

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

Meeting of Wednesday, September 25, 2013

**Agricultural Center Conference Room**  
**1428 Abbott Street**  
**Salinas, California**  
**9:00 A.M.**

**WIFI INFO:**

**Network: ABBOTT CONF-GUEST**  
**Password: 1428AGGUEST**

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

1. **QUORUM CHECK – CALL TO ORDER.** Transportation Agency by-laws require a quorum of a minimum of 9 voting members, including a minimum of 7 city representatives and 1 county representative. *If you are unable to attend, please contact your alternate. Your courtesy to the other Transportation Agency Board members to assure a quorum is appreciated.*

**PLEDGE OF ALLEGIANCE**

2. **PUBLIC COMMENTS.** Any person may address the Transportation Agency Board at this time. Presentations should not exceed three minutes, should be directed to an item **NOT** on today's agenda, and should be within the jurisdiction of the Transportation Agency Board. *Though it is not required, the Transportation Agency Board appreciates your cooperation in completing a speaker request form available on the table at the entrance to the meeting room. Please give the completed form to the Transportation Agency Administrative Assistant.*

3. **CONSENT AGENDA**

**APPROVE** the staff recommendations for items 3.1.1 - 3.7.1 by majority vote with one motion. Any member may pull an item off the Consent Agenda to be considered for discussion and action after the Consent Agenda. **Pages 10 - 52**

4. **CLOSED SESSION**

Public Employee Performance Evaluation pursuant to Government Code Section §54957 – Positions: Executive Director & Legal Counsel.  
*Enclosure sent separately*

5. **RECEIVE** update on the 2014 State Transportation Improvement Program. – Zeller **Pages 53 – 56**

*The Transportation Agency's target for 2014 State Transportation Improvement Program (STIP) funding ranges from \$14.1 million up to a maximum of \$20.3 million. Agency staff has developed a draft list of priority projects to meet this funding target and use in the development of the Regional Transportation Improvement Program.*

6. **RECEIVE** presentation on the Marina-Salinas Multimodal Corridor Plan and public outreach strategy. – Green **Pages 57 - 59**

*This project will plan for a multi-modal corridor that will connect the Monterey Peninsula to Salinas. Transportation Agency staff will work with partner agencies and members of the public to develop the plan.*

7. **RECEIVE** update on the status US 101 Corridor Construction Projects – the Prunedale Improvement Project and the San Juan Road Project.  
–Gavin **Pages 60 - 61**

*Construction of the US 101-Prunedale Improvement Project began in the spring of 2011. As of September 1, 2013, construction is approximately 80 percent complete. With the opening of the new Crazy Horse Canyon Interchange, scheduled for October 2013, three of the four major safety improvements for this project will be complete, allowing for the installation of a solid concrete barrier that will eliminate left turns across Highway 101 through the project limits. In December 2012 Caltrans began construction on the San Juan Road Interchange Project. This project, which will remove three at-grade intersections (Dunbarton Road, San Juan Road and Cole Road) and construct one interchange near the Red Barn, is fully underway, on schedule, and about 20 percent complete. Together these projects will reduce congestion for 60,000 to 80,000 vehicles daily and provide safer access for motorists.*

8. Reports on meetings attended by Board Members at Transportation Agency expense, as required by state law. **No Enclosure**
9. Reports from transportation providers: **Pages 62 – 65**
- Caltrans Director’s Report – Project Update –Gubbins
  - Monterey Peninsula Airport District– Nelson
  - Monterey-Salinas Transit – Sedoryk
  -
10. Executive Director’s Report **No Enclosure**
11. Announcements and/or comments from Transportation Agency members on matters that they wish to put on future Transportation Agency agendas.
12. **ADJOURN**

Please send any items for the October 23, 2013 Transportation Agency agenda to Senior Administrative Assistant Elouise Rodriguez by 12 noon, Thursday, October 10, 2013.

The Transportation Agency Agenda will be prepared by Transportation Agency staff and will close at noon Thursday, October 10, 2013, nine (9) working days before the regular meeting. Any member may request in writing an item to appear on the agenda. The request shall be made by the agenda deadline and any supporting papers must be furnished by that time or be readily available.

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

**ANNOUNCEMENTS**

Next Transportation Agency for Monterey County meeting will be on  
Wednesday, October 23, 2013

**Agricultural Center Conference Room**

**1428 Abbott Street**

**Salinas, California**

**9:00 A.M.**

Transportation Agency Board members will receive automatic mileage reimbursement payments not to exceed current IRS rates, (or reimbursed for the cost of transit). Payments will be made quarterly based on attendance records.

Board members must submit a mileage declaration form with their declared mileage to and from the transportation agency meetings. Please call Transportation Agency office at 831-775-0903 if you need a mileage declaration form.

For Transportation Agency related travel reimbursement other than the monthly Transportation Agency meetings, please call Transportation Agency office at 831-775-0903 to request a travel reimbursement form.

The Transportation Agency web site contains information from the Transportation Agency Resource Guide, including Transportation Agency Board members, Transportation Agency committee members, grant programs, etc.

Visit us at:

<http://www.tamcmonterey.org>

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

**Transportation Agency for Monterey County**  
**55-B PLAZA CIRCLE, SALINAS, CA 93901-2902**

**Monday thru Friday**

**8:00 a.m. – 5:00 p.m.**

**TEL: 831-775-0903**

**FAX: 831-775-0897**

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**BEGINNING OF CONSENT AGENDA:** Approve the staff recommendations for items 3.1.1 - 3.7.1 below by majority vote with one motion. Any member may pull an item off the Consent Agenda to be moved to the end of the **CONSENT AGENDA** for discussion and action.

**ADMINISTRATION and BUDGET**

3.1.1 **APPROVE** minutes of the Transportation Agency For Monterey County (TAMC) Service Authority for Freeways and Expressways and Monterey County Regional Development Impact Fee Joint Powers Agency of August 28, 2013. – Rodriguez **Pages 10 - 19**

3.1.2 **ACCEPT** the list of checks written for August 2013 and credit card statements for the month of July 2013. – Delfino **Pages 20 - 27**

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

3.1.3 **RECEIVE** report on conferences or trainings attended by agency staff. – Muck **Pages 28 - 31**

*Agency staff occasionally attends conferences or trainings at Agency expense that are pertinent to their roles in pursuing the Agency's mission. These events allow the staff to stay current and participate in the development of transportation practices and policies related to their roles. In August, staff attended the 2013 American Public Works Association Annual Congress in Chicago.*

- 3.1.4 **AUTHORIZE** the Executive Director to make a lump sum payment of \$100,493 to California Public Employee Retirement System to pay off the Agency's side fund liability as recommended by the Executive Committee. – Goel **Pages 32 - 33**

*This action would permit the Transportation Agency for Monterey County to make a lump sum payment of California Public Employee Retirement System's unfunded side fund liability to reduce the current and future fiscal years pooled employer contributions by 1.511% towards the retirement benefit, thus saving the Agency money.*

**BICYCLE, PEDESTRIAN, TRANSIT, and SOCIAL SERVICES**

- 3.2.1 **ADOPT** Resolution 2013-13 allocating State Transit Assistance funds to Monterey-Salinas Transit for Fiscal Year 2013-14. – Cook **Pages 34 - 37**

*The Transportation Agency is responsible for allocating State Transit Assistance funding, generated through the state sales tax on diesel fuel, to transit operators pursuant to the Transportation Development Act.*

- 3.2.2 **Triennial Transit Performance Audits** – Cook **Pages 38 - 39**

1. **APPROVE** Request for Proposals for consultant assistance, pending review by Counsel, to complete a Triennial Transit Performance Audit for the three-year period ending June 30, 2013; and
2. **DIRECT** staff to release the Request for Proposals to potential consultants.

*The Transportation Agency must prepare a Triennial Transit Performance Audit of transit operators receiving Transportation Development Act funds. The audit evaluates the efficiency and effectiveness of the county's transit operators based on Caltrans guidance and determines compliance with Transportation Development Act requirements. The audit also evaluates administrative functions undertaken by the Transportation Agency.*

- 3.3.1 **PLANNING**  
*No items this agenda*

## **PROJECT DELIVERY and PROGRAMMING**

### **3.4.1 Call Box Maintenance and Improvements - Request for Proposals – Myers Pages 40 - 41**

1. **APPROVE** Scope of Work in the Request for Proposals for Call Box Maintenance and Site Improvements; and
2. **AUTHORIZE** the Director to make changes, as necessary, to the Scope of Services and Request for Proposals; subject to review and approval of Agency Counsel;
3. **DIRECT** staff to release the Request for Proposals to interested parties.

*As the Service Authority for Freeways and Expressways for Monterey County, the Transportation Agency installs, maintains and operates a motorist aid call box system. With the current maintenance contract expiring on December 31<sup>st</sup>, 2013, the Agency is requesting proposals for a contractor to provide call box maintenance services and to provide necessary site improvements to improve accessibility. The current contract was extended six months to allow to time to determine if call box services were subject to prevailing wages. The new contract will require compliance with all prevailing wage law requirements now that it has been determined by the Department of Industrial Relations that call box maintenance services are considered public works. The new contract would be for a three year period beginning January 1, 2014, with options to renew for up to three additional years.*

### **3.5.1**

**RAIL PROGRAM**  
*No items this agenda*



## REGIONAL DEVELOPMENT IMPACT FEE

- 3.6.1 **RECEIVE** report on the Regional Development Impact Fee update and workshops for building and planning staffs for the local jurisdictions.  
– Zeller **Pages 42 - 43**

*The Transportation Agency completed the legally-mandated five-year update to the Regional Development Impact Fee and received approvals from the Board and all jurisdictions by the August 2013 deadline. Staff is scheduling workshops to discuss program updates, review policies and procedures, and perform example fee calculations.*

- 3.7.1 **ACCEPT** minutes from Transportation Agency committees: **Pages 44 - 52**

- Executive Committee – Draft September 4, 2013
- Bicycle & Pedestrian Facilities Advisory Committee  
– no meeting this month
- Rail Policy Committee – Draft September 9, 2013
- Technical Advisory Committee – no meeting this month

## **END OF CONSENT AGENDA**

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## **CORRESPONDENCE, REPORTS, MEDIA CLIPPINGS**

Online at [www.tamcmonterey.org](http://www.tamcmonterey.org)

*No items this agenda*



<b>TAMC STAFF</b>	<b>AUG 12</b>	<b>SEP 12</b>	<b>OCT 12</b>	<b>DEC 12</b>	<b>JAN 13</b>	<b>FEB 13</b>	<b>MAR 13</b>	<b>APR 13</b>	<b>MAY 13</b>	<b>JUN 13</b>	<b>AUG 13</b>
D. Hale, Executive Director	P	P	P	P	P	P	P	P	P	P	P
A. Cook, Associate Trans. Planner	P	P	P	P	P	P	P	P	P	P	P
D. Delfino, Finance Officer/Analyst	P	P	P	P	P	P	P	P	P	P	P
S. Gavin, Community Outreach Coord.	P	P	P	P	P	P	P	P	P	P	P
R. Goel, Dir. Finance & Administration	P	P	E	E	P	E	P	P	P	P	P
A. Green, Transportation Planner					P	P	P	P	P	P	P
M. Montiel, Administrative Assistant	P	P	P	P	E	P	P	P	P	P	P
T. Muck, Deputy Executive Director	P	P	P	P	P	P	P	P	P	P	P
H. Myers, Associate Engineer	P	P	P	P	P	P	P	P	P	P	P
K. Reimann, Legal Counsel	P	P	P	P	P	P	P	E	P	P	P
E. Rodriguez, Senior Admin. Assistant	P	E	E	P	P	P	P	P	P	P	P
L. Terry, Accountant Assistant	E	P	P	P	E	E	P	P	P	E	E
C. Watson, Principal Trans. Planner	P	P	P	P	P	P	E	P	P	P	P
M. Zeller, Senior Trans. Planner	P	P	P	P	P	P	P	P	P	P	P

**OTHERS PRESENT**

Alex Vasquez	Access Monterey Peninsula	Chris Orman	North County Fire Chief
Mario Romo	Access Monterey Peninsula	Dell Matt	101 Bypass Committee
Grant Leonard	TAMC Intern	Kenia Acevedo	California Rural Legal Assistance
Heather Adamson	AMBAG	Molly Hubbard	MCHD
Salvador Munoz	Local Union 270	AB Moran	Local Union 297
Mark McCumsey	Caltrans District 5	Richard Rosales	Caltrans District 5
Sharon Joyce	Manzanita Estates Homeowner's Association	La'Quana Williams	MCHD

**1. CALL TO ORDER**

Staff confirmed that a quorum was present and Chair Edelen called the meeting to order. Senior Administrative Assistant Elouise Rodriguez led the pledge of allegiance.

**2. PUBLIC COMMENTS**

None.

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**3. CONSENT AGENDA**

**M/S/C** Armenta/Craig

Board Member Steve Matarazzo recused from items 3.5.1, 3.5.2 and 3.5.3, due to property owned near the project area.

Board alternate Kathleen Lee pulled item 3.4.2 for clarification on the total cost for the Project Study Report and asked if the City of Marina is sharing the cost. Deputy Executive Director Muck replied that the cost for the Project Study Report will be between \$50,000 to \$100,000, and that the City of Marina is contributing the majority of the cost.

***ADMINISTRATION and BUDGET***

- 3.1.1** Approved minutes of the Transportation Agency for Monterey County and the Joint Powers Agency for Monterey County meetings of June 26, 2013.
- 3.1.2** Accepted the list of checks written for June and July 2013 and credit card statements for the month of May and June 2013.
- 3.1.3** Received report conferences or trainings attended by agency staff.  
*No reports this month.*

- 3.1.4** Approved closure of Transportation Agency for Monterey County offices on December 23, 26, and 27, 2013.
- 3.1.5** Ratified Continuing Cooperative Agreement exhibits A and B with the Association of Monterey Bay Area Governments to authorize the Transportation Agency's use of federal planning funds in fiscal year 2013/14.
- 3.1.6** Regarding Standard Agreement for Professional Services:
1. Approved revisions to the Transportation Agency for Monterey County's standard agreement for professional services;
  2. Directed staff, when seeking Board approval of a Professional Services Agreement, to present just the payment amount, scope of work, work schedule, payment provisions, funding source, deliverables and material changes (if any) to standard terms and conditions of all future agreements for professional services, without the need to attach the entire agreement; and
  3. Authorized the Executive Director to sign the standard agreements with minor changes if such changes do not increase the Agency's net cost, subject to approval by Agency Counsel.
- 3.1.7** Approved Resolution 2013-2013-12 declaring as surplus selected furniture, equipment, and computers; and authorized the Executive Director to dispose of the surplus property in accordance with the Disposition of Surplus Property Policy, Paragraph 4.

***BICYCLE, PEDESTRIAN, TRANSIT and SOCIAL SERVICES***

- 3.2.1** Adopted amended Resolution 2013-10 allocating Local Transportation Funds to Monterey-Salinas Transit (MST) for Fiscal Year 2013-14.

***PLANNING***

- 3.3.1** Received update on state legislative activities.
- 3.3.2** Received update on federal legislative activities.
- 3.3.3** Regarding Regional Transportation Plan Environmental Impact Report Agreement:
1. Authorized the Executive Director to execute an agreement not to exceed \$57,500 with the Association of Monterey Bay Area Governments for the preparation of the 2014 Metropolitan Transportation Plan / Sustainable Communities Strategy / Regional Transportation Plan Environmental Impact Report;
  2. Approved the use of \$57,500 in funds budgeted to this project; and
  3. Authorized the Executive Director to make administrative changes to the contract if such changes do not increase the Agency's net cost, subject to approval by Agency counsel.
- 3.3.4** Regarding Marina-Salinas Multimodal Corridor Conceptual Plan Consultant Contract:
1. Approved contract with Kimley-Horn & Associates, Inc. and final scope of work to develop the Marina-Salinas Multimodal Corridor Conceptual Plan in the amount not to exceed \$168,475; and
  2. Authorized the Executive Director to execute the contract and changes to the contracts if such changes do not increase the Agency's net cost, subject to approval by Agency Counsel.
- 3.3.5** Regarding Regional Traffic Counts Program:
1. Authorized the Executive Director to execute an agreement not to exceed \$30,000 with Quality Traffic Data, LLC for the Regional Traffic Counts Program;
  2. Approved the use of \$30,000 in funds budgeted to this project; and
  3. Authorized the Executive Director to make administrative changes to the contract if such changes do not increase the Agency's net cost, subject to approval by Agency counsel.
- 3.3.6** Authorized the Executive Director to enter into Amendment #2 and Restatement of Agreement with the Association of Monterey Bay Area Governments, to provide necessary data on and outreach relating to complete streets, active transportation and travel preferences for Monterey County.

### ***PROJECT DELIVERY and PROGRAMMING***

- 3.4.1** Approved the request by the City of Salinas to reallocate \$808,400 in Regional Surface Transportation Program fair share funds from prior fiscal years to various city street projects
- 3.4.2** Approved allocating \$35,000 of Regional Surface Transportation Program funds currently programmed to the Transportation Agency to develop a Project Study Report equivalent for the Imjin Road Widening project; and authorized the Executive Director to execute agreements for this Project Study Report equivalent, subject to Agency Counsel review.

### ***RAIL PROGRAM***

- 3.5.1** Regarding Salinas Rail Extension Project Delivery Assistance contract:
1. Authorized the Executive Director to execute a contract with Apex Strategies for Salinas Rail Extension Project Delivery Assistance, including intergovernmental coordination and stakeholder outreach, for an amount not to exceed \$22,000 per year, from July 1, 2013 to June 30, 2014;
  2. Authorized the Executive Director to sign extensions to the agreement for two (2) one-year terms beyond June 30, 2014, on the same terms and conditions as in the original agreement;
  3. Approved the use of \$22,000 in state funds budgeted to this project per year; and
  4. Authorized the Executive Director to make administrative changes to the contract if such changes do not increase the Agency's net cost, subject to approval by Agency counsel.
- 3.5.2** Ratified the reimbursement agreement with the Capitol Corridors Joint Powers Authority to review designs and assist with planning for the Rail Extension to Monterey County project from June 26, 2013 to September 26, 2013.
- 3.5.3** Regarding Salinas Rail Extension Kick-Start Design Phase Request for Proposals:
1. Authorized the Executive Director to execute Contract Amendment #13 and Novation for Parsons to close out the current contract;
  2. Authorized the Executive Director to make administrative changes to the contract if such changes do not increase the Agency's net cost, subject to approval by Agency counsel.
  3. Approved the Salinas Rail Extension Kick-Start Design Phase Request for Proposals Scope of Work; and
  4. Authorized staff to release the Request for Proposals and return to the Board of Directors with a recommendation for approval of a consultant contract, including the final scope of work.
- 3.5.4** Adopted the California Passenger Rail Program Guiding Principles.

### ***REGIONAL DEVELOPMENT IMPACT FEE***

*No items this month.*

### ***COMMITTEE MINUTES***

- 3.7.1** Accepted minutes from Transportation Agency committees:
- Bicycle & Pedestrian Facilities Advisory Committee – Draft August 7, 2013
  - Executive Committee – Draft August 7, 2013
  - Rail Policy Committee – Draft August 5, 2013
  - Technical Advisory Committee – Draft August 1, 2013

**END OF CONSENT**

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**4. EMPLOYEE OF THE QUARTER**

The Board recognized Christina Watson, Principal Transportation Planner, as the Employee of the Quarter for April 2013 through June 2013

The Agency employees recognized Christina for her professionalism, diligence, knowledge, helping staff with Microsoft Word dilemmas and most notably for her work on the \$18 million transfer to the Gilroy Station.

**5. SALINAS ROAD INTERCHANGE PROJECT FUNDING**

**M/S/C** Armenta/Rubio/unanimous

The Board authorized staff to request the California Transportation Commission program up to \$1,205,555 from State Transportation Improvement Program funds to the Salinas Road Interchange Project covering the current \$560,000 in cost over-runs and if necessary up to \$645,555 of pending contractor claims.

Tim Gubbins, Caltrans 5 Director, reported that the Salinas Road Interchange project is a very important project to the community and state. Due to project cost over-runs and additional expenses, construction costs are now expected to exceed the current contingency balance.

Richard Rosales, Caltrans Project Manager, reported the Salinas Road Interchange project began construction in April 2010 to convert the current at-grade intersection to a full, grade-separated interchange. Mr. Rosales reviewed the project issues and changes that triggered the need for additional funds. He noted that due to these supplemental contract change orders, it is in need of additional construction capital funding in the amount of \$560,000. He noted that to date Caltrans has been able to pay all expenses due to the contractor, but will not be able to pay the near future billing of \$560,000. Any unpaid billing is subject to a 10% monthly interest rate.

Mr. Rosales noted that the project had 180 contractor claims, which is an extremely high number. As a result, Caltrans also anticipates a need for additional funds in the future to resolve outstanding contractor claims against the project. This potential expense would not occur until after the acceptance of the construction contract and completion of the contract claims process—sometime in summer 2014. The amount listed by the contractor for claims prior to the resolution process is \$645,555. Caltrans expects a reduction in the final amount after the resolution process.

Director Hale asked Caltrans to report on how these cost overruns could be avoided in the future. Mr. Rosales noted that activities that could avoid cost overruns on future projects would include: implementation of better project contingency costs controls; early resolution of contract change orders and potential claim issues, completion of utility work in advance of construction; improved utility company agreements; and, timely reporting any potential cost increases to the Transportation Agency. The US 101-San Juan Road Interchange Project also is funded in part with Proposition 1B bond program funds, so as the project sponsor the Transportation Agency will be responsible for any cost increases beyond contingency amounts incorporated in the budget. Transportation Agency and Caltrans staffs have been implementing the lessons learned from the Salinas Interchange Road Project in the management and oversight of the US 101-San Juan Road Interchange Project.

Executive Director Debbie Hale reported that new TAMC staff practices put into place for the US 101 – San Juan Road project include getting earlier knowledge of potential change orders, attending weekly construction meetings and holding monthly interagency construction team meetings.

Board members expressed their support for this well-designed, critical safety project, but voiced concerns about taking money away from other important projects. It was noted that when added to the last approved cost increase, the total extra funding added to the project is \$2.3 million, (including claims, which could be lower). Board member Rubio suggested that when going out for contractor bids the project should have pre-qualification requirements and contingency built into the contract.

Board member Huitt expressed his frustration and asked what would happen if the Board votes not to authorize these funds. Director Gubbins replied that Caltrans has worked on resolving some of the claims, but unfortunately Caltrans would not be able to pay the contractor, which would result in additional interest charges and increased outstanding funds owed. Maura Twomey, AMBAG Director, confirmed that if bills are not paid, the contractor will file a legal claim asking for reimbursement of costs billed plus interest, resulting in higher costs.

## **6. SUSTAINABLE COMMUNITIES STRATEGY PREFERRED SCENARIO**

**M/S/C** Delgado/Markey/unanimous

1. The Board received report on hybrid planning scenarios considered for the Monterey Bay Sustainable Communities Strategy; and
2. Recommended that the Association of Monterey Bay Area Governments (AMBAG) adopt a project list for inclusion in the preferred scenario for the Sustainable Communities Strategy with a revision to the staff recommended list of projects to specifically identify the Monterey Branch Line light rail project.

Andy Cook, Associate Transportation Planner, reported that the Transportation Agency must adopt a Regional Transportation Plan by June 2014. This plan will become a part of the tri-county Monterey Bay Metropolitan Transportation Plan, which will meet Senate Bill 375 requirements for addressing greenhouse gas impacts associated with implementation of transportation plans. He noted that the Agency is coordinating with the Association of Monterey Bay Area Governments (AMBAG) to identify a preferred scenario for a Sustainable Communities Strategy that achieves greenhouse gas targets for the Monterey Bay region.

Heather Adamson of AMBAG reported that there has been extensive public outreach and coordination for Sustainable Communities Strategy development. She gave an overview 2014 Metropolitan Transportation Plan and Sustainable Communities Strategy process. Ms. Adamson noted that there were five initial scenarios developed: Regional Transit Corridors, Expanded Community Centers/Livable Communities, Dispersed Growth, Targeted Growth and Economic Diversity, and System Preservation. These scenarios were discussed at June TAMC Board meeting. She noted that six public participation workshops were held in July to solicit feedback on the initial scenarios & recommendations for a hybrid(s) scenario, noting three of the workshops were held in Monterey County. She presented the hybrid scenario for the region, which includes the recommended project list from Transportation Agency staff, based on prior Board and public input.

Board member Delgado questioned why the Monterey Branch Line Light Rail project was not identified as a separate planning project on the list presented to the Board. Mr. Cook responded that the light rail project was identified as part of the capacity enhancing project serving the Highway 1 corridor. Staff agreed to specifically identify Monterey Branch Line Light Rail in the project list to be considered for inclusion in the preferred scenario for the Sustainable Communities Strategy.

Board member Sollecito echoed Board member Delgado's comments and expressed the importance of discussing light rail in the context of the Agency's long range planning, noting that plans to establish light rail service on the Monterey Branch Line are necessary to successfully meet planning goals.

Board member Rubio asked staff to clarify how the recommended preferred scenario was related to the hybrid scenarios presented. Mr. Cook explained that the differences between the alternatives considered were related to the proportion of funding for local streets and roads, active transportation and transit projects. Ms. Adamson clarified that in Monterey County, the differences between the transportation projects included Option A, Option B and the hybrid scenario was very minor.

Kathleen Lee, alternate for Board member Potter, commented that information about two hybrid scenarios was presented without documentation related to those scenarios. She requested that staff provide more detailed information about alternatives for the Board to consider in the future.

Board member Rubio commented that information about the Sustainable Communities Strategy was presented by at LAFCO, and noted that concerns were expressed by the LAFCO Board about how projects, particularly transit, were identified in the Highway 1 Marina-Monterey Corridor. A concern was expressed at LAFCO about the regional scope of the planning effort not being reflected in the county-specific public and Board level discussions of projects. Mr. Rubio requested that, in the future, information about projects in other counties should be presented so that any possible region-wide impacts of projects are identified and addressed.

Public comment:

Dell Matt, 101 Bypass Committee, expressed her opinion that the Highway 156 design was in conflict with AMBAG's Sustainable Communities Strategies and the County General Plan.

Kenia Acevedo, California Rural Legal Assistance, commented on the importance of transportation in supporting healthy communities and asked how public comments were incorporated.

## **7. COMPLETE STREETS GUIDEBOOK**

M/S/C Sollecito/Armenta/unanimous

The Board adopted the Monterey Bay Area Complete Streets Guidebook.

Ariana Green, Transportation Planner, reviewed the Monterey Bay Area Complete Streets Guidebook. She noted that it is a resource for developing complete streets in Monterey County and contains sample policies, street cross-sections and a project review checklist amongst other tools. Transportation Agency staff will be available to assist local jurisdictions who are interested in pursuing the planning or development of complete streets. Funding for the project was made available through a state Strategic Growth Council grant.

Board Chair Edelen and Board member Armenta commented that the presentation was excellent. Board member Armenta noted that there were no guidelines for street lighting in the guidebook and that funding is a constraint. Board member Twomey replied that the guidebook may help identify opportunities to develop complete streets projects at low cost. Hunter Harvath of MST expressed the importance of this Complete Streets Guidebook in coordinating with various stakeholders on roadway projects and noted that MST supports the checklist and Guidebook.

Board alternate Lee asked if design guidance on converting traditional intersections to those with roundabouts was included. Ms. Green replied that general roundabout design information is included in the guidebook.



**8. SALINAS RAIL EXTENSION ENVIRONMENTAL IMPACT REPORT ADDENDUM**

M/S/C Sollectio/Craig/unanimous

The Board adopted the Environmental Impact Report addendum for the Capitol Corridor Extension to Monterey County Project.

Christina Watson, Principal Transportation Planner, reported that the Board adopted the Final Environmental Impact Report for the Rail Extension to Monterey County project in August 2006. This Addendum covers minor changes to the project since 2006, including longer platforms and an interim layover facility in Salinas.

The Transportation Agency for Monterey County, as the local lead agency, grantee agency and owner of the project, proposes to extend passenger rail service from Santa Clara County south to Salinas. The project will function as an extension of existing state-sponsored Capitol Corridor passenger rail service. The service will start with two daily round trips between Salinas and Sacramento, expanding to up to six round trips as demand warrants. Revenue service is targeted for 2018. The project provides an alternative to the congested US 101 corridor to access to jobs, education, and health care, and improves interregional transportation and air quality. It also promotes mixed-use, transit-oriented development, affordable housing, livable communities and economic growth around stations.

Chair Edelen asked for public comment on the item; there were no public comments.

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

No reports this month.

**10. REPORTS FROM TRANSPORTATION PROVIDERS**

**Caltrans** – Tim Gubbins, District 5 Director, gave the following report:

**Newsworthy**

- Governor Brown recently signed the 2013-2014 state budget allotting \$12.8 billion to Caltrans for important program and project delivery activities statewide. As a result, Caltrans has a busy year scheduled in the areas of maintenance, project delivery, planning and all the support functions facilitating both major and minor projects.
- The Federal Highway Administration recently released the 2013 *Handbook for Estimating Transportation Greenhouse Gases for Integration into the Planning Process*. The guidebook provides information on how to analyze on-road greenhouse gas emissions at the state and regional level, and how to incorporate those analyses into transportation planning efforts. It features an overview of estimating GHG emissions in the planning process, and exemplifies some key methodologies used to estimate emissions. More information is available at: [http://www.fhwa.dot.gov/environment/climate\\_change/mitigation/resources\\_and\\_publications/hg\\_handbook/index.cfm](http://www.fhwa.dot.gov/environment/climate_change/mitigation/resources_and_publications/hg_handbook/index.cfm)
- Caltrans recently released its *Scope Document and Timeline* for the 2040 *California Transportation Plan*. This plan provides long-range policies addressing future mobility needs, reducing greenhouse gas emissions and supporting sustainable communities. The plan also provides an overview of how the *California Transportation Plan* will calculate final results such as greenhouse gas emissions, gross state product, mode split, vehicle miles traveled and delay, and commodity flow by tonnage and mode, etc.

The *Statewide Transportation Projects Inventory* is another feature of the 2014 *California Transportation Plan*. This innovative multi-modal Geographical Information System mapping tool shows planned and programmed transportation projects in California. It includes projects of all modes, including highways, transit, rail, airports, seaports and bicycle and pedestrian from Metropolitan Planning Organizations and Regional Transportation Agencies' regional transportation plans and statewide modal plans. More information is available at: <http://www.dot.ca.gov/hq/tpp/californiainterregionalblueprint/>

### **Local Highlights**

- The California Department of Transportation recently awarded a Partnership Planning (FHWA) Grant to Association of Monterey Bay Area Governments (AMBAG) in the amount of \$240,000 for the U.S. 101 Freight Mobility Study. This grant project will identify short and long-term alternatives to improve freight mobility and transportation operations along U.S. 101 from San Benito County through Santa Barbara County. The project will also assess opportunities for improved operations, safety, and efficiency, and will identify funds for recommended improvements. Covering three MPO regions, and led by a working group from regional governments from five counties, the study will complement Caltrans and local efforts.

Kathleen Lee, District 5 alternate, reported that they had a lot of criticism about Caltrans' work on Highway 1 in the Carmel area during car week. She noted that District 5 has had outstanding communication with the public on Rocky Creek and other projects in the Big Sur area, and hopes they can work together with Caltrans to communicate when maintenance projects are taking place, to alleviate traffic congestion when possible. District Director Tim Gubbins replied that Caltrans values the outreach, planning and partnership with the Transportation Agency and the County. He noted that the tree maintenance on Highway 1 in the Carmel Area was not planned and unfortunately occurred during a very busy visitor week. The public called with concerns about a tree at risk of falling. Caltrans responded and had to remove the tree for safety reasons.

Public comment:

Dell Matt, 101 Bypass Committee, thanked Caltrans for their rapid progress on the Prunedale Improvement Project, and asked for a project update at a future Board meeting.

**Monterey Regional Airport District** – Matt Nelson reported that the Airport District is moving forward with the runway safety project, the ground breaking will be held in December 2013 or January 2014. He also reported that Airport District is in discussion with the City of Monterey to combine fire services, to provide better service and reduce costs.

**Monterey-Salinas Transit District** – Hunter Harvath, Assistant General Manager for Finance and Administration, announced that MST provides free service to Hartnell students boarding at one of their expanded locations: Alisal & Homestead and Hartnell. He also announced MST's Line 22 Big Sur will resume weekend-only service for the off-season effective Saturday, September 7, 2013. He reported that AB 946 to authorize the Monterey-Salinas Transit District and the Santa Cruz Metropolitan Transit District to conduct a transit bus-only program using the shoulders of certain state highways is still moving forward.

**10. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Hale thanked the Board working with their cities and County to unanimously approve the update of the Regional Impact Fee program. Ms. Hale announced that the California Transportation Commission will hold a Town Hall meeting on September 12<sup>th</sup> and 13<sup>th</sup> in Paso Robles and the Central Coast Coalition agencies will be hosting. Director Hale announced that the Crazy Horse Canyon Road/Echo Valley Road interchange of the Prunedale Improvement Project will be opening and have a ribbon cutting ceremony in October.

**11. ANNOUNCEMENTS AND/OR COMMENTS FROM TRANSPORTATION AGENCY MEMBERS**

None this month.

**12. ADJOURNMENT**

Chair Edelen adjourned the meeting at 11:35 a.m.



## Memorandum

**To:** Board of Directors  
**From:** David Delfino, Finance Officer / Analyst  
**Meeting Date:** September 25, 2013  
**Subject:** TAMC payments for the month of August 2013

---

### RECOMMENDED ACTION

**ACCEPT** the list of checks written for August 2013 and credit card statements for the month of July 2013.

### SUMMARY

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

### FINANCIAL IMPACT

The checks processed this period total \$5,326,972.30, which included checks written For August 2013 and payment of the July 2013 Platinum Plus Credit Card statements.

### DISCUSSION

During the month of August 2013 normal operating checks were written, as well as, a check for \$5,832.50 to Wood Rodgers, Inc. for the Regional Development Impact Fee update, a check for \$300.00 to Meyers, Nave, Ribaek, Silver & Wilson and a check for \$5,112,619.00 to the Transportation Agency's Regional Surface Transportation Program (RSTP) County account 694 consisting of RSTP Funds electronically transferred by the State of California to the Transportation Agency's checking account.

TAMC payments for the month  
of August 2013

Transportation Agency  
September 25, 2013

Approved by:   
Debra L. Hale, Executive Director

Date signed: 9/11/13

Consent Agenda

Counsel Review: N/A

Admin/Finance Approval: Yes

Attachments: 1. List of checks written during the month of August 2013.  
2. Platinum Plus credit card statements July 2013.

**Transportation Agency for Monterey County (TAMC)  
 Union Bank Operating Account  
 August 31, 2013**

DATE	ITEM NAME	CHECK	DEPOSIT	DESCRIPTION
08/01/2013	EFT Superior Press	281.67		Printing
08/02/2013	EFT Payroll	32,595.49		Payroll
08/02/2013	EFT Form 941	8,129.40		Payroll Taxes & Withholding
08/02/2013	EFT EDD	2,820.38		Payroll Taxes & Withholding
08/02/2013	EFT EDD	2.70		Payroll Taxes & Withholding
08/02/2013	EFT Pers Retirement	8,116.43		Employee Benefits
08/02/2013	EFT CalPERS	4,523.75		Employee Benefits
08/02/2013	15179 United Way of Monterey County	65.00		Employee Deduction - Charitable
08/05/2013	15180 Alvarez Technology Group, Inc.	769.06		Computer Support
08/05/2013	15181 Arts Council for Monterey County	500.00		Art for Office
08/05/2013	15182 AT&T Wireless Services	31.15		SAFE Call Box - Phone Service
08/05/2013	15183 De Lage Landen Financial Services	278.01		Office Copier Lease
08/05/2013	15184 Red Shift Internet Services	89.95		Internet Services
08/05/2013	15185 VSP	127.72		Employee Benefits
08/05/2013	15186 Meyers, Nave, Riback, Silver & Wilson	300.00		Right of Way Services for Commuter Rail Extension to Monterey County
08/05/2013	15187 Void	0.00		Voided Check
08/05/2013	15188 Costco Wholesale	108.32		Office & Meeting Supplies
08/05/2013	15189 Verizon Wireless	59.33		Call Box - Phone Service
08/05/2013	EFT CalPers Health Benefits	5,816.12		Employee Benefit
08/05/2013	EFT Christina Watson.	442.00		Employee Deduction - 125 Plan
08/05/2013	EFT Debbie Hale	134.96		Employee Deduction - 125 Plan & Travel Expenses to CTC Meeting
8/7/2013	EFT State of California		117,881.20	Rural Planning Funds - 3rd Quarter
08/08/2013	DEP Graniterock, Lithia, Wilson, P&S R/E and Jaguar		13,465.44	Railroad Right Way Rent
08/08/2013	DEP Portola Leasing and Marina Concrete		850.00	Railroad Right Way Rent
08/12/2013	15190 Alvarez Technology Group, Inc.	267.30		Computer Support
08/12/2013	15191 California Towing and Transport	17,994.56		FSP Service July 2013
08/12/2013	15192 Delta Dental	796.43		Employee Benefits
08/12/2013	15193 Peninsula Messenger LLC	240.00		Courier Service
08/12/2013	15194 Pure Water	82.95		Water
08/12/2013	15195 Alcalde & Fay Inc.	4,512.16		Legislative Consultant
08/12/2013	15196 JEA Associates	2,500.00		Legislative Consultants
08/12/2013	15197 Peninsula Fence Co.	260.00		Monterey Branch Line Repair
08/16/2013	EFT Payroll	32,365.22		Payroll
08/16/2013	EFT Form 941	7,939.58		Payroll Taxes & Withholding
08/16/2013	EFT EDD	2,765.15		Payroll Taxes & Withholding
08/16/2013	EFT EDD	8.08		Payroll Taxes & Withholding
08/16/2013	EFT Pers Retirement	8,116.43		Employee Benefits
08/16/2013	EFT CalPERS	4,523.75		Employee Benefits
08/16/2013	15198 United Way of Monterey County	65.00		Employee Deduction - Charitable
08/20/2013	EFT State of California		5,112,619.00	RSTP Exchange Funds 12/13
08/21/2013	15199 Monterey County Treasurer	5,112,619.00		Funds Transfer to County RSTP Acct. 694
08/22/2013	DEP Cardinale, Newton Bros.and Sparolini		4,271.71	Railroad Right Way Rent
08/22/2013	DEP State of California		34,483.08	Prunedale Improvement Project Outreach Reimbursement
08/22/2013	DEP State of California		12,266.58	San Juan Road Project Outreach Reimbursement
08/22/2013	DEP State of California		28,661.40	SAFE Revenue - June
08/26/2013	15200 Alvarez Technology Group, Inc.	580.00		Computer Support
08/26/2013	15201 AT & T (Carol Stream, Il.)	300.11		SAFE Call Box - Phone Service & Telecommunications
08/26/2013	15202 Banner Life	150.80		Employee Benefits

Transportation Agency for Monterey County (TAMC)  
 Union Bank Operating Account  
 August 31, 2013

DATE	ITEM NAME	CHECK	DEPOSIT	DESCRIPTION
08/26/2013	15203 Business Card	421.19		Travel, Supplies and Staff Travel & Professional Development
08/26/2013	15204 Case Systems Inc.	7,310.00		SAFE Call Box - Maintenance
08/26/2013	15205 CDS Net, LLC	202.96		Safe Call Boxes
08/26/2013	15206 Comcast	127.46		Telecommunications
08/26/2013	15207 Lincoln National Life Insurance Co.	584.12		Employee Benefits
08/26/2013	15208 Oppidea, LLC	2,335.00		Accounting Services
08/26/2013	15209 Shell	86.92		Auto Expense - Gasoline
08/26/2013	15210 Valero Marketing and Supply	48.72		Auto Expense - Gasoline
08/26/2013	15211 Wood Rodgers, Inc.	5,832.50		2013 RDIF Program Update
08/28/2013	EFT Union Bank	14.19		Bank Service Charges
08/29/2013	DEP Graniterock, Monterey Fish Co. Inc., Saroyan, P&S R/E and Haedrich		11,326.83	Railroad Right Way Rent
08/29/2013	DEP SCCRTC		1,281.81	Reimbursed Expenses for Videoconferencing
08/29/2013	DEP City of Marina		9,329.00	CMA Contribution for 13/14
08/29/2013	DEP Monterey Bay Unified Air Pollution Control District		3,976.00	AB 2766 Bike Protection Grant
08/29/2013	DEP State of California		421.54	CALPERS Reimbursement
08/30/2013	15212 United Way of Monterey County	65.00		Employee Deduction - Charitable
08/30/2013	EFT Payroll	33,169.40		Payroll
08/30/2013	EFT Form 941	8,106.04		Payroll Taxes & Withholding
08/30/2013	EFT EDD	2,822.79		Payroll Taxes & Withholding
08/30/2013	EFT EDD	13.94		Payroll Taxes & Withholding
08/30/2013	EFT CalPERS	4,554.11		Employee Benefits
<b>Total</b>		<b>5,326,972.30</b>	<b>5,350,833.59</b>	

**FIA CARD SERVICES®**

ELOUISE RODRIGUEZ

Platinum Plus® for Business

July 05, 2013 - August 04, 2013

Cardholder Statement

**Account Information:**  
www.fiabusinesscard.com

**Mail Billing Inquiries to:**  
FIA CARD SERVICES  
PO BOX 982238  
EL PASO, TX 79998-2238

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

**Customer Service:**  
1.800.892.3219, 24 Hours

**TTY Hearing Impaired:**  
1.888.500.6267, 24 Hours

**Outside the U.S.:**  
1.509.353.6656, 24 Hours

**For Lost or Stolen Card:**  
1.800.892.3219, 24 Hours

Payment Information	
New Balance Total .....	\$288.59
Minimum Payment Due .....	\$10.00
Payment Due Date .....	08/29/13
<b>Late Payment Warning:</b> If we do not receive your minimum payment by the date listed above, you may have to pay a fee based on the outstanding balance: \$19.00 for balance less than \$100.01 \$29.00 for balance less than \$1,000.01 \$39.00 for balance less than \$5,000.01 \$49.00 for balance greater than \$5,000.01	
<b>Minimum Payment Warning:</b> If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.	

Account Summary	
Previous Balance .....	\$907.40
Payments and Other Credits .....	-\$907.40
Balance Transfer Activity .....	\$0.00
Cash Advance Activity .....	\$0.00
Purchases and Other Charges .....	\$288.59
<b>Fees Charged .....</b>	<b>\$0.00</b>
<b>Finance Charge .....</b>	<b>\$0.00</b>
New Balance Total .....	\$288.59
Credit Limit .....	\$5,000
Credit Available .....	\$4,711.41
Statement Closing Date .....	08/04/13
Days in Billing Cycle .....	31

**Important Changes to Your Account Terms**

**NOTICE TO INDIVIDUALS LIABLE ON THE ACCOUNT**  
Federal law requires us to provide the following information: We may report information about this account to credit bureaus. Late payments, missed payments, or other defaults on your account may be reflected in your credit report.

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
07/23	07/22	Payments and Other Credits PAYMENT RECEIVED -- THANK YOU		- 907.40
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		<b>-\$907.40</b>

BUSINESS CARD  
PO BOX 15796  
WILMINGTON, DE 19886-5796

ELOUISE RODRIGUEZ  
TAMC  
ATTN DAVE DELFINO  
55 PLAZA CIR STE B  
SALINAS, CA 93901-295274

Account Number  
July 05, 2013 - August 04, 2013

New Balance Total .....	\$288.59
Minimum Payment Due .....	\$10.00
Payment Due Date .....	08/29/13

Enter payment amount  
\$

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July 05, 2013 - August 04, 2013

Page 3 of 4

<b>Transactions</b>				
Posting Date	Transaction Date	Description	Reference Number	Amount
<b>Purchases and Other Charges</b>				
07/18	07/16	ALASKA A 0272129908953 08006545669 WA ZELLER/MICHAEL 0272129908953 Departure Date: 08/05/13 Airport Code: MRY AS V SAN Departure Date: 08/05/13 Airport Code: SAN AS T MRY		182.80
07/24	07/18	MSFT *ONLINE 09999999999 WA		68.00
08/01	07/31	MACY'S EAST #363 SALINAS CA		37.79
<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>				<b>\$288.59</b>

**Finance Charge Calculation**

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	17.99%	\$0.00	\$0.00
CASH	24.24% V	\$0.00	\$0.00

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

**FIA CARD SERVICES®**

DEBRA L HALE

Platinum Plus® for Business

July 05, 2013 - August 04, 2013

Cardholder Statement

**Account Information:**  
www.fiabusinesscard.com

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FIA CARD SERVICES  
PO BOX 982238  
EL PASO, TX 79998-2238

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

**Customer Service:**  
1.800.892.3219, 24 Hours

**TTY Hearing Impaired:**  
1.888.500.6267, 24 Hours

**Outside the U.S.:**  
1.509.353.6656, 24 Hours

**For Lost or Stolen Card:**  
1.800.892.3219, 24 Hours

**Payment Information**

New Balance Total ..... \$132.60  
Minimum Payment Due ..... **\$10.00**  
Payment Due Date ..... **08/29/13**

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

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

**Account Summary**

Previous Balance ..... \$695.00  
Payments and Other Credits ..... -\$695.00  
Balance Transfer Activity ..... \$0.00  
Cash Advance Activity ..... \$0.00  
Purchases and Other Charges ..... \$132.60  
**Fees Charged ..... \$0.00**  
**Finance Charge ..... \$0.00**

New Balance Total ..... \$132.60  
Credit Limit ..... \$5,000  
Credit Available ..... \$4,867.40  
Statement Closing Date ..... 08/04/13  
Days in Billing Cycle ..... 31

**Important Changes to Your Account Terms**

**NOTICE TO INDIVIDUALS LIABLE ON THE ACCOUNT**

Federal law requires us to provide the following information: We may report information about this account to credit bureaus. Late payments, missed payments, or other defaults on your account may be reflected in your credit report.

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
07/23	07/22	<b>Payments and Other Credits</b> PAYMENT RECEIVED – THANK YOU		- 695.00
		<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>		<b>-\$695.00</b>

BUSINESS CARD  
PO BOX 15796  
WILMINGTON, DE 19886-5796

DEBRA L HALE  
TAMC  
ATTN DAVE DELFINO  
55 PLAZA CIR STE B  
SALINAS, CA 93901-295274

Account Number.  
July 05, 2013 - August 04, 2013

New Balance Total ..... \$132.60  
Minimum Payment Due ..... **\$10.00**  
Payment Due Date ..... **08/29/13**

Enter payment amount

\$

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DEBRA I HALE

July 05, 2013 - August 04, 2013

Page 3 of 4

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
<b>Purchases and Other Charges</b>				
07/22	07/19	INN OFF CAPITOL PARK SACRAMENTO CA Arr: 07/18/13 Dep: 07/19/13 Inv: 031422		96.60
07/25	07/23	AMTRAK.CO2041127608703 08008727245 DC HALE/DEBRA 2041127608703 Departure Date: 07/23/13 Airport Code: SJC 2V S SAC		36.00
<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>				<b>\$132.60</b>

**Finance Charge Calculation**

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	17.99%	\$0.00	\$0.00
CASH	24.24% V	\$0.00	\$0.00

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

**Important Messages**

REMINDER: the card associated with this account was reissued with a new number during your previous billing cycle. We apologize for any inconvenience this may have caused. This proactive step was important to protect your account information. Please remember to activate your new card, communicate the new account number to any merchants that bill your account automatically, and continue to use your credit card with confidence.



## Memorandum

**To:** Board of Directors  
**From:** Todd Muck, AICP, Deputy Executive Director  
**Meeting Date:** September 25, 2013  
**Subject:** **Conferences Attended by Agency Staff**

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### **RECOMMENDED ACTION:**

RECEIVE report on conferences or trainings attended by agency staff.

### **SUMMARY:**

Agency staff occasionally attends conferences or trainings at Agency expense that are pertinent to their roles in pursuing the Agency's mission. These events allow the staff to stay current and participate in the development of transportation practices and policies related to their roles. In August staff attended the 2013 American Public Works Association's Annual Congress in Chicago.

### **FINANCIAL IMPACT:**

Expenses related to staff conferences are included in the Travel and Training item in the adopted Agency budget.

### **DISCUSSION:**

Executive Director Hale attended the 2013 American Public Works Association Annual Congress from August 24<sup>th</sup> to 27<sup>th</sup>, 2013 in Chicago, Illinois. She also served on the federal transportation act reauthorization task force. Attached is a summary of information and ideas gained from the educational sessions, field visits and committee meetings attended.

Approved by:   
Debra L. Hale, Executive Director

9/16/13  
Date signed

Consent Agenda

Counsel Approval: N/A

Finance Approval: N/A

Attachment: Memorandum on the APWA Annual Congress



## Memorandum

**To:** Board of Directors

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

**Meeting Date:** September 25, 2013

**Subject:** 2013 American Public Works Association Annual Congress

As a member of the American Public Works Association (APWA) Transportation Committee, I attended the annual Congress meeting in Chicago, IL, from August 24-27, 2013. I also serve on the federal transportation act reauthorization task force. Below is a summary of the information and ideas that I gained from the educational sessions, field visits and committee meetings that I attended:

1. Federal Transportation Act Reauthorization – The Transportation Committee and the Reauthorization Task Force discussed the fact that the current MAP-21 transportation act is set to expire in October, 2014. Of great concern is that many of the rules and regulations coming out of that two-year act have just been released or are still under development, and most states, including California, are still adjusting to the new provisions. The general impression is that the act is likely to be renewed in its current form perhaps several times as occurred with the prior transportation act. Meanwhile, APWA is focused on changes to the law to address these primary issues: the need for new revenue (the highway and transit trust funds will fall short in the next fiscal year); the need for further streamlining of the federal project delivery process, particularly the new Buy America rules; the need for increased flexibility in the use of funds, including the issue that we have raised with regards to “commuter” vs. “intercity” rail funds. I will continue to work on these issues within the committee and the task force.
2. Stormwater Runoff and Transportation – locally and nationwide, how to increase stormwater infiltration and reduce runoff has become a major concern for local public works departments. Due to the large surface area that roadways occupy in our environment, addressing the new state requirements for stormwater runoff is critical for transportation projects. I attended sessions on how various project features can assist in reducing stormwater runoff on transportation facilities. My conclusion is that TAMC should become more educated on this issue. I have asked

staff to prepare a new module for our Complete Streets checklist/guidelines on infiltration features (bioswales, rain gardens, permeable/porous pavement, etc.). I also plan to work with our local APWA Monterey Bay Chapter on the possibility having our summer Educational Forum focus on stormwater and transportation.

3. Greenroads – A sustainability certification program that provides an independent analysis and rating of a project’s sustainability features, Greenroads can help our agencies to implement features such as multimodalism, stormwater infiltration, recycled materials usage. It is consistent with the Federal Highway Administration’s INVEST self-certification program which our Agency has utilized to evaluate the Highway 156 project (which received a “gold” rating), but is more rigorous because it is an independent analysis by the non-profit Greenroads Foundation. I had the chance to meet with their Executive Director, Jeralee Anderson, and am working to find an opportunity to bring her to the region to educate us on the benefits of the program. San Jose, working with Pavex Construction, recently built the first Greenroads-certified project in California on Monterey Road.
4. Federal project delivery requirements – the Federal Highway Administration has produced several online educational modules regarding federal project delivery requirements that are very easy to understand and a few minutes each. It would be valuable to hold workshop or brown bag lunch sessions with our member agencies and our staff to review these modules to assure that we are all meeting the complex and detailed requirements associated with federal funding.
5. Complete Streets for Small Agencies – The City of Chicago presented their Complete Streets program which emphasized designing for travelers in this order: pedestrians, transit, bicyclists and then cars. Our recently adopted Complete Streets program does an excellent job integrating the same ideas in a manner that is more suited to smaller jurisdictions. It would be valuable to consider submitting a proposal for a *Complete Streets for Small Agencies* session at the APWA Congress next year, since many of the agencies who attend are from smaller communities.
6. Bike sharing – I tested the City of Chicago’s new Divvy bike sharing program (only two months old). Over the past several years I have tested bike sharing programs in Minneapolis, Denver, and Chicago. As a user, I have gained substantial knowledge regarding what makes for a successful program and what typical implementation issues arise. Much of the success of the program depends on having a good basic bicycling network that is user-friendly and well signed so that the occasional rider or new rider can navigate the system. This information will prove useful when one of our jurisdictions, such as Salinas, is ready to implement a bike sharing program.
7. Electronic filing – I attended a session on electronic filing systems and how to best prepare to utilize them. My conclusion was that our agency is not ready to implement such a system but can start thinking about how to clean up the organization of our documents on our shared computer system and our website.



## Memorandum

**To:** Board of Directors  
**From:** Rita Goel, Director of Finance & Administration  
**Meeting Date:** September 25, 2013  
**Subject:** Lump Sum Payment of Side Fund Liability

---

### RECOMMENDED ACTION:

**AUTHORIZE** the Executive Director to make a lump sum payment of \$100,493 to California Public Employee Retirement System to pay off the Agency's side fund liability as recommended by the Executive Committee.

### SUMMARY:

This action would permit the Transportation Agency for Monterey County to make a lump sum payment of California Public Employee Retirement System's unfunded side fund liability to reduce the current and future fiscal years pooled employer contributions by 1.511% towards the retirement benefit, thus saving the Agency money.

### FINANCIAL IMPACT:

It is estimated that by making a lump sum payment \$100,493 to the side fund, the Transportation Agency for Monterey County would save a net amount of approximately \$23,000 in interest and fees over the next five and a half years.

### DISCUSSION:

In June 2003, California Public Employee Retirement System took all plans with less than 100 employees and merged them into risk pools. The Transportation Agency for Monterey County was mandated to participate in the pool under state law. The goal of the change was to reduce the volatility in pension costs that was occurring for many agencies due to the small population base. When these risk pools were established, California Public Employee Retirement System assigned each entity in the pool a share of the unfunded liability, and assessed a rate of 7.75% annually, the same rate of return they assumed on investments prior to June 30, 2012. After June 30, 2012, the assessed rate is 7.5%. This rate assumes the long-term investment return that California Public Employee Retirement System would lose



because the funds owed are not available to invest. Essentially, the side fund functions like a loan. The loan repayment schedule to pay of the prior unfunded liability is developed by California Public Employee Retirement System and the loan is amortized over a fixed number of years at the current rate of 7.5%.

Some of the reasons to consider prepayment of the side fund obligation include:

1. California Public Employee Retirement System charges an interest rate of 7.5%, which is higher than what an entity's investment portfolio earns.
2. A prepayment reduces the ongoing annual employer contributions. This allows additional flexibility in appropriating funds that would otherwise be paid to California Public Employee Retirement System.
3. Reducing the fiscal impact of known long term obligations is representative of prudent fiscal management.

Transportation Agency for Monterey County's side fund is projected to be \$100,493 as of December 15, 2013. The side fund is not a fixed number and the balance goes down when payments are made in a fiscal year, but it can also go up depending on the interest rate paid to California Public Employee Retirement System, payroll growth outside the actuarial assumptions, changes in amortization methods, inflation/investment assumptions and changes in other actuarial assumptions.

In order to reduce the Agency's long-term unfunded liability, staff is recommending that a lump sum payment of \$100,493 be made to California Public Employee Retirement System with such funds coming from operating cash and/or unassigned reserves as these funds are placed in investments earning less than 7.5%. By doing so, it is estimated that the Agency would save approximately \$23,000 over the next five and a half years as the full payment of the present value will have been paid and this will result in lower employer contributions. In FY 13-14, some of the funds could come from savings in employee salaries and benefits if a current staff vacancy is not filled. Also, since the projections for upcoming fiscal years are for reduced revenues, the pay-off will help in budgetary savings.

Approved by:   
Debra L. Hale, Executive Director

9/13/13  
Date

Consent Agenda

Counsel Approval: N/A  
Finance Approval: Yes



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

## Memorandum

**To:** Board of Directors  
**From:** Andy Cook, Associate Transportation Planner  
**Meeting Date:** September 25, 2013  
**Subject:** Fiscal Year 2012-13 State Transit Assistance Allocations

### **RECOMMENDED ACTION:**

**ADOPT** Resolution 2013-13 allocating State Transit Assistance funds to Monterey-Salinas Transit for Fiscal Year 2013-14.

### **SUMMARY:**

The Transportation Agency is responsible for allocating State Transit Assistance funding, generated through the state sales tax on diesel fuel, to transit operators pursuant to the Transportation Development Act.

### **FINANCIAL IMPACT:**

The Transportation Agency is required to pass through State Transit Assistance funds to eligible transit operators. The requested action will allocate up to \$2,674,812 in State Transit Assistance to Monterey-Salinas Transit (MST) for RIDES paratransit operations based on the State Controller's fund estimate and apportionments for Fiscal Year 2013-14.


### **DISCUSSION:**

The State Transit Assistance program is one of two dedicated fund sources for public transit created by the Transportation Development Act (the Local Transportation Fund being the other), and is currently funded through the state sales tax on diesel fuel. The program is primarily intended to fund capital costs given restrictions in state law on claiming these funds for operating support. State law does allow operators, however, to claim these funds for operating costs related to Americans with Disabilities Act compliant paratransit service, which is an unfunded federal mandate.

Monterey-Salinas Transit has been relying on the State Transit Assistance program to fund its RIDES paratransit operating costs, which preserves available Local Transportation Funds for

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operating countywide fixed route public transit service. The Controller will begin distributing State Transit Assistance to the Transportation Agency in early October.

Approved by:   
Debra L. Hale, Executive Director

Date signed: 9/11/13

Consent Agenda

Counsel Approval: N/A  
Admin/Finance Approval: Yes

Attachment:

Resolution 2013-13: State Transit Assistance Fund Allocation for Fiscal Year 2013-14

**RESOLUTION NO. 2013-13 OF THE  
TRANSPORTATION AGENCY FOR MONTEREY COUNTY**

***STATE TRANSIT ASSISTANCE FUND ALLOCATION  
FOR FISCAL YEAR 2013-14***

**WHEREAS**, the State of California pursuant to the Public Utilities Code, Chapter 4, Transportation Development Section 99313 and 99314 has made State Transit Assistance Funds available to transportation planning agencies to be allocated for public transportation purposes;

**WHEREAS**, Fiscal Year 2013-14 State Transit Assistance estimates have been prepared by the California State Controller describing the funding expected to be available for allocation by the Transportation Agency for Monterey County to public transit operators in Monterey County;

**WHEREAS**, proposed fiscal year 2013-14 expenditures of Monterey-Salinas Transit are in conformity with the Regional Transportation Plan;

**WHEREAS**, the level of passenger fares and charges is sufficient to enable Monterey-Salinas Transit to meet the fare revenue requirements of Public Utilities Code sections 99268.2, 99268.3, 99268.4, and 99268.9;

**WHEREAS**, Monterey-Salinas Transit is making full use of federal funds available under the Urban Mass Transportation Act of 1964, as amended;

**WHEREAS**, the sum of allocations from the State Transit Assistance Fund does not exceed the amount that Monterey-Salinas Transit is eligible to receive during the fiscal year;

**WHEREAS**, priority consideration has been given to claims to offset reductions in federal and state operating assistance and the unanticipated increase in the cost of fuel, to enhance existing public transportation services, and to meet high priority regional, countywide, or public transportation needs;

**WHEREAS**, Monterey-Salinas Transit has made a reasonable effort to implement the productivity improvements recommended in the Triennial Performance audit completed for the 3 year period ending June 30, 2010;

**WHEREAS**, Monterey-Salinas Transit is not precluded by any contract entered into on or after June 28, 1979, from employing part-time drivers or from contracting with common carriers of persons operating under a franchise or license; and

**WHEREAS**, Monterey-Salinas Transit has submitted certifications, completed within the last 13 months by the Department of the California Highway Patrol, verifying that they are in compliance with section 1808.1 of the Vehicle Code, as required in Public Utilities Code section 99251;

**NOW, THEREFORE, BE IT RESOLVED THAT:** the Transportation Agency for Monterey County does allocate State Transit Assistance Funds for fiscal year 2013-14, up to the amounts indicated below, not to exceed the funds available in the State Transit Assistance account at the time claims are submitted.

<b>Jurisdiction</b>	<b>Type of Service</b>	<b>Operating</b>	<b>Capital</b>	<b>Total</b>	<b>State Controller's Report Code</b>
Monterey-Salinas Transit	Monterey-Salinas Transit RIDES Program	\$2,674,812	\$0	\$2,674,812	Art. 6.5 PUC 99314.6 (b)
<b>Total</b>		<b>\$2,674,812</b>	<b>\$0</b>	<b>\$2,674,812</b>	

**PASSED AND ADOPTED** by the Regional Transportation Agency for Monterey County, State of California this 25<sup>th</sup> day of September 2013, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

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**JERRY EDELEN, CHAIR**  
**TRANSPORTATION AGENCY FOR MONTEREY COUNTY**

**ATTEST:**

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**DEBRA L. HALE, EXECUTIVE DIRECTOR**  
**TRANSPORTATION AGENCY FOR MONTEREY COUNTY**



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

# Memorandum

**To:** Board of Directors  
**From:** Andy Cook, Associate Transportation Planner  
**Meeting Date:** September 25, 2013  
**Subject:** Triennial Transit Performance Audits

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## **RECOMMENDED ACTION:**

1. **APPROVE** Request for Proposals for consultant assistance, pending review by Counsel, to complete a Triennial Transit Performance Audit for the three-year period ending June 30, 2013; and
2. **DIRECT** staff to release the Request for Proposals to potential consultants.

## **SUMMARY:**

The Transportation Agency must prepare a Triennial Transit Performance Audit of transit operators receiving Transportation Development Act funds. The audit evaluates the efficiency and effectiveness of the county's transit operators based on Caltrans guidance and determines compliance with Transportation Development Act requirements. The audit also evaluates administrative functions undertaken by the Transportation Agency.

## **FINANCIAL IMPACT:**

The audits are funded with Local Transportation Funds apportioned to the Transportation Agency for administration. The Agency has included \$35,000 in its adopted budget to complete the audits in the current fiscal year.

## **DISCUSSION:**

The Transportation Agency contracts with an independent auditor to complete and submit transit performance audits to Caltrans every three years in its role as the administrator for Transportation Development Act (TDA) funds in Monterey County. The performance audits evaluate the efficiency and effectiveness of transit operators receiving Transportation Development Act funds based on guidance in the latest performance audit guidebook published by Caltrans. The audit also evaluates the administrative functions undertaken by the Transportation Agency. Generally, the audits review financial and operating reports to determine compliance with minimum state operating requirements (farebox recovery thresholds,

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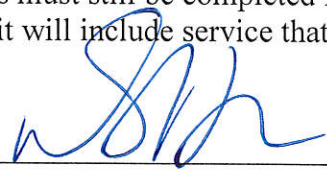
explanation of operating cost increases) and administrative requirements (including timely submittal of required financial documentation, and documentation that the Agency annually identified and evaluated unmet transit needs). Any recommendations to correct findings identified in the audits must be implemented in the next three-year audit period.

The last Triennial Transit Performance Audit was approved and accepted in June, 2011 for the three year period ending June 30, 2010. That audit made various administrative and performance-related findings for dial-a-ride transit services formerly provided by the cities of Greenfield, King City and Soledad, and recommended that MST assume responsibility for operating those services to address the findings. That recommendation was fully implemented by MST in 2012. The audit made a minor administrative finding for the Transportation Agency related to the late submittal of an annual MST financial audit, but no other recommendations were made.

The next performance audit must now be completed for the three year period ending June 30, 2013. A Request for Proposals for consultant assistance to complete the audit is included as a **Web Attachment**. The schedule for securing a consultant contract and completing the audit is as follows:

<b>September 25, 2013</b>	Distribute RFP
<b>Oct 28, 2013 (12:00pm)</b>	Deadline for Submittal of Proposals
<b>October 28 – Nov 1, 2013</b>	Review and Rank Proposals
<b>Nov 4 – 8, 2013</b>	Consultant Interviews (if needed)
<b>December 4, 2013</b>	Proposed Consultant Contract Approval by TAMC Board
<b>May 1, 2014</b>	Draft Performance Audit Reports Due to TAMC
<b>June 2, 2014</b>	Final Performance Audit Reports Due to TAMC
<b>June 25, 2014</b>	Final Performance Audit Reports Approved by TAMC Board
<b>June 30, 2014</b>	State Deadline for Performance Audit Reports

Given that the cities of Greenfield, King City and Soledad stopped providing service in the middle of the audit period after becoming members of the countywide MST District, staff expects that audits must still be completed for the services that those cities were providing, and that the MST audit will include service that it began operating to replace those services.

Approved by:   
Debra L. Hale, Executive Director

Date signed: 9/12/13

Consent Agenda

Counsel Approval: Pending  
Admin/Finance Approval: Yes

Web Attachment: Triennial Transit Performance Audit Request for Proposals

## REQUEST FOR PROPOSALS (RFP)



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

### **Transportation Development Act Triennial Transit Performance Audit**

Interested firms must submit one (1) unbound reproducible original and three (3) paper copies, as well as one electronic PDF and Word/Excel versions of their proposal **no later than 12:00 p.m., Pacific Standard Time, Friday, October 25, 2013**. Proposals received after the date and time specified above will not be considered.

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

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

Andy Cook, Associate Transportation Planner  
Transportation Agency for Monterey County  
55 B Plaza Circle, Salinas, CA 93901-2901  
831-775-4411 ~ [andy@tamcmonterey.org](mailto:andy@tamcmonterey.org)

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Email inquiries relating to this Request for Proposals should include "Triennial Transit Performance Audit" in the subject header.

Proposals, and amendments to proposals, received after the date and time specified above will be returned unopened. Copies of the RFP are available at the Transportation Agency office and may be obtained upon request to [andy@tamcmonterey.org](mailto:andy@tamcmonterey.org). This Request for Proposals is also available on the TAMC website ([www.tamcmonterey.org](http://www.tamcmonterey.org)) in PDF format. For a copy or further information, please contact Andy Cook.

The Transportation Agency is an Equal Opportunity Employer.



**TAMC**  
**Transportation Agency for Monterey County**  
**55 B Plaza Circle, Salinas, CA. 93901-2902**

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**DATE:** September 25, 2013  
**TO:** Interested Consultants  
**FROM:** Debra L. Hale, Executive Director  
**SUBJECT:** Request for Proposals for a Transportation Development Triennial  
Transit Performance Audit

**INVITATION**

You are invited to submit a Proposal for the referenced services together with project cost information, including details on hourly rate schedule and an estimate of hours per task by named individual to complete the project. Please include your estimate of other direct costs charged to this project. Your Proposal and project cost information are due in the office of the Transportation Agency of Monterey County by **12:00 p.m., Pacific Standard Time on Friday, October 25, 2013.**

**PROJECT DESCRIPTION**

It will be the responsibility of the consultant or consultant team to conduct performance audits of the Transportation Agency for Monterey County and of the transit operators in Monterey County. The Transportation Agency is statutorily required by Section 99246 of the California Public Utilities Code to designate entities other than itself to make a performance audit of its activities and the activities of each operator to whom it allocates funds. The intent of this Request for Proposals (RFP) is to procure performance audits of the following entities for the three-year period ending June 30, 2013:

**1. MONTEREY-SALINAS TRANSIT (MST)**

During the three year audit period, MST was a Joint Powers Agency providing fixed route public transit service to the Cities of Salinas, Carmel-by-the-Sea, Monterey, Seaside, Del Rey Oaks, Marina, and Pacific Grove, as well as the unincorporated area of Monterey County within ¾ mile of fixed route corridors. The County of Monterey also contracts with MST for additional "Special Transit" complementary ADA service between ¾ mile and 1 mile of fixed route transit in the unincorporated area. On July 1, 2010, the MST Joint Powers Agency was dissolved pursuant to California Assembly Bill 644 and replaced by the Monterey-Salinas Transit District, which expanded MST membership to include the cities of Gonzales, Soledad, Greenfield and King City in South Monterey County, as well as right of first priority for the use of Local Transportation Funds apportioned to those jurisdictions. Since the last performance audit, MST began operating "South County OnCall" general public demand response (dial-a-ride) service, which replaced the independent services formerly operated by the cities of Greenfield, King City and Soledad.

With an annual fixed-route capital and operating budget of \$29 million dollars and 236 employees; MST provided about 4.3 million passenger trips, and operated 111 vehicles on 60 routes in Fiscal Year 2012. MST also provides demand response ADA (Americans with Disabilities Act) compliant service (MST RIDES) under contract with MV Transportation. In Fiscal Year 2012, the annual operating and capital budget for MST RIDES was approximately \$2.7 million. MST RIDES provided about 115,000 passenger trips, operating 32 wheelchair-lift equipped vehicles.

For further information about MST, please contact Hunter Harvath, MST Assistant General Manager – Finance and Administration, (Phone: (831) 393-8129; email: [harvath@mst.org](mailto:harvath@mst.org)), or visit the MST website ([www.mst.org](http://www.mst.org)).

2. **SOLEDAD SHUTTLE**

This general public demand response system was operated by the City of Soledad, which ceased service in September, 2012. For further details, please contact the Soledad City Manager, Adela Gonzales, at (831) 678-3963.

3. **GREENFIELD AUTOLIFT**

This general public demand response system was operated by the City of Greenfield, which ceased service in September, 2011. For further details, please contact the Greenfield City Manager, Susan Stanton, at (831) 674-5591.

4. **KING CITY TRANSIT**

This general public demand response system was operated by the City of King, which ceased service in September, 2011. For further details, please contact the King City Manager, Michael Powers, at (831) 386-5917.

5. **TRANSPORTATION AGENCY FOR MONTEREY COUNTY (TAMC)**

TAMC serves as the Regional Transportation Planning Agency, the Congestion Management Agency, the Local Transportation Commission, and the Service Authority for Freeways and Expressways in Monterey County. The Agency is governed by a Board of Directors including voting members representing the 5 County Supervisorial Districts and 12 incorporated cities. Non-voting ex-officio members include the Association of Monterey Bay Area Governments (AMBAG), Caltrans, the Monterey Bay Unified Air Pollution Control District (MBUAPCD), MST, and the Monterey Regional Airport District. The Agency maintains and staffs the following advisory committees: Technical Advisory Committee, Bicycle and Pedestrian Facilities Advisory Committee, and a Rail Policy Committee. In 2011, the Agency designated the MST Mobility Advisory Committee as the Social Services Transportation Advisory Council (SSTAC) for Monterey County given that membership in the Agency's own SSTAC overlapped with Mobility Advisory Committee membership. This action was taken following the creation of the countywide MST District and consolidation of South County dial-a-ride services under MST.

The Agency's executive director is Debra L. Hale. TAMC staff includes a deputy executive director, an administrative services manager, a finance officer/analyst, an administrative assistant, a clerical assistant, five transportation planners, and one transportation planning engineer. On July 1, 2000, TAMC separated from the Monterey County Public Works Department, and became a stand-alone public entity with its own employees and separate offices. The TAMC office is located at 55B Plaza Circle, Salinas, California 93901.

The Agency budget separates expenditures into two types: operating and direct program. The Fiscal Year 2013/14 operating budget is **\$2,520,707**, which includes staff salaries and benefits,

materials and supplies, and equipment purchases. The current direct program expenditure budget is **\$9,463,524**, which includes expenditures on outside consultants, contracts, and specific work program tasks such as rail program, highway projects, bicycle and pedestrian program etc.

For further information on the agency's operations, please call Rita Goel, Administrative Services Manager at (831) 775-4404.

It will be the responsibility of the consultant or consultant team to complete the Triennial Transit Performance Audit in accordance with the proposed Scope of Work (**Attachment A**). A final Scope of Work will be made a part of the professional services agreement between the Transportation Agency and the consultant. A copy of TAMC's current standard agreement is included in **Attachment B**. The standard agreement may be subject to some revision, based on State or Federal requirements.

### **MINIMUM QUALIFICATIONS**

The selected consultant can be a firm, a consortium of firms or an individual. The Triennial Transit Performance Audit is a requirement of the Transportation Development Act and intended to evaluate the ability of the Transportation Agency and transit operators in administering and complying with that law. As such, the consultant must demonstrate to the Transportation Agency's satisfaction professional qualifications for completing the tasks outlined in the Scope of Work below.

### **SCOPE OF WORK, BUDGET AND SCHEDULE**

The proposed scope of work for the Triennial Transit Performance Audit project is included as **Attachment A**. The amount budgeted by the Agency and available to complete the scope of work for this consulting agreement is not to exceed **thirty-five thousand dollars (\$35,000)**. The contract payment terms will be firm fixed price with payment made on the basis of receipt and acceptance of satisfactory deliverables. The project is expected to begin in December, 2013 and must be completed in time to make a presentation to the TAMC Board of Directors by June 25, 2014.

### **QUESTION & ANSWERS, REQUESTS FOR CLARIFICATION OR EXCEPTIONS, ADDENDA**

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

Any requests for clarification or exceptions to requirements in this Request for Proposals must be received by the Agency no later than 12 noon, Pacific Standard Time, on Wednesday, October 9,

2013, to guarantee response or consideration. Responses to questions concerning this Request for Proposals posed before this deadline will be provided to firms who participated in the pre-proposal conference and will be posted on the Agency's website ([www.tamcmonterey.org](http://www.tamcmonterey.org)).

### **PROPOSAL FORMAT**

Sections that must be included in each proposal are described below.

All interested firms are required to submit one (1) reproducible original and three (3) copies, as well as one electronic PDF and Word/Excel version of their proposal to perform the requested consulting services. Proposers are asked to print copies of proposals double-sided. Proposal content and completeness are most important. Clarity is essential and will be considered in assessing the proposers' capabilities.

#### **The following information must be included in the proposal in the order listed:**

1. **Cover Letter:** A cover letter signed by an official authorized to solicit business and enter into contracts for the firm. The letter should refer to this RFP by title and date, and should include the name and telephone number of a contact person and a statement that the proposal is a firm offer to enter into a contract with the Transportation Agency according to the terms of this Request for Proposals for ninety (90) days following its submission.
2. **Firm Qualifications:** a company profile and summary of the firm's qualifications in relation to this project, addressing each of the qualifications listed above and other desirable experience and expertise. The company profile should specify the firm size and number of staff available to work on this project.
3. **Proposed Approach:** a summary of the consultant's proposed approach including an explanation of how the consultant proposes to accomplish each task outlined in the Request for Proposals.
4. **Schedule:** a project schedule, identifying major project milestones and including key dates.
5. **Staff Qualifications:** summary of the lead and technical staff proposed for the project and their qualifications. Staff qualifications should be limited to one paragraph per staff person, and should include the role of the staff person, the length of their work experience, areas of expertise (if any), and their relevant experience based on this Request for Proposals' desired qualifications. A table showing each proposed staff person and their applicable skills and/or areas of expertise shall be provided. A chart representing the proposed organizational structure shall be provided. Resumes may also be included as an appendix.
6. **Cost Proposal:** a proposal that outlines the budget for each task and related deliverables as outlined in **Attachment A**. The cost proposal shall include all costs to the

Transportation Agency broken down by project personnel, hourly rates, estimated hours, burden rate and any other costs. Fixed costs will be separately identified and tallied.

7. **Relevant Experience:** descriptions of the work performed on relevant, recent projects by the lead staff person and technical staff proposed for this project. Include any projects that involved: multimodal corridor planning; transit-oriented development planning; multi-jurisdictional stakeholder collaboration and public workshops; roadway visualizations, transportation simulations and 3-D renderings; multimodal level of service analysis; construction cost estimation. Descriptions should be no longer than two paragraphs per project and identify the client, purpose, size, year of completion, total project budget and the names of consultant staff proposed for this solicitation who worked on the referenced projects.
8. **References:** three (3) references who can attest to the consultant's experience in performing work substantially similar to the services covered by this Request for Proposals. (Include company name, point of contact, email addresses, and telephone number for three projects similar to work described in this Request for Proposals.) Letters of endorsements may be included as an appendix.
9. **Additional Information:** information considered by proposers to be pertinent to this project, and which has not been specifically solicited in any of the aforementioned sections, may be placed in a separate appendix section. This appendix should be relevant and brief and a total of 2 pages maximum.
10. **Exceptions and Deviations:** Proposers wishing to propose alternative approaches to meeting the Agency's technical or contractual requirements, should thoroughly explain their reasoning, note as to whether they are "technical" or "contractual" exceptions and reference the relevant section(s) of the Request for Proposals.

### **EVALUATION CRITERIA**

The Transportation Agency staff will conduct an initial review of the proposals for adherence to the minimum qualifications and inclusion of the items requested in this Request for Proposals. Proposers failing to meet the minimum qualifications will not be considered. Any proposal that does not include enough information to permit the evaluators to rate the proposal in any one of the evaluation criteria listed below will be considered non-responsive and will not be evaluated. A proposal that fails to include one or more items requested in the Proposal Format above may be considered complete and generally responsive, if evaluation in every criterion area is possible.

Responsive proposals will be evaluated by a panel of representatives from the Transportation Agency and technical advisors, based on the following evaluation factors and will be weighted accordingly:

- 1) **Proposed Scope of Work and Schedule (10 points):** Rate the overall quality of the proposal. Does the proposal clearly spell-out the scope of work and schedule, key staff to be assigned to the project, the consultant's ability to undertake the

project? Is the proposed cost within the project budget and appropriate for the project scope?

2) **Staff (15 points):** Do the qualifications of key personnel to be assigned to the anticipated projects coincide with project's requirements? Do assigned personnel have requisite education, experience, and professional qualifications?

3) **Project Understanding/Management Approach (25 points):** How well did the firm demonstrate its understanding of the project? How will the firm, specifically the key personal assigned to the project, apply its management techniques and resources to ensure the project is completed?

4) **Experience (25 points):** Has the firm, with emphasis on the project manager, demonstrated the ability to successfully provide services for projects of a similar complexity and nature as described herein?

5) **Familiarity with Locality (5 points):** Is the firm familiar with Monterey County? Does the firm understand the unique nature of the cities and unincorporated areas in Monterey County? Will the location of the firm's offices facilitate face-to-face meetings with jurisdictional representatives?

6) **Ability to Complete Project in a Timely Manner (10 points):** Does the firm propose to complete the project within the desired/expected timeline?

7) **Committed Degree of Participation from Key Personnel (10 points):** Will sufficient staff resources be dedicated to the project? Does the proposal demonstrate significant participation from the critical/experienced personnel identified in the proposal?

Following the evaluation, the panel may elect to recommend award to a particular proposer or to invite for interviews a "short list" of proposers with a reasonable likelihood of being awarded the contract. References may be checked for one or more of such short-listed proposers prior to final evaluation. The Transportation Agency reserves the right to select a consultant based solely on written submittals and not convene oral interviews. If TAMC determines that oral interviews are necessary, the selected proposers will be requested to make a formal presentation. The evaluation committee will recommend one consultant from those interviewed.

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

waive minor irregularities, and to request additional information or revisions to offers, and to negotiate with any or all proposers at any stage of the evaluation.

### **CONSULTANT SELECTION TIMETABLE**

#### **Request for Proposals**

- Issue to Consultants: 09/25/13

#### **Consultant Proposals**

- Deadline for Questions 10/5/2013, 12:00 p.m., PST
- **Proposals Due 10/25/2013, 12:00 p.m., PST**
- Consultant Interviews Nov 4-8, 2013
- Select Consultant Early November, 2013

#### **Consultant Contract**

- Finalize Contract Negotiations 11/11/2013 – 11/22/2013
- TAMC Board Approves Contract 12/04/2013
- **Notice To Proceed 12/04/2013**
- **Project Completion June 25, 2014**

### **MISCELLANEOUS**

#### **A. Modification or Withdrawal of Submittals**

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

#### **B. Property Rights**

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

#### **C. Confidentiality**

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

**D. Amendments to Request for Qualifications**

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

**E. Non-Commitment of TAMC**

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

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

**F. Conflict of Interest**

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

**G. Nondiscrimination**

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

**H. Final Selection and Protests**

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

In order to protest the bid award, the protestant must have submitted a proposal for the work in accordance with the Request for Proposals. Any protest to the recommended contract award must provide a detailed explanation of how the successful bid did not meet the requirements of the Request for Proposals. The Transportation Agency's decision on the protest is final.



Protesters shall submit a detailed written statement of protest to:

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

no later than thirteen (13) days prior to the Board meeting to enable proper consideration by the Board.

**AUTHORITY TO COMMIT TAMC**

The Transportation Agency staff will recommend the successful bidder to the Board of Directors, which will commit the Transportation Agency to the expenditure of funds in connection with this Request for Proposals.

Thank you for your interest. If you need assistance or have any questions, please call project manager Ariana Green at (831) 775-4403.

Sincerely,

Debra L. Hale  
Executive Director

Enclosed with this Request for Proposals:

Attachment A: Scope of Work  
Attachment B: Sample TAMC Standard Agreement

## **ATTACHMENT A**

### **Scope of Work for Triennial Transit Performance Audit**

The audit shall be conducted in accord with relevant sections of the Transportation Development Act. For further guidance, the auditor may wish to consult the Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities issued by the California Department of Transportation. A copy of the Guidebook may be obtained by calling the Office of State Transit Programs, Department of Transportation, Division of Mass Transportation at (916) 654-9446. The web site link is: <http://www.dot.ca.gov/hq/MassTrans>

The Scope-of-Work consists of the seven tasks and project deliverables described below:

#### **TASK 1-INTERVIEWS and SITE VISITS**

Upon contract award, the TAMC project manager will provide the consultant with a contact list for the operators. Several weeks before the site visit, the consultant will submit a written data request to TAMC; TAMC will forward the request to the operators.

Local agencies will be asked to respond to the initial requests within two weeks for material that is readily available. Other items, warranting more time for preparation, will be discussed at a kick off meeting. TAMC will schedule the kick off meeting with the consultant and at least one representative from each operator. The meeting will be divided into segments to cover each operator separately. As much as possible, the consultant will have reviewed the background information received before conducting the more detailed on site interviews with each agency.

#### **TASK 2-COMPLIANCE with REGULATORY REQUIREMENTS**

The consultant will review and determine each agency's compliance with the Transportation Development Act (TDA) and applicable sections of the California Code of Regulations. The consultant will also take into account any more recent provisions from the updated TDA manual issued by the California Department of Transportation. Should the consultant identify areas of noncompliance, a finding regarding the non-compliance should be made explicitly for each year of noncompliance.

#### **TASK 3-STATUS OF PRIOR PERFORMANCE RECOMMENDATIONS**

The consultant will review the most recent prior performance audits under the TDA for each operator and assess each agency's implementation of the prior audit recommendations. The consultant will determine whether the prior recommendations were fully or partly implemented. The consultant will also review those recommendations, which have not yet been implemented, and for each one determine whether they are:

- No longer applicable due to changes that took place since the last audit;
- Infeasible; or

- Still valid, and worthy of implementation.

If a prior recommendation has not been implemented but still has merit, the consultant should include the prior recommendation(s) or a modified version in the current audit report (Tasks 6 and 7). The consultant will also identify recommendations already implemented or in progress. For those, the consultant should assess the benefits already achieved by follow up to the prior recommendations. Significant accomplishments and/or failures in implementing prior recommendations should be recognized and appropriate corrective actions identified in this Task. Such findings and relevant recommendations for corrective actions will be summarized in the audit report with a near-term implementation schedule.

#### **TASK 4- REQUIRED PERFORMANCE INDICATORS**

This task is divided into two subtasks:

##### **4(a) Data Collection and Reporting**

The consultant will review and validate the collection of operating and financial data needed for deriving the five TDA-required performance indicators. Those indicators are respectively:

- Operating cost per vehicle service hour
- Operating cost per rider
- Riders per vehicle service hour
- Riders per vehicle service mile and
- Hours per employee.

In addition the consultant will review the methods used to collect the farebox revenues and account for other supplemental revenues used in the derivation of annual farebox recovery ratios. This in-depth review will be done for each mode and each service part of the systems being audited. The consultant will assess whether any changes in data collection or related actions by the operators or their contractors are needed to ensure TDA compliance. This subtask will assess the operators' ability to accurately calculate the five TDA indicators (plus the farebox recovery ratio) and to monitor their year-to-year trends.

##### **4(b) Quantitative Trends**

The consultant will analyze performance indicators and present quantitative trends with detailed tables and supporting charts. Those will be accompanied by a short synopsis on the interpretation of those trends for early review by the operators. The consultant will analyze recent trends (three audit years) and compare those with the previous three years (data from prior triennial performance audits); as applicable the consultant will identify potential issues or concerns in need of further interpretation with the functional review (Task 5).

The consultant will also quantify and review the trends in the annual farebox recovery ratio and address compliance with the applicable TDA-required minimum. In the case of non-compliance, the consultant will develop near-term recommendations for increasing the farebox recovery ratio and integrate those recommendations into the final audit reports. As relevant to service areas, riders' groups or service components of all operators being audited, the consultant might define,

calculate and analyze other indicators (besides the 5 TDA-required ones) financial or operating data appropriate to better interpret local or program-specific performance trends. Such data should help the agencies and the region understand the root of potential problem areas and identify needed improvements. Other elements should also be considered to identify specific factors impacting the overall trends (such as fare changes, operating contract terms, administrative transfers etc.).

### **TASK 5-FUNCTIONAL REVIEWS**

The consultant will review each operator's function. The functional review will include interviews with each operator's management, staff, and governing board, plus TAMC staff as well as other operators or administrators involved in the transit or paratransit programs in overlapping service areas. Aspects of the system performance will be examined based on:

- Operator and TAMC interviews dealing with operators' functions (such as administration, operations, dispatch, maintenance, customer relations, public involvement, planning, grants, marketing);
- Review and analysis of major changes in the audit period;
- Significant achievements in the audit period or to date;
- Roles of advisory committee(s) and methods used for local public participation;
- Reports, such as prior audits, users' surveys, Short-Range Transit Plans, staff reports and City Council/Board agendas;
- Prior or recent findings on TDA indicators and actions taken to address performance issues;
- Review of fare structure, collection methods and reporting of subsidies;
- Derivation of farebox recovery ratios and adequacy of operating cost exemptions;
- Compliance with state and Federal regulations on discount fares and on the use of eligible matching funds;
- Follow up actions to prior audit recommendations as reported to TAMC and verified by the auditor;
- Review of operators' compliance with other statutory and regulatory requirements tied to grant sources;
- Consideration of proposed near-term changes per the ongoing transit efficiencies reviews done by staff and policy-makers at the sub-regional level; and
- Other areas relevant to the auditor's review.

Insight into inefficient or ineffective performance should lead to further investigation by the consultant. This may include collecting additional data from the operators, computing or reviewing supplemental performance indicators. The final report should offer any recommendations on how to remedy areas of inefficient or ineffective performance and give the supporting rationale for each recommendation. In all areas the consultant should make clear and concise recommendations with a specific timeline for implementation (by year and quarter) and identify who will be responsible for the follow up actions.

## **TASK 6-DRAFT AUDIT FINDINGS and RECOMMENDATIONS with DRAFT REPORTS**

The consultant will prepare separate draft audit reports for each operator and the Transportation Agency. One key objective of the triennial performance audit is to help management, the administrators, the operators and their contractors to improve operations, increase efficiency and cost-effectiveness. Thus, the performance audit should strive to present audit findings, conclusions and recommendations in a positive and easy-to-understand manner. Listed below are the recommended elements of the performance audit report:

**A-Table of Contents** – Listing of the chapter headings and major sections in the performance audit report, tables and figures with associated page numbers;

**B-Executive Summary** – A synopsis of key findings and recommendations (i.e. to be used as a standalone product for wider distribution, Power Point slides and web posting);

**C-Introduction** – Background information useful in understanding the entity being audited and how each audit was conducted. This part might include:

- Information about the transit operator’s recent history, organization, budget, staffing, and nature of the services provided;
- Overview of regulatory requirements relevant to the audit;
- Description of the approach and methods used in conducting the audit; and
- Limitations regarding how the audit was performed, or caveats in the data supplied by the operator with any assumptions made by the consultant in presenting such data.

**D-Audit Findings** – This part of the audit report should present findings for each major area of the performance review such as:

- Results of the compliance review (Task 2);
- Status of prior audit report recommendations (Task 3);
- Verification and interpretation of performance audit indicators (Tasks 4-a and 4-b);
- Results of the functional review of each operator and organization (Task 5); and
- Other pertinent information such as changes during the audit period that impacted services and performance: fare structure; service coverage; route frequency or days of service; service mix; operating rules; funding sources; managerial and contract terms; state or Federal reporting requirements; and implications of the on-going transit efficiency reviews (Task 5).

**E-Conclusions and Recommendations** – A summary of the major findings and recommendations. The consultant will develop and recommend specific strategies and present concrete ways to address any performance issues. The consultant will summarize proposed follow up actions with a schedule and identify the party (-ies) responsible to take such actions with a specific timeline for implementation.

**Deliverables: Draft reports for the Transportation Agency and each operator included in the audit, submitted to the Transportation Agency electronically as PDF files. Draft reports shall be submitted by May 1, 2014.**

**TASK 7-FINAL REPORTS- Report Production, Presentations and Final Deliverables**

The auditor will provide the draft reports to the operators and Transportation Agency staff for initial reviews to ensure accuracy of the factual information and quantitative data. The consultant will make adjustments as needed. The consultant will integrate comments on the first drafts following a 2-week review period and send PDF files of the final draft audit reports to TAMC. The consultant will be available to answer questions on the final draft audit findings and when the final drafts are considered by the Transportation Agency Board.

**Deliverables: Final Draft reports for the Transportation Agency and each operator included in the audit, submitted to the Transportation Agency electronically as PDF files, and two sets of hardcopies for submittal to Caltrans and filing by the Transportation Agency. Final Draft reports shall be submitted electronically by June 2, 2014, and hardcopies submitted by June 13, 2013.**

Based on the scope, the proposal should give a budget allocation among the seven tasks. The budget should also itemize other direct costs for material expenses and travel to sites in Monterey County by the designated personnel. Anticipated trips are summarized as follows:

- **Task 1-** Kick-off meeting, including initial interviews of operators and Transportation Agency. Site visits of transit operators - MST assumed responsibility for the dial-a-ride transit services previously operated by the cities of Greenfield, King City and Soledad between 2010 and 2012 pursuant to past triennial audit recommendations, therefore, Transportation Agency staff believes those site visits may not be necessary as part of the project.
- **Task 5-** Follow up meetings re-functional reviews (via teleconference if possible).
- **Task 7-** Meeting attendance at TAMC Board (1 day)-one (1) trip.

The final deadline for completion of all work identified above is **June 25, 2014**, at which time it is anticipated that the Final Report will be presented to the TAMC Board of Directors.

## **ATTACHMENT B**

### **SAMPLE TAMC STANDARD AGREEMENT**

#### **TRANSPORTATION AGENCY FOR MONTEREY COUNTY AND (CONSULTANT'S NAME) AGREEMENT FOR PROFESSIONAL SERVICES**

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

The parties agree as follows:

1. **Employment of Consultant.** TAMC hereby engages Consultant and Consultant hereby agrees to perform the services set forth in Exhibit A, in conformity with the terms of this Agreement. Consultant will complete all work in accordance with the work schedule set forth in Exhibit A.
  - (a) The work is generally described as follows:
  
  - (b) Consultant represents that Consultant and its agents, subcontractors and employees performing work hereunder are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required by this Agreement.
  - (c) Consultant, its agents, subcontractors, and employees, shall perform all work in a safe, skillful, and professional manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.
  - (d) Consultant shall furnish, at its own expense, all materials and equipment necessary to carry out the terms of this Agreement, except as otherwise provided herein. Consultant shall not use TAMC premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations hereunder.
  - (e) Consultant's project manager shall be the person specified in Exhibit A. If Consultant desires to change the project manager, Consultant shall get written approval from TAMC of the new project manager.
  
2. **Term of Agreement.** The term of this Agreement shall begin upon execution hereof by Consultant and TAMC and, unless earlier terminated as provided herein, shall remain in force until \_\_\_\_\_.
  
3. **Payments to Consultant; maximum liability.** Subject to the limitations set forth herein, TAMC shall pay to Consultant the amounts provided in the Work Directive, upon receipt of

deliverables listed therein. Each payment by TAMC shall be for a specific deliverable outlined in the Work Directive. The maximum amount payable to the Consultant is set forth in the Work Directive.

4. Monthly Invoices by Consultant; Payment.

- (a) Consultant shall submit to TAMC an invoice, in a format approved by TAMC, setting forth the amounts claimed by Consultant, the deliverables for which payment is requested, together with an itemized basis for such amounts, and setting forth such other pertinent information TAMC may require. Consultant shall submit such invoice monthly or as agreed by TAMC, but in no event shall such invoice be submitted later than 30 days after completion of Consultant's work hereunder. It is understood and agreed that Consultant shall complete all work described in Exhibit A for an amount not exceeding that set forth above, notwithstanding Consultant's submission of periodic invoices.
- (b) If, as of the date of execution of this Agreement, Consultant has already received payment from TAMC for work which is the subject of this Agreement, such amounts shall be deemed to have been paid under this Agreement and shall be credited toward TAMC's maximum liability set forth above.
- (c) Consultant shall be reimbursed for travel expenses not to exceed the State of California approved travel reimbursement rates, which are to be included as part of the \$ \_\_\_\_\_ maximum contract amount.
- (d) Consultant agrees that the Contract Cost Principles and Procedures, 48 Code of Federal Regulations (CFR), Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., shall be used to determine the allow ability of individual items of cost.
- (e) Consultant agrees to comply with Federal procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (f) Any costs for which payment has been made to Consultant that are determined by subsequent audit to be unallowable under 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., are subject to repayment by Consultant to the TAMC.

5. Indemnification.

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



negligence, or willful misconduct of the AGENCY, its officers, agents, and employees. To the extent there is an obligation to indemnify under this Paragraph, CONTRACTOR shall be responsible for incidental and consequential damages resulting directly or indirectly, in whole or in part, from CONTRACTOR's negligence, recklessness, or willful misconduct.

6. Insurance.

- (a) Without limiting Consultant's duty to indemnify as set forth in this agreement, Consultant shall maintain, at no additional cost to TAMC, throughout the term of this Agreement a policy or policies of insurance with the following coverage and minimum limits of liability (check if applicable):

Commercial general liability insurance, including but not limited to premises, personal injury, products, and completed operations, with a combined single limit of \$1,000,000 per occurrence.

Professional liability insurance in the amount of not less than \$1,000,000 per claim and \$3,000,000 in the aggregate, to cover liability for malpractice or errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims made" basis rather than an "occurrence" basis, Consultant shall, upon the expiration or termination of this Agreement, obtain extended reporting coverage ("tail coverage") with the same liability limits. Any such tail coverage shall continue for at least three years following the expiration or termination of this Agreement.

Comprehensive automobile liability insurance covering all motor vehicles, including owned, leased, hired and non-owned vehicles used in providing services under this Agreement, with a combined single limit of not less than \$1,000,000 per occurrence.

- (b) All insurance required under this Agreement shall be with a company acceptable to TAMC and authorized by law to transact insurance business in the State of California. Unless otherwise provided herein, all such insurance shall be written on an occurrence basis; or, if any policy cannot be written on an occurrence basis, such policy shall continue in effect for a period of two years following the date of Consultant's completion of performance hereunder.
- (c) Each policy of insurance required under this Agreement shall provide that TAMC shall be given written notice at least thirty days in advance of any change, cancellation or non-renewal thereof. Each policy shall provide identical coverage for each subcontractor performing work under this Agreement, or be accompanied by a certificate of insurance for each subcontractor showing identical insurance coverage.
- (d) Commercial general liability and automobile liability policies shall provide an endorsement naming TAMC, its officers, agents, and employees, as additional insureds and shall further provide that such insurance is primary to any insurance or self-insurance maintained by TAMC, and that no insurance of any additional insured shall be called upon to contribute to a loss covered by Consultant's insurance.

7. Workers' Compensation Insurance. If during the performance of this contract, Consultant employs one or more employees, then Consultant shall maintain a workers' compensation

plan covering all of its employees as required by Labor Code Sec. 3700, either (a) through workers' compensation insurance issued by an insurance company, with coverage meeting the statutory limits and with a minimum of \$1,000,000.00 per occurrence for employer's liability, or (b) through a plan of self-insurance certified by the State Director of Industrial Relations, with equivalent coverage. If Consultant elects to be self-insured, the certificate of insurance otherwise required by this agreement shall be replaced with a consent to self-insure issued by the State Director of Industrial Relations. The provisions of this paragraph apply to any subcontractor employing one or more employees, and Consultant shall be responsible for all subcontractors' compliance herewith.

8. Certificate of Insurance. Prior to the execution of this agreement by TAMC, Consultant shall file certificates of insurance with TAMC's contract administrator evidencing that Consultant has in effect the insurance required by this Agreement. Consultant shall file a new or amended certificate promptly after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify any indemnification provision of this Agreement.
9. Maintenance of Records. Consultant shall prepare, maintain and preserve all reports and records that may be required by federal, State, and local rules and regulations relating to services performed under this Agreement. Consultant shall retain all such records for at least five years from the date of final payment, or until any litigation relating to this Agreement is concluded, whichever is later.
10. Right to Audit at Any Time. TAMC officials shall have the right, at any time during regular working hours and on reasonable advance notice, to examine, monitor and audit all work performed and all records, documents, conditions, activities and procedures of Consultant or its subcontractors relating to this Agreement. Government Code Section 8546.7 provides that an audit by the State Auditor General may be performed up to three years after the final payment under any contract involving the expenditure of public funds in excess of \$10,000.
11. Confidentiality; Return of Records. Consultant and its officers, employees, agents, and subcontractors shall comply with all federal, State and local laws providing for the confidentiality of records and other information. Consultant shall not disclose any confidential information received from TAMC or prepared in connection with the performance of this Agreement without the express permission of TAMC. Consultant shall promptly transmit to TAMC all requests for disclosure of any such confidential information. Consultant shall not use any confidential information gained through the performance of this Agreement except for the purpose of carrying out Consultant's obligations hereunder. When this Agreement expires or terminates, Consultant shall return to TAMC all records, which Consultant utilized or received from TAMC to perform services under this Agreement.
12. Termination. TAMC may terminate this Agreement by giving written notice of termination to Consultant at least thirty (30) days prior to the effective date of termination, which date shall be specified in any such notice. In the event of such termination, the amount payable hereunder shall be reduced in proportion to the services provided prior to the effective date of termination. TAMC may terminate this Agreement at any time for good cause effective

immediately upon written notice to Consultant. "Good cause" includes, without limitation, the failure of Consultant to perform the required services at the time and in the manner provided herein. If TAMC terminates this Agreement for good cause, TAMC may be relieved of the payment of any consideration to Consultant, and TAMC may proceed with the work in any manner, which it deems proper. Costs incurred by TAMC thereby shall be deducted from any sum otherwise due Consultant.

13. Amendments and Modifications. No modification or amendment of this agreement shall be valid unless it is set forth in writing and executed by the parties hereto.
14. Non-discrimination. Throughout the performance of this Agreement, Consultant will not unlawfully discriminate, harass or allow harassment, against any person because of sex, race, color, religious creed, sex, national origin, ancestry, physical disability (including HIV and AIDS), mental disability, medical condition, marital status, age (over 40), denial of family and medical care leave, denial of pregnancy disability leave, or sexual orientation, either in Consultant's employment practices or in the furnishing of services to recipients. Consultant shall ensure that the evaluation and treatment of its employees and applicants for employment and all persons receiving and requesting services are free of such discrimination. Consultant shall comply fully with all federal, State and local laws and regulations which prohibit discrimination. The provision of services primarily or exclusively to any target population designated herein shall not be deemed prohibited discrimination.
15. Harassment. The Agency maintains a strict policy prohibiting unlawful harassment, including sexual harassment, in any form, including verbal, physical and visual harassment by any employee, supervisor, manager, officer or Board member, or agent of the employer. Vendors, contractors, and consultants shall not engage in conduct that has an effect of unreasonably interfering with a TAMC employee's work performance or creates an intimidating, hostile or offensive work environment.
16. Disadvantaged Business Enterprises (DBE) Participation. TAMC has established \_\_\_% goal for the participation of DBE for this Agreement. However, the Consultant shall be fully informed of DBE requirements in Caltrans Local Assistance Procedures Manual Exhibit 10-I and Caltrans Local Assistance Procedures Manual Exhibit 10-J. These are attached in Exhibit D and Exhibit E.
17. Independent Contractor. In its performance under this Agreement, Consultant is at all times acting and performing as an independent contractor and not as an employee of TAMC or any of its member jurisdictions. No offer or obligation of employment is intended in any manner, and Consultant shall not become entitled by virtue of this Agreement to receive any form of benefits accorded to employees including without limitation leave time, health insurance, workers' compensation coverage, disability benefits, and retirement contributions. Consultant shall be solely liable for and obligated to pay directly all applicable taxes, including without limitation federal and State income taxes and social security arising out of Consultant's performance of this Agreement. In connection

therewith, Consultant shall defend, indemnify, and hold harmless TAMC from any and all liability, which TAMC may incur because of Consultant's failure to make such payments.

18. Delegation of Duties; Subcontracting. Consultant is engaged by TAMC for its unique qualifications and abilities. Consultant may not, therefore, delegate any of its basic duties under this Agreement, except to the extent that delegation to consultant's employees is contemplated herein. No work shall be subcontracted without the written consent of TAMC, except as provided in this Agreement or its attachments. Notwithstanding any subcontract, Consultant shall continue to be liable to TAMC for the performance of all work hereunder. Any work performed by a subcontractor shall be done in conformance with this Agreement, and TAMC shall pay Consultant for the work but not for any markup, including subcontract management, supervision, administrative and other expenses, or reimbursable costs. Consultant shall not assign, sell, mortgage or otherwise transfer its interest or obligations in this Agreement without TAMC prior written consent.
19. Agency's Rights in Work Product. All original materials prepared by Consultant in connection with its work hereunder -- including but not limited to computer codes, customized computer routines developed using proprietary or commercial software packages, reports, documents, maps, graphs, charts, photographs and photographic negatives -- shall be the property of TAMC and shall be delivered to TAMC prior to final payment. Consultant may utilize any existing materials developed by Consultant prior to commencement of work under this Agreement, which materials shall remain the property of Consultant.
20. Compliance with Terms of Federal or State Grant. If any part of this Agreement has been or will be funded pursuant to a grant from the federal or State government in which TAMC is the grantee, Consultant shall comply with all provisions of such grant applicable to Consultant's work hereunder, and said provisions shall be deemed a part of this Agreement as though fully set forth herein.
21. Conflict of Interest. Consultant warrants that it presently has no interest and shall not acquire any interest during the term of this Agreement, which would directly or indirectly conflict in any manner or to any degree with its full and complete performance of all services under this Agreement.
22. Governing Laws. This Agreement shall be construed and enforced according to the laws of the State of California, and the parties hereby agree that the County of Monterey shall be the proper venue for any dispute arising hereunder.
23. Construction of Agreement. The parties agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any exhibit or amendment. To that end, it is understood and agreed that this Agreement has been arrived at through negotiation, and that neither party is to be deemed the party which prepared this Agreement within the meaning of Civil Code Section

1654. Section and paragraph headings appearing herein are for convenience only and shall not be used to interpret the terms of this Agreement.

- 24. Waiver. Any waiver of any term or condition hereof must be in writing. No such waiver shall be construed as a waiver of any other term or condition herein.
- 25. Successors and Assigns. This Agreement and all rights, privileges, duties and obligations hereunder, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns and heirs.
- 26. Time is of the Essence. The parties mutually acknowledge and agree that time is of the essence with respect to every provision hereof in which time is an element. No extension of time for performance of any obligation or act shall be deemed an extension of time for performance of any other obligation or act, nor shall any such extension create a precedent for any further or future extension.
- 27. Contract Administrators. Consultant's designated principal responsible for administering Consultant's work under this Agreement shall be [NAME and TITLE]; TAMC's designated administrator of this Agreement shall be [NAME and TITLE].
- 28. Notices. Notices required under this Agreement shall be delivered personally or by electronic facsimile, or by first class or certified mail with postage prepaid. Notice shall be deemed effective upon personal delivery or facsimile transmission, or on the third day after deposit with the U.S. Postal Service. Consultant shall give TAMC prompt notice of any change of address. Unless otherwise changed according to these notice provisions, notices shall be addressed as follows:

To TAMC:

To Consultant:

Tel:  
Fax:

Tel:  
Fax:

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

31. Debarment and Suspension Certification. Consultant's signature affixed below shall constitute a certification under penalty of perjury under the laws of the State of California that the Consultant has complied with CFR Title 49, Part 29, Debarment and Suspension Certificate which certifies that Consultant or any person associated with Consultant in the capacity of owner, partner, director, officer, or manager is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three (3) years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years. Any exceptions to this certification must be disclosed to the TAMC.
32. Exhibits. The following Exhibits are attached hereto and incorporated by reference:
- Exhibit A – Scope of Work and Work Schedule
  - Exhibit B – Fixed Fee Schedule
  - Exhibit C – A completed federal W-9 form, Request for Taxpayer identification Number and Certification.
  - Exhibit D – Caltrans Local Procedures Manual Exhibit 10-I (Notice to Bidders/Proposers Disadvantage Business Enterprise Information)
  - Exhibit E – Caltrans Local Procedures Manual Exhibit 10-J (Standard Agreement for Subcontractor/DBE Participation)
33. Entire Agreement. This document, including all exhibits hereto, constitutes the entire agreement between the parties, and supersedes any and all prior written or oral negotiations and representations between the parties concerning all matters relating to the subject of this Agreement.

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

TAMC

CONSULTANT

\_\_\_\_\_  
Consultant's Business Name\*

By \_\_\_\_\_  
Debra L. Hale (Signature)  
  
\_\_\_\_\_  
Executive Director

By: \_\_\_\_\_  
  
\_\_\_\_\_  
(Name/Title: Chair, Pres., or V.P.)\*

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name/Title: Secy., CFO, or Treas.)\*

Dated: \_\_\_\_\_

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

\*\*\*\*\*

APPROVED AS TO FORM:

\_\_\_\_\_  
TAMC Counsel

Dated: \_\_\_\_\_

For TAMC internal use:

Work Element number to be used for the contract: \_\_\_\_\_



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

## Memorandum

**To:** Board of Directors  
**From:** Hank Myers, Senior Transportation Planning Engineer  
**Meeting Date:** September 25, 2013  
**Subject:** Call Box Maintenance and Improvements - Request for Proposals

### RECOMMENDED ACTION

1. **APPROVE** Scope of Work in the Request for Proposals for Call Box Maintenance and Site Improvements; and
2. **AUTHORIZE** the Director to make changes, as necessary, to the Scope of Services and Request for Proposals; subject to review and approval of Agency Counsel;
3. **DIRECT** staff to release the Request for Proposals to interested parties.

### SUMMARY

As the Service Authority for Freeways and Expressways for Monterey County, the Transportation Agency installs, maintains and operates a motorist aid call box system. With the current maintenance contract expiring on December 31<sup>st</sup>, 2013, the Agency is requesting proposals for a contractor to provide call box maintenance services and to provide necessary site improvements to improve accessibility. The current contract was extended six months to allow to time to determine if call box services were subject to prevailing wages. The new contract will require compliance with all prevailing wage law requirements now that it has been determined by the Department of Industrial Relations that call box maintenance services are considered public works. The new contract would be for a three year period beginning January 1, 2014, with options to renew for up to three additional years.

### FINANCIAL IMPACT

Due to new requirements, staff is currently developing a new independent cost estimate. The current maintenance cost is \$7,310 per month for the 190 call boxes in the system for a total of

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\$87,720 per year. The costs for the new contract are expected to increase to about \$90,352 and then increase about 3% per year thereafter. The new site improvements are not expected to exceed \$150,000. The funds for call box maintenance and site improvements are available from the Service Authority for Freeway and Expressways account, which derives its revenue from the \$1 fee levied by the Department of Motor Vehicles on vehicle registration in Monterey County.

**DISCUSSION**

The Transportation Agency for Monterey County acts as the Monterey County Service Authority for Freeways and Expressways, established pursuant to Streets and Highways Code § 2550 *et seq.* The Agency installs, maintains and operates a motorist aid call box system in the County. The call box program provides a system of 197 call boxes allowing motorists to request roadside assistance along the following routes: State Route 1, State Route 68, State Route 156, US Highway 101 and county expressways. The call boxes are directly linked to a Call Answering Center, currently CDS Net, where live operators dispatch the calls to the California Highway Patrol, tow truck, and/or emergency services. Since the program's inception in 1999, many system improvements have been implemented, including improved accessibility for disabled motorists, enhanced system coverage and faster response to call box calls. The call box system has also completed upgrades for digital service conversion, and speech and hearing impaired capability.

The selected contractor is responsible for performing corrective maintenance on all call boxes, including making repairs associated with electronics, transceivers, power supply and the interface with the cellular system, in addition to keeping call boxes clean and operational by conducting preventive maintenance field visits at least two times a year.

The selected contractor will also provide site improvements to improve overall accessibility for disabled motorists. These improvements would include retrofits to existing call box sites to insure compliance with the Americans with Disabilities Act (ADA).

Agency staff plans to release the Request for Proposals on October 9, 2013. The deadline for proposal submittals will be November 6, 2013. Each proposal will be evaluated based on the following criteria: qualifications and experience, staffing and organization, work plan, and cost. A contract will be brought back to the Board of Directors for approval on December 4, 2013. The new contract will be for a three-year period beginning January 1, 2014 and the Agency will have options to renew for up to three additional years.

Approved by:   
Debra L. Hale, Executive Director

Date signed: 9/16/13

Consent Agenda

Counsel Review: Yes.

Web Attachment : Scope of Work

## ATTACHMENT A---SCOPE OF WORK

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### 1. BACKGROUND

The Transportation Agency for Monterey County Service Authority for Freeway Emergencies (TAMC SAFE) owns and operates a system of 197 call boxes along State Route 1, State Route 68, State Route 156, US 101, and county expressways. Motorists may use call boxes to request assistance or report incidents. The call box calls are answered by a call answering center that coordinates with the California Highway Patrol when necessary. The actual number of operational call boxes may be reduced due to construction projects or other activities. All TAMC call boxes are equipped with Teletypewriter (TTY) capabilities that allow users to type and read rather than speak and hear in their communications with the call answering center. The services required by this contract shall consist of maintenance and improvements of Monterey County's call boxes and other related tasks as necessary to ensure proper functioning of the call box system.

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### 2. GENERAL CONDITIONS

#### A. Prior to Start of Work

Contractor shall facilitate at its own cost all transition tasks with the previous maintenance provider, if applicable including, but not limited to, transfer of call box materials, swapping of call box data, and other related tasks. Contractor is expected to start repairs immediately at start of contract period with the appropriate staffing levels and materials necessary. It is the responsibility of the Contractor to account for repairs that may not be completed or have not started by the previous maintenance contractor. The call box system shall be handed over to the Contractor in an "as-is" condition.

#### B. Work to be Done

Contractor shall perform all work necessary to maintain the Monterey County motorist aid call box system in a satisfactory manner. No tasks detailed in this section shall be performed by subcontractors other than those listed in Attachment G (Subcontractor List) and without the prior consent from Transportation Agency Project Manager. Contractor shall furnish all materials, equipment, tools, labor and incidentals necessary to complete the services for the rates described in Attachment B, (Payment Schedule). All work done shall be in compliance with the CHP/Caltrans Call Box Guidelines and the American Disabilities Act (ADA) regulation.

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#### C. Plans and Specifications

Contractor shall keep at the field office a copy of all plans and specifications to which Transportation Agency For Monterey County shall have access to at all times. Any additional documentation or specifications for new equipment or processes (i.e. transceiver, TTY, ATM, sonalert or smart card electronic devices as well as painting processes) shall also be kept by Contractor in the field office and be available for review by the Transportation Agency Project Manager or Transportation Agency For Monterey County designated representative.

#### D. Rights of Entry and Permits

Contractor shall be responsible for obtaining all rights of entry, encroachment permits and other licenses or permits required by partner agencies to perform the work hereunder at the cost of Contractor.

#### **E. Materials and Workmanship**

All materials, parts and equipment furnished by Contractor shall be of high grade and free from defects. Replacement enclosures provided by Contractor shall not be of lesser quality as measured by paint brightness, and aluminum and/or coating integrity and shall be guaranteed by Contractor against corrosion and fading for the term of the of the purchase order contract resulting from this [Request for Proposals](#)~~Invitation For Bid~~. Contractor shall warrant all other materials and parts provided or refurbished by Contractor for one (1) year from date of installation. Quality of work shall be in accordance with generally accepted standards and all work shall be subject to all warranty provisions. Materials and work quality shall be subject to the Transportation Agency Project Manager's or a designated representative's approval. Contractor shall be responsible for storing and maintaining materials in a manner that preserves their quality and fitness for future use.

#### **F. Labor**

Only competent workers shall be employed to perform tasks under this Attachment A ([Scope of Work](#)). Any person found by Transportation Agency For Monterey County to be incompetent, disorderly, working under the influence of alcohol or controlled substances, unsafe or otherwise objectionable shall be removed by Contractor and not re-employed for services. Contractor shall be solely responsible for any and all services performed under the purchase order contract resulting from this ~~Invitation For Bid~~[Request for Proposal](#) by its employees and/or subcontractors. Contractor shall enforce strict discipline and good order to ensure that all work is carried out promptly and with due diligence.

#### **G. Inspection**

All performance (including services, materials, supplies, and equipment furnished or utilized) shall be subject to inspection and approval by the Transportation Agency Project Manager or a designated representative. Any Transportation Agency For Monterey County authorized representative shall have access to the field office. Approval by the Transportation Agency Project Manager that services meet required performance measures shall precede issuance of yearly performance adjustments, described in Attachment B (~~Payment Schedule~~).

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#### **H. Condition of Site**

Contractor shall keep call box sites clean and free of rubbish and debris. Materials and equipment brought to the site such as cones, ladders, etc. for the specific purpose of repair, shall be removed from the call box site immediately or as soon as the materials, tools, and equipments are no longer needed.

#### **I. Reuse of Parts:**

Contractor shall reuse parts that have been damaged or replaced assuming Contractor has repaired the parts, and/or ensures that functionality is not degraded and the integrity of the component is not compromised. If available, Contractor may utilize the Transportation Agency's surplus of call box materials at the sole discretion of the project manager. Contractor shall coordinate and facilitate at its own cost the transfer of surplus materials from previous maintenance contractor. The

Transportation Agency does not guarantee the quality of the surplus call box materials, whether they are reusable or not nor the availability of such materials for the use of Contractor during the term of the Contract.

**J. Reserve Inventory**

Throughout the Contract term, Contractor shall be required to purchase its own call box equipment and maintain a sufficient quantity of such material in stock in their Monterey Bay Region or Bay Area field office to fulfill the requirements of this Attachment A ([Scope of Work](#)). Replenishing the call box equipment stock is the sole responsibility and at the cost of the Contractor. The Transportation Agency acknowledges any materials purchased by the Contractor that remain unused at the end of the contract ~~is~~[are](#) the property of the Contractor.

### **K. Storage of Materials**

Contractor shall store call box housings, electronics, poles, and other appurtenances either within their warehouse or within a Transportation Agency For Monterey County designated storage facility. Contractor shall be responsible for organizing supplies in an appropriate manner and may be requested to secure additional storage space should it be needed at the expense of Transportation Agency For Monterey County.

### **L. Communication**

Contractor shall ensure that the lead field technician and staff have the necessary communication devices for interacting efficiently with the Transportation Agency Project Manager, other designated representatives, and partner agencies. The devices to be provided by Contractor must include, but are not limited to a cell phone, office phone, fax machine, and email services with the capability to send and receive Microsoft Access® database or equivalent files.

### **3H. ~~CALL~~ CALL BOX MAINTENANCE SYSTEM**

A maintenance system is currently in place to monitor the Transportation Agency For Monterey County call box system which information will need to be transferred to Contractor's maintenance system. The Transportation Agency For Monterey County is responsible for obtaining all call box data and providing it to the successful Contractor. Contractor shall facilitate such transfer by working with Transportation Agency For Monterey County to format data accordingly. Contractor shall not be compensated for maintenance tasks until the maintenance system is fully operational. The Transportation Agency retains ownership of all files containing call box related data provided to Contractor. All such data shall be turned over to Transportation Agency at the termination of the contract resulting from this [Invitation For Bid/Request for Proposal](#).

All Transportation Agency for Monterey County call boxes shall be monitored by a maintenance system and each box shall make one (1) call every three (3) days into the system for a diagnostic check up. Contractor's maintenance system shall be compatible with the Transportation Agency call box communication devices. It is Contractor's responsibility to make any necessary changes to their maintenance system in order to perform the maintenance tasks described in this section with the Monterey County call boxes and the overall system. Contractor shall not change any devices in the call boxes to make them compatible with their maintenance system. Any changes and/or upgrades to the maintenance system shall be at the cost of Contractor. The Transportation Agency recognizes that the maintenance system hardware and software developed by contractor prior to the acceptance of this project is the property of Contractor.

The maintenance system must record all work orders related to the call box system and other general information and specifications of each call box in the Monterey County system as specified in Table 1 below. These work orders and along with call box related general information must be easily retrievable and able to download into an Excel® spreadsheet or similar program. All current and previous work orders must be accessible to the Transportation Agency project manager.

Contractor shall meet with the Transportation Agency for Monterey County Project Manager immediately after award of contract to finalize the needs and the layout of the Call Box System

Database and to determine appropriate access for Transportation Agency Project Manager and its designated representatives.

Table 1. Maintenance System Specifications

	Update When Site Changed	Update When Site Installed	Update with PM or CM Visit
Call Box Sign Number	✓	✓	
Original Install Date			
Automatic Number Identification (ANI)	✓	✓	
Electronic Serial Number (ESN)	✓	✓	
Mile Post Mark	✓	✓	
Pedestrian Pad Type	✓	✓	
Pedestrian Pad Size	✓	✓	
Site Type	✓	✓	
Retaining Wall Height (provide range)	✓	✓	
Path Size	✓	✓	
Handrail at Site?	✓	✓	
Direction Installed on Highway	✓	✓	
Text Description of Location	✓	✓	
Text Description of Best Access	✓	✓	
Dispatch Center Assigned to Answer Calls (CAC, CHP, <a href="#">eteetc.</a> )	✓	✓	
Latitude / Longitude and Differential Correction Method using Global Positioning System (GPS)	✓	✓	
Site Installation Date	✓	✓	
In Service or Out of Service	✓		
Removal Date	✓		
Reinstall Date	✓		
Mobile Identification Number (MIN) (Call Box Phone Number)	✓	✓	
User Telephone Number (Dispatch Center Number)	✓	✓	
Alarm Telephone Number	✓	✓	
Maintenance Telephone Number	✓	✓	
Install Notes-unusual installation notes	✓	✓	
Speech/Hearing Impaired Device Installed? Type?	✓	✓	
Call Connected Light Installed	✓	✓	
Controller Card Type (e.g., "150", "SRC") and Version Number with Date of Installation	✓	✓	
Transceiver Type / Model with Date of Installation	✓	✓	
Dates of all Preventative Maintenance (PM)Visits to Site	✓		✓
Dates and Descriptions of all Corrective Maintenance (CM) or Above Agreement Activities at Site	✓		✓
Work Order Numbers for all CM activities at Site	✓		✓
Digital Site Photographs	✓	✓	

In addition to the general specifications of each call boxes listed in the table above, the maintenance system database shall include, at a minimum, the following maintenance information on the call box system:

- Description of all corrective maintenance visits including the call box sign number, date and time of work issue date, date and time of visit, and date and time work completed (if different from the first visit) and description of work performed;
- Description of preventative maintenance visits including the call box sign number, date and time of visit, and description of work performed;
- Description of all other site work listed in Section ~~4.HI~~, which, which includes Task C through Task E. These entries should also include the work issue date and time (alarm date where applicable), site visit date and time, sign number, and date and time of completion.

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Contractor shall furnish their own digital camera, GPS devices, and other devices or equipment necessary to provide the above information in the maintenance system. Contractor shall keep the maintenance system updated and current to prevent misinformation. Any issues arising from the general upkeep of the system shall be immediately reported to the Project Manager.

#### ~~4.III~~ CALL BOX MAINTENANCE TASKS

Contractor shall perform the following six (6) specific tasks routinely throughout the term of the contract resulting from this ~~Invitation For Bid~~ Request for Proposal. Compensation for all work is described in Attachment B (~~Payment Schedule~~).

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Some call box repairs and maintenance tasks listed hereafter may need to be performed immediately if the repair needed is presenting a potential hazard or if call box components are broken off and in the way of traffic. Should Contractor need to pick up broken off parts, Contractor shall also repair that damaged call box at the same time to minimize the number of trips needed to repair the call box, to the extent reasonable.

##### Task A. Corrective Maintenance

Contractor shall perform corrective maintenance as needed on all call boxes. Corrective maintenance includes all repairs to the call box associated with electronics, transceivers, power supply (solar panel) and the interface with the cellular system. Contractor shall use Transportation Agency for Monterey County inventory, when applicable, to make such repairs. Corrective maintenance requires that Contractor be accessible to the call box call answering center and CHP to report non-operational call boxes.

Upon notification that a call box is out of service from CHP, call answering center, Transportation Agency for Monterey County, or the maintenance computer, Contractor shall determine the cause and take the necessary action to restore it to good operating condition, including the repair or replacement of parts, components and mountings as needed. Activities falling within the definition of corrective maintenance that were reported, shall be completed by 1700 hours on the second full workday following the repair request, regardless of whether foundation work is required. Contractor shall provide sufficient management and field staff to perform repairs on call boxes within the

established time periods. Should Contractor not be able to meet this specified timeframe, Contractor must notify Transportation Agency for Monterey County project manager in writing and the reasons why such repairs shall be delayed.

### **Task B. Preventative Maintenance**

Contractor shall perform the following preventative maintenance tasks necessary to keep call boxes clean and operational. Call boxes with adjunct devices shall be maintained similarly. Contractor shall report to the Transportation Agency Project Manager any unusual findings made while performing preventative maintenance or make recommendations for corrections to call boxes that frequently require preventative maintenance. Some preventative needs may be reported by the Transportation Agency Project Manager or its designated representatives and shall be addressed by Contractor on preventative maintenance visits.

Contractor shall notify the Transportation Agency Project Manager and the call answering center supervisor at the commencement of a major preventative maintenance cycle when a large portion of the call answering center's staff time will be required.

Contractor shall use preventative maintenance visits to protect boxes from corrosion and fading. The color of all call boxes shall fall between Pantone® yellow no. FL100 and Pantone® yellow no. FL123. For call boxes along the Big Sur coast, the color of call boxes shall be green Pantone 336 C and the color of the poles is military brown, federal standard 595 B color 3000 series (matte). Call boxes requiring a housing exchange shall be back in service no later than 1700 hours on the second full work day from when call box housing was first removed. Swapping of aluminum call boxes with Lexan call boxes may be necessary for call boxes demonstrating high corrosiveness but must be approved by the Transportation Agency project manager.

Contractor shall perform the following preventative maintenance tasks at least two (2) times annually for all call boxes:

- Cleaning, sanding off rust and painting of call box housings as necessary (see below);
- Checking call box housing door, magnet, and spring;
- Replacement or addition of outdated, damaged, or missing instruction placards and vandalism stickers;
- Removal of items not part of call box such as stickers and garbage bags
- Inspection and anti-corrosion treatment of external electrical connections;
- Operational check of call box controls and system operational sequence including:
  - Removal of faceplate (as necessary);
  - Perform test calls;
  - Check outer door, handset and illumination for proper operation;
  - Check call connect light;
  - Check hook switch; and
  - Check cellular antennae and cable.
- Minor cleaning of the surrounding area of the call box (includes minor pruning, pulling of weeds and debris removal);
- Cleaning and bolt tightening for the call box sign;
- Visual inspection of the solar panel orientation and cleaning of the solar panel collecting surface;

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- Testing of the sonalert device by placing a call to the designated answering point and having them initiate and terminate the 100+ decibel alarm;
- Testing of the TTY screen for brightness and legibility and testing of the TTY keyboard/TTY Tray for functionality and keeping both clean.
- Inspection of path for wear and tear or vandalism;
- Maintenance of the call box mounting pedestals or other devices used for mounting the call boxes on sound walls;
- Minor adjustments of call box components that have been shifted including pedestrian pad, signs, retaining wall, and poles; and
- Replacement of faded call box blue sign and missing letter and number stickers.

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### **Task C. Knockdown and Vandalism Repairs**

#### 1. Knockdown Repairs

Knockdown repairs shall be defined as services conducted by Contractor to restore call boxes to full operability after being knocked down by vehicle collision or other such causes. Contractor shall make work orders and other related information on a knocked down call box readily available to Transportation Agency for Monterey County and/or its designated representative to assist in knockdown recovery efforts.

#### 2. Vandalism Repairs

Vandalism repairs shall be defined as services conducted by Contractor to repair call boxes, their sites or their components damaged as a result of vandalism, willful acts, or other such causes (including insect intrusion). Such tasks shall include but not limited to: replacing broken outer door, repairing ripped handset, removing graffiti from signs, and repairing damaged site material (pads, retaining walls, etc.).

All work under Task C must be completed by 1700 hours on the second full workday from notification regardless of whether foundation work is needed. In some cases, knockdown and vandalism may present a potential hazard and repairs may be needed as soon as possible. Transportation Agency for Monterey County or its partner agencies shall notify Contractor of such events.

### **Task D. Removal and Installation**

#### 1. Temporary Removals

At the request of Transportation Agency for Monterey County or Caltrans, Contractor shall remove call boxes from existing locations on an as-needed basis to accommodate freeway construction and other projects that come into conflict with Monterey County call boxes. Whenever possible, the Transportation Agency for Monterey County will give one (1) week advance notice to Contractor of upcoming temporary removal but in special cases removals may be required immediately. The Transportation Agency retains ownership of call boxes authorized for removal, and Contractor shall store removed boxes at their location and make all removed call boxes available for reinstallation at any time. Contractor shall coordinate the removal, deactivation of long term temporary removals, and storage of call boxes as requested by Caltrans or the Transportation Agency for Monterey County. Contractor shall also maintain proper inventory documentation. In some cases, Contractor may need to pick up boxes that are temporarily removed by Caltrans or its contractor at [off site/off-site](#) locations. Coordination for pick up shall be the responsibility of Contractor.

In some cases, call boxes may be inaccessible due to construction already in progress or temporary k-rails in place at which Contractor shall cover the housings with “out of service” bags.

## 2. Reinstallation/Relocation

Once construction project is complete and the temporary removal is no longer necessary, Contractor shall coordinate reinstallation and deferred installation tasks including permitting, site approval, installation, and reactivation. Contractor shall have the call box back in service within three (3) weeks of when Contractor is notified of reinstallation. Some construction projects may cause the call box to be permanently inaccessible. In such cases, Contractor shall recommend relocation of the call box to the Transportation Agency Project Manager for approval.

In other cases, call boxes may need to be relocated due to hazards or other reasons and shall be coordinated by Contractor. Should the call box be relocated to a location that changes the sign number of the call box, the work shall be considered a removal and a relocation. Contractor shall notify Transportation Agency Project Manager, call answering center, and CHP immediately of changes to the sign number, phone number, and/or location information and shall reflect changes in the maintenance system within 24 hours of relocation.

## 3. Permanent Removal

At the request of Transportation Agency for Monterey County, Contractor shall remove call boxes permanently from the system. Such removals may be necessary throughout the term of the contract due to safety issues and other requests from partner agencies. Contractor shall be responsible for all permanent removal activity including the cancellation of phone numbers with service provider.

Permanently removed call boxes are the property of the Transportation Agency and shall be returned to the Transportation Agency’s new contractor for inventory at termination of contract.

## 4. New Installation

At the request of Transportation Agency for Monterey County, Contractor shall install new call boxes. Contractor shall make recommendations on site type and telecommunication service (landline or cellular) and get approval from Transportation Agency Project Manager before installing call box. Contractor shall be responsible for all coordination work, which may include: permitting with local agencies or testing of cell signal with service provider. Call answering center and CHP shall be notified of all new installations no more than 24 hours from installations along with the call box information including phone number, ANI, and location.

## **Task E. Third Party Incidents**

Call box failures due to third party contractors such as telecommunication service providers or Caltrans contractors shall be repaired by Contractor. Contractor shall take the necessary steps to restore the call box to operability which may require coordination with the third party contractor. Work under Task E may include but not limited to: conversion of call boxes to landline service due to weak cell signal (may include relocation), and upgrade of existing antenna to accommodate changes in cellular system.

Failure of call boxes due to third party contractors may leave call boxes out of service for several days. In these situations, Contractor shall notify the Transportation Agency Project Manager immediately and have the call box bagged until call box is fully operational.

#### **Task F. Administrative Tasks**

Contractor shall be responsible for routine administrative tasks detailed below to facilitate the performance of the services to be provided under the contract resulting from this ~~Invitation For Bid~~[Request for Proposal](#).

##### **1. Meetings, Field Surveys, and Correspondences**

Contractor shall attend meetings and conduct field surveys that relate to the call box system as requested by the Transportation Agency Project Manager. Contractor shall respond to written and email inquiries regarding the call box system submitted by Transportation Agency Project Manager or its partners in a timely manner. Correspondences with the systems management consultant, private call answering center, call box inspector, cellular service provider and other Transportation Agency contractors may be required to resolve issues related to the call box system. At the reasonable request of the Transportation Agency Project Manager, plans, drawings, maps, and other documents shall be provided by Contractor to the Agency at no additional cost, unless such plans or documents requires resources beyond the scope of this Agreement.

##### **2. Right of Way/Entry Permits**

Contractor shall be responsible for obtaining the appropriate permits required to maintain the Transportation Agency for Monterey County call box system. Contractor shall prepare and submit encroachment permit applications to the appropriate authorizing agent and shall be the primary point of contact for permit issues related to the call box system. Any cost incurred in obtaining such permits shall be at the expense of Contractor.

##### **3. Inventory and Supplies**

Contractor shall be responsible for the general upkeep of the Monterey County call box storage including tracking inventory of supplies, disposing of obsolete and irreparable parts, and organizing of components within the storage facility. Transportation Agency for Monterey County occasionally sells used call box supplies to other vendors and may request Contractor to coordinate sale and delivery of such supplies.

##### **4. System Management Maintenance**

Contractor shall maintain and frequently update the call box maintenance system to reflect changes to the call box system and information on maintenance tasks. Contractor shall also make changes to the maintenance system at the request of the Transportation Agency Project Manager. Any changes to the phone number, automatic number identification (ANI), or location must be updated within 48 hours of the change in the maintenance system and shall be reported to the Project Manager, CHP, and the private call answering center. Work orders for any of the tasks listed in Section ~~3H~~ shall be updated in the maintenance system no later than one (1) week from when work order is complete.

A database containing the current system's specifications as listed in *Table 2* below shall be sent to Transportation Agency Project Manager on the second Monday of each month. The System Installed Report must be in a Microsoft Excel® or Access® compatible file.

**Table 2. System Installed Report Specifications**

1.	Reporting Period, Month/Date/Year, start date and end date, total number of days
2.	Active Call Box / Sign Number
3.	Temporarily Removed Call Box / Sign Number
4.	Automatic Number Identification (ANI)
5.	Mobile Identification Number (MIN) (Call Box Phone Number)
6.	Site Type
7.	Presence of pad, path, retaining wall, handrails, or other special components
8.	Direction Installed on Highway
9.	Telecommunication service provider (landline or digital cellular)
10.	Total report calls
11.	Total report call time
12.	Total calls
13.	Total time
14.	Average calls per box
15.	Average call times per box

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**5.IV. CALL BOX SITE IMPROVEMENTS**

**A. Background Information**

The Americans with Disabilities Act (ADA) of 1990 sets forth guidelines for accessibility to places of public accommodation and commercial facilities by individuals with disabilities. To bring the Monterey County Call Box system into compliance with ADA requirements, TAMC SAFE performed a site survey cataloging the physical state of all 197 call boxes in the system. The survey identified 65 sites that require improvement to be compliant as shown in Attachment A-2 (Call Box Improvements). These site improvements primarily include, but are not limited to site conversions, pad installations or replacements and path installations.

All work done shall be in compliance with

a) the 2007 CHP/Caltrans Call Box and Motorist Aid Guidelines (Copies are available upon request from the SAFE Program Manager)

b) the Americans with Disabilities Act (ADA) of 1990 including the 2005 Revised Draft Guidelines for Accessible Public Rights-of-Way and the CA Department of Transportation

Pedestrian Accessibility Guidelines for Highway Projects (Design Information Bulletin Number 82-04) and

c) Caltrans Encroachment requirements.

### **B. Initial Site Inspection**

Prior to commencing retrofit work, contractor shall visit the existing sites and determine if the proposed retrofit solutions will comply with the requirements, listed in section ~~0 above~~ above. Site inspections with the TAMC Program Manager or its designated inspector may be needed to verify that the proposed retrofit solutions are the most appropriate solutions for ADA compliance. The evaluation should include identifying existing structures and concrete that requires removal. Contractor shall notify TAMC SAFE of proposed changes to the site retrofit solutions as outlined in Attachment A-2 (Call Box Improvements) and any changes will be approved and confirmed in writing by TAMC SAFE Program Manager. Digital photos showing the site locations and/or site inspections with the TAMC Program Manager or its designated inspector may be needed to assist the discussion.

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### **C. Project Coordination and Scheduling**

The work specified in this RFP will be coordinated and scheduled in conjunction with the TAMC SAFE Project Manager, with the final say given to the TAMC SAFE Project Manager. The Project Manager must be notified as soon as possible of any problems encountered during the project execution. Contractor will be required to submit a performance schedule to the Project Manager prior to beginning work. Contractor is responsible for obtaining all necessary permits, lane and shoulder closure approvals, and traffic control to complete specified work. All site retrofit work under this contract will be completed within 12 months of start of contract or Caltrans permit approval (whichever comes later), unless approved by Project Manager.

It is agreed by the parties to this contract that time is of the essence to the performance of this contract by contractor, and that in case all work called for in this section is not completed in all respects and requirements within the time called for in this section, C. Project Coordination and Scheduling, damage will be sustained by TAMC SAFE, and that it is and will be impracticable to determine the actual amount of damage by reason of such delay; and the contractor agrees that the sum of \$100/day is a reasonable amount to be charged as liquidated damages; and it is therefore agreed that the contractor will pay TAMC SAFE the sum of \$100 as liquidated damages for each and every calendar days delay beyond the time prescribed; and the contractor further agrees that the TAMC SAFE may deduct and retain the amount thereof from any monies due the contractor under the contract.

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### **E. Certification Process**

Contractor shall submit monthly reports to the TAMC SAFE Project Manager. Each report shall identify the Call Box locations where work was completed and the work performed at each location. All work will be inspected by TAMC SAFE to ensure compliance with the access specifications and improvements listed in Attachment A-2 (Call Box Improvements) of this RFP.

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F. Specific Site Improvement Descriptions

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Call box sites requiring improvement fall into one of the following types:

<u>Site Type</u>	<u>Description</u>
Type A	<u>Installed at-grade, in soil. Back of box facing oncoming traffic.</u>
Type B	<u>Installed in a cut-slope.</u>
Type C	<u>Installed on an in-fill slope.</u>
Type D	<u>Mounted on a sound wall. Right side of box facing oncoming traffic.</u>
Type E	<u>Installed behind a k-rail or concrete barrier. Right side of box facing oncoming traffic.</u>
Type F	<u>Installed behind a guardrail. Right side of box facing oncoming traffic.</u>
Type G	<u>Installed at-grade in concrete. Back of box facing on-coming traffic.</u>
Type H or K	<u>Installed on k-rail or concrete barrier. Right side of box facing oncoming traffic.</u>
Type L	<u>Installed behind a curb. Right side of box facing oncoming traffic.</u>
Type M	<u>Installed at grade, in soil. Right side of box facing oncoming traffic.</u>

For pictures of different Call Box Site Types, see *Attachment A-3 (Call Box Site Types)*.

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**6. CALL BOX SITE IMPROVEMENT TASKS**

The following tasks describe the physical work that will need to be undertaken for specific call box sites:

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**Task 1 – Site Conversions**

Call box sites requiring conversions are currently either behind guardrails (site type E or F), behind a curb (site type L), installed in a slope (site type B or C) or installed in soil (site type A). These call boxes will need to be modified to a site type that meets ADA standards and Call Box Requirements and is appropriate for the current condition of the site according to the list in Attachment A-2 (Call Box Site Improvements). If the call box is being relocated to an M Site Type, the contractor will reinstall the call box at a location adjacent to roadway shoulder or pullout at a minimum distance of 8 feet from the edge of traveled way and preferably a minimum distance of 10 feet from the edge of traveled way where no dike is located. Do not install in middle of existing pavement or in the middle of a graded shoulder area. Call box signs shall be offset from the center of the pole, if necessary, in order for the closest point on the sign to be a minimum of 8 feet from the edge of traveled way.

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**Task 2 – Pad Replacements**

Call box site type A without a pad or with an existing 3' x 3' pad will need a new 5' x 5' pad. A 5' x 5' pad may also be needed to extend the distance from the shoulder to the call box location for Call Box site type M so that the call box is 8 feet or greater from the edge of traveled ways. The call

box pad should be made of fiberglass reinforced polymer concrete manufactured by Armorcast Products Company with a thickness of 1", minimum compressive strength of 11,000 PSI and minimum flexural strength ultimate of 19,000 PSI (Part number A600-1810 with anchors) or equivalent as approved by TAMC SAFE Program Manager. The pad will be anchored to the ground with four 15" anchors, one at each corner. The anchors will be cemented into the ground to keep the pad from shifting. Prior to installing the pedestrian pad, contractor shall prepare the site. The edge of the asphalt concrete shoulder will be saw cut to create a clean edge to abut the pad against. The sub-base will be scarified and the top 6 inches of native material will be compacted to 95% relative compaction (RC). Four inches of Caltrans, class 2 base rock will be placed on top of the sub-base and compacted to a 95% RC (Attachment A-4 (Construction Specification Details)). Postholes will be dug and filled with concrete at each corner for securing the anchors. The pre-fabricated pad will be laid on top of the sub base and anchored into the concrete with the 15 inch corner anchors. Weights such as sandbags will be used to weigh down the pad until the concrete dries. Once installed, the anchor holes in the pad shall be made level with the surrounding pad, and minor grading around the pad completed. The horizontal gap between the pad and existing pavement will be filled with asphalt emulsion. All pads installed shall be level and at the same grade as the shoulder and dirt surrounding the pad area to allow for wheelchair access according to ADA Requirements. See Attachment A-4 (Construction Specification Details) for construction details. A list of call boxes requiring a pad replacement is shown in Attachment A-2 (Call Box Site Improvements). Old pads shall be disposed of at contractor's expense.

### **Task 3 – Construct Asphalt Paths**

An asphalt path may be required to provide access to call box sites in which the right hand shoulder of the highway is less than the 8 foot minimum distance requirement for call box sites from edge of traveled way and a pad cannot be used to extend the distance to the call box. In such cases, the contractor shall pave a 5 foot wide path from the edge of the shoulder to the pole of the call box that is at the same grade as the shoulder and the surrounding dirt and complies with the requirements, listed in section A. Background Information above. See the construction details in Attachment A-4 (Construction Specification Details). The sub-base will be scarified and the top 6 inches of native material will be compacted to 95% relative compaction (RC). Two inches of asphaltic concrete with a 95% relative compaction will be laid on top. An edge band will be placed around the asphalt path with wood stakes to secure band.

A list of call boxes requiring asphalt paths is shown in Attachment A-2 (Call Box Site Improvements). Path lengths listed in Attachment A-2 (Call Box Site Improvements) are an approximation and not meant to dictate the exact length of asphalt paths necessary to achieve ADA compliance. A path may not be applicable to all call box sites with gaps larger than 5 feet between the shoulder and the call box. Contractor shall use their best judgment and provide a list of call boxes to the TAMC SAFE Program Manager in which paving an asphalt path is not feasible. Contractor shall submit a proposal of an alternate resolution for these sites, subject to TAMC SAFE Program Manager approval.

### **Task 4 – Relocate Call Boxes**

Call box site improvement may not be feasible in all locations due to the topography of the land or changes that have taken place since installation. Call boxes requiring relocation are identified in Attachment A-2 (Call Box Site Improvements). Suggested new locations will be provided to contractor, though final placement of the call box, required to achieve ADA compliance, is at the

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discretion of contractor, subject to TAMC SAFE Project Manager approval. Call box signs shall be offset from the center of the pole, if necessary, in order for the closest point on the sign to be a minimum of 8 feet from the edge of traveled way.

**Task 5 – Removal or Minimization of Retaining Structure**

There are several Call Box Site Type B and C sites which will be retrofitted to Site Type A, L, or M and the existing retaining structure needs to be removed or minimized. Contractor shall remove the existing retaining structure and smooth out the ground once removed. For a list of Site Type B and C sites requiring a removal of retaining structure, see Attachment A-2 (Call Box Improvements).

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**7. SPECIAL PROJECTS**

Contractor may be requested to conduct special projects during the term of the contract as it relates to the call box system that is beyond the scope of this contract in unforeseeable events. Payment terms will be based on a time and materials basis as specified in the contract. ~~**SPECIAL PROJECTS**~~

~~Contractor may be requested to conduct special projects during the term of the Agreement as it relates to the call box system. Special projects may include but are not limited to: special site evaluations related to the call box system and/or repair work beyond the scope of this Agreement in unforeseeable events.~~

All tasks under this Section will be initiated through Transportation Agency issued Task Orders.

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TRANSPORTATION AGENCY FOR MONTEREY COUNTY

## Memorandum

**To:** Board of Directors  
**From:** Michael Zeller, Senior Transportation Planner  
**Meeting Date:** September 25, 2013  
**Subject:** **Regional Development Impact Fee Update**

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### RECOMMENDED ACTION:

**RECEIVE** report on the Regional Development Impact Fee update and workshops for building and planning staffs for the local jurisdictions.

### SUMMARY:

The Transportation Agency completed the legally-mandated five-year update to the Regional Development Impact Fee and received approvals from the Board and all jurisdictions by the August 2013 deadline. Staff is scheduling workshops to discuss program updates, review policies and procedures, and perform example fee calculations.

### FINANCIAL IMPACT:

Over 20 years, the draft Regional Development Impact Fee program is expected to generate \$129 million, with one-percent reimbursing the agency's fee program administrative expenses. The agency budgeted \$100,000 in fiscal year 2012/13 for the 2013 Nexus Study Update, which was completed on time and under budget at \$73,000.

### DISCUSSION:

The Regional Development Impact Fee program was adopted by the Transportation Agency Board of Directors in August 2008. As part of the Joint Powers Agreement that established the program, the agency is required to update the fee program once every five years.


At the May 22<sup>nd</sup> Transportation Agency Board meeting, staff presented the updated fee schedule in draft form with several scenario options. The City of Soledad requested additional time to meet with agency staff to discuss options for reducing the regional fees in the South County zone. Agency staff met with representatives from the Salinas Valley on May 28<sup>th</sup> and presented them with an alternative of phasing the US-101 interchange projects in their cities to address their concerns over the level of the updated regional fees. The cities met again on June 12<sup>th</sup> to discuss TAMC staff's proposal and indicated their support for the project phasing. The Transportation Agency Board approved the final Regional Development Impact Fee program update on June 26, 2013.

With the finalized program update, the total cost of all projects is \$820 million (consistent with the 2007 study total of \$871 million). Of that amount, the regional fees would fund \$118 million plus expenses for transit capacity and administrative costs, which brings the total to \$129 million. This amount is less than the 2007 regional fee fund estimate of \$216 million in revenues due to a reduction in new vehicle trips forecasted for the region.

To meet the five-year deadline and have the updated regional fees in place countywide, it was also necessary for each jurisdiction to approve a resolution incorporating the new regional fee schedule into their civil code by August 2013. Once Board approval was secured, Agency staff worked closely with the jurisdictions to place the resolution on an upcoming council or supervisor's agenda over the next two months. Agency staff attended each hearing to be available for presentations and questions. Beginning on July 15<sup>th</sup> and culminating on August 27<sup>th</sup>, each jurisdiction approved the regional fee update via resolution; the final approval dates are shown below:

Jurisdiction	Approval Date
City of Gonzales	July 15
City of Seaside	July 18
City of Greenfield	July 23
City of Del Rey Oaks	July 23
City of Carmel	August 6
City of Marina	August 7
City of Soledad	August 7
City of Salinas	August 13
City of King	August 13
City of Monterey	August 20
Sand City	August 20
City of Pacific Grove	August 21
County of Monterey	August 27

When the regional fee program has been modified in the past to account for issues such as fast food restaurants or infill developments, Agency staff has held a series of workshops for the building, planning, and finance staff of the jurisdictions to review and discuss the changes to the program. With this five-year update complete, Agency staff is again scheduling workshops in October 2013 on the regional fees to cover a range of topics: the fee collection process; the appeals process; recent case studies; how the regional fees relate to CEQA; and other updates to the program. At least two workshops will be held to accommodate the staffs from the peninsula and Salinas valley jurisdictions. Agency staff will send notification when dates and locations have been selected.

Approved by:   
Debra L. Hale, Executive Director

Date signed: 9/9/13

Consent Agenda

Counsel Approval: N/A  
Admin/Finance Approval: N/A

**DRAFT MINUTES**

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

**EXECUTIVE COMMITTEE MEETING**

*Members are: Jerry Edelen (Chair),  
Jane Parker (1<sup>st</sup> Vice Chair), Kimbley Craig (2<sup>nd</sup> Vice Chair),  
Simon Salinas (Past Chair),  
Fernando Armenta (County representative), Alejandro Chavez (City representative)*

**Wednesday, September 4, 2013**

\*\*\* 9:00 a.m. \*\*\*

Transportation Agency Conference Room  
55-B Plaza Circle, Salinas

1. **CALL TO ORDER:** Chair Edelen called the meeting to order at 9:00 a.m. Board members present: Armenta, Chavez, Craig, Edelen, Parker and Salinas. Staff present: Gavin, Goel, Muck, Rodriguez, Watson and Zeller. Others present: Agency Counsel Reimann and Sam Teel, Monterey County Hospitality Association.
2. **PUBLIC COMMENTS:** None.

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3. **CONSENT AGENDA**

On a motion by Board member Chavez and seconded by Board member Parker, the committee voted 6 – 0 to approve the consent agenda.

- 3.1 **APPROVED** minutes from the Executive Committee meeting of August 7, 2013.

- 3.2 **RECOMMENDED** that the Board **AUTHORIZE** the Executive Director to make a lump sum payment of \$100,493 to California Public Employee Retirement System to pay off the Agency's side fund liability.

**END OF CONSENT**

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4. **RECIEVED** update on the 2014 State Transportation Improvement Program Fund Estimate.

On a motion by Board member Salinas and seconded by Board member Armenta, the committee voted 6 – 0 to receive update on the 2014 State Transportation Improvement Program Fund Estimate.

Mike Zeller, Senior Transportation Planner, reported the Transportation Agency's target for 2014 State Transportation Improvement Program (STIP) funding ranges from \$14.1 million up to a maximum of \$20.3 million. Agency staff has developed a draft list of priority projects to meet this funding target and use in the development of the Regional Transportation Improvement Program. He noted that The Regional Transportation Improvement Program is a 5-year program list of transportation projects adopted by the Transportation Agency every two years for inclusion in the statewide program. Projects from the 2012 Regional Transportation Improvement Program that are currently programmed in the State Transportation Improvement Program include the Salinas Road Interchange, US-101 South County Frontage Roads, State Route 156 Widening, Rail Extension to Salinas, and Castroville Bike/Pedestrian Overcrossing. The 2014 State Transportation Improvement Program will cover the period from fiscal year 2014/15 to 2018/19. The California Transportation Commission typically programs new projects into the last two years of the cycle. Projects selected for inclusion in the State Transportation Improvement Program are required to be fully funded through the given phase: design, environmental, right-of-way, or construction. To begin developing a proposed project list for the 2014 Regional Transportation Improvement Program, agency staff met internally and separately with Caltrans staff to review the current list of projects programmed in the State Transportation Improvement Program as well as other priority projects identified by the Transportation Agency Board.

Deputy Executive Director Muck noted that the Agency is working with the City of Marina on the Imjin Road project. The projects considered for inclusion were evaluated on the readiness of the project and whether phases of the project could be fully-funded within the programming timeline. Mr. Muck also noted that the \$560,000 Salinas Road Interchange over run cost will go to the California Transportation Commission October 2013 meeting for approval, and these funds will be immediately deducted from our share.

Sam Teel, Monterey County Hospitality Association, asked why staff didn't ask for funds for the Highway 156 project. Mr. Muck replied the cost of the next phase of the Highway 156 project is higher than the amount of funds available to us. He noted that right of way is currently fully in the STIP.

In conclusion, Mr. Zeller reported this item will be brought to the TAMC Board on September 25, 2013, then Transportation Agency staff will begin drafting a 2014 Regional Transportation Improvement Program proposal based on the regional priorities set by the Board. The Transportation Agency needs to submit its 2014 Regional Transportation Improvement Program to the California Transportation Commission by

December 15, 2013. The 2014 State Transportation Improvement Program is scheduled to be adopted by the Commission in March 2014.

**5. RECEIVED** a verbal report on Caltrans Audit findings report.

On a motion by Board member Parker and seconded by Board member Craig, the committee voted 6– 0 to receive verbal report on the Caltrans Audit findings.

Rita Goel, Director of Finance and Administration, reported the findings of the Caltrans Audit done in March & April of 2012. She reported on August 29, 2013, Caltrans Audits came back following five general findings. Ms. Goel noted that the Agency has 30 days to respond to Caltrans. There was nothing fraudulent and, all of the projects are valid projects but it is going to take a time to work through the various findings.. Deputy Executive Director Muck reported that staff is writing the responses to these findings. He also noted that Director Hale will take the following approach; dispute some of the findings, provide more documentation on some to demonstrate that the agency has been in compliance and agree on others that we have to change policies to be in compliant. She will also meet with the Director of AMBAG Maura Twomey to discuss this issue, and will also work with various divisions of Caltrans. Mr. Muck noted after the final audit is released staff will meet with Caltrans Divisions responsible for activities reviewed in the audit.

**6. RECEIVED** report on draft agenda for TAMC Board meeting of September 25, 2013.

On a motion by Board member Parker and seconded by Board member Salinas, the committee voted 6 – 0 to receive a report on the draft agenda for the TAMC Board meeting of September 25, 2013.

Deputy Executive Director Muck reviewed the September 25, 2013 draft agenda. He reported that the Board would receive an update on the 2014 State Transportation Improvement Program Fund Estimate and a presentation on the Marina-Salinas Multimodal Corridor Conceptual Plan and public outreach strategy. The Board will be asked to adopt Resolution 2013-13 allocating State Transit Assistance funds to Monterey-Salinas Transit for Fiscal Year 2013-14. A closed session will be held regarding the Public Employee Performance Evaluation on the Executive Director and Legal Counsel. Mr. Muck reported under the consent agenda the Board will be asked to authorize the Executive Director to make a lump sum payment of \$100,493 to California Public Employee Retirement System to pay off the Agency’s side fund liability as recommended by the Executive Committee and to approve scope of work for consultant assistance to perform a triennial transit performance audit for the three-year period ending June 30, 2013 as required by state law, and also approve the Regional Traffic Counts Request for Proposals Scope of Work; and authorize staff to release the Request for Proposals and return to the Board of Directors with a recommendation for approval of a consultant contract, including the final scope of work. He also reported that the Board would be asked to approve the Electric Vehicle Charging Stations Request for Proposals Scope of Work; and authorize staff to release the Request for Proposals and return to the Board of

Directors with a recommendation for approval of a consultant contract, including the final scope of work; and authorize the Executive Director to execute a cost-sharing agreement not to exceed \$45,000 with the Capitol Corridor Joint Powers Authority to review designs and assist with planning for the Salinas Rail Extension Project, for two years; approve the use of \$45,000 in state funds budgeted to this project; and authorize the Executive Director to make administrative changes to the agreement if such changes do not increase the Agency's net cost, subject to approval by Agency counsel. And lastly the Board will receive a report on the Regional Development Impact Fee update and workshops for building and planning staffs for the local jurisdictions.

**7. CLOSED SESSION:**

The Committee held a closed session regarding the Public Employee Performance Evaluation pursuant to Government Code Section §54957 – Positions: Executive Director & Legal Counsel.

**RECONVENED IN OPEN SESSION:** Chair Edelen reported that the committee reviewed the Executive Director & Legal Counsel evaluations and decided how to present them to the Board in September.

**8. ADJOURNMENT**

Chair Edelen adjourned the meeting at 10:17 a.m.

Respectfully Submitted,

  
Elouise Rodriguez, Senior Administrative Assistant

**TRANSPORTATION AGENCY FOR MONTEREY COUNTY (TAMC)**  
**RAIL POLICY COMMITTEE MEETING**  
*DRAFT Minutes of September 9, 2013*  
 Transportation Agency for Monterey County  
 55-B Plaza Circle, Salinas

	SEP 12	OCT 12	NOV 12	JAN 13	FEB 13	MAR 13	APR 13	MAY 13	JUN 13	AUG 13	SEPT 13
F. Armenta, Dist. 1 (J. Martinez)	<b>C</b>	P	P(A)	P(A)	P	<b>C</b>	E	P	<b>C</b>	-	P
L. Calcagno, Dist. 2 (H. Gowin)	<b>A</b>	P(A)	P(A)	P(A)	P(A)	<b>A</b>	P(A)	-	<b>A</b>	P(A)	P(A)
J. Parker, Dist. 4 (K. Markey)	<b>N</b>	P(A)	E	P	-	<b>N</b>	E	P(A)	<b>N</b>	P(A)	P(A)
D. Potter, Dist. 5, Chair ( <del>K. Lee</del> , J. Mohammadi)	<b>C</b>	P	P	P	P	<b>C</b>	P	P	<b>C</b>	P	P(A)
B. Delgado, Marina (F. O'Connell)	<b>E</b>	-	-	P	-	<b>E</b>	P(A)	P	<b>E</b>	P	P
F. Sollecito, Monterey – Vice Chair (C. Della Sala, R. Deal)	<b>L</b>	P	P	P	P	<b>L</b>	P	P	<b>L</b>	P	P
K. Craig, Salinas ( <del>R. Russell</del> , J. Serrano)	<b>L</b>	P	P	P	P	<b>L</b>	P	P	<b>L</b>	P	P
S. Matarazzo, Sand City (L. Gomez)	<b>E</b>	P	P	P	P(A)	<b>E</b>	P(A)	P(A)	<b>E</b>	P(A)	P
R. Rubio, Seaside (A. Edwards)	<b>D</b>	P	P	P	P	<b>D</b>	P	E	<b>D</b>	P	P(A)
A. Chavez, Soledad (F. Ledesma)		P	E	P	P		P	P		P	E
M. Twomey, AMBAG (H. Adamson)		P(A)	P(A)	P(A)	P(A)		-	-		P(A)	-
M. McCumsey, Caltrans District 5		-	-	-	-		-	-		E	E
C. Sedoryk, MST (M. Hernandez, M. Gallant)		P(A)	-	-	P(A)		P	-		P(A)	P
M. Nelson., Airport (R. Searle)		P	P	P	-		-	-		-	-
<b>STAFF</b>											
D. Hale, Exec. Director		P	P	P	P		P	P		P	P
T. Muck, Dep. Exec. Director		P	P	P	P		E	P		E	P
C. Watson, Principal Transp. Planner		P	P	P	P		P	P		P	P
A. Green, Transp. Planner		-	-	P	-		P	-		P	P
A. Cook, Assoc. Transp. Planner		P	P	P	P		P	-		E	-
M. Zeller, Sr. Transp. Planner		-	P	P	P		P	-		E	-
S. Gavin, Community Outreach Coordinator		P	P	-	-		-	-		-	-
H. Myers, Assoc. Transp. Planning Engineer		P	-	P	P		P	P		P	P
M. Montiel, Admin. Assistant		-	-	-	-		-	P		-	-
<b>E – Excused</b> <b>VC – Video Conference</b> <b>P(A) – Alternate</b> <b>TC – Teleconference</b>											



**1. QUORUM CHECK AND CALL TO ORDER**

Vice Chair Sollecito called the meeting to order at 3:00 p.m. A quorum was established.

**OTHERS PRESENT**

Sam Teel	Mo. Co. Hospitality Assoc.	Rick Medina	City of Seaside
Chris Flescher	Rail Pass. Assoc. of CA	Frank Pierce	Lee & Pierce
Mike Gallant	Monterey-Salinas Transit		

**2. PUBLIC COMMENTS**

No public comments were made at the meeting.

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**3. CONSENT AGENDA**

**M/S/C** Armenta/ Markey/ unanimous

**3.1** Approved minutes of the August 5, 2013 Rail Policy Committee meeting.

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**END OF CONSENT AGENDA**

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**4. SALINAS RAIL EXTENSION PROJECT**

Received update on the Salinas Rail Extension project

Christina Watson, Principal Transportation Planner, reported that progress since the last update to the Committee about the project on August 5, 2013 includes the approval of a change to the Proposition 116 Rail Bond funding allocation at the August 6, 2013 California Transportation Commission meeting, meetings with Capitol Corridor Joint Powers Authority, and completion of the environmental documents. Ms. Watson reported that questions raised at the August 5 meeting are being researched and some had been answered, including the question of the Capitol Corridor average train seating (350-420 for a 5-car train) and current Capitol Corridor ridership (140,533 passengers in July 2013; 1.4 million passengers year to date). Ms. Watson also noted that staff was preparing to publish the Request for Proposals authorized by the Board at its August 28 meeting in late September or October.

**5. CAPITOL CORRIDOR REIMBURSEMENT AGREEMENT**

**M/S/C** Delgado/Armenta/unanimous

Recused: Matarazzo

Recommended the Board:

1. Authorize the Executive Director to execute a reimbursement agreement not to exceed \$45,000 with the Capitol Corridor Joint Powers Authority to review designs and assist with planning for the Salinas Rail Extension Project, for two years;
2. Approve the use of \$45,000 in state funds budgeted to this project; and
3. Authorize the Executive Director to make administrative changes to the agreement if such changes do not increase the Agency's net cost, subject to approval by Agency counsel.

Christina Watson, Principal Transportation Planner, reported that the Transportation Agency and the Capitol Corridor have a short-term reimbursement in place that expires on September 30, 2013 for review of engineering designs and assistance with planning for the project to extend

Capitol Corridor trains to Monterey County. This longer, more comprehensive, two-year agreement is in conjunction with the previous agreement and is for actual costs incurred for Capitol Corridor staff work related to this project. Ms. Watson noted that Agency Counsel had substantial edits to the draft agreement such that the approval would be delayed from the September Board agenda to the October Board agenda, but that the amount, timeframe, and scope of work would remain the same.

**6. COAST DAYLIGHT**

Received update on the planned Coast Daylight train service between San Francisco and Los Angeles.

Christina Watson, Principal Transportation Planner, reported that progress since the last update to the Committee about the Coast Daylight on August 5, 2013 includes ongoing negotiations with Union Pacific, Caltrain and Amtrak; and meetings of the Coast Rail Coordinating Council and staff of the intercity passenger rail corridors. Ms. Watson noted that the Agency had committed \$200,000 in State Transportation Improvement Program (STIP) funding to this project for the planning and environmental phase, and \$300,000 for the construction phase. Ms. Watson also summarized a recently completed Service Development Plan, noting the estimated annual operations cost for the service at \$12.2 million, the estimated annual ridership of 124,000 riders and the estimated income from ticket sales of \$6.2 million, requiring an annual subsidy of \$6 million.

Committee Member Armenta requested a map showing all proposed rail projects at a future meeting.

**7. AMTRAK REIMBURSEMENT AGREEMENT**

**M/S/C** Markey/Armenta/Unanimous

Recommended the Board:

1. Authorize the Executive Director to execute a reimbursement agreement not to exceed \$70,000 with the National Railroad Passenger Corporation (Amtrak) to perform a feasibility and implementation study for the Coast Daylight Project;
2. Approve the use of \$70,000 in state funds budgeted to this project; and
3. Authorize the Executive Director to make administrative changes to the agreement if such changes do not increase the Agency's net cost, subject to approval by Agency counsel.

Christina Watson, Principal Transportation Planner, reported that this reimbursement agreement enables the Transportation Agency to reimburse Amtrak to perform a feasibility and implementation study for the Coast Daylight Project. This agreement is for actual costs incurred for Amtrak staff work related to this project. Ms. Watson noted that Agency Counsel had substantial edits to the draft agreement such that the approval would be delayed from the September Board agenda to the October Board agenda, but that the amount, timeframe, and scope of work would remain the same.

**8. MONTEREY BRANCH LINE SHORT TERM TRANSIT PLAN PROPOSAL**

Discussed proposal to develop a short-term plan for the Monterey Branch Line that includes bus rapid transit service within or near the railroad right-of-way and consider request to the Association of Monterey Bay Area Governments (AMBAG) to allocate federal planning funds.

Ariana Green, Transportation Planner, reported that Monterey-Salinas Transit (MST) is interested in providing dedicated bus service using the Monterey Branch Line right-of-way between the Del Monte off-ramp of Highway 1 in Monterey and 8<sup>th</sup> Street in Marina. A short-range plan would identify potential alternative routes and serve as a basis for future funding opportunities.

Ms. Green noted that any bus project on the right-of-way would not prevent a future light rail transit project per the adopted alternatives analysis for the Monterey Branch Line. She noted that the study is estimated to cost \$64,000 and the costs would be split between the Transportation Agency and AMBAG.

Carl Sedoryk, MST General Manager/CEO, noted that the proposal would set the stage for a future federal funding application via the “Very Small Starts” grant program, which provides up to \$25 million in federal funds for small transit projects costing less than \$50 million. The goal would be to find room for a busway without tearing out the rail tracks and allowing room for both the buses and future light rail in the same corridor. Mr. Sedoryk noted the parallel bus routes had very high ridership, among the highest for the entire MST system.

Committee Member Delgado requested that the study be extended north of 8<sup>th</sup> Street in Marina in order to access the population center of the city.

Committee Member Matarazzo requested that the study consider other uses contemplated for the corridor, such as the proposed extension of California Avenue in Sand City.

Member of the Public Frank Pierce commented that the study should consider the potential for hazardous materials in the right-of-way. Executive Director Debbie Hale noted that the light rail project’s draft environmental documents likely already evaluate that possibility.

Committee Member Delgado requested that staff bring the proposal back to the Committee at a future meeting for further discussion, including the corridor end points and potential effects on the planned light rail project. Mr. Delgado also requested a separate meeting with Mr. Sedoryk on the topic.

Committee Alternate Gowin requested the study include an evaluation of what would be useful for the future light rail compared to what would be only useful for the busway.

**9. MONTEREY BRANCH LINE RIGHT-OF-WAY EASEMENTS**

Received report on Monterey Branch Line right-of-way easements.

Hank Myers, Senior Transportation Planning Engineer, reported that Agency staff has been in discussions for various easements along the Agency-owned Monterey Branch Line right-of-way. The discussions involve easements and leases of property for incidental uses that do not negatively impact the planned passenger rail project.

Committee Member Delgado inquired whether the income from easements and leases could fund maintenance and cleanup on the right-of-way. Executive Director Debbie Hale responded that she would discuss the question with the property manager.

Committee Alternate Markey noted that the easement agreement with CalAm for the water pipeline in the right-of-way should require regular pipeline maintenance and replacement and establish a minimum grade for pipe materials.

Committee Alternate Gowin requested that the easement contract have a contingency clause in case CalAm sold the water pipeline or left the area, that the easement ownership would revert to the Transportation Agency and not be transferable.

**10. ANNOUNCEMENTS AND/OR COMMENTS FROM COMMITTEE MEMBERS**

None

**11. ADJOURNMENT**

Vice Chair Sollecito adjourned the meeting at 4:02 p.m.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

## Memorandum

**To:** Board of Directors  
**From:** Michael Zeller, Senior Transportation Planner  
**Meeting Date:** September 25, 2013  
**Subject:** State Transportation Improvement Program Update

### RECOMMENDED ACTION:

RECEIVE update on the 2014 State Transportation Improvement Program.

### SUMMARY:

The Transportation Agency's target for 2014 State Transportation Improvement Program (STIP) funding ranges from \$14.1 million up to a maximum of \$20.3 million. Agency staff has developed a draft list of priority projects to meet this funding target and use in the development of the Regional Transportation Improvement Program.

### FINANCIAL IMPACT:

The State Transportation Improvement Program fund estimate for Monterey County in 2014 ranges from \$14.1 million to \$20.3 million. The 2014 State Transportation Improvement Program covers the period from 2014/15 to 2018/19. The California Transportation Commission typically programs new projects into the last two years of the cycle.

### DISCUSSION:

The State Transportation Improvement Program (STIP) is a statewide five-year program of state highway and local transportation projects, funded with revenues from state and federal funding sources for capital improvements. These funds can be used for a wide variety of transportation projects including local road rehabilitation, road widening/capacity, intersection improvements, bicycle and pedestrian facilities, public transit, passenger rail, and other projects that enhance the region's transportation infrastructure.

Seventy-five percent of State Transportation Improvement Program funds are allocated to counties per State law. The remaining twenty-five percent of State Transportation Improvement Program funding is allocated to interregional projects. Caltrans proposes projects through the STIP process to be programmed with the interregional share of the State Transportation Improvement Program funds, while the Transportation Agency prepares a Regional Transportation Improvement Program with project funding proposals for the county share.

The Regional Transportation Improvement Program is a 5-year list of transportation projects adopted by the Transportation Agency every two years for inclusion in the statewide program. Projects from the 2012 Regional Transportation Improvement Program that are currently programmed in the State Transportation Improvement Program include the Salinas Road Interchange, US-101 South County Frontage Roads, State Route 156 Widening, Rail Extension to Salinas, and Castroville Bike/Pedestrian Overcrossing (see attachment 1).

The 2014 State Transportation Improvement Program will cover the period from fiscal year 2014/15 to 2018/19. The California Transportation Commission typically programs new projects into the last two years of the cycle. Programming decisions will be based on the 2014 State Transportation Improvement Program Fund Estimate that was adopted the California Transportation Commission at their August 2013 meeting. The Fund Estimate for Monterey County in 2014 ranges from \$14.1 million to \$20.3 million. Projects selected for inclusion in the State Transportation Improvement Program are required to be fully funded through the given phase: design, environmental, right-of-way, or construction.

To develop a proposed project list for the 2014 Regional Transportation Improvement Program, agency staff met internally and separately with Caltrans staff to review the current list of projects programmed in the State Transportation Improvement Program as well as other priority projects identified by the Transportation Agency Board. The projects considered for inclusion were evaluated on the readiness of the project and whether phases of the project could be fully-funded within the programming timeline. Attachment 2 with this staff report provides an overview of the projects that were considered and staff's recommended list of projects for the 2014 Regional Transportation Improvement Program.

Of note from this list is the Imjin Road to 4 lanes project, which needs to finish a Project Study Report by February 2014 to be included with this fund cycle. In the event that this project is not ready by the deadline, staff is exploring alternative projects to put forward for funding. Top projects under consideration are the right-of-way phase for the Pajaro Station, US-101 South County Frontage Roads, or improvements at State Route 1 / Fremont Blvd.

Staff is also coordinating with Caltrans to improve the chances of Interregional State Transportation Improvement Program funds for projects in Monterey County. As part of this process, staff has recommended that Caltrans include an Interregional Transportation Improvement Program funding request for the US 101 South County Frontage Roads.

Transportation Agency staff will begin drafting a 2014 Regional Transportation Improvement Program proposal based on the regional priorities set by the Board. The Transportation Agency needs to adopt its 2014 Regional Transportation Improvement Program and submit to the California Transportation Commission by December 15, 2013. The 2014 State Transportation Improvement Program will be adopted by the Commission at its Northern Hearing on March 19, 2014.

Approved by:   
Debra L. Hale, Executive Director

9/2/13  
Date signed: \_\_\_\_\_

Regular Agenda

Counsel Approval: N/A  
Admin/Finance Approval: N/A

Attachments: 1) 2013 Summary of STIP County Shares  
2) 2014 Regional Transportation Improvement Program – Project Review

## 2013 SUMMARY OF STIP COUNTY SHARES

Does Not Include ITIP Interregional Share Funding (See Separate Listing)  
(\$1,000's)

Total County Share, June 30, 2012 (from 2012 Report)	74,584
Less 2011-12 Allocations and closed projects	(11,229)
Less Projects Lapsed, July 1, 2012-June 30, 2013	0
<b>Total County Share, June 30, 2013</b>	<b>63,355</b>

### Monterey

Agency	Rte	PPNO	Project	Ext	Del.	Voted	Total	Project Totals by Fiscal Year					Project Totals by Component							
								Prior	12-13	13-14	14-15	15-16	16-17	R/W	Const	E & P	PS&E	R/W Sup	Con Sup	
<b>Highway Projects:</b>																				
TAMC		1165	Planning, programming, and monitoring			Aug-12	259	0	259	0	0	0	0	0	0	259	0	0	0	0
Caltrans	1	32G	Salinas Rd interchange (RIP)(CMIA)(12S-009)			Oct-12	1,108	0	1,108	0	0	0	0	0	0	938	0	0	0	170
Caltrans	101	58Y	Prunedale landscape mitign (RIP)(split fr 58G)(12S-016)				3,337	248	0	0	3,089	0	0	0	0	2,578	0	243	5	511
Caltrans	101	3300	South County Frontage Roads				5,000	0	0	0	0	5,000	0	0	0	0	5,000	0	0	0
Caltrans	156	57C	4-lane expressway, Castroville-Prunedale (RIP)				32,500	0	0	0	4,500	0	28,000	26,000	0	0	4,500	2,000	0	
Monterey Co	loc	1814	Rt 1 op improvements, Carmel, con				3,000	0	0	0	3,000	0	0	0	3,000	0	0	0	0	
Monterey Co	loc	1813A	Rt 68 Corral de Tierra intersection (12S-032)		SOF		1,700	0	0	0	1,700	0	0	0	1,700	0	0	0	0	
Monterey Co	loc	1152	Davis Rd, Salinas River bridge, seismic (HBP)				1,650	0	0	0	0	0	1,650	50	1,600	0	0	0	0	
TAMC		1165	Planning, programming, and monitoring				1,092	0	0	259	259	213	361	0	1,092	0	0	0	0	
<b>Subtotal, Highway Projects</b>							49,646	248	1,367	259	12,548	5,213	30,011	26,050	11,167	5,000	4,743	2,005	681	
<b>Rail and Transit Projects:</b>																				
TAMC	rail	1971	Coast Daylight/Caltrain track improvements			Jun-13	200	0	200	0	0	0	0	0	0	200	0	0	0	0
TAMC	rail	1971	Coast Daylight/Caltrain track improvements(12S-033)				300	0	0	0	0	300	0	0	300	0	0	0	0	
Monterey Co	rail	1155	Caltrain extension (TCRP #14)				10,256	0	0	0	0	10,256	0	0	10,256	0	0	0	0	
<b>Subtotal, Rail &amp; Transit Projects</b>							10,756	0	200	0	0	10,556	0	0	10,556	200	0	0	0	
<b>Transportation Enhancement (TE) Projects:</b>																				
Marina	te	2297	Imjin Pkwy bike lanes, Imjin-Reservation (ext 5-12)		Jun-13	Jun-13	2,000	2,000	0	0	0	0	0	0	2,000	0	0	0	0	
Monterey Co	te	2296	Castroville bike/pedestrian overcrossing (12S-035)				5,137	0	0	0	5,137	0	0	0	5,137	0	0	0	0	
Monterey Co	te	2298	Davis Rd bike lanes, Salinas, Rossi to Blanco (12S-006)				2,660	0	0	2,660	0	0	0	0	2,660	0	0	0	0	
<b>Subtotal TE Projects</b>							9,797	2,000	0	2,660	5,137	0	0	0	9,797	0	0	0	0	
<b>Total Programmed or Voted since July 1, 2012</b>							70,199													
<b>Balance of STIP County Share, Monterey</b>																				
Total County Share, June 30, 2013							63,355													
Total Now Programmed or Voted Since July 1, 2012							70,199													
Unprogrammed Share Balance							0													
Share Balance Advanced or Overdrawn							6,844													

**2014 Regional Transportation Improvement Program**  
**Project Review**

Transportation Agency staff has reviewed and recommends the following projects for inclusion in the 2014 Regional Transportation Improvement Program:

<b>Priority Projects Recommended by Staff</b>	<b>Funding</b>
<b>Salinas Road Interchange</b>	\$0.56 M
Due to project cost over-runs and anticipated additional expenses, the Salinas Road Interchange Project construction costs expected to exceed the current contingency balance.	
<b>Rail to Salinas</b>	\$5.0 M
The Rail to Salinas program is seeking to move forward utilizing state-only funding. This request would be used to fully fund the kick start project with State-only funds for the construction of the Salinas rail and layover facilities.	
<b>Monterey-Salinas Transit Buses</b>	\$2.0 M
This funding would be used to purchase new buses for Monterey-Salinas Transit.	
<b>Planning, Programming, &amp; Monitoring</b>	\$0.9 M
This covers a portion of the agency's staff planning activities related to project delivery.	
<b>Total:</b>	<b>\$8.46 M</b>

<b>Projects Requiring Further Information</b>	<b>Funding</b>
<b>Imjin Road to 4 Lanes</b>	\$8.0 M
This project would widen Imjin Road from two to four lanes to Reservation Road. This request would fund the project through construction; however a project study report equivalent document needs to be completed by February 2014 to solidify the cost estimate.	
<b>Castroville Crossing</b>	\$1.7 M
The Castroville Bicycle Path and Railroad Crossing project is estimated to cost \$5.9 million – this request would fill the gap and fund the project through construction. This would include funding swapped from the Davis Road Bridge project.	
<b>Pajaro Station (Right of Way)</b>	\$1.0 M
<b>State Route 1 – Fremont / Del Monte (Design)</b>	\$7.0 M
<b>Rail to Salinas Layover Facility (Right of Way)</b>	\$3.6 – 7.2 M
<b>US 101 South County Frontage Roads (Env Review)</b>	\$5.0 M
*If not funded by Caltrans through the Interregional Transportation Improvement Program	

Staff reviewed other priority projects that were considered outside the funding timeline or more appropriate for funding through other programs, such as the federal Very Small Starts, Transportation Development Act 2%, or the Regional Surface Transportation Program:

<b>Projects not likely to meet the funding timeline or full phase funding</b>
<b>Pajaro Station - construction</b>
<b>State Route 68 Holman Highway Operational Improvements – Phase 2</b>
<b>Blackie Road / Castroville Road Extension</b>
<b>State Route 156 improvements – construction</b>





TRANSPORTATION AGENCY FOR MONTEREY COUNTY

## Memorandum

**To:** Board of Directors  
**From:** Ariana Green, Transportation Planner  
**Meeting Date:** September 25, 2013  
**Subject:** Marina-Salinas Multimodal Corridor Plan

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### **RECOMMENDED ACTION:**

**RECEIVE** presentation on the Marina-Salinas Multimodal Corridor Plan and public outreach strategy.

### **SUMMARY:**

This project will plan for a multimodal corridor that will connect the Monterey Peninsula to Salinas. Transportation Agency staff will work with partner agencies and members of the public to develop the plan.

### **FINANCIAL IMPACT:**

The available funding for the entire scope of work is \$232,798. The bulk of the funding \$200,000 was secured through a Caltrans Community-Based Transportation Planning Grant and the remaining \$32,798 through a local match. \$140,000 will be used to fund the entire consultant scope of work and the remaining \$92,798 will fund TAMC staff time and project resources.

### **DISCUSSION:**

This project will plan for a transit, bicycle, pedestrian and auto corridor which will connect the Marina area to Salinas. The first part of the planning process will focus on determining a preferred corridor route which will then be adopted by partner agencies. The second part of the planning process will identify preferred conceptual roadway design features along the agreed upon corridor route. Some features that may be considered are bicycle facilities, sidewalks or paths, transit stops/shelters, transit prioritization at signalized intersections, dedicated bus rapid transit facilities and pedestrian and equestrian crossing enhancements.

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[AG-Marina-SalinasMultimodal.docx](#)

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[www.tamcmonterey.org](http://www.tamcmonterey.org)

Because the route will traverse several jurisdictions and provide access to a mix of land uses the planning process will strive for stakeholder consensus and community collaboration. TAMC will coordinate the creation of a comprehensive transportation/land use plan for the corridor. The process will engage a diverse group of stakeholders that represent different socio-economic, jurisdictional and community interests. Staff will use visualizations to better communicate detailed corridor options to a wide range of community members and potential users, including Spanish speakers and students. The visualizations produced will help frame the potential trade-offs between different roadway alignments and designs and help solicit the community's preferences.

A conceptual plan for the multimodal transportation corridor will be a guiding document for development and roadway designs, and serve as a tool to raise money for project implementation. Planned developments identified in the Fort Ord Base Reuse Plan will be incorporated into the process to further help the public reap the benefits of creating transit-oriented developments to enhance the community environment.

The planning process kicked-off in September 2013 and will conclude in December 2014. Transportation Agency Staff will present the project to all partner agency councils and boards throughout the planning process beginning in October/November 2013. A series of public workshops will be held in Salinas and the Marina area. The first round of workshops will be held in early December 2013.

Approved by:   
Debra L. Hale, Executive Director

Date signed: 9/12/13

Regular Agenda

Counsel Review: N/A  
Admin/Finance Approval: Yes

Attachment: Marina Salinas Multimodal Corridor Planning Area Map

Web Attachments:

1. Project Scope of Work
2. Project Schedule

## **SCOPE OF WORK: Multi-jurisdictional Planning for the Marina - Salinas Multi-modal Corridor**

**INTRODUCTION:** The “Multi-jurisdictional Planning for the Ft. Ord - Salinas Multi-modal Corridor” Plan will provide a conceptual planning foundation resulting in consensus among multiple parties on how to proceed with the development and implementation of the multi-modal corridor through various jurisdictions and properties. The Plan will be used to compare, visualize and evaluate how different roadway designs and complete street features enhance or detract from the goal of maximizing the opportunity of constructing a multi-modal corridor between Salinas and the Monterey Peninsula.

### **OVERALL SCOPE PRODUCTS/OBJECTIVES**

(Conceptual design only, Lead jurisdictions for each corridor segment to conduct engineering/construction documents in next project phase, not to be funded by this grant)

Minor scope of work changes may be necessary to integrate innovative approaches suggested by the consulting firm. Transportation Agency staff anticipates these figures will not differ substantially and will not exceed the grant request amount.

#### **1. Project Contracting**

Task 1.1 Project Initiation: Kick-off Meeting with Caltrans District 5 staff and stakeholders to finalized project scope.

Responsible Party: TAMC

Task 1.2 Staff coordination: Monthly project team meetings with consultant and stakeholders to ensure good communication and that the project remains on time and within budget.

Responsible Party: TAMC

Task 1.3 Prepare RFP, select consultant: Complete RFP process for selection of consultant and finalized contract with selected consultant.

Responsible Party: TAMC

<b>Task</b>	<b>Deliverable</b>
<i>1.1</i>	<i>Meeting Summary Notes</i>
<i>1.2</i>	<i>Monthly Meeting Notes</i>
<i>1.3</i>	<i>Procurement procedures and signed consultant contract</i>

## **2. Public Outreach**

Task 2.1 Community Workshop #1 (CSUMB): Meet with students and other public stakeholders. Define project parameters, solicit opinions from community.

Responsible Party: TAMC

Task 2.2 Community Workshop #2 (Salinas): Meet with Salinas residents and other public stakeholders. Define project parameters, solicit opinions from community. Review alternatives for corridor route into Salinas.

Responsible Party: TAMC

Task 2.3 Outreach material: Promote community workshops through local media (newspaper, radio, local public television and Spanish news outlets). Create project handout.

Responsible Party: TAMC and Consultant

Task 2.4 Online outreach: Develop and maintain project information on TAMC website and Facebook page. Create and post on-line survey.

Responsible Party: TAMC

Task 2.5 Community Workshop #3 (CSUMB): Present project reports and corridor alternatives. Solicit input from community.

Responsible Party: TAMC

Task 2.6 Community Workshop #4 (Salinas) Present project reports and corridor alternatives. Solicit input from community. Determine Salinas corridor route preferred by public.

Responsible Party: TAMC

Task 2.7 Community Workshop #5: Present draft plan and findings on alternatives recommended for multimodal corridor roadway designs and transitions.

Responsible Party: TAMC

Task 2.8 Draft Plan Council/Board Presentations: Present draft plan and findings on alternatives recommended for multimodal corridor roadway designs and transitions.

Responsible Party: TAMC

Task 2.9 Final Plan Approval by Councils and Boards: Present final plan and receive approval by Councils and Boards.

Responsible Party: TAMC

<b>Task</b>	<b>Deliverable</b>
2.1	<i>Workshop summary: Presentation material, summary of comments received, photos</i>
2.2	<i>Workshop summary: Presentation material, summary of comments received, photos</i>
2.3	<i>Copies of outreach materials</i>
2.4	<i>Agencies websites, Facebook page, online survey</i>
2.5	<i>Workshop Summary: Presentation material on alternatives, summary of comments received, photos</i>
2.6	<i>Workshop Summary: Presentation material on alternatives, summary of comments received, photos</i>
2.7	<i>Workshop Summary: Draft plan; summary of public comments received</i>
2.8	<i>Presentation material on draft plan, recommended alternatives, summary of comments and actions taken</i>
2.9	<i>Presentation material on final plan.</i>

### **3. Visualization of Roadway Alternatives**

Task 3.1 Multimodal roadway concepts for public outreach: Develop report and presentation material to provide public information of alternative multimodal roadway concepts.

Responsible Party: TAMC and Consultant

Task 3.2 Roadway centerlines: Develop preliminary roadway centerlines to insure proposed roadway cross sections are realistic and viable for future consideration.

Responsible Party: TAMC and Consultant

Task 3.3 Multimodal roadway cross section alternatives: Develop up to three roadway cross sections to present alternative options for integrating Bus Rapid Transit, bicycling and walking with mixed motor vehicle flows.

Responsible Party: TAMC and Consultant

Task 3.4 Visualization of Roadway Alternatives: Create graphic street designs and/or simulations that provide a visualization tool for the public to understand proposed roadway cross-sections and their interaction with adjacent land uses.

Responsible Party: TAMC and Consultant

Task 3.5 Complete Streets analysis of alternatives: Analyze how the multimodal corridor interacts with adjacent street networks to enhance bicycle and pedestrian connectivity between the corridor and adjacent land uses.

Responsible Party: TAMC and Consultant

Task 3.6 Corridor plan line identifying transitions between roadway cross sections: Provide a specific discussion on how to transition the multimodal roadway design in locations where land uses transition.

Responsible Party: TAMC and Consultant

<b>Task</b>	<b>Deliverable</b>
<i>3.1</i>	<i>Presentation material, White Paper/report chapter on concepts</i>
<i>3.2</i>	<i>Maps of centerlines</i>
<i>3.3</i>	<i>Up to three roadway cross section alternatives for public consideration</i>
<i>3.4</i>	<i>Graphic designs or simulations of alts, presentation and report material</i>
<i>3.5</i>	<i>Report chapter on how various alts accommodate all modes; best practices</i>
<i>3.6</i>	<i>Map coordinating transitions through corridor</i>

#### **4. Funding Plan**

Task 4.1 Cost estimates for preferred alternative: Formulate cost estimates of the preferred multimodal roadway alternatives to assist programming funding for corridor segments.

Responsible Party: TAMC and Consultant

Task 4.2 Funding Plan for corridor segments: Identify potential funding for corridor segments.

Responsible Party: TAMC

<b>Task</b>	<b>Deliverable</b>
<i>4.1</i>	<i>Construction cost estimates</i>
<i>4.2</i>	<i>Report chapter on funding options for construction</i>

#### **5. Land Use Connections**

Task 5.1 Existing conditions report: Provide an overview of existing land uses and proposed projects to provide context for public discussions.

Responsible Party: TAMC and Consultant

Task 5.2 Development potential utilizing adopted policies: Report on how property along the multimodal corridor could develop utilizing current general plan policies.

Responsible Party: TAMC and Consultant

Task 5.3 Opportunities for infill development in priority areas: Report on opportunities for shifting existing forecasted growth to infill development by maximizing connections to the multimodal corridor.

Responsible Party: TAMC and Consultant

Task 5.4 Visualization of land use/multimodal connections: Provide graphic visualizations or simulations of the interactions between potential development and the corridor to enhance public discussion on multimodal corridor roadway alternatives.

Responsible Party: TAMC and Consultant

Task 5.5 Land use jurisdictions adopt corridor plan into city and regional planning documents.

Responsible Party: TAMC

<b>Task</b>	<b>Deliverable</b>
<i>5.1</i>	<i>Report chapter on existing conditions</i>
<i>5.2</i>	<i>Report chapter on existing development potential</i>
<i>5.3</i>	<i>Report chapter on infill opportunities</i>
<i>5.4</i>	<i>Visualizations on land use/corridor interactions</i>
<i>5.5</i>	<i>Updated city and regional planning documents</i>

## **6. Final Plan**

Task 6.1 Draft Plan: Compile outcome of public workshops, visualizations, roadway alternatives, funding plan, development potential and infill opportunities. Conclude findings from planning process and recommendations for next steps in the project.

Responsible Party: TAMC and Consultant

Task 6.2 Final Plan: Completed document of planning findings and conclusions.

Responsible Party: TAMC and Consultant



<b>Task</b>	<b>Deliverable</b>
<i>6.1</i>	<i>Draft Plan Document</i>
<i>6.2</i>	<i>Final Plan Document</i>

## **7. Project Management & Administration**

Task 7.1 Fiscal Management: Act as fiscal manager for project, including providing invoicing and ensuring proper documentation of expenditures, match requirements, and timely use of funds.

Responsible Party: TAMC

Task 7.2 Quarterly Reports: Monitor ongoing progress of project and prepare and provide quarterly reports as required. Oversee ongoing contract management.

Responsible Party: TAMC

<b>Task</b>	<b>Deliverable</b>
<i>7.1</i>	<i>Invoice Packages</i>
<i>7.2</i>	<i>Quarterly Reports</i>

Task	2013												2014											
	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December							
<b>1 Project Management</b>	[Orange bar]																							
Project Kick-Off Consultant&TAMC		X																						
Public Outreach Strategy (Eileen Review/Input)		X																						
Project Kick-off Meeting																								
Project Management Team Meetings/Phone			X		X			X		X		X		X		X								
Partner Agency Meetings		X		X				*		X			X			X								
<b>2 Assess Potential Alignments</b>	[Orange bar]																							
Illustrate Alignment Alternatives			1																					
Obtain ROW Data			2																					
Identify Already-Planned Improvements			3																					
Identify Multi-Modal Needs			4																					
Assess Impacts to Agricultural/Habitat Lands																								
Analysis of Opportunities and Constraints					5D											5F								
<b>3 Community and Stakeholder Outreach</b>	[Orange bar]																							
<b>Interest Group Outreach</b>			X					X					X											
City Council & Agency Presentations																								
TAMC Board						X				*				*										
Marina (1st and 3rd Tues)						X				*				*										
Salinas(N1st and 3rd Tues)							X			*				*										
County Planning Commission (Wednesday)							X			*				*										
FOR A (Friday)							X			*				*										
MST (1st Mon)					X					*				*										
Community Workshops (Phase 1 & Phase 2)											X	X	X											
<b>4 Detailed Development of Corridor Elements</b>	[Orange bar]																							
Recommend BRT Bus Station Locations																								
Develop cross-sections and plan line										6														
Visualization of Multi-Modal Corridor										7D														
Cost Estimates																								
Assess Land Use Implications																								
Identify Development Opportunities																								
Prioritization of Corridor Segments																								
<b>5 Draft and Final Project Report</b>	[Orange bar]																							
Administrative Draft																								
Staff review of administrative draft																								
Second draft																								
Staff review of second draft																								
Revisions to second draft																								
Stakeholder review																								
Final Draft																								
TAMC Board adoption																								

- \* Council & Agency Adoption of Preferred Alignment
- \* Council & Agency Adoption of Preferred Roadway Conceptual Plan
- X Meeting
- [Orange] KHA Effort
- [Green] TAMC Effort
- [Blue] TAMC & KHA Effort



## Memorandum

**To:** Board of Directors  
**From:** Sharon Gavin, Community Outreach Coordinator  
**Meeting Date:** September 25, 2013  
**Subject:** Update on US 101 Corridor Construction Projects

### RECOMMENDED ACTION

**RECEIVE** update on the status of the US 101 Corridor Construction Projects – the Prunedale Improvement Project and the San Juan Road Project.

### SUMMARY

Construction of the US 101-Prunedale Improvement Project began in the spring of 2011. As of September 1, 2013, construction is approximately 80 percent complete. With the opening of the new Crazy Horse Canyon Interchange, scheduled for October 2013, three of the four major safety improvements for this project will be complete, allowing for the installation of a solid concrete barrier that will eliminate left turns across Highway 101 through the project limits.

In December 2012 Caltrans began construction on the San Juan Road Interchange Project. This project, which will remove three at-grade intersections (Dunbarton Road, San Juan Road and Cole Road) and construct one interchange near the Red Barn, is fully underway, on schedule, and about 20 percent complete.

Together these projects will reduce congestion for 60,000 to 80,000 vehicles daily and provide safer access for motorists.

### FINANCIAL IMPACT

The US 101 - Prunedale Improvement Project is a \$209 million project funded with regional and state funds. The San Juan Road Interchange Project is a \$90.6 million project; \$17.9 million of locally controlled funds were used to match state and federal funds.

### DISCUSSION

Highway 101 between North Salinas and the San Benito County Line is a four-lane expressway with several at-grade intersections. The combination of high speed traffic on the highway and vehicles trying to enter or exit the at-grade intersections causes congestion and impacts safety.

Now 80 percent complete, the Prunedale Improvement Project is already helping increase safety and traffic flow along the corridor. The project began construction in the spring of 2011 and the changes through the area since then have been dramatic. Highway 101 in North Salinas now goes over Russell Road and Espinosa Road, eliminating left turns across the highway at that intersection. The over-crossing at Blackie and Reese Roads allows North Monterey County School buses to transport children more safely to their destinations. The San Miguel Canyon Road Interchange has a new lane that was added to the existing structure to improve traffic circulation. And the new interchange at Echo Valley/Crazy Horse Canyon Roads is scheduled to open in early October, which means that all the remaining gaps in the concrete median barrier from Boronda Road to Crazy Horse Canyon may be closed off in early 2014. TAMC will announce the date of the Crazy Horse Canyon Interchange at the Board meeting.

Further north on Highway 101, construction of the San Juan Road Interchange Project, which officially began in December 2012, is fully underway, on schedule, and about 20 percent complete. This project will remove three at-grade intersections (Dunbarton Road, San Juan Road and Cole Road) and construct one new interchange near the Red Barn.

Recently Caltrans and the contractors agreed to change a planned drystack stone retaining wall along Highway 101 near San Juan Road with sculpted shotcrete. This change will save the project approximately \$250k and reduce construction time of the project by two months.

Additionally, the falsework has been placed for the bridge, and the contractors are working to finish several items before the October 15 permit restriction timeframe for working in an adjacent creek. These include two huge box culverts.

Both projects are also getting ready for winter. Granite has moved about 750k cubic yards of dirt for the San Juan Road Interchange, which means there are a number of exposed slopes on the project that need to be protected. MCM will continue to work on the bridge for the San Juan Road Interchange, which should be completed in January 2014. Estimated completion date for the San Juan Road Interchange is January 2015.

The Prunedale Improvement Project is taking similar protective measures for their exposed slopes at Crazy Horse Canyon, and Russell and Espinosa Roads. The project is expected to wrap up in 2014.

Approved by:   
Debra L. Hale, Executive Director

Date signed: 9/12/13  
Regular Agenda  
Reviewed by Counsel: N/A



## DISTRICT 5 DIRECTOR'S REPORT – MONTEREY COUNTY

PREPARED FOR THE SEPTEMBER 25, 2013 TRANSPORTATION AGENCY FOR MONTEREY COUNTY'S MEETING

### NEWSWORTHY

- Early this month, Caltrans opened the new east span of the San Francisco-Oakland Bay Bridge with seismic-safety features for the more than 280,000 motorists that cross the structure each day. Caltrans has upgraded more than 2,200 bridges for seismic safety since the 1989 Loma Prieta earthquake and the 1994 Northridge earthquake. Many partner agencies worked with Caltrans to bring this project to fruition, including the Federal Highway Administration, California Transportation Commission and the California Highway Patrol.
- Caltrans recently completed the 2013 *California State Rail Plan*. The plan establishes a vision, sets priorities, and presents implementation strategies to enhance passenger and freight rail in the public's interest. This is the first planning document fully integrating the planned high-speed rail system with improved conventional rail. It also serves as the basis for federal and state investments toward high speed and intercity passenger rail in California. More information is available at:  
<http://www.dot.ca.gov/serp.html?q=California+State+Rail+Plan&cx=001779225245372747843%3Auh1ozfcfcdu&cof=FORID%3A10&ie=UTF-8&siteurl=http%3A%2F%2Fwww.dot.ca.gov%2F>
- Caltrans is working on its High-Speed Rail Transit Connectivity Program, established in July 2012. The program fosters strong partnerships between Caltrans, the California High-Speed Rail Authority, regional and local agencies, and transit operators to develop multi-modal transportation connections critical to the success of the high-speed rail system. More information is available at:  
<http://www.dot.ca.gov/hq/tpp/offices/ocp/hsr.html>
- Caltrans is partnering with the California State University-Sacramento's College of Continuing Education and the University of California-Berkeley to provide training and technical assistance to transportation professionals from the state's cities, counties and regional transportation agencies. Fundamental and advanced training is available for such courses as traffic engineering and operations, traffic signals and control, work zone safety, infrastructure and pavement design, maintenance, planning, funding, environment, project development, management and compliance, pedestrian facility design and bicycle transportation. More information is available at:  
<http://www.cce.csus.edu/conferences/caltrans/localAssistance/index.cfm>
- California has the busiest highways in the nation, according to the Federal Highway Administration. A new report featuring America's 10 most heavily traveled interstate routes showed that people drove more than 84.7 billion miles on the state's highways in 2011. Interstate 5 carried the nation's most traffic with 21.4 billion miles traveled. Overall, vehicles traversed 2.95 trillion miles on U.S. roadways in 2011—the eighth highest level ever recorded, and nearly twice the amount reported in 1980. FHWA compiles the data through its Highway Performance Monitoring System operated by state departments' of transportation. More information is available at:  
<http://www.enevospf.com/opinion/analysis/45486-new-federal-highway-administration-report-reveals-states-with-the-busiest-highways.html>

Please Submit Maintenance Service Requests at the Following Link: <http://www.dot.ca.gov/hq/maint/mrssubmit/>



# PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR SEPTEMBER 25, 2013 TRANSPORTATION AGENCY FOR MONTEREY COUNTY'S MEETING

## CONSTRUCTION PROJECTS

	Project	Location	Description	Construction Timeline	Construction Cost	Funding Source	Implementing Agency	Project Manager (Resident Engineer)	Contractor	Comments
1.	<b>Hwy. 1 Rocky Creek Viaduct (1A6904)</b>	In Monterey County about 15 miles south of Carmel at 0.1 mile south of Rocky Creek Bridge and at 1.1 mile south of Bixby Creek Bridge (PM 58.3)	Rocky Creek Viaduct	September 4, 2012-Fall 2013 with 1 year plant establishment	\$11 million	SHOPP	Caltrans	Ken Dostalek (TL)	Golden State Bridge Inc, Martinez	Project began Sept. 4. Roadwork takes place 7 days a week. Occasional night closures scheduled as needed Sundays through Thursdays.
2.	<b>Hwy. 1 Salinas Road Interchange (315924)</b>	North of Moss Landing at Salinas Road (PM 99.9-101.5)	Construct new interchange	Spring 2010-May 2013 with 1 year plant establishment	\$12 Million	STIP/CMIA	Caltrans	Richard Rosales (PD)	Desilva Gates Construction LP, Dublin	Work completed May 2013. In one year plant establishment.
3.	<b>Hwy. 101 Install Median Barrier (0Q5704)</b>	On Hwy. 101 in Soledad and Gonzales between Salinas River Bridge and So. Gonzales O/C	Install Concrete Median Barrier	July 8, 2013-Spring 2014	\$6.3 million	SHOPP	Caltrans	John Luchetta (FK)	Granite Construction Company, Watsonville	Project began July 8. Daytime/nighttime closures as needed in both directions.
4.	<b>US 101 Airport Blvd. IC East Landscaping Project (349514)</b>	Near Salinas just south to just north of Airport Boulevard Overcrossing (PM 85.0-85.8)	Highway Planting and Irrigation	June 11, 2012-Oct. 4, 2012 (plant establishment until June 2014)	\$687,000	STIP	Caltrans	David Silberberger (AN)	Bortolussi & Watkin, Inc., San Rafael	The project is in plant establishment where plants are monitored for successful growth.



# PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR SEPTEMBER 25, 2013 TRANSPORTATION AGENCY FOR MONTEREY COUNTY'S MEETING

## CONSTRUCTION PROJECTS (Continued)

	Project	Location	Description	Construction Timeline	Construction Cost	Funding Source	Implementing Agency	Project Manager (Resident Engineer)	Contractor	Comments
5.	<b>US 101 Prunedale Improvement Project (0161E4)</b>	In and near Prunedale at various locations from just north of Little Bear Creek U.C. to just north of Echo Valley Rd. (PM 91.2-100.4)	Construct interchanges and operational improvements	Spring 2011- Fall 2014	\$72 million	STIP	Caltrans	David Silberberger (PM)	GCC/MCM, A JV, Watsonville	At location 1 (Russell/Espinosa), work continues on the earthwork and structures for the southbound lanes on 101. At Location 4 (Crazy Horse), work has progressed far enough that Granite anticipates that Crazy Horse/Echo Valley Interchange should be fully functional by Sept/Oct 2013.
6.	<b>Hwy. 101/San Juan Road Interchange (31580_)</b>	On Route 101 near Prunedale.4 mile south of Dumbarton Road in Mon. Co. (PM 100.0-101.3)	Construct new interchange at San Juan Road and US 101	Dec. 3, 2012- Winter 2014	\$46.2 Million	STIP/CMI A/ARRA	Caltrans	David Silberberger (JW)	GCC/MCM A JV, Watsonville	Earth moving operations have considerably changed the landscape in the project area. Work continues on the bridge structure as well as the new retaining walls.

## PROJECTS IN DEVELOPMENT

	Project	Location	Description	Construction Timeline	Construction Cost	Funding Source	Implementing Agency	Project Manager	Contractor	Comments
7.	<b>Hwy. 156 West Corridor (316000)</b>	On SR 156 btwn Castroville and Prunedale (PM R1.6-T5.2)	Widen to 4-lane divided freeway and build an interchange	Winter 2017- Fall 2022	Phase 1 \$110 Million	STIP / Federal DEMO	Caltrans	David Silberberger	N/A	The project team is currently exploring the idea of holding a public meeting regarding toll funding of the project. This is the beginning step for a possible supplemental environmental document to address tolling.

**TRANSIT DISTRICT MEMBERS:**

*City of Carmel-by-the-Sea • City of Del Rey Oaks • City of Gonzales • City of Greenfield  
City of King • City of Marina • City of Monterey • City of Pacific Grove • City of Salinas  
City of Sand City • City of Seaside • City of Soledad • County of Monterey*

## **MST HIGHLIGHTS**

### **September 9, 2013 BOARD MEETING**

#### **SEPTEMBER EMPLOYEE OF THE MONTH**

The MST Board adopted Resolution 2014-04 recognizing Beronica Carriedo, Mobility Trainer, as Employee of the Month for her positive contribution to MST and to the entire community.

#### **ADOPT RESOLUTION 2014-05**

Under Consent Agenda, the MST Board adopted Resolution 2014-05, authorizing MST's General Manager/CEO to execute all required documents of the Community Development Block Grant Program. If awarded, the grant funds would provide \$15,000 to pay for the purchase and installation of a bus shelter at the "Breadbox" building in the Alisal community of Salinas.

#### **AUTHORIZE A CONTRACT WITH HARTNELL COLLEGE FOR A FREE FARE ZONE**

Under Consent Agenda, the MST Board authorized the General Manager/CEO to execute a three-year contract with Hartnell College for free fare zones at its 3 campuses.

#### **IMPLEMENT FY 2013 PERFORMANCE INCENTIVE PROGRAM**

Under Consent Agenda, the MST Board authorized the implementation of the FY 2013 performance incentive program for the Monterey-Salinas Transit Employee Association and Confidential Unit Employees.

#### **AWARD CONTRACT TO MAJIC CONSULTING GROUP AND TULCHIN RESEARCH**

Under Consent Agenda, the MST Board authorized awarding a contract to Majic Consulting Group in the amount of \$17,532 to conduct the Onboard Passenger Survey and to Tulchin Research in the amount of \$34,400 to conduct the Likely Voter Survey.

#### **AUTHORIZE CONTRACT WITH TRAPEZE SOFTWARE GROUP**

The MST Board authorized the General Manager/CEO to execute a contract, not to exceed \$2,200,000, with Trapeze Software Group Inc., to upgrade the Transit Master Automatic Vehicle Location hardware and software.