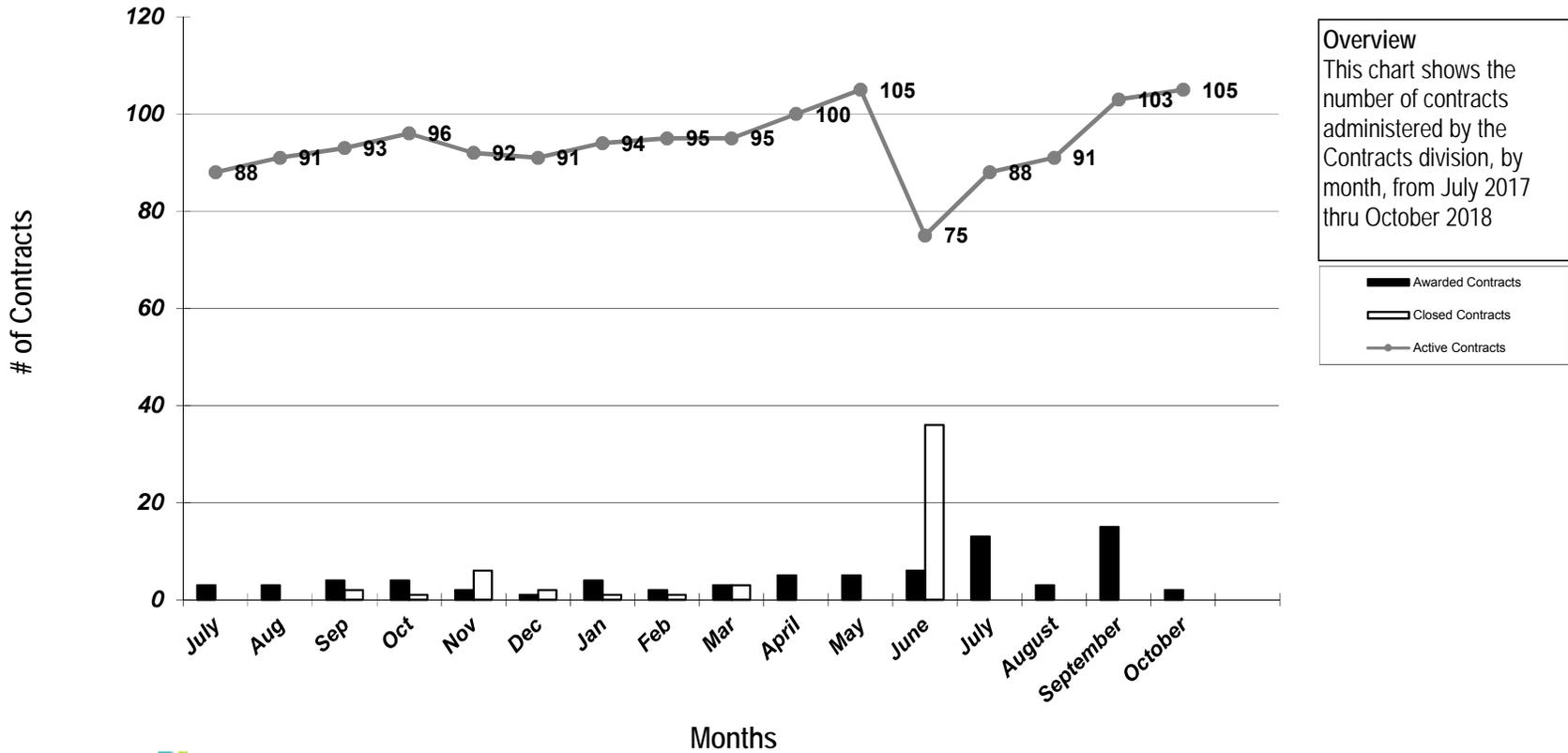
Office of the CFO
Fiscal Year-To-Date Expenditure Report Through October 31, 2018

INDIRECT COST EXPENDITURES

		Adopted Budget	Amended Budget	Expenditures	Adjusted Commitments	Budget Balance	% Budget Spent
1	50010 Regular Staff	4,540,919	4,850,133	1,693,112		3,157,021	34.9%
2	50013 Regular OT	1,000	1,000	257		743	25.7%
3	50014 Interns, Temps, Annuity	75,000	75,000	22,271		52,730	29.7%
4	50030 Severance	85,000	85,000	11,183		73,817	13.2%
5	51xxx Allocated Fringe Benefits	3,587,327	3,828,743	1,183,856	-	2,644,887	30.9%
6	54300 SCAG Consultants	234,570	183,487	4,700	5,623	173,164	2.6%
7	54301 Consultants - Other	1,421,750	1,453,602	197,050	370,948	885,604	13.6%
8	54340 Legal	125,000	125,000	-	39,782	85,218	0.0%
9	55210 Software Support	484,980	453,078	177,409	156,917	118,753	39.2%
10	55220 Hardware Supp	86,000	133,610	133,610	(0)	0	100.0%
11	55240 Repair & Maint Non-IT	15,000	16,271	16,271	(0)	(0)	100.0%
12	55270 Software Purchases		3,473	3,473	-	0	100.0%
13	55400 Office Rent DTLA	724,350	724,350	266,613	457,737	0	36.8%
14	55410 Office Rent Satellite	245,883	245,883	66,887	101,452	77,544	27.2%
15	55420 Equip Leases	120,000	120,000	19,589	54,819	45,591	16.3%
16	55430 Equip Repairs & Maint	26,500	25,229	11,494	13,736	(0)	45.6%
17	55435 Security Services	100,000	100,000	13,326	50,612	36,062	13.3%
18	55440 Insurance	199,089	199,089	93,298	-	105,791	46.9%
19	55441 Payroll / Bank Fees	15,000	15,000	3,701	9,299	2,000	24.7%
20	55445 Taxes	5,000	5,000	128	4,872	0	2.6%
21	55460 Mater & Equip < \$5,000 *	14,000	14,000	2,258	11,742	(0)	16.1%
22	55510 Office Supplies	73,800	73,800	19,537	32,734	21,528	26.5%
23	55520 Graphic Supplies	2,500	2,500	657	15	1,828	26.3%
24	55530 Telephone	170,000	170,000	41,035	85,446	43,520	24.1%
25	55540 Postage	10,000	10,000	10,000	-	0	100.0%
26	55600 SCAG Memberships	188,450	91,950	54,181	645	37,125	58.9%
27	55620 Res Mats/Subscrip	57,300	57,300	22,272	3,279	31,749	38.9%
28	55700 Deprec - Furn & Fixt	232,000	232,000	-	-	232,000	0.0%
29	55710 Deprec - Computer Equipment	35,000	35,000	-	-	35,000	0.0%
30	55715 Amortiz - Software	250,000	250,000	-	-	250,000	0.0%
31	55720 Amortiz - Leasehold Improvements	70,000	70,000	-	-	70,000	0.0%
32	55800 Recruitment Notices	20,000	20,000	2,247	90	17,663	11.2%
33	55801 Recruitment - other	38,000	38,000	2,543	35,457	0	6.7%
34	55810 Public Notices	2,500	2,500	-	-	2,500	0.0%
35	55820 In House Training	20,000	20,000	1,815	-	18,185	9.1%
36	55830 Networking Meetings/Special Events	11,500	11,500	4,810	-	6,690	41.8%
37	55840 Training Registration	65,000	65,000	17,281	-	47,719	26.6%
38	55920 Other Mtg Exp	2,500	2,500	-	-	2,500	0.0%
39	55xxx Miscellaneous - other	11,000	11,000	3,481	1,681	5,837	31.6%
40	55950 Temp Help	38,500	38,500	4,253	27,961	6,286	11.0%
41	56100 Printing	20,000	20,000	921	-	19,079	4.6%
42	58100 Travel - Outside	85,000	85,000	5,828	-	79,172	6.9%
43	58101 Travel - Local	18,750	18,750	2,263	-	16,487	12.1%
44	58110 Mileage - Local	26,100	26,100	572	-	25,528	2.2%
45	Total Indirect Cost	13,554,268	14,008,348	4,114,181	1,464,846	8,429,320	29.4%

Attachment: 120618 CFO Charts (CFO Monthly Report)

SCAG Contracts (Year to Date)



Overview
This chart shows the number of contracts administered by the Contracts division, by month, from July 2017 thru October 2018

Awarded Contracts
 Closed Contracts
 Active Contracts



Summary

The chart shows that the Contracts Department is managing One hundred and five contracts. Fifty-one are Cost Plus Fixed Fee contracts, 20 are fixed price contracts, and the remaining 34 are Time and Materials (T&M) contracts (includes Labor Hour and Retainer contracts). The Contracts Department anticipates issuing approximately 40 contracts for FY 2018-19. Note, due to the nature of SCAG's work, the majority of SCAG contracts have a one year term and end on June 30th each year.

Office of the CFO
Staffing Report as of October 1, 2018



GROUPS	Authorized Positions	Filled Positions	Vacant Positions
Executive	7	5	2
Legal	2	2	0
Policy & Public Affairs	18	12	6
Administration	41	37	4
Planning & Programs	63	58	5
Total	131	114	17

OTHER POSITIONS

GROUPS	Limited Term Positions	Interns or Volunteers	Temp Positions	Agency Temps
Executive	1	0	0	0
Legal	0	0	0	0
Policy & Public Affairs	3	0	0	0
Administration	4	4	0	0
Planning & Programs	7	15	3	
Total	15	19	3	0

Attachment: 120618 CFO Charts (CFO Monthly Report)