



BOARD AGENDA

Orange County Transportation Authority Board Meeting
Orange County Transportation Authority Headquarters
Board Room - Conference Room 07-08
550 South Main Street
Orange, California
Monday, August 14, 2017 at 9:00 a.m.

Any person with a disability who requires a modification or accommodation in order to participate in this meeting should contact the OCTA Clerk of the Board, telephone (714) 560-5676, no less than two (2) business days prior to this meeting to enable OCTA to make reasonable arrangements to assure accessibility to this meeting.

Agenda Descriptions

The agenda descriptions are intended to give members of the public a general summary of items of business to be transacted or discussed. The posting of the recommended actions does not indicate what action will be taken. The Board of Directors may take any action which it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action.

Public Comments on Agenda Items

Members of the public may address the Board of Directors regarding any item. Please complete a speaker's card and submit it to the Clerk of the Board or notify the Clerk of the Board the item number on which you wish to speak. Speakers will be recognized by the Chairman at the time the agenda item is to be considered. A speaker's comments shall be limited to three (3) minutes.

Public Availability of Agenda Materials

All documents relative to the items referenced in this agenda are available for public inspection at www.octa.net or through the Clerk of the Board's office at the OCTA Headquarters, 600 South Main Street, Orange, California.

Call to Order

Invocation

Director Steel

Pledge of Allegiance

Director Winterbottom



BOARD AGENDA

Special Calendar

There are no Special Calendar matters.

Consent Calendar (Items 1 through 21)

All matters on the Consent Calendar are to be approved in one motion unless a Board Member or a member of the public requests separate action on a specific item.

Orange County Transportation Authority Consent Calendar Matters

1. Approval of Minutes

Approval of the Orange County Transportation Authority and affiliated agencies' regular meeting minutes of July 24, 2017.

2. Fiscal Year 2016-17 Internal Audit Plan, Fourth Quarter Update

Janet Sutter

Overview

The Orange County Transportation Authority Board of Directors adopted the Orange County Transportation Authority Internal Audit Department Fiscal Year 2016-17 Internal Audit Plan on July 25, 2016. This update is for the fourth quarter of the fiscal year.

Recommendation

Receive and file the fourth quarter update to the Orange County Transportation Authority Internal Audit Department Fiscal Year 2016-17 Internal Audit Plan as an information item.



BOARD AGENDA

3. Draft Fiscal Year 2017-18 Internal Audit Plan Janet Sutter

Overview

At the direction of the Orange County Transportation Authority's Board of Directors, the Internal Audit Department develops and implements an annual risk-based Internal Audit Plan. Implementation of an annual Internal Audit Plan assists management in evaluating the effectiveness and efficiency of projects, programs, and operations, while ensuring that adequate controls and safeguards are in place to protect the Orange County Transportation Authority's assets and resources.

Recommendations

- A. Approve the Draft Fiscal Year 2017-18 Internal Audit Plan.
- B. Direct the Executive Director of Internal Audit to provide quarterly updates on the Fiscal Year 2017-18 Internal Audit Plan.

4. Federal Transit Administration Grant Authorization Renewal Ric Teano/Lance M. Larson

Overview

The Orange County Transportation Authority, as a direct recipient of federal transit funding, is required to have an authorizing resolution on file with the Federal Transit Administration. A renewed resolution has been requested by the Federal Transit Administration's Region IX office, which authorizes the Chief Executive Officer, or designee, to apply for and receive federal transit funds and execute grant-related agreements.

Recommendation

Adopt Orange County Transportation Authority Resolution No. 2017-064 authorizing the Chief Executive Officer, or designee, to file applications and execute grant-related agreements with the Federal Transit Administration.



BOARD AGENDA

5. **Proposed Response to Orange County Grand Jury Report on the Ortega Highway Project**
David Simpson/Lance M. Larson

Overview

Staff has prepared a response to the June 5, 2017, report issued by the Orange County Grand Jury entitled, "Ortega Highway: Unnecessary Delays Have Cost Us Millions" for the Orange County Transportation Authority Board of Directors consideration.

Recommendation

Authorize the Chief Executive Officer to submit the proposed response to the Orange County Grand Jury report's findings and recommendations as required by California Penal Code 933(c).

6. **Guidance for Administration of the Orange County Master Plan of Arterial Highways Related to Complete Streets**
Carolyn Mamaradlo/Kia Mortazavi

Overview

On April 3, 2017, proposed revisions to the Master Plan of Arterial Highways Traffic Calming Policy were presented to the Regional Planning and Highways Committee. The Regional Planning and Highways Committee directed the proposed revisions back to the Technical Advisory Committee to address the use of traffic calming measures on higher-volume arterials. The Technical Advisory Committee discussed the item on June 26, 2017 and recommended further restricting the use of traffic calming measures on Major and Principal arterials. The Technical Advisory Committee's recommendation is provided for review and approval.

Recommendation

Approve proposed revisions to the Guidance for the Administration of the Orange County Master Plan of Arterial Highways.



BOARD AGENDA

7. **2018 State Transportation Improvement Program Overview**
Ben Ku/Kia Mortazavi

Overview

The State Transportation Improvement Program is a biennial five-year plan of projects adopted by the California Transportation Commission for future allocations of state transportation funds. Every two years, the Orange County Transportation Authority updates the program of projects to be funded through this program. An overview of the 2018 State Transportation Improvement Program process is presented for information purposes.

Recommendation

Receive and file as an information item.

8. **Approval of Use of Federal Funds for Orange County Transportation Authority Projects Related to the Federal Fiscal Year 2017-18 Obligation Authority Plan**
Ben Ku/Kia Mortazavi

Overview

The federal government requires states to obligate federal transportation funds by September 30 of each year. To ensure the timely commitment of all available federal funding by September 2018, the Orange County Transportation Authority prepares an annual obligation plan, and requests corresponding Board of Directors' authorization for use of the federal funds.

Recommendations

- A. Approve the use of up to \$28.949 million in Congestion Mitigation and Air Quality Improvement Program funds for the Interstate 5 High-Occupancy Vehicle Lane Project from State Route 55 to State Route 57 in place of an equal amount in State Transportation Improvement Program funds.
- B. Approve the use of \$4.5 million in Congestion Mitigation and Air Quality Improvement Program funds for the Rideshare Program.
- C. Authorize staff to process all necessary amendments to the Federal Transportation Improvement Program and execute any necessary agreements to facilitate associated programming actions.



BOARD AGENDA

9. Regional Planning Update - Greenhouse Gas Target Review
Greg Nord/Kia Mortazavi

Overview

Regional planning updates are provided periodically to highlight transportation planning issues impacting the Orange County Transportation Authority and the Southern California region. This update focuses on draft greenhouse gas reduction targets currently proposed by the California Air Resources Board. Once finalized, the Southern California Association of Governments is required to address them as part of the 2020 Regional Transportation Plan and Sustainable Communities Strategy. A discussion of the Orange County Transportation Authority's concerns and actions to date is provided for informational purposes.

Recommendation

Receive and file as an information item.

10. Active Transportation Update
Paul Martin/Kia Mortazavi

Overview

The Orange County Transportation Authority coordinates regional active transportation efforts in Orange County. An update on recent and upcoming activities is provided for review.

Recommendation

Receive and file as an information item.



BOARD AGENDA

- 11. 2017 Chief Executive Officer's Initiatives and Action Plan - Second Quarter Report**
Darrell Johnson

Overview

At the end of each quarter, the Chief Executive Officer updates the Board of Directors on the activities and accomplishments related to the 2017 Chief Executive Officer's Initiatives and Action Plan. This report summarizes the second quarter achievements for calendar year 2017 (April through June). These efforts directly support the 2017 Orange County Transportation Authority Board Strategic Initiatives.

Recommendation

Receive and file as an information item.

Orange County Transit District Consent Calendar Matters

- 12. Low Carbon Transit Operations Program College Student Pass Pilot Program Update**
Stella Lin/Lance M. Larson

Overview

On February 13, 2017, the Orange County Transportation Authority Board of Directors approved the use of state Cap-and-Trade Low Carbon Transit Operations Program funding for a fare adjustment program that would target ridership growth which may include colleges and universities.

Recommendation

Approve the use of fiscal year 2016-17 Low Carbon Transit Operations Program funds of \$900,000 for a three-year pilot pass program with Rancho Santiago Community College District.



BOARD AGENDA

- 13. Amendments to Cooperative Agreements for Federal Transit Administration Section 5316 and Section 5317 Grant Programs**
Curt Burlingame/Beth McCormick

Overview

As the regional transportation planning agency for Orange County, the Orange County Transportation Authority is responsible for the allocation of funding under the Federal Transit Administration Section 5316, Job Access Reverse Commute, and Section 5317, New Freedom programs. Since 2009, the Orange County Transportation Authority Board of Directors has approved more than \$15 million in funding. Staff is seeking approval to amend the agreements with six agencies to exercise the option terms for one year and award additional grant funding.

Recommendations

- A. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 4 to Agreement No. C-3-1827 between the Orange County Transportation Authority and Abrazar, Inc., in the amount of \$5,000, to fund the Section 5316 grant program through September 30, 2018. This will increase the maximum obligation of the agreement to a total contract value of \$990,105.
- B. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 4 to Agreement No. C-3-1830 between the Orange County Transportation Authority and Boys and Girls Clubs of Huntington Valley, in the amount of \$60,925, to fund the Section 5316 grant program through September 30, 2018. This will increase the maximum obligation of the agreement to a total contract value of \$288,238.
- C. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 5 to Agreement No. C-3-1831 between the Orange County Transportation Authority and Dayle McIntosh Center for the Disabled, in the amount of \$124,000, to fund the Section 5316 grant programs through September 30, 2018. This will increase the maximum obligation of the agreement to a total contract value of \$767,751.



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13. (Continued)

- D. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 4 to Agreement No. C-3-1833 between the Orange County Transportation Authority and Jewish Federation and Family Services, in the amount of \$120,182, to fund the Section 5316 and Section 5317 grant programs through September 30, 2018. This will increase the maximum obligation of the agreement to a total contract value of \$1,437,582.
- E. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 4 to Agreement No. C-3-1834 between the Orange County Transportation Authority and North Orange County Community College District, in the amount of \$130,000, to fund the Section 5316 grant program through September 30, 2018. This will increase the maximum obligation of the agreement to a total contract value of \$653,107.
- F. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 4 to Agreement No. C-3-1837 between the Orange County Transportation Authority and Women Helping Women/Men2Work, in the amount of \$51,868, to fund the Section 5316 grant program through September 30, 2018. This will increase the maximum obligation of the agreement to a total contract value of \$225,080.

14. Amendment to Agreement for the Purchase of Leased Coach Operator Relief Vehicles

Cliff Thorne/Beth McCormick

Overview

On May 25, 2012, the Board of Directors approved a five-year agreement with Enterprise Fleet Management to lease 30 compressed natural gas powered Honda Civic vehicles. An amendment to the existing contract is necessary to add funds to purchase the vehicles at the end of the five-year lease, which terminates on October 31, 2017.



BOARD AGENDA

14. (Continued)

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 1 to Agreement No. C-2-1414 between the Orange County Transportation Authority and Enterprise Fleet Management, in the amount of \$173,150, for the purchase of 25 compressed natural gas Honda Civic vehicles at the end of the five-year lease. The amendment will increase the maximum obligation of the agreement to a total contract value of \$959,264.

Orange County Local Transportation Authority Consent Calendar Matters

15. Capital Programs Division - Fourth Quarter Fiscal Year 2016-17 and Planned Fiscal Year 2017-18 Capital Action Plan Performance Metrics James G. Beil

Overview

The Orange County Transportation Authority's Strategic Plan key strategies and objectives to achieve the goals for Mobility and Stewardship include delivery of all Capital Action Plan projects on time and within budget. The Capital Action Plan is used to create a performance metric to assess capital project delivery progress on highway, grade separation, rail, and facility projects. This report provides an update on the Capital Action Plan delivery and performance metrics.

Recommendation

Receive and file as an information item.



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- 16. Amendments to Cooperative Agreements with the Cities of Anaheim and Placentia for the OC Bridges Railroad Grade Separation Program**
Ross Lew/James G. Beil

Overview

On June 8, 2009, the Orange County Transportation Authority Board of Directors approved Cooperative Agreement No. C-9-0412 with the City of Placentia and Cooperative Agreement No. C-9-0413 with the City of Anaheim for traffic engineering services and transportation management planning, environmental re-evaluation, project support, and police services for the implementation of railroad grade separation projects located at Placentia Avenue, Kraemer Boulevard, Orangethorpe Avenue, Tustin Avenue/ Rose Drive, and Lakeview Avenue. Board of Directors' approval is requested to amend these cooperative agreements for additional city support services required to complete closeout activities for the OC Bridges Railroad Grade Separation Program.

Recommendations

- A. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 5 to Cooperative Agreement No. C-9-0412 between the Orange County Transportation Authority and City of Placentia, in the amount of \$161,824, for additional project support services for the Orangethorpe Avenue, Tustin Avenue/Rose Drive, and Lakeview Avenue railroad grade separation projects, and to extend the term of the cooperative agreement through August 1, 2018. This will increase the maximum obligation of the cooperative agreement to a total value of \$1,192,324.
- B. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 7 to Cooperative Agreement No. C-9-0413 between the Orange County Transportation Authority and City of Anaheim, in the amount of \$120,000, for additional project support services for the Orangethorpe Avenue, Tustin Avenue/Rose Drive, and Lakeview Avenue railroad grade separation projects, and to extend the term of the cooperative agreement through August 1, 2018. This will increase the maximum obligation of the cooperative agreement to a total value of \$1,882,550.



BOARD AGENDA

- 17. Consultant Selection to Prepare the Plans, Specifications, and Estimates for Anaheim Canyon Metrolink Station Improvement Project**
Lora Cross/James G. Beil

Overview

On April 10, 2017, the Orange County Transportation Authority Board of Directors approved the release of a request for proposals for consultant services to prepare the plans, specifications, and estimates for the Anaheim Canyon Metrolink Station Improvement project. Board of Directors' approval is requested for the selection of a firm to perform the required work.

Recommendations

- A. Approve the selection of HNTB Corporation as the firm to prepare the plans, specifications, and estimates for the Anaheim Canyon Metrolink Station Improvement project.
 - B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-7-1609 between the Orange County Transportation Authority and HNTB Corporation to prepare the plans, specifications, and estimates for the Anaheim Canyon Metrolink Station Improvement project.
- 18. Request to Exercise Second Option Term for On-Call Traffic Engineering Services**
Ronald Keith/Kia Mortazavi

Overview

On October 13, 2014, the Orange County Transportation Authority Board of Directors approved agreements with four traffic engineering firms to provide consultant services for on-call traffic engineering for the Measure M2 Regional Traffic Signal Synchronization Program for three years, with two one-year option terms. An amendment to the existing agreements for execution of the second and final option term is requested for continued on-call traffic engineering services related to the implementation of three new signal synchronization projects.



BOARD AGENDA

18. (Continued)

Recommendation

Authorize the Chief Executive Officer to execute amendments to the following consultant agreements to exercise the second option term for on-call traffic engineering services: Agreement No. C-4-1804 with Albert Grover & Associates, Agreement No. C-4-1805 with DKS Associates, Agreement No. C-4-1316 with Iteris, Inc., and Agreement No. C-4-1806 with Kimley-Horn and Associates, Inc., in the total amount of \$8,400,031, and extend the term of the agreements through May 31, 2020. This will increase the maximum obligation for all the on-call firms for a total combined aggregate contract value of \$23,414,485.

19. Measure M2 Environmental Mitigation Program Update

Lesley Hill/Kia Mortazavi

Overview

Measure M2 includes a program to deliver comprehensive mitigation for the environmental impacts of freeway projects in exchange for streamlined project approvals from the state and federal resources agencies. To date, the Environmental Mitigation Program has acquired conservation properties and provided funding for habitat restoration projects. A status report on the draft Natural Community Conservation Plan/Habitat Conservation Plan and accompanying environmental impact report/environmental impact statement is presented.

Recommendation

Receive and file as an information item.



BOARD AGENDA

- 20. Measure M2 Comprehensive Transportation Funding Programs - 2018 Annual Call for Projects**
Sam Kaur/Kia Mortazavi

Overview

The Comprehensive Transportation Funding Programs Guidelines provide the mechanism for the administration of the annual competitive call for projects for numerous programs, including the countywide Regional Capacity Program (Project O) and the Regional Traffic Signal Synchronization Program (Project P). The 2018 Regional Capacity Program and Regional Traffic Signal Synchronization Program call for projects are presented for review and approval.

Recommendations

- A. Approve the proposed revisions to the Comprehensive Transportation Funding Programs Guidelines.
- B. Authorize staff to issue the 2018 annual call for projects for the Regional Capacity Program for approximately \$32 million.
- C. Authorize staff to issue the 2018 annual call for projects for the Regional Traffic Signal Synchronization Program for approximately \$8 million.

- 21. Measure M2 Environmental Cleanup Program - 2017 Tier 1 Water Quality Grant Funding Allocations**
Sam Kaur/Kia Mortazavi

Overview

The Orange County Transportation Authority's Environmental Cleanup Program provides Measure M2 funding for water quality improvement projects to address transportation-generated pollution. The fiscal year 2017-18 Tier 1 Grant Program call for projects was issued on March 16, 2017. Evaluations have been completed, and a list of projects is presented for review and approval of funding allocations.



BOARD AGENDA

21. (Continued)

Recommendation

Approve the 2017 Tier 1 Environmental Cleanup Program funding recommendations to fund 16 projects, in an amount totaling \$3,130,251.

Regular Calendar

Orange County Local Transportation Authority Regular Calendar Matters

22. Approve the Use of Contractor Pre-Qualification and the Release of the Request for Pre-Qualification for the OC Streetcar Construction Project Mary Shavaliel/James G. Beil

Overview

The Orange County Transportation Authority is proposing a pre-qualification process as a means of securing qualified contractors to provide construction services for the OC Streetcar project.

Recommendations

- A. Approve the use of a pre-qualification process for the upcoming invitation for bids for construction of the OC Streetcar project.
- B. Approve the release of the Request for Pre-Qualification 7-1882 of contractors for construction of the OC Streetcar project.

Discussion Items

23. 2017 Orange County Transportation Authority Board of Directors Strategic Initiatives Mid-Year Report Chairman Michael Hennessey

Overview

At the beginning of the calendar year, the Chairman of the Board of Directors established a set of Board Strategic Initiatives for 2017. The initiatives set the tone for the year by providing added direction for programs and projects for 2017. A mid-year update on the progress of these initiatives is provided for review and information.



BOARD AGENDA

24. Interstate 405 Improvement Project Update
Jeff Mills/James G. Beil

Overview

The Orange County Transportation Authority, in cooperation with the California Department of Transportation, is implementing the Interstate 405 Improvement Project between State Route 73 and Interstate 605. Staff will provide an update on the project.

25. Public Comments

At this time, members of the public may address the Board of Directors regarding any items within the subject matter jurisdiction of the Board of Directors, but no action may be taken on off-agenda items unless authorized by law. Comments shall be limited to three (3) minutes per speaker, unless different time limits are set by the Chairman subject to the approval of the Board of Directors.

26. Chief Executive Officer's Report

27. Directors' Reports

28. Closed Session

A Closed Session will be held pursuant to Government Code Section 54956.8 to discuss the price and terms of payment for real property located at #9 AN, 1400, 1420 & 1450 N. Lakeview Avenue, Anaheim, CA. The negotiator for OCTA is Peter Andrich of CBRE Brokerage Services. The negotiator for the buyer will be designated by the buyer.

29. Adjournment

The next regularly scheduled meeting of this Board will be held at **9:00 a.m. on Monday, August 28, 2017**, at the Orange County Transportation Authority Headquarters, 550 South Main Street, Board Room - Conference Room 07-08, Orange, California.

Minutes of the
Orange County Transportation Authority
Orange County Transit District
Orange County Local Transportation Authority
Orange County Service Authority for Freeway Emergencies
Board of Directors Meeting

Call to Order

The July 24, 2017 regular meeting of the Orange County Transportation Authority (OCTA) and affiliated agencies was called to order by Vice Chair Bartlett at 9:03 a.m. at the Orange County Transportation Authority Headquarters, 550 South Main Street, Board Room – Conference Room 07-08, Orange, California.

Roll Call

Following the Invocation and Pledge of Allegiance, the Clerk of the Board noted a quorum was present, with the following Directors in attendance:

Directors Present: Lisa A. Bartlett, Vice Chair
Laurie Davies
Barbara Delgleize
Andrew Do
Lori Donchak
Steve Jones
Mark A. Murphy
Richard Murphy
Shawn Nelson
Miguel Pulido
Tim Shaw
Todd Spitzer
Tom Tait
Gregory T. Winterbottom
Ryan Chamberlain, Governor's Ex-Officio Member

Directors Absent: Michael Hennessey, Chairman
Al Murray
Michelle Steel

Also Present: Darrell Johnson, Chief Executive Officer
Ken Phipps, Deputy Chief Executive Officer
Laurena Weinert, Clerk of the Board
Olga Prado, Assistant Clerk of the Board
David DeBerry, Acting General Counsel
Members of the Press and the General Public

Special Calendar

Orange County Transportation Authority Special Calendar Matters

1. Presentation of Resolutions of Appreciation for Employees of the Month for July 2017

Darrell Johnson, Chief Executive Officer (CEO), presented the OCTA Resolutions of Appreciation Nos. 2017-061, 2017-062, and 2017-063 to Manuel Vargas, Coach Operator; Bill Ho, Maintenance; and Gordon Chu, Administration, as Employees of the Month for July 2017.

Consent Calendar (Items 2 through 13)

Vice Chair Bartlett noted for today's Board of Directors (Board) meeting that there are a few changes to the agenda order. She stated that Item 16 is deferred to a future Legislative and Communications Committee meeting for further discussion, and Item 17 will be presented immediately after the Consent Calendar.

Vice Chair Bartlett stated that matters on the Consent Calendar are to be approved in one motion unless a Board Member or a member of the public requests separate action on a specific item.

Orange County Transportation Authority Consent Calendar Matters

2. Approval of Minutes

A motion was made by Director Davies, seconded by Director Nelson, and declared passed by those present, to approve the Orange County Transportation Authority and affiliated agencies' regular meeting minutes of July 10, 2017.

3. Oversight Controls and Contract Compliance Related to Agreements for Public Outreach for the West County Connectors Project, Internal Audit Report No. 17-509

A motion was made by Director Davies, seconded by Director Nelson, and declared passed by those present, to receive and file the Oversight Controls and Contract Compliance Related to Agreements for Public Outreach for the West County Connectors Project, Internal Audit Report No. 17-509.

4. Department of Homeland Security, Federal Emergency Management Agency, Region IX Grants Management Division, Financial Monitoring Review of 2014 and 2015 Transit Security Grant Program Funding

A motion was made by Director Davies, seconded by Director Nelson, and declared passed by those present, to receive and file financial monitoring review letter from Region IX of the Grants Management Division of the Department of Homeland Security's Federal Emergency Management Agency, dated June 27, 2017, as an information item.

5. State Legislative Status Report

Director Spitzer pulled this item and asked why there is an opposed recommendation for Assembly Bill (AB) 1069. Lance Larson, Executive Director of External Affairs, responded that OCTA is following other stakeholders by opposing the bill, highlighted OCTA's concerns, and the opposed position is being noticed by the author.

Director Spitzer inquired what the public policy goal is. Mr. Larson responded that the taxicab association does not want to pay for different permits in order to operate in Orange County. In addition, OCTA has been discussing the various concerns with the author.

Mr. Larson also stated that at the July 20th Legislative and Communications Committee meeting, a member of a taxicab company provided public comments that they are neutral on AB 1069. A discussion ensued.

A motion was made by Director Nelson, seconded by Director Delgleize, and declared passed by those present, to adopt an OPPOSE position on AB 1069 (Low, D-Campbell), which would require regional transportation agencies in specified counties to regulate and administer a taxicab program.

6. Federal Legislative Status Report

A motion was made by Director Davies, seconded by Director Nelson, and declared passed by those present, to receive and file as an informational item.

7. Federal Transportation Program Strategic Regulatory and Funding Consulting Services

A motion was made by Director Davies, seconded by Director Nelson, and declared passed by those present, to:

- A. Approve the selection of Cardinal Infrastructure, LLC, as the firm to provide strategic consultation to the Orange County Transportation Authority on federal transportation program development, regulatory, and funding processes.

7. (Continued)

- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-7-1700 between the Orange County Transportation Authority and Cardinal Infrastructure, LLC, in the amount of \$318,000, to provide strategic consultation to the Orange County Transportation Authority on federal transportation program development, regulatory, and funding processes, for a two-year term.

8. Fourth Quarter Fiscal Year 2016-17 Procurement Status Report

A motion was made by Director Davies, seconded by Director Nelson, and declared passed by those present, to receive and file as an information item.

9. Approval to Release Request for Proposals for Investment Management Services

Vice Chair Bartlett pulled this item and noted that this item has come before the Board on a previous agenda, and at that time, OCTA seemed to have a number of evergreen contracts. She conveyed her appreciation that staff brought this item forward to release a Request for Proposals.

A motion was made by Vice Chair Bartlett, seconded by Director M. Murphy, and declared passed by those present, to:

- A. Approve the proposed evaluation criteria and weightings for Request for Proposals 7-1813 for investment management services.
- B. Approve the release of Request for Proposals 7-1813 for investment management services of the Orange County Transportation Authority's investment portfolio for a five-year initial term with two, two-year option terms.

Director Pulido abstained on this item.

10. Second Quarter 2017 Debt and Investment Report

A motion was made by Director Davies, seconded by Director Nelson, and declared passed by those present, to receive and file the Quarterly Debt and Investment Report prepared by the Treasurer as an information item.

Orange County Transit District Consent Calendar Matters

11. Approval to Release Invitation for Bids for Liquefied Natural Gas Tank Removal at the Anaheim and Garden Grove Bus Bases

A motion was made by Director Davies, seconded by Director Nelson, and declared passed by those present, to approve the release of Invitation for Bids 7-1756 for the liquefied natural gas tank removal at the Anaheim and Garden Grove bus bases.

Orange County Local Transportation Authority Consent Calendar Matters

12. Cooperative Agreement with the California Department of Transportation for the Interstate 5 High-Occupancy Vehicle Improvement Project from State Route 55 to State Route 57

A motion was made by Director Davies, seconded by Director Nelson, and declared passed by those present, to authorize the Chief Executive Officer to negotiate and execute Cooperative Agreement No. C-7-1817 between the Orange County Transportation Authority and California Department of Transportation, in the amount of \$30,849,000, comprised of a construction capital share of \$26,049,000, and a construction management services share of \$4,800,000, for the Interstate 5 high-occupancy vehicle improvement project between State Route 55 and State Route 57.

13. Approval to Release Request for Proposals for Construction Management Support Services for the Interstate 5 High-Occupancy Vehicle Improvement Project Between State Route 55 and State Route 57

A motion was made by Director Davies, seconded by Director Nelson, and declared passed by those present, to:

- A. Approve the proposed evaluation criteria and weightings for Request for Proposals 7-1834 for selection of a consultant to provide construction management support services for the Interstate 5 high-occupancy vehicle improvement project between State Route 55 and State Route 57.
- B. Approve the release of Request for Proposals 7-1834 to provide construction management support services for the Interstate 5 high-occupancy vehicle improvement project between State Route 55 and State Route 57.

Regular Calendar

Orange County Transportation Authority Regular Calendar Matters

14. Transit Master Plan - Opportunity Corridors

Darrell Johnson, CEO, provided opening comments, and Gary Hewitt, Project Manager of Transit Planning, provided a PowerPoint presentation for this item as follows:

- Project Schedule,
- Survey Results,
- Opportunity Corridor Evaluation,
- Transit Corridor Types Screened,
- Corridor Segments Screened,
- Corridor Screening Results,
- Freeway Bus Rapid Transit Screening Results,
- Draft Opportunity Corridors, and
- Next Steps.

Director Chamberlain encouraged OCTA to package this item into a robust corridor plan in order for OCTA to be eligible for competitive funding under SB 1. He stated that there needs to be master and corridor plans that include vehicles, bus rapid transit, and other modes.

A motion was made by Director Nelson, seconded by Director Donchak, and declared passed by those present, to direct staff to finalize the Transit Opportunity Corridors based on Board of Directors and upcoming stakeholder input, and return to the Board of Directors in November 2017 with a draft Transit Master Plan.

Director Pulido was not present to vote on this item.

Orange County Transit District Regular Calendar Matters

15. Fiscal Year 2017-18 Bus Service Improvement Plan

Gary Hewitt, Project Manager of Transit Planning, provided a PowerPoint presentation for this item as follows:

- Overview,
- OC Bus 360°,
- Final October 2017 Service Change,
- Draft February 2018 Service Change Plan, and
- Next Steps.

15. (Continued)

A public comment was heard from Jane Reifer, Transit Advocate, commented on the proposed changes to Routes 55 and 57. Ms. Reifer stated that the requested reductions from the City of Newport Beach (Newport Beach) on Route 57 is not productivity related. She also provided concerns and recommendations for Routes 1, 57, 129, and 143.

A discussion ensued regarding:

- Concerns about the Newport Beach City Manager reductions requests for Route 57, and the Board wants Newport Beach City Council's input.
- Transit Committee Chairman Shaw and Director Do highlighted the Transit Committee discussion about Newport Beach's requested changes.
- Staff will ask for Newport Beach's City Council input, obtain the Route 57 ridership data, and work with Newport Beach City staff.
- Director Davies requested additional information regarding the trip elimination of Route 85.
- OC Flex is an on-demand pilot program, and the recommendations would come forward to the Board by October 2017.

Director Do requested an amendment to Recommendation C to note "Exclude Routes 55 and 57 modifications . . ." and a change to the word "seek."

A motion was made by Director Delgleize, seconded by Director Davies, and declared passed by those present, to:

- A. Direct staff to implement a public outreach program to solicit feedback on the Draft February 2018 Service Change Proposal.
- B. Direct staff to return to the Board of Directors on September 25, 2017 with outreach findings.
- C. Exclude Routes 55 and 57 modifications from the October 2017 bus service change, and ask for the City of Newport Beach Council input for the proposed Route 57 service reductions to the Newport Transportation Center and adjacent area.

Due to a potential conflict of interest, Director Tait did not participate or vote on this item.

Directors Pulido and Winterbottom were not present to vote on this item.

Orange County Local Transportation Authority Regular Calendar Matters

16. Consideration of Measure M Identity Enhancements

This item was deferred to a future Legislative and Communications Committee meeting for further discussion.

Discussion Items

17. 91 Express Lanes Intermediate Access Study

(This item was heard immediately after the Consent Calendar.)

Kirk Avila, Treasurer and General Manager of the 91 Express Lanes, provided opening remarks and introduced Jeffrey Fromhertz, Senior Engineering Manager of WSP.

Mr. Fromhertz provided a PowerPoint presentation as follows:

- Study Overview & Agenda,
- Background,
- Potential Intermediate Access Location,
- Alternative 1- Fairmont Direct Access Ramp to 91 Express Lanes,
- Alternative 2- At-Grade Access to 91 Express Lanes,
- Alternative Sections,
- Traffic Operations Impacts: Methodology,
- Traffic Operations Impacts: Overall Findings, and
- Financial Results.

A very lengthy discussion ensued regarding:

- The Santa Ana River air rights were considered in the study and would require an analysis with the Army Corps of Engineers.
- The daily 330,000 vehicles traveled are in both directions.
- Alternatives 1 and 2 funding would, 100 percent, come from the toll revenues.
- Director Pulido requested the vehicle hours saved for Alternatives 1 and 2.
- The State Route 241 north and south are part of this study's base model and assumes the 91/241 connector is built.
- Director Tait asked for a continuous access study for the 91 Express Lanes and provided his concerns.
- Director Tait would like to see a report on the technologies available for continuous access, along with a safety and operational feasibility study.

17. (Continued)

- Continuous access discussion was as follows:
 - It's not financeable for the 91 Express Lanes,
 - Weaving and merging impacts the overall performance of the corridor,
 - Safety and operations concerns,
 - There has been previous discussions,
 - Today's technology cannot be used as an enforcement mechanism,
 - As technology changes, options could be reviewed, and
 - As part of the Interstate 405 Improvement Project, the OCTA California Department of Transportation agreement did not preclude continuous access from the future and would be addressed as technology changes.

- The 91 Express Lanes:
 - At full capacity during the peaks hours, which needs to be considered,
 - Traffic patterns changed with the opening of the Riverside County extension of the 91 Express Lanes,
 - Generates approximately \$50 million in total revenues. Approximately \$11 million for debt service payments, \$15 million to \$20 million for operating costs, and \$5 million capital costs,
 - Excess toll revenues are \$20 million to 25 million per year,
 - To fix certain aspects of the corridor, OCTA needs to understand what to solve, and
 - OCTA needs to define what to solve on the 91 Express Lanes.

- Director Chamberlain suggested, for the upcoming managed lanes Board workshop, to have a comprehensive policy discussion and bring forward available data about the concerns discussed.
- Director Chamberlain stated that each corridor is unique and a review would be needed as to what works best.
- Measure M2 has a project to improve the State Route 55/91 interchange.
- In the future, staff will present a report on the continuous access Interstate 580 Express Lanes in Alameda County that recently opened.
- Status of the 91/241 connector project was provided, and staff would bring forward the recommendations to the appropriate Committee and full Board.

18. Public Comments

There were no public comments received.

19. Chief Executive Officer's Report

Darrell Johnson, CEO, reported that:

- OCTA will soon close the \$629 million Interstate 405 Improvement Project Transportation Infrastructure Finance and Innovation Act (TIFIA) loan. Today, several staff will travel to Washington, D.C., to close out the final TIFIA loan paperwork.
- On July 26th, at 9:00 a.m., OCTA will host a groundbreaking ceremony, in conjunction with the City of Orange, for the new Metrolink Parking Structure at the Orange Transportation Center. Directors M. Murphy and Spitzer are scheduled to speak at the event.
- There are full and partial freeway closures on the Interstate 5 (I-5) will continue to take place through July 28th. The closures are necessary to install overhead signs for the I-5 South County Improvement Project. The work will take place on the I-5 and Pacific Coast Highway interchange from 10:00 p.m. to 5:00 a.m. OCTA will provide updates on the closures through the regular communication channels.
- The OC Fair Express ridership is up by 36 percent over last year.

20. Directors' Reports

Director R. Murphy congratulated staff on obtaining the TIFIA loan for the Interstate 405 Improvement Project.

Director Donchak reported that Director Murray and Mr. Johnson, CEO, spoke at the recent Association of California Cities – Orange County (ACCOC) forum. Directors Delgleize, Donchak, and Shaw attended the forum, and Director Donchak also reported that both SB 1 and active transportation were discussed at the forum.

Director Donchak added her thanks for the TIFIA loan accomplishment, and asked how OCTA stacks up nationally. Mr. Johnson, CEO, responded that this is a large-scale loan, and staff will review how the loan fits in nationally.

Director Davies expressed her appreciation for the OC Fair Express increased ridership. In addition, she recently spoke about the OC Fair Express service at the City of Laguna Woods local channel.

21. Closed Session

There were no Closed Session items scheduled.

22. Adjournment

The meeting was adjourned at 10:31 a.m.

The next regularly scheduled meeting of this Board will be held at **9:00 a.m. on Monday, August 14, 2017**, at Orange County Transportation Authority Headquarters, 550 South Main Street, Board Room – Conference Room 07-08, Orange, California.

ATTEST:

Laurena Weinert
Clerk of the Board

Lisa A. Bartlett
OCTA Vice Chair



COMMITTEE TRANSMITTAL

August 14, 2017

To: Members of the Board of Directors

From: Laurena Weinert, Clerk of the Board

Subject: Fiscal Year 2016-17 Internal Audit Plan, Fourth Quarter Update

Finance and Administration Committee Meeting of July 26, 2017

Present: Directors Do, Jones, R. Murphy, Pulido, and Steel

Absent: Directors Hennessey and Spitzer

Committee Vote

This item was passed by the Members present.

Director Pulido was not present to vote on this item.

Committee Recommendation

Receive and file the fourth quarter update to the Orange County Transportation Authority Internal Audit Department Fiscal Year 2016-17 Internal Audit Plan as an information item.



July 26, 2017

To: Finance and Administration Committee

From: Darrell Johnson, Chief Executive Officer

Janet Sutter, Executive Director
Internal Audit Department

Subject: Fiscal Year 2016-17 Internal Audit Plan, Fourth Quarter Update

Overview

The Orange County Transportation Authority Board of Directors adopted the Orange County Transportation Authority Internal Audit Department Fiscal Year 2016-17 Internal Audit Plan on July 25, 2016. This update is for the fourth quarter of the fiscal year.

Recommendation

Receive and file the fourth quarter update to the Orange County Transportation Authority Internal Audit Department Fiscal Year 2016-17 Internal Audit Plan as an information item.

Background

The Internal Audit Department (Internal Audit) is an independent appraisal function, the purpose of which is to examine and evaluate the Orange County Transportation Authority's (OCTA) operations and activities to assist management in the discharge of its duties and responsibilities.

Internal Audit performs a wide range of auditing services that include overseeing the annual financial and compliance audits, conducting operational and contract compliance reviews, investigations, and agreed-upon procedures reviews. Audits initiated by entities outside of OCTA are coordinated through Internal Audit.

Discussion

The OCTA Internal Audit Department Fiscal Year (FY) 2016-17 Internal Audit Plan (Plan), Attachment A, reflects the status of each audit project as of year-end. Numerous projects were completed or are in progress. Two projects have not been initiated and will be carried over to the FY 2017-18 Plan.

For the Plan year, Internal Audit completed 35 projects, including 21 pre-award agreed-upon procedure reviews (price reviews) and two Buy America reviews. Twenty-two fraud hotline complaints were received. Three of the reports were not related to OCTA. All other reports were reviewed, investigated, and/or referred to management, legal counsel, or other authorities as appropriate. Three memos, with management recommendations, were issued as a result of investigations performed.

Internal Audit provided coordination of an incurred cost audit by California Department of Transportation (Caltrans) of five projects and provided results from the audit to the Finance and Administration Committee on July 13, 2016. OCTA management and staff continue to work with Caltrans on resolution to issues identified during the audit. A final response and determination as to the issues is due from Caltrans staff in December 2017. Internal Audit also provided coordination of a Proposition 1B audit by the Department of Finance, a Federal Emergency Management Agency review of Transit Security Grant Program funding, and the annual and financial compliance audits conducted by independent financial statement auditor, Vavrinek, Trine, Day & Company, LLP.

During the fourth quarter of FY 2016-17, Internal Audit issued an audit of investment management service contracts that included several concerns related to the procurement of treasury management software. Internal Audit recommended that management ensure compliance with procurement procedures and that adequate documentation be prepared and maintained. Internal Audit also recommended that management consider developing a policy with guidelines for the use of OCTA's logo by vendors, staff-provided testimonials, and staff participation in vendor case studies for marketing purposes. Internal Audit also made a recommendation to update agreements with investment managers. Management agreed and indicated that requirements will be re-enforced with staff, justification for decisions will be documented and on file, and consideration would be given to developing a policy related to logos and testimonials. Management also agreed to update the investment manager agreements.

Internal Audit also issued Investments: Compliance, Controls, and Reporting for the period July 1 through December 31, 2016, Internal Audit Report No. 17-510,

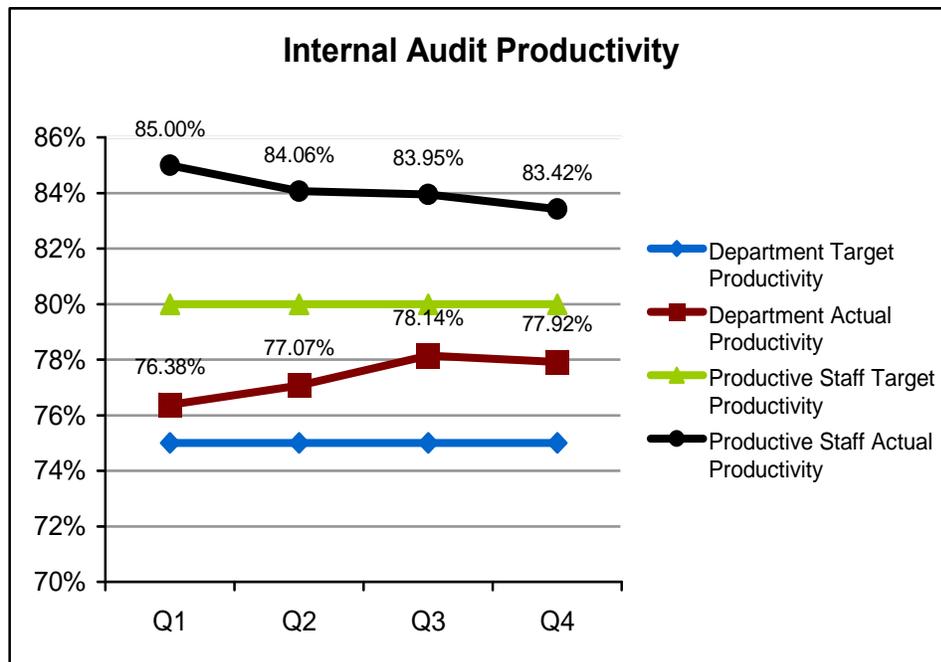
concluding that OCTA complied with its debt, investment, and reporting policies and procedures.

Also during the quarter, Internal Audit completed an audit of oversight controls and contract compliance related to agreements with Caltrop Corporation for public outreach for the West County Connectors Project. Based on the audit, contract oversight by the project manager, compliance with contract terms by the contractor, and invoice review controls were adequate.

Internal Audit Department Productivity

Internal Audit measures the productivity of the department by calculating a productivity ratio. The ratio, used broadly throughout the audit industry, measures the amount of time auditors spend on audit projects versus time spent on administrative duties. Productivity goals are established for both the professional staff and for the department as a whole. Because the Executive Director regularly participates in non-audit management activities such as planning and committee meetings, the department-wide target is set at 75 percent. The target for Internal Audit professional staff, not including the Executive Director, is 80 percent.

By the quarter ended June 30, 2017, Internal Audit had achieved cumulative productivity of 78 percent, and the professional staff achieved cumulative productivity of 83 percent.



Price Reviews

At the request of the Contracts Administration and Materials Management Department (CAMM), and consistent with OCTA's procurement policy, Internal Audit conducts reviews of single bid procurements to ensure that CAMM handled the procurement in a fair and competitive manner. Internal Audit also reviews prices proposed by architectural and engineering firms and sole source contractors, to ensure that the prices are fair and reasonable. Internal Audit makes recommendations to adjust proposed rates where they exceed the rates per review. During the fourth quarter, Internal Audit completed five price reviews. For the year ended June 30, 2017, a total of 21 price reviews were completed with recommended price adjustments, as indicated below:

Quarter	Price Reviews Recommended Adjustments
1	\$ 662,136
2	197,557
3	328,792
4	0
Total	\$ 1,188,485

Fraud Hotline

During the quarter ended June 30, 2017, Internal Audit received four reports through OCTA's Fraud Hotline, www.ethicspoint.com. One report was not related to OCTA, and the other three reports were referred to management.

Monitoring Activities – Metrolink Audit Results

During the quarter, a peer review of Metrolink's audit department was completed by the Association of Local Government Auditors. The peer review team presented the results of its review to Metrolink's Executive Management and Audit Committee, discussing the written recommendations related to the annual self-assessment requirement and verbal recommendations related to governance.

Findings and Recommendations Tracking

At the request of the Finance and Administration Committee, unresolved audit recommendations are included with the quarterly updates to the Plan as Attachment B. Internal Audit includes the findings and recommendations

generated internally, as well as those provided by OCTA's independent financial statement auditors.

During the quarter ended June 30, 2017, Internal Audit performed follow-up of four unresolved audit recommendations. Two recommendations made in the Customer Relations audit have been adequately addressed and removed from the listing. A recommendation related to management's oversight of cities' Senior Mobility Programs has not been fully implemented and will be reviewed again in six months. Similarly, a recommendation related to salary grade changes made in the Budget Development, Monitoring, and Reporting audit has not been fully implemented. Follow-up of four more recommendations is underway as of quarter end. Also, two recommendations were added to the listing as a result of audits issued during the quarter.

Summary

The OCTA FY 2016-17 Plan is being closed-out. Projects that are in process or have not started will be carried forward to the OCTA FY 2017-18 Plan. Internal Audit will continue to perform follow-up of all unresolved findings and recommendations.

Attachments

- A. Orange County Transportation Authority Internal Audit Department FY 2016-17 Internal Audit Plan, Fourth Quarter Update
- B. Outstanding Audit Findings and Recommendations, Audit Reports Issued through June 30, 2017

Prepared by:



Janet Sutter
Executive Director, Internal Audit
714-560-5591

**Orange County Transportation Authority
Internal Audit Department
FY 2016-17 Internal Audit Plan
Fourth Quarter Update**

Audit Activity	Project Number	Description	Primary Audit Type	Planned Staff Hours	Staff Hours to Date	Under (Over)	Status (Date Issued)	External Auditor
Mandatory External Independent Audits								
Annual Financial Audits and Agreed-Upon Procedures Reviews	FY17-001 through FY17-004	Coordinate and report on annual financial and agreed-upon procedures reviews for fiscal year 2016-17.	Financial	375	375	-	Complete	
External Regulatory Audits	FY17-005	Coordinate and report on external audits by regulatory or funding agencies.	Compliance	60	41	19	Complete	
Internal Audit Department Projects								
Risk Assessment and Annual Audit Plan	FY17-100	Annual preparation of the audit plan, quarterly updates to the audit plan, and periodic assessment of risk throughout the year.	Audit Plan and Updates	180	164	16	Complete	
Quality Assurance and Self-Assessment	FY17-101	Update of Internal Audit Policies & Procedures. Annual self assessment of the Internal Audit Department's (Internal Audit) compliance with Government Auditing Standards.	Quality Assurance	180	156	24	Complete	
Fraud Hotline Activities	FY17-102	Administrative duties related to the Fraud Hotline and investigations of reports of fraud, waste, or abuse.	Fraud Hotline	250	321	(71)	22 Reports Received	
Automated Workpaper Solution	FY17-103	Purchase, training, and implementation and updates to automated workpaper solution.	Workpaper System	280	169	111	Complete	
On-Call Audit Services	FY16-105	Prepare scopes of work and establish bench of independent audit firms to provide assistance with (1) performance audits and (2) application of agreed-upon procedures relating to price reviews and Buy America compliance reviews.	On-Call Audit Services	160	106	54	Complete	
Internal Audits								
Security and Emergency Preparedness								
Transit Police Services Contract	FY17-512	Review oversight controls and contract compliance with agreement for provision of Transit Police services.	Compliance	240	338	(98)	In Process	
Human Resources and Organizational Development								
Benefits: Health Insurance Plans and Health Savings Accounts	FY17-506	Review controls in place to ensure proper enrollment, accounting, and compliance with laws, regulations, policies, and procedures.	Operational	320	334	(14)	In Process	
Coach Operator Health Insurance Benefits	FY16-805	Review and test compliance with collective bargaining agreement for the coach operators as it relates to provision of health insurance benefits.	Compliance	300	349	(49)	Complete 3-22-17	
Storm Water Pollution Prevention Plan	FY17-505	Review oversight controls, policies, and procedures to ensure compliance with Environmental Protection Agency regulations.	Compliance	80	128	(48)	In Process	

**Orange County Transportation Authority
Internal Audit Department
FY 2016-17 Internal Audit Plan
Fourth Quarter Update**

Audit Activity	Project Number	Description	Primary Audit Type	Planned Staff Hours	Staff Hours to Date	Under (Over)	Status (Date Issued)	External Auditor
Capital Programs								
Project Controls	FY16-507	Assess and test operating controls of the project controls function within the Capital Projects Division.	Compliance	40	170	(130)	Issued 9-14-16	
Project K: Right-of-Way Acquisition Activities	FY17-5XX	Assess and test controls to ensure compliance with Real Property Department Policies and Procedures for acquisition of property rights related to the Interstate 405 Project K.	Compliance	225		225		
Planning								
Competitive Transportation Funding Program Projects	FY16-511	Review selected projects for compliance with Measure M Ordinance, policies, and procedures.	Compliance	60	77	(17)	Issued 10-12-16	
Transit Operations								
Fleetwatch Fluid Management System	FY17-5XX	Assess adequacy of system controls and data reporting related to dispensing of fuel.	Operational	240		240		
Contracted Fixed Route Operations	FY17-508	Assess adequacy of oversight controls and contract compliance with key provisions of the agreement with First Transit.	Compliance	325	394	(69)	In Process	
Finance and Accounting								
Treasury	FY17-501, FY17-510	Semi-annual review of investments compliance, controls, and reporting.	Compliance	210	284	(74)	Issued 10-12-16 and 4-26-17	
Grant Closeouts	FY16-512, FY17-511	As-needed financial and compliance audits of grants at closeout to ensure propriety of expenditures.	Compliance	40	50	(10)	Issued 9-14-16	
Budget Development and Monitoring	FY16-509	Review and test controls in place over the preparation, monitoring, and reporting related to the annual Orange County Transportation Authority (OCTA) budget.	Operational	325	335	(10)	Issued 3-8-17	
OCTA Policies and Procedures	FY17-507	Review controls in place to ensure proper development, update, and communication of OCTA policies and procedures.	Operational	185	262	(77)	Issued 3-22-17	
Investment Management Service Contracts	FY17-504	Review procurement of, contract compliance, and invoice controls related to investment management service contracts.	Compliance	185	266	(81)	Issued 4-26-17	
Information Systems								
Payment Card Industry/Data Security Standard (PCI/DSS) Compliance	FY17-502	Review of OCTA's compliance with PCI/DSS, including review and evaluation of annual self-assessment to ensure protection of credit card data.	Compliance	225	445	(220)	Issued 1-11-17	

**Orange County Transportation Authority
Internal Audit Department
FY 2016-17 Internal Audit Plan
Fourth Quarter Update**

Audit Activity	Project Number	Description	Primary Audit Type	Planned Staff Hours	Staff Hours to Date	Under (Over)	Status (Date Issued)	External Auditor
Contract Administration and Materials Management (CAMM)								
Price Reviews	PR17-XXX	Cost and price analyses as requested by OCTA's CAMM Department.	Price Review	1,000	800	200	21 Reports Issued	
Buy America	FY16-513, FY17-503	Pre-award and post-delivery reviews to ensure vendors and OCTA are in compliance with federal Buy America requirements.	Compliance	250	97	153	2 Reports Issued 9-9-16 and 9-28-16	
External Affairs								
Customer Relations	FY16-508	Review in-house Customer Relations operation.	Operational	80	195	(115)	Issued 9-14-16	
Public Outreach - West County Connectors Project	FY17-509	Review of oversight controls and contract compliance related to agreement for public outreach.	Compliance	180	370	(190)	Issued 6-28-17	
Unscheduled Reviews and Special Requests								
Unscheduled Reviews and Special Requests	FY17-800	Time allowed for unplanned audits, coordination of external agency audits, and requests from the Board of Directors and management.	Varies	260	13	247		
Monitoring Activities								
Measure M Taxpayer Oversight Committee	FY17-601	Coordination of audit activities on behalf of the Audit Subcommittee of the Measure M Taxpayer Oversight Committee.	Administrative Support	100	35	65	Ongoing	
Metrolink Audit Activities	FY17-602	Obtain and review audit results of Metrolink activities	Non-Audit Service	60	65	(5)	Ongoing	
Bus Base Inspections	FY17-603	At the request of Transit Division, participate on annual bus base inspections.	Non-Audit Service	32	51	(19)	Complete	
Follow-up Reviews								
Follow-up Reviews and Reporting	FY15-7XX, FY17-7XX, FY16-802	Follow-up on outstanding audit recommendations.	Follow-up	300	537	(237)		
Total Audit Project Planned Hours (A)				6,747	6,925	(178)		

**Orange County Transportation Authority
Internal Audit Department
FY 2016-17 Internal Audit Plan
Fourth Quarter Update**

Audit Activity	Project Number	Description	Primary Audit Type	Planned Staff Hours	Staff Hours to Date	Under (Over)	Status (Date Issued)	External Auditor
Internal Audit Administration								
Board of Directors and Committee Meetings				260	159	101		
Executive Steering and Agenda Setting Meetings				180	171	10		
Internal Audit Staff Meetings				150	74	76		
Other Administration				1,500	1,559	(59)		
			Total Hours (B)	8,837	8,887	(50)		
			Department Target Efficiency	75%				
			Target Efficiency - Professional Staff	80%				

**Outstanding Audit Findings and Recommendations
Audit Reports Issued through June 30, 2017**

Audit Issue Date	Report Number	Division / Department / Agency	Audit Name	Recommendation	Initiate Next Update	Management Response	Auditor	Notes
10/3/14	N/A	Finance and Administration (F&A) and Transit	Performance Audit of the Orange County Transportation Authority's (OCTA) Continuity Plan	Auditors recommended that management update the Business Impact Analysis (BIA) and the Continuity of Operations Plan (Plan) to address the 13 weaknesses noted.	Jun-17	Management responded that efforts are underway to update certain portions of the BIA and the Plan. Also, at the direction of the F&A Committee Chairman, staff has agreed to specifically address each issue and planned corrective actions with the Security Working Group of the Board of Directors (Board). <u>Update September 2015</u> : Management has taken actions to adequately address seven of the thirteen weaknesses noted in the audit. The remaining six are expected to be corrected upon completion of the Threat and Hazard Identification and Risk Assessment project and the comprehensive revision of the BIA. The Internal Audit Department (Internal Audit) will follow-up on the remaining issues in one year. <u>Update September 2016</u> : Internal Audit requested update; management indicated that documents will not be completed until May 2017.	Bonelli	In Process
10/15/15	N/A	Human Resources and Operational Development (HROD)	Investigation and Limited Scope Review of Administration of the Deferred Compensation Plan and the Plan Revenue Reimbursement Account	Internal Audit recommends management formalize and document the plan governance structure and committee structure. Committee configuration should be reviewed and consideration given to appointing a member to represent employee groups participating in the plan. Committee members should be appointed and policies should be approved by OCTA.	Jun-17	The Investment Policy (IP) Statement will be formally approved and made available to participants electronically. Management will also post the quarterly meeting minutes, the quarterly reports, and the Account Policy. The committee composition will be included in the IP Statement, with consideration given to expanding the committee. These tasks will be completed by the end of calendar year 2015. <u>Update May 2016</u> : Management has not fully implemented all recommendations. Additional recommendations were provided to encourage management to research and implement best practices with regard to the Committee charter, the IP Statement, and Committee composition. <u>Update December 2016</u> : Management has partially implemented this recommendation; however, an updated IP statement and revisions to the Personnel and Salary Resolution (P&SR) are not yet complete.	Sutter	In Process

Outstanding Audit Findings and Recommendations
Audit Reports Issued through June 30, 2017

Audit Issue Date	Report Number	Division / Department / Agency	Audit Name	Recommendation	Initiate Next Update	Management Response	Auditor	Notes
10/15/15	N/A	HROD	Investigation and Limited Scope Review of Administration of the Deferred Compensation Plan and the Plan Revenue Reimbursement Account	Internal Audit recommends management: 1. Ensure committee members annually reaffirm the IP Statement. 2. Provide training and require committee members to monitor fees charged to the plan and its participants and, when applicable, attempt to negotiate fees to a reasonable level. 3. Exercise oversight of Benefit Funding Services Group (BFSG) to ensure all deliverables required by the agreement are provided. 4. Review invoices for compliance with the agreement terms and obtain proper approval before submitting to Nationwide Retirement Solutions (NRS) for payment.	Jun-17	1. The IP Statement will be annually reaffirmed by the committee. 2. BFSG will provide training to committee members on an annual basis and committee members will review annual reports provided by BFSG and will work with the Contracts Administration and Materials Management Department to negotiate fees if they are deemed unreasonable. 3. Management will ensure that OCTA receives all deliverables specified in the contract. Management will ensure that required annual fee reports are provided by BFSG. 4. BFSG will be required to include the appropriate certification language on all future invoices. All future BFSG invoices will be properly reviewed for compliance with the agreement terms and two authorized parties will approve the invoices before submitting to NRS for payment. <u>Update May 2016:</u> Management has taken some actions; however, additional recommendations were provided in order for management to properly address weaknesses. <u>Update December 2016:</u> Management has partially addressed recommendations; however a revised IP statement is pending and committee member training has not yet occurred.	Sutter	In Process

**Outstanding Audit Findings and Recommendations
Audit Reports Issued through June 30, 2017**

Audit Issue Date	Report Number	Division / Department / Agency	Audit Name	Recommendation	Initiate Next Update	Management Response	Auditor	Notes
1/19/16	N/A	Transit	City of Santa Ana, Senior Mobility Program (SMP)	Internal Audit recommends management: 1. Develop program guidelines, including definition of allowable trip types, requirements for revenue reporting, acceptable allocation of costs, and retention of supporting documentation. 2. Amend cooperative agreements to include detailed information on program requirements. 3. Provide training to cities and exercise oversight to ensure compliance with the Ordinance, cooperative agreements, and program guidelines.	Oct-17	Management will review the current agreement language and scopes of work for each SMP and revise to address the collection and recording of program fees/revenue. In addition, the SMP monthly report template will be revised to specifically document fares/revenue received, the source of city contributions, and documentation to identify how revenues collected are used to support the program. During the annual visit, staff will review the process used to collect and report fares/revenues received. <u>Update August 2016</u> : Management has addressed parts 1 and 2 of the recommendation. Since the new monitoring/site visits will not begin until September 2016, part 3 will remain open. <u>Update April 2017</u> : Management has provided training to cities and agencies and has performed site visits. However, since a few monitoring/site visit checklists were not filled out completely and accurately, and some of the supporting documents on file did not provide adequate support to address the checklist items, Internal Audit will follow-up on this part of the recommendation in six months.	Ng	Initiate next update October 2017

**Outstanding Audit Findings and Recommendations
Audit Reports Issued through June 30, 2017**

Audit Issue Date	Report Number	Division / Department / Agency	Audit Name	Recommendation	Initiate Next Update	Management Response	Auditor	Notes
2/29/16	FY15-515	Capital Programs	Oversight Controls, Contract Compliance, and Billings Related to the Bristol Street Widening Project	Internal Audit recommends management request the City of Santa Ana (City) strengthen controls over timekeeping and periodically review supporting documentation to ensure accuracy of labor charges to the project. Management should also consider disallowing sub-consultant markups through update of contract language in cooperative agreements.	Jul-17	The gas tax agreement will be amended to require the City to certify that its quarterly reconciliation report of actual expenses versus monthly payment requests, including labor hours charged, are true and correct. Staff will review a sample of supporting documents to verify actual expenses and that labor hours billed are supported by time sheets on file. The gas tax agreement will be amended to specifically disallow sub-consultant markups. <u>Update September 2016:</u> The amendment has not been executed due to the City's disagreement with certain terms. After the amendment is executed, staff will review a sample of supporting documentation from quarterly reconciliation reports. <u>Update January 2017:</u> Amendment No. 6 was executed to require that the quarterly reconciliation reports include supporting documentation, as well as certification that the City has deducted all sub-consultant markup costs. Since staff will begin periodically reviewing a sample of supporting documentation to verify labor and other costs charged now that the amendment is executed, Internal Audit will return in six months to assess staff's review of costs charged.	Ng	Initiate next update in July 2017

**Outstanding Audit Findings and Recommendations
Audit Reports Issued through June 30, 2017**

Audit Issue Date	Report Number	Division / Department / Agency	Audit Name	Recommendation	Initiate Next Update	Management Response	Auditor	Notes
2/29/16	FY15-515	Capital Programs	Oversight Controls, Contract Compliance, and Billings Related to the Bristol Street Widening Project	Internal Audit recommends that management design and implement a cost review process that includes review of a sample of City costs charged to the gas tax agreement. Internal Audit also recommends management instruct the City to correct its quarterly reconciliation reports and implement procedures to reconcile City reports with OCTA records.	Jul-17	Staff will periodically sample supporting documentation for costs charged to verify the charges are project-related, supported, and reasonable. Also, the City will be instructed to correct quarterly reconciliation reports based on these audit findings and staff will reconcile each quarterly report with records of payments made under the gas tax agreement. <u>Update September 2016</u> : After the amendment is executed, staff will review a sample of supporting documentation from the City's quarterly reconciliation reports. As of follow-up review, the City made an attempt to adjust its quarterly reconciliation report but did not implement the adjustment fully and correctly; therefore, Internal Audit will keep the recommendation open and ask management to provide suggestions to the City on how to correct its quarterly reconciliation reports. <u>Update January 2017</u> : The City has corrected the overstatement of funding received in the Revised 2nd Quarter 2016 Report. Since staff will begin periodically reviewing a sample of supporting documentation to verify costs charged now that Amendment 6 is executed, Internal Audit will return in six months to assess staff's review of costs charged.	Ng	Initiate next update in July 2017
4/4/16	FY15-513	F&A, Capital Programs	Accounts Payable (AP)	Internal Audit recommends management provide training to ensure consistent enforcement of policies and procedures by AP staff and advise department staff responsible for the exceptions of OCTA's policies and procedures.	Jun-17	The AP supervisor meets bi-weekly with staff and has included training on AP procedures and responsibilities and has/will communicate to departments responsible for the related exceptions as to OCTA's Policies and Procedures. <u>Update January 2017</u> : During the course of the follow-up review, Internal Audit identified additional instances of violations of the Payment Request Policy and the Payment Authorization Policy. Four recommendations were made to F&A and Capital Programs related to the use of Payment Requests for payments against contracts for goods/services not authorized by the contract at the time the expenses were incurred.	Bonelli	In Process

Outstanding Audit Findings and Recommendations
Audit Reports Issued through June 30, 2017

Audit Issue Date	Report Number	Division / Department / Agency	Audit Name	Recommendation	Initiate Next Update	Management Response	Auditor	Notes
10/31/16	N/A	F&A	Fiscal Year 2015-16 Management Letter	Vavrinek, Trine, Day & Co. LLP auditors made four recommendations related to enhancements to information systems security.	Jan-18	Management responded that recommendations would be evaluated and implemented as appropriate.	Tang	
1/4/17	FY17-502	F&A	Payment Card Industry/Data Security Standard (PCI-DSS) Compliance	Management should evaluate resources and controls to ensure full compliance and develop a proposal to achieve compliance and/or provide a reasonable approach moving forward. Management should implement oversight controls to assess the accuracy, timeliness, and sufficiency of Cofiroute USA's (Cofiroute) PCI DSS compliance information.	Jul-17	Management will take the following actions: (1) engage a third party PCI Security Assessor to perform Self-Assessment Questionnaires (SAQ) going forward; (2) assess the remediation items identified in the SAQ and address items that fall into existing security improvement efforts; (3) perform a yearly assessment of Cofiroute's PCI DSS compliance information; (4) undergo a review to determine if OCTA should take the steps necessary to become fully PCI compliant; (5) continue to allocate and prioritize resources to cybersecurity risks while addressing PCI compliance concerns.	Dunning	
1/4/17	FY17-502	F&A	PCI-DSS Compliance	Management should implement procedures to ensure that quarterly network scans are performed and remediation efforts are identified and addressed accordingly. Management should also implement procedures for oversight and monitoring of Cofiroute's activities and incorporate their system scan results into submissions to American Express.	Jul-17	Management agrees with Internal Audit's recommendation and will implement procedures to ensure quarterly network scans are performed. Management will also identify items to be remediated and implement them based on risk and cost. Management will allocate resources to perform periodic assessments of Cofiroute's PCI DSS compliance information.	Dunning	
2/15/17	FY16-509	F&A	Budget Development, Monitoring, and Reporting	Procedures should be developed and documented for the budget development and transfer processes. Management should also ensure project variances exceeding the threshold are investigated in accordance with the budget to actual reporting procedures, or alternatively clarify the investigation requirements in such procedures.	Aug-17	Management agrees with the recommendation and will re-evaluate and document all salary and benefit budget assumptions at a lower level of detail. Also, management will ensure project variances exceeding the threshold continue to be investigated in accordance with the budget to actual reporting procedures, and will clarify investigation requirements in such procedures.	Ng	

Outstanding Audit Findings and Recommendations
Audit Reports Issued through June 30, 2017

Audit Issue Date	Report Number	Division / Department / Agency	Audit Name	Recommendation	Initiate Next Update	Management Response	Auditor	Notes
2/15/17	FY16-509	F&A	Budget Development, Monitoring, and Reporting	Management should implement procedures to ensure that changes to salary grade levels are based on reasonable and consistent methodologies and that documentation is maintained. Changes should also be communicated to management prior to seeking Board approval.	May-18	HR management will ensure that P&SR changes are communicated to management prior to seeking Board approval. During the budget process, salary grade level changes to the P&SR will be presented to the Executive Steering Committee prior to Board approval. Current documentation methods for classification salary grade changes will be reviewed to determine the best practice for documenting these actions. HR is in the process of obtaining a compensation and market salary data system. This system will be utilized to enhance data collection, consistency, and documentation. <u>Update June 2017</u> : Internal Audit found that recommended upgrades to a job family were not supported by the data collected and stated criteria and documentation supporting grade change recommendations requires improvement. As such, this recommendation will remain open.	Ng	Initiate next update in May 2018
2/15/17	FY16-509	F&A	Budget Development, Monitoring, and Reporting	Management should clarify the Position Control Policy (Policy) with regard to Board approved positions, develop procedures to ensure that the total number of employees does not exceed the Board-approved number, and obtain Chief Executive Officer (CEO)-approval for dual-filled positions. Management should also develop controls to ensure compliance with the Policy.	Aug-17	The Policy will be reviewed and revised to clarify the approval process by the OCTA Board. Current procedures will be reviewed to determine if further action is required to ensure the total number of employees do not exceed the Board approved number. In addition, recruitments that will result in a dual-fill will require the authorization of the CEO.	Ng	
2/15/17	FY16-509	F&A	Budget Development, Monitoring, and Reporting	Actual budgeted amounts should be shown on the Sole Source List. For services that could be performed by multiple vendors, the budget package should provide an explanation and justification for using the selected vendors.	Aug-17	Management agrees with Internal Audit's recommendation and will show the actual budgeted amount for software and hardware maintenance when the Sole Source List is presented to the Board for approval. Management also will develop a budget justification for emergency malware support in the budget package.	Ng	

Outstanding Audit Findings and Recommendations
Audit Reports Issued through June 30, 2017

Audit Issue Date	Report Number	Division / Department / Agency	Audit Name	Recommendation	Initiate Next Update	Management Response	Auditor	Notes
3/8/17	N/A	Planning, Transit	Measure M Agreed-Upon Procedures Reports	Staff should monitor implementation of auditor recommendations included in the Measure M Agreed-Upon Procedures Reports.	Sep-17	<u>Note:</u> Multiple recommendations were made to the County of Orange (County) and several cities related to the Local Fair Share, Senior Mobility Program, and Senior Non-Emergency Medical Transportation Program. The County and city management responses are included with the reports and follow-up with the County and applicable cities will be performed by OCTA staff.	Sutter	
3/9/17	FY17-507	F&A	OCTA Policies & Procedures	Management should update procedures to include a communications plan to ensure that employees expected to comply with policies are properly notified. Communication should occur, as appropriate, for both new and revised policies.	Sep-17	Management agrees with the recommendation and has taken steps to ensure communication is made to all employees when new policies are created or existing policies are updated.	Dunning	
3/9/17	FY17-507	F&A	OCTA Policies & Procedures	Management should implement procedures to notify division management of expiring policies. Follow-up should be performed to ensure policies are reviewed and updated in a timely manner.	Sep-17	Management agrees with the recommendation and will take steps to ensure that policies are updated on the mandated two year cycle.	Dunning	
3/9/17	FY17-507	F&A	OCTA Policies & Procedures	Management should implement controls to help ensure the accuracy and completeness of the master list of policies and procedures.	Sep-17	Management agrees with the recommendation and will implement procedures to ensure that the master list of policies and procedures is maintained with accuracy and completeness.	Dunning	

Outstanding Audit Findings and Recommendations
Audit Reports Issued through June 30, 2017

Audit Issue Date	Report Number	Division / Department / Agency	Audit Name	Recommendation	Initiate Next Update	Management Response	Auditor	Notes
4/12/17	FY17-504	F&A	Investment Management Service Contracts	Management should ensure compliance with procurement policies and ensure that decisions to accept deviations from the RFP are documented, along with the calculations and methodologies used when cost estimates are prepared by staff. Documentation on file should justify the reasons for changes to the RFP after proposals are received and the value of the cost proposal estimate should translate to the value of the contract issued. Finally, management should consider developing a policy with guidelines for the use of OCTA's logo by vendors, staff-provided testimonials, or staff participation in vendor case studies for marketing purposes.	Oct-17	CAMM will ensure an ICE is provided as required and will re-enforce this requirement with staff during meetings and training exercises. Likewise, CAMM will remind staff that project managers may not conduct direct negotiations without CAMM staff being present. If the evaluation committee recommends for award a pricing model and methodology that differs from the RFP, the contract administrator will be required to clearly indicate such in the procurement memo along with the reason for the recommendation. CAMM management will ensure that staff understands the need for documentation which demonstrates the method for calculating final pricing as well as how the pricing criteria was scored. Additionally, contracts will be issued consistent with the cost estimate on file. Documentation will be required in the contract file if a contract is issued in an amount that varies greatly from the cost estimate. Lastly, management agrees to consider developing a policy with guidelines for the use of OCTA's logo by vendors, staff-provided testimonials, or staff participation in vendor case studies for marketing purposes.	Tang	
4/12/17	FY17-504	F&A	Investment Management Service Contracts	Internal Audit recommends that management review and update the investment management agreements to include appropriate and applicable contract clauses.	Oct-17	CAMM agrees to work with Treasury to review the current investment manager agreements and update them to include applicable clauses.	Tang	



COMMITTEE TRANSMITTAL

August 14, 2017

To: Members of the Board of Directors
From: Laurena Weinert, Clerk of the Board
Subject: Draft Fiscal Year 2017-18 Internal Audit Plan

Finance and Administration Committee Meeting of July 26, 2017

Present: Directors Do, Jones, R. Murphy, Pulido, and Steel
Absent: Directors Hennessey and Spitzer

Committee Vote

This item was passed by the Members present.

Director Pulido was not present to vote on this item.

Committee Recommendations

- A. Approve the Draft Fiscal Year 2017-18 Internal Audit Plan.
- B. Direct the Executive Director of Internal Audit to provide quarterly updates on the Fiscal Year 2017-18 Internal Audit Plan.



July 26, 2017

To: Finance and Administration Committee

From: Darrell Johnson, Chief Executive Officer
Janet Sutter, Executive Director
Internal Audit Department

Subject: Draft Fiscal Year 2017-18 Internal Audit Plan

Overview

At the direction of the Orange County Transportation Authority's Board of Directors, the Internal Audit Department develops and implements an annual risk-based Internal Audit Plan. Implementation of an annual Internal Audit Plan assists management in evaluating the effectiveness and efficiency of projects, programs, and operations, while ensuring that adequate controls and safeguards are in place to protect the Orange County Transportation Authority's assets and resources.

Recommendations

- A. Approve the Draft Fiscal Year 2017-18 Internal Audit Plan.
- B. Direct the Executive Director of Internal Audit to provide quarterly updates on the Fiscal Year 2017-18 Internal Audit Plan.

Background

The Internal Audit Department (Internal Audit) is an independent appraisal function whose purpose is to examine and evaluate the Orange County Transportation Authority's (OCTA) operations and activities to assist management and the Board of Directors (Board) in the discharge of their duties and responsibilities.

Discussion

Internal Audit is presenting the Draft Fiscal Year 2017-18 Internal Audit Plan (Audit Plan) for the Board's approval. The Audit Plan was developed from

an enterprise-wide risk assessment. The Audit Plan will be implemented using Internal Audit staff, on-call consultants, an independent financial audit firm, and other firms as needed.

Fiscal Impact

The Audit Plan has been developed within the resources available in the adopted budget for fiscal year 2017-18.

Summary

The Audit Plan has been developed to support the Board and OCTA management in the discharge of their duties and responsibilities to safeguard assets of OCTA while ensuring those assets are used in an efficient and effective manner.

Attachment

- A. Draft Fiscal Year 2017-18 Internal Audit Plan

Prepared by:



Janet Sutter
Executive Director, Internal Audit
714-560-5591

ORANGE COUNTY TRANSPORTATION AUTHORITY Internal Audit Department



Draft Fiscal Year 2017-18 Internal Audit Plan



Janet Sutter, CIA, CFE
Executive Director, Internal Audit
(714) 560-5591

550 South Main Street
P.O. Box 14184
Orange, CA 92863-1584

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DRAFT

Mission of the Internal Audit Department

The mission of the Internal Audit Department (Internal Audit) of the Orange County Transportation Authority (OCTA) is to assist management and the Board of Directors (Board) in the effective discharge of their duty and responsibility to safeguard the assets of OCTA while ensuring those assets are used in an efficient and effective manner. To this end, Internal Audit serves as an independent appraisal function to examine and evaluate OCTA's operations, activities, internal controls, compliance, opportunities, and risks.

Internal Audit Department Activities

Internal Audit is responsible for examining and evaluating financial, administrative, and operational activities of OCTA, and supplying management with information to assist in its control of assets and operations for which it is responsible.

Internal Audit provides a wide range of auditing services including annual financial and compliance audit oversight, operational reviews, compliance reviews, internal control assessments, investigations, pre-award and post-delivery Buy America reviews, and pre-award price reviews. In addition, all audits initiated by entities outside of OCTA are coordinated through Internal Audit.

Internal Audit measures the efficiency of the department by calculating a productivity ratio. The ratio, used broadly throughout the audit industry, measures the amount of time auditors spend on audit projects versus time spent on administrative duties. Productivity goals are established for the professional audit staff and for the department. The department-wide target includes all professional staff and the Executive Director. For fiscal year (FY) 2017-18, Internal Audit set a department-wide target productivity ratio of 75 percent and a professional audit staff productivity ratio of 80 percent. Because the Executive Director is required to regularly participate in non-audit management activities such as executive planning and committee meetings, the department ratio is set lower than that of the professional staff.

The Government Accountability Office (GAO) broadly defines audits as financial, attestation, or performance audits. Financial audits, including financial statement audits, are assessments of, and assurances about, an entity's financial condition, operating results, or other defined financial criteria. Attestation engagements are both financial and non-financial and result in varying degrees of assurances about specific subject matter. Agreed-upon procedures price reviews, performed by Internal Audit, are an example of attestation engagements whereby Internal Audit applies procedures to specific elements of contractor price proposals.

Internal Audit's efforts, however, are focused primarily on the third category of audits, performance audits, as defined by the GAO. Performance audit objectives vary widely and include review of internal controls, assessment of compliance with laws, regulations, policies and procedures, and assessments of program effectiveness, economy, and efficiency. To more accurately define the objectives of these performance audits, Internal Audit categorizes audit projects in a more descriptive manner as indicated below. It is important to note, however, that most audit projects include objectives consistent with one or more of these audit types.

Compliance – Compliance reviews are performed to ensure that the terms and conditions of contracts, grants, memorandums of understanding, or other agreements are being followed and that there is compliance with Board-adopted policies and procedures, management policies and procedures, and applicable regulatory requirements.

Price Review – Price reviews refer to the agreed-upon procedures reviews performed for architectural and engineering price proposals or sole source proposals to determine if proposed pricing is fair and reasonable. Agreed-upon procedure reviews are also performed on single bid procurements to determine whether the Contracts Administration and Materials Management Department (CAMM) complied with policies and procedures to ensure a fair and competitive process. The procedures performed are the responsibility of CAMM.

Buy America Review – Buy America reviews refer to the pre-award and post-delivery agreed-upon procedures reviews of vehicle purchases in accordance with federal Buy America laws. The procedures are performed based on an agreement with CAMM.

Financial - Financial audits focus on verification of financial transactions and balances. Financial audits include the financial statement audits of OCTA and related legal entities, as well as other attestation audits performed by an independent certified public accounting firm to ensure compliance with the Measure M2 ordinance or other legally mandated requirements.

Internal Control – Internal control reviews are performed to assess whether controls in place are adequate to protect the assets and resources of OCTA and to ensure compliance with laws, regulations, and policies.

Operational - An operational audit is performed to evaluate current operating procedures to determine if they provide for an adequate control environment and to assess whether processes are efficient and effective ways to accomplish the goals of the project, program, or activity. Operational audits generally include elements of both an internal control review and a compliance review.

Internal Audit also performs other activities outlined in the Internal Audit plan as follows:

Monitoring – These activities include providing information to the Audit Subcommittee (Subcommittee) of the Taxpayer’s Oversight Committee (TOC) to assist in their duty to exercise oversight of the expenditure of Measure M2 (M2) funds, participation in annual Transit Division bus base inspections, and observation of bi-annual capital asset inventory counts. Internal Audit also monitors results of audits issued related to Metrolink activities.

Follow-Up Activities – These activities are undertaken to determine whether audit recommendations have been implemented or otherwise satisfactorily addressed.

Investigations – Investigative activities that are performed in response to a complaint or allegation, including those received through OCTA’s Fraud Hotline.

Fiscal Year 2016-17 Accomplishments

- Completed 21 agreed-upon procedures reviews of architectural and engineering, sole source, or single bid proposals and provided CAMM with price adjustment recommendations of nearly \$1.2 million.
- Completed an additional 12 audit projects and two Buy America agreed-upon procedures reviews, resulting in 14 recommendations for improvement to policies, procedures and/or internal controls.
- Exceeded both the department-wide productivity goal of 75 percent and the professional audit staff productivity goal of 80 percent.
- Conducted follow-up on implementation of audit recommendations within six months of report issuance or earlier, as directed by the Finance and Administration (F&A) Committee.
- Performed Internal Audit's annual internal quality assurance and self-assessment review, identifying and addressing areas for improvement to processes, policies, and procedures. Completed revisions to clarify and improve policies and procedures to better reflect Government Auditing Standards (Standards) requirements.
- Provided administration of OCTA's Fraud Hotline and reviewed 22 complaints received during the fiscal year. Referred complaints to legal counsel and /or management, or conducted investigations of allegations, as appropriate. Memorandums with three recommendations for improvement resulted from investigations performed.
- Provided assistance to the Subcommittee of the TOC including, but not limited to, design of agreed-upon procedures for testing compliance with M2 Local Fair Share, Project U Senior Mobility Program, and Senior Non-Emergency Medical Transportation Program expenditures, and for testing the M2 status report. Also, reported results of annual audits and agreed-upon procedures reviews as they relate to Measure M2.
- Prepared scopes of work and procured two benches of audit firms for use on an on-call basis to provide supplementary general audit and price review services.
- Completed implementation of Auto-Audit, an automated working paper and timekeeping system.

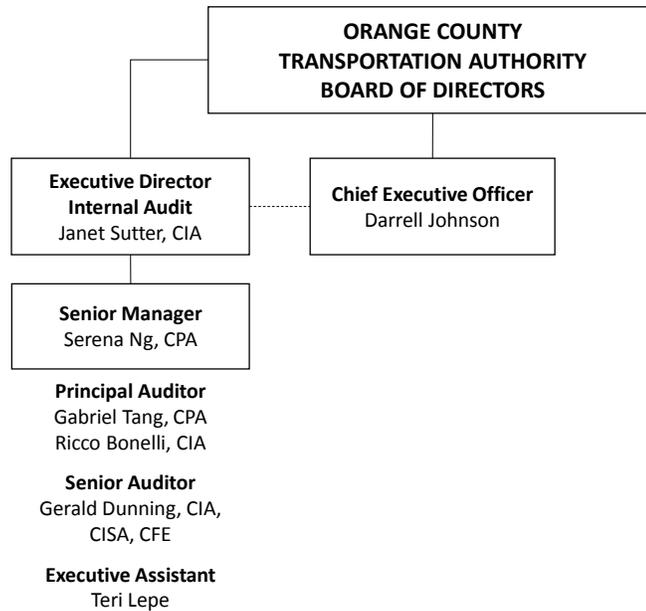
Fiscal Year 2017-18 Goals

- Achieve a department-wide productivity ratio of at least 75 percent and professional staff productivity ratio of at least 80 percent.
- Initiate investigations of all OCTA Fraud Hotline reports within two business days of receipt.

- Conduct agreed-upon procedures reviews, at the request of CAMM, of all architectural and engineering price proposals exceeding \$150,000, to establish the reasonableness of proposed rates and recommend price adjustments for potential savings. Also, provide for price review of sole source proposals exceeding \$50,000, and agreed-upon procedures reviews of single bid procurements as requested.
- Conduct agreed-upon procedures reviews, at the request of CAMM, of vehicle purchases in accordance with Buy America laws.
- Review audit committee charters of the F&A Committee and the Subcommittee of the TOC and recommend updates based on relevant changes in professional guidance. Both charters should be completed and presented to the respective committee annually.
- Assist the Subcommittee of the TOC with the design and update of agreed-upon procedures for M2-related audits, and provide progress updates and final results of all M2-related audits.
- Conduct follow-up on implementation of audit recommendations within six months of report issuance or earlier, as directed by the F&A Committee, and report the results as part of the quarterly updates to the Internal Audit plan.
- Provide quarterly updates to the F&A committee and the Board on the status of projects and activities included in the annual audit plan. Provide these updates no later than 30 days after quarter-end.
- Improve the effectiveness of Internal Audit by continuing to assess the risk profile of the organization and update the Risk Assessment as appropriate to reflect organizational changes.
- Perform Internal Audit's annual internal Quality Assurance and Self-Assessment review by March 31, 2018, and make any noted improvements to Internal Audit's processes, policies, and procedures.

Internal Audit Organization

Standards provide a framework for government auditors in the areas of transparency, independence, accountability, and quality. These Standards require that auditors be independent in both mind and appearance with respect to the entities for which they perform audit services. Internal Audit has established policies and procedures to comply with Standards and OCTA has established an internal audit function that is organizationally independent. As indicated below, Internal Audit reports functionally to the Board, and administratively to the Chief Executive Officer:



Risk Assessment Process

It is the responsibility of OCTA management to identify, assess, and manage risk. It is Internal Audit’s responsibility to facilitate the identification and assessment of risk, and to monitor and report on how well risks are being managed by OCTA. All organizations face risks, which are defined as those events, actions, or inactions that could cause key business objectives not to be achieved. To mitigate and manage these risks, an organization typically implements internal controls, anticipates and plans for disruptions, develops risk management programs, and engages in other risk mitigation activities.

The key business objective of OCTA is imbedded in its mission statement to “*Develop and deliver transportation solutions to enhance quality of life and keep Orange County moving.*” Delivering these “*transportation solutions*” are several core business units of OCTA, including Transit, Planning, and Capital Programs Divisions. These business units are supported by administrative functions, and all of these services are delivered through a variety of projects, programs, and activities. With a budget exceeding \$1 billion, OCTA delivers transportation solutions through numerous channels, with a variety of stakeholders, with the assistance of the private sector, and for the benefit of diverse customers.

Recognizing both the enormity of OCTA’s projects, programs, and activities, as well as the constraints of Internal Audit resources, Internal Audit maximizes its effectiveness by engaging in an annual risk assessment process to establish the priorities of the department for the upcoming fiscal year.

Risk Assessment Methodology

Internal Audit established the architecture of the Risk Assessment by first identifying all OCTA projects, programs, contracts, and functions (auditable entities). Internal Audit then identified six categories of risks and assigned weightings as follows:

Financial and Compliance Risks (20%) – The magnitude of financial exposure to OCTA and the degree of regulatory oversight and/or the volume of regulation with substantial fines, penalties, or other sanctions for noncompliance.

Security and Safety Risks (15%) – The impact of a security breach to OCTA customers, contractors, employees, or the public, and the degree of severity (catastrophic, significant, moderate, or minimal) resulting from incidents or accidents.

Operational and Strategic Risks (15%) – The severity of impact of a disruption in the operation of this OCTA project or program on Orange County travelers, and the significance of this project or program to OCTA’s strategic success.

Image and Reputation Risks (15%) – The intensity of public interest and awareness, and the visibility of the project, program, or function to the media.

Complexity of Operations (15%) – The number of individuals, departments, contractors, information systems, and manual processes involved in the delivery of this project or program, and the degree to which transactions require professional judgment or technical expertise.

Time Since Last Audit (20%) – The length of time since the last audit or review was conducted and the results of that review.

Internal Audit then developed the following assigned ratings for each risk:

Risk Rating	Description
4.0 – 5.0	High Risk
3.0 – 3.9	Moderate to High Risk
2.1 – 2.9	Moderate Risk
1.6 – 2.0	Low to Moderate Risk
1.0 – 1.5	Low Risk

Following are examples of the Risk Assessment results for four different auditable entity types:

Auditable Entity	Audit History	Audit Requirement	Time Since & Results of Last Audit						Complexity of Operations	Weighted Average Risk
			20%	20%	15%	15%	15%	15%		
Project Controls	2016	No	1	5	1	4	3	4	3	
Purchasing Cards		No	3	1	1	2	4	1	2	
ACCESS Eligibility	2015	No	1	4	3	4	5	3	3.3	
Buy America Compliance		Yes	As Needed						N/A	

Following the risk assessment of each of approximately 275 auditable entities within OCTA, Internal Audit summarized the results on the heat chart in Appendix A. The heat chart translates the numerical risk ratings of each auditable entity into a more visually appealing format. Auditable entities that require an audit, either by regulation or at the direction of the Subcommittee, are not risk rated, and are reflected as “Required”.

Internal Audit Plan Development

The Internal Audit Plan for FY 2017-18 (Audit Plan), Appendix B, calls for approximately 8,600 Internal Audit hours, exclusive of vacation, sick, holiday, and continuing professional education hours. Of the 8,600 hours, approximately 2,100 relate to administrative activities, including Board and Committee meeting attendance, Internal Audit staff meetings, and other administrative tasks. The purpose of including these hours is to monitor and measure Internal Audit’s productivity.

The Audit Plan includes 435 hours for mandatory audit activities, including hours anticipated to coordinate, review, and report on the results of regulatory agency audits and required financial audits and agreed-upon procedures reviews performed by OCTA’s independent public accounting firm, Vavrinek, Trine, Day and Company LLP. Approximately 880 hours are anticipated for internal audit projects and non-audit activities, such as the annual risk assessment and audit planning process, quality assurance and self-assessment activities, administration and investigation of complaints received through OCTA’s Fraud Hotline, upgrades and improvements to Internal Audit’s automated working paper system, and, in the coming year, engagement of a firm to conduct an information systems risk assessment of OCTA’s environment.

The Audit Plan also includes 1,000 hours for price review services and 250 hours for Buy America review services. Internal Audit anticipates Buy America services will be required for the upcoming procurement of rail cars related to the OC Streetcar project and potential

procurements of buses, pending award of grant funds. While requests for price reviews are unpredictable, Internal Audit anticipates there will continue to be a steady number of requests from CAMM, and this budget is consistent with prior years' experience.

The Risk Assessment developed by Internal Audit is the primary, but not absolute, means by which Internal Audit prioritizes and selects audit projects. There remain other factors that are not taken into account in the Risk Assessment. For example, some high risk auditable entities are not selected because they are projects in their infancy and it would be more suitable to perform an audit after the project is better underway. Other high-risk auditable entities are not selected because of Internal Audit's knowledge of related review activities such as the service organization controls review of Cofiroute, USA (Cofiroute) and the M2 Ten Year Review. Also, a recently completed Federal Emergency Management Agency audit of Transit Security Grant Fund projects. Knowledge of these control review activities reduces the likelihood that audits of Cofiroute operations, the M2 Program Management Office, or certain grant funded projects will be selected. Other subjective factors that enter into the selection of audit projects include knowledge about external or regulatory auditor interest, project or program failures or successes, consideration of the impact to individual departments and/or divisions, and staffing resources.

The Audit Plan includes an audit of oversight controls and contract compliance related to the Interstate 5 Improvement Project from Pacific Coast Highway to San Juan Creek and an audit of the cooperative agreement with Metrolink for design and construction of a control point at 4th Street in the City of Santa Ana. Audits of selected Competitive Transportation Funding Program Projects will also be conducted. With regard to internal operations, audits of purchasing cards, warranty administration, and procedures for ensuring compliance with the Brown Act are included in the Audit Plan. Also, audits of contracted ACCESS services and collection activities for the 91 Express Lanes are planned. Each of the planned projects, along with projects carried over from the prior year Audit Plan, is reflected at Appendix A, along with a brief description and the estimated staff hours required for the audit.

Conclusion

The Audit Plan seeks to align limited audit resources with risk throughout the organization while considering prior audit effort and other factors, as identified in Appendix B. Internal Audit will continue to refine the Risk Assessment to include emerging OCTA projects, programs, contracts, and functions. Internal Audit will also continue to assess the risk ratings and weightings included to most accurately reflect the risk profile of the organization and to allow the greatest coverage of that risk in the annual audit planning process.

**Orange County Transportation Authority
Internal Audit Department
Risk Assessment by Program/Project/Contract/Function
Fiscal Year 2017-18**

Division	Department/Functional Area	Project/Program/Function	RISK ASSESSMENT	7 Year Audit History
Executive				
	Clerk of the Board			
	Public Records Requests		Low to Moderate	2014
	Form 700 Disclosures		Moderate	
	Public Meeting Notice/Granicus System		Moderate	
	Board of Directors Compensation and Ethics Compliance		Moderate	
	Services of Legal Process		Low to Moderate	
	Legal Services			
	Woodruff, Spradlin, & Smart		Moderate to High	2015
	Internal Audit Department			
	Quality Assurance (Peer) Review		Low to Moderate	2016
	Security and Emergency Preparedness			
	Continuity of Operations/Emergency Response		Moderate to High	2014
	Physical Security - All Facilities		Moderate	
	Security Grants		Low to Moderate	
	Transit Police Services		Moderate	
	Facilities - Closed Caption Television System		Moderate	
	Ethics Program		Moderate	
	Public Information Office		Moderate	
Capital Programs				
Highway Projects				
Interstate 5 (I-5)				
	I-5 (between State Route (SR)-57 and SR-55) - Measure M2 (M2) Project A		Moderate	
	I-5 (between Interstate 405 (I-405) and SR-55) - M2 Project B		Moderate	
	I-5 (South of El Toro Road) - M2 Project C			
	Pacific Coast Highway (PCH) to San Juan Creek Road		Moderate to High	
	Avenida Pico to Avenida Vista Hermosa		Moderate	
	Avenida Vista Hermosa to PCH		Moderate	
	State Route (SR-73) to El Toro Road			
	SR-73 to Oso Parkway		Moderate to High	
	Oso Parkway to Alicia Parkway		Moderate to High	
	Alicia Parkway to El Toro Road		Moderate to High	
	I-5 Interchange Projects - M2 Project D			
	Ortega Highway Interchange		Moderate	
	El Toro Road Interchange		Moderate	
	I-5 Continuous High Occupancy Vehicle Project		Moderate	
	SR-57 Improvements - M2 Project G			
	Orangewood Avenue to Katella Avenue		Moderate	2012
	Orangethorpe Avenue to Lambert Road		Moderate	

**Orange County Transportation Authority
Internal Audit Department
Risk Assessment by Program/Project/Contract/Function
Fiscal Year 2017-18**

Division	RISK ASSESSMENT	7 Year Audit History
Department/Functional Area		
Project/Program/Function		
Lambert Road to Tonner Canyon Road	Low to Moderate	
SR-55 Improvements - M2 Project F		
I-405 to I-5	Moderate to High	
State Route 91 Improvements (SR-91)		
Improvements from I-5 to SR-57 - M2 Project H	Moderate	
Improvements from SR-57 to SR-55 - M2 Project I	Moderate	
Tustin Avenue Interchange to SR-55 - M2 Project I	Moderate	
SR-55 to Orange/Riverside County Line - M2 Project J	Moderate	
91 Express Lanes to SR-241 Toll Connector	Moderate	
Interstate 405 (I-405)		
Improvements from I-605 and SR-55 - M2 Project K		
Design-Build Contract Management	High	
Right-of-Way Activities and Reporting	High	
Program Management Activities	High	
Improvements from SR-55 to I-5 - M2 Project L	Low to Moderate	
Grade Separation Projects		
Project Management	Moderate	2013
Labor Compliance	Moderate	
M2: Project O - Grade Separation Projects		
Orangethorpe Avenue Grade Separation Projects	Moderate	2013
Raymond Avenue Grade Separation Project	Moderate	
State College Boulevard Grade Separation Project	Moderate	
Tustin Avenue/Rose Drive Grade Separation Project	Moderate	
Lakeview Avenue Grade Separation Project	Moderate	
M2: Project R - Grade Separation Projects		
Grand Avenue Grade Separation Project	Moderate	
17th Street Grade Separation Project	Moderate	
Main Street Grade Separation Project	Moderate	
Ball Road Grade Separation Project	Moderate	
Orangethorpe Avenue Grade Separation (Anaheim) Projects	Moderate	
Sand Canyon Avenue Grade Separation Project	Moderate	
State College Boulevard Grade Separation (Anaheim) Project	Moderate	
Highway Project Management		
Project Controls	Moderate to High	2016
Real Estate Administration	Moderate	
Right-of-Way Operations	Moderate to High	
Rail Programs and Facilities Engineering		
Local Initiatives		

**Orange County Transportation Authority
Internal Audit Department
Risk Assessment by Program/Project/Contract/Function
Fiscal Year 2017-18**

Division	Department/Functional Area Project/Program/Function	RISK ASSESSMENT	7 Year Audit History
	Project S: Go Local Fixed Guideway Projects		
	OC Streetcar Project	High	
	Passenger Rail Operations and Metrolink Expansion		
	Right-of-Way Maintenance	Moderate	
	Joint Powers Authority Allocation	Moderate to High	
	Fullerton Transportation Center - Elevator Upgrades	Low to Moderate	
	City of Orange Parking Expansion	Moderate to High	
	Placentia Metrolink Station Project	Moderate	
	Laguna Niguel/Mission Viejo ADA Ramps	Low to Moderate	
	Anaheim Canyon Station Improvements	Moderate	
	Program Management Support for Rail Programs	Moderate to High	
	San Juan Capistrano Passing Siding	Moderate	
	San Juan Creek Bridge Replacement	Moderate	
	Control Point 4th St - Santa Ana	Moderate	
	Facilities Engineering	Low to Moderate	2015
	Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency (LOSSAN)		
	Managing Agency Activities		
	Interagency Agreement	Moderate to High	
	Operating Contract - Amtrak	Moderate to High	
	Marketing Activities and Contracts	Moderate	
	Operations and Safety Oversight	Moderate	
	Performance Monitoring/Activity Reporting	Low to Moderate	
	Budget Development and Monitoring	Moderate	
	Planning		
	M2 Program Management Office	Moderate	
	Strategic Planning		
	Regional Modeling and Traffic Operations	Moderate	
	Transportation Planning		
	M2 Environmental Mitigation Program		
	Property Acquisition and Program Administration	Moderate	2013
	Interim Land Management Contracts	Moderate	
	Habitat Restoration Funding Contracts	Moderate	
	Transit and Non-Motorized Planning		
	Bus Facilities Asset Management / Capital Plan	Moderate	
	Fleet Plan	Low to Moderate	
	Bikeway Master Plans	Low	
	Transit Master Plan	Moderate	
	Strategic Initiatives		

**Orange County Transportation Authority
Internal Audit Department
Risk Assessment by Program/Project/Contract/Function
Fiscal Year 2017-18**

Division	RISK ASSESSMENT	7 Year Audit History
Department/Functional Area		
Project/Program/Function		
Strategic Plan - Development and Monitoring	Low to Moderate	
Performance Metrics	Low to Moderate	
Southern California Association of Governments Agreement / Workplan	Low to Moderate	
Geographic Information System Services	Low to Moderate	
Capital Programming		
State/Federal Programs		
State/Federal Improvement Program Funding Administration	Moderate	
Annual 5307 Program of Projects	Moderate	
Proposition 1B Project Monitoring	Moderate	
Transportation Development Act	Required	
Calls for Projects	Low to Moderate	
Local Programs		
Measure M Eligibility	Moderate to High	
Comprehensive Transportaion Funding Program (CTFP)	Moderate	2016
Oversight and Reporting: CTFP	Moderate	
M2 Local Fair Share	Required	
Project V - Community Based Transit Circulators	Moderate	
Project W - Safe Transit Stops	Low to Moderate	
Transit		
Service Planning and Scheduling		
National Transit Database (NTD) Reporting	Required	
Manpower Planning / Extra Board	Moderate to High	
Stops & Zones	Low to Moderate	2013
Schedule Checkers	Low to Moderate	
Service Change Implementation	Moderate	2013
Bus Operations		
Operator Bidding Process	Moderate to High	
Overtime: Scheduled and Unscheduled	Moderate to High	
Operations Training	Moderate	
Field Supervision	Moderate	
Central Communications	Moderate to High	
Timekeeping System	Moderate	
Uniform Allowance	Low	
Community Transportation Services		
ACCESS Eligibility	Moderate to High	2015
Reduced Fare Program - ACCESS Riders	Moderate	

**Orange County Transportation Authority
Internal Audit Department
Risk Assessment by Program/Project/Contract/Function
Fiscal Year 2017-18**

Division	RISK ASSESSMENT	7 Year Audit History
Department/Functional Area		
Project/Program/Function		
Regional Center Day Programs	Moderate to High	2013
Adult Day Health Care Program Agreements	Low to Moderate	
Job Access and Reverse Commute and New Freedom Grant Administration	Moderate	
Senior Mobility Program (M2 - Project U & Transportation Development Act-funded)	Required	
Senior Non-Emergency Medical Transportation (M2 - Project U)	Required	
Contracted Services		
ACCESS Service		
MV Transit ACCESS Operations	High	
Same Day Taxi Service - Yellow Cab of North Orange County	Moderate to High	
First Transit - Contracted Fixed Route Operations	High	
EZ Wallet Program	Moderate	
Maintenance		
Maintenance Employee Incentives	Moderate	2016
Rolling Stock and Inventory Contracts		
Bridgestone/Firestone Tire Lease	Moderate	
Trillium USA - Operate & Maintain Compressed Natural Gas Stations	Moderate	
Cummins Cal Pacific	Moderate	
Engine Purchase and Install	Moderate	
Revenue Vehicle Maintenance	Moderate to High	
Specialty Shop Maintenance	Moderate	
Company Assigned Vehicles	Low to Moderate	
Fuel Management	Moderate	
Transit Technical Services	Moderate to High	
Revenue Vehicle Purchase / Acceptance	Moderate to High	
Non-Revenue Vehicle Purchase	Low to Moderate	
Decommission and Auction of Retired Vehicles	Low to Moderate	
Maintenance Resource Management	Moderate to High	
Timekeeping	Low to Moderate	
Equipment Assignments and Tracking	Low	
Uniform Rental and Cleaning	Low to Moderate	
Facilities Maintenance	Moderate	
Maintenance Training	Low to Moderate	
Motorist Services		
Freeway Service Patrol (M2 Project N)	Moderate	2013
Call Box Program	Low to Moderate	
511 Motorist Aid	Moderate	
Orange County Taxicab Administration Program	Moderate	
Anaheim Transportation Network	Low to Moderate	
Irvine Shuttle	Low to Moderate	

**Orange County Transportation Authority
Internal Audit Department
Risk Assessment by Program/Project/Contract/Function
Fiscal Year 2017-18**

Division	RISK ASSESSMENT	7 Year Audit History
Department/Functional Area		
Project/Program/Function		
Finance and Administration		
Project U - Fare Stabilization	Moderate	
Financial Planning and Analysis		
Budget Development and Monitoring	Moderate to High	2017
Comprehensive Business Plan	Moderate	
Revenue and Revenue Sharing Contracts	Moderate to High	
Grant Administration	Moderate to High	
Transit Performance Metrics	Moderate	
Treasury and Public Finance		
Investments		
Investment Management Service Contracts	Moderate to High	2017 Semi-Annual
Investments- Compliance, Controls, and Reporting	Required	
Endowment Funds	Moderate	
91 Express Lanes		
Operations and Management - Cofiroute USA	Moderate to High	2012
Toll Road Collections	Moderate to High	
Transponders	Moderate	
Building Leases	Low	
Cofiroute - Revenue and Account Management System	Moderate	
Riverside County Transportation Commission Agreement	Moderate	
Accounting and Financial Reporting		
General Accounting	Moderate	Annual
Financial Reporting	Required	
Cost Allocation Plan	Low to Moderate	Annual
Measure M2 Accounting and Reporting	Required	
Sales Tax Revenue Accounting	Moderate	2016
Accounts Payable	Moderate	
Purchasing Cards	Moderate	
Corporate Credit Cards	Low to Moderate	2012
Capital Assets	Moderate	
Pass Sales Program	Low to Moderate	2013
Payroll Operations	Moderate to High	
Administrative Employee Overtime	Moderate	2014
Payroll Garnishments	Low to Moderate	
Farebox Revenue and Collection	Moderate	2015
Petty Cash Funds Administration	Low	
Contract Administration and Materials Management		
Contract Amendments	Moderate to High	
Independent Cost Estimates	Moderate	

**Orange County Transportation Authority
Internal Audit Department
Risk Assessment by Program/Project/Contract/Function
Fiscal Year 2017-18**

Division	Department/Functional Area	RISK ASSESSMENT	7 Year Audit History
	Project/Program/Function		
	Proposal Evaluations	Low to Moderate	
	Protests	Low to Moderate	2015
	Small Purchases	Low to Moderate	
	Buy America Compliance	As Required	
	Purchase Order and Blanket Purchase Orders	Moderate	2014
	Maintenance Inventory Management	Moderate	2012
	Warranty Administration	Moderate	
	Disadvantaged Business Enterprise Program	Moderate	
	Inventory Contracts		
	Unleaded Fuel - Merrimac Petroleum	Moderate	
	Diesel Fuel	Low to Moderate	
	Liquified Natural Gas Contract - Clean Energy	Moderate	2015
	Renewable Natural Gas (Credits Contract)	Low to Moderate	
	General Services		
	Printing and Reprographics	Low to Moderate	
	Records Management	Moderate	
	Lease Management	Low to Moderate	
	Employee Programs	Low	
	Asset Management and Inventory	Moderate	
	Internal Communications and OCTA Policies	Low	2017
	Commuter Club Program	Low to Moderate	2014
	Metrolink Reimbursement Program	Low to Moderate	
	OCTA Store	Low to Moderate	2014
	Lost and Found Operations	Low	
	Information Systems		
	Business Resumption	Moderate to High	2014
	Information Systems Security		
	Intrusion Protection and Detection	High	
	Payment Card Industry-Data Security Standards Compliance	Moderate to High	2016
	Data Center/Physical	Moderate to High	
	Change Management	Moderate	
	Procurement and Inventory Systems	Moderate to High	
	Payroll System	Moderate to High	
	Financial Transaction System	Moderate to High	
	Information Systems Hardware	Low to Moderate	2013
	Telecommunications Equipment	Low to Moderate	2012
	Technology and User Support	Moderate	2015
	Data Warehousing and Business Intelligence	Moderate	
	M2 Sharepoint	Moderate	
	Contracted Services-Support	Moderate	

**Orange County Transportation Authority
Internal Audit Department
Risk Assessment by Program/Project/Contract/Function
Fiscal Year 2017-18**

Division	Department/Functional Area Project/Program/Function	RISK ASSESSMENT	7 Year Audit History
	Tablet Reimbursement Program	Low	
	Transit Technologies	Moderate to High	
Human Resources and Organizational Development			
Risk Management			
	Insurance Program Administration	Moderate	
	Liability Claims Management and Subrogation	Moderate to High	
	Worker's Compensation and Subrogation	Moderate	2012
Employment & Compensation			
	Terminations	Low to Moderate	
	Extra Help and Contract Staffing	Low to Moderate	
	Recruitment and Employment	Moderate to High	
	Compensation	Moderate to High	2012
Benefits			
	Healthcare Plans	Moderate to High	
	Health Savings Account	Moderate	
	Protected Leave	Moderate to High	2014
	Flexible Benefits	Low to Moderate	2013
	Orange County Employees Retirement System	Moderate to High	
	Teamsters Pension Fund Trust	Low to Moderate	
	Employee Assistance Program	Low	
	Deferred Compensation Plans	Moderate	
	Wellness Program	Low	
Employee and Labor Relations			
	Labor Contracts	Moderate	
	Unemployment Claims	Low	
	Grievances	Low to Moderate	2012
	Equal Employment Opportunity	Moderate	
	Title VI Compliance	Moderate	
	Medical Exams	Moderate	
Training & Development			
	Training (Learning Management System)	Low to Moderate	2014
	Educational Reimbursements	Low	2014
Safety and Environmental Compliance			
	Drug and Alcohol Program	Moderate	
	Construction Safety	Moderate to High	
	Employee Safety	Moderate to High	
	Motor Vehicle and Traffic Safety		
	Pull Notice Program	Moderate	2012

**Orange County Transportation Authority
Internal Audit Department
Risk Assessment by Program/Project/Contract/Function
Fiscal Year 2017-18**

Division	RISK ASSESSMENT	7 Year Audit History
Department/Functional Area		
Project/Program/Function		
Safety Specifications	Moderate	
NTD Accident Reporting	Low to Moderate	
Environmental Compliance Program		
Storm Water Pollution Prevention Program	Moderate to High	
Spill Prevention Countermeasure and Control Plan	Moderate to High	
Hazardous Waste Removal	Moderate to High	
Air Quality Management District Permitting and Compliance	Moderate to High	
Environmental Specifications - Contracts	Moderate	
Underground Storage Tank Removal Program	Moderate to High	
External Affairs		
Marketing and Public Outreach		
Marketing and Customer Engagement		
Digital and Creative Services	Low to Moderate	
OCTA Bus Marketing	Low to Moderate	
Bus Advertising Revenue Contracts	Low to Moderate	2013
Rideshare Program	Moderate	
Vanpool Program	Moderate	2014
Customer Engagement & Data Analytics		
Data Analytics / Performance Management	Moderate	
In-House Customer Relations	Low to Moderate	2017
Customer Information Center	Moderate	
Diversity Outreach and Economic Opportunity Programs	Low to Moderate	
Public Outreach		
Project Outreach Contract Management		
SR-91	Moderate	
I-5	Moderate	
Mitigation/Conservation Plan	Moderate	
SR-55	Moderate	
OC Streetcar Project	Moderate to High	
Grade Separation	Moderate	
I-405 Improvement Project	Moderate to High	
State and Federal Relations		
Lobbying Contracts	Low to Moderate	
Grants Development (Application and Oversight)	Moderate	
Subrecipient Monitoring	Moderate to High	

**Orange County Transportation Authority
Internal Audit Department
FY 2017-18 Internal Audit Plan**

Audit Activity	Project Number	Description	Primary Audit Type	Planned Staff Hours
Mandatory External Independent Audits				
Annual Financial Audits and Agreed-Upon Procedures Reviews	FY18-001 through FY18-004	Coordinate and report on annual financial and agreed-upon procedures reviews for FY 2017-18.	Financial	375
External Regulatory Audits	FY18-005	Coordinate and report on external audits by regulatory or funding agencies.	Compliance	60
Internal Audit Department Projects				
Risk Assessment and Annual Audit Plan	FY18-100	Annual preparation of the audit plan, quarterly updates to the audit plan, periodic assessment of risk throughout the year, including the monitoring of audit results of related entities.	Audit Plan and Updates	200
Information Systems Risk Assessment	FY18-104	Engage a firm to conduct an information systems risk assessment for the Orange County Transportation Authority (OCTA) environment. Review should include identification and evaluation of threats, vulnerabilities and safety characteristics of the OCTA information technology environment.	Audit Plan and Updates	120
Quality Assurance and Self-Assessment	FY18-101	Update of Internal Audit Policies & Procedures. Annual self assessment of the Internal Audit Department's (Internal Audit) compliance with Government Auditing Standards.	Quality Assurance	160
Fraud Hotline Activities	FY18-102	Administrative duties related to maintenance of the Fraud Hotline and work related to investigations of reports of fraud, waste, or abuse.	Fraud Hotline	320
Automated Workpaper Solution	FY18-103	System updates/training related to automated workpaper solution.	Workpaper System	80
Internal Audits				
Clerk of the Board				
Public Meetings / Brown Act Compliance	FY18-5XX	Assess systems and controls in place to ensure compliance with the Brown Act.	Compliance	160
Security and Emergency Preparedness				
Transit Police Services Contract	FY17-512	Review oversight controls and contract compliance with agreement for provision of Transit Police services.	Operational	80

**Orange County Transportation Authority
Internal Audit Department
FY 2017-18 Internal Audit Plan**

Audit Activity	Project Number	Description	Primary Audit Type	Planned Staff Hours
Human Resources and Organizational Development				
Benefits: Health Insurance Plans and Health Savings Accounts	FY17-506	Review controls in place to ensure proper enrollment, accounting, and compliance with laws, regulations, policies, and procedures.	Operational	100
Storm Water Pollution Prevention Plan	FY17-505	Review oversight controls, policies, and procedures to ensure compliance with Environmental Protection Agency regulations.	Compliance	32
Capital Programs				
Interstate 405 (I-405) Improvement Project: Project Management Contract	FY18-5XX	Assess and test contract compliance and oversight controls of project management services provided for the I-405 Improvement Project.	Compliance	240
Interstate 5 (I-5) Improvements: Pacific Coast Highway (PCH) to San Juan Creek (SJC) Road		Assess adequacy of contract compliance, oversight, and reporting controls related to the I-5 Improvement Project between PCH and SJC Road.	Internal Control	300
Project K: Right-of-Way Acquisition Activities	FY18-502	Assess and test compliance with reporting requirements related to acquisition of property rights for the I-405 Project K.	Compliance	240
Metrolink Cooperative Agreement for Control Point: 4th Street - Santa Ana	FY18-5XX	Review and testing of compliance with the cooperative agreement with Metrolink for design and construction of a Control Point at 4th Street in the City of Santa Ana and a new power turnout to the Union Pacific Railroad spur track.	Compliance	240
Planning				
Competitive Transportation Funding Program Projects	FY18-5XX	Review selected projects for compliance with Measure M2 Ordinance, policies, and procedures.	Compliance	80
Transit Operations				
Contracted Fixed Route Operations	FY17-508	Assess adequacy of oversight controls and contract compliance with key provisions of the agreement with First Transit.	Internal Control / Compliance	80
Fleetwatch Fluid Management System	FY18-5XX	Assess adequacy of system controls and data reporting related to dispensing of fuel.	Operational	240
ACCESS Service	FY18-5XX	Review and test compliance with key contract provisions, with consideration of program effectiveness and efficiency.	Operational	320

**Orange County Transportation Authority
Internal Audit Department
FY 2017-18 Internal Audit Plan**

Audit Activity	Project Number	Description	Primary Audit Type	Planned Staff Hours
Finance and Accounting				
Treasury	FY18-501	Semi-annual review of investments, compliance, controls, and reporting.	Compliance	200
Grant Closeouts	FY17-511	As-needed financial and compliance audits of grants at closeout to ensure propriety of expenditures.	Compliance	40
91 Express Lanes - Collections	FY18-5XX	Review of compliance and operational performance of collection activities by Cofiroute and Linebarger, Gogan, Blair, & Sampson, LLP.	Compliance	240
Contract Administration and Materials Management (CAMM)				
Price Reviews	PR18-XXX	Cost and price analyses as requested by OCTA's CAMM Department.	Price Review	1,000
Buy America	FY18-XXX	Pre-award and post-delivery reviews to ensure vendors and OCTA are in compliance with federal Buy America requirements.	Compliance	280
Warranty Administration	FY18-5XX	Assess adequacy of controls in place for tracking and recording of warranty repairs and credits.	Internal Control	240
Purchasing Cards	FY18-5XX	Assess and test controls over purchasing cards.	Internal Control	240
Unscheduled Reviews and Special Requests				
Unscheduled Reviews and Special Requests	FY18-8XX	Time allowed for unplanned audits, coordination of external agency audits, and requests from the Board of Directors and management.	Varies	320
Monitoring Activities				
Measure M Taxpayer Oversight Committee (TOC)	FY18-601	Coordination of audit activities on behalf of the Audit Subcommittee of the TOC.	Administrative Support	80
Metrolink Audit Activities	FY18-602	Obtain and review audit results of Metrolink activities	Non-Audit Service	40
Bus Base Inspections	FY18-603	At the request of the Transit Division, participation on annual base inspection teams.	Non-Audit Service	32

**Orange County Transportation Authority
Internal Audit Department
FY 2017-18 Internal Audit Plan**

Audit Activity	Project Number	Description	Primary Audit Type	Planned Staff Hours
Capital Asset Inventory Observation	FY18-604	At the request of the Finance and Administration Division, observe and apply limited procedures related to the bi-annual capital asset inventory counts.	Non-Audit Service	80

Follow-up Reviews

Follow-up Reviews and Reporting	FY15-7XX, FY17-7XX, FY18-7XX, FY16-802	Follow-up on audit findings and recommendations.	Follow-up	320
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Total Audit Project Planned Hours (A) 6,539

Internal Audit Administration

Board of Directors and Committee Meetings				260
Executive Steering and Agenda Setting Meetings				180
Internal Audit Staff Meetings				150
Other Administration				1,500

Total Hours (B) 8,629

Department Target Efficiency (A/B) 76%

Target Efficiency - Professional Staff 80%



COMMITTEE TRANSMITTAL

August 14, 2017

To: Members of the Board of Directors
From: Laurena Weinert, Clerk of the Board
Subject: Federal Transit Administration Grant Authorization Renewal

Transit Committee Meeting of August 10, 2017

Present: Directors Do, Jones, Shaw, and Winterbottom
Absent: Directors Murray, Pulido, and Tait

Committee Vote

This item was passed by the Members present.

Committee Recommendation

Adopt Orange County Transportation Authority Resolution No. 2017-064 authorizing the Chief Executive Officer, or designee, to file applications and execute grant-related agreements with the Federal Transit Administration.



August 10, 2017

To: Transit Committee
From: Darrell Johnson, Chief Executive Officer 
Subject: Federal Transit Administration Grant Authorization Renewal

Overview

The Orange County Transportation Authority, as a direct recipient of federal transit funding, is required to have an authorizing resolution on file with the Federal Transit Administration. A renewed resolution has been requested by the Federal Transit Administration's Region IX office, which authorizes the Chief Executive Officer, or designee, to apply for and receive federal transit funds and execute grant-related agreements.

Recommendation

Adopt Orange County Transportation Authority Resolution No. 2017-064 authorizing the Chief Executive Officer, or designee, to file applications and execute grant-related agreements with the Federal Transit Administration.

Overview

The Federal Transit Administration (FTA) is one of nine modal administrations within the United States Department of Transportation. FTA receives annual funding appropriations from Congress to support transportation projects throughout the nation. Enacted in December 2015, the Fixing America's Surface Transportation (FAST) Act is the current federal authorization for transportation funding programs, which authorizes funds for federal fiscal years 2015-16 through 2019-20. Under the FAST Act, the FTA makes federal funds available to the Orange County Transportation Authority (OCTA) through four major transit funding formula programs listed below, as well as through competitive programs typically released on an annual basis.

- FTA Section 5307 Urbanized Area Formula Program
- FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities
- FTA Section 5337 State of Good Repair Program

- FTA Section 5339 Bus and Bus Facilities Program

Discussion

FTA Region IX staff has requested that OCTA renew its authorizing resolution, which authorizes the Chief Executive Officer (CEO), or designee, to apply for and execute grant agreements on behalf of OCTA. FTA has recently determined that 10 years is the maximum age of such authorization. Since OCTA's current resolution was executed in 1997, a renewed resolution is requested to maintain the agency's legal capacity to pursue and secure federal funding from FTA. OCTA Board Resolution No. 2017-064 is presented for consideration as Attachment A.

An authorizing resolution is required of all FTA grant applicants as a means of demonstrating their legal authority, and is required by several FTA guidance documents, including Circular 5010.1E, Award Management Requirements, and Circular 9030.1E, Urbanized Area Formula Program Guidance. The resolution also helps streamline the funding process and facilitates prompt responses to grant agency requests. OCTA currently has several authorizing resolutions in place, including those for the Federal Emergency Management Agency, United States Department of Homeland Security, and the California Governor's Office of Emergency Services.

Summary

OCTA is required to have an authorizing resolution on file with the FTA, which allows the CEO, or designee, to file applications and enter into grant-related agreements. FTA has requested that OCTA renew its authorizing resolution due to its age. A renewed FTA authorizing resolution is presented for consideration.

Attachment

- A. Resolution of the Orange County Transportation Authority
Federal Transit Administration Grant Authorization

Prepared by:



Ric Teano
Manager, Grants Compliance
External Affairs
(714) 560-5754

Approved by:



Lance M. Larson
Executive Director
External Affairs
(714) 560-5908

**RESOLUTION
OF THE
ORANGE COUNTY TRANSPORTATION AUTHORITY**

FEDERAL TRANSIT ADMINISTRATION GRANT AUTHORIZATION

This Resolution authorizes the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for federal transportation assistance authorized by Chapter 53 of Title 49 of the United States Code (U.S.C.) and any other federal statutes administered by the Federal Transit Administration.

WHEREAS, the Federal Transit Administration has been authorized to provide funding to support public transportation under 49 U.S.C. Chapter 53;

WHEREAS, grants or cooperative agreements for federal financial assistance will impose certain obligations and may require the Orange County Transportation Authority to provide the non-federal share of transportation-related expenses supported with federal financial assistance;

WHEREAS, the Orange County Transportation Authority is legally authorized under Federal, state, or local law to apply for and receive federal assistance;

WHEREAS, the Orange County Transportation Authority is required to provide certain certifications and assurances to the Federal Transit Administration at least annually;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Orange County Transportation Authority:

1. That the Chief Executive Officer or designee is authorized to execute and file an application on behalf of the Orange County Transportation Authority with the Federal Transit Administration for federal assistance authorized by 49 U.S.C. Chapter 53 or any other federal statutes authorizing activities administered by the Federal Transit Administration.
2. That the Chief Executive Officer or designee is authorized to execute and file with the Federal Transit Administration the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a federal assistance grant or cooperative agreement.
3. That the Chief Executive Officer or designee is authorized to execute the grant and cooperative agreements with the Federal Transit Administration on behalf of the Orange County Transportation Authority.
4. That the Chief Executive Officer or designee is authorized to draw payments against available grant funding using the ECHO web system or other Federal Transit Administration automated application used to request payments from grant awards.

CERTIFICATION

The undersigned, acting on behalf of the Orange County Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Orange County Transportation Authority.

ADOPTED, SIGNED, AND APPROVED this _____ day of _____, 2017.

AYES:

NOES:

ABSENT:

ATTEST:

Laurena Weinert
Clerk of the Board

Michael Hennessy, Chair
Orange County Transportation Authority

OCTA Resolution No. 2017-064



COMMITTEE TRANSMITTAL

August 14, 2017

To: Members of the Board of Directors

From: *RW*
Laurena Weinert, Clerk of the Board

Subject: Proposed Response to Orange County Grand Jury Report on the Ortega Highway Project

Executive Committee Meeting of August 7, 2017

Present: Chairman Hennessey, Vice Chair Bartlett, and Directors Do, Nelson, and Shaw

Absent: Directors Donchak and Murray

Committee Vote

This item was passed by the Members present.

Director Nelson was not present to vote on this item.

Committee Recommendation

Authorize the Chief Executive Officer to submit the proposed response to the Orange County Grand Jury report's findings and recommendations as required by California Penal Code 933(c).

Note Corrections:

- To the Staff Report, Page 1, under "**Discussion**", third sentence, "The 90-day deadline occurs on September 3, 5, 2017."
- To Attachment B, Page 1, under addressee, "The Honorable ~~Carrie Carmody~~ Charles Margines" and under solution, "Dear Judge ~~Carmody Margines~~:"
- To Attachment B, Page 2, under "Finding 3", second paragraph, second sentence, "Barring ~~an~~ a dramatic economic downturn, OCTA's experience . . . in cost over time~~z~~."



August 7, 2017

To: Executive Committee

From: Darrell Johnson, Chief Executive Officer 

Subject: Proposed Response to Orange County Grand Jury Report on the Ortega Highway Project

Overview

Staff has prepared a response to the June 5, 2017, report issued by the Orange County Grand Jury entitled, "Ortega Highway: Unnecessary Delays Have Cost Us Millions" for the Orange County Transportation Authority Board of Directors consideration.

Recommendation

Authorize the Chief Executive Officer to submit the proposed response to the Orange County Grand Jury report's findings and recommendations as required by California Penal Code 933(c).

Discussion

California Penal Code 933(c) states that the Orange County Transportation Authority (OCTA) Board of Directors (Board) shall comment on the findings and recommendations of the Orange County Grand Jury (Grand Jury) that pertain to public agency matters under the control of the Board within 90 days of the release of the Grand Jury's final report. The Grand Jury report entitled, "Ortega Highway: Unnecessary Delays Have Cost Us Millions" was released on June 5, 2017. The 90-day deadline occurs on September 3, 2017. The proposed response for the Board's consideration, if approved, will be submitted to the presiding Judge of the Superior Court, who empanels the Grand Jury, with copies filed with the OCTA Clerk of the Board and the Orange County Clerk of the Board of Supervisors.

The Grand Jury's report (Attachment A) indicated that the Master Plan of Arterial Highways has called for the widening of Ortega Highway for more than 50 years. The stated purpose of the Grand Jury's report was to examine the reason for delays on the widening of Ortega Highway.

Summary

The report completed by the Grand Jury provides a comprehensive review of the history as well as the challenges in getting the Ortega Highway project completed.

The Grand Jury concludes that delays to the project have cost taxpayers millions due to the rising costs of constructing new projects and that further delays could cost even more. The report places no blame on OCTA and acknowledges OCTA's attempt to work with cities in planning their projects.

All of the report's findings and recommendations have been agreed to, and are being addressed as outlined in the attached response (Attachment B).

Attachments

- A. Orange County Grand Jury Report
- B. Proposed Response to June 5, 2017, Grand Jury Report

Prepared by:



David Simpson
Manager, Regional Initiatives
External Affairs
(714) 560-5570

Approved by:



Lance M. Larson
Executive Director,
External Affairs
(714) 560-5908

**ORTEGA HIGHWAY:
UNNECESSARY DELAYS HAVE COST US MILLIONS**



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SUMMARY

Continued development in Orange County and, in particular, South Orange County has resulted in increased traffic congestion during peak commuting periods on multiple arterial roadways, including California State Route 74. A roughly 29 mile section of State Route 74 from the City of San Juan Capistrano to Lake Elsinore is also known as Ortega Highway. To date, government agencies have expended tens of millions of dollars to partially widen and restructure portions of Ortega Highway. Additionally, they have budgeted and proposed millions more to complete the widening of the roughly one mile stretch of Ortega Highway from Calle Entradero to the City of San Juan Capistrano/Orange County Line, officially known as the SR 74-Lower Ortega Highway Widening Project.

After years of state, regional, and local agencies wrestling over the SR 74-Lower Ortega Highway Widening Project, a 2011 Settlement Agreement was reached between the California Department of Transportation, the City of San Juan Capistrano, and the Hunt Club Community Association that addressed the Project's aesthetics and the design and construction processes.

In January 2016, the San Juan Capistrano City Council relinquished the City of San Juan Capistrano's role as lead agency in the SR 74-Lower Ortega Highway Widening Project by reversing its December 2015 approval of an engineering consultant contract to finalize the design effort. Ongoing Project delays have resulted in the financial impact of millions of dollars to Orange County taxpayers due to increased Project costs and continue to jeopardize the safety of Orange County residents.

The Board of Supervisors recently authorized the Orange County Public Works Department to take on the role of lead agency on the Project. Accordingly, Public Works has obtained a grant from the Orange County Transportation Authority to proceed with the design engineering for the Project.

REASON FOR THE STUDY

One of the roles of county and city government is to ensure the safety of its residents. The increased development in South County, and the accompanying traffic, necessitates the timely completion of arterial roads to ensure continued safety for all residents. State Route 74 (SR 74), locally referred to as Ortega Highway, is part of the California Freeway and Expressway System and is a main traffic corridor for South County serving 43,500 vehicles daily (Caltrans, 2015).

The Master Plan of Arterial Highways (MPAH), Orange County's long-range roadway master plan, has called for a widening of Ortega Highway for more than 50 years to provide a traffic corridor for increased population (Orange County Transportation Authority, 2017). The delay of SR 74-Lower Ortega Highway Widening Project (Lower Ortega Project or Project) incurred by the actions of the San Juan Capistrano City Council (City Council) in January 2016 has the potential to cost Orange County taxpayers millions of dollars and jeopardizes the safety of those who routinely travel Ortega Highway. These concerns were brought to the 2016-2017 Orange County Grand Jury (OCGJ) in the form of a petition advocating the completion of the Lower Ortega Project. In its role as a citizen watchdog of local government, the OCGJ elected to investigate the causes for the delay, safety

implications, and financial impact this delay will have on Orange County.

METHOD OF STUDY

The OCGJ reviewed dozens of pertinent agency websites and press releases to establish an initial general understanding of the chronology of the Lower Ortega Project. Once a basic understanding of the Project was formed, members of the OCGJ conducted nineteen interviews with impacted stakeholders involved in the Lower Ortega Project, including: elected and appointed City of San Juan Capistrano (City) officials; representatives of the Hunt Club Community Association (Hunt Club), California Department of Transportation (Caltrans), the Orange County Transportation Authority (OCTA); and development representatives from Rancho Mission Viejo (RMV). The OCGJ also conducted interviews with members of the Orange County Board of Supervisors (Board of Supervisors) and representatives of elected State officials of the 73rd State Assembly District and 36th State Senate District representing the City and South Orange County. The OCGJ conducted an extensive examination of City Council records covering council agendas, resolutions, and meeting minutes pertaining to Ortega Highway for the period beginning January 2011 and through March 2017, including a review of the transportation component of the City's General Plan. The OCGJ also reviewed the 2011 Settlement Agreement between the City, Hunt Club, and Caltrans (Stipulated Judgement, 2011); Caltrans and OCTA transportation plans and control documents, including the MPAH (Orange County Transportation Authority, 2017); OCTA grants to the City; and area developer funding agreements.

BACKGROUND AND FACTS

The Lower Ortega Project

Caltrans oversees all state highways and freeways. Ortega Highway is a state highway, thus repairs and projects on Ortega Highway fall under the jurisdiction of Caltrans. Orange County has developed a Master Plan of Arterial Highways (MPAH), a countywide streets and highways plan that focuses on arterial highways consistent with existing and planned land uses. The MPAH map shows the existing and proposed circulation elements and defines their characteristics. Last updated in January 2017, the MPAH has designated Ortega Highway as a four lane arterial highway with a center two-way left turn lane and paved shoulders (Orange County Transportation Authority, 2017).

In Orange County, the MPAH is administered by OCTA. OCTA was formed through a consolidation of seven separate transportation agencies to develop and implement unified transportation programs and services throughout Orange County. As administrator of Orange County's MPAH, OCTA is responsible for maintaining the integrity of the MPAH map through its coordination with the County of Orange and its 34 cities. Local city planning documents must be consistent with the MPAH in order for cities to receive county funding for roadway improvement projects.

With approved plans to construct 14,000 homes, and nearly 5 million square feet of non-residential uses in the area east of the City over the next two decades, additional access from numerous roadways including Ortega Highway will be needed.

Data collected by Caltrans (Caltrans, 2015) on Ortega Highway showed the following five-year traffic volume increase:

	2010	2015
Peak Hour (i.e. busiest hour of the day); vehicles per hour	2,500	4,500
Peak Month (i.e. busiest month of the year); vehicles per day	28,750	45,250
Average Annual Daily Traffic (total annual count divided by 365); vehicles per day	27,500	43,500

The primary goals and benefits cited with regard to the Lower Ortega Project include the following (Orange County Public Works, 2016):

1. Enhance the safety of the road by providing a four lane divided highway with street lighting and bike lanes on both sides of the roadway.
2. Provide a four lane roadway that is consistent with the adopted City's General Plan and the MPAH.
3. Eliminate the current roadway bottle-neck and decrease the existing traffic congestion.
4. Provide drainage improvements to relieve existing flooding that occurs during heavy rains that have resulted in the closure of Ortega Highway.
5. Provide a safe crossing for pedestrians and equestrians via the traffic signal at Ortega Highway and Via Cordova/Hunt Club Drive.
6. Eliminate the current sidewalk gap on the south side of the roadway.
7. Reduce existing noise levels for residential developments by constructing sound walls and utilizing rubberized asphalt for the roadway.

Safety Concerns

The 0.9 mile segment of Ortega Highway between Calle Entradero and the eastern City limit is the last remaining section of two-lane highway between I-5 and Antonio Parkway/La Pata Avenue that remains unimproved. While this narrowing significantly reduces overall throughput (vehicles per hour) traversing Ortega Highway, it also results in several safety-related consequences. Left turning vehicles must cross traffic approaching from one direction and then merge with traffic going the opposite direction, a problematic maneuver especially when there are few, if any, breaks in the oncoming traffic (Maze, 2007).

The completion of this section of Ortega Highway would provide a center median/two way left turn lane, which serves two purposes: it provides a dedicated left turn lane for traffic on Ortega Highway, and it provides a “safe haven” for side street traffic turning left onto Ortega Highway. Additionally, a new traffic signal will provide breaks in the traffic on Ortega Highway, further enabling safer left turns onto and off of Ortega Highway from the residential areas. In order to complete this construction and meet the MPAH design, certain construction elements are necessary.

Delays to the Project

The City prides itself on effectively maintaining its open space character and nearly 40% of the City is open space and park land (City of San Juan Capistrano, 2017). The Hunt Club is a gate-guarded, private residential development that borders on the segment of Ortega Highway that will be affected by completion of the Lower Ortega Project. In 2011, residents of the City, Caltrans, and the Hunt Club differed on what they believed should be the proposed construction elements of the final project and legal objections to the expansion were filed. This delayed work on the widening project.

In 2011, a settlement agreement between all the parties was reached that explicitly detailed the aesthetics, the need for proper traffic control, and the physical scope of the road widening. This agreement was in compliance with the MPAH, the City's General Plan, and the required Environmental Impact Report and was binding on all the parties and their successors. However, the Settlement Agreement left undecided which entity would assume the role of the lead agency on the Project.

Caltrans is legally responsible for Ortega Highway. In keeping with Caltrans' preference to work with local governments when feasible, the Lower Ortega Project was first administered in 2008 by Public Works (Appendix A). After the Settlement Agreement, Caltrans allowed the City to take the role of lead agency. In this role, the City would have an opportunity to reflect San Juan Capistrano's singular nature and culture and address ongoing issues such as drainage and aesthetics.

The City, as the new lead agency, applied for and received grants for the Project from OCTA in the amount of \$1,050,000 for design engineering and \$3,679,800 for right-of-way (Appendix B). The City also received an additional commitment of \$450,000 from developers (City of San Juan Capistrano & Rancho Mission Viejo, LLC, 2013) and then spent funds in accordance with the Settlement Agreement. However, in 2014 a new City Council was elected and sought to oppose the widening project despite the language in the Settlement Agreement specifying that the signing parties and their successors would not oppose efforts to complete the Lower Ortega Project. This further delayed the project.

During interviews with the Grand Jury, some City Council members claimed they had not heard of the Settlement Agreement and some members commented they had heard of it, but had not read it and were not convinced it was relevant to their decision to halt the Project. Further, the City Council refused to waive privilege and allow the Grand Jury to discuss the City Council's understanding of the Settlement Agreement with City staff. As a result, the Grand Jury was unable to determine if the City Council fully understood the consequences of their choice to delay the project.

Financial Impact of Delay

In December 2015, the City Council voted to award a contract for the engineering design of the Lower Ortega Project (City of San Juan Capistrano, 2015). However, in January 2016, the City Council reversed its December 2015 decision and declined to execute the design engineering contract (City of San Juan Capistrano, 2016). The City Council then negated the agreement with

developers that would have contributed \$450,000 towards completion of the Lower Ortega Project.

As a result of this action OCTA informed the City that it required the return of previously advanced funding in the amount of \$705,095, which included repayment of \$185,170. This amount included \$10,000 for lost interest on these funds and non-reimbursable spent funds in the amount of \$175,170 (Appendix C).

The obligation of \$3,679,800 in OCTA Measure M2 right-of-way funding was deferred by the City from June 2015 to June 2017. This one time deferral cannot be further extended. As the right-of-way phase cannot be initiated until the design phase is sufficiently completed, the design phase needed to be completed within 1-1/2 years of the start. Delays to the design phase, caused by the City Council actions in January 2016, resulted in the de facto forfeiture of the OCTA grant funding previously secured for the right-of-way phase, as the design work could not be completed in time.

Funding for the right-of-way phase that the City previously secured through a competitive Measure M2 grant from OCTA will need to be reapplied for by Public Works as they take on the role of lead agency.

The postponement of the Lower Ortega Project had or will have the following financial impact to San Juan Capistrano residents and ultimately on the taxpayers of Orange County:

1. Due to the January 5, 2016, reversal of the City Council position on the Lower Ortega Project, the City authorized the City Manager to reimburse OCTA for grant funds advanced to the City for the Lower Ortega Project in the amount of \$705,095 (Swegles, 2017).
2. The above total included \$175,170 that the City had already spent on the Lower Ortega Project, but that OCTA determined to be ineligible, and \$10,000 interest on the grant funds advanced to the City by OCTA. The City Manager was directed to appropriate the \$185,170 from the Capistrano Circulation Fee Program for Fiscal Year 2016/2017 to reimburse OCTA (May, 2017).
3. From 2013 to 2016 Lower Ortega Project construction costs increased from \$19,305,000 to \$30,533,305 (Orange County Transportation Authority, 2013) (Orange County Public Works, 2016).
4. From 2013 to 2016 Lower Ortega Project right-of-way costs increased from \$6,133,000 to \$12,118,000 (Orange County Transportation Authority, 2013) (Orange County Public Works, 2016).

Interested readers are referred to Appendices A, B, and C for a detailed Lower Ortega Project chronology and list of funding and expenditures.

Future of the Project

In October 2016, Public Works was authorized to take on the role of lead agency via a Resolution of the Board of Supervisors (Orange County Board of Supervisors, 2016). Public Works subsequently submitted an application to OCTA for Measure M2 grant funding of \$1,950,000 for initial engineering costs. Ultimately, Public Works expects the Project to cost

over \$52 million, including engineering, right-of-way, and construction (Orange County Public Works, 2016). Upon the notification of actual award of the initial OCTA funding, Public Works plans to enter into cooperative agreements with developers for matching funds, and with Caltrans to begin the Project approval and environmental documentation phase. In addition, this cooperative agreement would obligate Caltrans to provide matching funds and future funding for Project cost escalation. Public Works also intends to “federalize” the project by updating the environmental documentation for the Project to meet federal National Environmental Policy Act (NEPA) standards, enabling Caltrans to apply to the U.S. Department of Transportation, Federal Highway Administration, so that the Lower Ortega Project would be eligible for future federal funds as they become available.

CONCLUSION

Traffic congestion in South Orange County will continue to be impacted by population growth as well as residential and commercial development. Ortega Highway is one of the main east-west traffic corridors in the area. Caltrans is ultimately responsible for managing the operations of state highways. Public Works, in accordance with Caltrans and OCTA, is responsible for resolving Orange County traffic corridor issues. Both agencies prefer, but are not required, to work through local city governments on such projects.

The City Council’s January 2016 reversal on executing the design engineering contract for the Lower Ortega Project took the City out of the role of lead agency and cost San Juan Capistrano residents \$185,170 in ineligible expenditures and interest. In rejecting the role as lead agency, the City also lost an advantage of having some influence over potential design aspects that could be tailored to the particular aesthetics and culture of San Juan Capistrano.

Continued delays and an inability to move forward with the Lower Ortega Project is a detriment to the mobility of the citizens of South Orange County. Regardless of the agency that takes the lead role in the Project, the following fact is inescapable: Since 1997, when Caltrans initiated the planning for the Lower Ortega Project, roadway construction costs have increased significantly.

While Project cost estimates prepared subsequent to the 2011 Settlement Agreement totaled approximately \$25 to \$30 million for design, right-of-way, and construction, the current Project estimate by Public Works for these same project components totals more than \$52 million. This increase is directly attributable to the over five year delay of the Project by the City.

FINDINGS

In accordance with California Penal Code Sections 933 and 933.05, the 2016-2017 Grand Jury requires (or, as noted, requests) responses from each agency affected by the findings presented in this section. The responses are to be submitted to the Presiding Judge of the Superior Court.

Based on the investigation of, “Ortega Highway: Unnecessary Delays Have Cost Us Millions” in Orange County, the OCGJ has arrived at three principal findings, as follows:

F.1. As lead agency, the City Council’s minimal action from 2011 to 2015 and their January 2016 vote to rescind approval of the engineering design contract unnecessarily delayed the Lower Ortega Project and cost the county millions of dollars.

F.2. Traffic will continue to increase in South Orange County and Ortega Highway is one of the main arterial roads on which this traffic will travel. Until the Lower Ortega Project is complete congestion and safety concerns will remain.

F.3. The costs for completion of the Lower Ortega Project have escalated and are probably still understated. Further delay will result in additional costs for the taxpayers of Orange County.

Penal Code §933 and §933.05 require governing bodies and elected officials to which a report is directed to respond to findings and recommendations. Responses are requested, from departments of local agencies and their non-elected department heads.

RECOMMENDATIONS

In accordance with California Penal Code Sections 933 and 933.05, the 2016-2017 Grand Jury requires (or, as noted, requests) responses from each agency affected by the recommendations presented in this section. The responses are to be submitted to the Presiding Judge of the Superior Court.”

Based on the investigation titled, “*Ortega Highway: Unnecessary Delays Have Cost Us Millions*” in Orange County, the OCGJ makes the following three recommendations:

R.1. OCTA should continue to actively work to resolve future traffic concerns on Ortega Highway.

R.2. City staff should prepare a report for presentation to the City Council and the citizens of San Juan Capistrano by September 1, 2017, assessing any fiscal consequences to the City incurred by their withdrawal from the active participation on the Lower Ortega Project so that citizens are advised of the full impact of actions taken with respect to the Project. This includes fiscal damages, claims, and penalties.

R.3. The County should continue to work towards timely completion of the Lower Ortega Project.

REQUIRED RESPONSES

The *California Penal Code* §933 requires the governing body of any public agency which the Grand Jury has reviewed, and about which it has issued a final report, to comment to the Presiding Judge of the Superior Court on the findings and recommendations pertaining to matters under the control of the governing body. Such comment shall be made no later than 90 days after the Grand Jury publishes its report (filed with the Clerk of the Court). Additionally, in the case of a report containing findings and recommendations pertaining to a department or agency headed by an elected County official (e.g. District Attorney, Sheriff, etc.), such elected County official shall comment on the findings and recommendations pertaining to the matters under that elected official’s control within 60 days to the Presiding Judge with an information copy sent to the Board of Supervisors.

Furthermore, California Penal Code Section §933.05 (a), (b), (c), details, as follows, the manner in which such comment(s) are to be made:

(a) As to each Grand Jury finding, the responding person or entity shall indicate one of the following:

(1) The respondent agrees with the finding

(2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.

(b) As to each Grand Jury recommendation, the responding person or entity shall report one of the following actions:

(1) The recommendation has been implemented, with a summary regarding the implemented action.

(2) The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.

(3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall not exceed six months from the date of publication of the Grand Jury report.

(4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefore.

(c) If a finding or recommendation of the Grand Jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the agency or department head and the Board of Supervisors shall respond if requested by the Grand Jury, but the response of the Board of Supervisors shall address only those budgetary /or personnel matters over which it has some decision making authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.

Comments to the Presiding Judge of the Superior Court in compliance with Penal Code section §933.05 are required from:

Responses are required from the following governing bodies within 90 days of the date of the publication of this report:

1. Orange County Transportation Authority Board of Directors (F.2., F.3., R.1.)
2. Orange County Board of Supervisors (R.3.)
3. San Juan Capistrano City Council (F.1., F.3., R.2.)

Responses are requested from the following non-elected agency or department heads within 90 days of the date of the publication of this report:

1. Orange County Public Works (F.2., F.3., R.3.)

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APPENDICES

APPENDIX A

LOWER ORTEGA PROJECT CHRONOLOGY

- 1997
Caltrans initiates planning for the State Route 74- Lower Ortega Highway Project.
- 2004
The RMV Plan is approved by the Board of Supervisors. The approval includes a condition requiring South County Road Improvement Program (SCRIP) fees to support the Lower Ortega Project.
- January 18, 2005
The City Council adopts a Resolution supporting Orange County's request to the OCTA Combined Transportation Funding Program for funding of the Lower Ortega Project from Calle Entradero to the eastern City limits. Additionally, RMV and Orange County agencies enter into funding agreements; RMV begins design of various new local roadways.
- 2006
California Environmental Quality Act (CEQA), a mandated environmental document required to address potential environmental impacts, is certified for the widening for Orange County portion of the Lower Ortega Project (east of the City limit).
- May 30, 2006
The City Council and Planning Commission, in a joint meeting with Caltrans and Lower Ortega Project consultants, discussed design alternatives related to Caltrans' proposed widening of the Lower Ortega Highway and established a general consensus for project elements.
- March 6, 2007
The City Council approved the proposal to retain an environmental consultant to review the proposed Mitigated Negative Declaration (MND) or other related environmental documentation for the Lower Ortega Project and directed staff to request a full Environmental Impact Report (EIR) from Caltrans.
- May 1, 2007
The City Council (as part of a City Council Action item) shared a letter from the Orange County Fire Authority Division Chief, Dave Pierce, supporting the Ortega Highway widening to four (4) lanes to increase safety for firefighters and citizens.
- 2008
Design for the Orange County portion of the Lower Ortega Project is approved by Caltrans and Public Works and construction begins.

- January 6, 2009
The City Council provides comments on Caltrans' draft of the Lower Ortega Project Environmental Impact Report (EIR).
- March 17, 2009
City Mayor, Mark Neilson, authorizes Caltrans to proceed with the Lower Ortega Project.
- November 30, 2009
Caltrans issues Final Environmental Impact Report (FEIR).
- December 17, 2009
The Hunt Club files a Writ of Mandate and an Administrative Writ of Mandate seeking to invalidate the Lower Ortega Project claiming inadequacies in the FEIR.
- December 29, 2009
The City files a Writ of Mandate seeking to invalidate the Lower Ortega Project claiming inadequacies in the FEIR.
- November 16, 2010
Caltrans issues an addendum to the FEIR that incorporates certain features, improvements, and mitigating measures negotiated through a 2011 Settlement Agreement.
- July 14, 2011
Caltrans, the City, and the Hunt Club reach a settlement of their disputes regarding the FEIR and the Lower Ortega Project and execute the 2011 Settlement Agreement.
- August 11, 2011
The 2011 Settlement Agreement was incorporated in a Judgement entered and stipulated by the Superior Court that decreed:

“Neither the Hunt Club’s filing of its Verified Petition for a Writ of Mandate and an Administrative Writ of Mandate in this proceeding nor the filing of the City CEQA action shall prevent or restrain Caltrans from implementing the "State Route 74-Lower Ortega Highway Widening Project" as described in the FEIR and Addendum, so long as: (a) Caltrans' implementation of that Project is in all respects consistent with the FEIR and Addendum, (b) the Project implements all of the mitigation measures described in the FEIR and reflected in the Addendum, and (c) Caltrans complies with an (d) implements each and all of the terms, conditions, requirements and restrictions imposed upon Caltrans in connection with the implementation and construction of the Project by the 2011 Settlement Agreement incorporated by reference into this Judgment.”

Additionally Section 5.5 of the Executory Agreements Agreement stipulates:

“The City, for itself, its officers, councilmembers, employees, successors and assigns, agrees not to challenge or oppose the implementation of the Project, or seek judicial relief against the Project under the lawsuit, so long as the Project is constructed in accordance with the Project CEQA clearance and this Agreement.”

- November 4, 2011
OCTA and the City execute a Measure M2 Master Funding Agreement in which the City is identified as the lead agency for the design phase of the Lower Ortega Project.
- 2011/12
Construction of Orange County portion of the Lower Ortega Project improvements completed.
- February 5, 2013
The City Council resolves to amend their seven year Capital Improvement Program and submits a Measure M2 Grant Request to OCTA.
- April 8, 2013
OCTA agrees to provide \$1,050,000 in Measure M2 grant funds to the City for the engineering design of the Lower Ortega Project.
- October 15, 2013
The City Council approves a Funding Assistance Agreement with RMV, LLC to secure developer matching funds in the amount of \$450,000 for the engineering design of the Lower Ortega Project.
- November 5, 2013
The City Council approved a Personal Services Agreement with HDR Engineering, Inc. for \$911,013 to prepare plans, specifications, and cost estimates for the Lower Ortega Project; and adopted a Resolution authorizing submission of an application for grant funds through the OCTA "Call for Projects" to fund the Lower Ortega Project's right-of-way phase.
- 2014
The City resumes design on Lower Ortega Project.
- 2015
Caltrans completes construction of Ortega Highway interchange with 1-5.
- March 3, 2015
The City Council approved the request for the OCTA M2 Arterial Capacity Enhancement Program funding deferral for the right-of-way phase.
- April 7, 2015
Approval of closed session minutes from March 17, 25, and 30, 2015. No apparent public notice of the subject matter of the closed session.

- May 26, 2015
The Planning Commission forwarded a resolution for the proposed Fiscal Year 2015/16-2020/21 Capital Improvement Program to the City Council with a recommendation for adoption, based on a finding that the Capital Improvement Program is consistent with the General Plan.
- December 15, 2015
The City Council approves the Professional Services Agreement with Anderson-Penna Partners in the amount of \$1,545,000 million to prepare plans, specifications, and cost estimates for the Lower Ortega Project. Additionally, the Council approves the 1st amendment to the Funding Assist Agreement with RMV.
- January 5, 2016
The City Council approved new Rules of Order and Procedure that will allow discussion and possible actions to reconsider the December 15, 2015 motion regarding the Lower Ortega Project. The City Council cancels design contracts and funding from OCTA and RMV for the Lower Ortega Project.
- June 13, 2016
OCTA, based on the March 2016 Semi-Annual Review of their comprehensive Transportation Funding Programs, cancels grants 13-SJCP-ACE-3657 (\$1,050,000) for engineering design and 14-SJCO-ACE-3723 (\$3,679,800) for right-of-way based in the final action taken by the City Council at the January 5, 2016 meeting that directed staff not to proceed with the Lower Ortega Project.
- August 16, 2016
The City Council directs staff to communicate with OCTA to see if they can delay repayment of grant funds while the City reconsiders being lead agency for the Lower Ortega Project.
- October 11, 2016
Board of Supervisors Resolution authorizing Public Works to apply for OCTA Measure M2 grant monies for initial engineering costs essentially makes Public Works the new lead agency for the Lower Ortega Project.
- October 21, 2016
Public Works submits an *Arterial Capacity Enhancement Application for Ortega Highway Widening Improvements - Project Approval and Environmental Document Phase* to OCTA for initial Lower Ortega Project funding of \$1,950,000.
- February 7, 2017
Due to the January 5, 2016 relinquishment by the City Council as lead agency of the Lower Ortega Project, the City Council authorized the City Manager to reimburse OCTA for grant funds advanced to the City (plus interest earned on the funds) for the Lower Ortega Project, in the amount of \$703,812. Additionally, because the City spent \$175,170 on the Lower Ortega Project that OCTA determined to be ineligible, and the

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City earned \$10,000 on the grant funds advanced to the City by OCTA, the City Manager was directed to appropriate \$185,170 from the Capistrano Circulation Fee Program for Fiscal Year 2016/2017 for reimbursement to OCTA.

APPENDIX B

LOWER ORTEGA PROJECT - Funding History				
Source	Amount	Date	Purpose	Action(s)
OCTA	\$1,050,000	April 8, 2013	M2 Grant 13-SJCP-ACE-3657 provides funds for engineering design of the Lower Ortega Project.	The City of San Juan Capistrano applied for M2 grant funds.
RMV	\$450,000	October 15, 2013	South County Road Improvement Program funds for engineering design of the Lower Ortega Project.	The City of San Juan Capistrano approves Funding Assistance Agreement with RMV.
OCTA	\$1,050,000 \$3,679,800	June 13, 2016	13-SJCP-ACE-3657 (\$1,050,000) engineering design and 14-SJCO-ACE-3723 (\$3,679,800) right-of-way.	Based on the City of San Juan Capistrano's failure to perform, OCTA cancels OCTA grants totaling \$4,729,800.
OCTA	\$1,950,000	October 21, 2016	CP-3455 engineering design of the Lower Ortega Project.	Public Works applies for engineering design funding.

APPENDIX C

LOWER ORTEGA PROJECT - Expenditures (Planned & Actual)				
Source	Amount	Date	Purpose	Action(s)
OCTA	\$1,050,000	April 8, 2013	M2 Grant 13-SJCP-ACE-3657 provides funds for engineering design of the Lower Ortega Project.	City of San Juan Capistrano applied for M2 Grant funds.
City of San Juan Capistrano Capital Improvement Program (CIP-14107)	\$911,013	November 5, 2013	To prepare plans, specifications, and cost estimates for the Lower Ortega Project.	Approved Personal Services Agreement with HDR Engineering, Inc in conjunction with Resolution 13-11-05-02.
City of San Juan Capistrano Capital Improvement Program (CIP-14107)	\$1,545,000	December 15, 2015	To prepare plans, specifications, and cost estimates for the Lower Ortega Project.	Approved Personal Services Agreement with Anderson-Penna Partners, Inc. This approval was later cancelled by the City Council with Resolution 16-01-05 adopted on January 5, 2016.
Capistrano Circulation Fee Program	\$185,170	February 7, 2017	OCTA grant reimbursment.	The San Juan Capistrano City Council directed the City Manager to appropriate \$185,170 from the City's Circulation Fee Program to reimburse OCTA for funds advanced for project administration that were determined to be ineligible. This amount included \$10,000.00 earned interest.

Proposed Response to June 5, 2017, Grand Jury Report

August 14, 2017

The Honorable Carrie Carmody
Presiding Judge of the Superior Court
700 Civic Center Drive West
Santa Ana, CA 92701

Dear Judge Carmody:

The Orange County Transportation Authority (OCTA) is pleased to respond to the findings and recommendations of the June 5, 2017, report issued by the Orange County Grand Jury entitled, "Ortega Highway: Unnecessary Delays Have Cost Us Millions."

OCTA takes very seriously its responsibility to Orange County taxpayers to develop and deliver transportation solutions that enhance the quality of life and keep Orange County moving. Similarly, we appreciate the Orange County Grand Jury's responsibilities that include the examination of all aspects of county government, including special districts, to ensure the county is being governed honestly and efficiently, and public funds are being handled appropriately. OCTA believes that any thoughtful review of how to handle the public's business can only provide for better outcomes.

The widening of Ortega Highway has been envisioned for many years and will help relieve congestion once the project is completed. OCTA is committed to working with all agencies involved to advance this project to address travel demand needs.

Thank you again for the opportunity to respond to this report. If you have any questions, please feel free to contact me at (714) 560-5343.

Sincerely,

Darrell Johnson
Chief Executive Officer

DJ:ds
Enclosure

Orange County Transportation Authority (OCTA)

Responses to Findings and Recommendations to the June 5, 2017 report issued by the Orange County Grand Jury

“Ortega Highway: Unnecessary Delays Have Cost Us Millions”

FINDINGS

Finding 2 – Traffic will continue to increase in South Orange County and Ortega Highway is one of the main arterial roads on which this traffic will travel. Until the Lower Ortega Project is complete congestion and safety concerns will remain.

OCTA agrees with this finding. Based on the latest projections from the Center for Demographic Research at California State University, Fullerton, Orange County is expected to grow in population by ten percent, with a 17 percent growth in employment by 2040. As a result of this growth, it is expected that travel demand will also increase. This makes completion of the planned roadway improvements critical. OCTA's role in the completion of the project pertains to planning. While public safety is a priority for all involved, operational and safety considerations are handled by the California Department of Transportation and local agencies.

Finding 3 – The costs for completion of the Lower Ortega Project have escalated and are probably still understated. Further delay will result in additional costs for the taxpayers of Orange County.

OCTA agrees with this finding. Barring an dramatic economic downturn. OCTA's experience has been that capital projects increase in cost over time,

RECOMMENDATIONS

Recommendation 1 -- OCTA should continue to actively work to resolve future traffic concerns on Ortega Highway.

This recommendation has been implemented. The OCTA Board of Directors is supportive of Ortega Highway Improvements. This has been evidenced by OCTA granting funds for the project through our Measure M competitive grant program to the County of Orange earlier this year. In addition, the Ortega Highway widening project was part of our Long Range Transportation Plan in 2014. OCTA supports the project based on the need for congestion relief.



COMMITTEE TRANSMITTAL

August 14, 2017

To: Members of the Board of Directors

From:  Laurena Weinert, Clerk of the Board

Subject: Guidance for Administration of the Orange County Master Plan of Arterial Highways Related to Complete Streets

Regional Planning and Highways Committee Meeting of August 7, 2017

Present: Directors Delgleize, Do, M. Murphy, Nelson, Spitzer, and Steel

Absent: Director Donchak

Committee Vote

This item was passed by the Members present.

Committee Recommendation

Approve proposed revisions to the Guidance for the Administration of the Orange County Master Plan of Arterial Highways.



August 7, 2017

To: Regional Planning and Highways Committee

From: Darrell Johnson, Chief Executive Officer

A handwritten signature in blue ink, appearing to read "Darrell Johnson", is positioned to the right of the "From:" field.

Subject: Guidance for Administration of the Orange County Master Plan of Arterial Highways Related to Complete Streets

Overview

On April 3, 2017, proposed revisions to the Master Plan of Arterial Highways Traffic Calming Policy were presented to the Regional Planning and Highways Committee. The Regional Planning and Highways Committee directed the proposed revisions back to the Technical Advisory Committee to address the use of traffic calming measures on higher-volume arterials. The Technical Advisory Committee discussed the item on June 26, 2017 and recommended further restricting the use of traffic calming measures on Major and Principal arterials. The Technical Advisory Committee's recommendation is provided for review and approval.

Recommendation

Approve proposed revisions to the Guidance for the Administration of the Orange County Master Plan of Arterial Highways.

Background

The Guidance for Administration of the Orange County Master Plan of Arterial Highways (Guidance) was initially developed to provide local jurisdictions and the Orange County Transportation Authority (OCTA) with a common set of policies and procedures for the administration of the Master Plan of Arterial Highways (MPAH). Revisions have been made over the years to ensure that the Guidance is compliant with state and federal requirements. This includes a major update conducted in 2012 in conjunction with the California Complete Streets Act. To continue supporting complete streets implementation, staff began working with a Technical Advisory Committee (TAC) Ad Hoc group in September 2016 to develop proposed revisions to the Guidance's traffic calming policy. A summary of work to date and recommendations is detailed below.

Discussion

On May 25, 2016, the OCTA TAC appointed an Ad Hoc Committee to develop potential revisions to the MPAH traffic calming policy. Currently, the MPAH Guidance conditionally allows traffic calming measures on two-lane roads (i.e. Collectors and Divided Collectors as defined in the table below). In recognition of the potential safety enhancements and mobility benefits, the Ad Hoc Committee sought to expand allowances for traffic calming measures on MPAH facilities. Over the course of three meetings, the Ad Hoc Committee developed proposed revisions to the Guidance. These revisions focused on further defining traffic calming and clarifying how various types of traffic calming measures are administered on MPAH facilities.

MPAH Classification	Description
Collector	Two lanes, undivided
Divided Collector	Two lanes, divided
Secondary	Four lanes, undivided
Primary	Four lanes, divided
Major	Six lanes, divided
Principal	Eight lanes, divided

On February 22, 2017, the TAC approved the Ad Hoc Committee’s proposed policy revisions and directed staff to advance them to the OCTA Regional Planning and Highways Committee (RPH) for consideration and approval. In April 2017, the RPH discussed the TAC recommendations which proposed to prohibit the use of vertical speed control measures on higher-volume arterials, but offered more flexibility for horizontal speed control measures. Horizontal speed control measures cause vehicles to slow down by adding slight bends in the roadway. In contrast, vertical speed control measures use raised physical features to slow vehicles. The RPH raised concerns specifically about the use of horizontal speed control measures on Major and Principal arterials.

In response to the RPH’s concerns, OCTA staff reconvened the TAC Ad Hoc Committee on May 24, 2017. The Ad Hoc Committee agreed that horizontal speed control measures are generally not appropriate for higher-volume arterials, and few local agencies would use the added flexibility in the proposed policy. Therefore, the TAC Ad Hoc Committee recommended the restriction of horizontal traffic calming measures on Major and Principal arterials. This change is illustrated in Attachment A. To manage speeds on higher-volume arterials, local jurisdictions maintain the option to narrow travel lanes or install intersection control measures such as roundabouts, as long as the number of through lanes are maintained.

The use of traffic calming measures on MPAH facilities under the revised proposed traffic calming policy would maintain the following tenets:

- For Collectors and Divided Collectors, vertical speed control measures (e.g. speed humps) and horizontal speed control measures (e.g. chicanes) are permitted.
- For Secondary and higher arterials, vertical speed control measures are prohibited. For Secondary and Primary arterials, horizontal speed control measures may be conditionally permitted.
- For all MPAH facilities, volume control measures (e.g. street closures and diverters) that discourage or eliminate through traffic are prohibited.

These basic tenets are reflected in the proposed changes to the Guidance, which are detailed in Attachment B (redlined version) and Attachment C (clean version).

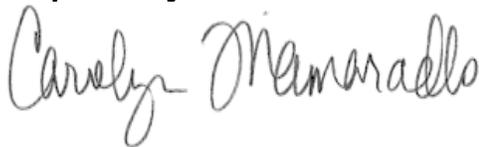
Summary

Over the past year, the Technical Advisory Committee has developed proposed revisions to the traffic calming policy in the Guidance for Administration of the Orange County Master Plan of Arterial Highways. In response to concerns raised by the Orange County Transportation Authority Regional Planning and Highways Committee, the Technical Advisory Committee has recommended changes to the previously-recommended traffic calming policy that would now prohibit the use of speed control measures on Major and Principal arterials.

Attachments

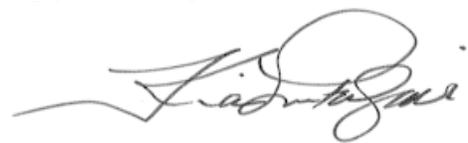
- A. Existing and Proposed Policies
- B. Draft Proposed Revisions to the Guidance for the Administration of the Orange County Master Plan of Arterial Highways – Redlined
- C. Draft Proposed Revisions to the Guidance for the Administration of the Orange County Master Plan of Arterial Highways – Clean

Prepared by:



Carolyn Mamaradlo
Senior Transportation Analyst
(714) 560-5748

Approved by:



Kia Mortazavi
Executive Director, Planning
(714) 560-5741

Existing and Proposed Policies

Existing Policy

	Collector (Two Lanes Undivided)	Divided Collector (Two Lanes Divided)	Secondary (Four Lanes Undivided)	Primary (Four Lanes Divided)	Major (Six Lanes Divided)	Principal (Eight Lanes Divided)
Traffic Calming Measures	Conditional Use		Prohibited			

Previously-Recommended Policy (April 2017)

	Collector (Two Lanes Undivided)	Divided Collector (Two Lanes Divided)	Secondary (Four Lanes Undivided)	Primary (Four Lanes Divided)	Major (Six Lanes Divided)	Principal (Eight Lanes Divided)
Speed Control Measures (Horizontal Measures)	Allowed (Revised Policy)		Conditional (New Policy)			
Speed Control Measures (Vertical Deflections)			Prohibited (Clarified-Previous Policy Maintained)			
Volume Control Measures	Prohibited (Clarified-Previous Policy Maintained)					

Currently-Proposed Policy (August 2017)

	Collector (Two Lanes Undivided)	Divided Collector (Two Lanes Divided)	Secondary (Four Lanes Undivided)	Primary (Four Lanes Divided)	Major (Six Lanes Divided)	Principal (Eight Lanes Divided)
Speed Control Measures (Horizontal Measures)	Allowed (Revised Policy)		Conditional (New Policy)		Prohibited (Clarified-Previous Policy Maintained)	
Speed Control Measures (Vertical Deflections)			Prohibited (Clarified-Previous Policy Maintained)			
Volume Control Measures	Prohibited (Clarified-Previous Policy Maintained)					

Draft Proposed Revisions to the Guidance for the Administration of the Orange County Master Plan of Arterial Highways - Redlined

2.0 GOALS AND POLICIES

The following goals and policies are intended to serve as recommended countywide guidelines and to provide direction to local agencies that opt to implement the MPAH. A goal is a general expression of countywide values and sets the long range vision for the relationship among transportation and land use. A policy is a specific statement that facilitates decision making regarding issues, process, and constraints.

1. Goal: Provide a Countywide Circulation (Arterial Highway) System to Accommodate Regional Travel Demand

Policies:

- 1.1 OCTA will review the circulation plans of the cities and the County bi-annually to determine consistency with the MPAH in order to determine eligibility for Measure M2 Net Revenues as well as programs—including the CTFP.
- 1.2 OCTA will coordinate with various regional agencies (i.e., Caltrans (State), the Southern California Association of Governments (SCAG), the Transportation Corridor Agencies, etc.) on various studies relating to freeway, toll way and transportation corridor planning, construction, and improvement in order to facilitate the planning and implementation of an integrated regional circulation system.
- 1.3 OCTA will coordinate planning of the arterial highway system cooperatively with cities, the County, SCAG, neighboring counties and neighboring cities in adjacent counties to works towards the consistency of regional transportation networks.

1.4 OCTA will coordinate with local agencies on their respective safety efforts, to encourage a balanced approach to providing for regional travel demand and addressing the needs of all users of the road.

2. Goal: Provide an Arterial Highway System that Supports Land Use Policies of the County and Cities

Policies:

- 2.1 The MPAH will encourage a coordinated arterial highway system that is in balance with the General Plan Land Use Elements of the cities and County.
- 2.2 The MPAH will encourage an arterial highway system designed to serve as part of a balanced transportation system (auto, rail, transit, bus, truck, bicycle, pedestrian, etc.).
- 2.3 OCTA will encourage local jurisdictions to consider and evaluate all mobility needs when requesting modifications to the MPAH⁹.

⁹ Policy approved OCTA Board on April 11, 2011.

Draft Proposed Revisions to the Guidance for the Administration of the Orange County Master Plan of Arterial Highways - Redlined

- 2.4 OCTA will encourage and assist all local jurisdictions to adopt comprehensive [traffic transportation](#) improvements, phasing and financing plans, in order to assist in countywide implementation of the MPAH.
- 2.5 OCTA will work with the cities and County through the Orange County CTFP to implement the MPAH and foster interagency cooperation toward anticipating and effectively meeting the regional transportation needs of Orange County.
- 2.6 OCTA will monitor local agencies to ensure that the arterial highway system is implemented in a manner that supports the implementation of adopted overall land use policies and that is consistent with financing capabilities.
- 2.7 OCTA prefers the use of analytical methods, in conformance with the Congestion Management Program (CMP), to aid in transportation planning and impact evaluation and encourage the development and utilization of sub-area models to address detailed transportation issues.

For amendments contemplating Complete Streets implementation, multi-modal analysis of peak period person-trip capacity can potentially be accommodated as an acceptable form of analysis, so long as it ~~is~~:

- [is](#) consistent with the latest peer-reviewed and professionally accepted state of practice;
 - includes ongoing commitment and performance measurement to enable effective ongoing utilization of Complete Streets capacity enhancements such as transit and bike facilities;
 - ~~use~~ is approved by OCTA prior to conducting MPAH related analyses; and satisfies OCTA's need for technical justification in support of an MPAH amendment.
- 2.8 OCTA will use the most recently adopted Orange County Projections (OCP) forecasts for projections of future year population, housing, and employment.
 - 2.9 OCTA will use the Orange County Transportation Analysis Model (OCTAM) forecasts as the regional traffic forecasts for vehicle and transit ridership along the MPAH, and require local agencies to use OCTAM as a basis for data required in local and sub-area studies conducted by local agencies. The OCTAM must be consistent with SCAG's regional model as required by the CMP.
 - 2.10 OCTA will provide guidance for the development of subarea traffic models used by local jurisdictions to determine the quantitative impacts of land use decisions on the circulation system, so as to be consistent with the OCTAM.
 - 2.11 OCTA will establish roadway classification definitions based on the number of through lanes.

Draft Proposed Revisions to the Guidance for the Administration of the Orange County Master Plan of Arterial Highways - Redlined

2.12 OCTA will review and potentially revise this Guidance document upon major updates to the Highway Capacity Manual (HCM), as necessary.

2.13 OCTA will adhere to the recommended processes identified in these Guidelines. However, the OCTA Board has discretion to amend, modify, and/or waive components of these Guidelines, as may be determined by the OCTA Board to be appropriate to address unique concerns¹⁰.

¹⁰ These concerns may include, without limitation, documentation of impasse with respect to achieving consensus on a proposed amendment, documentation of severe environmental impacts, regional mobility concerns, or significant and sustained public opposition.

Draft Proposed Revisions to the Guidance for the Administration of the Orange County Master Plan of Arterial Highways - Redlined

5.0 MPAH CONSISTENCY REVIEW PROCESS

For a local agency to be eligible for participation in Measure M2 [Net-net Revenues revenues](#), as well as programs—including the CTFP, the agency's General Plan circulation element must be consistent with the MPAH. MPAH consistency policies are described below, followed by a description of the procedural steps OCTA will utilize in reviewing MPAH consistency. The MPAH consistency policies are based on the "Renewed Measure M Eligibility Guidelines" Section 3.4 dated (April, 2011), and included in this *MPAH Guidance* as **Appendix 7**.

5.1 MPAH CONSISTENCY POLICIES

1. For an agency's Circulation Element to be consistent with the MPAH, it shall have the minimum planned carrying capacity equivalent to the MPAH for all MPAH links within the agency's jurisdiction. "Planned carrying capacity" shall be measured by the number of [through-through](#)-lanes on each arterial highway as shown on the local Circulation Element.
2. Agencies are not considered inconsistent as a result of existing capacity limitations on arterials not yet constructed to the ultimate capacity shown on the MPAH.
3. Every two years each local agency must submit a resolution adopted by the governing body attesting that no unilateral reduction in lanes has been made on any MPAH arterial.
4. A roadway on the MPAH that has been unilaterally removed from or downgraded on the local agency's circulation element and/or does not meet the minimum capacity criteria may result in the local agency becoming ineligible to participate in Measure M2 Net Revenues as well as programs—including the CTFP. A local agency's eligibility status may be reinstated upon completion of a cooperative study to resolve the inconsistency. Additionally, the local agency can also re-establish eligibility upon restoring its Circulation Element to its previous state of MPAH consistency.
5. A local agency that unilaterally reduces the number of existing and/or planned [through-through](#)-lanes on an MPAH arterial built to its ultimate configuration to less than the ultimate capacity shown on the MPAH, shall be inconsistent with the MPAH from the date the governing body action is taken. Unilateral action shall mean physical actions such as striping, signing, or physical restrictions executed by the local agency.²³

²³ [The MPAH does not specify minimum lane widths. Narrowing of travel lanes is not restricted provided the number of through lanes is maintained.](#)

Draft Proposed Revisions to the Guidance for the Administration of the Orange County Master Plan of Arterial Highways - Redlined

6. A temporary reduction of existing through lanes is permitted if, prior to taking this action, a local agency can demonstrate to OCTA that such action is temporary and can be justified for operational reasons and the agency enters into a binding agreement to restore capacity upon demand by OCTA. OCTA may also determine that the local agency remain eligible on a conditional basis. If the local agency is found ineligible, it shall regain eligibility upon physical restoration of the arterial to its original state, consistent with the MPAH.

~~7. Traffic calming measures shall not be used on arterials classified as Secondary and above on the MPAH. Traffic calming measures may be allowed only on Divided Collectors and Collectors, where it can be demonstrated the calming measures will not reduce vehicle carrying capacity below the actual and projected traffic volumes for the segment and the increased traffic volume on affected MPAH facilities does not result in an intersection level of service (LOS) worse than LOS "D" or the General Plan standard adopted by the affected jurisdiction.²⁴~~

7. Traffic calming on regional arterials can most efficiently be achieved through lane narrowings and roundabouts. These are not restricted on MPAH facilities (as long as the number of through lanes are maintained).²⁵

The use of other types of traffic calming measures on MPAH facilities The use of traffic calming measures²⁶ on MPAH facilities shall be administered per the following:

a. For Collectors and Divided Collectors, traffic calming achieved by the speed control measures listed below is permitted vertical speed control measures (e.g. speed humps) and horizontal speed control measures (e.g. chicanes) are permitted.:

~~Vertical deflections (e.g. speed humps and raised crosswalks)~~

~~Horizontal measures (e.g. traffic circles and chicanes)~~

b. For Secondary and higher arterials, vertical speed control measures are prohibited. For Secondary and Primary arterials, horizontal speed control measures may be conditionally permitteded.

²⁴ Policy approved by OCTA Board on April 13, 1998.

²⁵ Definitions:

- Lane narrowings - achieve speed reductions by narrowing the roadway, usually accompanied by plantings, street furniture, or other vertical elements to draw attention to the constriction and visually bound the space. Includes neckdowns/bulbouts, center island narrowings, and chokers.
- Roundabouts – similar to traffic circles but typically used on higher volume arterials as a form of intersection control; often in replacement of traffic signals or all-way STOP signs.

²⁶ Traffic calming is defined as the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users.

Draft Proposed Revisions to the Guidance for the Administration of the Orange County Master Plan of Arterial Highways - Redlined

i. Prior to implementation, a local agency must demonstrate to OCTA that the horizontal speed control measures will not be a detriment to traffic operations for actual and projected traffic volumes. Multi-modal traffic operations, including safety analysis, shall be considered. Existing and long-range roadway segment analysis shall be considered, along with intersection level of service standards, if applicable. OCTA approvals will remain contingent upon the local agency subsequently satisfying the requirements of the California Environmental Quality Act.

c. For all MPAH facilities, ~~Traffic calming achieved by the volume control measures (e.g. street closures and diverters) listed below~~ are typically implemented to discourage or eliminate through traffic and ~~shall not be used to~~ ~~therefore prohibited restrict through movements on MPAH facilities.~~²⁷

8. _____

~~—Full and half street closures~~

~~—Diverters~~

~~—Median barriers~~

~~—Forced turn islands~~

See Appendix 8 for additional detail.

9.8. _____ To be eligible for Measure M2 “fair share” funds, a local agency must adopt a General Plan Circulation Element that does not preclude implementation of the MPAH.

10.9. _____ A local agency shall be considered conditionally consistent if it requests a change to the MPAH and enters into a Cooperative Study to analyze the request. No change shall be made to the local agency's Circulation Element until after the Cooperative Study is complete and agreement is reached on the proposed amendment.

5.2 MPAH CONSISTENCY REVIEW PROCEDURES

1. On June 30 of every odd year, a local agency wishing to establish eligibility for Measure M2 Net Revenues as well as programs—including the CTFP shall submit to the OCTA Manager of Local Programming the following:
 - A. A resolution in a format consistent with **Appendix 8** adopted by the governing body of the local agency.

²⁷ The MPAH does not restrict the use of volume control measures on non-MPAH streets and driveways that connect to/from the MPAH network.

Draft Proposed Revisions to the Guidance for the Administration of the Orange County Master Plan of Arterial Highways - Redlined

APPENDIX 8 TRAFFIC CALMING MEASURES

Traffic calming on regional arterials can most efficiently be achieved through lane narrowings and roundabouts. These types of traffic calming measures are not restricted on MPAH facilities (as long as the number of through lanes are maintained).³⁰

The following table illustrates how the use of other types of traffic calming measures are administered on MPAH facilities.

	<u>Collector</u> <u>(two-lane, undivided)</u>	<u>Divided Collector</u> <u>(two-lane, divided)</u>	<u>Secondary</u> <u>(four-lane, undivided)</u>	<u>Primary</u> <u>(four-lane, divided)</u>	<u>Major</u> <u>(six-lane, divided)</u>	<u>Principal</u> <u>(eight-lane, divided)</u>
<u>Speed Control Measures (horizontal)</u>	<u>Permitted</u>		<u>Conditionally Permitted</u>		<u>Prohibited</u>	
<u>Speed control Measures (vertical)</u>			<u>Prohibited</u>			
<u>Volume Control Measures</u>	<u>Prohibited</u>					

³⁰ Definitions:

- Lane narrowings: achieve speed reductions by narrowing the roadway, usually accompanied by plantings, street furniture, or other vertical elements to draw attention to the constriction and visually bound the space. Includes neckdowns/bulbouts, center island narrowings, and chokers.
- Roundabouts: similar to traffic circles but typically used on higher volume arterials as a form of intersection control; often in replacement of traffic signals or all-way STOP signs.

Draft Proposed Revisions to the Guidance for the Administration of the Orange County Master Plan of Arterial Highways - Redlined

The tables below list various examples of each type of traffic calming measure in order of increasing restriction of their use on MPAH facilities. The consideration of traffic calming measures on MPAH facilities remain subject to the MPAH Consistency Policies and local agency sponsorship.

<u>HORIZONTAL SPEED CONTROL MEASURES</u>		
<u>Traffic circles</u>	<u>Raised islands, placed in intersections, around which traffic circulates. They are sometimes called intersection islands. They are usually circular in shape and landscaped in their center islands, though not always. They are typically controlled by YIELD signs on all approaches.</u>	<ul style="list-style-type: none"> • <u>Permitted on Collectors & Divided Collectors</u> • <u>Conditionally permitted on Secondary & Primary Arterials</u> • <u>Prohibited on Major & Principal Arterials</u>
<u>Chicanes</u>	<u>Curb extensions that alternate from one side of the street to the other, forming S-shaped curves. They are also referred to as deviations, serpentine, reversing curves, or twists. European manuals recommend shifts in alignment of at least one lane width, deflection angles of at least 45 degrees, and center islands to prevent drivers from taking a straight “racing line” through the feature.</u>	
<u>Lateral Shifts</u>	<u>Curb extensions on otherwise straight streets that cause travel lanes to bend one way and then bend back the other way to the original direction of travel. They are occasionally referred to as axial shifts, staggerings, or jogs.</u>	
<u>Realigned Intersections</u>	<u>Changes in alignment that convert T-intersections with straight approaches into curving streets that meet at right angles. A former “straight through” movement along the top of the T becomes a turning movement. Realigned intersections are sometimes called modified intersections.</u>	

<u>VERTICAL SPEED CONTROL MEASURES</u>		
<u>Speed humps</u>	<u>Rounded raised areas placed across the road. They are also referred to as road humps and undulations.</u>	<ul style="list-style-type: none"> • <u>Permitted on Collectors & Divided Collectors</u> • <u>Prohibited on Secondary & Higher Arterials</u>
<u>Speed tables</u>	<u>Flat-topped speed humps often constructed with brick or other textured materials on the flat section. They are also called trapezoidal humps, speed platforms, and, if marked for pedestrian crossing, raised crosswalks or raised crossings. Speed tables are typically long enough for the entire wheelbase of a passenger car to rest on top.</u>	

Draft Proposed Revisions to the Guidance for the Administration of the Orange County Master Plan of Arterial Highways - Redlined

<u>Raised intersections</u>	<u>Flat raised areas covering entire intersections, with ramps on all approaches and often with brick or other textured materials on the flat section. They are also called raised junctions, intersection humps, or plateaus. They usually rise to sidewalk level, or slightly below to provide a “lip” for the visually impaired.</u>	
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<u>VOLUME CONTROL MEASURES³¹</u>		
<u>Full Street Closures</u>	<u>Barriers placed across a street to close the street completely to through traffic, usually leaving only sidewalks or bicycle paths open. They are also called cul-de-sacs or dead ends. The barriers may consist of landscaped islands, walls, gates, side-by-side bollards, or any other obstructions that leave an opening smaller than the width of a passenger car.</u>	<ul style="list-style-type: none"> • <u>Prohibited on MPAH facilities</u>
<u>Half Street Closures</u>	<u>Barriers that block travel in one direction for a short distance on otherwise two-way streets. They are also sometimes called partial closures or one-way closures.</u>	
<u>Diverters</u>	<u>Barriers placed diagonally across an intersection, blocking through movement. They are also called full diverters or diagonal road closures. Diverters are usually staggered to create circuitous routes through neighborhoods.</u>	
<u>Median Barriers</u>	<u>Raised islands located along the centerline of a street and continuing through an intersection so as to block through movement at a cross street. They are also referred to as median diverters or occasionally as island diverters.</u>	
<u>Forced Turn Islands</u>	<u>Raised islands that block through movements on approaches to an intersection and direct traffic to turn through the intersection.</u>	

Traffic calming can be achieved by speed control measures, which include those examples listed below and may be considered on MPAH facilities, subject to MPAH Consistency Policies and local agency sponsorship.

	<u>Example</u>	<u>Definition</u>
<u>VERTICAL</u>	<u>PERMITTED ON COLLECTORS AND DIVIDED COLLECTORS PROHIBITED ON SECONDARY AND HIGHER MPAH ROADWAYS</u>	
	<u>Speed humps:</u>	<u>Rounded raised areas placed across the road. They are also referred to as road humps and undulations.</u>

³¹ The MPAH does not restrict the use of volume control measures on non-MPAH roadways and driveways that connect to/from the MPAH network.

Draft Proposed Revisions to the Guidance for the Administration of the Orange County Master Plan of Arterial Highways - Redlined

	<u>Speed tables:</u>	<u>Flat topped speed humps often constructed with brick or other textured materials on the flat section. They are also called trapezoidal humps, speed platforms, and, if marked for pedestrian crossing, raised crosswalks or raised crossings. Speed tables are typically long enough for the entire wheelbase of a passenger car to rest on top.</u>
	<u>Raised intersections:</u>	<u>Flat raised areas covering entire intersections, with ramps on all approaches and often with brick or other textured materials on the flat section. They are also called raised junctions, intersection humps, or plateaus. They usually rise to sidewalk level, or slightly below to provide a "lip" for the visually impaired.</u>
<u>HORIZONTAL MEASURES</u>	<u>PERMITTED ON COLLECTORS AND DIVIDED COLLECTORS CONDITIONALLY PERMITTED ON SECONDARY AND HIGHER MPAH ROADWAYS</u>	
	<u>Traffic circles³²:</u>	<u>Raised islands, placed in intersections, around which traffic circulates. They are sometimes called intersection islands. They are usually circular in shape and landscaped in their center islands, though not always. They are typically controlled by YIELD signs on all approaches.</u>
	<u>Chicanes:</u>	<u>Curb extensions that alternate from one side of the street to the other, forming S shaped curves. They are also referred to as deviations, serpentine, reversing curves, or twists. European manuals recommend shifts in alignment of at least one lane width, deflection angles of at least 45 degrees, and center islands to prevent drivers from taking a straight "racing line" through the feature.</u>
	<u>Lateral shifts:</u>	<u>Curb extensions on otherwise straight streets that cause travel lanes to bend one way and then bend back the other way to the original direction of travel. They are occasionally referred to as axial shifts, staggerings, or jogs.</u>
	<u>Realigned intersections:</u>	<u>Changes in alignment that convert T intersections with straight approaches into curving streets that meet at right angles. A former "straight through" movement along the top of the T becomes a turning movement. Realigned intersections are sometimes called modified intersections.</u>

Traffic calming achieved by volume control measures shall not be used to restrict through movements on MPAH facilities³³ and include the following:

	<u>Measure</u>	<u>Definition</u>
<u>Y C</u>	<u>PROHIBITED ON MPAH FACILITIES</u>	

³² Traffic circles are distinguished from roundabouts. Roundabouts are often used to substitute traffic signals or all-way STOP signs as a form of intersection control. Roundabouts are not considered traffic calming measures, but rather, an alternative intersection control method that can be considered on arterial highways. However, when the use of a roundabout results in a reduction in lane capacity, an agency is still subject to the MPAH Consistency Policies, particularly with regard to maintaining the number of through lanes.

³³ The MPAH does not restrict the use of volume control measures on non MPAH roadways and driveways that connect to/from the MPAH network.

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<p><u>Full Street Closures</u></p>	<p>Barriers placed across a street to close the street completely to through traffic, usually leaving only sidewalks or bicycle paths open. They are also called cul-de-sacs or dead ends. The barriers may consist of landscaped islands, walls, gates, side by side bollards, or any other obstructions that leave an opening smaller than the width of a passenger car.</p>
<p><u>Half street closures:</u></p>	<p>Barriers that block travel in one direction for a short distance on otherwise two-way streets. They are also sometimes called partial closures or one-way closures.</p>
<p><u>Diverters:</u></p>	<p>Barriers placed diagonally across an intersection, blocking through movement. They are also called full diverters or diagonal road closures. Like half closures, diagonal diverters are usually staggered to create circuitous routes through neighborhoods.</p>
<p><u>Median barriers:</u></p>	<p>Raised islands located along the centerline of a street and continuing through an intersection so as to block through movement at a cross street. They are also referred to as median diverters or occasionally as island diverters.</p>
<p><u>Forced turn islands:</u></p>	<p>Raised islands that block certain movements on approaches to an intersection. They are sometimes called forced turn channelizations, pork chops, or in their most common incarnation, right turn islands.</p>

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2.0 GOALS AND POLICIES

The following goals and policies are intended to serve as recommended countywide guidelines and to provide direction to local agencies that opt to implement the MPAH. A goal is a general expression of countywide values and sets the long range vision for the relationship among transportation and land use. A policy is a specific statement that facilitates decision making regarding issues, process, and constraints.

1. Goal: Provide a Countywide Circulation (Arterial Highway) System to Accommodate Regional Travel Demand

Policies:

- 1.1 OCTA will review the circulation plans of the cities and the County bi-annually to determine consistency with the MPAH in order to determine eligibility for Measure M2 Net Revenues as well as programs—including the CTFP.
- 1.2 OCTA will coordinate with various regional agencies (i.e., Caltrans (State), the Southern California Association of Governments (SCAG), the Transportation Corridor Agencies, etc.) on various studies relating to freeway, toll way and transportation corridor planning, construction, and improvement in order to facilitate the planning and implementation of an integrated regional circulation system.
- 1.3 OCTA will coordinate planning of the arterial highway system cooperatively with cities, the County, SCAG, neighboring counties and neighboring cities in adjacent counties to works towards the consistency of regional transportation networks.
- 1.4 OCTA will coordinate with local agencies on their respective safety efforts, to encourage a balanced approach to providing for regional travel demand and addressing the needs of all users of the road.

2. Goal: Provide an Arterial Highway System that Supports Land Use Policies of the County and Cities

Policies:

- 2.1 The MPAH will encourage a coordinated arterial highway system that is in balance with the General Plan Land Use Elements of the cities and County.
- 2.2 The MPAH will encourage an arterial highway system designed to serve as part of a balanced transportation system (auto, rail, transit, bus, truck, bicycle, pedestrian, etc.).
- 2.3 OCTA will encourage local jurisdictions to consider and evaluate all mobility needs when requesting modifications to the MPAH⁹.

⁹ Policy approved OCTA Board on April 11, 2011.

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- 2.4 OCTA will encourage and assist all local jurisdictions to adopt comprehensive transportation improvements, phasing and financing plans, in order to assist in countywide implementation of the MPAH.
- 2.5 OCTA will work with the cities and County through the Orange County CTFP to implement the MPAH and foster interagency cooperation toward anticipating and effectively meeting the regional transportation needs of Orange County.
- 2.6 OCTA will monitor local agencies to ensure that the arterial highway system is implemented in a manner that supports the implementation of adopted overall land use policies and that is consistent with financing capabilities.
- 2.7 OCTA prefers the use of analytical methods, in conformance with the Congestion Management Program (CMP), to aid in transportation planning and impact evaluation and encourage the development and utilization of sub-area models to address detailed transportation issues.

For amendments contemplating Complete Streets implementation, multi-modal analysis of peak period person-trip capacity can potentially be accommodated as an acceptable form of analysis, so long as it:

- is consistent with the latest peer-reviewed and professionally accepted state of practice;
 - includes ongoing commitment and performance measurement to enable effective ongoing utilization of Complete Streets capacity enhancements such as transit and bike facilities;
 - is approved by OCTA prior to conducting MPAH related analyses; and satisfies OCTA's need for technical justification in support of an MPAH amendment.
- 2.8 OCTA will use the most recently adopted Orange County Projections (OCP) forecasts for projections of future year population, housing, and employment.
 - 2.9 OCTA will use the Orange County Transportation Analysis Model (OCTAM) forecasts as the regional traffic forecasts for vehicle and transit ridership along the MPAH, and require local agencies to use OCTAM as a basis for data required in local and sub-area studies conducted by local agencies. The OCTAM must be consistent with SCAG's regional model as required by the CMP.
 - 2.10 OCTA will provide guidance for the development of subarea traffic models used by local jurisdictions to determine the quantitative impacts of land use decisions on the circulation system, so as to be consistent with the OCTAM.
 - 2.11 OCTA will establish roadway classification definitions based on the number of through lanes.

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2.12 OCTA will review and potentially revise this Guidance document upon major updates to the Highway Capacity Manual (HCM), as necessary.

2.13 OCTA will adhere to the recommended processes identified in these Guidelines. However, the OCTA Board has discretion to amend, modify, and/or waive components of these Guidelines, as may be determined by the OCTA Board to be appropriate to address unique concerns¹⁰.

¹⁰ These concerns may include, without limitation, documentation of impasse with respect to achieving consensus on a proposed amendment, documentation of severe environmental impacts, regional mobility concerns, or significant and sustained public opposition.

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5.0 MPAH CONSISTENCY REVIEW PROCESS

For a local agency to be eligible for participation in Measure M2 net revenues, as well as programs—including the CTFP, the agency's General Plan circulation element must be consistent with the MPAH. MPAH consistency policies are described below, followed by a description of the procedural steps OCTA will utilize in reviewing MPAH consistency. The MPAH consistency policies are based on the "Renewed Measure M Eligibility Guidelines" Section 3.4 dated (April, 2011), and included in this *MPAH Guidance* as **Appendix 7**.

5.1 MPAH CONSISTENCY POLICIES

1. For an agency's Circulation Element to be consistent with the MPAH, it shall have the minimum planned carrying capacity equivalent to the MPAH for all MPAH links within the agency's jurisdiction. "Planned carrying capacity" shall be measured by the number of through-lanes on each arterial highway as shown on the local Circulation Element.
2. Agencies are not considered inconsistent as a result of existing capacity limitations on arterials not yet constructed to the ultimate capacity shown on the MPAH.
3. Every two years each local agency must submit a resolution adopted by the governing body attesting that no unilateral reduction in lanes has been made on any MPAH arterial.
4. A roadway on the MPAH that has been unilaterally removed from or downgraded on the local agency's circulation element and/or does not meet the minimum capacity criteria may result in the local agency becoming ineligible to participate in Measure M2 Net Revenues as well as programs—including the CTFP. A local agency's eligibility status may be reinstated upon completion of a cooperative study to resolve the inconsistency. Additionally, the local agency can also re-establish eligibility upon restoring its Circulation Element to its previous state of MPAH consistency.
5. A local agency that unilaterally reduces the number of existing and/or planned through-lanes on an MPAH arterial built to its ultimate configuration to less than the ultimate capacity shown on the MPAH, shall be inconsistent with the MPAH from the date the governing body action is taken. Unilateral action shall mean physical actions such as striping, signing, or physical restrictions executed by the local agency.²³

²³ The MPAH does not specify minimum lane widths. Narrowing of travel lanes is not restricted provided the number of through lanes is maintained.

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6. A temporary reduction of existing through lanes is permitted if, prior to taking this action, a local agency can demonstrate to OCTA that such action is temporary and can be justified for operational reasons and the agency enters into a binding agreement to restore capacity upon demand by OCTA. OCTA may also determine that the local agency remain eligible on a conditional basis. If the local agency is found ineligible, it shall regain eligibility upon physical restoration of the arterial to its original state, consistent with the MPAH.
7. Traffic calming on regional arterials can most efficiently be achieved through lane narrowings and roundabouts. These are not restricted on MPAH facilities (as long as the number of through lanes are maintained).²⁵

The use of other types of traffic calming measures on MPAH facilities shall be administered per the following:

- a. For Collectors and Divided Collectors, vertical speed control measures (e.g. speed humps) and horizontal speed control measures (e.g. chicanes) are permitted.
- b. For Secondary and higher arterials, vertical speed control measures are prohibited. For Secondary and Primary arterials, horizontal speed control measures may be conditionally permitted.
 - i. Prior to implementation, a local agency must demonstrate to OCTA that the horizontal speed control measures will not be a detriment to traffic operations for actual and projected traffic volumes. Multi-modal traffic operations, including safety analysis, shall be considered. Existing and long-range roadway segment analysis shall be considered, along with intersection level of service standards, if applicable. OCTA approvals will remain contingent upon the local agency subsequently satisfying the requirements of the California Environmental Quality Act.
- c. For all MPAH facilities, volume control measures (e.g. street closures and diverters) are typically implemented to discourage or eliminate through traffic and are therefore prohibited.²⁷

See **Appendix 8** for additional detail.

²⁵ Definitions:

- Lane narrowings - achieve speed reductions by narrowing the roadway, usually accompanied by plantings, street furniture, or other vertical elements to draw attention to the constriction and visually bound the space. Includes neckdowns/bulbouts, center island narrowings, and chokers.
- Roundabouts – similar to traffic circles but typically used on higher volume arterials as a form of intersection control; often in replacement of traffic signals or all-way STOP signs.

²⁷ The MPAH does not restrict the use of volume control measures on non-MPAH streets and driveways that connect to/from the MPAH network.

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8. To be eligible for Measure M2 “fair share” funds, a local agency must adopt a General Plan Circulation Element that does not preclude implementation of the MPAH.
9. A local agency shall be considered conditionally consistent if it requests a change to the MPAH and enters into a Cooperative Study to analyze the request. No change shall be made to the local agency's Circulation Element until after the Cooperative Study is complete and agreement is reached on the proposed amendment.

5.2 MPAH CONSISTENCY REVIEW PROCEDURES

1. On June 30 of every odd year, a local agency wishing to establish eligibility for Measure M2 Net Revenues as well as programs—including the CTFP shall submit to the OCTA Manager of Local Programming the following:
 - A. A resolution in a format consistent with **Appendix 8** adopted by the governing body of the local agency.
 - B. A copy of the local agency's current Circulation Element that shows all arterial highways and their individual arterial designations. Any proposed changes and/or requests for changes to the MPAH should also be included.
2. OCTA shall review the materials submitted, and determine whether the local agency Circulation Elements are consistent with the MPAH, meaning they have a minimum planned carrying capacity equivalent to the MPAH for all MPAH links within the local agency's jurisdiction.
3. Upon completion of the review, OCTA shall prepare a report to OCTA Board for approval, including recommendations on consistency findings and funding eligibility determinations.

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APPENDIX 8 TRAFFIC CALMING MEASURES

Traffic calming on regional arterials can most efficiently be achieved through *lane narrowings* and *roundabouts*. These types of traffic calming measures are not restricted on MPAH facilities (as long as the number of through lanes are maintained).³⁰

The following table illustrates how the use of other types of traffic calming measures are administered on MPAH facilities.

	Collector (two-lane, undivided)	Divided Collector (two-lane, divided)	Secondary (four-lane, undivided)	Primary (four-lane, divided)	Major (six-lane, divided)	Principal (eight-lane, divided)
Speed Control Measures (horizontal)	Permitted		Conditionally Permitted		Prohibited	
Speed control Measures (vertical)			Prohibited			
Volume Control Measures	Prohibited					

³⁰ Definitions:

- Lane narrowings: achieve speed reductions by narrowing the roadway, usually accompanied by plantings, street furniture, or other vertical elements to draw attention to the constriction and visually bound the space. Includes neckdowns/bulbouts, center island narrowings, and chokers.
- Roundabouts: similar to traffic circles but typically used on higher volume arterials as a form of intersection control; often in replacement of traffic signals or all-way STOP signs.

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The tables below list various examples of each type of traffic calming measure in order of increasing restriction of their use on MPAH facilities. The consideration of traffic calming measures on MPAH facilities remain subject to the MPAH Consistency Policies and local agency sponsorship.

HORIZONTAL SPEED CONTROL MEASURES		
Traffic circles	Raised islands, placed in intersections, around which traffic circulates. They are sometimes called intersection islands. They are usually circular in shape and landscaped in their center islands, though not always. They are typically controlled by YIELD signs on all approaches.	<ul style="list-style-type: none"> • Permitted on Collectors & Divided Collectors • Conditionally permitted on Secondary & Primary Arterials • Prohibited on Major & Principal Arterials
Chicanes	Curb extensions that alternate from one side of the street to the other, forming S-shaped curves. They are also referred to as deviations, serpentine, reversing curves, or twists. European manuals recommend shifts in alignment of at least one lane width, deflection angles of at least 45 degrees, and center islands to prevent drivers from taking a straight "racing line" through the feature.	
Lateral Shifts	Curb extensions on otherwise straight streets that cause travel lanes to bend one way and then bend back the other way to the original direction of travel. They are occasionally referred to as axial shifts, staggerings, or jogs.	
Realigned Intersections	Changes in alignment that convert T-intersections with straight approaches into curving streets that meet at right angles. A former "straight through" movement along the top of the T becomes a turning movement. Realigned intersections are sometimes called modified intersections.	

VERTICAL SPEED CONTROL MEASURES		
Speed humps	Rounded raised areas placed across the road. They are also referred to as road humps and undulations.	<ul style="list-style-type: none"> • Permitted on Collectors & Divided Collectors • Prohibited on Secondary & Higher Arterials
Speed tables	Flat-topped speed humps often constructed with brick or other textured materials on the flat section. They are also called trapezoidal humps, speed platforms, and, if marked for pedestrian crossing, raised crosswalks or raised crossings. Speed tables are typically long enough for the entire wheelbase of a passenger car to rest on top.	
Raised intersections	Flat raised areas covering entire intersections, with ramps on all approaches and often with brick or other textured materials on the flat section. They are also called raised junctions, intersection humps, or plateaus. They usually rise to sidewalk level, or slightly below to provide a "lip" for the visually impaired.	

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VOLUME CONTROL MEASURES³¹		
Full Street Closures	Barriers placed across a street to close the street completely to through traffic, usually leaving only sidewalks or bicycle paths open. They are also called cul-de-sacs or dead ends. The barriers may consist of landscaped islands, walls, gates, side-by-side bollards, or any other obstructions that leave an opening smaller than the width of a passenger car.	<ul style="list-style-type: none"> • Prohibited on MPAH facilities
Half Street Closures	Barriers that block travel in one direction for a short distance on otherwise two-way streets. They are also sometimes called partial closures or one-way closures.	
Diverters	Barriers placed diagonally across an intersection, blocking through movement. They are also called full diverters or diagonal road closures. Diverters are usually staggered to create circuitous routes through neighborhoods.	
Median Barriers	Raised islands located along the centerline of a street and continuing through an intersection so as to block through movement at a cross street. They are also referred to as median diverters or occasionally as island diverters.	
Forced Turn Islands	Raised islands that block through movements on approaches to an intersection and direct traffic to turn through the intersection.	

³¹ The MPAH does not restrict the use of volume control measures on non-MPAH roadways and driveways that connect to/from the MPAH network.



COMMITTEE TRANSMITTAL

August 14, 2017

To: Members of the Board of Directors

From: *LW*
Laurena Weinert, Clerk of the Board

Subject: 2018 State Transportation Improvement Program Overview

Regional Planning and Highways Committee Meeting of August 7, 2017

Present: Directors Delgleize, Do, M. Murphy, Nelson, Spitzer, and Steel

Absent: Director Donchak

Committee Vote

This item was passed by the Members present.

Staff Recommendation

Receive and file as an information item.



August 7, 2017

To: Regional Planning and Highways Committee
From: Darrell Johnson, Chief Executive Officer 
Subject: 2018 State Transportation Improvement Program Overview

Overview

The State Transportation Improvement Program is a biennial five-year plan of projects adopted by the California Transportation Commission for future allocations of state transportation funds. Every two years, the Orange County Transportation Authority updates the program of projects to be funded through this program. An overview of the 2018 State Transportation Improvement Program process is presented for information purposes.

Recommendation

Receive and file as an information item.

Background

The State Transportation Improvement Program (STIP) is a five-year state funding program that is adopted by the California Transportation Commission (CTC) for transportation projects. The STIP is divided into two major funding categories: the Regional Improvement Program (RIP) and the Interregional Improvement Program (IIP). Seventy-five percent of the program is allocated to the RIP, which is then provided to counties by formula. The remaining 25 percent is provided to the California Department of Transportation (Caltrans) for projects of interregional significance and intercity rail projects through the IIP.

Projects eligible for the STIP must adhere to the STIP Guidelines and the Orange County Transportation Authority (OCTA) Capital Programming Policies (CPP) that were adopted by the Board of Directors (Board) on May 8, 2017 (Attachment A). OCTA is responsible for the development and programming of Orange County's share of the RIP portion of STIP revenues, which is submitted to CTC for approval. OCTA and Caltrans coordinate the development of projects that are considered for inclusion in the RIP and the IIP.

Every two years, the STIP fund estimate (FE) revenues are forecasted and programmed for the following five-year period. The revenue that supports the STIP derives from the price-based excise tax and Federal Highway Trust Fund. The 2018 STIP will include additional support from the Road Repair and Accountability Act of 2017 (SB 1 {Chapter 5, Statutes of 2017}). SB 1 creates several new programs, as well as augments existing funding sources, and is estimated to provide \$52.5 billion for transportation purposes over the next ten years. It was signed into law on April 28, 2017 by the Governor, and will stabilize the STIP, as well as provide an estimated \$100 million annually into the STIP. An overview of SB 1 was submitted to the Board as an information item on July 10, 2017 (Attachment B).

The previous 2016 STIP was approved on May 18-19, 2016, by the CTC. OCTA originally submitted for \$164.8 million in funding for eight projects. Due to the statewide reductions, Orange County's approved STIP contained five projects for Orange County, totaling \$122.6 million, and the Interregional Transportation Improvement Program (ITIP) contained \$3 million for one ITIP project in Orange County (Attachment C). The approved RIP consisted only of carry over projects, deletion of two projects from the 2014 STIP, and a delay of the majority of Orange County's share.

Discussion

Based on the draft FE, the 2018 STIP covering fiscal year (FY) 2018-19 through FY 2022-23 provides programming capacity of \$2.259 billion statewide, compared with the final 2016 STIP of \$1.3 billion. For Orange County, the draft FE provides new capacity of \$118.591 million. The new capacity, plus existing carry over projects, equals approximately \$236.051 million for the 2018 STIP. The final FE and updated guidelines will be adopted by the CTC in mid-August, and these amounts are subject to change.

Staff will return to the Board in September 2017 with the proposal for an updated program of projects that is consistent with the Board-approved CPP. The updated program of projects may include minor modifications to existing projects as well as new projects.

OCTA will need to consider the updated 2018 STIP guidelines in selecting projects for nomination. The 2018 STIP guidelines include the following changes:

- Additional performance measures will be requested for rail and transit projects;
- Outputs and outcomes will be standardized in the application;
- For new capacity enhancing highway projects, the local agency is required to consider reversible lanes;

- Clarification that operation and maintenance for public private partnership projects are ineligible for STIP funds;
- Design-build projects must be identified at the time of programming or as soon as possible before allocation of funds;
- Semi-annual reports are now required for locally implemented projects.

Staff has scheduled meetings with key stakeholders to solicit input (Attachment D). The meeting with Caltrans is also an opportunity for OCTA to discuss Caltrans' submittal of the IIP and the State Highway Operation and Protection Program. Staff expects to return to the Board next month with specific programming recommendations that are due by September 29, 2017, to the Southern California Association of Governments for modeling purposes, and to the CTC by December 15, 2017.

Summary

OCTA is responsible for the development and programming of the STIP projects for Orange County. With the upcoming 2018 STIP cycle, OCTA staff has started the process to consider priority projects for recommendation to the Board for the Regional Transportation Improvement Program submittal to the CTC.

Attachments

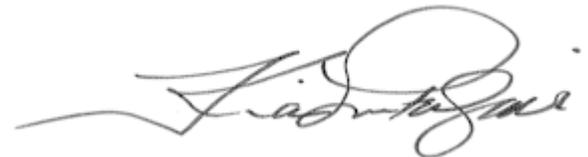
- A. Existing Capital Programming Policies by Fund Source, May 2017
- B. SB 1 (Chapter 5, Statutes of 2017) Overview
- C. Funding Plan for 2016 STIP Recommended Projects – Submitted
- D. 2018 STIP Development Schedule

Prepared by:



Ben Ku
Principal Transportation Funding Analyst
State and Federal Programming
(714) 560-5473

Approved by:



Kia Mortazavi
Executive Director, Planning
(714) 560-5741

**Existing Capital Programming Policies by Fund Source
May 2017**

Funding Source	Measure M2 (M2) Programming Policies (adopted May 2014)
M2 Programs	
Projects A-M (freeway projects on Interstate 5, State Route 22, State Route 55, State Route 57, State Route 91, Interstate 405, and Interstate 605)	Use projects A-M M2 funding consistent with the M2 Transportation Investment Plan, with the M2020 Plan, and subsequent Board of Directors (Board)-approved plans and updates to the M2 Program. Program funds to projects through formal programming actions.
Freeway Environmental Mitigation Program (Tied to Projects A-M)	Utilize five percent net revenues derived from M2 funding for Projects A-M consistent with the M2 Transportation Investment Plan, with the M2020 Plan, and subsequent Board-approved plans and updates to the M2 Program. Program funds to projects through Board approval actions for needed environmental mitigation projects.
Project N (Freeway Service Patrol)	Use Project N funds for the Freeway Service Patrol Program. Funds are programmed through the annual budget process.
Project O (Regional Capacity Program) and Project P (Regional Signal Synchronization Program)	Use Project O and Project P M2 funding, consistent with the M2 Transportation Investment Plan, and consistent with the Comprehensive Transportation Funding Programs (CTFP) Guidelines. Program funds to projects through the cyclical CTFP call for projects (call) programming recommendations.
Project Q (Local Fair Share Program)	Use Project Q M2 funds consistent with the M2 Transportation Investment Plan. Funds are programmed through the annual budget, but actual disbursements may be adjusted based on the formula distribution of funds.
Project R (High-Frequency Metrolink Service)	Use Project R M2 funding consistent with the M2 Transportation Investment Plan, with the M2020 Plan, with the Comprehensive Business Plan, and subsequent Board-approved plans and updates, to the M2 Program. Program funds to projects through formal programming actions.
Project S (Transit Extensions to Metrolink) and Project T (Metrolink Gateways)	Use Project S and Project T M2 funding, consistent with the M2 Transportation Investment Plan, and consistent with CTFP Guidelines. Program funds to projects through a call.
Project U (Expand Mobility Choices for Seniors and Persons with Disabilities)	Use Project U M2 funds, consistent with the M2 Transportation Investment Plan, the Comprehensive Business Plan, and subsequent Board-approved plans and updates to the M2 Program. Funds are programmed through the annual budget process.
Project V (Community-Based Transit Circulators) and Project W (Safe Transit Stops)	Use Project V and Project W M2 funding, consistent with the M2 Transportation Investment Plan, and consistent with CTFP Guidelines. Program funds to projects through the CTFP call.

Existing Capital Programming Policies by Fund Source May 2017

Project X (Environmental Cleanup)	<p>Use Project X M2 funding consistent with the M2 Transportation Investment Plan and consistent with CTFP Guidelines. Program funds to projects through the CTFP call.</p> <p>The Environmental Cleanup Program consists of two programs. The Tier 1 Grant Program is designed to mitigate the more visible forms of pollution. Tier 1 consists of funding for equipment purchases and upgrades to existing catch basins and related devices such as screens, filters, and inserts. The Tier 2 Grant Program consists of funding regional, multi-jurisdictional, and capital-intensive projects, such as constructed wetlands, detention/infiltration basins, and bioswales.</p>
Funding Source/Agency	State and Federal Programming Policies (adopted December 2014)
All State and Federal Fund Sources	First priority of all funding sources is to fulfill commitments to M2020 and/or Next 10 projects, specifically M2 projects and to maintain existing the Orange County Transportation Authority's assets in a state of good repair. Consideration will also be given to use state and federal funds for projects that are complementary to M2 projects and that share the program goals to reduce congestion, strengthen the economy, and improve the quality of life. All fund sources must be programmed through formal programming actions.
State	
State Transportation Improvement Program (STIP)/California Transportation Commission (CTC)	Use of STIP funds for M2 freeway, commuter rail, fixed-guideway projects, planning/programming and complementary activities which seek an equitable balance between freeways and transit capital and are consistent with state goals.
Proposition 1A/CTC	All funds are programmed.
Proposition 1B – Competitive Programs Funding/CTC	Maximize the Orange County allocations consistent with each program and ensure the receipt of allocated funds.
Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA)/California Department of Transportation (Caltrans)	Use PTMISEA funds for commuter rail improvements and to fund existing STIP - Public Transit Administration projects (approximately \$60 million) currently programmed in the 2010 STIP and for eligible OC Bridges projects.
Proposition 1B State-Local Partnership Program (SLPP)/CTC	Use of SLPP for local streets and roads and freeway construction projects, contingent on matching funds availability. Seek equitable balance between freeways and local streets and roads.
Proposition 1B – Transit System Safety, Security and Disaster Response Account (TSSSDRA)/California Governor's Office of Emergency Services	Use TSSSDRA to support capital projects that enhance the safety, security, and emergency response capabilities of transit.
Proposition 116 (CTC)	Use cost savings for commuter or intercity rail capital improvement projects along the Metrolink corridor (between the cities of Buena Park and San Clemente) that are funded with Measure M1 and M2 funds on a first-come, first-served basis.

Existing Capital Programming Policies by Fund Source May 2017

Cap-and-Trade (Formula) – Low Carbon Transit Operations Program (LCTOP)/Caltrans	Use LCTOP for transit operations or capital for expansion of bus transit service, fare reduction programs, and other bus and commuter rail transit efforts that increase ridership and reduce greenhouse gas (GHG) emissions, where 50 percent of the funds provide benefit for passengers in disadvantaged communities. Funds generated from commuter rail service in Orange County may be used in Orange County for the expansion of commuter rail service, fare reduction programs for commuter rail, and other eligible commuter rail efforts that increase ridership and reduce GHG emissions.
Cap-and-Trade (Competitive) – Transit and Intercity Rail Capital Program (TIRCP)/California State Transportation Agency	Use TIRCP for capital projects that expand bus and rail service to increase ridership and for projects that improve the integration between bus and rail systems. Projects must also reduce GHG emissions.
Cap-and-Trade (Competitive) – Affordable Housing and Sustainable Communities Program (AHSC)/Strategic Growth Council	Use AHSC for fixed-guideway and transit corridor projects that serve disadvantaged communities and reduce greenhouse gas emissions. *Note – In the guidelines a transit project must be paired with an affordable housing project for Transit Oriented Development program funds.
California Freight Investment Program (CFIP)	Use of CFIP funds first for eligible M2 program projects which meet the requirements and goals of the program, then fund other eligible priority Orange County projects.
National Highway Freight Program	Currently these funds are administered by the state through the CFIP. See above.
Funding Source/Agency	State and Federal Programming Policies (adopted December 2014)
State	
Active Transportation Program (ATP) – Southern California Association of Governments (SCAG) Regional Selection (Formula)/CTC/SCAG	Set-asides: Bicycle and pedestrian projects up to a ten percent set-aside and contingent on ready-to-go projects as submitted through competitive calls.
Federal	
Congestion Mitigation and Air Quality (CMAQ)/Caltrans for Federal Highways Administration (FHWA)	<p>Increase priority of M2 fixed-guideway projects. Use CMAQ funding for:</p> <ul style="list-style-type: none"> • M2 fixed-guideway and/or M2 high-occupancy vehicle or high-occupancy toll operational improvements, • as match to leverage funding for OC Bridges grade separation projects, • vanpool program and rideshare services, • other rail and bus transit capital projects, • traffic light synchronization projects, and • new or expanded bus transit operations (three years of CMAQ funding may be used for the first five years). <p>Set-asides: Bicycle and pedestrian projects up to a ten percent set-aside and contingent on ready-to-go projects as submitted through competitive calls.</p>

Existing Capital Programming Policies by Fund Source May 2017

Surface Transportation Block Grant (STBG) Program - Formerly the Regional Surface Transportation Program/Caltrans for FHWA	Use STBG funds for M2 Freeway Program (consistent with M2020 priorities), grade separations, and local streets and roads.
Transportation Alternatives Program (TAP) – CTC/SCAG through ATP	Use 100 percent of annual TAP apportionment for bicycle and pedestrian projects through a competitive call to local agencies. Currently these funds are administered by the state through the ATP. See above.
Federal Transit Administration (FTA) Section 5309 Fixed-Guideway Capital Investment Grants (“New Starts”)/FTA	Prioritize M2 fixed-guideway projects that are following project development requirements consistent with the “New Starts” and/or “Small Starts” process.
FTA Section 5307 Formula/FTA	Use funds in the following order: (1) preventive maintenance, (2) capital cost of contracting, and (3) bus replacement. Set-Asides: Up to 20 percent for paratransit operating assistance; one percent for transit security (unless funded using local, state, or other federal funds); percent of funds generated by rail operations to be used for rail operations and capital projects.
FTA Section 5310 Formula Funds/FTA	Use funds for eligible enhancements to paratransit capital and operations.
FTA Section 5337 Formula Funds/FTA	Use funds for commuter rail rehabilitation/renovation projects; and for capital projects that maintain and/or replace equipment and facilities to keep the commuter rail system in a state of good repair and for preventive maintenance. Use funds generated by bus transit for bus transit capital maintenance.
FTA Section 5339 Formula Funds/FTA	Use funds in the following order: (1) bus replacement, (2) capital maintenance, and (3) other bus capital projects as identified in the bus capital plan.

SB 1 (Chapter 5, Statutes of 2017) Overview

SB 1 (Chapter 5, Statutes of 2017), the Road Repair and Accountability Act of 2017, which was signed by the Governor on April 28, 2017, will provide an estimated \$52.5 billion for transportation purposes over the next ten years, with investments targeted towards fix-it-first purposes on local streets and roads and highways, transit operations and maintenance, capital investments, and active transportation. There is no sunset on the revenue sources included in the bill, with many of the taxes and fees to be indexed for inflation to keep pace with rising costs.

The sources of revenues provided by SB 1 are as follows:

Beginning November 1, 2017

- 12 cent gas tax increase
- 20 cent diesel tax increase
- Four percent increase in the sales tax on diesel

Beginning January 1, 2018

- New transportation improvement fee ranging from \$25-\$175

Beginning July 1, 2019

- Resetting of the price-based excise tax to 17.3 cents

No later than June 30, 2020

- The complete repayment of \$706 million in transportation loans made to the general fund

Beginning July 1, 2020:

- \$100 road improvement fee for zero-emission vehicles starting for 2020 model cars and later

The revenues generated from the above funding tools will be used to provide supplemental funding to many existing programs and create several new funding programs, some of which the Orange County Transportation Authority (OCTA) will be a direct recipient. Overall the revenues are allocated 65 percent to maintain existing transportation infrastructure, 15 percent for public transit, 13 percent for congestion relief, 4 percent in incentives for local transportation funding initiatives, and 4 percent for sustainability measures. The statewide breakdown is as follows:

SB 1 (Chapter 5, Statutes of 2017) Overview

Funding Program and Purpose	Projected Ten-year Funding
Local Street and Roads – Fix-it-First	\$15 billion
State Highway Maintenance and Rehabilitation – Fix-it-First	\$15 billion
State Highway Bridges and Culverts	\$4 billion
Public Transit Capital and Operations	\$7.5 billion
Trade Corridor improvements	\$3 billion
Congested Corridor Program	\$2.5 billion
State Transportation Improvement Program (STIP) (regional)	\$825 million
STIP (state)	\$275 million
State-Local Partnership Program	\$2 billion
Active Transportation Program	\$1 billion
Local Planning Grants	\$250 million
Freeway Service Patrol	\$250 million
Parks Funding for Agriculture, Off-Highway Vehicles and Boating	\$800 million
Public University Research	\$70 million
Workforce Development Program	\$50 million
TOTAL	\$52.5 billion

It is expected that SB 1 will provide increased formula funding as follows, over a ten-year period:

- A doubling of local street and roads funding for each city and the county, that is to be focused on projects such as rehabilitation and maintenance, grade separations, safety projects, complete street components, and traffic control devices. Cities that achieve a pavement condition index over 80 will have additional flexibility to use their funds for expanded purposes. Based on estimates provided by the California Department of Transportation (Caltrans) , over the next ten years, this translates into about \$535 million for Orange County roads, or about \$53.5 million per year, and about \$706.9 million for Orange County city roads, or about \$70 million per year. Because the various taxes and fees are to be phased in, the allocations will be lower in the first few years. The estimates from the California League of Cities, for example, forecasts that Orange County cities would receive approximately \$56 million in fiscal year 2018-19.
- Based on estimates provided by Caltrans, about \$741 million for the State Highway Operation and Protection Program (SHOPP) will be provided for Orange County, with the same eligibility parameters, guidelines, and reporting requirements as are provided for the local street and roads funding. This estimate is based on average past allocations to Orange County.

SB 1 (Chapter 5, Statutes of 2017) Overview

- Based on funding estimates provided by the Department of Finance, over \$18 million in new transit funding per year for Orange County, with about \$13 million eligible for transit capital or operations purposes, and over \$5 million annually for capital purposes will be provided. This doubles the amount of transit funding provided to Orange County when compared to existing State Transit Assistance funding.
- The stabilizing of the STIP, which could allow OCTA to reprogram projects previously delayed or prevented from being programmed. Overall, it is expected that over the next ten years, SB 1 will add about \$53 million over previous estimates to the STIP, based on estimates provided by Caltrans.

In addition, OCTA plans to compete for the new programs including trade corridors, state-local partnership, and congested corridors. As guidelines are developed for each program, more detail will be available as to which local projects will be most competitive for each program.

Finally, SB 1 included several project accountability and efficiency reforms:

- The creation of a Senate-confirmed position of Inspector General within Caltrans, appointed by the Governor, to audit and investigate state and local projects to ensure expenditures are done in conformance with existing law.
- Increased California Transportation Commission oversight over Caltrans projects within the SHOPP, with additional performance measures.
- A constitutional measure contained in a companion bill protecting new fees from future diversion contained in SCA 5 (Frazier, D-Oakley).
- Caltrans must implement efficiency measures estimated to generate cost savings of \$100 million.
- The development of an advanced mitigation program for projects receiving state funding.

Funding Plan for 2016 STIP Recommended Projects - Submitted

SUBMITTED 2016 STIP (In Thousands)	STIP Funding						Other Funding				Total Project Cost
	2016-17	2017-18	2018-19	2019-20	2020-21	Total STIP	RSTP/ CMAQ	M2	Other		
I-5 widening SR-73 to Oso Parkway (Segment 1)			\$ 78,949			\$ 78,949	\$ 28,167	\$ 30,224		\$ 137,340	
I-5 HOV Lane SR-55 to SR-57		\$ 28,949				\$ 28,949	\$ 2,800	\$ 5,309		\$ 37,058	
I-5 HOV Lane Operational Improvements	\$ 4,708					\$ 4,708			\$ 1,431	\$ 6,139	
SR-57 Lambert Road Interchange			\$ 22,100			\$ 22,100		\$ 927	\$ 36,273	\$ 59,300	
I-405 Auxiliary Lane SR-133 to Sand Canyon Avenue and Sand Canyon Avenue to University Drive	\$ 2,353	\$ 13,498				\$ 15,851			\$ 528	\$ 16,379	
PPM	\$ 1,899	\$ 1,482	\$ 1,481			\$ 4,862				\$ 4,862	
SR-57 Truck Climbing Lane					\$ 3,700	\$ 3,700		\$ 600		\$ 4,300	
San Juan Creek Bridge Replacement		\$ 5,700				\$ 5,700			\$ 28,500	\$ 34,200	
Totals	\$ 8,960	\$ 49,629	\$ 102,530	\$ -	\$ 3,700	\$ 164,819	\$ 30,967	\$ 37,060	\$ 66,732	\$ 299,578	

Existing 2010 STIP

Revised FE 2016 RTIP (In Thousands)	STIP Funding					Other Funding			Total Project Cost	
	2016-17	2017-18	2018-19	2019-20	2020-21	Total STIP	RSTP/ CMAQ	M2		Other
	I-5 widening SR-73 to Oso Parkway (Segment 1)					\$ 78,030	\$ 78,030	\$ 28,167		\$ 30,224
I-5 HOV Lane SR-55 to SR-57			\$ 28,949			\$ 28,949	\$ 2,800	\$ 5,309		\$ 37,058
SR-57 Lambert Road Interchange				\$ 9,000		\$ 9,000		\$ 927	\$ 53,860	\$ 63,787
I-405 Auxiliary Lane SR-133 to Sand Canyon Avenue and Sand Canyon Avenue to University Drive	\$ 1,800					\$ 1,800			\$ 528	\$ 2,328
PPM	\$ 1,899	\$ 1,482	\$ 1,481			\$ 4,862				\$ 4,862
Total	\$ 3,699	\$ 1,482	\$ 30,430	\$ 9,000	\$ 78,030	\$ 122,641	\$ 30,967	\$ 36,460	\$ 54,388	\$ 244,456
ITIP										
Laguna Niguel to San Juan Capistrano Passing Siding			\$ 3,000			\$ 3,000	\$ 19,791		\$ 2,483	\$ 25,274

STIP - State Transportation Improvement Program
RSTP - Regional Surface Transportation Program
CMAQ - Congestion Mitigation and Air Quality
M2 - Measure M2
I-5 - Interstate 5
SR-73 - State Route 73
HOV - High-occupancy vehicle
SR-55 - State Route 55
SR-57 - State Route 57

I-405 - Interstate 405
SR-133 - State Route 133
PPM - Planning, Programming, and Monitoring
CTC - California Transportation Commission
OCTA - Orange County Transportation Authority
FE - Fund Estimate
RTIP - Regional Transportation Improvement Program
ITIP - Interregional Transportation Improvement Program

2018 STIP Development Schedule

- March 15-16, 2017 – CTC fund estimate assumptions and key issues
- May 17, 2017 – CTC approves assumptions
 - June - July 2017 – Meet with internal and external stakeholders
- June 28-29, 2017 – CTC presents draft STIP fund estimate
- August 7, 2017 – OCTA RP&H STIP overview item
- August 14, 2017 – OCTA Board STIP overview item
- By August 16-17, 2017 – CTC adopts STIP fund estimate
- September 7, 2017 – OCTA RP&H STIP/RTIP program of projects approval
- September 11, 2017 – OCTA Board STIP/RTIP program of projects approval
- September 29, 2017 – OCTA STIP/RTIP projects submitted to SCAG for regional modeling analysis
- October 13, 2017 – Caltrans submits draft ITIP
- October 19, 2017 – CTC ITIP hearing – North
- October 24, 2017 – CTC ITIP hearing – South
- By December 15, 2017 – STIP/RTIP submittal due to CTC
- By December 15, 2017 – Caltrans ITIP submittal due to CTC
- January 25, 2018 – CTC STIP hearing South
- February 1, 2018 – CTC STIP hearing North
- February 28, 2018 – CTC publishes staff recommendations
- March 21-22, 2018 – CTC adopts STIP

STIP – State Transportation Improvement Program
CTC – California Transportation Commission
OCTA – Orange County Transportation Authority
RP&H – Regional Planning and Highways Committee
Board – Board of Directors
RTIP – Regional Transportation Improvement Program
SCAG – Southern California Association of Governments
Caltrans – California Department of Transportation
ITIP – Interregional Transportation Improvement Program



COMMITTEE TRANSMITTAL

August 14, 2017

To: Members of the Board of Directors
From:  Laurena Weinert, Clerk of the Board
Subject: Approval of Use of Federal Funds for Orange County Transportation Authority Projects Related to the Federal Fiscal Year 2017-18 Obligation Authority Plan

Regional Planning and Highways Committee Meeting of August 7, 2017

Present: Directors Delgleize, Do, M. Murphy, Nelson, Spitzer, and Steel
Absent: Director Donchak

Committee Vote

This item was passed by the Members present.

Director Spitzer voted in opposition on this item.

Committee Recommendations

- A. Approve the use of up to \$28.949 million in Congestion Mitigation and Air Quality Improvement Program funds for the Interstate 5 High-Occupancy Vehicle Lane Project from State Route 55 to State Route 57 in place of an equal amount in State Transportation Improvement Program funds.
- B. Approve the use of \$4.5 million in Congestion Mitigation and Air Quality Improvement Program funds for the Rideshare Program.
- C. Authorize staff to process all necessary amendments to the Federal Transportation Improvement Program and execute any necessary agreements to facilitate associated programming actions.



August 7, 2017

To: Regional Planning and Highways Committee

From: Darrell Johnson, Chief Executive Officer

A handwritten signature in blue ink, appearing to read "Darrell Johnson", is written over the "From:" line.

Subject: Approval of Use of Federal Funds for Orange County Transportation Authority Projects Related to the Federal Fiscal Year 2017-18 Obligation Authority Plan

Overview

The federal government requires states to obligate federal transportation funds by September 30 of each year. To ensure the timely commitment of all available federal funding by September 2018, the Orange County Transportation Authority prepares an annual obligation plan, and requests corresponding Board of Directors' authorization for use of the federal funds.

Recommendations

- A. Approve the use of up to \$28.949 million in Congestion Mitigation and Air Quality Improvement Program funds for the Interstate 5 High-Occupancy Vehicle Lane Project from State Route 55 to State Route 57 in place of an equal amount in State Transportation Improvement Program funds.
- B. Approve the use of \$4.5 million in Congestion Mitigation and Air Quality Improvement Program funds for the Rideshare Program.
- C. Authorize staff to process all necessary amendments to the Federal Transportation Improvement Program and execute any necessary agreements to facilitate associated programming actions.

Background

The state annually receives Congestion Mitigation and Air Quality Program Improvement Program (CMAQ) and Surface Transportation Block Grant (STBG) Program apportionments from the Federal Highway Administration (FHWA). The Orange County Transportation Authority (OCTA) receives a share of the apportioned funds, approximately \$44.95 million in CMAQ funds and \$40.39 million in STBG for regional projects. However, the federal government

typically only provides Obligation Authority (OA) to use approximately 91 percent (\$77.65 million total) of the apportioned funds annually. Fortunately, state law allows agencies to use available statewide OA, up to 100 percent of its available apportionment of funds, after May 1 of each year on a first-come first-served basis. This allows OCTA to maximize federal funding for Orange County transportation projects, and reduces the need for Measure M2 (M2) funds. Furthermore, state policy allows agencies to advance OA from future years using expenditure authority from other states that fall behind in federal project delivery.

OCTA's OA Plan consists of federalized projects previously approved by the Board of Directors (Board). Projects included in one year's OA Plan that do not get obligated in that year may roll forward to next year's plan. The OA Plan brings together prior year and current funding candidates into a single plan that describes how OCTA will meet the OA target for a specific fiscal year (FY). This report focuses on the federal fiscal year (FFY) 2017-18 OA Plan that is further described below.

Discussion

In August 2016, the OCTA Board approved projects for the FFY 2016-17 OA Plan, which supported OCTA's goal to obligate 100 percent of the OA target. As of May 31, 2017, OCTA has obligated \$15.413 million, or 22.8 percent, of FFY 2016-17 OA funds. The following pending projects will allow OCTA to achieve 100 percent obligation when obligated by the FHWA or transferred to the Federal Transit Administration:

- Anaheim Canyon Station – Construction (\$23.163 million);
- State Route 55 (SR-55) Interstate 405 to Interstate 5 (I-5) – Design (\$13.8 million);
- I-5 State Route 73 to Oso Parkway Segment 1 – Right-of-way (ROW) support and capital (\$13.415 million);
- I-5 Alicia Parkway to El Toro Road Segment 3 – ROW support and capital (\$9.419 million);
- OC Streetcar – Construction (\$1.431 million);
- Three Local Agency Bicycle Corridor Improvement Program projects (\$0.86 million):
 - Huntington Beach - Utica Avenue Bicycle Boulevard – Construction (\$0.682 million);
 - San Clemente – Pacific Coast Bicycle Route Signage and Parking Expansion Improvement Project – Construction (\$0.144 million);
 - Costa Mesa – Bicycle Racks at City Facilities – Construction (\$0.034 million).

If these projects are not delivered in FFY 2016-17, they will roll forward into the FFY 2017-18 plan.

In order to maximize FFY 2017-18 federal funding, OCTA has developed the FFY 2017-18 federal OA Plan (Attachment A). Through this plan, OCTA will be prepared to use all of its FFY 2017-18 OA, and may also advance up to \$26.322 million in federal OA from future years. The plan, as designed, may position OCTA to use OA that is not used by other states through a process known as August redistribution. This occurs when the federal government redistributes OA not used by other states to those which have, or will achieve, 100 percent delivery of OA. OCTA will be able to deliver 100 percent of its FFY 2016-17 federal funds if all the projects above are delivered. However, a number of obstacles may prevent 100 percent delivery. Should 100 percent delivery be achieved, OCTA will be eligible to receive a share of the August redistribution.

The California Department of Transportation (Caltrans) notifies agencies how much August redistribution was provided to each county in December. Based on OCTA's FFY 2015-16 OA Plan and delivery, OCTA received \$3.256 million in the August 2016 redistribution.

Previous Board actions have approved the use of federal funds for most of the projects in the FFY 2017-18 OA Plan. In order to complete the FFY 2017-18 OA Plan, Board approval is required to use federal funds for the following projects, which are also included in the Next 10 M2 Delivery Plan:

- \$28.949 million in CMAQ funds for the I-5 High-Occupancy Vehicle (HOV) Lane Project from SR-55 to State Route 57 (SR-57) Project;
- \$4.5 million in CMAQ funds for the Rideshare Program.

Using CMAQ in place of State Transportation Improvement Program (STIP) increases external funding that can support potential freeway project cost increases and helps offset the reduction in M2 due to the recent downturn in forecasted sales tax revenue. The use of CMAQ funds is consistent with OCTA's Capital Programming Policies (CPP) regarding the use of CMAQ for eligible M2 freeway projects. Additionally, using CMAQ funds for the I-5 HOV Lane Project will make \$28.949 million in STIP funds available in FFY 2018-19, two years earlier than the programmed STIP funding.

STIP funds can be used for a variety of projects, but is one of the few remaining fund sources that can be programmed for general purpose lane freeway widening projects. The \$28.949 million in STIP funds will be returned to OCTA's county share and would be available to support future Next 10 M2 freeway projects. These funds will be reprogrammed to another Measure M project as part of the 2018 STIP cycle. Meanwhile this action makes STIP capacity available in FY 2018-19, which is when OCTA anticipates it would advance the I-5 widening from State Route 73 to Oso Parkway Project, which is currently STIP-funded.

CMAQ funds directed to the Rideshare Program will be used to support regional rideshare-vanpool services in Orange County, including ride guides, customer information, and marketing activities. This use of CMAQ is also consistent with the CPP.

Summary

OCTA Board approval is sought to use federal funds for OCTA projects in order to preserve M2 funds, maximize the use of OCTA's federal funding in FFY 2017-18, and position OCTA to receive August redistribution funding.

Attachment

- A. Proposed OCTA's FFY 2017-18 (FY 2018) OA Plan, (\$000s)

Prepared by:



Ben Ku
Principal Transportation Funding Analyst
(714) 560-5473

Approved by:



Kia Mortazavi
Executive Director, Planning
(714) 560-5741

**Proposed OCTA's FFY 2017-18 (FY 2018) OA Plan
(\$000s)**

Agency	Project Location	Project Scope / Description	STBG \$	CMAQ \$	OCTA's Estimated Cumulative OA Balance for FY 2018 ¹
			FFY 2017-18 OA		\$ 77,651
		Estimated Carry Over Balance From FFY 2016-17			\$ (11,235)
		I-5 HOV Segments 1-3 ROW Deobligation		\$ (3,991)	
		Subtotal:			\$ 70,407
Obligate Before May 1, 2017					
OCTA	OCTA	I-5 Oso Parkway to Alicia Parkway (Con Capital) Segment 2 (CON)	\$ 31,820		\$ 38,587
OCTA	OCTA	Grade Separation (Close Out)	\$ 5,000	\$ 5,000	\$ 28,587
OCTA	OCTA	RideShare Services		\$ 4,500	\$ 24,087
Irvine	Irvine	Peters Canyon Off-Street Bikeway Lighting Improvements (CON)		\$ 652	\$ 23,435
Costa Mesa	Costa Mesa	BCIP: 19th Street Bicycle Trail (CON)		\$ 385	\$ 23,050
OCTA	Santa Ana	I-5 HOV SR-55 to SR-57		\$ 28,949	\$ (5,899)
County of Orange	Placentia	BCIP: OC Loop Carbon Creek Channel (Segment D) (ROW)		\$ 495	\$ (6,394)
County of Orange	Westminster, Garden Grove	BCIP: Hazard Avenue Bikeway Project (CON)		\$ 3,000	\$ (9,394)
Dana Point	Dana Point	BCIP: Coast Highway Class 1 Bikeway/Pedestrian Way Extension Phase 2 (CON)		\$ 2,073	\$ (11,467)
Anaheim	Anaheim	BCIP: Nohl Ranch Open Space Trail (ROW)		\$ 439	\$ (11,907)
Tustin	Tustin	BCIP: Main Street/El Camino Real Improvements (CON)		\$ 2,298	\$ (14,205)
Santa Ana	Santa Ana	BCIP: Bristol Street Protected Bicycle Lanes (CON)		\$ 2,103	\$ (16,307)
County of Orange	Irvine, Orange	BCIP: Peters Canyon Extension (Design)		\$ 884	\$ (17,191)
Santa Ana	Santa Ana	BCIP: Hazard Avenue Protected Bike Lanes (CON)		\$ 935	\$ (18,126)
Santa Ana	Santa Ana	BCIP: Edinger Avenue Class II Bike Lanes (CON)		\$ 636	\$ (18,762)
Garden Grove	Garden Grove	BCIP: Bicycle Corridor Improvements (Final Design)		\$ 115	\$ (18,877)
Garden Grove	Garden Grove	BCIP: Bicycle Corridor Improvements (CON)		\$ 999	\$ (19,876)
Dana Point	Dana Point	BCIP: Coast Highway Class 1 Bikeway/Pedestrian Way Extension Project Phase 1 (CON)		\$ 607	\$ (20,483)
Costa Mesa	Costa Mesa	BCIP: Fairview Park Multi-Purpose Trail (CON)		\$ 836	\$ (21,319)
Fullerton	Fullerton	BCIP: Citywide Bicycle and Pedestrian Improvement Project (CON)		\$ 579	\$ (21,898)
Fullerton	Fullerton	BCIP: Wilshire Avenue Bicycle Boulevard (CON)		\$ 2,220	\$ (24,118)
County of Orange	Placentia	BCIP: OC Loop Carbon Creek Channel (Segment D) Bikeway Gap Closure (Final design)		\$ 1,056	\$ (25,174)
Anaheim	Anaheim	BCIP: Nohl Ranch Open Space Trail (Final Design)		\$ 211	\$ (25,385)
Santa Ana	Santa Ana	BCIP: Citywide Bike Racks (CON)		\$ 937	\$ (26,322)
		Total	\$ 36,820	\$ 55,918	\$ (26,322)

OCTA - Orange County Transportation Authority
 FFY - Federal fiscal year
 FY - Fiscal year
 OA - Obligation Authority
 STBG - Surface Transportation Block Grant
 CMAQ - Congestion Mitigation and Air Quality
 I-5 - Interstate 5
 HOW - High-occupancy vehicle
 ROW - Right-of-way
 CON - Construction
 BCIP - Bicycle Corridor Improvement Program
 SR-55 - State Route 55
 SR-57 - State Route 57



COMMITTEE TRANSMITTAL

August 14, 2017

To: Members of the Board of Directors

From: *Laurena Weinert*
Laurena Weinert, Clerk of the Board

Subject: Regional Planning Update - Greenhouse Gas Target Review

Regional Planning and Highways Committee Meeting of August 7, 2017

Present: Directors Delgleize, Do, M. Murphy, Nelson, Spitzer, and Steel

Absent: Director Donchak

Committee Vote

This item was passed by the Members present.

Staff Recommendation

Receive and file as an information item.



August 7, 2017

To: Regional Planning and Highways Committee
From: Darrell Johnson, Chief Executive Officer 
Subject: Regional Planning Update - Greenhouse Gas Target Review

Overview

Regional planning updates are provided periodically to highlight transportation planning issues impacting the Orange County Transportation Authority and the Southern California region. This update focuses on draft greenhouse gas reduction targets currently proposed by the California Air Resources Board. Once finalized, the Southern California Association of Governments is required to address them as part of the 2020 Regional Transportation Plan and Sustainable Communities Strategy. A discussion of the Orange County Transportation Authority's concerns and actions to date, is provided for informational purposes.

Recommendation

Receive and file as an information item.

Background

In 2008, SB 375 (Chapter 728, Statutes of 2008) was enacted to encourage more sustainable development through coordinated land use and transportation planning. SB 375 addresses this by tasking the California Air Resources Board (CARB) with setting greenhouse gas (GHG) reduction targets for passenger vehicles. Each of California's 18 metropolitan planning organizations (MPOs), including the Southern California Association of Governments (SCAG), was assigned targets for 2020 and 2035 that must be addressed through a Sustainable Communities Strategy (SCS) within their Regional Transportation Plans (RTP). If the targets are not met, the MPOs must develop a financially unconstrained Alternative Planning Strategy detailing how the targets could be met.

In 2010, the SCAG region was assigned eight percent and 13 percent per capita GHG emission reductions from 2005 levels to be met by 2020 and 2035, respectively. SCAG's first SCS to address these targets was included in the 2012 RTP. In this plan, SCAG exceeded the targets with reductions of nine percent for 2020 and 16 percent for 2035. These reductions were predicated on assumptions that local jurisdictions would encourage more compact growth patterns, especially multi-family housing and employment closer to transit. It also assumed expansion of transit, increased investments in active transportation, and mileage-based user fees.

However, as 2020 draws closer, there is less time for these types of assumptions to impact actual travel behavior and development patterns. This became apparent in SCAG's 2016 RTP, where the SCS narrowly met the 2020 target of eight percent per capita, indicating a decline from the nine percent reduction in the 2012 RTP. Conversely, since 2035 was almost 20 years out, this lead time allowed SCAG to implement more refined strategies that produced an 18 percent reduction by 2035, again exceeding the 2035 target (13 percent).

Discussion

Currently, CARB is reviewing GHG emission reduction targets for MPOs throughout California. This review is optional after four years, but is required by statute every eight years. Statute also requires that the review use a consultative process involving MPOs. This allows MPOs to recommend targets prior to CARB staff proposing draft targets. It should also be noted that this review is only focusing on the 2035 targets, since 2020 is nearing.

SCAG worked collaboratively with the San Diego Association of Governments, the Sacramento Area Council of Governments, and the Bay Area's Metropolitan Transportation Commission to develop a joint recommendation for the revised 2035 target. These agencies make up the four largest MPOs in the state, representing about 85 percent of the state's population. The focus of their analysis was on identifying targets that are ambitious, but achievable within a financially constrained RTP/SCS. This collaboration resulted in all four MPOs agreeing to recommend a target reduction of 18 percent per capita by 2035.

In developing the recommended target, each of the MPOs tested what might be achieved beyond approved SCS documents by expanding on assumptions for land use, transportation expenditures, and user fees. These "stress tests" ignored financial constraints and other limiting policies in order to explore all potential avenues for additional GHG emission reductions. In general, strategies that can be implemented at the local and regional level provided few benefits and had high costs. For example, SCAG's stress test determined that an additional investment of \$10 billion in regional strategies would only achieve an additional 2.5 percent reduction in GHG emissions.

Common findings from the MPOs also showed that state initiatives were more effective than regional initiatives, which highlights the need for the state to provide more support and funding if they want to see larger emission reductions. Specifically, these tests showed that statewide clean vehicle technology programs have the greatest effect on reducing GHG emissions. Unfortunately, CARB does not allow SCSs to take credit for reductions from these programs. This is because the SCS and clean technology improvements are independent strategies in the Scoping Plan, each contributing toward the statewide GHG emission goals. However, when conducting federally-required RTP emissions analyses, both must be accounted for, which creates a challenge for MPOs.

Clean technology strategies reduce the cost of driving, making it more attractive and increasing vehicle miles traveled (VMT). This VMT increase from improved fuel efficiency is referred to as the “rebound effect”. RTPs must report this VMT increase, but also must report the SCS-related GHG emission reductions separate from the clean technology strategies for state-required analyses. This is to avoid double counting reductions from Scoping Plan strategies. Therefore, MPOs must disregard the GHG reductions associated with clean technology strategies, while still accounting for the rebound effect’s VMT increase. SCAG estimates that this results in a GHG emissions increase of about five percent.

Since SCAG’s 2016 RTP/SCS achieved an 18 percent reduction in GHG emissions for 2035, the additional 2.5 percent reduction from the \$10 billion investment assumed in SCAG’s stress test could increase GHG reduction potential to 20.5 percent by 2035. However, SCAG’s rebound effect estimate would increase GHG emissions by about five percent, putting SCAG’s 2035 reduction estimate at 15.5 percent.

About half of the cost identified in SCAG’s stress test is addressed through the Los Angeles County Metropolitan Transportation Authority’s Measure M sales tax program, and leaves a \$5 billion shortfall to get to a 15.5 percent GHG emission reduction by 2035. Knowing that CARB is in need of further reductions to address the statewide GHG reduction goals set by SB 32 (Chapter 249, Statutes of 2016), 40 percent below 1990 levels by 2030 for all sectors, SCAG recommended an ambitious reduction target of 18 percent. However, to achieve this, SCAG notes that the state must be proactive with supportive strategies and funding.

SCAG submitted their recommendation to CARB in early April 2017, and in mid-June CARB released draft targets. The draft targets maintained the 2020 target of eight percent, but increased the 2035 target to 21 percent (from 13 percent). This increases the gap that the SCAG region needs to address from 2.5 percent (based on SCAG’s recommended 18 percent target,

which assumes SCAG identifies funding to cover the \$5 billion shortfall) to 5.5 percent. SCAG does not believe this is achievable without unprecedented support from the state, in terms of funding and strategies to reduce vehicle miles traveled.

CARB justifies the increase over the SCAG recommendation through the following claims:

- The rebound effect will only result in a one percent increase (rather than SCAG's estimate of five percent);
- Funding will be made available through SB 1 (Chapter 5, Statutes of 2017), the GHG cap-and-trade funds, the Volkswagen Settlement, and "statewide pricing" (probably referring to a potential shift to a mileage-based user fee);
- New and enhanced SCS strategies; and,
- Revised modeling methodologies that better account for emission reductions from SCSs.

SCAG is coordinating with CARB to discuss the differences in assumptions regarding the rebound effect. This is the primary point of divergence between SCAG's recommendation and CARB's draft target. They will also need to resolve differences in assumptions regarding opportunities to enhance existing strategies. In general, SCAG's stress test seems to account for any opportunities to enhance strategies included in the 2016 RTP/SCS.

CARB assumes that over \$53 billion in new funding will be made available over the next ten years through the programs mentioned above. The vast majority of this would come from SB 1 (\$52.4 billion). However, SCAG's 2016 RTP/SCS already assumes that the gas tax would be raised ten cents per gallon, beginning in 2020. Therefore, the new funds generated through SB 1 are largely accounted for in the 2016 RTP/SCS. Furthermore, cap-and-trade funding distributed through the Greenhouse Gas Reduction Fund program has been unreliable to date, and the SCAG region has not received its fair share.

OCTA submitted comments on the draft targets proposed by CARB (Attachment A). These comments emphasize the need to clarify discrepancies between SCAG's and CARB's assumptions, and encourages CARB to rely on input from MPOs. CARB is only now preparing to gather input on the effectiveness of SCS strategies. There is also active legislation, SB 150 (Allen, D-Santa Monica), which proposes that CARB monitor and report on the progress of SCS implementation by September 1, 2018. Until CARB documents and evaluates the effectiveness of SCS strategies, they should defer to the MPO recommendations, as they are the agencies most familiar with SCS issues and emission reduction capabilities.

The public comment period for CARB's draft targets closed on July 28, 2017. CARB will consider all comments received, and make revisions as they see appropriate before presenting their recommendations to the CARB Governing Board in October 2017. Once finalized, MPOs throughout the state will be required to address the revised targets beginning in 2018, which first impact the 2020 RTP/SCS for the SCAG region. CARB has the option to review the targets again for 2022, and must review them again for 2026.

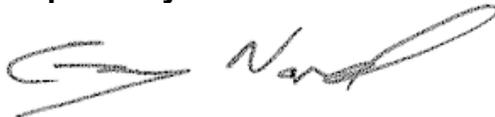
Summary

The California Air Resources Board is proposing to raise the targets for greenhouse gas emission reductions by 2035 from 13 percent to 21 percent for the Southern California Association of Governments (SCAG). Although the four largest metropolitan planning organizations, including SCAG, collaborated on studies that determined that 18 percent would be ambitious yet achievable, the California Air Resources Board believes more can be done. This belief is based on assumptions that the CARB derived independently, while trying to achieve the recently established statewide goal of a 40 percent reduction below 1990 levels in greenhouse gas emissions by 2030 across all sectors.

OCTA submitted comments to the CARB, encouraging them to establish goals that are achievable. Furthermore, the comments encourage them to avoid basing the targets on optimistic assumptions about sustainability strategies before actual performance data becomes available.

Attachment

- A. Letter dated July 19, 2017, Clerk of the Board, California Air Resources Board, Proposed Update to SB 375 (Chapter 728, Statutes of 2008) Greenhouse Gas Emission Reduction Targets and Environmental Analysis

Prepared by:

Gregory Nord
Principal Transportation Analyst
(714) 560-5885

Approved by:

Kia Mortazavi
Executive Director, Planning
(714) 560-5741



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CHIEF EXECUTIVE OFFICE

Darrell Johnson
Chief Executive Officer

July 19, 2017

Clerk of the Board
California Air Resources Board
1001 I Street
Sacramento, CA 95814

Re: Proposed Update to the SB 375 (Chapter 728, Statutes of 2008) Greenhouse Gas Emission Reduction Targets and Environmental Analysis

Dear Clerk of the Board:

The Orange County Transportation Authority (OCTA) appreciates the opportunity to review and provide comments on the updated greenhouse gas (GHG) emission reduction targets (targets) and the environmental analysis, proposed by the California Air Resources Board (CARB). OCTA agrees with CARB's approach to focus the review on the 2035 targets, as 2020 is fast approaching, and metropolitan planning organizations (MPOs) throughout the state are facing significant challenges to meet the current 2020 targets.

Considering these challenges, and the current lack of data regarding the effectiveness of implemented projects and programs that support goals of Sustainable Communities Strategies (SCS), OCTA respectfully requests that CARB take a more conservative approach in this review cycle. As CARB is aware, the targets are eligible to be reviewed again in just four years, and the review process would benefit greatly from data collected through anticipated SCS implementation monitoring efforts. Therefore, OCTA encourages CARB to collect and analyze this data before making drastic changes to the targets.

The CARB draft staff report titled "Proposed Update to the SB 375 (Chapter 728, Statutes of 2008) GHG Emission Reduction Targets" notes under "Next Steps" that CARB intends to track SCS implementation efforts and outcomes to understand whether the SCS strategies are working. Moreover, the current version of SB 150 (Allen, D-Santa Monica), if passed, would require that CARB prepare a report by September 1, 2018, assessing the progress made by MPOs in meeting their targets.

This documentation and analysis, whether required by law or conducted as a CARB initiative, would greatly serve the target review process, and help to ensure that the targets remain ambitious and achievable within financially constrained Regional Transportation Plans and SCSs. Through discussions with the Southern California Association of Governments (SCAG) and other SCAG region stakeholders, there is a common concern that CARB's proposed targets are not achievable.

Clerk of the Board
July 19, 2017
Page 2

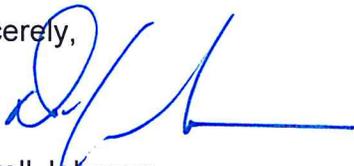
At the June 21, 2017, workshop conducted by CARB, several discrepancies between SCAG and CARB target evaluations were discussed that are causing much of this concern. These discrepancies need to be discussed with SCAG and resolved before any further action is taken by CARB to advance the current proposed targets.

SCAG's assumptions were derived through a collaborative effort between SCAG, the San Diego Association of Governments, the Bay Area's Metropolitan Transportation Commission, and the Sacramento Area Council of Governments. This collaboration served to provide CARB with insights through a bottom-up approach for identifying ambitious and achievable targets. OCTA is requesting that CARB reconsider using the targets recommended by these MPOs.

The MPOs have the greatest understanding of opportunities, issues, and modeling capabilities for developing and analyzing an SCS. Further, these agencies have consistently included all feasible GHG emission reduction strategies and best practices to address the current targets, so there is no reason to believe they would do anything less in future SCSs. Therefore, establishing exceedingly high targets does nothing but put these regions at risk of not achieving their targets.

OCTA is requesting that CARB relies on the insights and recommendations that have been provided by the MPOs for the 2018 target setting process. Until sufficient data is gathered and reviewed through the aforementioned monitoring reports, the statutorily required consultative process with the MPOs is the best available measure of what should be considered ambitious and achievable. Should you have any questions regarding this letter, please contact Greg Nord, Principal Transportation Analyst, at (714) 560-5885 or gnord@octa.net.

Sincerely,



Darrell Johnson
Chief Executive Officer

DJ:gn

c: OCTA Board of Directors;
OCTA Executive Staff;
Hassan Ikhata, Executive Director, SCAG;
Marnie Primmer, Executive Director, OCCOG



COMMITTEE TRANSMITTAL

August 14, 2017

To: Members of the Board of Directors

From: *Laurena Weinert*
Laurena Weinert, Clerk of the Board

Subject: Active Transportation Update

Regional Planning and Highways Committee Meeting of August 7, 2017

Present: Directors Delgleize, Do, M. Murphy, Nelson, Spitzer, and Steel

Absent: Director Donchak

Committee Vote

Following the discussion, no action was taken on this receive and file information item.

Staff Recommendation

Receive and file as an information item.



August 7, 2017

To: Regional Planning and Highways Committee

From: Darrell Johnson, Chief Executive Officer

A handwritten signature in blue ink, appearing to read "Darrell Johnson", is positioned to the right of the "From:" field.

Subject: Active Transportation Update

Overview

The Orange County Transportation Authority coordinates regional active transportation efforts in Orange County. An update on recent and upcoming activities is provided for review.

Recommendation

Receive and file as an information item.

Background

The Orange County Transportation Authority (OCTA) Board of Directors (Board) receives updates on regional active transportation annually. These efforts support the OCTA role in expanding and promoting active transportation. This report provides an update on regional bicycle and pedestrian planning, educational efforts, and collaboration with law enforcement agencies.

Discussion

Regional Bikeways Planning

Between 2011 and 2016, OCTA prepared four sub-area studies identifying 41 regional bikeway corridors. Forty percent of these regional bikeways have already been locally implemented, while the remaining segments require project development and funding to complete. The estimated amount of funding for completion is between \$400 million and \$500 million. Highlighted segments of the regional bikeways have received funding for enhancements or new bikeways,

as shown in Attachment A. Funding has been secured by local agencies for various phases of work, such as project design, right-of-way acquisition, and/or construction.

Funding opportunities to implement local and regional bikeways have primarily come from the OCTA administered Bicycle Corridor Improvement Program and the state administered Active Transportation Program (ATP). SB 1 (Chapter 5, Statutes of 2017), the Road Repair and Accountability Act of 2017, provides significant funding that may be used towards bicycle and pedestrian projects. OCTA will participate in upcoming workshops related to SB 1 and will encourage local agencies to pursue future ATP funding opportunities.

OC Loop

The OC Loop envisions a 66-mile regional bikeway network serving the north and central portions of Orange County. It is comprised of the regional bikeway corridors identified in the regional bikeways strategies. Over the past few decades, multiple agencies have worked independently to implement portions of the OC Loop, completing about 70 percent. When complete, the OC Loop will primarily be an off-street system that will utilize the existing off-street trails along the San Gabriel River, Coyote Creek, Union Pacific Railroad corridor, The Tracks at Brea, and the Santa Ana River.

In 2015, the County of Orange (County) completed a feasibility study that provides recommendations and cost estimates on closing gaps along the OC Loop. Based on the engineering recommendations, OCTA prepared the OC Loop 70/30 Plan, which provides an executive level summary fact sheet with estimated improvement costs for each segment of the OC Loop. Additional information can be found on the OC Loop website at www.octa.net/ocloop.

The County staff has continued to pursue funding to advance OC Loop segments, and recently, Segment F, in the Yorba Linda area was implemented by the County. The roughly one mile segment travels through a residential neighborhood, and implementation consisted primarily of wayfinding signage and sidewalk improvements. Attachment B shows the OC Loop Segments.

OCTA is also facilitating the negotiations between Union Pacific Railroad (UPRR) and the cities of Brea and La Habra to secure an easement for the OC Loop Segments A and B. OCTA is coordinating the plan reviews and approvals with the California Public Utilities Commission and UPRR. OCTA will continue to coordinate with the County and local cities to advance projects to bring the OC Loop to completion.

Go Human

Since 2015, OCTA has partnered with the Southern California Association of Governments (SCAG) to develop the marketing campaign and encouragement events for the Go Human campaign. Go Human is the branding for the SCAG campaign to improve safety and encourage more active transportation travel. SCAG worked with the City of Westminster to develop the Go Human “Experience Hoover” event in 2016, and four additional events were hosted in 2017:

- Garden Grove – Re:Imagine Garden Grove (April 1);
- Brea – Experience the Tracks at Brea (May 27);
- OC Parks, Anaheim and Yorba Linda – Connect the Loop (June 10);
- Santa Ana – 18th Annual Cinco de Mayo Festival (May 5).

Go Human events have provided temporary demonstrations of separated bikeways, celebrated new trails, or supported open streets events, such as the third annual event conducted in Garden Grove. Attendance varies as marketing for each event is in scale with dedicated agency resources. Each event has a set of goals developed by the local agency, such as exhibiting a new design concept, or bringing a large number of people to a community festival.

Based on the respective event goals, local agencies have expressed support with the SCAG collaboration and for Go Human events. An additional Go Human demonstration is being considered by OC Public Works in fall 2017 to illustrate a barrier-separated bikeway concept along Hazard Avenue, which aligns with a project that has received bikeways funding from OCTA.

OC Active

In early 2017, the Board approved the consultant selection to develop the first countywide ATP, called OC Active. Funding for OC Active is primarily provided through a state ATP Cycle 2 grant.

OC Active will evaluate needs, as well as recommend active transportation (bicycle and pedestrian) improvements for all 35 local jurisdictions in Orange County. Currently, few Orange County cities have started or completed a pedestrian plan. OC Active will include analysis to identify pedestrian improvement areas and will incorporate all regional and local bikeway planning work conducted to date by OCTA and local jurisdictions.

The list of improvement recommendations will be tied to goals and metrics, and be developed based on both community input, as well as technical analyses throughout the process. OC Active will also provide information and analysis required by the state guidelines for ATPs. By prioritizing improvements, OC Active will help guide local agency efforts to secure funding to implement infrastructure improvements. These results will also help guide countywide funding and program decisions.

As discussed with the Board in July 2017, the project goals and public engagement plan have been developed. Utilizing the goals and engagement plan, technical analysis has now commenced and preliminary results will be presented to the Board in early 2018, with study completion planned for summer 2018.

Systemic Safety Analysis Report (SSAR)

In early 2017, the OCTA Board authorized consultant support to develop a SSAR for Orange County. Funding for the SSAR is primarily provided through a state Highway Safety Improvement Program grant.

The Orange County SSAR will be developed in partnership with local agencies and include an analysis of bicycle and pedestrian related collisions spanning the Orange County roadway network. It will identify incident trends and potential locations with high crash occurrences based on roadway and intersection type. The analysis will help recognize the risk factors related to bicycle and pedestrian collisions, and will be used to develop a list of potential infrastructure and non-infrastructure solutions. These recommended solutions will be based on nationally published crash reduction information and could include traffic control devices, warning beacons, improved lighting, enhanced signage, and refuge islands for bicyclists and pedestrians.

Staff will provide updates to the Board during development of the SSAR, which is anticipated to take 18 months. Contract negotiations are underway now, and the consultant is expected to begin work in late 2017.

Active Transportation Counts Framework Study

In early 2016, OCTA hired a consultant to develop an Active Transportation Counts Framework Study (Framework). Funding for the Framework is primarily provided through the California Department of Transportation (Caltrans) Sustainable Transportation Planning Grant Program.

While significant investments have been made to improve active transportation in Orange County, there is a lack of quantitative data and analysis regarding traffic flow, exposure rates, and collisions related to walking and biking. The Framework will develop goals, evaluate equipment needs, recommend collection locations, document capital and maintenance costs, and provide recommendations for data management.

Consultant work began in June 2017, and the Framework is anticipated to take 12 months, with ongoing coordination and collaboration with Caltrans, the County, and local jurisdictions.

Education

Since February 2016, OCTA staff have pursued and secured over \$900,000 in grant funding for efforts to evaluate and plan for improved facilities for people walking and biking. The topics covered by the grants include planning, enforcement, evaluation, and education. The Office of Traffic Safety (OTS) Highway Safety Program provided grant funds to OCTA in federal fiscal year (FFY) 2016-17 for creation of safety videos, and OTS has indicated OCTA has been recommended for funding in FFY 2017-18 for distribution of reflectors, bike lights, bike helmets, and bike skills training courses directly to community members. OCTA will continue to coordinate with OTS to complete the safety videos and to advance the next grant for bike skills training and safety materials distribution.

Enforcement

In early 2017, SCAG selected OCTA for competitive grant funding of the Partnerships with Police (PWP) Project. The PWP Project will utilize local collision data to identify dangerous behaviors and provide a training program developed collaboratively with local enforcement staff to improve active transportation throughout Orange County. The PWP Project will initiate a forum for open dialogue with law enforcement staff to clarify and address common issues and questions related to active transportation.

The grant application was prepared with letters of support from six different Orange County police departments, including the Orange County Sheriff's Department. The project is expected to begin in fall 2017, and will begin with a presentation to the Orange County Chiefs' and Sheriff's Association for input and participation.

Summary

OCTA has advanced planning, education, encouragement, and enforcement efforts to improve active transportation throughout Orange County. Coordination and collaboration continues between SCAG, Caltrans, and community members to encourage and support people walking and bicycling within Orange County.

Attachments

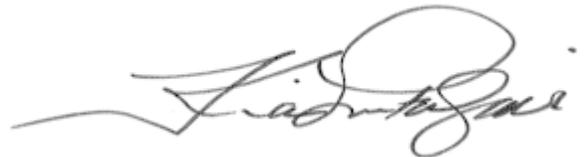
- A. Regional Bikeways Progress Maps, North County and South County
- B. OC Loop Segments Map

Prepared by:



Paul Martin
Principal Transportation Analyst
(714) 560-5386

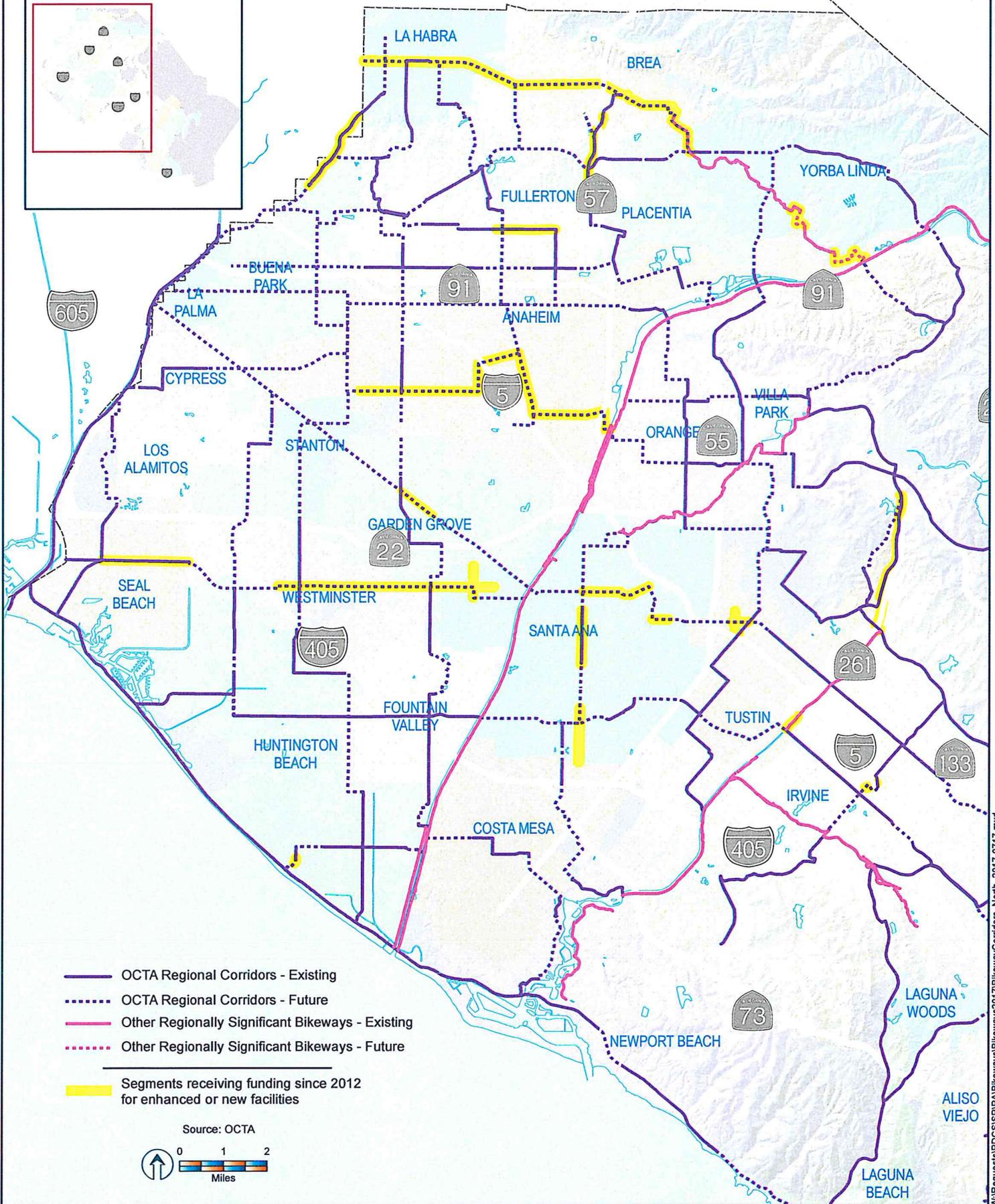
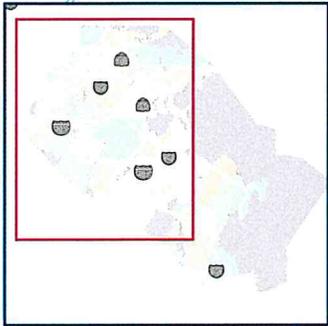
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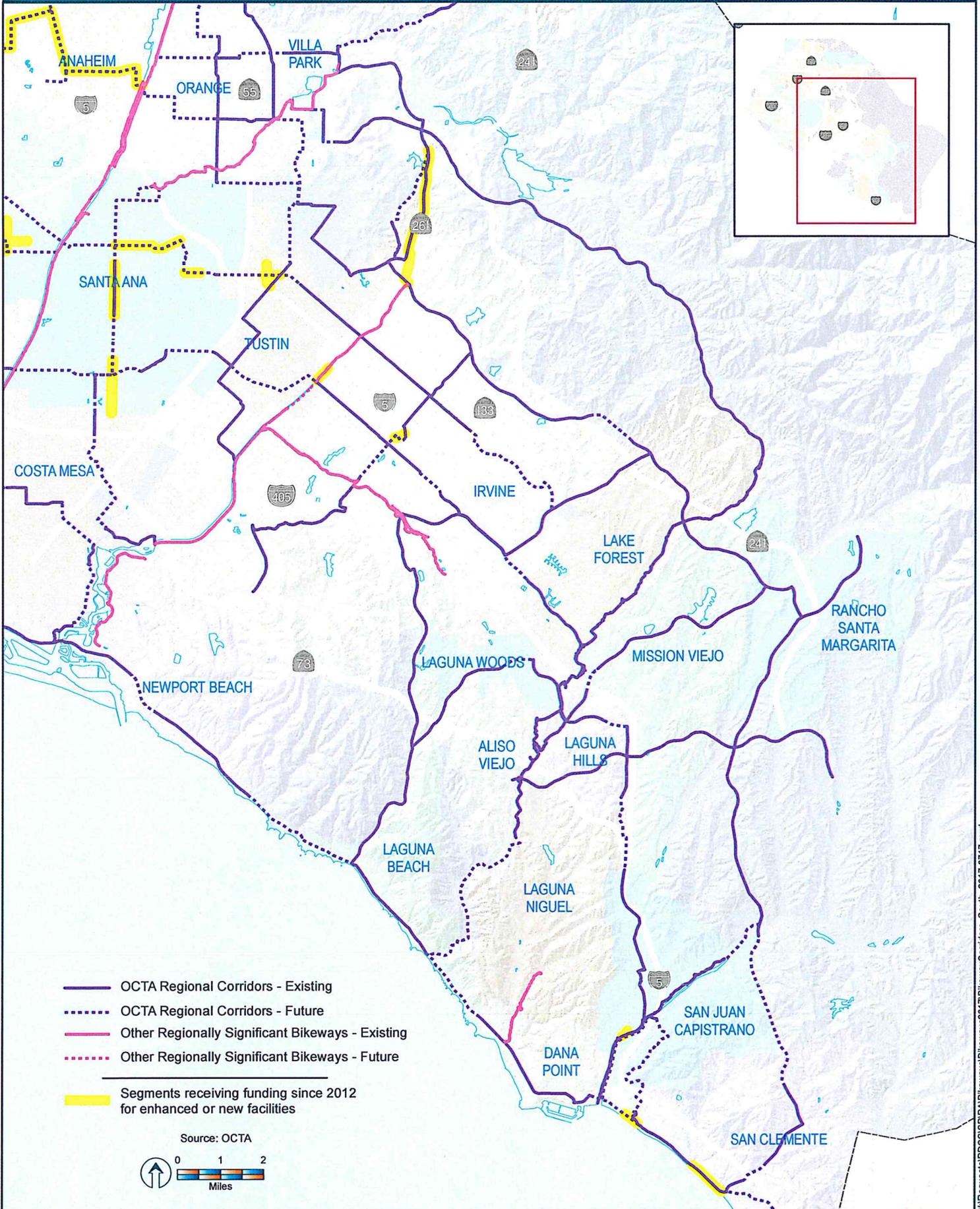
Kia Mortazavi
Executive Director, Planning
(714) 560-5741

Regional Bikeways Progress Maps
North County and South County

Regional Bikeway (North County) - Progress Map

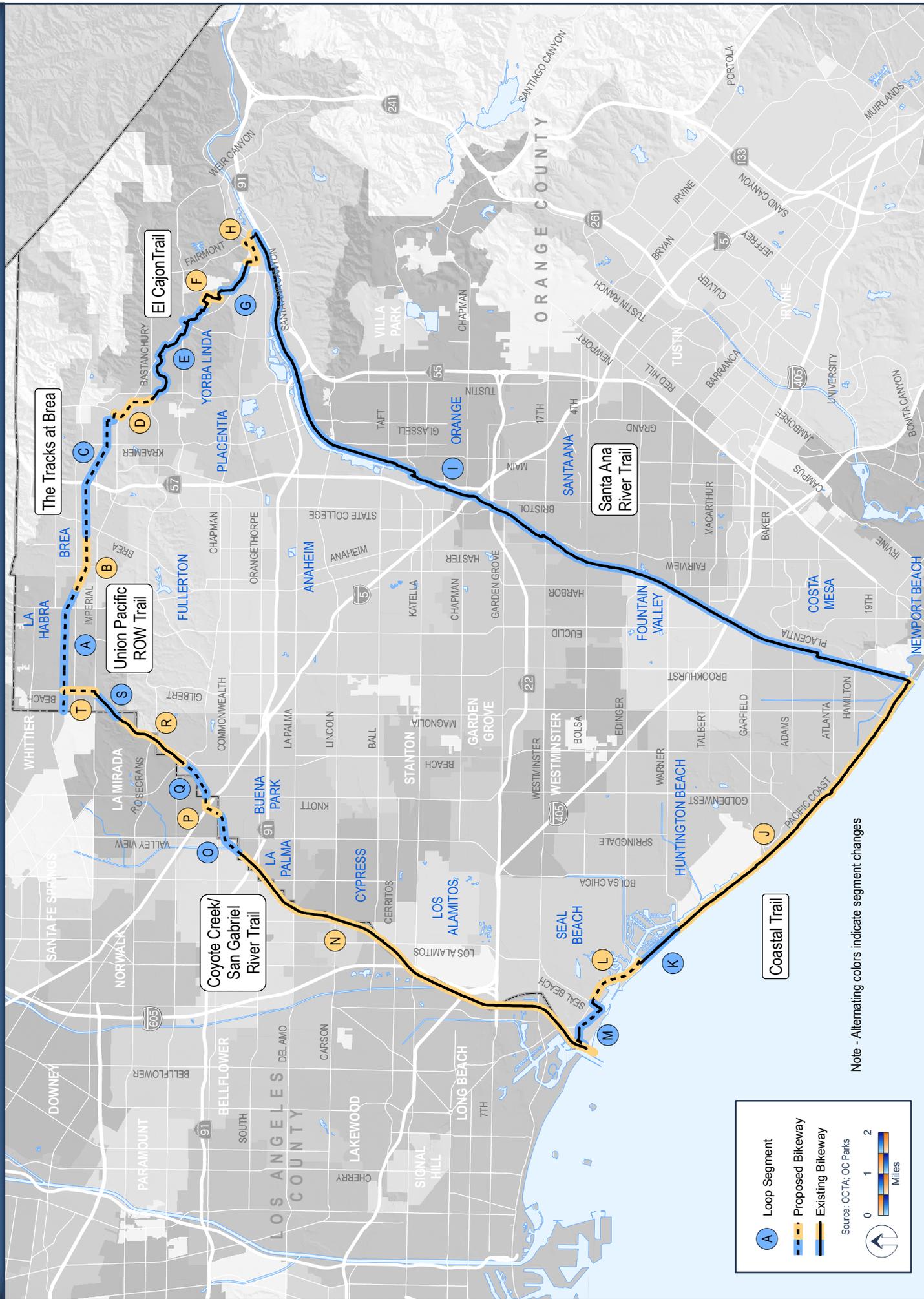


Regional Bikeway (South County) - Progress Map





OC Loop Segments Map



The Tracks at Brea

Union Pacific ROW Trail

Coyote Creek/ San Gabriel River Trail

El Cajon Trail

Santa Ana River Trail

Coastal Trail

Note - Alternating colors indicate segment changes

Legend

- A** Loop Segment
- Proposed Bikeway
- Existing Bikeway

Source: OCTA, OC Parks

0 1 2 Miles



August 14, 2017

To: Members of the Board of Directors

From: Darrell Johnson, Chief Executive Officer

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Subject: 2017 Chief Executive Officer's Initiatives and Action Plan –
Second Quarter Progress Report

Overview

At the end of each quarter, the Chief Executive Officer updates the Board of Directors on the activities and accomplishments related to the 2017 Chief Executive Officer's Initiatives and Action Plan. This report summarizes the second quarter achievements for calendar year 2017 (April through June). These efforts directly support the 2017 Orange County Transportation Authority Board Strategic Initiatives.

Recommendation

Receive and file as an information item.

Background

On February 13, 2017, the Board of Directors (Board) approved the 2017 Chief Executive Officer's (CEO) Initiatives (Initiatives) and Action Plan (Action Plan), which support the 2017 Board Strategic Initiatives (Attachment A). The CEO Initiatives are provided as Attachment B, with the accompanying Action Plan. The Action Plan consists of ten initiatives implemented through 59 projects/programs, and monitored through 89 milestones. This report provides a summary of the second quarter (Q2) milestones from April 1, 2017 until June 30, 2017.

Discussion

In Q2, 33 milestones were scheduled for completion. As of the end of Q2, 23 of 33 milestones have been completed. The Q2 highlights include Board approval for the OC Streetcar Project to enter into the federal Full Funding Grant Agreement (FFGA), Board approval of Orange County Transportation Authority's (OCTA) fiscal year (FY) 2017-18 Budget and Personnel and Salary Resolution (PSR), and preparation work for the issuance of Notice to Proceed (NTP) #2 for construction on the Interstate 405 (I-405) Design-Build Project.

The ten milestones not completed in Q2 are summarized in Attachment B. The reasons for the milestones not being completed are related to dependency on coordination with outside agencies or internal schedule adjustments.

Listed below are some of the Q2, 2017 CEO Action Plan accomplishments.

- Measure M Regional Capacity Program (RCP): On April 10, 2017, the Board approved funding for 13 projects, in the amount of \$32.24 million, from the 2017 RCP call for projects. The Board additionally approved \$2.5 million to fund five projects from the 2017 Regional Traffic Signal Synchronization Program.
- OC Bus 360° Plan Update: On May 22, 2017, the Board was updated on the progress of the OC Bus 360° Plan. The goals are to reverse ridership declines by reducing passenger travel times, improving travel speeds, and designing services to better serve existing customers and attract new customers. The OC Bus 360° update indicated an increase in ridership on improved routes and a reduction in the rate of overall ridership decline. This update will be presented biannually, in Q2 and the fourth quarter.
- State Route 55 (SR-55) between I-405 and Interstate 5 (I-5): On June 12, 2017, the Board authorized the negotiation and execution of a cooperative agreement with California Transportation Commission to provide oversight of the final design for the SR-55 Improvement Project between I-405 and I-5. This action was part of joint OCTA/California Department of Transportation efforts to expedite the project.
- Vanpool Program: On June 12, 2017, the Board approved the selection of a contractor to provide commuter vanpool services. The Vanpool Program continues to grow and now has 540 vanpools in operation.
- Lakeview Avenue Grade Separation Project: In June 2017, the Lakeview Avenue Grade Separation Project was completed early and opened to traffic two months ahead of schedule. This project constructed a vehicular overpass on the Burlington Northern Santa Fe mainline train tracks, providing improved traffic flow.
- Measure M2 (M2) Environmental Mitigation Program: In June 2017, the final permits for the Natural Community Conservation Plan/Habitat Conservation Plan (NCCP/HCP) for the M2 Preserves (Preserves) were approved by the Wildlife Agencies (California Department of Fish and Wildlife, and the United States Fish and Wildlife Service). As part of the NCCP/HCP process, in September 2016, the Board approved retaining a fund manager (California Community Foundation) to establish an

endowment for the long-term management of the Preserves. To date, five of the seven Preserve Resource Management Plans (RMPs) have been completed. These RMPs guide the management of the Preserves as required under the NCCP/HCP. OCTA anticipates the release of the remaining two RMPs to the public by the end of summer 2017. These two RMPs will follow a similar 90-day public comment period that was afforded to interested parties.

- FY 2017-18 Budget and PSR: On June 12, 2017, the Board approved OCTA's FY 2017-18 Budget by resolution. OCTA's budget presents a balanced plan of sources and uses of funds, while providing for the current and future transportation needs of Orange County. The Board also approved changes to the PSR as part of the budget approval process.
- Metrolink Parking Structure at the Orange Transportation Center: On June 12, 2017, the Board approved the contract award for the construction of the Metrolink parking structure at the Orange Transportation Center.
- I-405 Improvement Project NTP #2: For the past 18 months, OCTA has been working toward securing a Transportation Infrastructure Finance Innovation Act (TIFIA) loan. On May 8, 2017, the Board approved the use of a letter of credit/line of credit supported by Local Transportation Authority sales tax revenues to secure the TIFIA loan. On June 22, 2017, the Board approved the substantially final form of the TIFIA Loan Agreement between OCTA and the United States Department of Transportation in the amount of \$629 million. On July 26, 2017, OCTA signed the final documents with the U.S. Department of Transportation for a \$629 million loan. OCTA received a 2.91 percent interest rate, which is expected to save more than \$300 million in financing costs over the 35-year life of the loan, as compared to toll revenue bond financing. The loan will cover one-third of the \$1.9 billion project, and construction is expected to begin by early next year.

In addition, below are a few notable Q2 2017 accomplishments not included in the CEO Action Plan.

- Grant Award for the 2017 and 2018 Orange County Fair Express Service: On April 24, 2017, the Board accepted the grant award of \$834,222 from the Mobile Source Air Pollution Reduction Review Committee to support the Orange County Fair Express Service. The grant funds directly support the operating costs of the Orange County Fair Express Service for the 2017 and 2018 fair seasons. OCTA partners with the OC Fair to provide easy access, admission discounts, and cross marketing opportunities to ensure success of the service.

-
- Transit Master Plan - Investment Framework and Transit Opportunity Corridors: During Q2, the Board was presented the Transit Master Plan Investment Framework. The goal is to work towards an integrated bus, rail, and paratransit plan for Orange County. The plan will identify future potential transit corridor studies and recommended changes to existing transit service.
 - Low Carbon Transit Operations Program (LCTOP) College Student Pass Pilot Program: In February 2017, the Board approved the use of LCTOP funds to focus on ridership growth for college and university students within the Rancho Santiago Community College District. Santa Ana College (SAC) volunteered and was chosen to implement the pilot project. This three year pilot pass program will allow every student from SAC to ride OCTA's fixed-route bus service with a valid student ID. The pilot program would include the first year of ridership paid by LCTOP funds, with the second and third year paid for by the student transportation fee.
 - Bike to Work Program: In May 2017, OCTA conducted a comprehensive marketing/outreach program to increase awareness for bicycling and bike safety in Orange County. Through a targeted marketing campaign to commuters and the public, OCTA generated more than 1,000 pledges and 32,000 bike video views. Leveraging the national Bike to Work Program, OCTA organized and participated in several bike events throughout the County.
 - 2017 Angels Express Promotion: In April 2017, OCTA kicked off its annual Angels Baseball Express promotion. This program is designed to encourage rail transit ridership through marketing campaigns and partnership with the Angels organization.

Summary

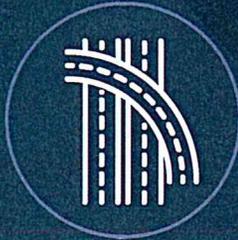
OCTA made considerable progress toward the completion of the CEO Action Plan this quarter. The 2017 second quarter accomplishments will shape the strategies for the remaining milestones for the year.

Attachments

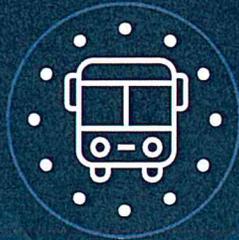
- A. 2017 Board Strategic Initiatives
- B. 2017 CEO Initiatives and Action Plan – Second Quarter Progress Report



2017 BOARD STRATEGIC INITIATIVES



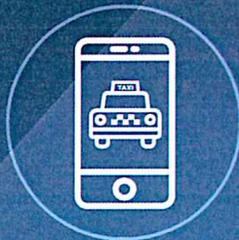
Break Ground on I-405 and Seek Opportunities to Accelerate the SR-55 Project



Continue OC Bus 360° Implementation



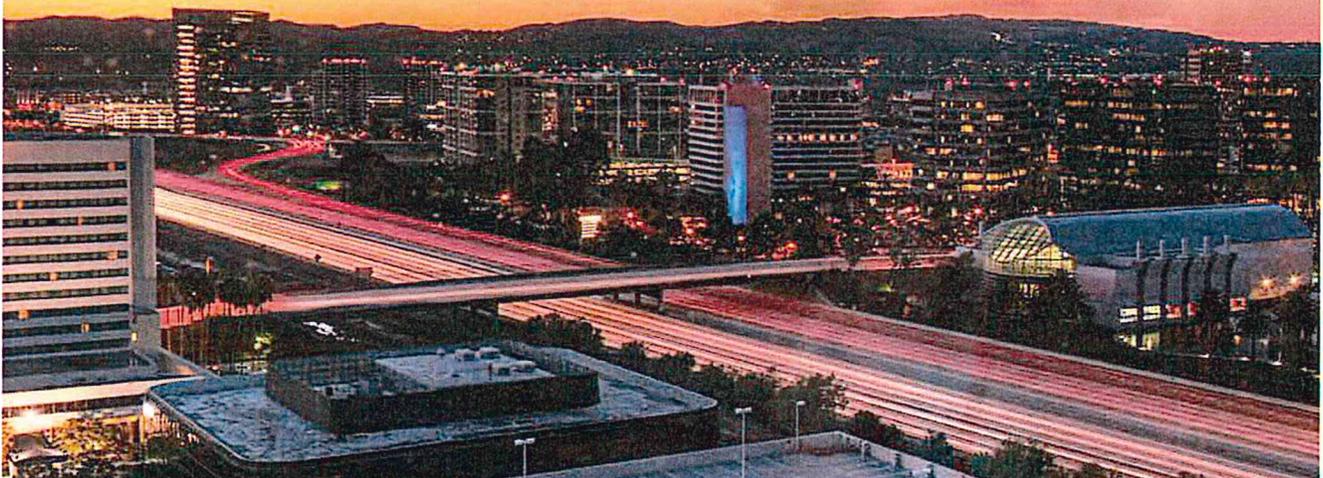
Advance the OC Streetcar Project



Integrate Technology Solutions



Ensure Fiscal Sustainability



2017 CEO Initiatives and Action Plan – Second Quarter Progress Report



2017 CEO INITIATIVES
UNFOLDING
THE FUTURE



Explore and Deploy Innovative Technology Solutions



Deliver Capital Projects



Protect Environmental Resources



Advocate for Reliable Funding



Collaborate with Regional Partners



Create a New Transportation Vision for Orange County



Maintain Momentum in Delivery of Projects and Programs



Streamline Safety and Security Measures



Promote Alternative Travel Options



Lead as the Workplace of Choice

2017 CEO Initiatives and Action Plan – Second Quarter Progress Report

2017 Milestones by Quarter						
Milestone Thresholds: <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="text-align: center;"> <p>On Track</p> <p>Completed</p> <p>At Risk</p> <p>Carryover</p> <p>Timetable Adjusted</p> </div> <div style="text-align: center;">  </div> <div style="text-align: center;"> <p>2017 Summary 89 Total Milestones</p> </div> </div>						
Board Chair Initiatives Supported						
Q1 Milestones						
Project/Program	Milestone	Division	Q1	Q2	Q3	Q4
1. Same Day Taxi Mobile Application	Milestone: Implement Same Day Taxi Mobile Application Pilot Project in Q1. Notes: Launched March 29, 2017.	TRN				
2. I-405 Improvement Project (Design-Build)	Milestone: Issue NTP #1 (for design) to Design-Build Team in Q1. Notes: CEO executed design-build contract and issued NTP #1 January 31, 2017.	CAP				
3. Orange Metrolink Station, Parking Structure	Milestone: Award construction contract in Q1. Notes: Awarded contract was made on June 12, 2017.	CAP-R				
4. I-405 Improvement Project (Design-Build)	Milestone: Present for Board approval the I-405 Plan of Finance in Q1. Notes: BOD received update on February 27, 2017.	F&A				
5. OCERS Employee Contributions	Milestone: All OCTA employees pay 100% of employee contribution in Q1. Notes: First pay period of January 2017, administrative employees, hired prior to January 1, 2013, began paying 100% of employee contributions.	F&A				
6. OC Bus 360°, Transportation Network Company Pilot Program	Milestone: Evaluate the viability of transportation network companies as a last mile transportation option and/or alternative to ACCESS by implementing a pilot program utilizing transportation network companies in Q1. Notes: BOD discussed On-Demand & Mobile Ticketing services on February 27, 2017.	F&A				
7. OC Streetcar Project	Milestone: Present to Board the OC Streetcar Operations and Maintenance Strategies in Q1. Notes: BOD approved operations and maintenance organization plan March 27, 2017.	CAP-R				
8. ACCESS Workshop	Milestone: Present to the Board information on the ACCESS program and future challenges in Q1. Notes: Workshop held on April 24, 2017.	TRN				

2017 CEO Initiatives and Action Plan – Second Quarter Progress Report

Q1 Milestones Continued						
Project/Program	Milestone	Division	Q1	Q2	Q3	Q4
9. Active Transportation	Milestone: Board approval of ATP Cycle 3 recommendations in Q1. Notes: BOD approved on January 9, 2017.	PLN				
10. Active Transportation	Milestone: Board approval of consultant for countywide active transportation plan in Q1. Notes: BOD approved January 9, 2017.	PLN				
11. Employee Engagement Survey	Milestone: Provide Employee Engagement Survey and present results to ESC in Q1. Notes: Employees completed taking the survey and the results were presented in Q2.	HROD				
12. LDA	Milestone: Prepare and launch third LDA in Q1 (started late 2016). Notes: Third LDA introduced to BOD February 27, 2017.	HROD				
13. OC Streetcar Project	Milestone: Obtain FTA approval for engineering phase in Q1. Notes: FTA letter of approval received January 11, 2017.	CAP-R				
Q2 Milestones						
Project/Program	Milestone	Division	Q1	Q2	Q3	Q4
1. IS System Upgrades	Milestone: Upgraded IFAS Software, go live in Q2. Notes: IFAS upgrade completed the week of June 26, 2017.	F&A				
2. IS System Upgrades	Milestone: Upgraded HASTAS Software, go live in Q2. Notes: 90% complete, Timetable adjusted to August 2017, Q3.	F&A				
3. OCTA Unsolicited Proposal Policy	Milestone: Present to Board revised OCTA Unsolicited Proposal Policy in Q2. Notes: Presented to BOD April 10, 2017.	F&A				
4. I-5 Widening from Pico to San Juan Creek Road	Milestone: Complete construction on the I-5 Widening Project between Vista Hermosa and PCH in Q2. Notes: Construction completed at end of May 2017.	CAP				
5. I-405 Improvement Project (Design-Build)	Milestone: Issue NTP #2 (for construction) to Design-Build Team in Q2. Notes: Timetable adjusted to Q3 due to delays in TIFIA financing.	CAP				
6. 405 Express Lanes	Milestone: Release the RFP for the In-Lane Tolling and Traffic Management Systems for the SR-91 and I-405 in Q2. Notes: Timetable Adjusted to August 2017, Q3.	F&A				
7. 17th Street Grade Separation Project	Milestone: Complete preliminary engineering and environmental phase in Q2. Notes: Project report is completed. Working with Caltrans to resolve historical property issue. Adjusted to Q3.	CAP-R				
8. Bus Purchase	Milestone: Complete acceptance of 157 New Flyer 40' bus order in Q2. Notes: All buses received and accepted.	TRN				

2017 CEO Initiatives and Action Plan – Second Quarter Progress Report

Q2 Milestones Continued						
Project/Program	Milestone	Division	Q1	Q2	Q3	Q4
9. M2 Environmental Programs	Milestone: Revise guidelines and issue call for projects for the M2 Environmental Cleanup Allocation Program Tier 1 Call for Projects in Q2. Notes: Presented to BOD March 2017.	PLN				
10. M2 Environmental Programs	Milestone: Finalize the endowment manager's contract and begin making endowment deposits in Q2. Notes: Began making deposits March 1, 2017.	F&A				
11. FY 2017-18 Budget Adoption	Milestone: Board of adoption of the OCTA FY 2017-18 Budget in Q2. Notes: BOD approved FY 2017-18 Budget and PSR in June 2017.	F&A				
12. I-405 Improvement Project (Design-Build)	Milestone: Negotiate the final TIFIA and innovation act program terms and conditions with the US DOT for the I-405 Improvement Project in Q2. Notes: On May 8, 2017, the Board approved the use of a letter of credit/line of credit supported by (LTA) sales tax revenues. OCTA is targeting a financial close for the TIFIA loan during the the third quarter of 2017.	F&A				
13. LTF	Milestone: Present options for TDA recovery in Q2. Notes: March 29, 2017 - the Joint Legislative Audit Committee approved OCTA's audit request to analyze the assessment and distribution of the LTF, including how various exemptions and exclusions may be impacting the distribution of funds. Specifically, the request will also analyze the impact the point-of-sale determination for internet sales is having on LTF revenues and their distribution. It is expected that the audit will be completed by the end of the year.	GR				
14. 91 Express Lanes	Milestone: Present for Board approval the SR-91 Implementation Plan in Q2. Notes: BOD approved the SR-91 Implementation Plan on June 12, 2017.	PLN				
15. SR-241/91 Connector	Milestone: Present the SR-241/91 Traffic and Revenue Study to Board in Q2. Notes: Timetable adjusted to Q3.	F&A				
16. SR-241/91 Connector	Milestone: Present to the Board the potential next steps for OCTA's role and participation with TCA on SR-241/91 Connector. Notes: Timetable adjusted to Q3.	F&A				
17. Contracted Transit Services Report	Milestone: Report to Board on performance of contracted transit services in Q2. Notes: Information on contracted services was included in the Q3 performance measures report presented to the BOD on June 12, 2017.	TRN				
18. OC Bus 360°, Day Pass Promotion	Milestone: Present to Board the findings (statistics) from the Transit Day Pass Promotion in Q2. Notes: Presented to BOD March 27, 2017.	EA				

2017 CEO Initiatives and Action Plan – Second Quarter Progress Report

Q2 Milestones Continued						
Project/Program	Milestone	Division	Q1	Q2	Q3	Q4
19. LRTP	Milestone: Kickoff the process for updating the LRTP. Inform CEO of actions by Q2. Notes: LRTP topics were presented to the CEO in preparation for the CAC.	PLN				
20. MPAH	Milestones: Board approval of the updated MPAH guidelines for complete streets in Q2. Notes: RP&H on April 14th. Sent back to TAC for further discussion. Back to RP&H on August 7th, BOD August 14th.	PLN				
21. SR-55 Widening from I-405 to I-5	Milestone: Report on the preferred alternative for the SR-55 Widening Project to the Board in Q2. Notes: BOD updated March 13, 2017.	CAP				
22. OC Streetcar Project	Milestone: Complete 90% Design in Q2. Notes: The 90% Design was completed in April 2017.	CAP-R				
23. OC Streetcar Project	Milestone: Obtain Federal Transit Administration acceptance of OC Streetcar Safety Management Plan in Q2. Notes: The Project has satisfied all FTA requirements-late May 2017, OCTA to request a FFGA from FTA-final phase of the New Starts Program.	CAP-R				
24. Continuity of Operations Plans	Milestone: Complete revision of the OCTA Continuity of Operations Plan and present to ESC in Q2. Notes: Final draft completed late May 2017.	EXEC				
25. Emergency Operations Plans	Milestone: Present updated emergency Operations Plans to ESC in Q2. Notes: Execution of consultant contract in Q2. Completion of project in 2018.	EXEC				
26. OCTA Maintenance Facilities	Milestone: Complete Transit Center Modernization Study and develop recommendations in Q2. Notes: Transit Center Modernization Study completed in February 2017. Recommendations to be presented in Q3.	TRN				
27. Vanpool	Milestone: Board award of vanpool provider contracts in Q2. Notes: BOD approved selection of contractor to provide commuter vanpool services on June 12, 2017.	EA				
28. PSR revision	Milestone: Board approval of revised PSR in Q2. Notes: BOD approved the budget and the new PSR on June 12, 2017.	HROD				
29. Collective Bargaining Agreement	Milestone: Board approval of TCU agreement in Q2. Notes: Completed BOD March 27, 2017.	HROD				

2017 CEO Initiatives and Action Plan – Second Quarter Progress Report

Q2 Milestones Continued						
Project/Program	Milestone	Division	Q1	Q2	Q3	Q4
30. Succession Planning	Milestone: Complete the update of the OCTA Succession Plan in Q2. Notes: Phase 1, update has been completed. Phase 2, plan development will started in July 2017.	HROD				
31. Streets & Roads	Milestone: Award up to \$32 million for streets projects through the M2 Regional Capacity Program in Q2. Notes: BOD approved 13 projects/\$32m on April 10, 2017.	PLN				
32. Streets & Roads	Milestone: Award up to \$8 million for the Regional Traffic Signal Synchronization Program to provide intersection improvements in Q2. Notes: BOD approved 5 projects/\$2.5m on April 10, 2017.	PLN				
33. San Juan Capistrano Passing Siding Project	Milestone: Board release of construction RFP in Q2. Notes: Alternatives need to be developed to address concerns raised by CPUC. Project design schedule impacted six months, to Q4, 2017.	CAP				
Q3 Milestones						
Project/Program	Milestone	Division	Q1	Q2	Q3	Q4
1. IS System Upgrades	Milestone: Upgraded Ellipse Software, go live in Q3. Notes: System upgrade completed on June 26, 2017.	F&A				
2. IS System Upgrades	Milestone: Upgraded Lawson Software, go live in Q3. Notes: Timetable adjusted due to procurement issues to Q4.	F&A				
3. Lakeview Avenue Grade Separation Project	Milestone: Open to traffic in Q3. Notes: Open to traffic early June 2017.	CAP				
4. Bus Purchase	Milestone: Complete acceptance of 132 ACCESS buses in Q3. Notes: Received all 132 buses, 128 buses have been accepted and placed in service: the remaining four have been received but the discrepancies need to be resolved before final acceptance.	TRN				
5. M2 Environmental Programs	Milestone: Seek EOC input and release resource management plans for two of the remaining preserves by Q3.	PLN				
6. Hydrogen Fueling Station	Milestone: Complete final design for new hydrogen fueling station at the Santa Ana Base in Q3.	TRN				
7. Beach Boulevard Corridor Transit Signal Priority Study	Milestone: CEO approval of the contractor for the Bus Rapid Transit Beach Boulevard Corridor Transit signal priority in Q3. Notes: Contractor approval for corridor signal priority was completed in Q2.	PLN				

2017 CEO Initiatives and Action Plan – Second Quarter Progress Report

Q3 Milestones Continued						
Project/Program	Milestone	Division	Q1	Q2	Q3	Q4
8. OC Streetcar Project	Milestone: Execute the Federal New Starts Capital Investment Grant Program full funding grant agreement in Q3. Notes: On May 22, 2017, BOD approved a request to enter into a Full Funding Grant Agreement with the Federal Transit Administration.	CAP-R				
9. OC Streetcar Project	Milestone: Award Public Awareness Outreach Consultant contract in Q3. Notes: BOD approved release of RFP on January 9, 2017.	EA				
10. Transit System Vulnerability Assessment	Milestone: Complete Transit System Vulnerability Assessment and presented to ESC in Q3. Notes: Execution of consultant contract in Q3. Completion of project in 2018.	EXEC				
11. Maintenance Practices Assessment	Milestone: Complete review of current maintenance practices and report to ESC in Q3.	TRN				
12. Active Transportation	Milestone: Board approval of consultant for the bicycle and pedestrian safety study in Q3. Notes: Board approval of consultant for the Systemic Safety Analysis Report on June 12, 2017.	PLN				
13. Collective Bargaining Agreement	Milestone: Board approval of Coach Operator’s agreement in Q3.	HROD				
14. Health Care Benefit Contract	Milestone: Board approval of the Health Care Benefit Contract in Q3. Notes: Scheduled for the August 28th BOD.	HROD				
15. M2 Environmental Programs	Milestone: Freeway Mitigation Program – Finalize resource management plans for five of seven properties – EOC Q3.	PLN				
Q4 Milestones			1 of 20 Completed – 5%			
Project/Program	Milestone	Division	Q1	Q2	Q3	Q4
1. 405 Express Lanes	Milestone: Release the RFP for the back-office system, customer service and traffic operations Staffing in Q4.	F&A				
2. I-5 Widening from SR-55 to SR-57	Milestone: Board award of the Construction Management Contract in Q4.	CAP				
3. M2 Environmental Programs	Milestone: Allocate M2 Environmental Cleanup Program Tier 1 Water Quality Grant Funding in Q4.	PLN				
4. Near Zero NOx Emission Engines	Milestone: Complete engine repower on 98 New Flyer buses by Q4.	TRN				
5. CAFR	Milestone: Present to Board the FY 2016-17 CAFR, which includes audited financial statements earning an unmodified audit opinion, in Q4.	F&A				

2017 CEO Initiatives and Action Plan – Second Quarter Progress Report

Q4 Milestones Continued						
Project/Program	Milestone	Division	Q1	Q2	Q3	Q4
6. CBP	Milestone: Board approval of the revised CBP in Q4.	F&A				
7. STIP	Milestone: Board approval of projects for the 2018 STIP in Q4.	PLN				
8. 91 Express Lanes	Milestone: Report to the Board on OCTA's current credit rating against outstanding debt in Q4.	F&A				
9. Fullerton Transportation Center Study	Milestone: Update the Board on the Fullerton Transportation Study in Q4.	PLN				
10. Harbor Boulevard Transit Corridor Study	Milestone: Present to the Board the Harbor Boulevard Transit Corridor Study in Q4.	PLN				
11. Transit Master Plan	Milestone: Delivery of draft Transit Master Plan to the Board in Q4.	PLN				
12. Paratransit Growth Management	Milestone: Determine future prospects of ACCESS paratransit services and report to ESC in Q4.	TRN				
13. SR-55 Widening from I-405 to I-5	Milestone: Award Design/Engineering contract for the SR-55 Widening Project in Q4.	CAP				
14. OC Streetcar Project	Milestone: Award contract for the manufacturing and delivery of streetcar vehicles in Q4. Note: BOD approved release of RFP on December 12, 2016. RFP released on December 19, 2016.	CAP-R				
15. OC Streetcar Project	Milestone: Release the invitation for bids for the construction contractor in Q4.	CAP-R				
16. Legislative Platforms	Milestone: Board approval of 2018 state and federal platforms in Q4.	GR				
17. Facility Security Camera System	Milestone: Complete upgrade of camera security system at all OCTA facilities by Q4 and present to ESC.	F&A				
18. Collective Bargaining Agreement	Milestone: Board approval of maintenance agreement in Q4.	HROD				
19. OCTA Administration Building	Milestone: Complete the reconfiguration of the 1st floor of the 600 Building by Q4. Note: Construction is underway.	F&A				
20. Mobility Management Program	Milestone: Development of a Mobility Management Plan and implementation of a Travel Training Program by Q4.	TRN				

2017 CEO Initiatives and Action Plan – Second Quarter Progress Report

Q1 through Q4 Milestones						
Project/Program	Milestone	Division	Q1	Q2	Q3	Q4
1. Phase II, Mobile ticketing system for fixed-route buses	Milestone: Complete Phase II installation of mobile readers on active fleet vehicles, Q1-Q4. Notes: Installation of electronic readers on 538 fixed-route vehicles continues. Wrapping up preliminary design review. Final design phase and pilot program due in August.	F&A				
2. Bus Fare Recommendations	Milestone: Implement fare policy recommendations based on approved 2016 Fare Policy Plan, Q1-Q4. Notes: Adopted January 2017, effective February 12, 2017. On final recommendation – vendor agreements for reduced fare ID.	F&A				
3. 91 Express Lanes	Milestone: Report actions to be taken to ensure continuity of express lanes operations during the opening of the express lanes in Riverside (RCTC) to the Board. Q1-Q4 Notes: BOD March 13, 2017.	EA				
4. OC Bus 360°, Biannual Progress Report	Milestone: Report to the Board OC Bus 360° service metrics in Q2 & Q4. Notes: BOD May 22, 2017.	PLN				
5. Federal Legislative Reports	Milestone: Provide monthly updates on the 2017 Federal Legislative Initiatives. Notes: BOD received an update January 23, Mar 27, April 24, May 22, and June 26, 2017.	GR				
6. State Legislative Reports	Milestone: Provide monthly updates on the 2017 State Legislative Initiatives. Notes: BOD received update January 23, March, 27, April 24, May 22, and June 26, 2017.	GR				
7. Project V Community Based Circulators	Milestone: Present to Board the Project V project updates in Q2 & Q4. Notes: BOD June 12, 2017.	PLN				
8. Special Event Services	Milestone: Promote special event services in Q1-Q4. Notes: Lunar New Year, Angeles Express, Railroad Days, Swallows Day, Bike to Work Week (month), OC Fair.	EA				

Acronyms

ATP – Active Transportation Program	M2 – Measure M2
BOD/Board – Board of Directors	MPAH – Master Plan of Arterial Highways
CAC – Citizens Advisory Committee	NTP – Notice to Proceed
CAFR – Comprehensive Annual Financial Report	OCTA – Orange County Transportation Authority
Caltrans – California Department of Transportation	PCH – Pacific Coast Highway
CAP – Capital Programs	PLN – Planning
CAP-R – Capital Rail	PSR – Personnel and Salary Resolution
CBP – Comprehensive Business Plan	Q1 – First Quarter
CEO – Chief Executive Officer	Q2 – Second Quarter
CPUC – California Public Utilities Commission	Q3 – Third Quarter
EA – External Affairs	Q4 – Fourth Quarter
EOC – Environmental Oversight Committee	RCTC – Riverside County Transportation Commission
ESC – Executive Steering Committee	RFP – Request for Proposal
F&A – Finance and Administration	RP&H – Regional Planning and Highways
FFGA – Full Funding Grant Agreement	SR-241 – State Route 241
FTA – Federal Transit Administration	SR-55 – State Route 55
FY – Fiscal Year	SR-57 – State Route 57
GR – Government Relations	SR-91 – State Route 91
HROD – Human Resources and Organizational Development	STIP – State Transportation Improvement Program
I-405 – Interstate 405	TAC – Technical Advisory Committee
I-5 – Interstate 5	TCA – Transportation Corridor Agencies
I-5 – Interstate 5	TCU – Transportation Communications International Union
IS – Information Systems	TDA
LDA – Leadership Development Academy	TIFIA – Transportation Infrastructure and Innovation Act
LRTP – Long Range Transportation Plan	TRN – Transit
LTA – Local Transportation Authority	US DOT – US Department of Justice
LTF – Local Transportation Fund	



COMMITTEE TRANSMITTAL

August 14, 2017

To: Members of the Board of Directors
From: Laurena Weinert, Clerk of the Board
Subject: Low Carbon Transit Operations Program College Student Pass Pilot Program Update

Transit Committee Meeting of August 10, 2017

Present: Directors Do, Jones, Shaw, and Winterbottom
Absent: Directors Murray, Pulido, and Tait

Committee Vote

This item was passed by the Members present.

Committee Recommendation

Approve the use of fiscal year 2016-17 Low Carbon Transit Operations Program funds of \$900,000 for a three-year pilot pass program with Rancho Santiago Community College District.



August 10, 2017

To: Transit Committee

From: Darrell Johnson, Chief Executive Officer 

Subject: Low Carbon Transit Operations Program College Student Pass Pilot Program Update

Overview

On February 13, 2017, the Orange County Transportation Authority Board of Directors approved the use of state Cap-and-Trade Low Carbon Transit Operations Program funding for a fare adjustment program that would target ridership growth which may include colleges and universities.

Recommendation

Approve the use of fiscal year 2016-17 Low Carbon Transit Operations Program funds of \$900,000 for a three-year pilot pass program with Rancho Santiago Community College District.

Background

OC Bus 360°, the Orange County Transportation Authority's (OCTA) comprehensive plan to improve bus service and increase ridership, identifies college students as a key audience for ridership growth. According to OCTA's bus customer satisfaction surveys, work and school are the top trip purposes for bus riders. OCTA has been working with area colleges to encourage transit ridership through pass sales and cross-promotions. In addition, to support the OC Bus 360° initiative and further develop the ridership potential in the college market, OCTA reached out to various colleges throughout the county to seek partnerships which could include a potential new pass program that would allow every student access bus services with a valid student ID.

Transit agencies throughout the country have successfully implemented similar student pass programs. The Riverside Transit Agency implemented a two-year pilot pass program that provided free rides to students in the Riverside Community College District (District). After the free-ride period ended, students voted to financially participate through a cost share arrangement to continue the

program for an additional five years. Overall, this program helped significantly increase the student usage of transit and was recently extended for an additional four years.

Discussion

On February 13, 2017, as part of the funding recommendations for Low Carbon Transit Operations Program (LCTOP) through California's Cap and Trade Program, the Board of Directors approved using a portion (\$0.9 million) of fiscal year 2016-17 LCTOP funds for fare adjustment programs that target ridership growth, which may include colleges and universities. LCTOP provides funds to transit agencies to reduce greenhouse gas emissions and improve mobility, with a focus on providing benefits to disadvantaged communities.

In order to utilize the approved LCTOP funds, OCTA identified colleges that may meet the funding eligibility requirements to include disadvantaged communities. Within the District, Santa Ana College (SAC) showed the most interest in establishing a new pass program to support the College's priorities of managing parking demand and providing affordable public transportation for more students. SAC is located in a high transit-demand area and its students meet the disadvantaged community demographic requirements for LCTOP recipients and is served by several bus routes in OCTA's core service area.

The SAC student government initiated a student transportation fee as part of its annual Associated Student election ballot. OCTA, based on this proposal, suggested a new three-year pilot pass program to allow every full and part-time student from SAC to ride OCTA's fixed-route bus service with a valid student ID. The three-year pilot program would include the first year of ridership paid by LCTOP funds, with the second and third year paid for by the student transportation fee. In May 2017, SAC students voted and passed the per-semester student transportation fee for all students funding the program from fall 2018 through summer 2020. After its passage, OCTA and SAC administrative staff reviewed key program implementation requirements including student IDs' interoperability on OCTA's farebox system and finalized additional logistics.

While developing the SAC student pass program, the Continuing Education Division within the District, expressed interest in extending the student pass program to include its continuing education students. Continuing education students who are enrolled with a minimum of 12 weekly hours of adult education would be eligible for the program.

The proposed extension, to be included as part of the three-year pilot pass program would allow continuing education students to participate during the first academic year (fall 2017 to summer 2018). For the second and third years, the District will pay per-student transportation costs for each eligible continuing education student. OCTA's participation in this additional program is contingent upon state authorization amending the inclusion of continuing education students.

The student pass program for the District presents an opportunity to grow the student market and future public transit riders in the core of Orange County. Staff will regularly report back on the results of the program. Collaborative promotion of the student pass programs will start with the fall semester of 2017, pending agreement approval from the Rancho Santiago Community College District Board of Trustees.

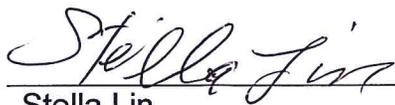
Summary

To increase bus ridership among college students, OCTA has established a pilot pass program for students within the Rancho Santiago Community College District. The LCTOP and college-funded program is expected to provide a cost-effective daily transportation alternative for students as they travel throughout Orange County, help improve school accessibility, and build transit ridership.

Attachment

None.

Prepared by:



Stella Lin
Manager, Marketing and Customer
Engagement, External Affairs
(714) 560-5342

Approved by:



Lance M. Larson
Executive Director,
External Affairs
(714) 560-5908



COMMITTEE TRANSMITTAL

August 14, 2017

To: Members of the Board of Directors

From:  Laurena Weinert, Clerk of the Board

Subject: Amendments to Cooperative Agreements for Federal Transit Administration Section 5316 and Section 5317 Grant Programs

Transit Committee Meeting of August 10, 2017

Present: Directors Do, Jones, Shaw, and Winterbottom
Absent: Directors Murray, Pulido, and Tait

Committee Vote

This item was passed by the Members present.

Committee Recommendations

- A. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 4 to Agreement No. C-3-1827 between the Orange County Transportation Authority and Abrazar, Inc., in the amount of \$5,000, to fund the Section 5316 grant program through September 30, 2018. This will increase the maximum obligation of the agreement to a total contract value of \$990,105.
- B. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 4 to Agreement No. C-3-1830 between the Orange County Transportation Authority and Boys and Girls Clubs of Huntington Valley, in the amount of \$60,925, to fund the Section 5316 grant program through September 30, 2018. This will increase the maximum obligation of the agreement to a total contract value of \$288,238.



- C. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 5 to Agreement No. C-3-1831 between the Orange County Transportation Authority and Dayle McIntosh Center for the Disabled, in the amount of \$124,000, to fund the Section 5316 grant programs through September 30, 2018. This will increase the maximum obligation of the agreement to a total contract value of \$767,751.
- D. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 4 to Agreement No. C-3-1833 between the Orange County Transportation Authority and Jewish Federation and Family Services, in the amount of \$120,182, to fund the Section 5316 and Section 5317 grant programs through September 30, 2018. This will increase the maximum obligation of the agreement to a total contract value of \$1,437,582.
- E. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 4 to Agreement No. C-3-1834 between the Orange County Transportation Authority and North Orange County Community College District, in the amount of \$130,000, to fund the Section 5316 grant program through September 30, 2018. This will increase the maximum obligation of the agreement to a total contract value of \$653,107.
- F. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 4 to Agreement No. C-3-1837 between the Orange County Transportation Authority and Women Helping Women/Men2Work, in the amount of \$51,868, to fund the Section 5316 grant program through September 30, 2018. This will increase the maximum obligation of the agreement to a total contract value of \$225,080.



August 10, 2017

To: Transit Committee

From: Darrell Johnson, Chief Executive Officer

Subject: Amendments to Cooperative Agreements for Federal Transit Administration Section 5316 and Section 5317 Grant Programs

Overview

As the regional transportation planning agency for Orange County, the Orange County Transportation Authority is responsible for the allocation of funding under the Federal Transit Administration Section 5316, Job Access Reverse Commute, and Section 5317, New Freedom programs. Since 2009, the Orange County Transportation Authority Board of Directors has approved more than \$15 million in funding. Staff is seeking approval to amend the agreements with six agencies to exercise the option terms for one year and award additional grant funding.

Recommendations

- A. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 4 to Agreement No. C-3-1827 between the Orange County Transportation Authority and Abrazar, Inc., in the amount of \$5,000, to fund the Section 5316 grant program through September 30, 2018. This will increase the maximum obligation of the agreement to a total contract value of \$990,105.

- B. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 4 to Agreement No. C-3-1830 between the Orange County Transportation Authority and Boys and Girls Clubs of Huntington Valley, in the amount of \$60,925, to fund the Section 5316 grant program through September 30, 2018. This will increase the maximum obligation of the agreement to a total contract value of \$288,238.

- C. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 5 to Agreement No. C-3-1831 between the Orange County Transportation Authority and Dayle McIntosh Center for the Disabled, in the amount of \$124,000, to fund the Section 5316 grant programs through September 30, 2018. This will increase the maximum obligation of the agreement to a total contract value of \$767,751.
- D. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 4 to Agreement No. C-3-1833 between the Orange County Transportation Authority and Jewish Federation and Family Services, in the amount of \$120,182, to fund the Section 5316 and Section 5317 grant programs through September 30, 2018. This will increase the maximum obligation of the agreement to a total contract value of \$1,437,582.
- E. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 4 to Agreement No. C-3-1834 between the Orange County Transportation Authority and North Orange County Community College District, in the amount of \$130,000, to fund the Section 5316 grant program through September 30, 2018. This will increase the maximum obligation of the agreement to a total contract value of \$653,107.
- F. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 4 to Agreement No. C-3-1837 between the Orange County Transportation Authority and Women Helping Women/Men2Work, in the amount of \$51,868, to fund the Section 5316 grant program through September 30, 2018. This will increase the maximum obligation of the agreement to a total contract value of \$225,080.

Discussion

The Orange County Transportation Authority (OCTA) is responsible for the allocation of funding under the Federal Transit Administration (FTA) Section 5316 Job Access and Reverse Commute (JARC) and Section 5317 New Freedom (NF) programs. These funds were made available for programming under the 2005 Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). JARC and NF program funding is available for projects designed specifically to meet the needs of seniors, persons with disabilities, and persons of low income.

Since 2009, projects funded under these grant programs have proved successful in meeting gaps identified in the OCTA Public Transit-Human Services Transportation Coordination Plan. Agencies awarded this funding are providing trips, mobility management services, workshops, and travel training, which enhance existing transportation programs and services that are critical to the populations served by this funding.

Currently, six agencies participate in the JARC and NF programs. The third option term of the current cooperative agreements with these agencies expires on September 30, 2017. Approximately \$3.6 million in unallocated funding under SAFETEA-LU is available for programming. Funding requests from current agencies are evaluated annually, and agencies may be eligible to receive one-year funding allocation until all SAFETEA-LU funding has been expended.

A total of \$491,975 in additional funding has been requested by these agencies to continue their current programs and services (Attachment A). Upon approval by the Board of Directors (Board), staff will execute amendments to the cooperative agreements with these agencies to exercise the fourth one-year option term and increase the funding amount (Attachments B through G).

Fiscal Impact

The OCTA Fiscal Year 2017-18 Budget includes funding for the FTA Section 5316 and 5317 programs. There are no fiscal impacts associated with these actions, as the expenses will be fully funded through the FTA Section 5316 and 5317 grants. The federal share for these programs is 80 percent of the total capital costs of the project and 50 percent of the total operating costs. Participating agencies are required to fulfill the local non-federal match requirement.

Summary

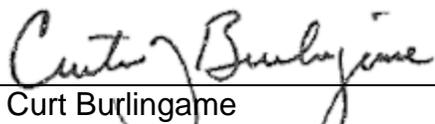
Based on the information provided, staff recommends the Board authorize the Chief Executive Officer to negotiate and execute amendments to the six cooperative agreements and authorize the award of \$491,975 in Section 5316 and 5317 funds for transportation projects and programs serving seniors, persons with disabilities, and persons of low income.

Attachments

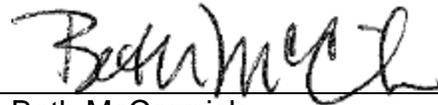
- A. Federal Transit Administration Section 5316 and 5317 Grant Programs, Federal Fiscal Year 2017-18 Funding Request Summary
- B. Abrazar, Inc., Cooperative Agreement No. C-3-1827 Fact Sheet
- C. Boys and Girls Clubs of Huntington Valley, Cooperative Agreement No. C-3-1830 Fact Sheet
- D. Dayle McIntosh Center for the Disabled, Cooperative Agreement No. C-3-1831 Fact Sheet
- E. Jewish Federation and Family Services, Cooperative Agreement No. C-3-1833 Fact Sheet
- F. North Orange County Community College District, Cooperative Agreement No. C-3-1834 Fact Sheet
- G. Women Helping Women/Men2Work, Cooperative Agreement No. C-3-1837 Fact Sheet

Prepared by:

Approved by:



Curt Burlingame
Department Manager, Contracted Services
(714) 560-5921



Beth McCormick
General Manager, Transit
(714) 560-5964



Virginia Abadessa
Director, Contracts Administration and Materials Management
(714) 560-5623

**Federal Transit Administration Section 5316 and 5317 Grant Programs
Federal Fiscal Year 2017-18 Funding Request Summary**

Agency	Project Description	Funding Request
Abrazar, Inc.	Operating and mobility management program serving individuals receiving job skills training.	\$5,000
Boys and Girls Clubs of Huntington Valley	Operating program serving individuals receiving instruction and job skills training at Golden West College.	\$60,925
Dayle McIntosh Center for the Disabled	Mobility management program to provide travel training, buddy travel, and coordination of existing transportation services.	\$124,000
Jewish Federation and Family Services	Mobility management and operating program for employment services.	\$120,182
North Orange County Community College District	Mobility management classroom training and on-board travel training program for students with disabilities.	\$130,000
Women Helping Women/Men2Work	Mobility management and trip voucher program for employment services and job skills training.	\$51,868
Total		\$491,975

ABRAZAR, Inc.
Cooperative Agreement No. C-3-1827 Fact Sheet

1. September 23, 2013, Cooperative Agreement No. C-3-1827, \$611,095, approved by the Board of Directors (Board).
 - Award of Federal Transit Administration Section 5316 and 5317 grant programs.
 - Initial term effective October 1, 2013 through September 30, 2014.
2. September 22, 2014, Amendment No. 1 to Cooperative Agreement No. C-3-1827, \$254,000, approved by the Board.
 - Amendment to exercise the first option term and extend the agreement through September 30, 2015.
 - Increased the maximum obligation in the amount of \$254,000.
3. September 14, 2015, Amendment No. 2 to Cooperative Agreement No. C-3-1827, \$120,010, approved by the Board.
 - Amendment to exercise the second option term and extend the agreement through September 30, 2016.
 - Increased the maximum obligation in the amount of \$120,010.
4. September 12, 2016, Amendment No. 3 to Cooperative Agreement No. C-3-1827, approved by the Board.
 - Amendment to exercise the third option term and extend the agreement through September 30, 2017.
 - No increase in the funding amount.
5. August 14, 2017, Amendment No. 4 to Cooperative Agreement No. C-3-1827, \$5,000, pending approval by the Board.
 - Amendment to exercise the fourth option term and extend the agreement through September 30, 2018.
 - Increased the maximum obligation in the amount of \$5,000.

Total committed to ABRAZAR, Inc., Cooperative Agreement No. C-3-1827: \$990,105.

Boys and Girls Clubs of Huntington Valley
Cooperative Agreement No. C-3-1830 Fact Sheet

1. September 23, 2013, Cooperative Agreement No. C-3-1830, \$117,077, approved by the Board of Directors (Board).
 - Award of Federal Transit Administration Section 5316 grant programs.
 - Initial term effective October 1, 2013 through September 30, 2014.
2. September 22, 2014, Amendment No. 1 to Cooperative Agreement No. C-3-1830, \$55,195, approved by the Board.
 - Amendment to exercise the first option term and extend the agreement through September 30, 2015.
 - Increased the maximum obligation in the amount of \$55,195.
3. September 14, 2015, Amendment No. 2 to Cooperative Agreement No. C-3-1830, \$55,041, approved by the Board.
 - Amendment to exercise the second option term and extend the agreement through September 30, 2016.
 - Increased the maximum obligation in the amount of \$55,041.
4. September 12, 2016, Amendment No. 3 to Cooperative Agreement No. C-3-1830, approved by the Board.
 - Amendment to exercise the third option term and extend the agreement through September 30, 2017.
 - No increase in the funding amount.
5. August 14, 2017, Amendment No. 4 to Cooperative Agreement No. C-3-1830, \$60,925, pending approval by the Board.
 - Amendment to exercise the fourth option term and extend the agreement through September 30, 2018.
 - Increased the maximum obligation in the amount of \$60,925.

Total committed to Boys and Girls Clubs of Huntington Valley, Cooperative Agreement No. C-3-1830: \$288,238.

Dayle McIntosh Center for the Disabled
Cooperative Agreement No. C-3-1831 Fact Sheet

1. September 23, 2013, Cooperative Agreement No. C-3-1831, \$333,823, approved by the Board of Directors (Board).
 - Award of Federal Transit Administration Section 5316 and 5317 grant programs.
 - Initial term effective October 1, 2013 through September 30, 2014.
2. September 8, 2014, Amendment No. 1 to Cooperative Agreement No. C-3-1831, approved by Contracts Administration and Materials Management (CAMM).
 - Amendment to change agency's address.
3. October 1, 2014, Amendment No. 2 to Cooperative Agreement No. C-3-1831, approved by CAMM.
 - Amendment to exercise the first option term and extend the agreement through September 30, 2015.
 - No increase in the funding amount.
4. September 14, 2015, Amendment No. 3 to Cooperative Agreement No. C-3-1831, \$140,504, approved by the Board.
 - Amendment to exercise the second option term and extend the agreement through September 30, 2016.
 - Increased the maximum obligation in the amount of \$140,504.
5. September 12, 2016, Amendment No. 4 to Cooperative Agreement No. C-3-1831, \$169,424, approved by the Board.
 - Amendment to exercise the third option term and extend the agreement through September 30, 2017.
 - Increase the maximum obligation in the amount of \$169,424.
6. August 14, 2017, Amendment No. 5 to Cooperative Agreement No. C-3-1831, \$124,000, pending approval by the Board.
 - Amendment to exercise the fourth option term and extend the agreement through September 30, 2018.
 - Increased the maximum obligation in the amount of \$124,000.

Total committed to Dayle McIntosh Center for the Disabled, Cooperative Agreement No. C-3-1831: \$767,751.

Jewish Federation and Family Services
Cooperative Agreement No. C-3-1833 Fact Sheet

1. September 23, 2013, Cooperative Agreement No. C-3-1833, \$424,285, approved by the Board of Directors (Board).
 - Award of Federal Transit Administration Section 5316 and 5317 grant programs.
 - Initial term effective October 1, 2013 through September 30, 2014.
2. September 22, 2014, Amendment No. 1 to Cooperative Agreement No. C-3-1833, \$330,000, approved by the Board.
 - Amendment to exercise the first option term and extend the agreement through September 30, 2015.
 - Increased the maximum obligation in the amount of \$330,000.
3. September 14, 2015, Amendment No. 2 to Cooperative Agreement No. C-3-1833, \$419,115, approved by the Board.
 - Amendment to exercise the second option term and extend the agreement through September 30, 2016.
 - Increased the maximum obligation in the amount of \$419,115.
4. September 12, 2016, Amendment No. 3 to Cooperative Agreement No. C-3-1833, \$144,000, approved by the Board.
 - Amendment to exercise the third option term and extend the agreement through September 30, 2017.
 - Increase the maximum obligation in the amount of \$144,000.
5. August 14, 2017, Amendment No. 4 to Cooperative Agreement No. C-3-1833, \$120,182, pending approval by the Board.
 - Amendment to exercise the fourth option term and extend the agreement through September 30, 2018.
 - Increased the maximum obligation in the amount of \$120,182.

Total committed to Jewish Federation and Family Services, Cooperative Agreement No. C-3-1833: \$1,437,582.

ATTACHMENT F

North Orange County Community College District Cooperative Agreement No. C-3-1834 Fact Sheet

1. September 23, 2013, Cooperative Agreement No. C-3-1834, \$264,059, approved by the Board of Directors (Board).
 - Award of Federal Transit Administration Section 5316 grant programs.
 - Initial term effective October 1, 2013 through September 30, 2014.
2. September 22, 2014, Amendment No. 1 to Cooperative Agreement No. C-3-1834, \$120,204, approved by the Board.
 - Amendment to exercise the first option term and extend the agreement through September 30, 2015.
 - Increased the maximum obligation in the amount of \$120,204.
3. September 14, 2015, Amendment No. 2 to Cooperative Agreement No. C-3-1834, \$138,844, approved by the Board.
 - Amendment to exercise the second option term and extend the agreement through September 30, 2016.
 - Increased the maximum obligation in the amount of \$138,844.
4. September 12, 2016, Amendment No. 3 to Cooperative Agreement No. C-3-1834, approved by the Board.
 - Amendment to exercise the third option term and extend the agreement through September 30, 2017.
 - No increase in the funding amount.
5. August 14, 2017, Amendment No. 4 to Cooperative Agreement No. C-3-1834, \$130,000, pending approval by the Board.
 - Amendment to exercise the fourth option term and extend the agreement through September 30, 2018.
 - Increased the maximum obligation in the amount of \$130,000.

Total committed to North Orange County Community College District, Cooperative Agreement No. C-3-1834: \$653,107.

Women Helping Women/Men2Work
Cooperative Agreement No. C-3-1837 Fact Sheet

1. September 23, 2013, Cooperative Agreement No. C-3-1837, \$79,843, approved by the Board of Directors (Board).
 - Award of Federal Transit Administration Section 5316 grant programs.
 - Initial term effective October 1, 2013 through September 30, 2014.
2. September 22, 2014, Amendment No. 1 to Cooperative Agreement No. C-3-1837, \$43,312, approved by the Board.
 - Amendment to exercise the first option term and extend the agreement through September 30, 2015.
 - Increased the maximum obligation in the amount of \$43,312.
3. September 14, 2015, Amendment No. 2 to Cooperative Agreement No. C-3-1837, \$50,057, approved by the Board.
 - Amendment to exercise the second option term and extend the agreement through September 30, 2016.
 - Increased the maximum obligation in the amount of \$50,057.
4. September 12, 2016, Amendment No. 3 to Cooperative Agreement No. C-3-1837, approved by the Board.
 - Amendment to exercise the third option term and extend the agreement through September 30, 2017.
 - No increase in the funding amount.
5. August 14, 2017, Amendment No. 4 to Cooperative Agreement No. C-3-1837, \$51,868, pending approval by the Board.
 - Amendment to exercise the fourth option term and extend the agreement through September 30, 2018.
 - Increased the maximum obligation in the amount of \$51,868.

Total committed to Women Helping Women/Men2Work, Cooperative Agreement No. C-3-1837: \$225,080.



COMMITTEE TRANSMITTAL

August 14, 2017

To: Members of the Board of Directors
From: Laurena Weinert, ^{LM} Clerk of the Board
Subject: Amendment to Agreement for the Purchase of Leased Coach Operator Relief Vehicles

Transit Committee Meeting of August 10, 2017

Present: Directors Do, Jones, Shaw, and Winterbottom
Absent: Directors Murray, Pulido, and Tait

Committee Vote

Director Do did not participate or vote on this item due to a potential conflict of interest.

Due to lack of quorum, this item was forwarded to the August 14, 2017 Board of Directors meeting without the Committee's recommendation.

Staff Recommendation

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 1 to Agreement No. C-2-1414 between the Orange County Transportation Authority and Enterprise Fleet Management, in the amount of \$173,150, for the purchase of 25 compressed natural gas Honda Civic vehicles at the end of the five-year lease. The amendment will increase the maximum obligation of the agreement to a total contract value of \$959,264.



August 10, 2017

To: Transit Committee

From: Darrell Johnson, Chief Executive Officer

Subject: Amendment to Agreement for the Purchase of Leased Coach Operator Relief Vehicles

A handwritten signature in blue ink, appearing to read "Darrell Johnson", is written over the "From:" line of the memo.

Overview

On May 25, 2012, the Board of Directors approved a five-year agreement with Enterprise Fleet Management to lease 30 compressed natural gas powered Honda Civic vehicles. An amendment to the existing contract is necessary to add funds to purchase the vehicles at the end of the five-year lease, which terminates on October 31, 2017.

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 1 to Agreement No. C-2-1414 between the Orange County Transportation Authority and Enterprise Fleet Management, in the amount of \$173,150, for the purchase of 25 compressed natural gas Honda Civic vehicles at the end of the five-year lease. The amendment will increase the maximum obligation of the agreement to a total contract value of \$959,264.

Discussion

The Orange County Transportation Authority (OCTA) operates and maintains a fleet of 60, 2012 compressed natural gas (CNG) Honda Civic vehicles for a variety of business purposes. Forty-seven of these vehicles are assigned to the two directly-operated bases to accommodate coach operator shift relief. The practice of meeting the bus in service for operator relief is essential to keeping bus service active, while minimizing cost and reducing revenue vehicle deadhead time and miles. Eight vehicles are used to support OCTA's guaranteed ride home program and other business purposes. The remaining five vehicles will be turned in at the end of the lease. These vehicles are no longer needed due to the changes in bus service.

A staggered procurement approach was implemented for the procurement of these vehicles. The first procurement of 30 CNG Honda Civic vehicles in fiscal year (FY) 2011-12 was a lease agreement. The second procurement transaction of 30 additional CNG Honda Civic vehicles in FY 2012-13 was a purchase agreement. The current lease with Enterprise Fleet Management (Enterprise) provides a provision to purchase the vehicles with a fixed Reduced Book Value (RBV).

Procurement Approach

On May 25, 2012, the Board of Directors (Board) approved a contract for an open-ended lease of 30 CNG Honda Civic vehicles that included the option to purchase the vehicles at the end of the lease. This procurement was originally handled in accordance with OCTA Board-approved policies and procedures for the purchase of goods and services. The original agreement was awarded on a competitive basis.

The five-year lease on these vehicles will terminate on October 31, 2017. Through a cost and price analysis, staff has determined that a buyout of the current lease is the most cost-effective option.

Staff compared the potential costs of purchasing new vehicles versus leasing a new fleet of comparable vehicles. The costs for lease and purchase scenarios were compared to the cost of buying out the lease for the current fleet. Based on the analysis, it was determined that the cost to buyout the leased vehicles was significantly less than a new lease or purchase option.

Purchase price for a used 2012 CNG Honda Civic:
 $\$11,500/\text{each} \times 25 = \$287,500$

Purchase price for Hyundai Elantra SE:
 $\$15,701/\text{each} \times 25 = \$392,525$

Estimated lease buyout for 2017 Toyota Corolla LE:
 $\$18,835/\text{each} \times 25 = \$470,875$

Lease buyout under present contract with Enterprise for CNG Honda Civic:
 $\$6,926/\text{each} \times 25 = \$173,150$

The decision to buyout 25 of the 30 leased vehicles is also operationally effective because the vehicles have relatively low average mileage (63,000 miles), are in excellent working condition, and have a significant amount of useful life remaining; therefore, a lease buyout is the most cost-effective alternative.

OCTA's Maintenance Department is also trained on repairing the CNG Honda engines and has the labor force and expertise to perform maintenance on the vehicles. Finally, the fuel system for the CNG vehicles has a 15-year warranty, which means Honda has to continue to support the CNG fuel system until the year 2027. Five of the 30 vehicles will be returned at the end of the lease.

Staff recommends the purchase of the vehicles from the lease for the fixed RBV of \$6,926 per car for a total of \$173,150.

The sales tax, in the amount of \$13,420, will be paid to the Department of Motor Vehicles when the retitling of the vehicles occurs. The sales tax is included in the adopted FY 2017-18 budget. The proposed Amendment No. 1 requests the approval to purchase the vehicles.

Fiscal Impact

The project was approved in OCTA's FY 2017-18 Budget, Transit Division, Account 2159-9025-D2113-02R, and is funded through the local transportation fund.

Summary

Staff requests Board approval for the Chief Executive Officer to negotiate and execute Amendment No. 1 to Agreement No. C-2-1414 with Enterprise Fleet Management, in the amount of \$173,150, to purchase 25 CNG powered Honda Civic vehicles at the end of the five-year lease, bringing the total contract value to \$959,264.

Attachment

- A. Enterprise Fleet Management Agreement No. C-2-1414 Fact Sheet

Prepared by:

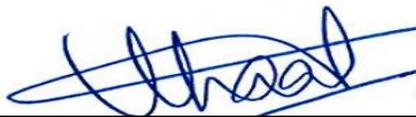


Cliff Thorne
Department Manager, Maintenance
714-560-5975

Approved by:



Sue Zuhlke
Director of Maintenance and Motor
Services
714-560-5574



Meena Katakia
Manager, Contracts Administration
and Materials Management
714-560-5694

**Enterprise Fleet Management
Agreement No. C-2-1414 Fact Sheet**

1. May 25, 2012, Agreement No. C-2-1414, \$786,114, approved by the Board of Directors (Board).
 - Agreement issued for an open-ended lease of 30 compressed natural gas (CNG)-powered Honda Civic vehicles.
 - Term of the agreement effective October 1, 2012 through October 31, 2017.
2. August 14, 2017, Amendment No. 1 to Agreement No. C-2-1414, \$173,150, pending approval by the Board.
 - Purchase 25 CNG-powered Honda Civic vehicles.
 - Increase the maximum obligation of the agreement.

Total committed to Enterprise Fleet Management, Agreement No. C-2-1414: \$959,264.



COMMITTEE TRANSMITTAL

August 14, 2017

To: Members of the Board of Directors

From: ^{RW}Laurena Weinert, Clerk of the Board

Subject: Capital Programs Division – Fourth Quarter Fiscal Year 2016-17 and Planned Fiscal Year 2017-18 Capital Action Plan Performance Metrics

Executive Committee Meeting of August 7, 2017

Present: Chairman Hennessey, Vice Chair Bartlett, and Directors Do, Nelson, and Shaw

Absent: Directors Donchak and Murray

Committee Vote

Following the discussion, no action was taken on this receive and file as an information item.

Staff Recommendation

Receive and file as an information item.



August 7, 2017

To: Executive Committee

From: Darrell Johnson, Chief Executive Officer

Subject: Capital Programs Division - Fourth Quarter Fiscal Year 2016-17 and Planned Fiscal Year 2017-18 Capital Action Plan Performance Metrics

Overview

The Orange County Transportation Authority's Strategic Plan key strategies and objectives to achieve the goals for Mobility and Stewardship include delivery of all Capital Action Plan projects on time and within budget. The Capital Action Plan is used to create a performance metric to assess capital project delivery progress on highway, grade separation, rail, and facility projects. This report provides an update on the Capital Action Plan delivery and performance metrics.

Recommendation

Receive and file as an information item.

Background

The Orange County Transportation Authority (OCTA) Capital Programs Division is responsible for project development and delivery of highway, grade separation, rail, and facility projects from the beginning of the environmental approval phase through construction completion. Project delivery commitments reflect defined project scope, costs, and schedules. Project delivery commitments shown in the Capital Action Plan (CAP) are key strategies and objectives to achieve the Strategic Plan goals for Mobility and Stewardship.

This report provides an update on the CAP performance metrics, which are the fiscal year (FY) snapshot of the planned CAP project delivery milestones in the budgeted FY. The Capital Programs Division also provides Metrolink commuter rail ridership, revenue, and on-time performance reports and metrics as part of rail program updates.

Discussion

The Capital Programs Division objective is to deliver projects on schedule and within the approved project budget. Key project cost and schedule commitments are captured in the CAP, which is regularly updated with new projects and project status (Attachment A). The CAP is categorized into four key groupings of projects; freeway projects, grade separation projects, rail and station projects, and key facility projects. Simple milestones are used as performance indicators of progress in project delivery. The CAP performance metrics provides a FY snapshot of the milestones targeted for delivery in the budgeted FY, and provide both transparency and measurement of annual capital project delivery performance.

The CAP project cost represents the total cost of the project across all phases of project delivery, including support costs, and right-of-way (ROW) and construction capital costs. The established baseline cost is shown in comparison to either the actual or forecast cost. The baseline costs may be shown as to-be-determined (TBD) if project scoping studies or other project scoping documents have not been approved, and may be updated as project delivery progresses and milestones are achieved. Projects identified in the Orange County local transportation sales tax measure (M2) are identified with the M2 logo and corresponding project letter. The CAP update is also included in the M2 Quarterly Report.

The CAP summarizes the very complex capital project critical path delivery schedules into eight key milestones.

Begin Environmental	The date work on the environmental clearance, project report, or preliminary engineering phase begins.
Complete Environmental	The date environmental clearance and project approval is achieved.
Begin Design	The date final design work begins, or the date when a design-build contract begins.
Complete Design	The date final design work is 100 percent complete and approved.

Construction Ready	The date contract bid documents are ready for advertisement, including certification of ROW, all agreements executed, and contract constraints cleared.
Advertise for Construction	The date a construction contract is advertised for bids.
Award Contract	The date the construction contract is awarded.
Construction Complete	The date all construction work is completed, and the project is open to public use.

These delivery milestones reflect progression across the project delivery phases shown below.



Project schedules reflect the approved milestone dates in comparison to the forecast or actual milestone dates. Milestone dates may be shown as TBD if project scoping or approval documents have not been finalized and approved, or if the delivery schedule has not been negotiated with the agency or consultant implementing the specific phase of a project. Planned milestone dates can be revised to reflect new dates from approved baseline schedule changes. Actual dates will be updated when milestones are achieved, and forecast dates will be updated to reflect project delivery status.

CAP fourth quarter FY 2016-17 milestones achieved include:

Freeway and OC Bridges Railroad Grade Separation Projects

- The begin environmental milestone for the Interstate 5 (I-5) El Toro Road interchange improvement was achieved.
- The complete design milestone for the addition of a second high-occupancy vehicle (HOV) lane on I-5 between State Route 55 (SR-55) and State Route 57 (SR-57) was achieved.

- The construction ready milestone for the southbound Interstate 405 (I-405) auxiliary lane between University Drive and State Route 133 has been achieved. However, funding for construction has not been identified since the project was dropped from the 2016 State Transportation Improvement Program (STIP).
- The construction ready milestone for the SR-57 widening landscape replacement planting project from Katella Avenue to Lincoln Avenue was achieved. This milestone was originally planned for the second quarter, but was delayed due to extensive design comments.
- The Lakeview Avenue railroad grade separation achieved completion of construction with conditional construction acceptance by the cities of Anaheim and Placentia in June 2017. This milestone was not originally anticipated to be completed in the current FY.

Rail and Station Projects

- The environmental clearance milestone for the Anaheim Canyon Metrolink Station expansion was achieved with Federal Transit Administration approval of a categorical exclusion determination on June 30, 2017.
- In June 2017, the OCTA Board of Directors (Board) awarded the construction contract for the Orange Metrolink Station parking expansion project. The construction contract award was originally planned in the second quarter, but was delayed due to the cancelation and reissuance of the invitation for construction bids.

The following CAP milestones missed the planned delivery through the fourth quarter of FY 2016-17.

Freeway Projects

- The complete design milestone for the I-5 widening from Oso Parkway to Alicia Parkway was missed. The I-5 widening project between State Route 73 (SR-73) and El Toro Road is being delivered in three logical construction segments based upon traffic management impacts and anticipated construction contract size. The complete design milestone for the Oso Parkway to Alicia Parkway segment has been rescheduled to align with the delivery schedule for the adjacent southerly widening segment from SR-73 to Oso Parkway. As previously reported to the OCTA Board, the

2016 STIP adopted by the California Transportation Commission in May 2016 delayed construction funding for the SR-73 to Oso Parkway segment from FY 2018-19 to FY 2020-21. All three segments have interrelated construction schedules to accommodate maintenance of traffic. Any significant delay to one segment may impact the construction schedule of the remaining two segments.

- The advertise construction and award contract milestones for the SR-57 widening landscape replacement planting from Katella Avenue to Lincoln Avenue were missed because of delays in resolving final California Department of Transportation (Caltrans) design comments. However, Caltrans is scheduled to advertise for construction bids on July 31, 2017, and open construction bids on August 24, 2017.
- The complete design, construction ready, advertise construction, and award contract milestones for the SR-57 widening landscape replacement planting from Orangethorpe Avenue to Lambert Avenue were missed. OCTA's consultant continues to address Caltrans design and quality assurance comments. The forecast schedule reflects completion of reviews, approvals, and packaging of the final landscape construction contract for Caltrans to advertise for construction bids in January 2018.
- The complete construction milestone for the I-5 widening to add an HOV lane from Vista Hermosa to Pacific Coast Highway was missed. However, construction acceptance is anticipated in late July or early August 2017. The opening of the HOV lane to traffic will be coordinated with completion of the two remaining northerly and southerly adjacent segments in early 2018.

Rail and Station Projects

- The complete environmental milestone for the 17th Street railroad grade separation project was missed. The California Office of Historic Preservation (OHP) did not concur with Caltrans determination of a Finding of No Adverse Effects on historical property adjacent to the project. The Finding of Effect document is being revised to address OHP comments, and the environmental clearance will not be achieved until October 2017, at the earliest. If OHP comments cannot be satisfactorily addressed, the environmental document may need to be upgraded from a categorical exemption to an environmental impact report/environmental impact statement, which will create significant delays to the environmental clearance. The current cost estimate for ROW and construction is approximately

\$95 million, and funding for the future delivery phases of this project has not been identified.

- The complete design and construction ready milestones for the San Juan Capistrano railroad passing siding project were missed. California Public Utilities Commission (CPUC) reviews of proposed modifications to the private at-grade railroad crossing serving as the entrance to Saddleback Church property have contributed to delays. In late July 2017, the CPUC concurred with the modifications so that the design can be completed. Design is forecast to be complete and the project construction ready in December 2017.
- The construction completion milestone was missed on the Fullerton Transportation Center Elevator upgrade contract. The construction contract is administered by the City of Fullerton, and construction completion is anticipated in mid-2018.

Recap of FY 2016-17 Performance Metrics

The performance metrics snapshot provided at the beginning of FY 2016-17 reflected 33 planned major project delivery milestones to accomplish. One additional milestone not originally planned for delivery in the FY was delivered early. The CAP and performance metrics have been updated to reflect both milestones achieved and missed throughout FY 2016-17 (Attachment B). There were 22 milestones completed (66.7 percent) in FY 2016-17, including the one milestone not in the original plan.

Of the 12 missed milestones through FY 2016-17, six are attributable to delays in design completion of freeway landscape replacement planting projects, four are railroad-related projects, and two are delays in freeway project phases.

New FY 2017-18 Performance Metrics

New forecast project delivery milestones are included in the CAP and the FY 2017-18 performance metrics (Attachment C). There are 34 major project milestones planned to be accomplished in FY 2017-18.

FY 2017-18 Cost and Performance Metrics Risks

The SR-55 widening between I-405 and I-5 carries significant risk for increased construction, ROW, and utility costs as Caltrans prepares 35 percent design and the required design exception studies/approvals to accommodate the addition of

a second HOV lane, generally within the same ROW limits as the M2 widening scope.

The final construction cost estimate for the SR-57 widening landscape replacement planting from Orangethorpe Avenue to Lambert Avenue may exceed available construction funding. Final design approvals from Caltrans have required addition of scope to accommodate maintenance worker safety not originally contemplated to be a part of the replacement planting project.

Early reviews of cost estimates to construct the I-5 widening from SR-73 to El Toro Road indicate the costs will exceed funding availability. Staff will continue to work with Caltrans and the consultant designers to assess costs and value engineer the design where possible as final design progresses toward completion.

As discussed earlier in this report, there is risk of delay and cost increases to complete environmental approval for the 17th Street railroad grade separation project due to OHP historical comments.

Summary

Significant capital project delivery progress has been achieved and reflected in the CAP. The planned FY 2017-18 performance metrics created from forecast project schedules will be used as a general project delivery performance indicator. Staff will continue to manage project costs and schedules across all project phases to meet project delivery commitments and report quarterly.

Attachments

- A. Capital Action Plan, Status Through June 2017
- B. Capital Programs Division, Fiscal Year 2016-17 Performance Metrics
Status Through June 2017
- C. Capital Programs Division, Fiscal Year 2017-18 Performance Metrics

Prepared by:

A handwritten signature in blue ink, appearing to read "James G. Beil".

James G. Beil, P.E.
Executive Director, Capital Programs
(714) 560-5646

Capital Action Plan
 Status Through June 2017
 Updated: July 25, 2017

Capital Projects	Cost		Schedule											
	Baseline/Forecast		Plan/Forecast											
	(millions)		Begin Environmental	Complete Environmental	Begin Design	Complete Design	Construction Ready	Advertise Construction	Award Contract	Complete Construction				
Freeway Projects:														
I-5, Pico to Vista Hermosa	\$113.0		Jun-09	Dec-11	Jun-11	Oct-13	Feb-14	Oct-14	Dec-14	Aug-18				
Project C	\$89.5		Jun-09	Oct-11	Jun-11	Oct-13	May-14	Sep-14	Dec-14	May-18				
I-5, Vista Hermosa to Pacific Coast Highway	\$75.6		Jun-09	Dec-11	Jun-11	Feb-13	Jun-13	Oct-13	Dec-13	Mar-17				
Project C	\$71.4		Jun-09	Oct-11	Jun-11	May-13	Aug-13	Feb-14	Jun-14	Jul-17				
I-5, Pacific Coast Highway to San Juan Creek Road	\$70.7		Jun-09	Dec-11	Jun-11	Jan-13	May-13	Aug-13	Oct-13	Sep-16				
Project C	\$71.2		Jun-09	Oct-11	Jun-11	Jan-13	Apr-13	Aug-13	Dec-13	Apr-18				
I-5, I-5/Ortega Interchange	\$90.9		Sep-05	Jun-09	Jan-09	Nov-11	Mar-12	Jun-12	Aug-12	Sep-15				
Project D	\$75.1		Sep-05	Jun-09	Jan-09	Dec-11	Apr-12	Jun-12	Aug-12	Jan-16				
I-5, I-5/Ortega Interchange (Landscape)	N/A		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				
Project D	N/A		N/A	N/A	Jan-14	Oct-14	Feb-15	Aug-15	Sep-15	Sep-16				
I-5, SR-73 to Oso Parkway	\$151.9		Sep-11	Jun-14	TBD	Jan-18	May-18	Aug-18	Dec-18	Jan-24				
Project C & D	\$190.5		Oct-11	May-14	Mar-15	Mar-18	Jan-19	May-19	Sep-19	Sep-24				
I-5, Oso Parkway to Alicia Parkway	\$196.2		Sep-11	Jun-14	Nov-14	Jun-17	Dec-17	Feb-18	Jun-18	Feb-23				
Project C & D	\$191.0		Oct-11	May-14	Nov-14	Nov-17	May-18	Jul-18	Oct-18	Jul-23				
I-5, Alicia Parkway to El Toro Road	\$133.6		Sep-11	Jun-14	Mar-15	Jun-18	Dec-18	Jan-19	May-19	Jun-23				
Project C	\$166.5		Oct-11	May-14	Mar-15	Jul-18	May-19	Jul-19	Nov-19	Dec-23				
I-5, I-5/EI Toro Road Interchange	TBD		Apr-17	Nov-19	TBD	TBD	TBD	TBD	TBD	TBD				
Project D	TBD		Apr-17	Nov-19	TBD	TBD	TBD	TBD	TBD	TBD				
I-5, I-405 to SR-55	TBD		May-14	Aug-18	TBD	TBD	TBD	TBD	TBD	TBD				
Project B	TBD		May-14	Oct-18	TBD	TBD	TBD	TBD	TBD	TBD				
I-5, SR-55 to SR-57	\$37.1		Jul-11	Jun-13	Jun-15	Mar-17	Jul-17	Sep-17	Dec-17	Feb-20				
Project A	\$39.6		Jun-11	Apr-15	Jun-15	Jun-17	Oct-17	Jan-18	Apr-18	Jun-20				
SR-55, I-405 to I-5	TBD		Feb-11	Nov-13	TBD	TBD	TBD	TBD	TBD	TBD				
Project F	\$410.9		May-11	Sep-17	Aug-17	Apr-20	Nov-20	Feb-21	May-21	Jun-25				
SR-55, I-5 to SR-91	TBD		Dec-16	Jan-20	TBD	TBD	TBD	TBD	TBD	TBD				
Project F	TBD		Dec-16	Jan-20	TBD	TBD	TBD	TBD	TBD	TBD				
SR-57 Northbound (NB), Orangewood Avenue to Katella Avenue	TBD		Apr-16	Dec-18	TBD	TBD	TBD	TBD	TBD	TBD				
Project G	TBD		Apr-16	Dec-18	TBD	TBD	TBD	TBD	TBD	TBD				
SR-57 (NB), Katella Avenue to Lincoln Avenue	\$78.7		Apr-08	Jul-09	Jul-08	Nov-10	Mar-11	May-11	Aug-11	Sep-14				
Project G	\$40.5		Apr-08	Nov-09	Aug-08	Dec-10	Apr-11	Jul-11	Oct-11	Apr-15				
SR-57 (NB), Katella Avenue to Lincoln Avenue (Landscape)	N/A		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				
Project G	N/A		N/A	N/A	May-09	Jul-10	Jun-17	Jul-17	Oct-17	Dec-18				



Capital Action Plan
 Status Through June 2017
 Updated: July 25, 2017

Capital Projects	Cost		Schedule									
	Baseline/Forecast		Plan/Forecast									
	(millions)		Begin Environmental	Complete Environmental	Begin Design	Complete Design	Construction Ready	Advertise Construction	Award Contract	Complete Construction		
SR-57 (NB), Orangethorpe Avenue to Yorba Linda Boulevard Project G	\$80.2	\$52.6	Aug-05	Dec-07	Feb-08	Dec-09	Apr-10	Jun-10	Oct-10	May-14		
SR-57 (NB), Yorba Linda Boulevard to Lambert Road Project G	\$79.3	\$55.4	Aug-05	Dec-07	Feb-08	Dec-09	Apr-10	May-10	Oct-10	Nov-14		
SR-57 (NB), Orangethorpe Avenue to Lambert Road (Landscape) Project G	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
SR-57 (NB), Lambert Road to Tonner Canyon Project H	\$78.1	\$59.6	Jul-07	Apr-10	Mar-10	Apr-12	Aug-12	Oct-12	Jan-13	Jun-16		
SR-91 Westbound (WB), I-5 to SR-57 Project H	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
SR-91, SR-57 to SR-55 Project I	TBD	TBD	Jan-15	Oct-18	TBD	TBD	TBD	TBD	TBD	TBD		
SR-91 (WB), Tustin Interchange to SR-55 Project J	\$49.9	\$43.3	Jul-08	Jul-11	Jun-11	Feb-13	Apr-13	Jun-13	Oct-13	Jul-16		
SR-91, SR-55 to SR-241 Project J	\$128.4	\$79.6	Jul-07	Jul-09	Jun-09	Jan-11	Apr-11	Jun-11	Sep-11	Dec-12		
SR-91, SR-55 to SR-241 (Landscape) Project J	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
SR-91 Eastbound, SR-241 to SR-71 Project J	\$104.5	\$57.8	Mar-05	Dec-07	Jul-07	Dec-08	Mar-09	May-09	Jul-09	Nov-10		
91 Express Lanes to SR-241 Toll Connector Project L	TBD	TBD	Nov-13	Jan-18	Dec-16	Jul-18	Oct-18	Aug-18	Dec-18	Feb-21		
I-405, I-5 to SR-55 Project L	TBD	TBD	Dec-14	Jul-18	TBD	TBD	TBD	TBD	TBD	TBD		
I-405, SR-55 to I-605 (Design-Build) Project K	\$1,900.0	\$1,900.0	Mar-09	Mar-13	Mar-14	Nov-15	Feb-16	Mar-16	Nov-16	May-23		
I-405/SR-22 HOV Connector Project K	\$195.9	\$120.4	N/A	N/A	Sep-07	Sep-09	Mar-10	May-10	Aug-10	Aug-14		
I-405/I-605 HOV Connector Project K	\$260.4	\$172.6	N/A	N/A	Sep-07	Sep-09	Mar-10	May-10	Oct-10	Jan-15		
I-405/SR-22/I-605 HOV Connector (Landscape) Project K	N/A	N/A	N/A	N/A	Sep-07	Sep-09	Feb-10	May-10	Oct-10	Mar-15		
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
	N/A	N/A	N/A	N/A	Jun-08	May-09	Feb-16	May-16	Jul-16	Feb-18		

Capital Action Plan
 Status Through June 2017
 Updated: July 25, 2017

Capital Projects	Cost		Schedule											
	Baseline/Forecast		Plan/Forecast											
	(millions)		Begin Environmental	Complete Environmental	Begin Design	Complete Design	Construction Ready	Advertise Construction	Award Contract	Complete Construction				
I-605 I-605/Katella Interchange Project M	TBD	TBD	Aug-16	Nov-18	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Grade Separation Projects:														
Sand Canyon Avenue Railroad Grade Separation Project R	\$65.6	\$61.8	N/A	Sep-03	Jan-04	Jul-10	Jul-10	Jul-10	Oct-10	Feb-11	May-14	May-14	TBD	TBD
Raymond Avenue Railroad Grade Separation Cost/Schedule Risk Project O	\$77.2	\$124.8	Feb-09	Nov-09	Mar-10	Aug-12	Dec-12	Nov-12	Feb-13	May-13	Aug-18	Aug-18	Aug-18	Aug-18
State College Boulevard Railroad Grade Separation (Fullerton) Cost/Schedule Risk Project O	\$73.6	\$97.0	Dec-08	Jan-11	Jul-06	Aug-12	Feb-13	Nov-12	Feb-13	May-13	May-18	May-18	May-18	Jan-18
Placentia Avenue Railroad Grade Separation Project O	\$78.2	\$64.6	Jan-01	May-01	Jan-09	Mar-10	Jun-10	May-10	Mar-11	Jun-11	Nov-14	Nov-14	Nov-14	Dec-14
Kraemer Boulevard Railroad Grade Separation Project O	\$70.4	\$63.5	Jan-01	Sep-09	Jan-09	Jul-10	Jul-10	Jul-10	Apr-11	Aug-11	Oct-14	Oct-14	Oct-14	Dec-14
Orangethorpe Avenue Railroad Grade Separation Project O	\$117.4	\$108.6	Jan-01	Sep-09	Feb-09	Dec-11	Dec-11	Dec-11	Feb-12	May-12	Sep-16	Sep-16	Sep-16	Oct-16
Tustin Avenue/Rose Drive Railroad Grade Separation Project O	\$103.0	\$98.3	Jan-01	Sep-09	Feb-09	Dec-11	Dec-11	Dec-11	May-12	Aug-12	May-16	May-16	May-16	Oct-16
Lakeview Avenue Railroad Grade Separation Project O	\$70.2	\$107.4	Jan-01	Sep-09	Feb-09	Oct-11	Oct-11	Oct-11	Feb-13	May-13	Mar-17	Mar-17	Mar-17	Jun-17
17th Street Railroad Grade Separation Project R	TBD	TBD	Oct-14	Jun-16	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Rail and Station Projects:														
Rail-Highway Grade Crossing Safety Enhancement Project R	\$94.4	\$90.4	Jan-08	Oct-08	Jan-08	Sep-08	Sep-08	Sep-08	Sep-08	Aug-09	Dec-11	Dec-11	Dec-11	Dec-11
San Clemente Beach Trail Safety Enhancements Project R	\$6.0	\$5.0	Sep-10	Jul-11	Feb-12	Apr-12	Apr-12	Apr-12	Jul-12	Oct-12	Jan-14	Jan-14	Jan-14	Mar-14
San Juan Capistrano Passing Siding	\$25.3	\$30.8	Aug-11	Jan-13	Mar-15	May-16	May-16	May-16	Aug-16	Dec-16	Jan-19	Jan-19	Jan-19	Aug-20
OC Streetcar Project S	\$310.4	\$310.4	Aug-09	Mar-12	Feb-16	Sep-17	Sep-17	Oct-17	Oct-17	Apr-18	Jul-20	Jul-20	Jul-20	Jul-20
Placentia Metrolink Station and Parking Structure Project R	\$34.8	\$34.8	Jan-03	May-07	Oct-08	Jan-11	Feb-11	Sep-17	TBD	TBD	TBD	TBD	TBD	Oct-19
Anaheim Canyon Station	\$27.9	\$27.9	Jan-16	Dec-16	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	Dec-20

Capital Action Plan

Status Through June 2017

Updated: July 25, 2017

Capital Projects	Cost		Schedule							
	Baseline/Forecast (millions)		Begin Environmental	Complete Environmental	Begin Design	Complete Design	Construction Ready	Advertise Construction	Award Contract	Complete Construction
Orange Station Parking Expansion	\$33.2		Dec-09	Dec-12	Nov-10	Apr-13	Jul-16	Jul-16	Nov-16	Jun-18
Cost/Schedule Risk	\$32.3		Dec-09	May-16	Nov-10	Apr-16	Jul-16	Jul-16	Jun-17	Jan-19
Fullerton Transportation Center - Elevator Upgrades	\$3.5		N/A	N/A	Jan-12	Dec-13	Dec-13	Jun-14	Sep-14	Mar-17
Cost/Schedule Risk	\$4.0		N/A	N/A	Jan-12	Dec-13	Dec-13	Aug-14	Apr-15	Sep-18
Laguna Niguel/Mission Viejo Station ADA Ramps	\$3.5		Jul-13	Jan-14	Jul-13	Aug-14	Aug-14	Sep-14	Jan-15	Apr-17
Cost/Schedule Risk	\$5.1		Jul-13	Feb-14	Jul-13	Jul-15	Jul-15	Jul-15	Oct-15	Oct-17
Anaheim Regional Transportation Intermodal Center	\$227.4		Apr-09	Feb-11	Jun-09	Feb-12	Feb-12	May-12	Jul-12	Nov-14
Cost/Schedule Risk	\$230.4		Apr-09	Feb-12	Jun-09	May-12	May-12	May-12	Sep-12	Dec-14

Note: Costs associated with landscape projects are included in respective freeway projects.

Grey = Milestone achieved

Green = Forecast milestone meets or exceeds plan

Yellow = Forecast milestone is one to three months later than plan

Red = Forecast milestone is over three months later than plan

Begin Environmental: The date work on the environmental clearance, project report, or preliminary engineering phase begins.

Complete Environmental: The date environmental clearance and project approval is achieved.

Begin Design: The date final design work begins, or the date when a design-build contract begins.

Complete Design: The date final design work is 100 percent complete and approved.

Construction Ready: The date contract bid documents are ready for advertisement, including certification of right-of-way, all agreements executed, contract constraints are cleared.

Advertise for Construction: The date a construction contract is both funded and advertised for bids.

Award Contract: The date the construction contract is awarded.

Construction Complete: The date all construction work is completed and the project is open to public use.

Acronyms

- I-5 - Santa Ana Freeway (Interstate 5)
- SR-73 - San Joaquin Freeway (State Route 73)
- SR-55 - Costa Mesa Freeway (State Route 55)
- SR-57 - Orange Freeway (State Route 57)
- SR-91 - Riverside Freeway (State Route 91)
- SR-22 - Garden Grove Freeway (State Route 22)
- I-405 - San Diego Freeway (Interstate 405)
- SR-241 - Foothill/Eastern Transportation Corridor (State Route 241)
- I-605 - San Gabriel River Freeway (Interstate 605)
- ADA - Americans with Disabilities Act

Capital Programs Division
Fiscal Year 2016-17 Performance Metrics Status Through June 2017

Begin Environmental

Project Description	FY 17 Qtr 1		FY 17 Qtr 2		FY 17 Qtr 3		FY 17 Qtr 4		FY 17 Fcst
	Fcst	Actual	Fcst	Actual	Fcst	Actual	Fcst	Actual	
I-605, I-605/ Katella Avenue Interchange	X	✓							
I-5, I-5/El Toro Road Interchange			X					✓	
SR-55, I-5 to SR-91			X	✓					
Total Forecast/Actual	1	1	2	1	0	0	0	1	3

Complete Environmental

Project Description	FY 17 Qtr 1		FY 17 Qtr 2		FY 17 Qtr 3		FY 17 Qtr 4		FY 17 Fcst
	Fcst	Actual	Fcst	Actual	Fcst	Actual	Fcst	Actual	
Anaheim Canyon Metrolink Station			X					✓	
17th Street Railroad Grade Separation							X		(missed)
Total Forecast/Actual	0	0	1	0	0	0	1	1	2

Begin Design

Project Description	FY 17 Qtr 1		FY 17 Qtr 2		FY 17 Qtr 3		FY 17 Qtr 4		FY 17 Fcst
	Fcst	Actual	Fcst	Actual	Fcst	Actual	Fcst	Actual	
No "Begin Design" milestones scheduled for fiscal year 2016-17									
Total Forecast/Actual	0	0	0	0	0	0	0	0	0

Complete Design

Project Description	FY 17 Qtr 1		FY 17 Qtr 2		FY 17 Qtr 3		FY 17 Qtr 4		FY 17 Fcst
	Fcst	Actual	Fcst	Actual	Fcst	Actual	Fcst	Actual	
SR-91 (Westbound), I-5 to SR-57 Landscape	X	✓							
SR-57 (Northbound), Orangethorpe Avenue to Lambert Road Landscape			X						(missed)
I-5, SR-55 to SR-57					X			✓	
I-5, Oso Parkway to Alicia Parkway							X		(missed)
I-405 Southbound, SR-133 to University Drive						✓	X		
San Juan Capistrano Passing Siding							X		(missed)
Total Forecast/Actual	1	1	1	0	1	1	3	1	6

Construction Ready

Project Description	FY 17 Qtr 1		FY 17 Qtr 2		FY 17 Qtr 3		FY 17 Qtr 4		FY 17 Fcst
	Fcst	Actual	Fcst	Actual	Fcst	Actual	Fcst	Actual	
Orange Metrolink Station Parking Expansion	X	✓							
SR-57 (Northbound), Katella Avenue to Lincoln Avenue Landscape			X					✓	
SR-57 (Northbound), Orangethorpe Avenue to Lambert Road Landscape			X						(missed)
SR-91 (Westbound), I-5 to SR-57 Landscape			X	✓					
I-405 Southbound, SR-133 to University Drive							X	✓	
San Juan Capistrano Passing Siding							X		(missed)
Total Forecast/Actual	1	1	3	1	0	0	2	2	6

Capital Programs Division Fiscal Year 2016-17 Performance Metrics Status Through June 2017

Advertise Construction

Project Description	FY 17 Qtr 1		FY 17 Qtr 2		FY 17 Qtr 3		FY 17 Qtr 4		FY 17 Fcst
	Fcst	Actual	Fcst	Actual	Fcst	Actual	Fcst	Actual	
Orange Metrolink Station Parking Expansion	X	✔							
SR-91 (Westbound), I-5 to SR-57 Landscape			X			✔			
SR-57 (Northbound), Katella Avenue to Lincoln Avenue Landscape					X				(missed)
SR-57 (Northbound), Orangethorpe Avenue to Lambert Road Landscape					X				(missed)
Total Forecast/Actual	1	1	1	0	2	1	0	0	4

Award Contract

Project Description	FY 17 Qtr 1		FY 17 Qtr 2		FY 17 Qtr 3		FY 17 Qtr 4		FY 17 Fcst
	Fcst	Actual	Fcst	Actual	Fcst	Actual	Fcst	Actual	
I-405/SR-22/I-605 HOV Connector Landscape	X	✔							
I-405, SR-55 to I-605 (Design-Build)			X	✔					
Orange Metrolink Station Parking Expansion			X					✔	
SR-91 (Westbound), I-5 to SR-57 Landscape					X	✔			
SR-57 (Northbound), Katella Avenue to Lincoln Avenue Landscape					X				(missed)
SR-57 (Northbound), Orangethorpe Avenue to Lambert Road Landscape					X				(missed)
Total Forecast/Actual	1	1	2	1	3	1	0	1	6

Complete Construction

Project Description	FY 17 Qtr 1		FY 17 Qtr 2		FY 17 Qtr 3		FY 17 Qtr 4		FY 17 Fcst
	Fcst	Actual	Fcst	Actual	Fcst	Actual	Fcst	Actual	
SR-91 (Westbound), Tustin Interchange to SR-55	X	✔							
Orangethorpe Avenue Railroad Grade Separation	X			✔					
Tustin Avenue/Rose Drive Railroad Grade Separation	X			✔					
I-5/Ortega Highway Interchange Landscape		✔	X						
I-5, Vista Hermosa to Pacific Coast Highway					X				(missed)
Fullerton Transportation Center - Elevator Upgrades					X				(missed)
Lakeview Avenue Railroad Grade Separation								✔	(early)
Total Forecast/Actual	3	2	1	2	2	0	0	1	6

Totals	8	7	11	5	8	3	6	7	33
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Begin Environmental: The date work on the environmental clearance, project report, or preliminary engineering phase begins.

Complete Environmental: The date environmental clearance and project approval is achieved.

Begin Design: The date final design work begins or the date when a design-build contract begins.

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Construction Ready: The date contract bid documents are ready for advertisement, right-of-way certified, all agreements executed, and contract constraints are cleared.

Advertise for Construction: The date a construction contract is both funded and advertised for bids.

Award Contract: The date the construction contract is awarded.

Construction Complete: The date all construction work is completed and the project is open to public use.

Acronyms

I-5 - Santa Ana Freeway (Interstate 5)

SR-22 - Garden Grove Freeway (State Route 22)

SR-55 - Costa Mesa Freeway (State Route 55)

SR-57 - Orange Freeway (State Route 57)

SR-91 - Riverside Freeway (State Route 91)

SR-133 - Laguna Freeway (State Route 133)

I-605 - San Gabriel River Freeway (Interstate 605)

I-405 - San Diego Freeway (Interstate 405)

HOV - high-occupancy vehicle

X = milestone forecast in quarter

✔ = milestone accomplished in quarter

Capital Programs Division Fiscal Year 2017-18 Performance Metrics

Begin Environmental

Project Description	FY 18 Qtr 1		FY 18 Qtr 2		FY 18 Qtr 3		FY 18 Qtr 4		FY 18 Fcst
	Fcst	Actual	Fcst	Actual	Fcst	Actual	Fcst	Actual	
No "Begin Environmental" milestones scheduled for FY 2017-18									
Total Forecast/Actual	0	0	0	0	0	0	0	0	0

Complete Environmental

Project Description	FY 18 Qtr 1		FY 18 Qtr 2		FY 18 Qtr 3		FY 18 Qtr 4		FY 18 Fcst
	Fcst	Actual	Fcst	Actual	Fcst	Actual	Fcst	Actual	
SR-55, I-405 to I-5	X								
17th Street Railroad Grade Separation			X						
91 Express Lanes to SR-241 Toll Connector					X				
Total Forecast/Actual	1	0	1	0	1	0	0	0	3

Begin Design

Project Description	FY 18 Qtr 1		FY 18 Qtr 2		FY 18 Qtr 3		FY 18 Qtr 4		FY 18 Fcst
	Fcst	Actual	Fcst	Actual	Fcst	Actual	Fcst	Actual	
SR-55, I-405 to I-5	X								
Anaheim Canyon Metrolink Station					X				
Total Forecast/Actual	1	0	0	0	1	0	0	0	2

Complete Design

Project Description	FY 18 Qtr 1		FY 18 Qtr 2		FY 18 Qtr 3		FY 18 Qtr 4		FY 18 Fcst
	Fcst	Actual	Fcst	Actual	Fcst	Actual	Fcst	Actual	
SR-57 (Northbound), Orangethorpe Avenue to Lambert Road Landscape	X								
OC Streetcar	X								
I-5, Oso Parkway to Alicia Parkway			X						
San Juan Capistrano Passing Siding			X						
I-5, SR-73 to Oso Parkway					X				
Total Forecast/Actual	2	0	2	0	1	0	0	0	5

Construction Ready

Project Description	FY 18 Qtr 1		FY 18 Qtr 2		FY 18 Qtr 3		FY 18 Qtr 4		FY 18 Fcst
	Fcst	Actual	Fcst	Actual	Fcst	Actual	Fcst	Actual	
Placentia Metrolink Station and Parking Structure	X								
I-5, SR-55 to SR-57			X						
SR-57 (Northbound), Orangethorpe Avenue to Lambert Road Landscape			X						
San Juan Capistrano Passing Siding			X						
OC Streetcar			X						
I-5, Oso Parkway to Alicia Parkway							X		
Total Forecast/Actual	1	0	4	0	0	0	1	0	6

Advertise Construction

Project Description	FY 18 Qtr 1		FY 18 Qtr 2		FY 18 Qtr 3		FY 18 Qtr 4		FY 18 Fcst
	Fcst	Actual	Fcst	Actual	Fcst	Actual	Fcst	Actual	
SR-57 (Northbound), Katella Avenue to Lincoln Avenue Landscape	X								
OC Streetcar			X						
Placentia Metrolink Station and Parking Structure			X						
I-5, SR-55 to SR-57					X				
SR-57 (Northbound), Orangethorpe Avenue to Lambert Road Landscape					X				
San Juan Capistrano Passing Siding					X				
Total Forecast/Actual	1	0	2	0	3	0	0	0	6

Capital Programs Division Fiscal Year 2017-18 Performance Metrics

Award Contract

Project Description	FY 18 Qtr 1		FY 18 Qtr 2		FY 18 Qtr 3		FY 18 Qtr 4		FY 18 Fcst
	Fcst	Actual	Fcst	Actual	Fcst	Actual	Fcst	Actual	
SR-57 (Northbound), Katella Avenue to Lincoln Avenue Landscape			X						
SR-57 (Northbound), Orangethorpe Avenue to Lambert Road Landscape					X				
Placentia Metrolink Station and Parking Structure					X				
I-5, SR-55 to SR-57							X		
OC Streetcar							X		
Total Forecast/Actual	0	0	1	0	2	0	2	0	5

Complete Construction

Project Description	FY 18 Qtr 1		FY 18 Qtr 2		FY 18 Qtr 3		FY 18 Qtr 4		FY 18 Fcst
	Fcst	Actual	Fcst	Actual	Fcst	Actual	Fcst	Actual	
I-5, Vista Hermosa to Pacific Coast Highway	X								
Laguna Niguel/Mission Viejo Station ADA Ramps			X						
I-405/SR-22/I-605 HOV Connector Landscape					X				
State College Boulevard Railroad Grade Separation (Fullerton)					X				
I-5, Pico to Vista Hermosa							X		
I-5, Pacific Coast Highway to San Juan Creek Road							X		
SR-91 (Westbound), I-5 to SR-57 Landscape							X		
Total Forecast/Actual	1	0	1	0	2	0	3	0	7

Totals	7	0	11	0	10	0	6	0	34
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 SR-22 - Garden Grove Freeway (State Route 22)
 SR-55 - Costa Mesa Freeway (State Route 55)
 SR-57 - Orange Freeway (State Route 57)
 SR-91 - Riverside Freeway (State Route 91)
 I-605 - San Gabriel River Freeway (Interstate 605)
 I-405 - San Diego Freeway (Interstate 405)
 SR-241 - Foothill/Eastern Transportation Corridor (State Route 241)
 ADA - Americans with Disability Act
 HOV - high-occupancy vehicle

X = milestone forecast in quarter

✔ = milestone accomplished in quarter



COMMITTEE TRANSMITTAL

August 14, 2017

To: Members of the Board of Directors
From:  Laurena Weinert, Clerk of the Board
Subject: Amendments to Cooperative Agreements with the Cities of Anaheim and Placentia for the OC Bridges Railroad Grade Separation Program

Regional Planning and Highways Committee Meeting of August 7, 2017

Present: Directors Delgleize, Do, M. Murphy, Nelson, Spitzer, and Steel
Absent: Director Donchak

Committee Vote

This item was passed by the Members present.

Committee Recommendations

- A. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 5 to Cooperative Agreement No. C-9-0412 between the Orange County Transportation Authority and City of Placentia, in the amount of \$161,824, for additional project support services for the Orangethorpe Avenue, Tustin Avenue/Rose Drive, and Lakeview Avenue railroad grade separation projects, and to extend the term of the cooperative agreement through August 1, 2018. This will increase the maximum obligation of the cooperative agreement to a total value of \$1,192,324.

- B. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 7 to Cooperative Agreement No. C-9-0413 between the Orange County Transportation Authority and City of Anaheim, in the amount of \$120,000, for additional project support services for the Orangethorpe Avenue, Tustin Avenue/Rose Drive, and Lakeview Avenue railroad grade separation projects, and to extend the term of the cooperative agreement through August 1, 2018. This will increase the maximum obligation of the cooperative agreement to a total value of \$1,882,550.



August 7, 2017

To: Regional Planning and Highways Committee

From: Darrell Johnson, Chief Executive Officer

Subject: Amendments to Cooperative Agreements with the Cities of Anaheim and Placentia for the OC Bridges Railroad Grade Separation Program

Overview

On June 8, 2009, the Orange County Transportation Authority Board of Directors approved Cooperative Agreement No. C-9-0412 with the City of Placentia and Cooperative Agreement No. C-9-0413 with the City of Anaheim for traffic engineering services and transportation management planning, environmental re-evaluation, project support, and police services for the implementation of railroad grade separation projects located at Placentia Avenue, Kraemer Boulevard, Orangethorpe Avenue, Tustin Avenue/Rose Drive, and Lakeview Avenue. Board of Directors' approval is requested to amend these cooperative agreements for additional city support services required to complete closeout activities for the OC Bridges Railroad Grade Separation Program.

Recommendations

- A. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 5 to Cooperative Agreement No. C-9-0412 between the Orange County Transportation Authority and the City of Placentia, in the amount of \$161,824, for additional project support services for the Orangethorpe Avenue, Tustin Avenue/Rose Drive, and Lakeview Avenue railroad grade separation projects, and to extend the term of the cooperative agreement through August 1, 2018. This will increase the maximum obligation of the cooperative agreement to a total value of \$1,192,324.

- B. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 7 to Cooperative Agreement No. C-9-0413 between the Orange County Transportation Authority and the City of Anaheim, in the amount of \$120,000, for additional project support services for the

Orangethorpe Avenue, Tustin Avenue/Rose Drive, and Lakeview Avenue railroad grade separation projects, and to extend the term of the cooperative agreement through August 1, 2018. This will increase the maximum obligation of the cooperative agreement to a total value of \$1,882,550.

Discussion

The Orange County Transportation Authority (OCTA), in coordination with the cities of Anaheim, Fullerton, and Placentia, is implementing the OC Bridges Railroad Grade Separation Program (OC Bridges Program). Undercrossings at Placentia Avenue and Kraemer Boulevard and overcrossings at Orangethorpe Avenue, Tustin Avenue/Rose Drive, and Lakeview Avenue are being implemented directly by OCTA. The City of Fullerton is implementing undercrossings at State College Boulevard and Raymond Avenue.

On June 8, 2009, the OCTA Board of Directors approved Cooperative Agreement No. C-9-0412, in the amount of \$537,500, with the City of Placentia (Placentia) and Cooperative Agreement No. C-9-0413, in the amount of \$370,000, with the City of Anaheim (Anaheim), for traffic engineering services and transportation management planning, environmental re-evaluation, project support, and police services for the implementation of the railroad grade separation projects located at Placentia Avenue, Kraemer Boulevard, Orangethorpe Avenue, Tustin Avenue/Rose Drive, and Lakeview Avenue.

On May 16, 2017, Placentia submitted a letter to OCTA requesting additional funding for project support services to complete closeout activities for the OC Bridges Program. The additional project support services include:

- Additional construction closeout coordination with OCTA and its contractors for the Orangethorpe Avenue, Tustin Avenue/Rose Drive, and Lakeview Avenue grade separations.
- Additional traffic engineering services to review detour and closure plans for the Lakeview Avenue grade separation.
- Additional police services to monitor public traffic during construction.

In response to the request, OCTA and Placentia staff met and negotiated the appropriate level of effort for the work described above. Both agencies agreed that an additional \$161,824 for project support services is sufficient to complete the closeout activities for the Orangethorpe Avenue, Tustin Avenue/Rose Drive, and Lakeview Avenue grade separations.

Proposed Amendment No. 5 is for additional project support services, in the amount of \$161,824, which increases the cooperative agreement value from \$1,030,500 to \$1,192,324 (Attachment A).

On May 18, 2017, Anaheim submitted a letter to OCTA requesting additional funding for project support services to complete closeout activities for the OC Bridges Program. The additional project support services include:

- Additional construction closeout coordination with OCTA and its contractors for the Orangethorpe Avenue, Tustin Avenue/Rose Drive, and Lakeview Avenue grade separations.
- Administrative closeout of right-of-way documents for the Orangethorpe Avenue, Tustin Avenue/ Rose Drive, and Lakeview Avenue grade separations.

In response to the request, OCTA and Anaheim staff met and negotiated the appropriate level of effort for the work described above. Both agencies agreed that an additional \$120,000 for project support services is sufficient to complete the closeout activities for the Orangethorpe Avenue, Tustin Avenue/Rose Drive, and Lakeview Avenue grade separations.

Proposed Amendment No. 7 is for additional project support services, in the amount of \$120,000, which increases the cooperative agreement value from \$1,762,550 to \$1,882,550 (Attachment B).

The additional cost for both cities' project support services will be funded by Measure M2 (M2) funds and is accommodated within the OC Bridges Program budget approved by the Board on November 14, 2016. These additional services also require OCTA to extend the term of both cooperative agreements through August 1, 2018, to allow for the completion of closeout activities.

Fiscal Impact

The additional funds for the work described in Amendment No. 5 to Cooperative Agreement No. C-9-0412 and Amendment No. 7 to Cooperative Agreement No. C-9-0413 are included in OCTA's Fiscal Year 2017-18 Budget, Capital Programs Division, accounts 0017-7831-SO204-QKC, 0017-7831-SO205-QKC, and 0017-7831-SO206-QKC, and is funded with M2 funds.

Summary

Staff requests Board of Directors' approval for the Chief Executive Officer to negotiate and execute Amendment No. 5 to Cooperative Agreement No. C-9-0412 with the City of Placentia, in the amount of \$161,824, and Amendment No. 7 to Cooperative Agreement No. C-9-0413 with the City of Anaheim, in the amount of \$120,000, for additional project support services to complete closeout activities for the OC Bridges Program.

Attachments

- A. City of Placentia, Cooperative Agreement No. C-9-0412 Fact Sheet
- B. City of Anaheim, Cooperative Agreement No. C-9-0413 Fact Sheet

Prepared by:



Ross Lew, P.E.
Program Manager
(714) 560-5775

Approved by:



James G. Beil, P.E.
Executive Director, Capital Programs
(714) 560-5646



Meena Katakia
Manager, Contracts Administration and
Materials Management
(714) 560-5694

**City of Placentia
Cooperative Agreement No. C-9-0412 Fact Sheet**

1. June 8, 2009, Cooperative Agreement No. C-9-0412, \$537,500, approved by the Board of Directors (Board).
 - To provide traffic management planning, traffic engineering, environmental re-evaluation support, project support, and police services for the Placentia Avenue, Kraemer Boulevard, Orangethorpe Avenue, Tustin Avenue/Rose Drive, and Lakeview Avenue railroad grade separation projects.
2. May 9, 2011, Amendment No. 1 to Cooperative Agreement No. C-9-0412, \$136,500, approved by the Board.
 - To increase funding for project support services not accounted for in the original cooperative agreement.
3. June 10, 2013, Amendment No. 2 to Cooperative Agreement No. C-9-0412, \$231,500, approved by the Board.
 - To pay City of Placentia for pavement rehabilitation work to repair city streets used as detour routes during construction of the railroad grade separation projects.
 - To reimburse the City of Placentia for one closed-circuit television camera and other traffic management plan elements.
4. November 10, 2014, Amendment No. 3 to Cooperative Agreement No. C-9-0412, \$125,000, approved by the Board.
 - To provide additional traffic engineering, police, and project support services for the Tustin Avenue/Rose Drive, Orangethorpe Avenue, and Lakeview Avenue railroad grade separation projects.
5. August 8, 2016, Amendment No. 4 to Cooperative Agreement No. C-9-0412, \$0, approved by Contracts Administration and Materials Management Department.
 - To extend the term of the cooperative agreement for 12 months through August 1, 2017 to allow for project completion.
6. August 14, 2017, Amendment No. 5 to Cooperative Agreement No. C-9-0412, \$161,824, pending Board approval.
 - To provide additional traffic engineering, police, and project support services for the Orangethorpe Avenue, Tustin Avenue/Rose Drive, and Lakeview Avenue railroad grade separation projects.

- To extend the term of the cooperative agreement for 12 months through August 1, 2018, to allow for the completion of closeout activities.

Total committed to the City of Placentia after approval of Amendment No. 5 to Cooperative Agreement No. C-9-0412: \$1,192,324.

**City of Anaheim
Cooperative Agreement No. C-9-0413 Fact Sheet**

1. June 8, 2009, Cooperative Agreement No. C-9-0413, \$370,000, approved by the Board of Directors (Board).
 - To provide traffic management planning, traffic engineering, project support, environmental re-evaluation, and police services for the Placentia Avenue, Kraemer Boulevard, Orangethorpe Avenue, Tustin Avenue/Rose Drive, and Lakeview Avenue railroad grade separation projects.
2. May 9, 2011, Amendment No. 1 to Cooperative Agreement No. C-9-0413, \$249,950, approved by the Board.
 - To increase funding for project support services not accounted for in the original cooperative agreement.
3. June 10, 2013, Amendment No. 2 to Cooperative Agreement No. C-9-0413, \$658,000, approved by the Board.
 - To increase funding by \$350,000, for additional project support services.
 - To increase funding by \$308,000, to reimburse City of Anaheim for pavement rehabilitation work to repair city streets used as detour routes during construction of the railroad grade separation projects.
4. January 30, 2015, Amendment No. 3 to Cooperative Agreement No. C-9-0413, \$0, approved by Contracts Administration and Materials Management (CAMM) Department.
 - To combine the existing funding for traffic engineering, police services, and project support services with no net change in the total combined amounts for these services.
5. November 10, 2014, Amendment No. 4 to Cooperative Agreement No. C-9-0413, \$264,600, approved by the Board.
 - To increase funding by \$264,600, for additional project support services for construction of the grade separation projects.
6. July 11, 2016, Amendment No. 5 to Cooperative Agreement No. C-9-0413, \$0, approved by CAMM Department.
 - To extend the term of the cooperative agreement for 12 months to August 1, 2017 to allow for project completion.

7. September 12, 2016, Amendment No. 6 to Cooperative Agreement No. C-9-0413, \$220,000, approved by the Board.
 - To increase funding by \$220,000, for additional project support services for construction completion of the grade separation projects.
8. August 14, 2017, Amendment No. 7 to Cooperative Agreement No. C-9-0413, \$120,000, pending Board approval.
 - To increase funding by \$120,000, for additional project support services for right-of-way and construction closeout of the grade separation projects.
 - To extend the term of the agreement for 12 months through August 1, 2018 to allow for the completion of closeout activities.

Total committed to the City of Anaheim after approval of Amendment No. 7 to Cooperative Agreement No. C-9-0413: \$1,882,550.



COMMITTEE TRANSMITTAL

August 14, 2017

To: Members of the Board of Directors
From:  Laurena Weinert, Clerk of the Board
Subject: Consultant Selection to Prepare the Plans, Specifications, and Estimates for Anaheim Canyon Metrolink Station Improvement Project

Transit Committee Meeting of August 10, 2017

Present: Directors Do, Jones, Shaw, and Winterbottom
Absent: Directors Murray, Pulido, and Tait

Committee Vote

This item was passed by the Members present.

Committee Recommendations

- A. Approve the selection of HNTB Corporation as the firm to prepare the plans, specifications, and estimates for the Anaheim Canyon Metrolink Station Improvement project.
- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-7-1609 between the Orange County Transportation Authority and HNTB Corporation to prepare the plans, specifications, and estimates for the Anaheim Canyon Metrolink Station Improvement project.



August 10, 2017

To: Transit Committee

From: Darrell Johnson, Chief Executive Officer

Subject: Consultant Selection to Prepare the Plans, Specifications, and Estimates for the Anaheim Canyon Metrolink Station Improvement Project

Overview

On April 10, 2017, the Orange County Transportation Authority Board of Directors approved the release of a request for proposals for consultant services to prepare the plans, specifications, and estimates for the Anaheim Canyon Metrolink Station Improvement project. Board of Directors' approval is requested for the selection of a firm to perform the required work.

Recommendations

- A. Approve the selection of HNTB Corporation as the firm to prepare the plans, specifications, and estimates for the Anaheim Canyon Metrolink Station Improvement project.
- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-7-1609 between the Orange County Transportation Authority and HNTB Corporation to prepare the plans, specifications, and estimates for the Anaheim Canyon Metrolink Station Improvement project.

Discussion

The Anaheim Canyon Metrolink rail station (Station) is located on the Southern California Passenger and Freight Rail network Olive Subdivision which is owned by the Orange County Transportation Authority (OCTA). The Station is served by Metrolink's Inland Empire-Orange County Line. OCTA, the City of Anaheim (City), and the Southern California Regional Rail Authority (SCRRA) wish to make improvements at the Station that will include construction of a second main track and platform, lengthening of the existing platform, improvements to pedestrian circulation, additional ticket vending machines,

benches, and shade structures. The Station improvement project (Project) will increase the capacity of the Station to accommodate additional rail service, as well as improve reliability, on-time performance, and enhance safety.

On August 24, 2014, the OCTA Board of Directors (Board) approved Cooperative Agreement No. C-4-1714 with the City and Cooperative Agreement No. C-4-1715 with SCRRA, to define roles, responsibilities, and funding for the Project. OCTA will be the lead agency on the design and construction phase; SCRRA will provide design of the signal, and communication systems and positive train control, as well as design review and design support during construction. The City will also provide general design review.

The Project has been environmentally cleared through the California Environmental Quality Act and National Environmental Protection Act process and 30 percent plans have been completed.

Procurement Approach

This procurement was handled in accordance with OCTA's Board-approved procedures for architectural and engineering (A&E) services that conform to both federal and state laws. Proposals are evaluated and ranked in accordance with the qualifications of the firm, staffing and project organization, and work plan. As this is an A&E procurement, price is not an evaluation criterion pursuant to state and federal laws. Evaluation of the proposals was conducted on the basis of overall qualifications to develop a competitive range of offerors. The highest-ranked firm is requested to submit a cost proposal, and the final agreement will be negotiated. Should negotiations fail with the highest-ranked firm, a cost proposal will be solicited from the second-ranked firm in accordance with Board-approved procurement policies.

On April 10, 2017, the Board authorized the release of Request for Proposals (RFP) 7-1609 which was electronically issued on CAMM NET. The Project was advertised on April 10 and 17, 2017, in a newspaper of general circulation. A pre-proposal conference was held on April 19, 2017, with 13 attendees representing ten firms. Four addenda were issued to make available the pre-proposal conference registration sheets, provide responses to questions received, and handle administrative issues related to the RFP.

On May 17, 2017, five proposals were received. An evaluation committee consisting of members from the Contracts Administration and Materials Management, and Rail Programs departments, as well as external representatives from SCRRA and the City met to review the submitted proposals.

Consultant Selection to Prepare the Plans, Specifications, and Estimates for the Anaheim Canyon Metrolink Station Improvement Project **Page 3**

The proposals were evaluated utilizing the following evaluation criteria and weights:

- Qualifications of the Firm 25 percent
- Staffing and Project Organization 40 percent
- Work Plan 35 percent

The evaluation criteria are consistent with the weightings developed for similar A&E procurements. In developing these weights, several factors were considered, giving the greatest importance to staffing and project organization of the firm, as the qualifications of the project manager and other key personnel are very important to the successful and timely delivery of the Project, and adherence to Federal Transit Administration requirements. Similarly, high importance was given to the work plan criterion to emphasize the importance of the team's understanding of the Project, its challenges, and its approach to implementing the various elements of the scope of work. The technical approach to the Project is critical to the successful performance of the Project. The final criterion, qualifications of the firm, evaluated the firm's experience in performing work of similar scope and size.

The evaluation committee reviewed all proposals based on the evaluation criteria and found two firms most qualified to perform the required services. The most qualified firms are listed below in alphabetical order:

Firm and Location

HNTB Corporation (HNTB)
Santa Ana, California

RailPros, Inc. (RailPros)
Irvine, California

On June 8, 2017, the evaluation committee interviewed the two firms. The interviews consisted of a presentation allowing each team to present its qualifications, highlight its proposal, and respond to evaluation committee questions. Each firm was asked some general questions related to its qualifications, relevant experience, project organization, and approach to the work plan. Each firm also highlighted its staffing plan, work plan, and perceived project issues. Both teams were asked general questions regarding the team's approach to the requirements of the scope of work, management of the projects, coordination with various agencies, experience with similar projects, and the team's solutions in achieving the Project's goals. The evaluation committee did

not adjust any preliminary scores as a result of the interview. HNTB remained as the top-ranked firm with the highest cumulative score.

Based on the evaluation of written proposals and information obtained during the interviews, staff recommends HNTB as the firm to prepare the plans, specifications, and estimate (PS&E) for the Project. HNTB's proposal received the highest ranking, largely due to the team's successful execution of similar projects in both scale and scope, the firm's comprehensive understanding of the Project, constraints of the Project, and presentation of realistic and credible technical solutions. The firm displayed a clear understanding of the Project requirements and presented a work plan addressing technical issues, supported by highly experienced key personnel.

Both firms submitted comprehensive proposals and conducted detailed interviews. Brief summaries of evaluation results follow.

Qualifications of the Firm

Both firms are qualified to perform the services required by the RFP. Both firms are established with recent and relevant experience.

HNTB is a full service design engineering firm with four offices and 150 employees in Southern California. HNTB has delivered numerous rail projects of similar complexity, and demonstrated a clear understanding of the Project's requirements, as well as design and operational challenges. Current experience includes the North Hollywood Burbank Airport Metrolink Station in Burbank, and the Brighton to Roxford Double-Track project in the San Fernando Valley. Both of these projects involve close coordination with the Metrolink operations department, grade crossings, road design work, and station design. HNTB also has current design experience with OCTA's Laguna Niguel/Mission Viejo to San Juan Capistrano Passing Siding project and the Kraemer Boulevard grade separation project.

RailPros is a fully integrated consulting and support service firm with four offices and over 90 employees, specializing in passenger rail and station projects. RailPros has experience in design, engineering, planning, project and program management, and construction management. RailPros has current related experience in track work and station platform experience, including the Van Nuys Center Platform project located on the Metrolink Ventura Subdivision, ACE Pomona At-Grade-Crossing, and the Irvine Third Main Track.

Staffing and Project Organization

Both firms proposed highly qualified project managers, discipline leads, key personnel, staff, and subconsultants with relevant rail and station experience.

HNTB submitted a detailed staffing plan that proposed experienced key personnel and subconsultant resources to meet the requirements of the RFP. The proposed project manager and the team have comprehensive experience with complex passenger rail projects, rail and track design, station design and improvement projects, railroad grade separation projects, and utility relocations. The team's experience in rail design projects brings valuable lessons learned to the Project. The proposed project manager has over 25 years' experience in engineering design, construction management, and program/project management primarily for commuter and light rail projects. HNTB's project team has successfully worked together on several rail projects, and has a proven track record and extensive knowledge of the Metrolink system and operating railroad in the Los Angeles basin. HNTB presented an excellent interview and provided detailed answers to questions regarding its specific approach to the Project scope, issues, alternatives, quality assurance and quality control processes, and plans to coordinate efforts with stakeholders.

RailPros proposed a very good team and key staff with strong experience in railroad development projects. The proposed project manager and team have experience with similar projects, including station, track and at-crossing grade design. RailPros' relevant projects include the Metrolink Service Expansion Program, Grade Crossing Safety Enhancement and Quiet Zone Rail-Highway Program, and the Van Nuys Station Improvements project. The RailPros team presented a very good interview and provided good responses to questions.

Work Plan

Both firms met the requirements of the RFP, and each firm effectively discussed the Project approach.

HNTB presented a comprehensive work plan, demonstrating an excellent understanding of the Project's requirements, constraints, and risks. HNTB's proposed work plan detailed quality control/quality assurance measures, an accelerated schedule, budget controls, project phasing and effects on area business, the traveling public, and pedestrian flow. The work plan identified deliverables, solutions and enhancements, alternatives, and cost-saving ideas. Project challenges included maintaining an active railroad during construction, quiet zones, Americans with Disabilities Act requirements, and gas line issues. HNTB discussed its successful use of the Bluebeam Revu software, a project tool

to coordinate design review and comments with Metrolink and stakeholders on the San Juan Capistrano Passing Siding project.

RailPros' work plan demonstrated a very good understanding of the Project and discussed the firm's approach to the challenges and presented good Project enhancements and solutions. RailPros' team discussed the station, platform, and grade crossing experience, and provided key examples and lessons learned on numerous projects. RailPros presented a good discussion of the Project schedule, Project constraints, utility coordination, and design alternative for retaining walls.

Procurement Summary

Based on the evaluation of the written proposals, firm's qualifications, work plan and information obtained from the interviews, the evaluation committee recommends the selection of HNTB as the top-ranked firm to prepare the PS&E for the Project. HNTB demonstrated excellent relevant experience and submitted a comprehensive proposal that was responsive to all the requirements of the RFP. The firm presented a strong team and demonstrated a thorough understanding of the overall Project.

Fiscal Impact

The Project is included in OCTA's Fiscal Year 2017-18 Budget, Capital Programs Division, Account 0018-7519-C5061-OJR, and is funded with Federal Formula 5307 funds.

Summary

Staff requests Board of Directors' approval for the Chief Executive Officer to negotiate and execute Agreement No. C-7-1609 with HNTB to prepare the plans, specifications, and estimates for the Anaheim Canyon Metrolink Station Improvement project.

Attachments

- A. Review of Proposals, RFP 7-1609 Consultant Services to Prepare the Plans, Specifications, and Estimates for the Anaheim Canyon Metrolink Station Improvement Project
- B. Proposal Evaluation Criteria Matrix – (Short-Listed), RFP 7-1609 Consultant Services to Prepare the Plans, Specifications, and Estimates for the Anaheim Canyon Metrolink Station Improvement Project
- C. Contract History for the Past Two Years, RFP 7-1609 Consultant Services to Prepare the Plans, Specifications, and Estimates for the Anaheim Canyon Metrolink Station Improvement Project

Prepared by:



Lora Cross, P.M.P.
Project Manager
(714) 560-5833

Approved by:



James G. Beil, P.E.
Executive Director, Capital Programs
(714) 560-5646



Virginia Abadessa
Director, Contracts Administration and
Materials Management
(714) 560-5623

Review of Proposals
RFP 7-1609 Consultant Services to Prepare the Plans, Specifications, and Estimates for the Anaheim Canyon Metrolink Station Improvement Project

Presented to Transit Committee August 10, 2017
5 proposals were received, 2 firms were short-listed, 1 firm is being recommended

Overall Ranking	Proposal Score	Firm & Location	Sub-Contractors	Evaluation Committee Comments
1	87	HNTB Corporation Santa Ana, California	Diaz Yourman & Associates FPL & Associates, Inc. Lynn Capouya, Inc. SafeProbe, Inc. Rail Surveyors & Engineers	Highest-ranked overall firm. Excellent relevant experience on numerous rail and station projects. Highly-qualified project manager, discipline leads, key and technical staff, and subconsultants. Project manager and team have extensive experience working together on recent rail, station, and grade crossing projects. Detailed team presentation and interview; concise response to interview questions. Comprehensive work plan and detailed schedule demonstrating very good project understanding. Work plan identified deliverables, enhancements, alternatives, and cost saving ideas. Work plan detailed quality control/quality assurance measures, accelerated schedule, and budget controls.
2	81	RailPros, Inc. Irvine, California	Diaz Yourman & Associates Anil Verma Associates, Inc. Towill, Inc. BA, Inc.	Experienced project manager, key personnel, and subconsultants. Project manager and team have a very good understanding of the project requirements, delivering similar projects. Project organization technically strong with qualified key, support, and subconsultant staff. Demonstrated a good understanding of the project, discussed approach to the challenges, and presented good enhancements and solutions. Very good interview, team presentation, and response to interview questions. Very good work plan that discussed the project schedule, constraints, coordination, and design alternatives.

Evaluation Panel:

Contracts Administration and Materials Management (1)
 Rail Programs (2)
 City of Anaheim (1)
 Southern California Regional Railroad Authority (1)

Evaluation Criteria

Qualifications of Firm
 Staffing and Project Organization
 Work Plan

Weight Factor

25 percent
 40 percent
 35 percent

PROPOSAL EVALUATION CRITERIA MATRIX - (Short-Listed)

RFP 7-1609 Consultant Services to Prepare the Plans, Specifications, and Estimates for the Anaheim Canyon Metrolink Station Improvement Project

Firm: HNTB Coporation						Weights	Criteria Score
Evaluator Number	1	2	3	4	5		
Qualifications of Firm	4.5	4.5	4.5	4.0	4.5	5	22.0
Staffing/Project Organization	4.0	4.5	4.0	4.5	4.5	8	34.4
Work Plan	3.5	4.5	4.5	4.5	4.5	7	30.1
Overall Score	79.0	90.0	86.0	87.5	90.0		87

Firm: RailPros, Inc.						Weights	Criteria Score
Evaluator Number	1	2	3	4	5		
Qualifications of Firm	4.5	4.0	4.0	4.0	4.0	5	20.5
Staffing/Project Organization	4.0	4.0	4.0	4.0	4.0	8	32.0
Work Plan	4.0	4.0	4.0	4.0	4.0	7	28.0
Overall Score	82.5	80.0	80.0	80.0	80.0		81

Range of scores for non-short-listed firms is 62 to 70

CONTRACT HISTORY FOR THE PAST TWO YEARS
RFP 7-1609 Consultant Services to prepare the Plans, Specifications, and Estimates for the
Anaheim Canyon Metrolink Station Improvement Project

Prime and Subconsultants	Contract No.	Description	Contract Start Date	Contract End Date	Subconsultant Amount	Total Contract Amount
HNTB Corporation						
Contract Type: Firm-Fixed Price Subconsultants:	C-5-3337	Plans, Specifications, and Estimates for the OC Streetcar Project	February 1, 2016	December 31, 2019		\$ 17,782,412
Alta Planning and Design					27,276	
Auriga Corporation					108,684	
Coast Surveying					109,565	
Cornerstone Studios					261,678	
Corrpro					150,824	
Diaz Yourman & Associates					646,759	
FPL and Associates					729,718	
Project Engineering Consultants					163,043	
Psomas					1,023,096	
SafeProbe, Inc.					303,994	
STV Incorporated					2,269,071	
Terry A. Hayes Associates					10,180	
Utility Specialists				134,525		
Contract Type: Firm-Fixed Price Subconsultants:	C-4-1370	Plans, Specifications, and Estimates for the Laguna Niguel-San Juan Capistrano Passing Siding Project	March 25, 2015	December 31, 2018		\$ 2,197,581
Arellano Associates					63,220	
Diaz Yourman & Associates					48,449	
Earth Mechanics, Inc.					96,501	
ICF Jones & Stokes					177,805	
Rail Surveyors & Engineers, Inc.					155,396	
SafeProbe, Inc.					33,450	
Utility Coordinating, Inc.					30,784	
Utility Specialist California, Inc.					21,162	
Paleo Solutions					5,463	
Sub Total						\$19,979,993
RailPros, Inc.						
Contract Type: N/A Subconsultants: N/A		No contract awarded				
Sub Total						\$0



COMMITTEE TRANSMITTAL

August 14, 2017

To: Members of the Board of Directors
From:  Laurena Weinert, Clerk of the Board
Subject: Request to Exercise Second Option Term for On-Call Traffic Engineering Services

Regional Planning and Highways Committee Meeting of August 7, 2017

Present: Directors Delgleize, Do, M. Murphy, Nelson, Spitzer, and Steel
Absent: Director Donchak

Committee Vote

This item was passed by the Members present.

Committee Recommendation

Authorize the Chief Executive Officer to execute amendments to the following consultant agreements to exercise the second option term for on-call traffic engineering services: Agreement No. C-4-1804 with Albert Grover & Associates, Agreement No. C-4-1805 with DKS Associates, Agreement No. C-4-1316 with Iteris, Inc., and Agreement No. C-4-1806 with Kimley-Horn and Associates, Inc., in the total amount of \$8,400,031, and extend the term of the agreements through May 31, 2020. This will increase the maximum obligation for all the on-call firms for a total combined aggregate contract value of \$23,414,485.



August 7, 2017

To: Regional Planning and Highways Committee

From: Darrell Johnson, Chief Executive Officer

A handwritten signature in blue ink, appearing to read "Darrell Johnson", is written over the "From:" line.

Subject: Request to Exercise Second Option Term for On-Call Traffic Engineering Services

Overview

On October 13, 2014, the Orange County Transportation Authority Board of Directors approved agreements with four traffic engineering firms to provide consultant services for on-call traffic engineering for the Measure M2 Regional Traffic Signal Synchronization Program for three years, with two one-year option terms. An amendment to the existing agreements for execution of the second and final option term is requested for continued on-call traffic engineering services related to the implementation of three new signal synchronization projects.

Recommendation

Authorize the Chief Executive Officer to execute amendments to the following consultant agreements to exercise the second option term for on-call traffic engineering services: Agreement No. C-4-1804 with Albert Grover & Associates, Agreement No. C-4-1805 with DKS Associates, Agreement No. C-4-1316 with Iteris, Inc., and Agreement No. C-4-1806 with Kimley-Horn and Associates, Inc., in the total amount of \$8,400,031, and extend the term of the agreements through May 31, 2020. This will increase the maximum obligation for all the on-call firms for a total combined aggregate contract value of \$23,414,485.

Discussion

On October 13, 2014, the Orange County Transportation Authority (OCTA) Board of Directors (Board) approved a bench of four pre-qualified consultants to provide on-call traffic engineering support to OCTA. The consultants' scope of services supports OCTA's efforts in the implementation of multi-jurisdictional signal synchronization projects as part of the Measure M2 (M2) Regional Traffic Signal Synchronization Program (RTSSP). These services will provide support for three competitive calls for projects (call) in 2014, 2015, and 2016. A summary of projects from the 2014 and 2015 calls is included in Attachment A.

All RTSSP projects are designed to span over a minimum of three years. Approximately one year is allowed for data collection, design, analysis, and the implementation of new optimized coordination/synchronization timing. This is coupled with the installation of required control and communications infrastructure (primary implementation {PI} phase). Immediately following is a mandated two years for maintenance of the communications and detection systems, and monitoring of the new signal timing installed in the PI phase, known as ongoing monitoring and maintenance phase.

The projects are assigned to one of the pre-approved consultants through a negotiated contract task order on a rotational basis. The initial rotational sequence was determined by the relative scoring of the four consultants during the procurement process.

The 2016 call was approved by the Board on April 11, 2016. The 2016 call funded seven regionally significant projects. The respective applicant agencies requested that OCTA administer and implement three of these projects. These three corridors target 128 signalized intersections, spanning a total of 40 miles. These three projects will improve traffic flow by optimizing travel times on these high-volume corridors. Table 1 shows the three corridors and their respective details.

Table 1

Project Corridors – 2016 Calls – OCTA-Administered			
Arterials	Project Intersections	Project Miles	Participating Agencies
Brookhurst Street	58	16.7	6
El Toro Road	20	7.1	3
Magnolia Street	50	16.2	7

The 2016 call projects are programmed for fiscal year (FY) 2017-18. Each project takes three years to complete, and the request to extend the term from May 31, 2019 to May 31, 2020 takes the programmed year into account.

Procurement Approach

The original procurement was handled in accordance with OCTA's Board-approved procedures for architectural and engineering services that conform to both federal and state laws. On October 13, 2014, the Board approved the agreements with Albert Grover & Associates, DKS Associates, Iteris, Inc., and Kimley-Horn and Associates, Inc., for an initial term of three years, with two one-year option terms. The total maximum cumulative payment obligation of the initial term was \$4,000,000.

For the implementation of the 2015 call for Project P, Amendment No. 1 exercised the first option term for OCTA-administered projects, extended the agreements through May 31, 2019, and added funding, in the amount of \$11,014,454. With the approval of the respective amendments to each of the four consultants for Option Term No. 1, the total combined aggregate contract value for implementation of Project P projects administered by OCTA increased to \$15,014,454.

For the implementation of the 2016 call for Project P, the proposed respective amendments to each of the four consultants exercise the second and final option term for OCTA-administered projects, extends the agreements through May 31, 2020, and adds funding, in the amount of \$8,400,031. With the approval of the respective amendments to each of the four consultants, the total combined aggregate contract value for implementation of Project P projects administered by OCTA will be \$23,414,485.

Only three of the four firms on the on-call traffic engineering bench will be assigned signal synchronization projects as part of the 2016 call. However, the master agreement will be amended for all four firms to ensure that adequate capacity among the consultants exists to perform the work and project price negotiations are met.

Fiscal Impact

Funds for this project are included in OCTA's Planning Division FY 2017-18 Budget, 0017-7519-SP001-P57, and are funded through M2. These funds will be utilized to fund 80 percent of the cost for these projects. The participating agencies on each respective project are responsible for the required 20 percent of matching funds.

Summary

Staff is recommending the Chief Executive Officer negotiate and execute amendments to the respective cooperative agreements to exercise the second and final option term to: Agreement No. C-4-1804 with Albert Grover & Associates, Agreement No. C-4-1805 with DKS Associates, Agreement No. C-4-1316 with Iteris, Inc., and Agreement No. C-4-1806 with Kimley-Horn and Associates, Inc., in the total amount of \$8,400,031, for a total combined aggregate contract value of \$23,414,485, and to extend the term of the agreements through May 31, 2020, to implement projects in support of the M2 RTSSP.

Attachments

- A. History and Status of OCTA-led RTSSP Projects, Call for 2014 and 2015
- B. Albert Grover & Associates, Agreement No. C-4-1804 Fact Sheet
- C. DKS Associates, Agreement No. C-4-1805 Fact Sheet
- D. Iteris, Inc., Agreement No. C-4-1316 Fact Sheet
- E. Kimley-Horn and Associates, Inc., Agreement No. C-4-1806 Fact Sheet

Prepared by:



Ronald Keith
Project Manager
Regional Modeling, Traffic Operations
(714) 560-5990

Approved by:



Kia Mortazavi
Executive Director, Planning
(714) 560-5741



Meena Katakia
Manager, Capital Projects, Contracts
Administration and Materials
Management
(714) 560-5694

History and Status of OCTA-led RTSSP Projects Call for 2014 and 2015

The 2014 call for Project P was approved by the Board on April 13, 2014. Two of ten projects approved for funding are being administered and implemented by OCTA. Of these two projects, La Paz Road completed the PI phase and is now in the 24 month ongoing maintenance phase. Bristol Street is near completion on the PI phase. New signal synchronization timing and associated infrastructure should be complete by October 2017. These two projects total 18 miles and target 77 signals. A CTO for each respective project, as part of the initial term of the on-call traffic engineering services contracts, was issued to two of the four respective consultants as shown in Table 1.

Table 1
Project P Corridors – FY 2014

Arterials	Project Intersections	Project Miles	Participating Agencies	CTO Consultants
Bristol Street	45	10	3	Iteris, Inc.
La Paz Road	32	8	3	Albert Grover & Associates

The 2015 call was approved by the Board on April 14, 2015, funding ten regionally significant projects. Applicant agencies requested that OCTA lead four of these projects. These four corridors target 185 signalized intersections spanning a total of 50 miles. These four projects will improve traffic flow by optimizing travel times on these high-volume corridors. A CTO, as part of the first option term of the on-call traffic engineering services contracts, was issued to all four of the consultants. Table 2 shows the four corridors and the respective details.

Table 2
Project P Corridors – FY 2015

Arterials	Project Intersections	Project Miles	Participating Agencies	CTO Consultants
Chapman Avenue	55	14	3	Kimley-Horn and Associates
Westminster Avenue/ 17 th Street	63	16	6	DKS Associates
Coast Highway	27	9	1	Iteris, Inc.
Alicia Parkway	40	11	4	Albert Grover & Associates

These four projects began in June of 2016. Final design and construction has begun, and the PI on these projects is expected to be completed by the first quarter of 2018.

OCTA – Orange County Transportation Authority
RTSSP – Regional Traffic Signal Synchronization Program
Call – Call for Projects
Board – Board of Directors
PI – Primary Implementation
CTO – Contract Task Order
FY – Fiscal Year

**Albert Grover & Associates
Agreement No. C-4-1804 Fact Sheet**

1. October 13, 2014, Agreement No. C-4-1804, in the amount of \$4,000,000 (shared among Albert Grover & Associates, DKS Associates, Iteris, Inc., and Kimley-Horn and Associates, Inc.), approved by the Board of Directors (Board).
 - Agreement No. C-4-1804, was executed on May 28, 2015, to provide on-call traffic engineering services.
2. December 17, 2015, Letter Amendment No. 1 to Agreement No. C-4-1804 was approved by Contracts Administration & Materials Management and Capital Projects, amending Article 5 – payment – Paragraph B, Exhibit B – Schedule I – hourly rate schedules for Albert Grover & Associates only.
 - Letter Amendment No. 1 to Agreement No. C-4-1804 effective date October 30, 2015.
3. May 9, 2016, Amendment No. 2 to Agreement No. C-4-1804, in the amount of \$11,014,454 (shared among Albert Grover & Associates, DKS Associates, Iteris, Inc., and Kimley-Horn and Associates, Inc.), was approved by the Board.
 - Amendment No. 2 to Agreement No. C-4-1804, was executed on July 14, 2016 to exercise the first option term extending the agreement through May 31, 2019.
4. August 14, 2017, an amendment to Agreement No. C-4-1804, in the amount of \$8,400,031 (shared among Albert Grover & Associates, DKS Associates, Iteris, Inc., and Kimley-Horn and Associates, Inc.), pending Board approval.
 - Amendment to Agreement No. C-4-1804, exercise the second option term extending the agreement through May 31, 2020.

Total combined maximum obligation of \$23,414,485 shared among: Albert Grover & Associates, Agreement No. C-4-1804, DKS Associates, Agreement No. C-4-1805, Iteris, Inc., Agreement No. C-4-1316, and Kimley-Horn and Associates, Inc., Agreement No. C-4-1806.

**DKS Associates
Agreement No. C-4-1805 Fact Sheet**

1. October 13, 2014, Agreement No. C-4-1805, in the amount of \$4,000,000 (shared among Albert Grover & Associates, DKS Associates, Iteris, Inc., and Kimley-Horn and Associates, Inc.), approved by the Board of Directors (Board).
 - Agreement No. C-4-1805, was executed on September 30, 2015, to provide on-call traffic engineering services.
2. May 9, 2016, Amendment No.1 to Agreement No. C-4-1805 in the amount of \$11,014,454 (shared among Albert Grover & Associates, DKS Associates, Iteris, Inc., and Kimley-Horn and Associates, Inc.), was approved by the Board.
 - Amendment No. 1 to Agreement No. C-4-1805, was executed on July 14, 2016 to exercise the first option term extending the agreement through May 31, 2019.
3. August 14, 2017, amendments in the amount of \$8,400,031 (shared among Albert Grover & Associates, DKS Associates, Iteris, Inc., and Kimley-Horn and Associates, Inc.), pending Board approval.
 - Amendment to Agreement No. C-4-1805, exercise the second option term extending the agreement through May 31, 2020.

Total combined maximum obligation of \$23,414,485 shared among: Albert Grover & Associates, Agreement No. C-4-1804, DKS Associates, Agreement No. C-4-1805, Iteris, Inc., Agreement No. C-4-1316, and Kimley-Horn and Associates, Inc., Agreement No. C-4-1806.

**Iteris, Inc.
Agreement No. C-4-1316 Fact Sheet**

1. October 13, 2014, Agreement No. C-4-1316, in the amount of \$4,000,000 (shared among Albert Grover & Associates, DKS Associates, Iteris, Inc., and Kimley-Horn and Associates, Inc.), approved by the Board of Directors (Board).
 - Agreement No. C-4-1316, was executed on May 11, 2015, to provide on-call traffic engineering services.
2. May 9, 2016, Amendment No.1, to Agreement No. C-4-1316, in the amount of \$11,014,454 (shared among Albert Grover & Associates, DKS Associates, Iteris, Inc., and Kimley-Horn and Associates, Inc.), was approved by the Board.
 - Amendment No. 1 to Agreement No. C-4-1316 was executed on July 14, 2016, to exercise the first option term extending the agreement through May 31, 2019.
3. August 14, 2017, amendments in the amount of \$8,400,031 (shared among Albert Grover & Associates, DKS Associates, Iteris, Inc., and Kimley-Horn and Associates, Inc.), pending Board approval.
 - Amendment to Agreement No. C-4-1316, exercise the second option term extending the agreement through May 31, 2020.

Total combined maximum obligation of \$23,414,485 shared among: Albert Grover & Associates, Agreement No. C-4-1804, DKS Associates, Agreement No. C-4-1805, Iteris, Inc., Agreement No. C-4-1316, and Kimley-Horn and Associates, Inc., Agreement No. C-4-1806.

**Kimley-Horn and Associates, Inc.
Agreement No. C-4-1806 Fact Sheet**

1. October 13, 2014, Agreement No. C-4-1806, in the amount of \$4,000,000 (shared among Albert Grover & Associates, DKS Associates, Iteris, Inc. and Kimley-Horn and Associates, Inc.), was approved by the Board of Directors (Board).
 - Agreement No. C-4-1806 was executed on September 14, 2015, to provide on-call traffic engineering services.
2. May 9, 2016, Amendment No. 1 to Agreement No. C-4-1806, in the amount of \$11,014,454 (shared among Albert Grover & Associates, DKS Associates, Iteris, Inc., and Kimley-Horn and Associates, Inc.), was approved by the Board.
 - Amendment No. 1 to Agreement No. C-4-1806, was executed on July 14, 2016, to exercise the first option term extending the agreement through May 31, 2019.
3. August 14, 2017, amendments in the amount of \$8,400,031 (shared among Albert Grover & Associates, DKS Associates, Iteris, Inc., and Kimley-Horn and Associates, Inc.), pending Board approval.
 - Amendment to Agreement No. C-4-1806, exercise the second option term extending the agreement through May 31, 2020.

Total combined maximum obligation of \$23,414,485 shared among: Albert Grover & Associates, Agreement No. C-4-1804, DKS Associates, Agreement No. C-4-1805, Iteris, Inc., Agreement No. C-4-1316, and Kimley-Horn and Associates, Inc., Agreement No. C-4-1806.



COMMITTEE TRANSMITTAL

August 14, 2017

To: Members of the Board of Directors

From: *RW*
Laurena Weinert, Clerk of the Board

Subject: Measure M2 Environmental Mitigation Program Update

Executive Committee Meeting of August 7, 2017

Present: Chairman Hennessey, Vice Chair Bartlett, and Directors Do, Nelson, and Shaw

Absent: Directors Donchak and Murray

Committee Vote

Following the discussion, no action was taken on this receive and file as an information item.

Staff Recommendation

Receive and file as an information item.



August 7, 2017

To: Executive Committee
From: Darrell Johnson, Chief Executive Officer 
Subject: Measure M2 Environmental Mitigation Program Update

Overview

Measure M2 includes a program to deliver comprehensive mitigation for the environmental impacts of freeway projects in exchange for streamlined project approvals from the state and federal resources agencies. To date, the Environmental Mitigation Program has acquired conservation properties and provided funding for habitat restoration projects. A status report on the draft Natural Community Conservation Plan/Habitat Conservation Plan and accompanying environmental impact report/environmental impact statement is presented.

Recommendation

Receive and file as an information item.

Background

Measure M2 (M2) includes an innovative comprehensive Environmental Mitigation Program (EMP) to address the biological impacts of M2 freeway projects. This is achieved through a Natural Community Conservation Plan/Habitat Conservation Plan (NCCP/HCP), approved by the California Department of Fish and Wildlife, and the United States Fish and Wildlife Service (USFWS) (Wildlife Agencies). These documents demonstrate that the conservation properties (Preserves) and habitat restoration projects have largely met the mitigation needs for the M2 Freeway Program. The NCCP/HCP and associated environmental impact report/environmental impact statement (EIR/EIS) were approved by the Orange County Transportation Authority (OCTA) Board of Directors (Board) in November 2016. The final permits were approved by the Wildlife Agencies in June 2017. A status report on the program is presented.

Discussion**NCCP/HCP and Associated EIR/EIS Update**

On November 28, 2016, the Board approved the NCCP/HCP, certified the final EIR/EIS, and authorized the Chief Executive Officer to negotiate and execute the implementing agreement (IA) between OCTA and the resources agencies. The IA signifies that the state and federal Wildlife Agencies formally accept that OCTA has implemented a mechanism to ensure successful implementation of the NCCP/HCP.

On March 31, 2017, the USFWS issued a 30-day notice of availability in the Federal Register that the final EIR/EIS had been completed, and also announced receipt of a final NCCP/HCP from the applicant, OCTA. The M2 NCCP/HCP, final EIR/EIS, and IA were available for public review per the requirements of the National Environmental Policy Act. At the close of the public review period on May 1, 2017, USFWS received two comment letters. Both comment letters were in support of the NCCP/HCP and were submitted by the United States Environmental Protection Agency, as well as the Environmental Coalition. This coalition is comprised of environmental and community groups that supported the Renewed M2 in 2006 because of its inclusion of a programmatic mitigation component.

On June 19, 2017, the Wildlife Agencies finalized the issuance of their respective biological opinion, findings, and associated permits, as well as signed the NCCP/HCP IA. As a result, the M2 environmental process will be streamlined allowing OCTA to move forward with the M2 freeway projects (as described in the NCCP/HCP).

As part of the NCCP/HCP process, an endowment is required to be established to fund the long-term management of the Preserves. In November 2016, the Board approved the plan for establishment of the fund. It is estimated that it will take up to ten to 12 years to fully fund the endowment. On March 17, the first deposit into the endowment was made, and the first quarterly investment report for the endowment was provided to the Finance and Administration Committee (F&A) in June. The report was found to be consistent with the endowment pool objectives. Staff will continue to oversee and provide endowment updates to the F&A and Environmental Oversight Committee (EOC) on a regular basis.

To date, five of the seven Preserve resource management plans (RMPs) have been completed. These RMPs guide the management of the Preserves as required under the NCCP/HCP. OCTA anticipates the release of the remaining two RMPs to the public by the end of summer 2017. The five previously released RMPs are being finalized and expected to be completed on a similar time line.

Next Steps

Staff will focus on the following key actions for the remainder of 2017 and beyond:

- Implement the process to utilize the NCCP/HCP mitigation for the M2 freeway projects during construction;
- Release and finalize the Aliso Canyon and Hayashi RMPs;
- Finalize the five RMPs (Trabuco and Silverado Canyon properties);
- Execute conservation easements, seek appropriate long-term land managers, and identify entities to assume the title for the Preserves;
- Continue to coordinate with the endowment fund manager and provide updates to the F&A and EOC;
- Develop annual reports to document environmental permitting for the M2 freeway projects, preserve activities, restoration status, and endowment funds;
- Identify and fund new restoration projects to satisfy remaining mitigation requirements of NCCP/HCP;
- Continue to coordinate with the Army Corps of Engineers and the State Water Resources Control Board to identify additional funding needed in order to obtain the programmatic Clean Water Act Section 401 and 404 permits for the freeway projects;
- Work with the environmental community and interested parties on public access opportunities.

OCTA will continue to manage the Preserves until a long-term manager(s) is established. Additionally, staff will monitor the progress of all restoration projects and provide status updates to the EOC until each project is implemented.

Summary

M2 includes an EMP that provides funding for programmatic mitigation to off-set impacts of the 13 freeway projects. To expedite the delivery of the freeway projects, this program was initiated to implement early project mitigation through property acquisition and habitat restoration. This program is administered through a NCCP/HCCP, which was completed and approved by the Board in November 2016. A status report on the program is presented.

Attachment

- A. Acquisition Properties and Funded Restoration Projects

Prepared by:



Lesley Hill
Project Manager, Environmental
Mitigation Program
(714) 560-5759

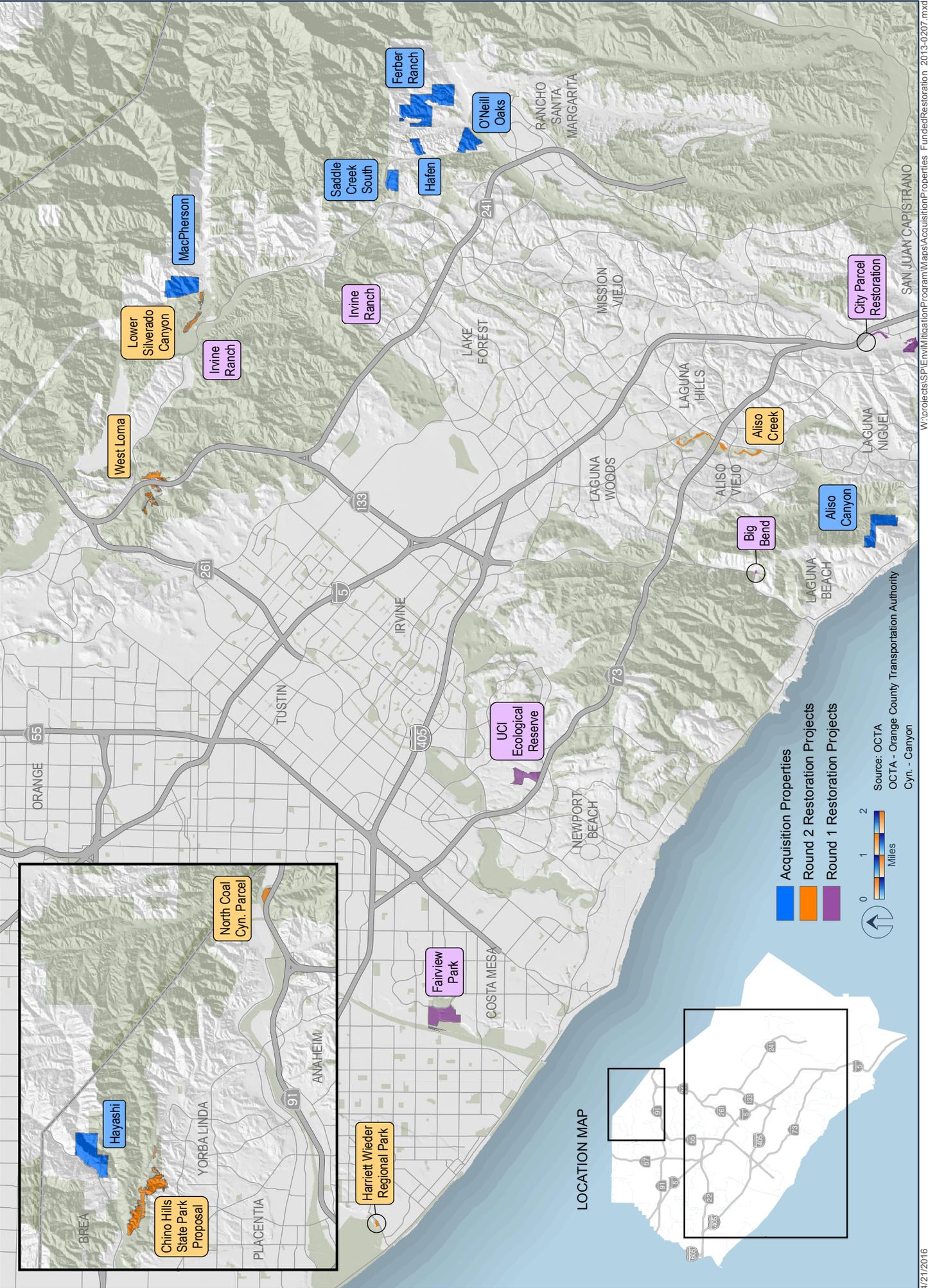
Approved by:



Kia Mortazavi
Executive Director, Planning
(714) 560-5741



Acquisition Properties and Funded Restoration Projects



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COMMITTEE TRANSMITTAL

August 14, 2017

To: Members of the Board of Directors

From:  Laurena Weinert, Clerk of the Board

Subject: Measure M2 Comprehensive Transportation Funding Programs -
2018 Annual Call for Projects

Regional Planning and Highways Committee Meeting of August 7, 2017

Present: Directors Delgleize, Do, M. Murphy, Nelson, Spitzer, and Steel

Absent: Director Donchak

Committee Vote

This item was passed by the Members present.

Committee Recommendations

- A. Approve the proposed revisions to the Comprehensive Transportation Funding Programs Guidelines.
- B. Authorize staff to issue the 2018 annual call for projects for the Regional Capacity Program for approximately \$32 million.
- C. Authorize staff to issue the 2018 annual call for projects for the Regional Traffic Signal Synchronization Program for approximately \$8 million.



August 7, 2017

To: Regional Planning and Highways Committee

From: Darrell Johnson, Chief Executive Officer 

Subject: Measure M2 Comprehensive Transportation Funding Programs – 2018 Annual Call for Projects

Overview

The Comprehensive Transportation Funding Programs Guidelines provide the mechanism for the administration of the annual competitive call for projects for numerous programs, including the countywide Regional Capacity Program (Project O) and the Regional Traffic Signal Synchronization Program (Project P). The 2018 Regional Capacity Program and Regional Traffic Signal Synchronization Program call for projects are presented for review and approval.

Recommendations

- A. Approve the proposed revisions to the Comprehensive Transportation Funding Programs Guidelines.
- B. Authorize staff to issue the 2018 annual call for projects for the Regional Capacity Program for approximately \$32 million.
- C. Authorize staff to issue the 2018 annual call for projects for the Regional Traffic Signal Synchronization Program for approximately \$8 million.

Background

Measure M2 (M2) includes a number of competitive grant programs that provide funding for regional streets and roads projects. The Regional Capacity Program (RCP) provides funding for improvements to the Orange County Master Plan of Arterial Highways. The program provides for intersection improvements and other projects to help improve street operations and reduce congestion. The Regional Traffic Signal Synchronization Program (RTSSP) provides funding for multi-agency, corridor-based signal synchronization throughout Orange County.

These programs allocate funds through a competitive process and target projects that improve traffic flow by considering factors such as degree of congestion relief, cost-effectiveness, and project readiness, among other factors.

On March 22, 2010, the Orange County Transportation Authority (OCTA) Board of Directors (Board) approved guidelines for the Comprehensive Transportation Funding Programs (CTFP), which serve as the mechanism for administration of the RCP and RTSSP under M2. The CTFP Guidelines provide the procedures necessary for Orange County agencies to apply for funding and seek reimbursement for projects that have been allocated funds. Seven annual calls for projects (call) have been issued to date for both the RCP and RTSSP and, collectively, OCTA has provided over \$335 million countywide for capacity and synchronization improvement projects. In preparation for the 2018 annual call, updates to the guidelines have been prepared in close coordination with the Technical Advisory Committee (TAC).

Discussion

The call schedule and funding amounts are updated to reflect the amounts available for programming (\$32 million for the RCP, \$8 million for the RTSSP). OCTA staff worked with the TAC to determine areas of the program guidelines that needed to be adjusted and reviewed issues that emerged out of the previous calls for projects. In addition, guidelines were reviewed to ensure consistency throughout the document. The proposed modifications to the CTFP Guidelines are included in Attachment A.

The modifications include recommendations made by the Technical Steering Committee (TSC) at the June 14, 2017 meeting. The TAC reviewed and accepted the proposed changes at the June 26, 2017 meeting. A summary of the modifications is included below.

2018 Call Updates

- Updated RCP call application schedule and funding commitment level (approximately \$32 million in M2 Project O funds).
- Updated RTSSP call application schedule and funding commitment level (approximately \$8 million in M2 Project P funds).

General Updates

- Precept (number 40): Updated regarding environmental mitigation activities and to be consistent with the Precept 27.
- Revisions made to the application submittal deadlines.
- Clarification added regarding tiered funding approach in Chapter 7.
- Deleted language for specific construction elements not being eligible under Project P through the 2018 call.
- Increased project caps from \$60,000 to \$75,000 per signal and from \$200,000 to \$250,000 per project corridor in Chapter 8.
- Minor modifications and clarification language added in Chapter 8.
- General updates and cleanup throughout the document for consistency.
- Updated Chapter 12 Environmental Cleanup Program Tier 1 Program Guidelines added (approved by the Board in April 2017).

Next Steps

Following Board approval, staff anticipates sending out letters to notify local agencies of the call. Project applications would be due to OCTA by October 20, 2017. Based on the selection criteria, projects will be prioritized for the TSC/TAC and Board consideration in spring 2018.

Awards would be effective with Board approval and become available starting on July 1, 2018. Some projects may be programmed in subsequent fiscal years (FY) 2019-20 and FY 2020-21, based on schedules provided by local agencies.

Summary

M2 provides funds for intersection and arterial improvements (through Project O) and signal synchronization (through Project P), in an effort to enhance street operations and reduce congestion. The CTFP serves as the mechanism that OCTA uses to administer the competitive RCP and RTSSP funds. Staff is seeking the approval of proposed modifications to the guidelines and authorization to release the 2018 annual call.

Attachments

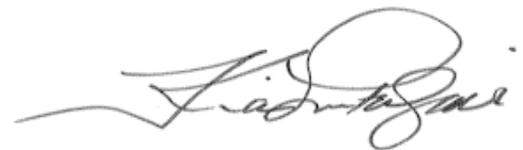
- A. Measure M - Proposed Modifications to the Comprehensive Transportation Funding Programs Guidelines
- B. Measure M - Draft - Comprehensive Transportation Funding Programs Guidelines - 2018 Call for Projects

Prepared by:



Sam Kaur
Manager, Measure M Local Programs
(714) 560-5673

Approved by:



Kia Mortazavi
Executive Director, Planning
(714) 560-5741



**Proposed Modifications
to the
Comprehensive Transportation Funding Programs Guidelines**



36. When a project phase is complete, an agency shall notify OCTA in writing within 30 days of completion. The date of project phase completion will begin the 180-day requirement for the submission of a project final report as required by the M2 Ordinance, Attachment B, Section III.A.9.
37. An agency shall provide final accounting in an approved final report format (see Chapter 10) within 180 days of project phase completion. The process for untimely final reports is described in Chapter 10. Failure to provide a final accounting shall result in repayment of applicable M2 funds received for the project phase in a manner consistent with the Master Funding Agreement. Projects funded with M2 funding require a project final report within 180 days of project phase completion as part of eligibility compliance. Failure to meet eligibility requirements, including submittal of final reports within 180 days of project phase completion may result in suspension of all net revenues including fair share funds.
38. The payment distribution ratio referenced in Precept 35 may be modified to a reimbursement process, at the discretion of the Board, in the event that financing or bonding is required to meet OCTA's cash flow needs.
39. Agencies may appeal to the TAC on issues that the agency and OCTA staff cannot resolve. An agency may file an appeal by submitting a brief written statement of the facts and circumstances to OCTA staff. The appellant local agency must submit a written statement which proposes an action for TAC consideration. The TSC shall recommend specific action for an appeal to the TAC. The Board shall have final approval on appeals.
40. Projects within the Coastal Zone Boundary, as a requirement of a Coast Development Permit, may be required to replace existing on-street parking on a one-for-one basis for spaces removed as a result of a roadway widening project. Right-of-way costs to replace the existing on-street parking can be considered an eligible expense mitigation for coastal zone cities only (see exhibit IV-1). The mitigation activities can be covered up to 25 percent of the total eligible cost consistent with Precept 27. Jurisdictional boundaries are more fully described in the Public Resource Code, Division 20, California Coastal Act (2016) Sections 30168 & 30169. OCTA staff will work with the local agency staff during the project application process to determine eligibility of these costs and to identify any excess right-of-way that will require a disposal plan. OCTA and the local agency will also establish any savings that will revert back to the Measure M Program after project completion. The cost of right-of-way required to replace parking should be fair and reasonable in comparison to the total cost of the project.



TAC and Board. Funds can only be transferred to a phase that has already been awarded competitive funds. Such requests must be made prior to the acceptance of a final report, and submitted as part of a semi-annual review. State-Local Partnership Program (SLPP) funds are not eligible for the transfer of savings. Agencies may only use savings as an aid for unanticipated cost overruns within the approved scope of work.

23. Where the actual conditions of a roadway differs from the MPAH classification (e.g. number of through lanes), OCTA shall use the actual conditions for the purposes of competitive scoring. An agency may appeal to the TAC to request that the MPAH classification be adjusted/reconsidered.
24. For the purpose of calculated level of service (LOS), the capacity used in the volume over capacity calculation shall be 100 percent capacity, or LOS level "E". Intersection Capacity Utilization (ICU) calculations shall use 1,700 vehicles per hour per lane with a .05 clearance interval.
25. OCTA shall consider matching fund credit(s) for an implementing agency's proposed projects current and applicable environmental clearance expenditures. OCTA will review and consider these expenditures on a case by case basis at the time of funding approval.
26. An approved CTFP project may be determined ineligible for funding at any time if it is found that M2 funding has replaced all or a portion of funds or commitments that were to be provided by other sources such as: development conditions of approval, development deposits, fee programs, redevelopment programs or other dedicated local funding sources (i.e., assessment districts, community facilities districts, bonds, certificates of participation, etc.). Appeals may be made in accordance with Precept 39.
27. OCTA may fund environmental mitigation, up to 25 percent of the total eligible project cost by phase, as required for the proposed project contained in the environmental document. Participating environmental mitigation expenditures are eligible for funding under certain programs, but not all.
28. Construction Engineering, Construction Management, Materials Testing, Engineering Support and/or Project Management shall not exceed 15 percent of the total eligible project cost based upon the engineers' estimate. The cap is applied to the sum of eligible expenses, contract change orders (within the scope of work), equipment and materials (e.g. eligible traffic signal equipment).



Application Review Process

Once applications are reviewed and ranked according to the Board approved scoring criteria, a recommended funding program will be developed by OCTA staff. These programming recommendations will be presented to the TAC for review and comment. The TAC approved programming recommendations will then be presented to the OCTA Highways Committee and Board for review and final approval.

Local agencies awarded funding will be notified as to which projects have been funded and from what sources after the Board takes action. A tentative call schedule is detailed below:

Board authorization to issue call: August 201~~6~~7

Application submittal deadline: October 2~~0~~1, 201~~6~~7

TSC/TAC Review: February/March 201~~7~~8

Committee/Board approval: May 201~~7~~8

M2 Project O Funding

M2 Project O funding will be used for this call.

The CTFP Guidelines include a provision that allows applicants to request right of way (ROW) and/or construction funding prior to completion of the planning phase (included final design) provided that the phase is underway, substantially complete and the agency will complete the activities within six months of the start of the new phase programmed year. A thorough review of eligible activities is not always possible during the call for projects evaluation period. As a result, it is possible that cost elements contained within an application and included in a funding recommendation may ultimately be deemed ineligible for program participation. The applicant is responsible for ensuring projects are implemented according to eligible activities contained within the program guidelines.



Funding Estimates

Funding will be provided on a pay-as-you go basis. The RCP will make an estimated \$1.1 billion (in 2005 dollars) available during the 30-year M2 program. Programming estimates are developed in conjunction with periodic calls for projects. Funding is shared with intersection, interchange and grade separation improvement categories. No predetermined funding has been set aside or established for street widening.

Programming Approach

Programming decisions are based upon project prioritization ranking, feasibility and readiness. Each round of funding has resulted in a diverse range of activities, cost and competitive score. Funding applications may seek financial assistance for planning, engineering, right of way, construction or a combination of these activities. Effective grant programs include a combination of project development as well as implementation projects. In order to ensure continued distribution of funding opportunities between small and large scale projects, a tiered funding approach will be used.

An estimated \$32 million will be available for Project O programming during the 2018 Call for Projects. Category 1 projects are limited to those projects requesting \$5 million or less. Category 2 projects are defined as those requesting more than \$5 million in Measure M2 funds.

Tiered Funding Approach: The two-tiered funding (Tier 1 and Tier 2) approach will only be applicable to the RCP. This approach is proposed to prioritize high scoring projects while providing a balanced program with funding availability for small and large projects. The first tier is for projects scoring 50 points or higher, and the second tier is for projects scoring below 50 points. Within Tier 1, two categories would be established with 60 percent (Category 1) of the M2 funds available for smaller projects (requesting \$5 million or less), and 40 percent (Category 2) of the M2 funds available for larger projects (requesting \$5 million or more). This approach is intended to broaden the distribution of M2 funds to higher scoring/lower cost projects and retain the ability to fund larger projects without placing formal funding caps on allocations. Any M2 funds not used in Tier 1 would move to Tier 2 (projects scoring less than 50 points). A funding split between small and large projects is not recommended for Tier 2.

Applications may be for any project phase provided it represents a meaningful, logical terminus and is consistent with scoping from a previously funded project if applicable (i.e., if engineering was previously funded, the right of way and/or construction request must be for the same project scope).



Chapter 8 - Regional Traffic Signal Synchronization Program (Project P)

Overview

The Project P - Regional Traffic Signal Synchronization Program (RTSSP) includes competitive funding for the coordination of traffic signals across jurisdictional boundaries ~~in addition to~~ including Project based operational and maintenance funding. OCTA will provide funding priority to programs and projects, which are multi-jurisdictional in nature.

The RTSSP is based on the Traffic Signal Synchronization Master Plan (Master Plan). The Board adopted the Master Plan as an element of the MPAH on July 26, 2010. The Master Plan defines the foundation of the RTSSP. The Master Plan consists of the following components:

- Regional signal synchronization network
- Priority corridors for accelerated signal synchronization
- Definition of Traffic Forums
- Model agreements presenting roles and responsibilities for Project P
- Signal synchronization regional assessment every three years
 - NOTE: For Call for Projects 2018, Priority Corridors are not an eligible inclusion and no additional points will be awarded. A Priority Corridor is considered to be on the Signal Synchronization Network.

The Master Plan will be reviewed and updated by OCTA every three years and will provide details on the status and performance of the traffic signal synchronization activities over that period. Local agencies are required to adopt and maintain a Local Traffic Signal Synchronization Plan (Local Plan) that is consistent with the Master Plan and shall issue a report on the status and performance of its traffic signal synchronization activities. Details on both the Master Plan and requirements for Local Plan development are available in the "Guidelines for the Preparation of Local Signal Synchronization Plans" dated April 2014. A hard copy of these guidelines can be requested from OCTA.

The remainder of this chapter details the key components of the RTSSP:

- Funding guidelines for the competitive call for projects
- 2018 Call for Projects

Projects compete for funding as part of the RTSSP. Projects submitted by local agencies as part of the call must meet specific criteria. Projects are rated based on scoring criteria and are selected based on their competitive ratings.



Section 8.1 - Funding Guidelines

Objectives

Synchronize traffic signals across jurisdictions

- Monitor and regularly improve the synchronization.
- Synchronize signals on a corridor basis reflecting existing traffic patterns in contiguous zones or road segments that have common operations.

Project Definition

Local agencies are required to submit complete projects that, at minimum, result in field-implemented coordinated timing. Project tasks that are eligible for funding can consist of design, engineering, construction, and construction management. Partial projects that design improvements but do not field implement the improvements are ineligible.

Projects must consist of a corridor along the priority corridor network, signal synchronization network, or the Master Plan of Arterial Highways (MPAH). Projects previously awarded RTSSP funding must be complete with a final report submitted and approved by OCTA. Projects can be the full length of the corridor or a segment that complies with the project requirements identified later in the chapter. **Communication system improvements that directly benefit signal synchronization along the project corridor limits, but are not physically within the project corridor, are eligible for inclusion in a project.**

Applicant agency and owning agency must demonstrate through simulation, or actual vehicle counts showing Origin – Destination that proposed linked corridors for a route. Two linked corridors may also combine at the point of intersection to form a single local Master offset Control Point (T₀) for future Zone operations.

Multimodal consideration of bicyclists and pedestrians along or crossing the intersection or roadway may enhance overall circulation. Therefore, active transportation elements may be included as part of the project.

Eligible Activities

The primary purpose of the Program is to provide funding for projects that develop and maintain corridor-based, multi-jurisdictional signal synchronization along corridors throughout Orange County. All projects funded by this Program must be corridor-based and have a signal coordination component that includes the following:

- Signal Coordination
 - Developing and implementing new signal synchronization timing ~~and~~ parameters based on current travel patterns, and federal and state MUTCD traffic signal timing mandates and guidance



- Monitor, maintain (minimum quarterly/maximum monthly) and/or regularly improve the newly implemented signal synchronization timing and parameters after project signal timing is implemented for the remainder of the project
- “Before” and “after” studies for the project using comparing travel times, average speeds, ratio of green lights passed to red lights stopped (greens per red), average stops per mile, and emissions of greenhouse gases

In addition to developing optimized signal timing, a project may include other improvements as long as they contribute to the goal of multi-agency signal synchronization of corridors throughout Orange County. These improvements are restricted to the signal synchronization project limits, but may include traffic signalized intersections on intersecting corridors where new optimized timing has occurred within the past three years; maximum distance for either direction from crossing arterial intersection in 2,700 feet. Gap closure with the exception of communications links that are installed from a central location to the project corridor are eligible. All improvements must be designed to enhance the specific project. The following are a list of potentially eligible items as part of a signal coordination project:

- New or upgraded detection
 - Upgrade detection along the signal synchronization corridors to ensure necessary conditions for signal synchronization: inductive loops, video detection, radar, sonar, thermal, hybrids thereof, and other types of detection systems
- New or upgraded communication systems
 - New contemporary communication system improvements (e.g. Ethernet) including all conduits, pull boxes, fiber optic and/or copper cabling, network switches and distribution systems
 - Replacement fiber optic or copper cabling for network communication
 - Fiber optic is the preferred medium and includes pull boxes, network switches and distribution systems
 - Software and hardware for system traffic control
 - Control and monitoring interconnect conduit (including upgrades or replacement of existing systems)
 - Gap closure systems of conduit, cable, and associated equipment that are outside of project limits but complete a designated communications link to an existing network for the Advanced Transportation Management System (ATMS) for an agency or agencies. (See paragraph 2, page 8-3)
- Communications and detection support
 - Monitor, maintain, and repair communication and detection along synchronized corridors to ensure necessary conditions for signal synchronization including



- interconnect and Central Systems and Local Systems communications equipment (two years after Primary Implementation acceptance)
- Intersection/field system modernization and replacement
 - Traffic signal controller replacement of antiquated units with Advanced Transportation controller (ATC) units
 - Controller cabinet (assemblies) replacements that can be shown to enhance signal synchronization
 - Closed circuit television (CCTV (also can perform video detection))
 - Uninterruptible power supply (UPS) for ATMS and intersection field equipment
 - For ATMS, UPS shall solely provide electrical power for ATMS Server(s), one dedicated workstation (console terminal) and related communications devices
 - Limited cost and scale
 - UPS not intended to provide power to entire TMC
 - Approval is at the sole discretion of the AUTHORITY
 - Minor signal operational improvements (new)
 - Emergency vehicle preempt (signal-intersection control equipment only)
 - Transit signal priority (signal-intersection control equipment only)
 - Channelization (striping and legends) improvements required for traffic signal phasing but not requiring street construction
 - Traffic signal phasing improvements that will improve traffic flow and system performance including protective permissive left turns and shared pedestrian phasing
 - Improvements to comply with new federal or state standards (MUTCD) for traffic signal design as related to signal synchronization
 - Pedestrian countdown heads
 - Traffic management center (TMC)/traffic operations centers (TOC) and motorist information
 - New TMCs or TOCs (any project funded under this category must be planned or built to be center-to-center communication “ready” with nearby agencies and/or OCTA)
 - Upgrades to existing TMCs or TOCs (any project funded under this category must be planned or built to be center-to-center communication “ready” with nearby agencies and/or OCTA)
 - Motorist information systems (up to 10 percent of total project costs)
 - Video display equipment, including wall monitors, screens, mounting cabinets, and optical engines (up to 10 percent of total project costs)
 - Real-time traffic actuated operations and demonstration projects



- Adaptive traffic signal systems
- Caltrans encroachment permits and agency to Caltrans Cooperative Agreement fees
 - Includes eligible Caltrans labor, capital, and permitting expenses
- Active Transportation/Pedestrian Safety related elements
 - Installation of new and/or improved traffic control devices to improve the accessibility, mobility and safety of the facility for pedestrians and bicyclists
 - Accessibility Pedestrian Push Button Systems
 - ~~Improvements to existing traffic control devices to improve the accessibility, mobility and safety of the facility for pedestrians and bicyclists~~

~~**Note: Construction of new or replacement elements will not be considered eligible for Project P funding during the 2017 Call for Projects.** In an effort to address ongoing timely project delivery issues and to reduce delays often related to construction items, emphasis during this cycle is on “plug & play” elements such as new cabinets, controllers, software, communications equipment, operations and maintenance activities. Placement of new conduit, fiber optic cable or construction of facilities will not be considered at this time. Please consult with Ms. Sam Kaur as Program Manager if in doubt about an eligible item. Projects that require construction items should be deferred until the next funding cycle.~~

In addition, expenditures related to the design of systems, permitting, and environmental clearance are eligible for funding.

Ineligible Expenditures

- Isolated traffic signal improvements
- Traffic hardware (pole, mast arms, lights, electrical, signs, etc.)
- Regular signal operation and maintenance (such as replacement of light bulbs)
- Field display equipment (Traffic/not pedestrian signal heads)
- Feasibility studies
- Relocation of utilities except for electrical service requirements
- ~~Battery backup systems for TMC~~
- Right-of-way

Funding Estimates

The streets and roads component of M2 is to receive 32 percent of net revenues, 4 percent of which are allocated for the RTSSP. The RTSSP will make an estimated \$270 million (2009 dollars) available over the course of the 30-year M2 Program. Programming estimates are developed in conjunction with a call for projects cycle corresponding to concurrent funding agreements with all local agencies.



The RTSSP targets over 2,000 intersections across Orange County for coordinated operations. Because of the limited amount of funds available for the RTSSP, project cap of ~~\$60,000~~ \$75,000 per signal or ~~\$200,000~~ \$250,000 per project corridor mile included as part of each project (whichever is higher) has been established for the call for projects.

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. Emphasis is placed on furthering the overall goal of multi-jurisdictional, corridor-based signal synchronization.

Vehicle Miles Traveled (VMT): Centerline length of segment(s) on the corridor proposed for synchronization multiplied by the existing average daily traffic (ADT) for the proposed segment(s) length. For instance, for a three-mile segment with one-mile interval ADT data at of 200 vehicles, 300 vehicles, and 400 vehicles, the VMT would be calculated as:

$$200 \text{ vehicles} * 1 \text{ mile} + 300 \text{ vehicles} * 1 \text{ mile} + 400 \text{ vehicles} * 1 \text{ mile} = 900 \text{ vehicle miles.}$$

VMT should be calculated by the smallest segmentation on which the city typically collects ADT data. (maximum: 20 points)

ADT must be based upon actual count information taken within the 36 months preceding the application date. Data from the OCTA Traffic Flow Map may not be used.

Cost Benefit: Total project cost divided by Existing VMT. (maximum: 10 points)

Project Characteristics: Points are awarded based on the type and relevance of the proposed project. For instance, points accumulate if a signal synchronization project is combined with improvements as defined in the "Eligible Activities" section above. (maximum: 10 points)

Transportation Significance: Points are earned based on the corridor being on the ~~priority corridor network or the~~ signal synchronization network. (maximum: ~~105~~ points) (Priority signal network will not be a part of the 2018 Call for Projects. No points will be awarded for being on a Priority Corridor.)

Maintenance of Effort: Points are earned for a commitment to operate the project signal synchronization timing for a defined period of time beyond the three year grant period. (maximum: 5 points)

Project Scale: Points are earned for including more intersections along ~~priority corridor network~~, signal synchronization network, or serving as a signal corridor "gap closure". (maximum: 10 points)

Number of Local Agencies: Points are earned for including multiple local agencies as part of the project. (maximum: 20 points)



Current Project Readiness: Points are earned based on the current status of the project development. Evidence of actual preliminary engineering performed for proposals requesting funding for implementation phases must be provided to qualify for points related to this attribute. (maximum for category: 10 points)

Funding Rate: The percentages shown in Table 8-1 apply to match rates above a local agency's minimum match requirement. M2 requires a 20 percent local match for RTSSP projects. Project match rates above 20 percent is limited to dollar match only. (maximum: 5 points)



Table 8-1

RTSSP SCORING CRITERIA Point Breakdown for Regional Traffic Signal Synchronization Projects Maximum Points = 100

<p>Vehicle Miles Travelled (VMT) Points: 20</p> <table border="1"> <thead> <tr> <th>VMT Range</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>250+ thousand</td> <td>20</td> </tr> <tr> <td>200 - 249 thousand</td> <td>15</td> </tr> <tr> <td>150 - 199 thousand</td> <td>10</td> </tr> <tr> <td>100 - 149 thousand</td> <td>6</td> </tr> <tr> <td>50 - 99 thousand</td> <td>3</td> </tr> <tr> <td>0 - 49 thousand</td> <td>1</td> </tr> </tbody> </table> <p>Calculation: ADT x segment length (Applies only to coordinated segments of project)</p>	VMT Range	Points	250+ thousand	20	200 - 249 thousand	15	150 - 199 thousand	10	100 - 149 thousand	6	50 - 99 thousand	3	0 - 49 thousand	1	<p>Project Scale Points: 10</p> <table border="1"> <thead> <tr> <th>Number of Signals Coordinated by Project Range</th> <th>Point</th> </tr> </thead> <tbody> <tr> <td>50+</td> <td>5</td> </tr> <tr> <td>40 - 49</td> <td>4</td> </tr> <tr> <td>30 - 39</td> <td>3</td> </tr> <tr> <td>20 - 29</td> <td>2</td> </tr> <tr> <td>10 - 19</td> <td>1</td> </tr> <tr> <td>< 10</td> <td>0</td> </tr> </tbody> </table> <p style="text-align: center;">AND</p> <table border="1"> <thead> <tr> <th>Percent of Corridor Signals Being Retimed Range</th> <th>Point</th> </tr> </thead> <tbody> <tr> <td>90% or above</td> <td>5</td> </tr> <tr> <td>80 - 89%</td> <td>4</td> </tr> <tr> <td>70 - 79%</td> <td>3</td> </tr> <tr> <td>60 - 69%</td> <td>2</td> </tr> <tr> <td>50 - 59%</td> <td>1</td> </tr> <tr> <td>< 50%</td> <td>0</td> </tr> </tbody> </table> <p>Calculation: Number of signals in project divided by total signals in full corridor length</p>	Number of Signals Coordinated by Project Range	Point	50+	5	40 - 49	4	30 - 39	3	20 - 29	2	10 - 19	1	< 10	0	Percent of Corridor Signals Being Retimed Range	Point	90% or above	5	80 - 89%	4	70 - 79%	3	60 - 69%	2	50 - 59%	1	< 50%	0		
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* Points are additive to category maximum



Application Process

Project grants are determined through a competitive application process administered by OCTA. Agencies seeking funding must complete an online application, a supplemental application, and provide supporting documentation that will be used to evaluate the project proposal as outlined below. Key information to be provided as part of the application process includes:

- Funding needs by phase and fiscal year
- Percent match rate including funds type, source, and description (minimum 20 percent)
- Lead agency Option 1 (default – local agency) or Option 2 (OCTA)
- Lead and supporting agencies names
- Supporting technical information
- Project development and implementation schedule
- Environmental clearances and other permits
- Any additional information deemed relevant by the applicant
- Complete photographic field review (including cabinet interiors and communication facilities) for all projects that either exceed one million dollars in capital improvements or request OCTA serve as lead agency regardless of capital improvement budget.

A call for projects for the funding cycle will be issued as determined by the Board. Complete project applications must be submitted by the established due dates to be considered eligible for consideration.

Applications will be reviewed by OCTA for consistency, accuracy, and concurrence. Once applications have been completed in accordance with the Program requirements, the projects will be scored, ranked, and submitted to the TSC, TAC, and the Board for consideration and funding approval. OCTA reserves the right to evaluate submitted project costs for reasonableness as part of the review and selection process and suggest potential revisions to make the cost more appropriate. Grants will be subject to funding agreements with OCTA.

Application Instructions

An application should be submitted for a single corridor project. Multiple corridors, related systems of corridors, and corridors that form a “grid” ~~must~~ may be submitted as separate ~~or single corridor~~ project(s). The following instructions should be used in developing project applications.



OCFundtracker Application Components

Final applications MUST be submitted via OCFundtracker and in hard copy format. Selection criteria must be inputted as part of the OCFundtracker online application and includes the following categories of information:

- Vehicle Miles Traveled
- Cost Benefit
- Project Characteristics
- Transportation Significance
- Maintenance of Effort
- Project Scale
- Number of Local agencies
- Current Project Readiness
- Funding Match Rate

Minimum Eligibility Requirements

All local agencies may participate in the RTSSP. Caltrans facilities are eligible for the RTSSP, but Caltrans cannot act as the lead agency. Local agencies will be required to provide a minimum of 20 percent matching funds for eligible projects (see definition of matching funds below).

The goal of the RTSSP is to provide regional signal synchronization that cross jurisdictional boundaries. To be eligible for funding through this Program, a project must meet the following requirements:

1. Be on a street segment that is part of the ~~priority corridor network~~, signal synchronization network, or the MPAH. The project must be consistent with Local Signal Synchronization Plans and support the Regional Traffic Signal Synchronization Master Plan goals.

2. Be multi-jurisdictional, have documented support from all participating local agencies (cities, County, or Caltrans) and a minimum of 20 signals

or

Be multi-jurisdictional, have documented support from all participating local agencies (cities, County, or Caltrans) and a minimum distance of five miles

or

Include at minimum three local agencies, have documented support from all participating local agencies (cities, County, or Caltrans), and have a minimum intersection density of four intersections per mile with a minimum of eight signals



or

Include the full length of the ~~priority corridor or~~ signal synchronization network corridor, or MPAH corridor

Matching Funds

Local agencies along the corridor are required to provide minimum local match funding of 20 percent for each project. As prescribed by the M2 Ordinance, this includes local sources, M2 Fair Share, and other public or private sources (herein referred to as a “cash match”). Projects can designate local matching funds as cash match, in-kind match provided by local agency staff and equipment, or a combination of both.

“In-kind match” is defined as those actions that local agencies will do in support of the project including staffing commitment and/or new signal system investment related to improved signal synchronization. Examples of staffing commitment include, but are not limited to, implementation of intersection or system timing parameters, review of timing documentation, meeting participation, conducting or assisting in before/after studies, and other similar efforts that directly enhance the signal synchronization project. Administrative staff time for documentation of in-kind services is ineligible. Staff time charged to a project is limited to the caps as described in these guidelines. Allowable signal system investment would be improvements that are “eligible activities” per the funding guidelines, which can be shown to improve signal synchronization and would not include any prior investments made by the agency.

The specific matching requirement by project category type is listed below for city led projects:

Project category	Type of matching allowed*
Signal coordination	In-kind match** or cash match
New or upgraded detection	In-kind match** or cash match
New or upgraded communications systems	In-kind match** or cash match
Communications and detection support	In-kind match** or cash match
Intersection/field system modernization and replacement	In-kind match** or cash match
Minor signal operational improvements	In-kind match** or cash match



Traffic management center/traffic operations centers and motorist information systems	Cash match
Real-time traffic actuated operations and demonstration projects	Cash match

* Project match beyond 20 percent is limited to cash match only.

** In-kind services are subject to audit.

In-kind match must be defined for each local agency as part of the supplemental application. In-kind match must be identified as staffing commitment and/or new signal system investment. The supplemental application template will include a section to input in-kind match type as well as additional data related to the match:

- Staffing commitment
 - Staff position
 - Number of hours
 - Hourly (fully burdened) rate
 - Total cost
- New signal system investment
 - Cost of any signal system investment
 - Benefit to project

Projects submitted as OCTA led require a 20 percent cash match for Primary Implementation activities with a nominal in-kind allowance for local agency oversight. Operations and Maintenance activities will be permitted in-kind match only for local agency oversight functions. Contract activities will require cash match. Local agency contributions identified as cash match in the application cannot be converted into in-kind match.

OCTA staff will review in detail the presented cash and in-kind match by local agency for reasonableness. Additional requirements on in-kind match as part of the upcoming call are provided in Section 8.2.

Other Application Materials

Supporting documentation is required to fully consider each project application. A Supplemental Application Template is required to be completed for each project application. The template is distributed with other application materials at the issuance of the Call for Projects. In addition to the funding plan described above, local agencies will be required to submit the following materials:

Lead Agency: Lead agency for the project must be identified: local agency or OCTA.



Participating Agencies: All participating agencies must be identified and adopted City Council resolutions or Minute Order actions authorizing the participating agency's support of the project under the lead agency must be included. **If a draft copy of these resolutions of support are provided, the local agency must also provide the date the resolution will be finalized by the participating agency's governing body.** A final copy of the City Council approved resolution must be provided at least four (4) weeks **PRIOR** to the consideration of programming recommendations by OCTA's Board of Directors.

Council Approval: A Council Resolution or Minute Order action authorizing request for funding consideration with a commitment of project local match funding must be provided with the project application from all participating agencies. **If a draft copy of the resolution is provided, the local agency must also provide the date the resolution will be finalized by the local agency's governing body.** A final copy of the City Council approved resolution must be provided at least four (4) weeks **PRIOR** to the consideration of programming recommendations by OCTA's Board of Directors.

Project Support: If proposed project has completed initial planning activities (such as project study report or equivalent, environmental impact report, or design), evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion or planning phases. The applicant will be asked for detailed information only if necessary to adequately evaluate the project application.

Lead Agency

This Program is administered through a single lead agency: a local city or OCTA.

Local Agency Lead: Only the lead agency will receive payments in accordance with the CTFP Guidelines regarding payment for costs related to project for optimized signal timing development, capital improvements, planning, and related design. Payments will be disbursed consistent with Chapter 10. The lead agency is responsible for reimbursing other agencies as part of the effort. Additionally, the lead agency is also responsible for ensuring that all agencies participating in the project provide the local match proposed in the project application.

OCTA Lead ~~(Not available for 2017 Call for Projects)~~: OCTA may, at the request of the involved local agencies, act as the lead agency for RTSSP projects. If the involved local agencies would like OCTA to implement a project on the signal synchronization network, the local agency shall work cooperatively with OCTA to develop the scope of work and cost elements of the project. The lead local agency shall contact OCTA with **a written request at least four weeks prior to submittal of the project grant application.** Projects nominated for OCTA lead ~~must~~ shall be discussed at the Traffic Forum. Applications must include a complete photographic field review (as outlined above) when



submitted. The application will be scored using the criteria outlined in the previous sections. Based on local agency interest and OCTA resource availability, a limited number of projects will be developed and implemented by OCTA. ~~Recent calls have resulted in OCTA implementing seven projects per year.~~

If any projects that are designated as OCTA lead are awarded funding, OCTA will then be responsible for implementation of the project including optimized signal timing development, capital improvements, planning, and related design. OCTA will implement the project based on the cost estimates developed in the application. Project elements may be modified based on final costs with the agreement of all participating agencies. OCTA will be responsible for ensuring that all agencies participating in the project provide the local match as identified in the project application (minimum 20 percent).

Additionally, for projects designating OCTA as lead agency, a consultant traffic engineering firm ~~will~~ may be contracted to provide staff and services to implement the project. Therefore, in-kind match designated as staffing commitment under an OCTA lead agency option ~~should~~ shall be limited. The following will be used as a guide for staffing commitment, when the local agency develops the application:

- Primary Implementation (12 months)
 - Project Administration - Each local agency traffic engineer or equivalent participates in approximately 10-15 hours per month of project administration (meetings, review of reports, minutes, and other administration).
 - Signal Synchronization Timing - Each local agency traffic engineer or equivalent reviews consultant developed draft and final timing plans for intersections within the local agency, approximately 2-4 hours per local agency intersection.
 - Before and After Study - Each local agency traffic engineer or equivalent reviews consultant developed draft and final project Before and After Study, approximately 2-5 hours per local agency.
 - Engineering design/review - Each local agency traffic engineer or equivalent reviews consultant developed engineer design within the local agency, approximately 2-4 hours per affected local agency intersection.
 - System integration - Each local agency traffic engineer or equivalent provides support for this function (hours vary depending on improvements).
 - Construction management - Each local agency traffic engineer or equivalent provides construction management support including inspection (hour vary depending on improvements).
- Ongoing Maintenance and Monitoring (24 months) - Each local agency traffic engineer or equivalent participates in continued project level meetings of 2-5 hours per local agency per month to review consultant traffic engineering progress of Ongoing Maintenance and Monitoring. In addition, each local agency traffic engineer or equivalent reviews consultant developed draft and final project report.



For projects designating a local agency as lead, the above may be used as a guide with additional local match related to implementation, development, design, monitoring and other costs that the local agency may choose to include as local match. For instance, Ongoing Maintenance and Monitoring may be performed by in house staff and be calculated using a different formula (e.g., 2-5 hours per local agency signal for 24 months).

Project Cancellation

If a local agency decides to cancel a project, for whatever reason, the agency shall notify OCTA as soon as possible. Projects deemed infeasible shall bring that phase to a logical conclusion, file a final report, and cancel remaining phases so that remaining funds can be reprogrammed without penalty.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

If a lead agency decides to cancel a project before completion of the entire project, for whatever reason, the agency shall notify OCTA as soon as possible. It is the responsibility of the project lead agency to repay OCTA for any funds received.

Project Extensions

Local agencies are provided 36 months to expend the funds from the date of encumbrance. Agencies can request timely use of funds extensions through the SAR in accordance with the CTFP guidelines. Local agencies should issue a separate Notice to Proceed (NTP) while combining contracts for both the PI and O & M phases. NTP requirement should be identified in the initial contract/agreement to avoid obligation of both phases at the same time. If this procedure is followed by the local agency the NTP date will be considered the date of encumbrance for the O & M phase.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall grant, and/or other sanctions to be determined. Audits shall be conducted by OCTA Internal Audit Department or other authorized agent either through the normal annual process or on a schedule to be determined by the Board.

Data Compatibility

All count data collected as part of any funded project shall be provided to OCTA in one of the two following digital formats: 1) NDS/Southland Car Counters style Excel



spreadsheet; or 2) JAMAR comma separated value style text file. The data shall then be loaded into the OCTA Roadway Operations and Analysis Database System (ROADS). Any data files containing numeric intersection or node identifiers shall use the same node identification (ID) numbers as is stored in the ROADS database. OCTA shall provide a listing of intersections and corresponding unique node ID numbers. Each count data file shall adhere to the following file naming or csv. As an example, a turning movement count file for the intersection of Harbor Boulevard and Wilson Street in Costa Mesa would be given the filename CostaMesa_Harbor-Wilson_4534.csv.

All traffic signal synchronization data collected and compiled as part of any funded project for both existing (before) and final optimized (after) conditions shall be provided to OCTA in Synchro version 68/9 csv Universal Traffic Data Format (UTDF) format and version 7 combined data UTDF format. This data shall include the network layout, node, link, lane, volume, timing, and phase data for all coordinated times. All such data shall be consistent with the OCTA ROADS database.



Section 8.2 - 2018 Call for Projects

The following information provides an overview of the 2018 RTSSP Call for Projects.

1. For this RTSSP Call for Projects, projects totaling up to **\$8 million** in M2 funds will be available to local agencies.
2. Projects must result in new, optimized, and field-implemented coordination timing.
3. Project ~~must~~ may be a single contiguous corridor or set of contiguous corridors related to each other. Multiple corridors, related systems of corridors, and corridors that form a “grid” ~~must~~ may be submitted as ~~separate~~ a single optimized timing corridor projects.
4. Projects selected will be programmed after July 1 of the programmed year (July 1 – June 30).
5. Project delays resulting in a time extension request will fall within the process outlined in the CTFP Guidelines.
6. Projects are funded for a grant period of three (3) years and are divided into two phases:
 - a. Primary Implementation – includes the required implementation of optimized signal timing as well as any signal improvements proposed as part of a project. ~~As an exception to Precept 16, Primary Implementation of the project must be completed within one (1) year of the initial payment. Note: During the 2017 Call for Projects, capital improvements will be limited to address ongoing timely project delivery issues.~~
 - b. Ongoing Maintenance and Operations – includes the required monitoring and improving optimized signal timing in addition to any optional communications and detection support. Ongoing Maintenance and Operations will begin after the optimized signal timing is implemented and be required for the remainder of the project (typically 2 Years). A project final report is required at the conclusion of this phase.
7. Projects shall include a Before and After Study. This study shall collect morning and evening peak period using travel times, average speeds, green lights to red lights, stops per mile, and the derived corridor system performance index (CSPI) metric. This information shall be collected both before any signal timing changes have been made and after the Primary Implementation. The study shall compare the information collected both before and after the timing changes. Comparisons shall identify the absolute and percent differences for the entire corridor, by segment, direction, and time period. Segments will be defined by major traffic movements as observed during the project (e.g. commuting segments between freeways, pedestrian-friendly segments in a downtown area, etc.). The Before and After Study shall be submitted after the Primary Implementation phase is completed.
8. Any corridor or portion of a corridor funded through this call cannot re-apply for funding until the three year grant period or commitment to operate signal



synchronization beyond the three year grant period is completed, whichever ends later.

9. Section 8.1 identifies the selection criteria for projects, eligible activities, minimum project requirements, data compatibility required as part of any funded project, and other key information.

Applications

In order for OCTA to consider a project for funding, applications will be prepared by the local agency responsible for the project application. OCTA shall require agencies to submit applications for the call for projects by **5:00 p.m. on Friday, October 20, 2017**. Late submittals will not be accepted. The local agency responsible for the project application must submit the application and any supporting documentation via OCFundtracker as outlined below.

Project Submittal

A separate application package must be completed for each individual project and uploaded to OCFundtracker. **Three (3) unbound printed copies and one electronic copy on a CD or USB** of each complete application shall also be mailed or delivered to:

Orange County Transportation Authority
550 South Main Street
P.O. Box 14184
Orange, California 92863-1584
Attn: Ms. Sam Kaur

Application Review and Program Adoption

10. OCTA staff will conduct a preliminary review of all applications for completeness and accuracy, may request supplemental information for projects during initial staff evaluations, and prepare a recommended program of projects for the TSC. In addition, OCTA may hire a consultant(s) to verify information within individual applications including, but not limited to, project scope, cost estimates, vehicle miles traveled, and average daily traffic.
11. ~~Based on recommendations from the TSC Final programming recommendations will be provided to the TSC and TAC for approval. – a program will be presented to the TAC for review and endorsement.~~
12. Recommendations ~~will be from the TAC will be~~ presented to the Board, who will approve projects for funding under the CTFP.
13. OCTA shall distribute copies of the approved program to each participating local jurisdiction with any qualifying conditions stipulated for the jurisdiction's funded project(s).



Checklist Guide

The "Project P Regional Traffic Signal Synchronization Program Application Checklist" has been provided for the RTSSP (Exhibit 8-1). The checklist identifies the basic documentation required for the program. In addition to items required at the time of project submittal, additional items that are not specified may be requested later. The checklist should be provided as a cover sheet for **each** application submitted. For any items that are required for the candidate project or program that are missing or incomplete, an explanation should be included in a cover letter with the application.

Sample Resolution Form

A resolution or minute action must be approved by the local agency's governing body. A sample resolution is included as Exhibit 8-2. The mechanism selected shall serve as a formal request for RTSSP funds and states that matching funds will be provided by the agency, if necessary. All project requests (i.e., multiple corridors proposed for RTSSP funds) must be included in this action.



Chapter 10 - Reimbursements and Reporting

Procedures for Receiving Funds

An implementing agency must encumber funds OCTA awards to a project phase within the fiscal year the grant is programmed (July 1-June 30). Prior to the encumbrance of funds, an agency must have a fully executed letter agreement with OCTA. An agency encumbers funds by awarding a contract, completing the appraisal or issuing an offer letter for one parcel of right-of-way, or by providing expense reports with supporting documentation to prove an agency's workforce costs (provided that the agency intends to complete the phase with agency staff). OCTA shall consider the primary contract or the contract with the largest dollar amount, associated with the phase's tasks, when an agency uses a contract to show encumbrance of CTFP funds. Once an agency encumbers CTFP funds for a phase, it can begin the process for receiving payment of the funds.⁷

OCTA will release funds through two payments. The initial payment will provide up to 75 percent of the contract award or programmed amount, whichever is less. OCTA will disburse the final payment, 25 percent of eligible funds, after it approves the final report.

For situations where a grant exceeds \$2 million, the final report retention shall be capped at \$500,000 per project phase, but shall in no case be less than 10 percent of the grant for that phase. Should the 75/25 payment distribution ratio result in a final payment retention that exceeds \$500,000, the payment percentages will be adjusted to meet the \$500,000 cap until the 10 percent threshold is reached (See Precept 32).

Agencies shall submit payment requests to OCTA in a timely fashion. The M2 Ordinance requires the submittal of a final report within 180 days of the project phase completion date (See M2 Ordinance/definitions/Precept 33). Failure to submit a final report within the 180-day time frame will result in an agency being found ineligible to receive net revenues. Per the M2 Ordinance, no provision for extension is allowed. The project completion date refers to the date all final invoices have been paid and any pending litigation has been adjudicated for either the engineering phase or for the right-of-way phase, and all liens/claims have been settled for the construction phase.

OCTA will provide a separate CTFP payment supplement that includes sample forms and instructions for payment submittals and can be downloaded from the OCFundtracker website at https://ocfundtracker.octa.net/report_payment_excel.asp. Payment submittals are described in this chapter and must be submitted through OCTA's online

⁷ Funds from state and federal sources funds will undertake a separate process. Local agencies must contact Caltrans local assistance for reimbursement.



database, OCFundtracker: <http://ocfundtracker.octa.net>. Detailed instructions for OCFundtracker are available online at the previously mentioned website. Staff is also available to assist agencies with this process. Agencies must upload appropriate backup documentation to the database. OCTA may request hardcopy payment requests.

Availability of Funds

The funds granted by OCTA for each phase will be available on July 1, the first day of the fiscal year in which the funds are programmed and upon implementation of the letter agreement for the specific project.

Cancellation of Project

If a local agency decides to cancel a project, for whatever reason, the agency shall notify OCTA as soon as possible. Projects deemed infeasible during the planning phase shall bring that phase to a logical conclusion, file a final report, and cancel remaining phases so that remaining funds can be reprogrammed without penalty. Right-of-way funding received for property acquisition prior to cancellation shall be repaid upon cancellation, regardless of whether property has been purchased or not. Construction funding received prior to cancellation shall be repaid upon cancellation.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.



Section 10.1 - Regional Capacity Program Initial Payment

Payment Requests

An agency shall use the report and checklist provided in the CTFP Payment Supplement (see https://ocfundtracker.octa.net/report_payment_excel.asp) in order to determine the reporting and documentation requirements for initial payment requests. Payment requirements are located in the Guidelines. Staff may request additional documentation that is not listed on the checklist prior to approving the request.

The interactive electronic versions of all payment forms can be downloaded via OCFundtracker at <http://ocfundtracker.octa.net>.

OCTA usually releases funds through two payments. The initial payment will constitute 75 percent of the eligible contract award or allocation amount, whichever is less. In addition to the bid abstract, OCTA will require local agencies to submit appropriate backup documentation for all project phases to support the initial payment request. OCTA will release the final payment of remaining balance, usually the final 25 percent of CTFP grant funds, when the project is complete and OCTA accepts the final report. The balance is determined based on final costs for CTFP eligible program expenditures. Prior to submitting the report, review the program specific section in these guidelines that addresses the final report process.

OCTA will reimburse costs associated with the Measure M informational signs (fabrication, installation, and removal) and do not count against a project's grant. Measure M informational "Funded By" sign removal costs should be requested in the Final Report.

Prior to submitting an initial payment request, a local agency may request a meeting with OCTA staff to determine eligible/ineligible items prior to requesting reimbursement.

Below is additional information regarding the documentation requirements of payment requests:

1. Invoice – For initial payments, an agency shall invoice for 75 percent of the contract amount or programmed amount, whichever is less. For final payments, an agency shall invoice for the remaining balance of the contract amount or programmed amount, whichever is less. Final payment request invoices shall normally be approximately 25 percent of the eligible funds. Interest earned by an agency for initial payments received shall be applied to and deducted from the final payment balance amount. For situations where a grant exceeds \$2 million, the final report retention shall be capped at \$500,000 per project phase, but shall in no case be less than 10 percent of the grant for that phase. Should the 75/25 payment distribution ratio result in a final payment retention that exceeds \$500,000, the payment percentages will be adjusted to meet the \$500,000 cap until the 10 percent threshold is reached (See Precept 36). Agencies seeking initial payment for the planning, environmental and preliminary engineering



work performed by local agency forces, must submit payroll records and City Council budget allocation with the initial payment request. The payroll records should identify the project name, date of expenditures, amount, and employee position. It is recommended that a unique project key be created for each project and all project charges be billed under that job code. OCTA staff can provide a sample of acceptable form of payroll report upon local agency request.

2. Project Certification Letter – The public works director, or appropriate equivalent, shall submit a certification letter, with applicable statements, using the Project Certification Form (see https://ocfundtracker.octa.net/report_payment_excel.asp). This will include the certification that the project being reimbursed has meet the signage requirements laid out in Precept 22.
3. ~~Minutes~~ Documentation of the Contract Award – The agency shall submit a minute order, agency resolution, or other council/board action showing award of the contract and the contract amount. After contract award, the agency shall submit the project name, contractor/consultant company name, and project scope including bid/task list, for each contract. The city clerk, clerk of the board, or appropriate equivalent shall certify minutes. Agencies that use on-call consultants shall submit a purchase order that includes the scope of work for the contractor.
4. Revised Cost Estimate – The agency shall use the format provided in the Revised Costs Estimate form (see https://ocfundtracker.octa.net/report_payment_excel.asp).
5. Work Schedule – OCTA prefers a complete project schedule, but an agency may provide as little as the expected start and completion dates for preliminary engineering, final engineering, right-of-way, and construction phases on form 10-1A.
6. Right-of-Way Documents – Each parcel shall include an appraiser's ~~invoice report~~, written offer letter, plat map, and legal description. Agencies attempting to acquire five or more parcels for a project shall include a parcel location map. Initial payments for ROW will be considered after submittal of a signed ROW agreement with the property owners and/or upon City Council Resolution initiating a property acquisition in accordance with the Code of Civil Procedure per §1230.010, et. seq.
7. Plans, Specifications, & Estimate (PS&E) Certification – Agencies shall submit a PS&E certification using the PS&E Certification form (see https://ocfundtracker.octa.net/report_payment_excel.asp). The agency engineer shall certify that the local agency properly prepared and approved plans and specifications in accordance with authorized procedures and adopted standards, followed approved scope of work, and incorporated materials report.
8. Layout Plans – An agency shall not submit layout plans that print on paper larger than 11 inches by 17 inches.



9. Documentation of Decision to Use Local Agency Forces – For all project phases, for any work performed by local agency forces in lieu of a primary contract, local agency must document that local agency forces could perform the work more cost effectively or timely than a contractor; and documentation of this decision can be supplied in case of audit.
10. Documentation Supporting Local Agency Liability for Utility Relocation Costs – Local agency liability can be supported by the documentation of property rights, franchise rights/agreements, state and local statutes/ordinances, permits, or a finding by the local agency's counsel.

Reimbursement

OCTA shall not reimburse for a project prior to the beginning of the fiscal year of the grant. If an agency receives an advancement and begins work prior to the start of the fiscal year of the grant, the agency may request an initial payment against the grant. If an agency receives an advancement and completes a project prior to the start of the fiscal year of the grant, OCTA shall disburse the grant in a single payment. OCTA must accept the final report prior to issuing a payment.

Calculation of Payment

Once an agency encumbers Measure M funds, the agency may request a maximum of 75 percent of the contract award amount or programmed amount, whichever is less. For situations where a grant exceeds \$2 million, the final report retention shall be capped at \$500,000 per project phase, but shall in no case be less than 10 percent of the grant for that phase. Should the 75/25 payment distribution ratio result in a final payment retention that exceeds \$500,000, the payment percentages will be adjusted to meet the \$500,000 cap until the 10 percent threshold is reached (See Precept 36). Examples of calculating the initial funding request for a standard 75/25 payment are described below.

Example A - Contract is awarded for **less than** the estimated construction cost.

Given:

$$\$160,000 = \text{CTFP Allocation } \underline{\$40,000} = \text{City Share}$$

$$\$200,000 = \text{Total Contract Award for Project X}$$

Calculations:

$$75\% \text{ of CTFP allocation} = \$160,000 \times 0.75 = \underline{\$120,000}.$$

Example B - Contract is awarded for **more than** the estimated construction cost.

Given:

$$\$200,000 = \text{Total CTFP funds programmed for Project Y}$$



\$280,000 = Construction contract award (CTFP share)

Calculations:

Construction costs = \$280,000

Since this amount exceeds \$200,000 programmed, the initial payment is limited to 75% of the programmed amount.

75% of contract amount = $\$200,000 \times 0.75 = \underline{\$150,000}$.



Section 10.2 - Regional Capacity Program Final Report and Payment Process

The remaining CTFP funds are reimbursed to the lead agency following completion of the final reporting process. This final payment is calculated by considering the grant amount, the minimum local match rate, how much has been previously reimbursed as part of the initial payment, and the total eligible costs that can be applied to the grant (see program specific eligibility sections). M2 funds are applied proportionally to all eligible project expenses. Prior to submitting the Final Report, review the following section which includes items important to the final reporting process. The CTFP Payment Supplement provides additional instructions and sample forms to complete payment requests. Payment requirements are located in this chapter.

Project Cost Changes

If the contract price is lower than the amount programmed and the agency requested additional items and/or change orders during construction/study, OCTA may approve the additional costs during the review of the final report. OCTA will review these reports to:

1. Determine that the agency submitted proper justification for the change order(s)
2. Determine if the items are eligible for reimbursement
3. Confirm that expenses are within the project's original scope of work
4. The lead agency should provide information supporting the need for the change orders in the final report. Changes in project limits for construction projects are not eligible for reimbursement.

Additional Documentation Requirements

The items listed below are to be submitted to complete the final reporting process. If the local jurisdiction has not submitted a final report for any previous phases of the project, the reporting requirements outlined in Section 10.1 must be followed, with exception to the initial report forms, in addition to the Final Report requirements listed below.

5. Final Report Form – The local agency shall prepare a final report form using the final report form (see https://ocfundtracker.octa.net/report_payment_excel.asp).
6. OCTA shall reimburse general lump sum pay items, appraisal cost, design, and construction engineering in the same ratio as the total right-of-way acquisition or construction costs.
7. Proof of Project Payment ~~and Division of Costs~~ – The required documentation -that will be submitted ~~required as proof of payment~~ includes approved contract invoices and may also include, but is not limited to, supportive material for agency work forces,



equipment, ~~and~~ material, and corresponding proof of payment. Additional records are required to be maintained as outlined in the Audit

8. ~~Division of Costs – For the division of costs, original contract bid item lists can be supplied. If these are not available, the Proof of Project Payment and The~~ Division of Costs form can be used (see https://ocfundtracker.octa.net/report_payment_excel.asp). Supportive material shall equal the division of costs totals that are located in the final report form.
9. Summary of Right-of-Way Acquisition – Agencies shall submit a summary of right-of-way acquisition as described in the Summary of right-of-way acquisition form (see https://ocfundtracker.octa.net/report_payment_excel.asp).
10. Notice of Completion – An agency may submit ~~a recorded Notice of Completion (NOC) or where a NOC is not typically used, t~~The Notice of Completion form may be used to certify the phase completion date. (see https://ocfundtracker.octa.net/report_payment_excel.asp). Please note the date of completion refers to the date all final 3rd party contractor invoices have been paid and any pending litigation has been adjudicated for either the engineering phase or for the right-of-way phase, and all liens/claims have been settled for the construction phase.
11. Before and After Project Photos (where applicable) – photographs showing the project before and after the improvements.

Electronic copies of all payment forms can be downloaded from OCFundtracker.

Timely Final Reports

OCTA will work with local agencies to ensure the timeliness of final reports by utilizing the following procedures:

1. Local agencies to notify OCTA of the project phase completion date within 30 days of completion.
2. Local agencies to file a final report within 180 days of project phase completion date.
3. OCTA to issue a notice to the public works directors or TAC representative(s) 90 days after the project completion date, as reported in OCFundtracker, to remind local agencies that the final report is due in 90 days. The reminder notice will include an offer from OCTA for a consultant to assist in preparation of the final report. The agency shall reimburse OCTA for the consultant services if used.
4. OCTA to issue a final notice letter to the public works directors or TAC representative(s) with a copy to the agency's management and finance director if OCTA does not receive the final report within 180 days of the project completion



date. The final notice letter will inform the local agencies that if OCTA does not receive a response to the final notice letter and the final report within 180 days, then the funds will be unencumbered and OCTA shall request that the agency return disbursed funds, plus interest.

5. OCTA to issue the final payment to local agencies within 60 days of receiving the complete final report and all supporting documentation.

Failure to Submit Final Report

Agencies who fail to submit a Final Report will be required to repay applicable M2 funds received for the project in a manner consistent with the Master Funding Agreement and/or will be found ineligible to receive M2 Net Revenues.

Excess Right-of-Way

Agencies that use Net Revenues (through CTFP or Local Fair Share programs) to acquire project right-of-way shall dispose of land deemed in excess of the proposed transportation use. Excess land sold by the lead agency will be disposed of in accordance with the process established in Government Code, Article 8, Surplus Land, Section 54220-54232, et. Seq. and the right-of-way acquisition/disposal plan submitted as part of the application process. The agency shall return proceeds from the sale to OCTA. OCTA shall return the funds to the program of origin for future use.

Proceeds from the sale of excess right-of-way shall be returned to OCTA in proportion to the amount of M2 funds used in the purchase.

Agencies shall submit right-of-way documents for all parcels utilizing M2 Net Revenues. Agencies must submit the following documents:

- Summary of the right-of-way required for the project
- Plat maps and legal descriptions for right-of-way acquisitions
- Parcel location map
- Identification of anticipated excess right-of-way, if any
- Appraisal reports for excess right-of-way

OCTA shall consider excess right-of-way with a value of \$10,000.00 or less as an uneconomic remnant. OCTA shall determine if excess right-of-way is to be considered an uneconomic remnant.

The agency shall submit a fair market value appraisal report for the excess land of each parcel. Appraisers must conduct appraisals in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP). If an agency suspects that the excess right-of-way has a value of \$10,000.00 or less, the agency may conduct a limited fair market



value appraisal to confirm the value of the excess right-of-way. The agency shall submit the appraisals with the right-of-way final report.

OCTA shall retain from the final payment the value of excess right-of-way that is proportional to OCTA's percentage match rate to the project up to OCTA's match rate of right-of-way grant. However, if the local agency provided additional funds beyond what was original estimated, OCTA will be reimbursed based on its proportional share of the cost of right-of-way.

An agency may include incidental expenditures from the disposal of property in their final report for the right-of-way grant.

An agency shall begin the process to sell excess right-of-way within 60 days after acceptance of the construction improvements.

OCTA shall not close-out the right-of-way grant or construction grant until the agency and OCTA resolve questions regarding excess right-of-way.

Example:

OCTA's right-of-way grant: \$500,000

OCTA grant match rate 75%

Parcel Costs:

Cost – Parcel 1: \$300,000

Cost – Parcel 2: \$380,000

Cost – Parcel 3: \$120,000

Cost – Parcel 4: \$100,000

Total right-of-way Costs: \$900,000

Payment with no excess ROW: \$500,000

Excess right-of-way:

Value of excess right-of-way for parcel 1: \$200,000

Value of excess right-of-way for parcel 2: \$105,000

Value of excess right-of-way for parcel 3: \$ 0

Value of excess right-of-way for parcel 4: \$ 0

Total Value of excess right-of-way: \$305,000

OCTA contribution to right-of-way acquisition:

CTFP right-of-way contribution ÷ Agency total cost of right-of-way

$$\$500,000 \div \$900,000 = 56\%$$

OCTA's shall reduce the final right-of-way payment by:



Parcel 1:	\$200,000 x 56% =		\$112,000
Parcel 2:	\$105,000 x 56% =	+	<u>\$58,800</u>
Total:			\$170,800
Payment (incorporating excess right-of-way):			\$500,000
		-	<u>\$170,800</u>
			\$329,200

Agency Workforce and Equipment Rental

An agency must provide supporting documentation for work completed by agency staff. It is recommended that a unique project job key be created for each project and all project charges be billed under that job code. The agency shall multiply the fully burdened labor rate by the number of hours for each staff person assigned to the project. An agency may add actual overhead costs at an allowable rate up to 30 percent of payroll and fringe benefits. Where an agency due to size cannot calculate its specific overhead rate, an agency may refer to the Cost Accounting Policies and Procedures Manual (CAPP) of the California Uniform Public Construction Cost Accounting Commission, which allows for a fixed overhead rate billing dependent on city size. Where an agency has actual overhead costs that exceed 30 percent, these will be accepted when a fully audited cost allocation plan is provided and approved by the appropriate governmental entity listed in the CAPP or 2 Code of Federal Regulations Part 225.

An agency must provide supporting documentation for equipment used by local agency staff. An agency may use local agency or Caltrans surcharge and equipment rental rates.

Technical and/or Field Review

Once an agency submits a final report for a project, OCTA shall review the report for compliance with the CTFP Guidelines and may conduct a technical and/or field review. As part of the technical/field review of a CTFP project, OCTA may:

- review right-of-way acquisitions and the potential for excess right-of-way
- compare hourly breakdown of staff time compared to staff time sheets
- conduct a project field review – ensure improvements are within scope
- review items that agencies self-certify
- verification of the reasonableness of project costs

OCTA may review all phases of the project.

OCTA will use the project cost estimate forms submitted with the application and revised where appropriate, project accounting records and the final report as the primary items to conduct the review. Agencies must maintain separate records for projects (i.e.,



expenditures, interest) to ensure compliance. OCTA will only reimburse eligible CTFP items listed on the cost estimate. The implementing agency is expected to complete the entire scope of work as presented in the original application.

See Chapter 11 for independent audit requirements beyond the technical/field review.

Reporting of Local Fair Share

For the purposes of reporting non-project work (maintenance, repair, and other non-project related costs) funded by Measure M local fair share funds, the Measure M expenditure report cited M2 Ordinance, Section III(B)(8) shall satisfy reporting requirements. If local fair share funds are used for projects, the local agency shall also include a list of those funds and/or other Measure M funds in the Project Final Report cited in Section III(B)(9).



Section 10.3 - Regional Traffic Signal Synchronization Program Reimbursements and Reporting Requirements

The previous sections of this chapter outline the process and requirements regarding reimbursements and reporting for all competitive programs that are part of Measure M2. A lead agency shall also use the following additional reporting and documentation requirements specific to any competitive project funded through Project P as part of the reimbursement process.

Procedures for Receiving Funds

Regional Traffic Signal Synchronization Program funds projects with a three (3) year grant. Projects are divided into two components for the purposes of reimbursements and reporting: Primary Implementation and Ongoing Maintenance and Operations. Ongoing Maintenance and Operations will begin after the Primary Implementation of the project is completed and be required for the remainder of the project and last for a minimum of two (2) years.

Primary Implementation includes the following:

- Project administration (required)
- Developing and implementing optimized signal synchronization timing (required)
- Producing a Before and After Study for the proposed project (required)
- Engineering design of signal improvements for the project (optional)
- System integration (optional)
- Proposed signal improvements, construction support, and contingency (optional):
 - New or upgraded detection
 - New or upgraded communication systems
 - Intersection/field system modernization and replacement
 - Minor signal operation improvements
 - Traffic management centers
 - Real-time traffic actuated operations and demonstration projects
- Contingencies (optional)
- Construction management (optional)

Ongoing Maintenance and Operation will begin after the Primary Implementation of the project is completed. Includes the following:

Monitoring and improving optimized signal timing (required)

- Communications and detection support (optional)
- Final report (required)



A lead agency must encumber funds OCTA allocates to a project within the fiscal year of the grant and after funding agreements with OCTA are executed. A lead agency encumbers funds by awarding a contract or providing expense reports to prove the lead or a participating agency's workforce costs, provided that the lead agency intends to complete the Primary Implementation with lead agency or participating agency staff. Once an agency encumbers Project P funds for Primary Implementation, it can begin the process for receiving payment of the funds. Note that only the lead agency will receive payment of funds from OCTA. Any funds that are due to other participating agencies are the responsibility of the lead agency and not OCTA.

The project lead agency must submit payment requests through OCTA's online database, OCFundtracker: <https://ocfundtracker.octa.net>. Additional details about the retention caps, timely payment requests, project closeout, and payment are available in Section 10.1 and 10.2 of the chapter.

Availability of Funds

The funds allocated for projects will be available to project lead agencies July 1st of the programmed year and after funding agreements with OCTA are executed.

Initial Payment Requests for Primary Implementation

The initial payment will provide up to 75 percent of funds for the Primary Implementation of the project. The following information specific to the Regional Traffic Signal Synchronization Project is provided regarding the documentation requirements for initial payment of Primary Implementation after an agency encumbers funds for the project.

The interactive electronic versions of all payment forms can be downloaded via OCFundtracker (see https://ocfundtracker.octa.net/report_payment_excel.asp).

The Primary Implementation report has been provided so a lead agency can determine the reporting and documentation required for an initial payment request. Staff may request additional documentation that is not listed on the Primary Implementation Report prior to approving the request. The electronic versions of the forms are available through the OCFundtracker.

Below is additional information updating Section 10.1 of this chapter regarding documentation requirements for RTSSP payment requests. The CTFP Payment Supplement provides instructions and sample forms for the items listed.

- Invoice - For initial payments, the lead agency shall invoice for 75 percent of the contract amount or programmed amount of the project's Primary Implementation, whichever is less. For final payments of the Primary Implementation, the lead agency shall invoice the remaining balance of the project's Primary Implementation phase contract amount or programmed amount, whichever is less



- Project Certification Letter (initial and final)
- Revised Cost Estimate (initial)
- Plans, Specifications, and Estimate (PS&E) Certification (initial)
- Certification of Phase (initial)
- Final Report Submission
- Division of Cost Schedule (final)
- Work Schedule - OCTA requires a complete project schedule, including expected start and completion dates for tasks in the Primary Implementation and Ongoing Maintenance and Operation phases (initial and final)
- Right-of-Way Documents - No requirements as Right-of-Way is not a part of RTSSP

Detail on other aspects on Initial Payment Requests for Primary Implementation including project advancement and reimbursement is available in section 10.1 of this chapter.

Final Payment Requests for Primary Implementation

OCTA will release the remaining balance to the lead agency, approximately 25 percent of funds for the Primary Implementation, when the project's Primary Implementation phase is complete and OCTA receives the project Before and After Study. The balance is determined based on the final costs for the eligible RTSSP expenditures. The Before and After Study is defined as the following:

This study shall at minimum collect morning and evening peak period using travel times, average speeds, green lights to red lights, stops per mile, and the derived corridor system performance index (CSPI) metric. In addition, greenhouse gas and gasoline savings should be identified. This information shall be developed both before any signal timing changes have been made and after the Primary Implementation. The study shall compare the information collected both before and after the timing changes. Comparisons shall identify the absolute and percent differences for the entire corridor, by segment, direction, and time period. Segments will be defined by major traffic movements as observed during the project (e.g. commuting segments between freeways, pedestrian-friendly segments in a downtown area, etc.).

A template for the before and after study is available. The Before and After Study for RTSSP shall be included as a requirement at the end of the Primary Implementation phase and as part of the Final Report for reimbursement purposes.

Payment Requests for Ongoing Maintenance and Operations

The payments for the Ongoing Maintenance and Operations portion of the project award will cover the remainder of the grant period after Primary Implementation is completed and will be paid as a reimbursement upon proof of work/payment and receipt of invoice. The invoice should include details on the ongoing maintenance and operation work done



including on the required (1) work monitoring and improving optimized signal timing; and optional (2) communications and detection support.

Project Final Report

The project final report shall be completed in accordance with all CTFP Guidelines upon the end of the three year grant period. In addition, the final report shall summarize the full project through the three-year grant period, include the Before and After Study from the Primary Implementation phase, and report on additional updates/information that result from the Ongoing Maintenance and Operation phase.

Example of Reimbursement

\$1,000,000 = Total RTSSP funds programmed for Example Street Signal Synchronization allocated in Fiscal Year 2011/2012. The grant period is for three years.

\$900,000 for Primary Implementation – This amount of the project award is subject to the 75 percent initial payment and 25 percent final payment split as defined in the CTFP Guidelines.

Initial Payment = $\$900,000 \times 0.75 = \$675,000$

Final Payment upon completion, submission, and acceptance by OCTA of project Before and After Study to OCTA

Approximate Final Payment = $\$900,000 \times 0.25 = \$225,000$

\$100,000 for Ongoing Maintenance and Operation – This amount of the project award will cover the remainder of the three year grant period after Primary Implementation is completed and will be paid upon proof of payment and receipt of invoice.



Section 10.4 - Environmental Cleanup Program Reimbursements and Reporting Requirements

Sections 10.1 and 10.2 of this chapter outline the process and requirements regarding reimbursements and reporting for the Regional Capacity Program. The CTFP Payment Supplement provides instructions and sample forms for ECP projects. The interactive electronic versions of all payment forms can be downloaded via OCFundtracker. These processes are applicable to the Tier 1 and Tier 2 Grant Programs with the following exceptions:

- For an initial payment, the ECP Initial Report Form 10-15 must be submitted (see https://ocfundtracker.octa.net/report_payment_excel.asp).
- For a final payment, the ECP Final Report Form 10-16 must be submitted. Supporting documentation for O & M costs (if used as local match) and location maps must also be submitted (see https://ocfundtracker.octa.net/report_payment_excel.asp).
- A final report must be filed within 180 days of the project phase completion with information as shown on the ECP Final Report Form 10-16 (see https://ocfundtracker.octa.net/report_payment_excel.asp).
- Additionally, an exception to Precept 29: agencies may appeal to the ECAC and the OCTA Board on any issues that the agency and OCTA cannot resolve, as such are the approving bodies for this program.

For Tier 1 of the Environmental Cleanup Program, where ongoing operations and maintenance of the project ~~can be~~ were pledged as a local match. ~~As~~ As part of the semi-annual review reporting process, OCTA will verify local agency operations and maintenance expenditures to ensure local match commitments are being met. Local agencies must complete the In-Kind O&M Report Form 10-17 (see https://ocfundtracker.octa.net/report_payment_excel.asp) for each ECP grant as part of their SAR updates.



Draft
Comprehensive Transportation Funding Programs Guidelines
2018 Call for Projects



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I. Overview

On November 6, 1990, Orange County voters approved Measure M, a 20-year half-cent local transportation sales tax. All major transportation improvement projects and programs included in the original Measure M have been completed or are currently underway.

Expected growth demands in Orange County over the next 30 years will require agencies to continue to invest in transportation infrastructure projects. A collaborative effort between County leaders and the Orange County Transportation Authority (OCTA) identified additional projects to fund through an extension of the Measure M program. Voters approved Measure M2 (M2) on November 7, 2006. Ordinance No. 3 (Ordinance) outlines all programs.

Background

A robust freeway network, high occupancy vehicle & toll lanes, a master plan of arterial highways, extensive fixed route and demand response bus service, commuter rail, and bicycle/pedestrian facilities comprise Orange County's transportation system. Future planning efforts are considering high speed rail service as part of a statewide system. Separate agencies manage and maintain each transportation component with a common purpose: mobility.

OCTA is responsible for planning and coordination of county regional transportation components. Local agencies generally oversee construction and maintenance of roadway improvements using a combination of regional and local funding sources derived from grants and formula distributions.

The Comprehensive Transportation Funding Programs (CTFP) represents a collection of competitive grant programs offered to local agencies. OCTA administers a variety of additional funding sources including M2, state/federal gas taxes, and Transportation Development Act (TDA) revenues.

Guidelines Overview

This document provides guidelines and procedures necessary for Orange County agencies to apply for funding of transportation projects contained within the CTFP through a simplified and consistent process. Each program has a specific objective, funding source and set of selection criteria detailed in separate chapters contained within these guidelines.

Guidelines are updated on a periodic basis in coordination with local agencies working through the Technical Steering Committee (TSC) and Technical Advisory Committee (TAC). Modifications to the guidelines are discussed in details with the local agency



representatives during the TSC and TAC meetings held to review and approve the updated guidelines.

Additionally, OCTA may add, modify, or delete non-M2 programs over time to reflect legislative action and funding availability.



II . Funding Sources

Renewed Measure M

M2 is a 30-year, multibillion-dollar program extension of the original Measure M (approved in 1990) with a new slate of planned projects and programs. These include improvements to the County freeway system, streets and roads network, expansion of the Metrolink system, more transit services for seniors and the disabled as well as funding for the cleanup of roadway storm water runoff.

OCTA shall select projects through a competitive process for the Regional Capacity Program (Project O), the Regional Traffic Signal Synchronization (Project P), the various transit programs (Projects S, T, V and W), and the Environmental Cleanup Program (Project X). Each program has a specific focus and evaluation criteria as outlined in the guidelines.

OCTA shall distribute Local Fair Share Program (Project Q) funds on a formula basis to eligible local agencies. The program receives 18 percent of Net Revenues. The formula is based upon three components:

- Fifty percent based upon population
- Twenty-five percent based upon centerline miles on the existing Master Plan of Arterial Highways (MPAH)
- Twenty-five percent based upon local agency's share of countywide taxable sales

Projects that are wholly funded by M2 Fair Share revenues and/or local sources are not subject to a competitive process. However, program expenditures must maintain certain criteria as outlined in the Ordinance and M2 Eligibility Guidelines. Local agencies must conform to annual eligibility requirements in order to receive fair share funding and participate in the CTFP funding process. Key requirements include:

- Timely use of funds (expend within three years of receipt)
- Meet maintenance of effort requirements
- Use of funding on transportation activities consistent with Article XIX of State Constitution (Article XIX)
- Include project in seven-year capital improvement plan (CIP)
- Consistency with MPAH, Pavement Management Program, and Signal Synchronization Master Plan

As indicated above, M2 Fair Share revenues are subject to timely use of funds provisions (must be expended within three years of receipt). If an agency is unable to meet this provision, an extension of up to 24 months can be granted. Requests for extension on the timely use of M2 Fair Share revenues will be made as part of the semi-annual review



process. In addition to a written request, the agency will also submit an expenditure plan of how the funds will be expended.

State/Federal Programs

OCTA participates in state and federal transportation funding programs based on competitive and formula distributions. OCTA typically earmarks this funding for major regional transportation projects. From time to time, OCTA may set aside funding, where permitted, for use by local agencies through a competitive selection process.

Call for Projects

OCTA issues calls for projects annually or on an as needed basis. Secure revenue sources, such as M2, will provide funding opportunities on an annual basis. OCTA will update program guidelines and selection criteria periodically. OCTA may offer limited opportunity funding, such as a state-wide bond issuance or federal grants, consistent with funding source requirements. OCTA may conduct concurrent calls for projects when necessary. Detailed funding estimates, application submittal processes and due dates will be updated for each call for projects and will be included in section V of these guidelines.



III. Definitions

1. The term "agency," "agencies," "local agency" or any form thereof shall be described in Precept 2.
2. "Competitive funds" refers to funding grants received through the Comprehensive Transportation Funding Programs (CTFP).
3. The term "complete project" is inclusive of acquiring environmental documents, preliminary engineering, right-of-way acquisition, construction, and construction engineering.
4. The term "cost overrun" in reference to projects awarded through the CTFP shall refer to any and all costs beyond the original estimate that are necessary to complete the approved project scope.
5. The term "encumbrance" or any variation thereof shall mean the execution of a contract or other action (e.g. city council award of a primary contract or issuance of a purchase order and notice to proceed) to be funded by Net Revenues.
6. The term "escalation" or "escalate" is the inflationary adjustment, as determined by the Engineering News Record (ENR) Construction Cost Index (CCI) 20-city average, added to the application funding request (current year basis) for right-of-way and construction phases (see Precept 13).
7. The term "environmental mitigation" is referred to as environmental clean-up/preservation measures made as part of that projects environmental clearance.
8. The term "excess right-of-way" is right-of-way acquired for projects and deemed excess to the proposed transportation use. Excess right-of-way designation shall be acknowledged by applicant during the grant application process.
9. The term "Fast Track" shall refer to projects that apply for both planning and implementation phase funding in a single competitive application/call for projects.
10. The term "Fully Burdened Labor Rates" include Work Force Labor Rate (WFLR) plus overhead (see Chapter 10)
11. The term "funding grant," "grant," "project funding," "competitive funds," "project programming" shall refer to the total amount of funds approved by the Board through the CTFP competitive process.
12. The term "Gap Closure" shall refer to the construction of a roadway to its full MPAH build-out for the purpose of connecting two existing ends of that roadway by filling in a missing segment or for completing the terminus of an MPAH roadway. This applies to increased roadway capacity only as it relates to vehicular traffic.



13. The term "implementing agency" is the agency responsible for managing the scope, cost and schedule of the proposed project as defined in the grant application.
14. The term "lead agency" shall refer to the agency responsible for the submission of the grant application.
15. The term "Master Funding Agreements" or any form thereof shall refer to cooperative funding agreements described in Precept 4.
16. The term "match rate", "local match", "local matching funds", or any variation thereof, refers to the match funding that an agency is pledging through the competitive process and disposed of through procedures in Chapter 10.
17. A "micro-purchase" is any purchase that does not exceed \$2,500. For the purposes of proof of payment, only an invoice is required.
18. The term "obligate" or any variation thereof shall refer to the process of encumbering funds.
19. "OCFundtracker" refers to the online grant application and payment system used by OCTA to administer the competitive programs awarded through the CTFP. Refer to <https://ocfundtracker.octa.net/>
20. The term "project phase" or any form thereof shall refer to the three distinct project phases (Engineering, right-of-way, and construction) OCTA funds through the CTFP. Additionally, the "engineering phase" shall include the preparation of environmental documents, preliminary engineering, and right-of-way engineering. The "right-of-way phase" shall include right-of-way acquisition, utility relocation and adjustment to private property as contained in the ROW agreements, private improvements taken, TCEs, severance damages, relocation costs that are the legal obligation of the agency, as well as loss of good will, fixtures and equipment including legal cost. The "construction phase" shall include construction and construction engineering. A fourth phase defined as "Operations & Maintenance" applies to select programs and is described more fully in the applicable program chapter.
21. Programming for Project O (Regional Capacity Program) follows a sequential process related to Planning and Implementation elements as described more fully in Chapter 2. The Planning step includes environmental evaluation, planning and engineering activities. The Implementation step includes right of way and construction activities.
22. The term "project phase completion" refers to the date all final 3rd party contractor invoices have been paid and any pending litigation has been adjudicated for either the engineering phase or for the right-of-way phase, and all liens/claims have been



settled for the construction phase. The date of project phase completion will begin the 180-day requirement for the submission of a project final report as required by the M2 Ordinance, Attachment B, Section III.A.9.

23. The term "reasonable" in reference to project phase costs shall refer to a cost that, in its nature and amount, does not exceed that which would normally be incurred under the circumstances prevailing at the time the decision was made to incur the cost. Factors that influence the reasonableness of costs: whether the cost is of a type generally recognized as ordinary and necessary for the completion of the work effort and market prices for comparable goods or services.
24. The term "savings" or "project savings" in reference to projects awarded through the CTFP are any grant funds remaining on a particular project phase after all eligible items within the approved project scope have been reimbursed.
25. "Sustainability", as it applies to capacity enhancing infrastructure projects, refers to project elements that support environmental benefits as recognized through the Envision Process (www.sustainableinfrastructure.org).
26. The term "Work Force Labor Rates (WFLR)" include direct salaries plus direct fringe benefits.



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IV. Precepts

The OCTA Board of Directors (Board) approved these guidelines on March 22, 2010. The guidelines subsequently have been amended and approved by the Board as needed. The purpose is to provide procedures that assist in the administration of the CTFP under M2 where other superseding documents lack specificity. OCTA, or an agent acting on the authority's behalf, shall enforce these guidelines.

1. All eligible Orange County cities and the County of Orange may participate in the M2 competitive programs and federal funding programs included in the CTFP. Other agencies (e.g. Department of Transportation or local jurisdiction) may participate on a project, however, one local agency shall be designated as the implementing agency, shall be responsible for all funding requirements associated with the project, and shall be the recipient of funds through the program.
2. To participate in the CTFP, OCTA must declare that an agency is eligible to receive M2 Net Revenues which include local fair share distributions. Failure to meet minimum eligibility requirements after programming of funds will result in deferral or cancellation of funding.
3. The lead agency must execute a Master Funding Agreement with the OCTA. OCTA and lead agencies will periodically amend the agreement via letter to reflect funding changes through competitive calls for projects.
4. A separate cooperative funding agreement will be issued for any OCTA-led Regional Traffic Signal Synchronization Program projects.
5. An agency must have a fully executed letter agreement prior to the obligation of funds. Local agencies may be granted pre-award authority for M2 funded projects once the letter agreement is executed. Local agencies, at their own risk, may use this pre-award authority to advance an M2 funded project prior to the programmed year. Reimbursement will be available in the Board approved programmed year (see Chapter 10).
6. For transit programs not covered by the letter agreement process (e.g. Projects S, V and W), pre-award authority is granted upon the Board approval of the funding grant.
7. Local agencies shall scope projects, prepare estimates, and conduct design in cooperation with and in accordance with the standards and procedures required by the local agencies involved with the project (e.g., Caltrans, County, state/federal resource agencies).



8. Local agencies should select consultants based upon established contract management and applicable public contracting practices, with qualification based selection for architectural/engineering (A/E) services, and competitive bidding environments for construction contracts in accordance with the Public Contracts Code. Agencies must meet procurement and contracting requirements of non-M2 funding sources which may exceed those identified in the CTFP.
9. Based upon funding availability, a "Call for Projects" shall be considered annually but may be issued less frequently.
10. In each call cycle, OCTA shall program projects for a three-year period, based upon an estimate of available funds.
11. OCTA will base funding grants on project cost estimates including up to 10 percent contingency for construction. During the programming process, OCTA adds an inflationary adjustment.
12. OCTA shall escalate project grants for years two and three for right-of-way and construction phases only. OCTA will base escalation rates on the Engineering News Record (ENR) Construction Cost Index (CCI) 20-city average.
13. Match rate commitments identified by implementing agencies in the project grant application shall remain constant throughout the project. This includes projects where the programming has been escalated for future years. OCTA and implementing agencies shall not reduce match rate commitments or split the match rate by phase. Actual project contributions by the local agency or OCTA are dependent on final project costs and may not be equal to the match rate if a local agency overmatch exists. Local agency contributions may exceed the committed local match rate in the event of cost overruns. OCTA will not increase the funding grant to cover cost overruns. Ineligible expenditures cannot be considered when calculating the local match rate.
14. Where a project experiences savings, the local match percentage must be maintained.
15. OCTA shall program funds by fiscal year for each phase of a project.
16. A grant for a specific project shall be cancelled if the funds are not encumbered within the fiscal year the funds are programmed, unless the OCTA Board has granted a delay.
17. Implementing agencies may request a delay not exceeding a total of 24 months per project grant. Agencies shall justify this request, receive City Council/Board of



Supervisor concurrence, and seek approval of OCTA staff the Technical Advisory Committee (TAC), and the Board as part of the semi-annual review process. Extension requests must be received no less than ninety days prior to the encumbrance deadline and are not permitted for projects that seek “fast track” grants.

18. An administrative time extension may be granted for expiring M2 funds for a project that is clearly engaged in the procurement process (advertised but not yet awarded).
19. Funds that have been encumbered shall be used in a timely fashion. For project phases, excluding right-of-way, funds will expire after 36 months from encumbrance. For the right-of-way phase, funds will expire after 36 months from the date of the first offer letter and/or, if contract services are required, 36 months from the contract NTP. Extensions up to 24 months may be granted through the Semi-Annual Review (SAR) process. Extension requests must be received no less than 90 days prior to the encumbrance deadline.
20. Preliminary Engineering allocations can be programmed in two different fiscal years depending on the project schedule and when certain engineering costs will need to occur during the project development and implementation phases. Local agencies can issue a separate NTP on a single contract to ensure compliance with the timely use of funds requirement. Local agencies may also issue separate contracts for the funds programmed in different fiscal years. Local agencies are required to obligate the funds within the same fiscal year of the programming or request a delay at least 90 days prior to the obligation deadline.
21. For all construction projects awarded CTFP funds in excess of \$500,000 and/or exceeding a 90-day construction period schedule, the local agency shall install and remove signage in accordance with OCTA specifications during the construction period. The implementing agency may request OCTA furnished signage or it may choose to provide agency furnished signage so long as said signage conforms to OCTA specifications as follows: Signage shall include an M2 logo that is a minimum of 12” tall, an OCTA logo that is a minimum of 3” tall (image files provided by OCTA upon request), verbiage stating “Street Improvements Funded by Measure M” in Myriad Pro, bold condensed font at 256 pt. and “Your dollars at Work” in Myriad Pro, bold condensed font at 180 pt. Agencies will be required to certify that these signage requirements have been met as part of the initial payment process (see chapter 10).
22. OCTA shall reprogram funds derived from savings or project cancellation based upon final project status. An implementing agency may request to transfer 100 percent of savings of M2 funds between the phases within a project with approval from the



TAC and Board. Funds can only be transferred to a phase that has already been awarded competitive funds. Such requests must be made prior to the acceptance of a final report, and submitted as part of a semi-annual review. State-Local Partnership Program (SLPP) funds are not eligible for the transfer of savings. Agencies may only use savings as an aid for unanticipated cost overruns within the approved scope of work.

23. Where the actual conditions of a roadway differs from the MPAH classification (e.g. number of through lanes), OCTA shall use the actual conditions for the purposes of competitive scoring. An agency may appeal to the TAC to request that the MPAH classification be adjusted/reconsidered.
24. For the purpose of calculated level of service (LOS), the capacity used in the volume over capacity calculation shall be 100 percent capacity, or LOS level "E". Intersection Capacity Utilization (ICU) calculations shall use 1,700 vehicles per hour per lane with a .05 clearance interval.
25. OCTA shall consider matching fund credit(s) for an implementing agency's proposed projects current and applicable environmental clearance expenditures. OCTA will review and consider these expenditures on a case by case basis at the time of funding approval.
26. An approved CTFP project may be determined ineligible for funding at any time if it is found that M2 funding has replaced all or a portion of funds or commitments that were to be provided by other sources such as: development conditions of approval, development deposits, fee programs, redevelopment programs or other dedicated local funding sources (i.e., assessment districts, community facilities districts, bonds, certificates of participation, etc.). Appeals may be made in accordance with Precept 39.
27. OCTA may fund environmental mitigation, up to 25 percent of the total eligible project cost by phase, as required for the proposed project contained in the environmental document. Participating environmental mitigation expenditures are eligible for funding under certain programs, but not all.
28. Construction Engineering, Construction Management, Materials Testing, Engineering Support and/or Project Management shall not exceed 15 percent of the total eligible project cost based upon the engineers' estimate. The cap is applied to the sum of eligible expenses, contract change orders (within the scope of work), equipment and materials (e.g. eligible traffic signal equipment).



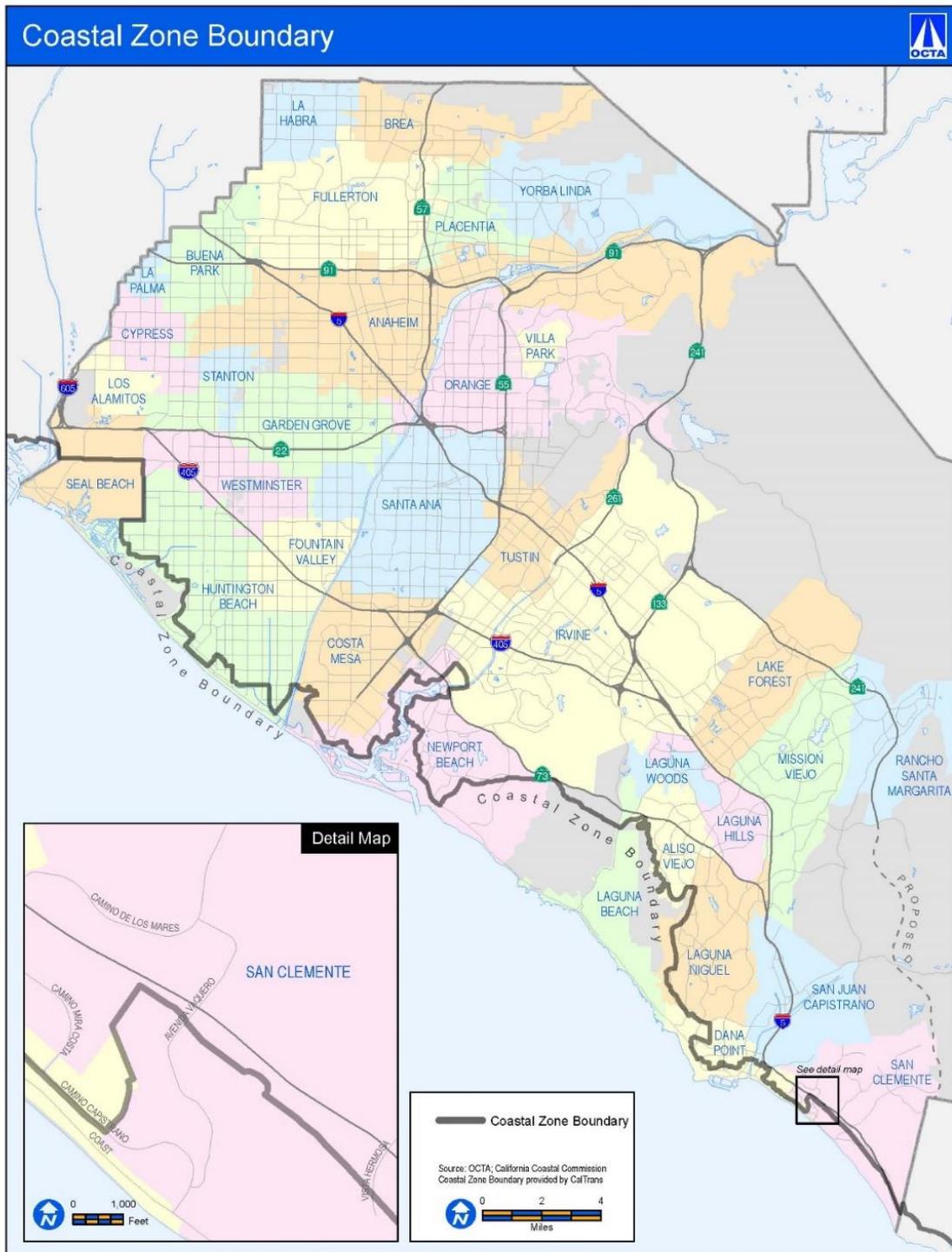
29. Contract change orders are only eligible for reimbursement of work due to unforeseen changed conditions within the original scope of work and not exceeding 10 percent contingency provided in the application cost estimate.
30. OCTA shall evaluate "whole" projects during the initial review process. Subsequent phase application reviews shall not include prior phases in the evaluation unless locally funded and pledged as a match and are subject to OCTA verification. The criteria for ranking project applications is included in these guidelines as part of each program component chapter.
31. Projects that receive competitive CTFP funds shall not use other M2 competitive funds as a local match source. Lead agencies may request project consolidation. The TAC and Board must approve consolidation requests. OCTA shall use the weighted average match rate of the consolidated project's individual segments.
32. OCTA shall conduct a semi-annual review of all active CTFP projects. All agencies shall participate in these sessions through a process established by OCTA. Currently, OCTA administers the semi-annual review through OCFundtracker. OCTA shall: 1) verify project schedule, 2) confirm project's continued viability, 3) discuss project changes to ensure successful and timely implementation, and 4) request sufficient information from agencies to administer the CTFP. 5) any potential issues with external fund sources committed as match against the competitive funds.
33. For any project experiencing cost increases exceeding 10 percent of the originally contracted amount, a revised cost estimate must be submitted to OCTA as part of the semi-annual review process. This is applicable even if the increase is within the overall grant amount.
34. Agencies shall submit payment requests to OCTA in a timely fashion. Agencies may request an initial payment for M2 (generally up to 75 percent of programmed amount or eligible expenditures, see Chapter 10) once the funds have been encumbered. The final 25 percent of the available programmed balance will be released upon the submission of an approved final report.
35. The amount withheld pending the submittal of an approved final report shall be capped at \$500,000 per project phase, but shall in no case be less than 10 percent of the grant or the contract amount, whichever is less. Should the 75 percent/25 percent payment distribution ratio result in a final payment retention that exceeds \$500,000, the payment percentages will be adjusted to meet the \$500,000 cap until the 10 percent threshold is reached. At no time will the final payment retention be less than 10 percent.



36. When a project phase is complete, an agency shall notify OCTA in writing within 30 days of completion. The date of project phase completion will begin the 180-day requirement for the submission of a project final report as required by the M2 Ordinance, Attachment B, Section III.A.9.
37. An agency shall provide final accounting in an approved final report format (see Chapter 10) within 180 days of project phase completion. The process for untimely final reports is described in Chapter 10. Failure to provide a final accounting shall result in repayment of applicable M2 funds received for the project phase in a manner consistent with the Master Funding Agreement. Projects funded with M2 funding require a project final report within 180 days of project phase completion as part of eligibility compliance. Failure to meet eligibility requirements, including submittal of final reports within 180 days of project phase completion may result in suspension of all net revenues including fair share funds.
38. The payment distribution ratio referenced in Precept 35 may be modified to a reimbursement process, at the discretion of the Board, in the event that financing or bonding is required to meet OCTA's cash flow needs.
39. Agencies may appeal to the TAC on issues that the agency and OCTA staff cannot resolve. An agency may file an appeal by submitting a brief written statement of the facts and circumstances to OCTA staff. The appellant local agency must submit a written statement which proposes an action for TAC consideration. The TSC shall recommend specific action for an appeal to the TAC. The Board shall have final approval on appeals.
40. Projects within the Coastal Zone Boundary, as a requirement of a Coast Development Permit, may be required to replace existing on-street parking on a one-for-one basis for spaces removed as a result of a roadway widening project. Right-of-way costs to replace the existing on-street parking can be considered an eligible expense mitigation for coastal zone cities only (see exhibit IV-1). The mitigation activities can be covered up to 25 percent of the total eligible cost consistent with Precept 27. Jurisdictional boundaries are more fully described in the Public Resource Code, Division 20, California Coastal Act (2016) Sections 30168 & 30169. OCTA staff will work with the local agency staff during the project application process to determine eligibility of these costs and to identify any excess right-of-way that will require a disposal plan. OCTA and the local agency will also establish any savings that will revert back to the Measure M Program after project completion. The cost of right-of-way required to replace parking should be fair and reasonable in comparison to the total cost of the project.



Exhibit IV-1





V. 2018 Call for Projects – Regional Capacity Program

The 2018 Call for Projects (call) for Project O – the Regional Capacity Program (RCP) – under M2 will provide approximately **\$32 million** for streets and roads improvements across Orange County.

Funding will be provided for the three RCP funding programs: ACE, ICE, and FAST (see Chapter 7). Chapter 7 details the specific program’s intent, eligible project expenditures, ineligible project expenditures, and additional information that may be needed when applying for funds. Each section should be read thoroughly before applying for funding. Application should be prepared for the program that best fits the proposed project.

For this call, OCTA shall program projects for a three-year period (FY 18/19 – 20/21), based upon the current estimate of available funds. For specifics on the funding policies that apply to this call, refer to the Program Precepts as found in Section IV of these guidelines.

Applications

In order for OCTA to consider a project for funding, applications will be prepared by the lead agency. OCTA shall require agencies to submit both online and hardcopy applications for the 2018 call for projects by **5:00 p.m. on Friday, October 20, 2017. Late submittals will not be accepted.**

The agency must submit the application and any supporting documentation via OCFundTracker (see Chapter 9). Additionally, **three (3) unbound hardcopies** of the application and any supporting documentation must be submitted to OCTA by the application deadline. Hardcopy applications should be mailed to:

OCTA

Attention: Ms. Sam Kaur

600 S. Main Street

P.O. Box 14184 Orange, CA 92863-1584

Hardcopy applications can be hand delivered to:

600 S. Main Street

Orange, CA 92868



Application Review Process

Once applications are reviewed and ranked according to the Board approved scoring criteria, a recommended funding program will be developed by OCTA staff. These programming recommendations will be presented to the TAC for review and comment. The TAC approved programming recommendations will then be presented to the OCTA Highways Committee and Board for review and final approval.

Local agencies awarded funding will be notified as to which projects have been funded and from what sources after the Board takes action. A tentative call schedule is detailed below:

Board authorization to issue call: August 201~~6~~7

Application submittal deadline: October 2~~1~~0, 201~~6~~7

TSC/TAC Review: February/March 201~~7~~8

Committee/Board approval: May 201~~7~~8

M2 Project O Funding

M2 Project O funding will be used for this call.

The CTFP Guidelines include a provision that allows applicants to request right of way (ROW) and/or construction funding prior to completion of the planning phase (included final design) provided that the phase is underway, substantially complete and the agency will complete the activities within six months of the start of the new phase programmed year. A thorough review of eligible activities is not always possible during the call for projects evaluation period. As a result, it is possible that cost elements contained within an application and included in a funding recommendation may ultimately be deemed ineligible for program participation. The applicant is responsible for ensuring projects are implemented according to eligible activities contained within the program guidelines.



Chapter 1 - Eligibility

Overview

To apply for the CTFP, local agencies must fulfill an annual eligibility process. OCTA established this process to ensure that improvements are consistent with regional plans. The cities and county approved a process reflecting the eligibility criteria found in Measure M. Eligibility packages are due to OCTA by June 30 of each year.

In order to receive CTFP and M2 Fair Share funds, OCTA must deem agencies as eligible. OCTA shall annually distribute an eligibility information package to local agencies. Below is a brief list of requirements:

- Adoption of a Capital Improvement Program
- Adoption of a General Plan Circulation Element which does not preclude implementation of the MPAH
- Adoption of a Pavement Management Plan
- Adoption of a Local Traffic Signal Synchronization Plan
- Satisfied Maintenance of Effort requirements
- Approved agreement to expend funds within three years of receipt (based upon date OCTA issues check to local agency)
- Adopt an annual Expenditure Report
- Submit Project Final Report for all Net Revenue projects

The M2 Eligibility Guidelines outline the eligibility requirements in detail. OCTA updates the Eligibility Preparation Manual annually and encourages agencies to use it as a reference when preparing items to meet eligibility requirements (see <http://www.octa.net/pdf/m2Eligibility.pdf>). Agencies will submit a CIP through an electronic database application (see <http://websmartcip.octa.net/>). OCTA develops a manual and workshops to prepare local agency staff for the annual eligibility process.

MPAH Consistency Review and Amendment Process

Through a transfer agreement with the County of Orange, OCTA assumed responsibility for administering the MPAH starting in mid-1995. As the administrator, OCTA is responsible for maintaining the integrity of the MPAH through coordination with cities and the County and shall determine an agency's consistency with the MPAH. In order to provide a mechanism to communicate MPAH policies and procedures, OCTA prepared the *Guidance for the Administration of the Orange County Master Plan of Arterial Highways* (see http://www.octa.net/pdf/mpah_guidlines.pdf). The guidance document is to assist OCTA, the County, and the cities of Orange County to maintain the MPAH as a vital component of transportation planning in the County. The guidance document outlines, in



detail, the MPAH consistency review and amendment process. Agencies can find contact information for OCTA staff assigned to MPAH administration in the manual.

Additional Information Regarding MPAH

The agency's General Plan Circulation Element must be consistent with the MPAH. In order for an agency's circulation element to be consistent with the MPAH, it shall have a planned-carrying capacity equivalent to the MPAH for all MPAH links within the agency's jurisdiction. "Planned capacity" shall be measured by the number of through lanes on each arterial highway as shown on the local circulation element. Agencies are not considered "inconsistent" as a result of existing capacity limitations on arterials which are not yet constructed to the circulation element design.

The agency must also submit a resolution attesting that no unilateral reduction in lanes has been made on any MPAH arterials. For a sample resolution, see the Measure M2 Eligibility Guidelines.



Chapter 2 - Project Programming

Program Consolidation

The M2 RCP improvement categories (ACE, ICE, and FAST) will combine projects into one application review process. The programs of the CTFP will act as the project funding source. The consolidation of programs will help eliminate confusion among the various requirements and allow the greatest flexibility for programming projects. Other funding programs (Projects S, T, V, W, and X) have similar eligibility requirements, but OCTA will evaluate and approve these projects through a separate process.

Sequential Programming Process – RCP

Timely and efficient use of funding is a critical success factor for the CTFP. Historically, agencies were encouraged to develop long term projects spanning three or more years which often led to delays in implementing final project phases. This dynamic led to larger-than-anticipated funding program cash balances and an inability to fund smaller time sensitive projects in the interim.

In response to concerns raised by the Board and the Taxpayers Oversight Committee responsible for M2 oversight, OCTA will use annual calls that serve a near term programming window (3 years), as well as a sequential funding approach for M2 projects. OCTA expects this new approach to aid in a more timely use of funding and limit the potential for unanticipated project completion delays inherent with long lead time projects.

Sequential funding is a two-step process. Step One, also known as the planning phase, includes funding requests for planning/environmental, engineering and right-of-way engineering activities. Step Two, also known as the implementation phase, includes right-of-way engineering/acquisition and construction activities. Right-of-way engineering can be requested in either the planning or implementation phases. Projects must complete the planning phase before an agency requests implementation phase funding during a call for projects. Exceptions to this rule include the following:

- An agency may request implementation funding prior to completion of the planning phase if the jurisdiction can demonstrate that the planning phase activities are underway, are substantially complete and the agency will complete the activities within six months of the start of the new phase programmed year.

OR

- An agency may request a Fast Track approach, seeking funds for planning and implementation phase at the same time. . The agency must demonstrate that the policy variance is necessary due to the project schedule and waiting until the next annual call for projects to apply for implementation phase funding presents undue



hardship or could jeopardize the overall project delivery and milestones. The agency will waive the opportunity to request a project delay under this approach. The Fast Track approach is permitted only for projects that do not have right of way acquisition needs. The Fast Track approach is permitted only for projects that do not have right of way acquisition needs. In no circumstances will the Fast Track option be considered for local agency convenience as this could delay implementation of other projects that are shelf ready.

Each call for projects will cover a three-year period which overlaps subsequent future cycles. Funding targets for each cycle are based upon prior funding commitments, anticipated revenues, reprogramming of unused grants (cancellations and savings), and a set aside for future funding cycles.

As part of each call for projects, OCTA will determine an appropriate balance between grants made for the planning and implementation phases.

Tiered Funding

Project funding for Project O (Regional Capacity Program or RCP) will follow a tiered funding process that differentiates between large and small projects. The tiered process is described in detail in Chapter 7.

Funding Projections – Call for Projects

Revenue estimates for M2 are updated annually. Programming decisions are based upon conservative economic assumptions provided by Southern California academic institutions. In the future, OCTA will add project cancellations and realized savings from completed projects to anticipated revenues for redistribution in the first year of each funding cycle.

Project Cost Escalation

OCTA will escalate approved right-of-way and construction projects in years two and three. The match rate percentage identified by implementing agencies in the project grant application shall remain constant throughout the project. This includes projects where the programming has been escalated for future years. OCTA will base escalation rates for future years on Engineering News Record (ENR) Construction Cost Index 20 City Average (CCI) escalation rates.

Programming Adjustments

OCTA bases funding grants on cost estimates that agencies provide and that OCTA validates against industry norms during the evaluation process. Agencies must provide estimates in current year dollars.



Projects programmed in Year Two or Year Three of each funding cycle include a CCI-based adjustment factor for the right-of-way and construction phases only. Lead agencies shall not receive grant increases. Cost overruns are the responsibility of local agencies and may count against agencies' match rate commitment for eligible activities. Local agencies may request scope adjustments to meet budget shortfalls when the agency can demonstrate substantial consistency and attainment of proposed transportation benefits compared to the original project scope.

When agencies are preparing applications, **all cost estimates must be in current year dollars with Month and Year cited.** OCTA will review each cost estimate thoroughly and will escalate right-of-way and construction costs based on the year OCTA programs the project grant. For example, if an agency's cost estimate lists construction costs for a project and OCTA programs the project for year 3 of the funding cycle, then OCTA will escalate the costs by the CCI-based adjustment factor, compounded annually, beginning in year 1 of the funding cycle.

Project Readiness

In an effort to better utilize project funding and maintain project schedules, programming of funding for CTFP under the sequential approach has been revised. In general, to program grants for Step Two (right-of-way or construction phases), a project must either have:

1. Project-level approval for environmental clearance (CEQA) for M2 programs, (NEPA and CEQA for federally funded programs), or;
2. Exempt (categorically or statutorily) under CEQA and/or NEPA (as applicable).

OCTA may consider exceptions to these programming rules, on a case by case basis, if an agency can confirm that a project will receive environmental clearance prior to project approval of programming for right-of-way and construction. OCTA will not approve any projects for funding for right-of-way and construction without final adopted project level environmental clearance documentation.

Programming Policies

OCTA will not increase grants after the initial programming for each phase except through project savings transfers, where applicable. Project savings are defined as the grant value remaining after one project phase (such as engineering) has been completed. Transfers should be identified during the semi-annual review phase. Formal request of savings transfers must be accompanied by updated information and justification for the intended phase. Scope reductions are not considered project savings. Overall projects savings at the conclusion of a project are returned to the original program for reprogramming in a



subsequent call for projects. This section is intended to clarify rather than replace the transfer policy identified in Precept 22.

In order to receive right-of-way and construction grants, a project must have all environmental clearances in place. OCTA shall not release final payment for the planning stage (includes final design) until confirmation of environmental clearance is provided.

Agencies are responsible for costs that exceed the project grant, maintaining the project schedule, and maintaining the project scope.

An agency's grant will be cancelled if the agency does not encumber the funds within the programmed fiscal year. An agency may request a delay in accordance with the time extension policy described in the precepts.

An agency must have a fully executed Letter Agreement prior to the obligation of funds.

As stated above, an agency's grant is based on the project's cost as requested and programmed with established escalation rates. If project costs escalate beyond original estimates and the agency is unable to cover additional costs, a request to reduce the project scope or limits will be considered where feasible. All requests for changes in scope and limits must be submitted to OCTA in advance of the change. This request will be evaluated on a case-by-case basis and must be approved by the TAC and the Board prior to initiation of the change by the lead agency. The lead agency must submit a letter to OCTA no later than June 30th of the year in which funds are programmed stating the reasons for cost increases, a proposal for project scope or limit reduction, and an explanation of why approval of the request is warranted. The review process is similar to the appeals process mentioned above.

Schedule change requests

Grants approved as part of the CTFP process are subject to timely delivery requirements. Implementation schedules are determined by the lead agency (applicant). Contract work must be awarded prior to the end of the programmed fiscal year to encumber the funds. If work cannot be initiated within this time frame, a request to defer funding may be submitted to OCTA for consideration. Project status is reviewed every six months during the semi-annual review process. Expired project funding is subject to withdrawal from project and reprogramming in a subsequent call for projects.

Funding delays must be submitted to OCTA in conjunction with the semi-annual review process. These reviews are typically held in Fall and Spring. Emergency extensions after the Spring semi-annual review may be considered on a case by case basis, but no less than 90 days prior to the encumbrance deadline. The M2 Ordinance permits a delay for up to 24 months. Implementing agencies may request a one-time delay of up to 24 months per project grant. Agencies shall justify this request, receive City Council/Board of Supervisor concurrence, and seek approval of OCTA staff, the TAC and Board as part



of the semi-annual review process. Projects that are expected to incur extensive delays beyond the parameters of the program should consider cancellation and reapplication at a future date. Advancement requests may be considered during the review process and may be approved subject to funding availability.

Timely use of funds

For project phases, excluding right-of-way, funds will expire after 36 months from encumbrance. For the right-of-way phase, funds will expire after 36 months from the date of the first offer letter. Extensions up to 24 months may be granted through the SAR. Extension requests must be received no less than 90 days prior to the encumbrance deadline. Additional extensions may be considered on a case by case basis for the Regional Capacity Program and the Regional Traffic Signal Synchronization Program.

Project Advancements

Agencies wishing to advance a project by one fiscal year or more may request project advancement. Advancement requests will be considered only if program funds are available. The grant will be de-escalated according to the original escalation rate.

Requests must be submitted as part of the semi-annual review. All advancements will be reviewed by the TAC and approved by the Board. If approved, the agency and project will be required to meet the new fiscal year award or encumbrance deadline.

Should OCTA be unable to accommodate an advancement request due to cash flow constraints, the agency may still move forward with the project using local funding. (See Precept 6) The lead agency must have a fully executed letter agreement prior to beginning work. The lead agency may subsequently seek reimbursement of CTFP funds in the fiscal year in which funds are programmed. Reimbursement shall follow the standard CTFP process (see Chapter 10). Prior approval is not necessary if the project is being advanced through local funds.

Semi-Annual Review

OCTA staff will conduct a comprehensive review of CTFP projects on a semi-annual basis to determine the status of projects. Project updates will be provided by the local agencies and uploaded to OCFundtracker. Follow-up meetings to these updates will be held as needed. Semi-annual project reviews are usually scheduled to occur in March and September of each year.

Projects are reviewed to:

1. Update project cost estimates. For any project experiencing cost increases exceeding 10 percent of the originally contracted amount, a revised cost estimate



must be submitted to OCTA. This is applicable even if the increase is within the overall grant amount.

2. Review the project delivery schedule
3. Determine the project's continued viability
4. Verify project operations and maintenance expenditures (e.g. Environmental Cleanup Program)
5. Discuss any potential issues with external fund sources committed as match against the competitive funds

Prior to each review meeting, OCTA staff will distribute a list of active projects to each local agency. Each agency will be contacted and asked to participate in the upcoming review where each agency's project schedules, cost estimates, and scope will be reviewed. Agencies will be given the opportunity to request program changes (e.g. delaying and advancing funds from one fiscal year to another) and each adjustment will be considered on a case-by-case basis. The agency should be prepared to explain any changes and provide all necessary supporting documentation. Generally, the local agency is responsible for the implementation of the projects as approved by OCTA, however consideration will be given for circumstances beyond the lead agency's control that affect scope, cost, or schedule.

Based on the semi-annual review meetings, OCTA staff will develop and present recommendations for project adjustments to the TAC. Requests for project changes (delays, advancements, scope modifications, etc.) will be considered on an individual basis. The following action plan has been developed for the semi-annual review process:

- Require local agencies to submit status reports, project worksheets, and supporting documentation to OCTA for all project adjustments.
- Require local agencies to abide by **Time Extension Policy**:
 - Agencies may request a delay of up to 24 months per grant. Local agencies will be required to justify this request and seek approval of OCTA staff, the TAC, and the Board as part of the semi-annual review process.
 - Approved schedule changes will require an update of the local jurisdiction's seven-year CIP and the OCTA cooperative funding agreement.
 - Evidence of Council approval (resolution, minute order, or notification) must be provided prior to Board approval of delays.
 - An administrative extension may be granted for expiring M2 funds for a project phase that is clearly engaged in the procurement process (advertised but not yet awarded).
 - Agencies that have requested Fast Track funding cannot request time extensions.



Environmental Cleanup Program Operations and Maintenance Reporting

For Tier 1 of the Environmental Cleanup Program, cash match is required. Ongoing operations and maintenance of the project cannot be pledged as a match ~~(page 12-6). As part of the semi-annual review reporting process, OCTA will verify local agency operations and maintenance expenditures to ensure minimum match rate commitments are being met. Local agencies must complete Form 10-17 (available for download from OCFundtracker) for each ECP grant as part of their semi-annual review updates.~~



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Chapter 3 - Safe Transit Stops (Project W)

Purpose

This is a fixed-scope program, which provides funding for passenger amenities at the 100 busiest bus stops in Orange County determined by average daily weekday passenger boardings (October 2012 data).

City-Initiated Bus Stop Improvements

Eighty percent of the available Project W funding (\$4,470,000) will be made available to support city-initiated projects. The Orange County Transportation Authority (OCTA) is functioning as the funding agency for the local bus stop amenity improvements implemented by cities under this program. Local agencies have the authority and responsibility for designing, constructing, and maintaining bus stop improvements. Local agencies will retain local control and responsibility for these improvements including, but not limited to, shelters, lighting, seating, and waste receptacles.

OCTA-Initiated Bus Stop Improvements

Twenty percent of available Project W funding (\$1,120,000) is proposed to be directed towards the development and implementation of regional, customer-facing technologies that benefit the 100 busiest stops. Examples include design of the real-time "text4next" system, ticketing vending machines, and other regional elements that benefit the region, as well as the 100 busiest stops. OCTA would implement these passenger amenities working in cooperation with local agencies.

Eligible Applicants

Eligible applicants for the "city-initiated bus stop improvements" funding include the 15 local agencies in Orange County, which have at least one of the top 100 busiest bus stops as defined above. Bus stops on private property would need to be submitted by the city on behalf of the property owner.

Application

Required to Include:

- Proposed maintenance plan;
- Photos of the proposed project site in the weekday AM peak and PM peak period;
- Project design or concept drawings;
- Shelter size and covered passenger waiting area footage; and
- Needs assessment.



Evaluation Criteria

If sufficient funds are not available during a funding cycle to fund all the projects that are submitted, projects will be prioritized for funding based on a combination of boarding ranking and the needs of each stop.

Available Funding

Five and a half million on a pay-as-you-go basis is available for Project W between fiscal year (FY) 2012-13 through FY 2019/20. Funding for the city-initiated bus stop improvements will be offered biennially. The amount available through FY 2020, as well as the amount available for each round of funding, is shown below.

Project W Estimated Funding by FY (in thousands)									
FY	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	Total
Total Revenue	\$580	\$610	\$650	\$690	\$720	\$750	\$780	\$810	\$5,590
City-Initiated 80%	\$460	\$490	\$520	\$550	\$580	\$600	\$620	\$650	\$4,470
OCTA-Initiated 20%	\$120	\$120	\$130	\$140	\$140	\$150	\$160	\$160	\$1,120

The first round of funding for Project W funds will target \$950,000 for city-initiated improvements, and \$240,000 for OCTA-initiated improvements. These figures are comprised of the amounts available from FYs 2012-13 and 2013-14.

Project W Funding Available Biennially for City Project Applications and Stops Improved (in thousands)					Total
FYs	12/13 and 13/14	14/15 and 15/16	16/17 and 17/18	18/19 and 19/20	
City Available Funds Biennially	\$950	\$1,070	\$1,180	\$1,270	\$4,470
Bus Stops Improved	30+	35+	35+	TBD	



Eligible Costs

Project W will pay for up to \$20,000 for "normal load stops" and up to \$30,000 for "high load stops.* A high load stop is where the 90th percentile of boarding events have ten or more passengers waiting. The following expenses are eligible for reimbursement under the program:

Eligible

- Passenger Waiting Amenities
 - Bus shelters or shade structures (required);
 - Seating/leaning fixtures (required);
 - Waste receptacles (required);
 - Ad displays; and
 - Bus stop lighting.
- Other Amenities
 - Transit/pedestrian information display;
 - Security cameras (monitored by local police department);
 - Bicycle lockers or racks;
 - Mature street trees;
 - Minor improvements to sidewalks necessary to accommodate shelters; and,
 - Installation of electric service on bus shelters for future OCTA uses.

Not Eligible

- Right-of-way acquisition;
- Planning and design;
- Maintenance; and
- Electricity.

Other OCTA-Funded Items

- Installation of Bus stop signage;
- Real-time information display improvements will be provided in future; and
- Ticket vending machines can be installed as funding becomes available in future.

*The average cost of a single width shelter and bench is approximately \$15,000 and the average cost of a double width shelter and bench is \$25,000.



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Chapter 4 - Transit Extensions to Metrolink (Project S)

Overview

This Measure M2 (M2) Program establishes a competitive process to enable local agencies to enhance regional transit capabilities through creation of new connections to the existing Metrolink system. Projects must meet specific criteria in order to compete for funding through this program. In addition, local agencies will be required to demonstrate the ability to fund the local share of operations and maintenance on an ongoing basis using non-Orange County Transportation Authority (OCTA) resources. Public-private partnerships¹ are encouraged but not required.

¹ Public-private partnerships are defined as direct financial contributions or sponsorships for eligible program activities.



Section 4.1 – Fixed Guideways

Objectives

- Expand multi-modal transit options for regional travel by establishing new transit connections to existing Metrolink stations
- Provide new service on a defined route with primary ridership derived from Metrolink patronage

Project Participation Categories

Metrolink provides a vital transit option for travel throughout southern California. Orange County is home to 12 Metrolink stations currently serving residents and commuters for employment, education, and pleasure-based trips. These stations serve diverse destination and trip origination needs. Efficient and convenient access enables the system to thrive and the overall transportation network (all motorized and non-motorized modes) to operate effectively.

Transit needs may differ from one location to the next and projects pursued under this program have significant latitude in how the challenge of delivering enhanced transit service to/from existing Metrolink stations are addressed. The program categories listed below identify key project elements that can be pursued through the Project S funding source. Fixed guideway projects are capital intensive. Additional funding sources may be required to supplement M2 for maximum investment opportunities. Selection criteria will parallel Federal Transportation Administration (FTA) programs such as New Starts or Small Starts wherever possible to aid in streamlining the competitive process. The program categories eligible for funding through the fixed guideway component of Project S are:

- Fixed guideway systems including rolling stock acquisition
- Station/stop improvements (includes signage, furniture, and shelters)
- Maintenance facilities and fueling stations

Match Funding Requirements

Local funding must meet a minimum 10 percent match rate requirement for the whole project comprised of any combination private contributions, advertising revenues, and local discretionary funds. Match funding commitments in excess of 10 percent for one project phase (capital or operations/maintenance) may result in a reduced minimum match rate requirement for another phase subject to Board of Directors (Board) approval. Minimum match rate commitments will be incorporated into a cooperative funding agreement and will apply on an annual basis to the entire service life of the project (typically 5, 7, or 25 years).



Eligibility Requirements

Minimum eligibility and participation requirements must be considered before a project funding application should be submitted. Adherence to strict funding guidelines is required by the M2 Ordinance. Additional standards have been established to provide assurance that M2 funds are spent in the most prudent, effective manner. There is no guarantee that funding will be approved during a particular call for projects. If no acceptable project is identified during a funding cycle, a subsequent call for projects will be scheduled at an appropriate time.

- Applicant must be eligible to receive M2 funding (established on an annual basis) to participate in this program
- Initial call for projects is limited to fixed guideway projects based upon Go Local Step 3 activities (preliminary engineering)
- Agency must have a financial plan outlining a funding strategy for ongoing operations and maintenance (minimum of five years)
- Project applications must be for complete projects (environmental clearance through implementation, where applicable) for evaluation purposes
- Project application must meet minimum competitive score to be deemed eligible and “of merit” (as determined by the OCTA Board)
- Any proposal to duplicate or replace existing local or OCTA service must be clearly detailed
- Complete applications must be approved by the city council and partner agencies prior to submittal to OCTA to demonstrate adequate community and elected official support for initial consideration
- Procurements associated with the project must follow FTA procurement policies
- Agencies submitting for funding must agree to follow the FTA Small Starts/New Starts process

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. (See Table 4.1) Emphasis is placed on projects with firm financial commitments and overall project readiness as shown on the Project S selection criteria. In addition, projects will be evaluated based upon existing and future transit usage, ease of connection, cost effectiveness, and local/regional benefits. Although a minimum 10 percent match rate for capital investments is required, projects that leverage M2 funds with a higher percentage from other sources are encouraged and will be more competitive.



Application Process

Project grants are determined through a competitive application process. Local agencies seeking funding must complete a formal application and provide supporting documentation that will be used to fully evaluate the project proposal as outline below.

- Complete information application
- Provide funding/operations plan
- Grants subject to a cooperative funding agreement

The funding plan shall include, at a minimum, the following information:

- Financials (funding needs, match rate availability, operations funding assurances, and public-private partnership arrangements)
- Project development and implementation schedule
- Operations and maintenance facility management
- Service coordination plan (scheduling/ticketing for Metrolink and fixed route service)
- Any additional information deemed relevant by the applicant

The last call for projects under this program was held in 2010. No call for projects is envisioned in the immediate future. The Board will determine an appropriate time to authorize additional funding.

Application Guidelines

Project selection is based upon merit utilizing a series of qualitative and quantitative criteria. Candidate projects are required to submit a financial plan with sufficient data to enable an adequate evaluation of the application. Each jurisdiction is provided broad latitude in formatting, content and approach. However, key elements described below must be clearly and concisely presented to enable timely and accurate assessment of the project.

Financial Details

Each candidate project application must include all phases through construction of facilities. The financial plan will include, at a minimum, the following information:

- Estimated project cost for each phase of development (planning, environmental, permitting, design, right-of-way acquisition, construction, and project oversight)
- Funding request for each phase of project implementation with match commitment and sources clearly identified
- Realistic project schedule for each project phase
- Demonstrated financial commitments for minimum match commitment and ongoing operations (first five years of operation)



- Discussion of contingency planning for revenue shortfalls
- Revenue projections and methodology where on-site commercial activity is expected to support implementation and/or operations costs
- Right-of-way status and strategy for acquisition
- Project's status in current local plans

Technical Attributes

The formal application must include feasibility and efficacy components to demonstrate transportation benefit to ensure the selected project(s) meet the spirit and intent of M2. Merit will be demonstrated through technical attributes and industry standard methodologies. The following data will be included and fully discussed in the application.

- Planned employment densities per square mile (opening year)
- Planned population densities per square mile (opening year)
- Projected daily transit boardings with projection methodology fully presented
- Percent of projected ridership from commuter rail riders
- Description of all transit modes serviced by the Metrolink station at time of application and projected future mode increase
- Ease of connections to other travel modes (average walking distance)
- Incremental cost per hour of system user benefits (per FTA guidelines)



Other Application Materials

Supporting documentation will be required to fully consider each project application. In addition to the information described above, local agencies will be required to submit the following materials:

Council Resolution: A Council Resolution authorizing request for funding consideration with a commitment of project local match rate and operating funds as shown in the funding plan.

Lease/Cost Sharing Agreements: Copies of leases, sponsorship, and/or advertising revenue documents. Confidential agreements may be included by reference when accompanied by affidavit from City Treasurer or Finance Director.

Project Documentation: If the proposed project has completed initial planning activities (such as project study report or equivalent, environmental impact report, or design), evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion or planning phases. The applicant will be asked for detailed information only if necessary to adequately evaluate the project application.

Operations Plan: In addition to the financial details indicated in 8.1, the operations plan submitted shall include the following technical data (consistent with FTA guidelines) a route map, draft time table, headways, stop location listing, summary of alternatives (including any special operations – interlining, feeder bus connections, etc.), summary of vehicle types and characteristics, speed profile, fleet size, and any other applicable supporting documentation.

Approved Land Use Supporting Documentation: Any documentation which describes the transit supportive land use changes already in place to support the proposed guideway projects.

Reimbursements

This program is administered on a reimbursement basis. Reimbursements will be disbursed upon review and approval of a complete expense report, performance report, and consistent with a cooperative funding agreement.



Project Cancellation

Projects deemed infeasible during the planning process will be cancelled and further expenditures will be prohibited except where necessitated to bring the current phase to a logical conclusion.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall grant, and/or other sanctions to be determined. Audits shall be conducted by the OCTA Internal Audit department or other authorized agent either through the normal annual process or on a schedule to be determined by the OCTA Board.



Section 4.2 – Bus and Station Vans

Objectives

- Expand multi-modal transit options for regional travel by establishing new transit connections to existing Metrolink stations
- Provide new service (shuttle bus and station van) on a defined route with ridership derived from Amtrak/Metrolink patronage

Project Participation Categories

Metrolink provides a vital transit option for travel throughout Southern California. Orange County is home to 11 Metrolink stations currently serving residents and commuters for employment, education, and recreational-based trips. These stations serve diverse destination and trip origination needs. Efficient and convenient access enables the system to thrive and the overall transportation network (all motorized and non-motorized modes) to operate effectively.

Transit needs may differ from one location to the next, and projects pursued under this program have significant latitude on how the challenge of delivering enhanced transit service to/from existing Metrolink stations are addressed. The program categories listed below identify key project elements that can be pursued through the Project S funding source. Selection criteria will parallel Federal Transportation Administration (FTA) programs wherever possible to aid in streamlining the competitive process. The program categories eligible for funding through Project S are:

- Bus leases/purchases for the purposes of providing expanded service to/from a Metrolink station
- Bus stop improvements (including signage, furniture, fare box equipment, and shelters) on the new route
- Maintenance facilities and fueling stations required for the new bus service
- Station vans leases for the purposes of providing expanded service to/from a Metrolink station
- Consistent with FTA guidelines, Americans with Disabilities Act (ADA) complementary paratransit service costs are considered capital costs for the purposes of this program



Operating Reserve Incentive

OCTA has established an operating reserve as part of this program that may be used to offset the costs of operations and maintenance. The operating reserve is subject to the following requirements:

1. OCTA will reserve a total of \$1 million per year in Project S revenue for operations and maintenance distributed on a pro-rata basis
2. The project must have been awarded Project S non-guideway funds through the Project S competitive process and meet a minimum standard of ten boardings per revenue vehicle hour on an ongoing basis for shuttle buses and a 60 percent minimum occupancy for station vans
3. Awarded agencies must submit audited operations and maintenance costs and ridership and fare performance data to OCTA by September 30 of each year for the prior fiscal year
4. OCTA will reimburse awarded agencies on a pro-rata basis but not to exceed \$6 per boarding, not to exceed 90 percent of net operating and maintenance costs (after deducting fares), and no more than \$150,000 per agency or project, whichever is less
5. Participation in the operating reserve is limited to the useful life of the capital purchased with Project S funds

All submitted materials are subject to audit prior to OCTA pro-rata reimbursements. Funds not used in a given year will become available for future calls for projects.

Capital Match Rate Funding Requirements

The Implementing agency must meet a minimum ten percent match requirement for the entire capital project comprised of any combination of private contributions, advertising revenues, and local discretionary funds. Match rate funding commitments in excess of ten percent for one project phase may result in a reduced minimum match rate requirement for another phase subject to Board of Directors (Board) approval. Match funding commitments will be incorporated into the cooperative funding agreement.

Eligibility Requirements

Minimum eligibility and participation requirements must be considered before a project funding application should be submitted. Adherence to strict funding guidelines is required by the M2 Ordinance. Additional standards have been established to provide assurance that M2 funds are spent in the most prudent, effective manner. There is no guarantee that funding will be approved during a particular call for projects. If no



acceptable project is identified during a funding cycle, a subsequent call for projects will be scheduled at an appropriate time.

Additional Project S Precepts

- Applicant must be eligible to receive M2 funding (established on an annual basis) to participate in this program
- The proposed project must be included in the 2011 Transit System Study or have participated in prior Go Local planning efforts
- Agency must have a financial plan outlining a funding strategy for ongoing operations and maintenance (minimum of five years)
- If the service operator is OCTA, and the local agency would retain routing and service-level decisions, or local agencies may propose an alternate service provider
- Letter of commitment for an 80 percent start-up occupancy rate for each station van and documentation supporting the commitment (e.g. letters of interest, proof of van pool request and or survey data). Station van passengers must be Amtrak/Metrolink passengers
- Local agency will be required to enter into a cooperative funding agreement with OCTA
- Project applications must be for complete projects (environmental clearance through implementation, where applicable) for evaluation purposes
- All projects must include meeting ADA requirements, and these costs must be included in the project application
- Project application must meet minimum competitive score to be deemed eligible and "of merit" (as determined by the OCTA Board)
- Any proposal to duplicate or replace existing local or OCTA service must be clearly detailed
- Complete applications must be approved by the city council and partner agencies prior to submittal to OCTA to demonstrate adequate community and elected official support for initial consideration
- Procurements associated with the project must follow FTA procurement policies
- Agencies submitting for funding must agree to follow applicable FTA requirements
- Agencies will be required to submit annual National Transit Database reporting information to OCTA



Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. Emphasis is placed on projects with firm financial commitments and overall project readiness as shown on the Project S scoring criteria. In addition, projects will be evaluated based upon existing and future usage, ease of connection, cost effectiveness, and local/regional benefits. Although a minimum of ten percent match funding for capital investments is required, projects that leverage M2 funds with a higher match rate are encouraged and will be more competitive.

Application Process

Project grants are determined through a competitive application process. Local agencies seeking funding must complete a formal application and provide supporting documentation that will be used to fully evaluate the project proposal as outlined below.

- Complete application
- Provide five-year funding/operations plan
- Grants subject to cooperative funding agreement

The funding plan shall include, at a minimum, the following information:

- Financials (funding needs, minimum match commitments, funding availability, operations funding assurances, and public-private partnership arrangements)
- Project development and implementation schedule
- Operations and maintenance facility management
- Service coordination plan (scheduling/ticketing for Metrolink and fixed-route service)
- Any additional information deemed relevant by the applicant

A call for projects for the initial funding cycle was held in 2012. No call for projects is envisioned in the immediate future. The Board will determine an appropriate time to authorize additional funding.

The final approved application (including funding plan) will serve as the basis for any funding agreement required under the program.

Application Guidelines

Project selection is based upon merit utilizing a series of qualitative and quantitative criteria. Candidate projects are required to submit a financial plan with sufficient data to enable an adequate evaluation of the application. Each jurisdiction is provided broad latitude in formatting, content, and approach. However, key elements described below must be clearly and concisely presented to enable timely and accurate assessment of the project.



Financial Details

Each candidate project application must include all phases through construction of facilities. The financial plan will include, at a minimum, the following information:

- Estimated project cost for each phase of development (planning, environmental, permitting, design, right-of-way acquisition, construction, and project oversight)
- Funding request for each phase of project implementation with match funding amounts and funding sources clearly identified
- Demonstrated financial commitments for minimum match commitments and ongoing operations
- Discussion of contingency planning for revenue shortfalls
- Revenue projections and methodology where commercial activity is expected to support implementation and/or operations costs
- Project readiness status
- Subscriber commitment for proposed station van services
- Right-of-way status and strategy for acquisition
- Project's status in current local plans
- Realistic project schedule for each project phase

Scoring Criteria

The formal application must include feasibility and efficacy components to demonstrate transportation benefit to ensure the selected project(s) meet the spirit and intent of M2. Merit will be demonstrated through technical attributes and industry standard methodologies. The applications will be evaluated against the criteria identified in the Measure M2 voter pamphlet and fully discussed in the application:

- Match funding and level of commitment from private partners
- Operating subsidy per boarding for opening year
- Annualized cost per incremental passenger trip for opening year
- Project readiness including projected opening year and phase readiness
- Projected daily boardings with projection methodology fully presented
- Percent of projected ridership from commuter rail riders
- Projected average daily occupancy for station vans
- Ease of connections (average travel time to employment and recreation centers served)
- Planned employment densities per square mile for opening year
- Planned population densities per square mile for opening year

Other Application Materials



Supporting documentation will be required to fully consider each project application. In addition to the information described above, local agencies will be required to submit the following materials:

Council Resolution: A Council Resolution authorizing request for funding consideration with a commitment of project local match funding (local sources) and operating funds as shown in the funding plan.

Lease/Cost Sharing Agreements: Copies of leases, sponsorship, and/or advertising revenue documents. Confidential agreements may be included for reference when accompanied by affidavit from City Treasurer or Finance Director.

Project Documentation: If the proposed project has completed initial planning activities (such as project study report or equivalent, environmental impact report, or design), evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion or planning phases. The applicant will be asked for detailed information only if necessary to adequately evaluate the project application.

Operations Plan: In addition to the financial details indicated in Section 9.1, the operations plan submitted shall include the following technical data: a route map, draft time table, headways, stop location listing, summary of vehicle types and characteristics, speed profile, fleet size, and any other applicable supporting documentation.

Approved Land Use Supporting Documentation: Any documentation which describes the transit supportive land use changes already in place to support the proposed guideway projects.

Reimbursements

The capital program is administered on a reimbursement basis. Capital reimbursements will be disbursed upon review and approval of a complete expense report, performance report, and consistent with the cooperative funding agreement. Local agency revenues provided to OCTA for ongoing operating assistance will be in accordance with terms identified in the cooperative funding agreement.

Project Cancellation

Projects deemed infeasible during the planning process will be cancelled and further expenditures will be prohibited except where necessitated to ~~bring the current phase to a logical conclusion~~ conclude the current phase.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.



Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall grant, and/or other sanctions to be determined. Audits may be conducted by the OCTA Internal Audit Department or an authorized agent.



Table 4-1
Point Breakdown for Transit Extensions to Metrolink (Project S)
(For Fixed Guideway Preliminary Engineering Call for Projects Only)

Financial Commitment/Partnership (20 points)		Transit Usage/Congestion Relief (16 points)	
Match funding (Complete Project; Capital)		Percent of Ridership from Commuter Rail Riders (Opening Year)	
>=30%	6	>=50%	8
29% to 20%	4	49% to 40%	6
19% to 11%	2	39% to 30%	4
10% (Program Minimum)	0	29% to 20%	2
Five-Year Operations Funding Plan Submitted and OCTA Concurrence with Assumptions*		<20%	0
Yes	10	Projected Average Daily Ridership (Opening Year)	
No	0	>=10,000	8
Level of Commitment from Private Partners		9,999 to 8,500	6
Binding Agreement	4	7,999 to 6,500	4
Commitment Letter	2	6,499 to 5,000	2
Project Readiness (8 points)		<5,000	0
Opening Year		Ease of Connections (14 points)	
By 2015	4	Number of Transit Modes Provided at Metrolink Station (Opening Year)	
By 2016	3	>9	8
By 2017	2	9 to 8	6
By 2018	1	7 to 6	4
Land Acquired for Total Project		<6	2
Yes	4	Average Walking Distance to Proposed Connections (From Metrolink Station; Feet; Opening Year)	
No	0	<250	6
Regional/Local Benefits (16 points)		251 to 500	4
Regional: Planned Employment (Jobs/Square Mile; Opening Year)**		501 to 750	2
>15,500	8	>500	1
15,500 to 13,001	6	Cost Effectiveness (16 points)	
13,000 to 8,500	4	Incremental Cost per Hour of System User Benefit****	
<8,500	2	\$15 to \$17.99	16
Regional: Daily Vehicle Miles Traveled Reduction (Opening Year)***		\$18 to \$20.99	12
>2,000	4	\$21 to \$23.99	8
2,000 to 1,501	3	>\$24	4
1,500 to 1,000	2	Approved Land Use (5 points)	
<1,000	1	Included in City Council-Approved Plan	
Local: Planned Population (Persons/Square Mile; Opening Year)**		Yes	5
>11,000	4	No	0
10,999 to 7,000	3	Safety (5 points)	
6,999 to 3,500	2	At-Grade Rail Crossings	
<3,500	1	No	5
		Yes	0

* May assume first three-years Congestion Mitigation Air Quality funded and no Project S funds for operations
 ** Average w/in 1/4 mile of each station
 *** Total w/in 2 miles of proposed route (one mile buffer)
 **** Incremental cost per hour of system user benefit from FTA "Summit" Program (in opening and horizon years)



Table 4-2
Point Breakdown for Transit Extension to Metrolink (Project S)
(For Bus and Station Van Program Only)

M2 Eligible	Yes	No
In Go Local Planning and/or 2011 Transit Study	Yes	No
Five-year Operations and Maintenance Plan	Yes	No
Total Project Cost (information only)	\$	(capital)

Financial Commitment/Partnership (18 points)

Match funding (capital)	
≥50%	10 points
40% - 49%	8 points
30% - 39%	6 points
20% - 29%	4 points
11% - 19%	2 points
Level of commitment from private partners	
Binding agreement	8 points
Commitment letter	4 points

Cost Effectiveness (20 points)

Operating subsidy per boarding opening year	
≤\$4.50	10 points
\$4.51 - \$8.50	8 points
\$8.51 - \$14.99	6 points
\$14.50 - \$18.00	4 points
Annualized cost per incremental passenger opening year	
≤\$7.00	10 points
\$7.01 - \$11.20	8 points
\$11.21 - \$14.20	6 points
\$14.21 - \$17.99	4 points
≥\$18.00	2 points

Project Readiness (20 points)

Estimated opening year	
By 2012	10 points
By 2013	8 points
By 2014	4 points
By 2015	2 point
Phase readiness	
Planning and environmental complete	10 points
ROW acquired or not applicable	5 points
Maintenance facilities available	1 points

Local/Regional Benefit (12 points)

Planned employment densities per square mile (within 1/4 mile of route) opening year	
>15,000	6 points
10,001 - 15,000	4 points
5,001 - 10,000	2 points
1,001 - 5,000	1 points

Transit Usage - Shuttle Bus (20 points)

Projected average daily boardings (first year)	
≥300	10 points
201 - 299	8 points
101 - 200	6 points
31 - 100	4 points
≤30	2 points
Percent of projected ridership from commuter rail	
≥70%	10 points
50% - 69%	6 points
30% - 49%	3 points

Transit Usage - Station Van (20 Points)

Projected average daily occupancy (first year)	
≥100%	10 points
90% - 99%	8 points
80% - 89%	6 points
Percent of projected ridership from commuter rail	
100%	10 points
<100%	0 points

Community Connections (10 points)

Average travel time to station from employment/activity center	
1 - 10 minutes	5 points
11 - 15 minutes	4 points
16 - 20 minutes	3 points
21 - 30 minutes	2 points
Connectivity/activity centers served by project	
Senior center(s)	1 point
Schools	1 point
Retail centers (over 000k feet)	1 point
Special event venues	1 point
Major employment centers	1 point
Connections to existing service	1 point

5 points maximum



Chapter 5 - Metrolink Gateways (Project T)

Overview

This M2 program establishes a competitive process for local agencies to convert Metrolink stations into regional gateways for enhanced operations related to high-speed rail service. Projects must meet specific criteria in order to compete for funding through this program. In addition, local agencies will be required to demonstrate the ability to fully fund operations on an ongoing basis using non-OCTA resources. Public-private partnerships² are encouraged but not required.

Objectives

- Convert Metrolink stations(s) to regional gateways that connect Orange County with planned future high-speed rail systems.
- Deliver improvements that are necessary to connect planned future high-speed rail systems to stations(s) on the Orange County Metrolink route.

Project Participation Categories

Multi-modal transit facilities provide expanded transportation options for regional and long distance travel. These “hubs” provide a vital link in the mobility chain. Availability of viable stations is a critical consideration for high speed rail service implementation. Each host community has unique needs and expectations related to high-speed rail systems. Conditions will differ from one location to the next and projects pursued under this program have significant latitude in how they address the challenge of delivering supporting facilities for high speed rail services. Converting a station may include modifying and/or relocating the station. The program categories listed below identify key project elements that can be pursued through the Project T funding source. Public-private partnerships and local funding sources may be used to leverage these elements.

- Station and passenger facilities necessary to support planned high-speed rail system³
- Parking structures related to expanded high-speed rail service
- Track improvements (e.g., track, switching, signal equipment)
- Traffic control enhancements for ingress/egress from public roadways

² Public-private partnerships are defined as direct financial contributions or right-of-way dedications for eligible program activities.

³ Program should not build retail or other leasable space. Mixed Use and TOD elements will be the responsibility of others.



- Aesthetics limited to 10 percent of the Project T funds (specifically limited to: landscaping, non-standard lighting, and on-site signage)
- On-site public art expenses limited to one percent of Measure M funds in order to improve the appearance and safety of the facility
- Off-site improvements cannot exceed 5 percent of Measure M funding request⁴
- Bond financing costs
- Construction Management (not to exceed 15 percent of construction cost)

Commercial facilities that are not transit related are not eligible for Measure M funds.

Eligibility Requirements

Minimum eligibility and participation requirements must be considered before a project funding application should be submitted. Adherence to strict funding guidelines is required by the Ordinance. Additional standards have been established to provide assurance that M2 funds are spent in the most prudent, effective manner. There is no guarantee that funding will be approved during a particular call for projects. If no acceptable project is identified during a funding cycle, a subsequent call for projects will be scheduled at an appropriate time.

- Station must be included as part of a planned future high-speed rail system.
- Station must be identified in constrained or unconstrained chapters of the 2008 Regional Transportation Plan for the initial M2 funding cycle
- Agency must demonstrate sufficient funding for first five years of operation with financial plan outlining funding strategy for ongoing operations and maintenance (cannot include OCTA funding sources)
- Project applications must be for complete projects (environmental clearance through construction)
- Project application must meet minimum competitive score to be deemed eligible and “of merit” (as determined by OCTA Board of Directors)
- Capital improvements must adhere to public bidding requirements
- Complete applications must be approved by the applicant City Council prior to submittal to OCTA to demonstrate adequate community and elected official support for initial consideration
- Applicant must be eligible to receive Measure M funding (established on an annual basis) to participate in this program

⁴ “Off-site” improvements adjacent to the project site such as monumentation, traffic control, etc.



Funding Estimates

The program will make an estimated \$186 million (nominal dollars) available during the initial 21-year period of the program (Fiscal Year 2011 through 2031). For the initial call for projects, bonds were issued in fiscal year (FY) 2011 and FY 2012, making the maximum net programming amount of \$82.3 million available after deducting for bond costs. Funding for the remaining nine-year period of M2 will not be programmed until a future call for projects is warranted. This approach provides a hedge against economic uncertainty and preserves funding for future system expansion.

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. Emphasis is placed on projects with firm funding commitments and overall project readiness as shown on Table 5-1. In addition, projects will be evaluated based upon existing and future transit usage, intermodal connectivity, and community land use attributes. Although a local match commitment is not required, projects that leverage M2 funds with at least 10 percent from other sources are encouraged and will be more competitive.

Application Process

Project grants are determined through a competitive application process. Local agencies seeking funding must complete a formal application and provide supporting documentation that will be used to fully evaluate the project proposal as outline below.

Complete information application

- Provide funding/operations plan
- Grants subject to a cooperative funding agreement

A call for projects for the initial funding cycle was issued in January 2009. The need for a future call will be determined by the OCTA Board of Directors. Complete project applications must be submitted by the established due date to be considered eligible for consideration.

The funding plan shall include, at a minimum, the following information:

- Financials (Funding needs, match rate funding availability, operations funding assurances, public-private partnership arrangements, bond financing projections)
- Project development and implementation schedule
- High speed rail ridership projections
- Any additional information deemed relevant by the applicant

Applications will be reviewed by the Authority for consistency, accuracy and concurrence. Once applications have been completed in accordance with the program requirements,



the projects will be scored, ranked and submitted to the T2020 Committee and Board of Directors for consideration and funding approval.

The final approved application (including Financial Plan) will serve as the basis for any funding agreement required under the program.

Reimbursements

This program is administered on a reimbursement basis for capital improvements, planning design, right-of-way acquisition, and related bond financing costs. Reimbursements will be disbursed upon review and approval of a complete expense report, performance report, and consistent with the executed cooperative agreement.

Status Reports

Projects selected for funding will be subject to submittal of an annual financial plan update in order to receive project reimbursement payments during the following fiscal year. The updated financial plan will be due as a supplement to the annual Measure M eligibility process (typically due on June 30th).

Project Cancellation

Projects deemed infeasible during the planning process will be cancelled and further expenditures will be prohibited (except where necessitated to bring the current phase to a logical conclusion). Right-of-way acquired for projects which are cancelled prior to construction will require repayment to the contributing funding program(s) within a reasonable time as determined by the Board.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall grant, and/or other sanctions to be determined. Audits shall be conducted by OCTA Internal Audit department or other authorized agent either through the normal annual process or on a schedule to be determined by the OCTA Board of Directors.

Proceeds from the sale of excess right-of-way acquired with program funding must be paid back to the project fund as described in the executed funding agreement.



Application Guidelines

Funding grants provided through M2 are determined through a competitive application process. Project selection is based upon merit utilizing a series of qualitative and quantitative criteria. Candidate projects are required to submit a financial plan with sufficient data to enable an adequate evaluation of the application. Each jurisdiction is provided broad latitude in formatting, content and approach. However, key elements described below must be clearly and concisely presented to enable timely and accurate assessment of the project.

Financial Details

Each candidate project must include all phases through construction of facilities and implementation of service. The financial plan will include, at a minimum, the following information:

- Estimated project cost for each phase of development (planning, environmental, permitting, design, right-of-way acquisition, construction, and project oversight)
- Funding request for each phase of project implementation with match funding amounts and sources clearly identified
- Realistic project schedule for each project phase
- Demonstrated financial commitments for match funding and ongoing operations (through first five years of operation)
- Discussion of contingency planning for revenue shortfalls
- Revenue projections and methodology where on-site commercial activity or advertising revenue is expected to support implementation and/or operations costs
- Right-of-way status and strategy for acquisition
- Revenue sharing proposals (where applicable)

Technical Attributes

The formal application must include feasibility and efficacy components to demonstrate transportation benefit to ensure the selected project(s) meet the spirit and intent of M2. Merit will be demonstrated through technical attributes and industry standard methodologies. The following site-specific data will be included and fully discussed in the application:

- Current employment estimates within five mile radius of project site (cite reference)
- Freeway lane miles within five mile radius of site (provided by OCTA upon request)
- Planned job density within 1,500' radius of project boundary based upon current General Plan



- Planned housing density within 1,500' radius of project boundary based upon current General Plan
- Daily transit boardings within five mile radius of project boundary (include rail and fixed route bus/shuttle)
- Daily transit boardings growth within five mile radius of project boundary with projection methodology fully presented for opening day operations
- Description of all transit modes serviced by the site at time of application
- Discussion of new transit modes (including high speed rail) served by the site as a result of proposed project (opening day)
- Service coordination plan (how will proposed project facilitate transfer between transit services?)

Other Application Materials

Supporting documentation will be required to fully consider each project application. In addition to the funding plan described above, local agencies will be required to submit the following materials:

Council Resolution: A Council Resolution authorizing request for funding consideration with a commitment of project match funding (local sources) and operating funds as shown in the funding plan.

Lease/Cost Sharing Agreements: Copies of leases, cost sharing (match funding), and/or land dedication documents. Confidential agreements may be included by reference when accompanied by affidavit from City Treasurer or Finance Director.

Project Documentation: If proposed project has completed initial planning activities (such as PSR or equivalent, EIR, or design), evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion or planning phases. The applicant will be asked for detailed information only if necessary to adequately evaluate the project application.



TABLE 5-1

Point Breakdown for Metrolink Gateways (Project T)
Maximum Points = 100

Financial Commitment (30 points)		Transit Usage (20 points)	
Total Project Cost (information only)		Existing transit boardings (within 5 miles)	
\$ (capital)	(No Points)	>75,000 a day	4 points
		50,000 to 75,000 a day	3 points
Percent of M2 for capital		25,000 to 49,000 a day	2 points
50% or less	16 points	<25,000 a day	1 point
51% to 65%	12 points		
66% to 80%	8 points	Transit boardings growth (within 5 miles)	
81% to 90%	4 points	>20,000 daily increase	8 points
Level of commitment from private partners		15,000 to 20,000 daily increase	6 points
Investment agreement (binding)	8 points	10,000 to 14,900 daily increase	4 points
Commitment letters	2 points	<10,000 daily increase	2 points
OCTA concurrence with financial assumptions/analysis		Consistent ridership projections	
Yes	6 points	100% to 110% of OCTAM*	
No	0 points	111% to 120% of OCTAM	
		121% to 140% of OCTAM	
		<i>*Projections below OCTAM get 8 points</i>	
Readiness (20 points)		Intermodal Connections (18 points)	
High-speed rail system status		Number of current transit modes provided	
In constrained 2008 RTP	10 points	>6	5 points
Added in unconstrained RTP	2 points	4 to 6	3 points
Land acquired for total project		<4	1 point
Yes	5 points	Future increase in the number of transit modes	
No	0 points	>5 added	10 points
Project design status		3 to 5 added	6 points
Design complete	5 points	<3 added	2 points
Environmental complete	3 points	OCTA concurrence with intermodal analysis	
PSR equivalent complete	1 point	Yes	3 points
		No	0 points
Regional Markets / Land Use (12 points)			
Adjacent freeway lane miles (within five miles)			
>500 lane miles	3 points		
400 to 500 lane miles	2 points		
<400 lane miles	1 point		
Current employment (within 5 miles)			
>350,000	3 points		
200,000 to 350,000	2 points		
<200,000	1 point		
Planned job density within 1,500 feet			
>2.0 avg. floor area ratio	3 points		
1.5 to 2.0 avg. floor area ratio	2 points		
<1.5 avg. floor area ratio	1 point		
Planned housing density within 1,500 feet			
>35 dwelling units/acre			
20 to 35 dwelling units/acre			
<20 dwelling units/acre			

* OCTAM - Orange County Transportation Analysis Model



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Chapter 6 - Community Based Transit/Circulators (Project V)

Overview

The Measure M2 (M2) Project V- Community-Based Transit/Circulators Program establishes a competitive process to enable local jurisdictions to develop community based local transit services that complement regional transit services, and meet needs in areas not adequately serviced by regional transit. Projects must meet specific criteria in order to compete for funding through this program. In addition, local jurisdictions will be required to demonstrate the ability to provide funding match for capital and ongoing local share of operations and maintenance using non-Orange County Transportation Authority (OCTA) resources¹. Public-private partnerships² are encouraged but not required. Local jurisdictions may partner with each other.

Regional Transit: Regional Transit services are provided by OCTA, specifically through routes 1 through 99 (and excluding those route sections that perform less than 10 boardings per revenue vehicle hour). Additional information on OCTA routes and schedules can be accessed from OCTA website at www.octa.net.

Objectives

- To provide community transit service that is safe, clean and convenient.
- To encourage new, well-coordinated, flexible transportation systems customized to each community's needs.
- To develop local bus transit services such as community-based circulators, shuttles, and bus trolleys that complement regional bus and rail service.
- To meet transportation needs in areas not served by regional transit.

Project Participation Categories

Transit needs may differ from one location to the next, and projects pursued under this program have significant latitude on how the challenge of delivering community based transit will be delivered. The program categories listed below identify key project elements that can be pursued through the Project V funding source. The program categories eligible for funding through Project V are:

Planning for new service (Up to \$50,000 per agency)

¹ Fairshare revenues are considered non-OCTA resources.

² Public-private partnerships are defined as direct financial contributions or sponsorships for eligible program activities



- Need for Community-Based Transit/Circulator Services
- Origin and Destination Studies
- Surveys and Marketing Research
- Development of Proposed Service Plans
- Transit Coordination Studies

Capital

- Bus and vehicle leases/purchases for the purposes of providing community based circulators, shuttles, and trolleys
- Equipment for the deployment, implementation and use of Project V-funded services, including but not limited to:
 - Bike racks
 - Software
 - Communications equipment
 - Fare collection equipment
 - Passenger amenities
 - Americans with Disabilities Act (ADA) equipment for vehicles
- Maintenance facilities and fueling stations required for the new transit service
- Bus stop improvements (including signage, furniture, and shelters) for Project V funded service stops only.

Operations and Maintenance

- Fixed route, deviated fixed route, demand responsive, seasonal community transit and shuttle services including administration, operations and maintenance of services
- Services to be operated by OCTA. Local agencies may propose an alternate service provider which will be considered at the discretion of OCTA
- Parking leases needed in response to expanded transit services
- Special event shuttle services for events that will create significant congestion
- Other flexible and innovative transit services contingent on the service plan and anticipated service performance
- Marketing efforts including expenditures related to service schedules, marketing materials such as flyers and brochures, and community outreach efforts. Project V contributions for marketing will be capped at \$25,000 for the startup cost and up to \$10,000 annually thereafter for the remaining grant period.

Agencies may be awarded a total from all project categories of no more than \$550,000 annually for a period of up to seven years per project.



Ineligible Categories

Project V funds may not be used for the following:

- right of way acquisition
- to supplant existing transit services (subject to the Regional Transit definition in Section 1)
- fare subsidies

Project Category Requirements

All projects funded through Project V must comply with the Comprehensive Transportation Funding Programs Guidelines, unless specifically noted in the agreement with the local agency and must comply with applicable state and federal laws, including American with Disabilities Act (ADA) requirements for transit services.

Planning for New Service

Cities must provide a scope of work for the proposed planning document requesting Project V funds. The scope must include project need and goals and objectives for the proposed or considered service. OCTA transit planning staff must be included in the development of any planning documents funded through the Project V planning category. Planning documents must include specific recommendations for community-based transit/circulator services that can be implemented within the operating subsidy provided through Project V and must consider coordination with existing services. Plans may also consider ways to eliminate duplication of service or to improve service by combining resources. Progress on planning projects must be reported to OCTA through the semi-annual review process. Agencies will be required to submit all data and planning documents to OCTA in order to receive final payment.

Capital

Project V funding is available to offset the costs of purchasing or leasing vehicles, equipment and other amenities as described in Section 3.2. Progress on capital projects must be reported to OCTA through the semi-annual review process. Agencies must inspect vehicle purchases to ensure they meet specifications prior to final acceptance and withhold retention until warranty issues and/or final acceptance is met. If vehicles are sold before the end of their useful life or if service is discontinued, agencies shall repay OCTA the same percentage of the sale price or estimated value based on straight line depreciation of asset consistent with the Project V percentage of the initial purchase.



Operations and Maintenance

OCTA has established an operating reserve as part of this program that may be used to support the costs of operations and maintenance. The operating reserve is subject to the following requirements:

- For seasonal community shuttles, fixed route service, event shuttle and similar services, the project must meet a minimum performance standard. The Project V funded service must achieve the performance standard of 6 passenger boardings per revenue vehicle hour (RVH) within the first 12 months of operations and must achieve the 10 passenger boardings per RVH within the first 24 months of operations and every year thereafter. For other proposed transit services such as vanpool, demand responsive, deviated fixed route service or another innovative service delivery model, a different ridership service standard may be required consistent with the type of service being proposed. Local agencies may propose an alternative ridership measure or standard, other than those listed above, which would be considered on a case by case basis.
- As part of the Project V service, local agencies must develop strategies to measure ridership satisfaction and on-time performance and must achieve an 85% on-time performance on an ongoing basis and rider satisfaction must be 90% satisfied based on customer surveys.
- Awarded agencies must submit operations and maintenance costs and ridership and fare performance data to OCTA on a quarterly basis. The OCTA Transit Committee will be provided with summarized information from these reports on a quarterly basis.
- OCTA will reimburse awarded agencies on a pro-rata basis but not to exceed \$9 per boarding, not to exceed 90 percent of net operating and maintenance costs whichever is less. The \$9 per boarding may increase annually by an OCTA-approved inflationary factor.
- Consistent with Federal Transit Administration guidelines, Americans with Disabilities Act (ADA) complementary paratransit service is required for certain types of transit operations. For Project V funded services, paratransit services will be covered with Project V funds through the OCTA Board policy. Agencies receiving Project V funds will be required to adopt a paratransit plan prior before starting operations.

Agency Match Requirements

Local funds are required to provide a minimum 10% non-OCTA match for all Project V components (see section 5.3 for instances where a higher match may be required for



operations and maintenance). The match may be comprised of any combination of private contributions, advertising revenues, local discretionary funds and farebox revenue. Farebox revenue cannot be used for capital match. The match may not be made up of in-kind services. Capital match funding commitments in excess of ten percent are eligible for additional points. The OCTA contribution for Operations and Maintenance will not exceed \$9 per boarding, therefore actual match provided by the local agency may be greater than 10% depending on the ridership. Agency match commitments will be incorporated into the funding agreement.

Eligibility Requirements

Minimum eligibility and participation requirements must be considered before a project funding application should be submitted. Adherence to strict funding guidelines is required by the M2 Ordinance. Additional standards have been established to provide assurance that M2 funds are spent in the most prudent, effective manner. There is no guarantee that funding will be approved during a particular call for projects. If no acceptable project is identified during a funding cycle, a subsequent call for projects will be scheduled at an appropriate time.

- Applicant must be eligible to receive M2 funding (established on an annual basis) to participate in this program
- Support recommendations from Transit System Study, OCTA Short Range Transit Plan, Go Local planning efforts and goals of the Sustainable Communities Strategy
- Supplement rather than supplant existing transit services and emphasize service to areas not served by transit
- Demonstrate local share of operations and maintenance funding for specific time horizon
- Demonstration of cost reasonableness for new bus stop improvements
- Agency must have a financial plan outlining a funding strategy for ongoing operations and maintenance (minimum of five years)
- The service operator is OCTA. Local agencies may propose an alternate service provider which will be considered at the discretion of OCTA
- Local agency will be required to enter into a cooperative funding agreement with OCTA
- All projects must include meeting ADA requirements, and these costs must be included in the project application
- Complete applications must be approved by the city council and partner jurisdictions prior to submittal to OCTA to demonstrate adequate community and elected official support for initial consideration



- Local agencies will be required to submit appropriate National Transit Database data to OCTA or local agency's operator must submit directly to the National Transit Database.

Application Process

Project V allocations are determined through a competitive application process. Local agencies seeking funding must complete a formal application and provide supporting documentation that will be used to fully evaluate the project proposal. An application for any proposed service must include a detailed funding/operations plan. Note that as described in Section 3.1, Project V funds are eligible for the development of a detailed funding/operations plan prior to submittal of an application for operation of the proposed service.

The project application for capital and operations and maintenance shall include, at a minimum, the following information:

- Project need, goals and objectives
- Project development and implementation schedule
- Funding plan (funding needs, match funding availability, operations funding assurances, and public-private partnership arrangements)
- Ongoing service and operations plan
- Operations and maintenance facility management
- Any additional information deemed relevant by the applicant
- Ridership Projection
- Coordination with existing services such as OCTA transit services, existing Project V services, Metrolink, I-Shuttle, Anaheim Transportation Network and/or Senior Mobility Program

The project application for planning for new projects shall include a scope of work for the proposed planning document requesting Project V funds. The scope must include project need and goals and objectives for the proposed or considered service.

Complete project applications must be submitted by the established due date to be eligible for consideration.

Applications will be reviewed by OCTA for consistency, accuracy, and concurrence. For applications completed in accordance with the program requirements, the projects will be scored, ranked and submitted to the Executive Committee, and the Board for consideration and funding approval. The process is expected to be concluded by June 30, 2016.

The final approved application (including funding plan) will serve as the basis for any funding agreement required under the program. The approved projects will be subject to



the Comprehensive Transportation Funding Programs (CTFP) Guidelines for project delivery requirements.

Application Guidelines

Project selection is based upon merit utilizing a series of qualitative and quantitative criteria. Candidate projects are required to submit a financial plan with sufficient data to enable an adequate evaluation of the application. Each jurisdiction is provided broad latitude in formatting, content, and approach. However, key elements described below must be clearly and concisely presented to enable timely and accurate assessment of the project.

Financial Details

Each candidate project application must include all phases through construction of facilities. The financial plan will include, at a minimum, the following information:

- Estimated project cost for each phase of development (planning, environmental, permitting, design, right-of-way acquisition, equipment and vehicle acquisition, construction, and project oversight)
- Preliminary cost estimates for operations and maintenance should be coordinated with OCTA.
- Funding request for each phase of project implementation with match funding amounts and funding sources clearly identified
- Demonstrated financial commitments for match funding and ongoing operations
- Discussion of contingency planning for revenue shortfalls
- Revenue projections and methodology where commercial activity is expected to support implementation and/or operations costs
- Project readiness status
- Realistic project schedule for each project phase

Scoring Criteria

Specific selection criteria will be used to evaluate the competitive program project applications. Emphasis is placed on projects with firm financial commitments and overall project readiness as shown in the Project V scoring criteria. In addition, projects will be evaluated based upon ridership projections, areas served, cost effectiveness and local/regional benefits.

The formal application must include feasibility and efficacy components to demonstrate transportation benefit to ensure the selected project(s) meet the spirit and intent of M2. Merit will be demonstrated through technical attributes and industry standard methodologies. The following data will be included and fully discussed in the application:



- Matching funds
- Level of commitment from non-applicant partners
- Operating cost per boarding for opening year
- Annualized cost per incremental passenger trip for opening year
- Project readiness including projected opening year and phase readiness
- Projected daily boardings with projection methodology fully presented
- Community connections; connections to fixed route bus and rail
- Planned employment densities per square mile for opening year
- Planned population densities per square mile for opening year
- Projected annual visitors served by seasonal route
- Other Local and Regional Benefits
- Agency experience

Other Application Materials

Supporting documentation will be required to fully consider each project application. In addition to the information described above, local agencies will be required to submit the following materials:

Council Resolution: A council resolution authorizing request for funding consideration with a commitment of project match funding (local sources) and operating funds as shown in the funding plan.

Lease/Cost Sharing Agreements: Copies of leases, sponsorship, and/or advertising revenue documents. Confidential agreements may be included for reference when accompanied by affidavit from city treasurer or finance director.

Project Documentation: If the proposed project has completed initial planning activities (such as project study report or equivalent, environmental impact report, or design), evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion or planning phases. The applicant will be asked for detailed information only if necessary to adequately evaluate the project application.

Operations Plan: In addition to the financial details indicated in 8.1, the operations plan submitted shall include the following technical data: a route map, draft time table, headways, stop location listing, summary of vehicle types and characteristics, speed profile, fleet size, and any other applicable supporting documentation.

Reimbursements

The planning, capital and marketing and outreach programs are administered on a reimbursement basis. Planning, capital and marketing and outreach reimbursements will



be disbursed upon review and approval of a complete expense report, performance report, and consistent with the cooperative funding agreement. Local agency revenues provided to OCTA for ongoing operating assistance will be in accordance with terms identified in the cooperative funding agreement. If the agency uses an operator other than OCTA, then operations will be administered on a reimbursement basis.

Project Cancellation

Projects deemed infeasible during the planning process will be cancelled and further expenditures will be prohibited except where necessitated to bring the current phase to a logical conclusion.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall allocation, and/or other sanctions to be determined. Audits shall be conducted by the OCTA Internal Audit Department or other authorized agent either through the normal annual process or on a schedule to be determined by the OCTA Board.



**Table 6-1
Point Breakdown for Community Based Transit/Circulators (Project V)**

A. M2 Eligible	Yes	No
B. In Go Local Planning and/or 2011 Transit Study, Supports Goals of Sustainable Communities Strategy	Yes	No
C. Minimum five year operations and maintenance plan	Yes	No
D. Total Project Cost (information only)	\$ _____ (Capital)	

Financial Commitment/Partnership (18 points)

Match Funding (Capital)	
≥50%	10 points
40% - 49%	8 points
30% - 39%	6 points
20% - 29%	4 points
11% - 19%	2 points

Level of Commitment from non applicant for

O & M and Capital	
Binding Agreement	8 points
Commitment Letter	4 points

Cost-Effectiveness (20 points)

Operating Cost per Boarding Opening Year	
<\$6.00	10 points
\$6.01 - \$8.99	8 points
\$9.00 - \$11.99	6 points
\$12.00 - \$15.00	4 points

Annualized operating and capital cost per boarding opening year

<\$7.00	10 points
\$7.01 - \$10.00	8 points
\$10.01 - \$13.00	6 points
\$13.01 - \$16.00	4 points
\$16.01 - \$20.00	2 points

Project Readiness (20 points)

Estimated Opening Year	
By 2014	10 points
By 2015	8 points
By 2016	4 points
By 2017	2 points

Phase Readiness

Planning and Environmental complete	10 points
ROW acquired or not applicable	5 points
Maintenance facilities available	1 points

Community Connections (13 points maximum)

Connectivity/Activity Centers Served by Project	
Senior center(s)	1 point
Schools	1 point
Retail centers	1 point
Special event venues	1 point
Major employment centers (over 250 persons)	1 point
Connections to existing service	1 point

Fixed-Route Bus/Rail Connections (8 points)

Number of fixed-route bus/rail connections (w/in 1/4 mil	
≥8 connections	8 points
6 - 7 connections	6 points
3 - 4 connections	4 points
1 - 2 connections	2 points

Transit Usage (10 points)

Projected Average Daily Boardings (first year)	
>300	10 points
201 - 299	8 points
101 - 200	6 points
50 - 100	4 points

Local/Regional Benefit (9 points)

Planned Employment Densities per Square Mile (within 1/4 mile of route) Opening Year

>10,001	4 points
5,001 - 10,000	2 points
1,001 - 5,000	1 point

Planned Population Densities per Square Mile (within 1/4 mile of route) for Opening Year

>7,001	4 points
4,001 - 7,000	2 points
501 - 4,000	1 point

Projected Annual Visitors Served by Seasonal Route (4 points)

>500,000	4 points
250,000 - 499,000	3 points
249,000-100,000	2 points
99,000-50,000	1 point

Agency Experience (2 points maximum)

Previously Operated Community Based Service	
Shuttles or trolleys	1 Point
Vans or community circulator	1 Point
Any other service complementing regional bus and rail service	1 Point

O & M - Operations and maintenance
ROW - Right-of-Way



Chapter 7 - Regional Capacity Program (Project O)

Introduction

The RCP is a competitive program that will provide more than \$1 billion over a thirty-year period. The RCP replaces the Measure M local and regional streets and roads competitive programs (1991-2011).

Although each improvement category described in this chapter has specific eligible activities, the use of RCP funding is restricted to and must be consistent with the provisions outlined in Article XIX. The California State Controllers Guidelines Relating to Gas Tax Expenditures, which implements Article XIX, will provide additional clarification.

The MPAH serves as the backbone of Orange County's arterial street network. Improvements to the network are required to meet existing needs and address future demand. The RCP is made up of three (3) individual program categories which provide improvements to the network:

- The ACE improvement category complements freeway improvement initiatives underway and supplements development mitigation opportunities on arterials throughout the MPAH.
- The ICE improvement category provides funding for operational and capacity improvements at intersecting MPAH roadways.
- The FAST focuses upon street to freeway interchanges and includes added emphasis upon arterial transitions to interchanges.

Projects in the arterial, intersection, and interchange improvement categories are selected on a competitive basis. All projects must meet specific criteria in order to compete for funding through this program.

Also included under the RCP is the Rail Grade Separation Program (RGSP), which is meant to address vehicle delays and safety issues related to at-grade rail crossings. Seven rail crossing projects along the MPAH network were identified by the CTC to receive TCIF. TCIF allocations required an additional local funding commitment. The RGSP captures these prior funding commitments. Future calls for projects for grade separations are not anticipated.



Funding Estimates

Funding will be provided on a pay-as-you go basis. The RCP will make an estimated \$1.1 billion (in 2005 dollars) available during the 30-year M2 program. Programming estimates are developed in conjunction with periodic calls for projects. Funding is shared with intersection, interchange and grade separation improvement categories. No predetermined funding has been set aside or established for street widening.

Programming Approach

Programming decisions are based upon project prioritization ranking, feasibility and readiness. Each round of funding has resulted in a diverse range of activities, cost and competitive score. Funding applications may seek financial assistance for planning, engineering, right of way, construction or a combination of these activities. Effective grant programs include a combination of project development as well as implementation projects. In order to ensure continued distribution of funding opportunities between small and large scale projects, a tiered funding approach will be used.

An estimated \$32 million will be available for Project O programming during the 2018 Call for Projects. Category 1 projects are limited to those projects requesting \$5 million or less. Category 2 projects are defined as those requesting more than \$5 million in Measure M2 funds.

Tiered Funding Approach: The two-tiered funding (Tier 1 and Tier 2) approach will only be applicable to the RCP. This approach is proposed to prioritize high scoring projects while providing a balanced program with funding availability for small and large projects. The first tier is for projects scoring 50 points or higher, and the second tier is for projects scoring below 50 points. Within Tier 1, two categories would be established with 60 percent (Category 1) of the M2 funds available for smaller projects (requesting \$5 million or less), and 40 percent (Category 2) of the M2 funds available for larger projects (requesting \$5 million or more). This approach is intended to broaden the distribution of M2 funds to higher scoring/lower cost projects and retain the ability to fund larger projects without placing formal funding caps on allocations. Any M2 funds not used in Tier I would move to Tier 2 (projects scoring less than 50 points). A funding split between small and large projects is not recommended for Tier 2.

Applications may be for any project phase provided it represents a meaningful, logical terminus and is consistent with scoping from a previously funded project if applicable (i.e., if engineering was previously funded, the right of way and/or construction request must be for the same project scope).



Category 1 (60%)

Category 2 (40%)

Tier I >=50 points

- \$0 - \$5 million
- Score at least 50 points
- Logical, standalone project
- Unallocated balance shifts to Tier II for programming

- \$5+ million request
- Score at least 50 points
- Logical, standalone project
- Unallocated balance shifts to Tier II for programming

Tier II < 50 points

- Balance of unallocated funds from Tier I prioritization
- Request can be of any dollar value to compete in Tier II
- Multiple segments of the same project cannot be submitted under both categories.

If a project is partially funded under Tier I, additional funding will not be considered under Tier II.



Section 7.1 - Arterial Capacity Enhancements (ACE)

Overview

The MPAH serves as the backbone of Orange County's arterial street network. Improvements to the network are required to meet existing needs and address future traffic demand. The ACE improvement category complements freeway improvement initiatives underway, supplements development mitigation activities and enables improvements based upon existing deficiencies.

Projects in the ACE improvement category are selected on a competitive basis. Projects must meet specific criteria in order to compete for funding through this program.

Objectives

- Complete MPAH network through gap closures and construction of missing segments
- Relieve congestion by providing additional roadway capacity where needed
- Provide timely investment of M2 Revenues
- Leverage funding from other sources

Project Participation Categories

The ACE category provides capital improvement funding (including planning, design, right-of-way acquisition and construction) for capacity enhancements on the MPAH for the following:

- Gap closures – the construction of a roadway to its full MPAH build-out for the purpose of connecting two existing ends of that roadway by filling in a missing segment or for completing the terminus of an MPAH roadway. This applies to increased roadway capacity only as it relates to vehicular traffic.
- Roadway widening where additional capacity is needed
- New roads / extension of existing MPAH facility

Eligible Activities

- Planning, environmental clearance
- Design
- Right-of-way acquisition
- Construction (including curb-to-curb, lighting, drainage, etc.)



Potentially Eligible Items

Below is a list of potentially eligible items. However, final determination of the eligibility of all project related costs will be made at the time of reimbursement. Prior to the submittal of an application for funding, or at any point in the project life cycle, local agencies may meet with OCTA staff to review the eligibility of project related costs. Application review and approval does not guarantee the eligibility of all items.

- Direct environmental mitigation for projects funded by ACE (subject to limitations identified in precepts)
- Storm drains/catch basins/detention basins/bioswales/other pollutant discharge mitigation devices
- Sound walls (in conjunction with roadway improvement mitigation measures)
- Aesthetic improvements including landscaping within the project right-of-way (eligible improvements up to 10 percent of construction costs, provided costs are reasonable for the transportation benefit)
- ITS infrastructure (advance placement in anticipation of future project)
- Rehabilitation and/or resurfacing of existing pavement when necessitated by proposed improvement (such as change in profile and cross section)
- Improvements to private property if part of a right-of-way settlement agreement
- Utility relocation where the serving utility has prior rights as evidenced by a recorded legal document
- Roadway grading within the right-of-way (inclusive of any temporary construction easements and/or right-of-way agreement related improvements) should not exceed a depth for normal roadway excavation (e.g. structural section). Additional grading (e.g. over excavation for poor soil conditions) will be considered on a case by case basis. Agencies shall provide supporting documentation (e.g. soils reports, right-of-way agreements) to justify the additional grading.
- Additional right-of-way to accommodate significant pedestrian volumes or bikeways shown on a Master Plan of Bikeways or in conjunction with the "Complete Streets" effort. These will be considered for eligibility on a case by case basis during the application process.
- Installation of a pedestrian activated traffic signal where necessitated by pedestrian traffic warrants or other engineering criteria.

Environmental mitigation will be allowed only as required for the proposed roadway improvement, and only as contained in the environmental document. Program participation in environmental mitigation shall not exceed 25 percent of the total eligible construction costs.



Longitudinal storm drains are eligible for program participation when the storm drain is an incidental part (cost is less than 25 percent of the total eligible construction cost) of an eligible improvement. Program participation shall not exceed 10 percent of the cost of storm drain longitudinal/parallel and main lines. Storm drain inlets, connectors, laterals and cross culverts shall have full participation in ACE Program funding. Storm drains outside standard MPAH right-of-way widths are not eligible, excluding catch basins within reasonable distance and in general proximity to a project intersection (e.g. within ten feet of the curb return). Catch basins and drainage systems extending into adjacent areas (including public streets) shall not be eligible past the first catch basin designated by aforementioned criteria.

The relocation of detention basins/bioswales are potentially eligible dependent on prior rights and will be given consideration on a case by case basis (see utility relocations below).

Soundwalls are eligible only if they are required as part of the environmental mitigation for the proposed project and the Measure M contribution to the cost of soundwalls shall not exceed 25 percent of the total eligible project costs. Aesthetic enhancements and landscaping in excess of minimum environmental mitigation requirements are subject to limitations described in this section above.

Roadway grading will be eligible for structural sections within the roadway right of way. Additional grading required within the project limits will be subject to OCTA's review. OCTA will make the determination based on the additional documentation provided to demonstrate local agency's financial obligation to pay for such improvements. Rough roadway grading must be complete prior to project start.

Utility Relocations

The expenses associated with the relocation of utilities are eligible for RCP reimbursement only when all conditions listed below have been met:

- The relocation is made necessary due to conflict with proposed improvements.
- The facility to be relocated is within the project right-of-way.
- It has been determined that the local agency is legally liable for either a portion of or all of the relocation costs.

Liability can be determined by property rights, franchise rights/agreements, state and local statutes/ordinances, permits, a finding by the local agency's counsel, or other recorded legal document. Documentation providing proof of the local agency's liability for the costs of utility relocation must be submitted with an initial payment request (see Chapter 10). Utilities funded through enterprise funds shall not be eligible for reimbursement.



If a relocation is eligible to be reimbursed, and to be performed by the utility owner or by the utility owner's contractor, the work should be included in the right-of-way phase costs and clearly identified in the project application submittal. For eligible relocations to be performed during the construction phase by the local agency's contractor, the work should be included in the plans and specifications similar to other construction activities. Adjustment of existing utilities to grade (e.g. water valves, manhole frames and covers), due to new roadway cross sections are generally eligible in the construction phase subject to the limitations previously described. New or relocated fire hydrants are ineligible.

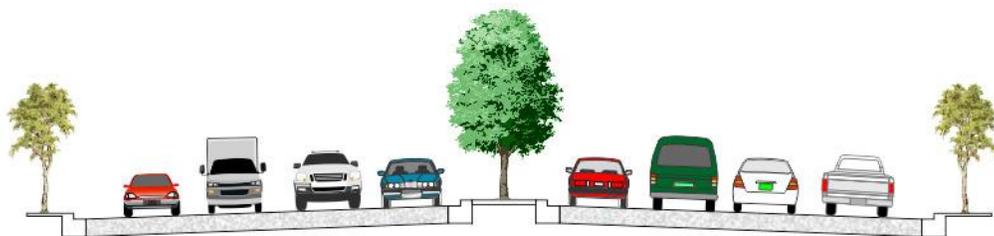
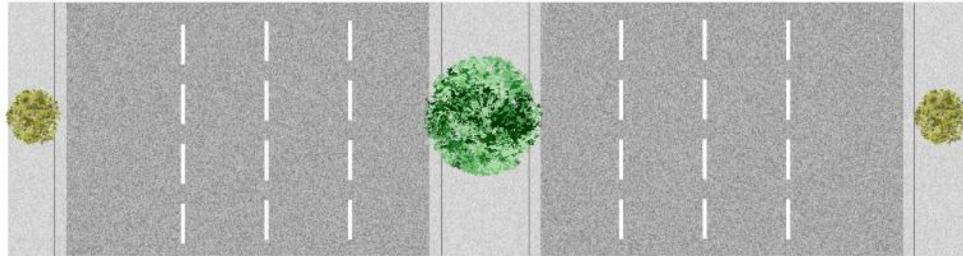
In all cases, eligible costs shall only include "in-kind" relocation. No reimbursements will be made for betterments above the cost of "in-kind" relocation. Additionally, costs submitted for program reimbursement must include any salvage credits received.

Ineligible Expenditures

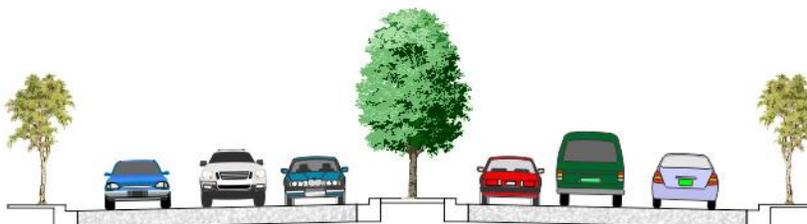
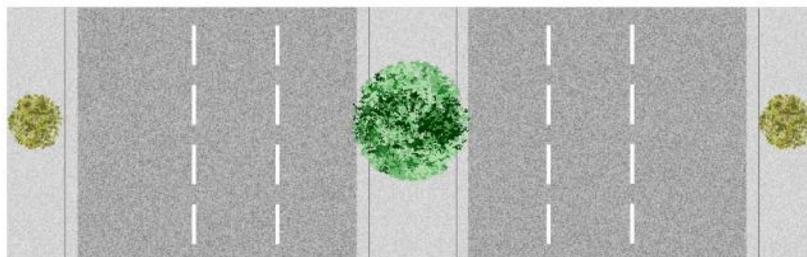
Items that are not eligible under the ACE Program are:

- Grading outside of the roadway right-of-way not related to a temporary construction easement or right-of-way agreement.
- Rehabilitation (unless performed as component of capacity enhancement project)
- Reconstruction (unless performed as component of capacity enhancement project)
- Grade Separation Projects
- Enhanced landscaping and aesthetics (landscaping that exceeds that necessary for normal erosion control and ornamental hardscape)
- Right-of-way acquisition and construction costs for improvements greater than the typical right-of-way width for the applicable MPAH Roadway Classification. (See standard MPAH cross sections in Exhibit 7-1) Where full parcel acquisitions are necessary to meet typical right-of-way requirements for the MPAH classification, any excess parcels shall be disposed of in accordance with the provisions of these guidelines, State statutes as outlined in Article XIX and the California State Controllers Guidelines Relating to Gas Tax Expenditures.
- Utility Betterments
- Construction of new utilities

Exhibit 7-1
Standard MPAH Cross Sections

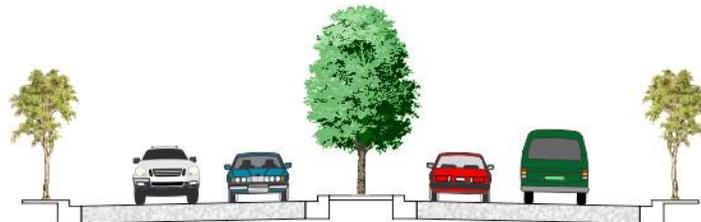
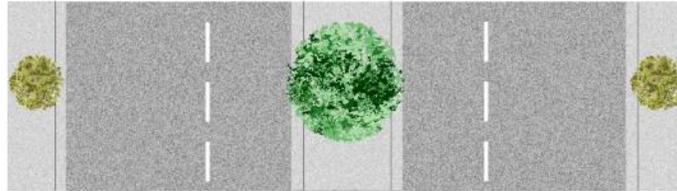


PRINCIPAL
144 FT
(8 LANES, DIVIDED)

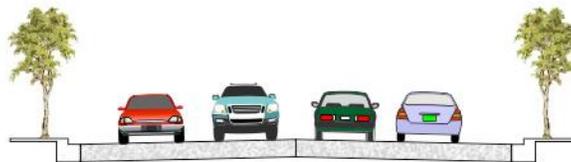
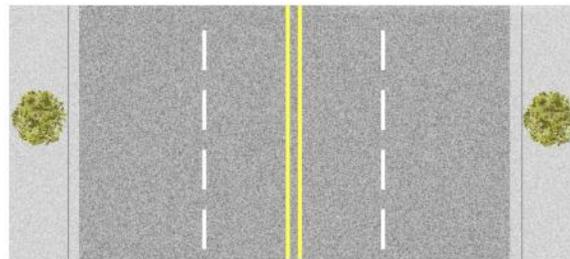


MAJOR
120FT
(6 LANES, DIVIDED)

Exhibit 7-1 *continued*
Standard MPAH Cross Sections

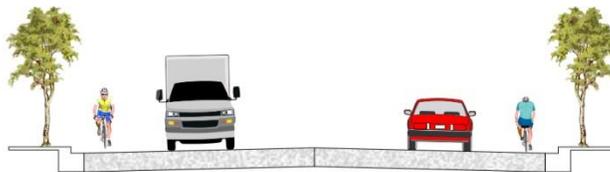
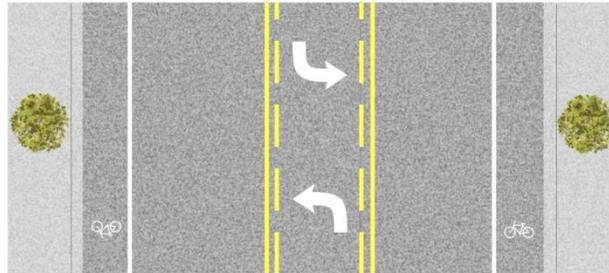


PRIMARY
100 FT
(4 LANES, DIVIDED)

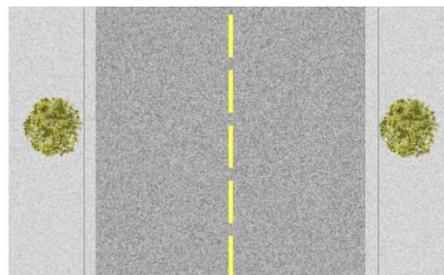


SECONDARY
80 FT
(4 LANES, UNDIVIDED)

Exhibit 7-1 *continued*
Standard MPAH Cross Sections



DIVIDED COLLECTOR
80 FT
(2 LANES, DIVIDED)



COLLECTOR
56 FT
(2 LANES, UNDIVIDED)



Master Plan of Arterial Highway Capacities

Below are the approximate roadway capacities that will be used in the determination of level of service:

<u>Type of Arterial</u>	<u>Level of Service</u>				
	A .51 - .60 v/c	B .61 - .70 v/c	C .71 - .80 v/c	D .81 - .90 v/c	E .91 - 1.00 v/c
8 Lanes Divided	45,000	52,500	60,000	67,500	75,000
6 Lanes Divided	33,900	39,400	45,000	50,600	56,300
4 Lanes Divided	22,500	26,300	30,000	33,800	37,500
4 Lanes (Undivided)	15,000	17,500	20,000	22,500	25,000
<u>2 Lanes Divided</u>	<u>9,000</u>	<u>12,000</u>	<u>15,000</u>	<u>20,000</u>	<u>22,000</u>
2 Lanes (Undivided)	7,500	8,800	10,000	11,300	12,500

Note: Values are maximum Average Daily Traffic

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. Emphasis is placed on existing usage, proposed Vehicle Miles Traveled (VMT), level of services benefits, local match rate funding and overall facility importance. Technical categories and point values are shown on Tables 7-1 and 7-2. Data sources and methodology are described below.

Projected/Current Average Daily Trips (ADT): Current ADT is the preferred method of measuring congestion. However, traffic counts projected to the year of opening for the project will be allowed as part of the competitive evaluation. These must be submitted along with current 24-hour traffic counts for the proposed segment for comparison purposes. The agency must submit the project projected ADT, current ADT, the delta, and justification of the increase. Regarding "current" counts, these are defined as those taken for a typical mid-week period within the preceding 12-months. Projects submitted without "current counts" will be considered incomplete and non-responsive. Project applications using projected ADT must use traffic counts taken within the preceding 12 months. Project applications not using projected ADT may use traffic counts taken within the preceding 36 months. **Note:** New facilities must be modeled through OCTAM and requests should be submitted to OCTA a minimum of six (6) weeks prior to application submittal deadline. **This deadline is September 98, 2016-2017 for the 2017-2018**



Call for Projects. If modeling requests are not submitted six (6) weeks prior to the application submittal deadline, the application will not be considered. For agencies where event, weekend, or seasonal traffic presents a significant issue, Average Annual Daily Traffic (AADT) counts can be used, provided the agency gives sufficient justification for the use of AADT.

VMT: Centerline length of segment proposed for improvement multiplied by the existing ADT for the proposed segment length. Measurement must be taken proximate to capacity increase. VMT for Improvements covering multiple discrete count segments are calculated on a weighted average basis.

Current Project Readiness: This category is additive. Points are earned for the highest qualifying designation at the time applications are submitted

- Right-of-Way (All easements and titles) – applies where no right-of-way is needed for the project or where all right-of-way has been acquired/dedicated.
- Right-of-Way (all offers issued) – applies where offers have been made for every parcel where acquisition is required and/or offers of dedication or orders of immediate possession have been received by the jurisdiction.
- Final Design (PS&E) – applies where the jurisdiction’s City engineer or other authorized person has approved the final design.
- Preliminary design (35 percent level) – will require certification from the City Engineer and is subject to verification.
- Environmental Approvals – applies where all environmental clearances have been obtained on the project.

Cost Benefit: Total project cost (including unfunded phases) divided by the existing ADT (or modeled ADT for new segments).

Funding Over-Match: The percentages shown apply to match rates above a jurisdiction’s minimum local match rate requirement. M2 requires a 50 percent local match for RCP projects. This minimum match can be reduced by up to 25 percentage points if certain eligible components are met. If a jurisdiction’s minimum match target is 30 percent and a local match of 45 percent is pledged, points are earned for the 15 percent over-match differential. The pledged amount is considered the committed match rate and will be required, at a minimum, from the local agency throughout the life of the project.

Transportation Significance: Roadway classification as shown in the current MPAH.

MPAH Needs Assessment Category: Segment designation as shown in the RCP Needs Assessment study.



Operational Attributes (within the roadway): This category is additive. Each category, except Active Transit Routes, must be a new feature added as a part of the proposed project.

- Pedestrian Facilities: Placement of a new sidewalk where **none currently exists** along an entire segment of proposed project.
- Meets MPAH configuration: Improvement of roadway to full MPAH standard for the segment classification.
- Active Transit Route(s): Segments served by fixed route public transit service.
- Bus Turnouts: Construction of bus turnouts.
- Bike Lanes: Installation of new bike lanes (Class I or II)
- Median (Raised): Installation of a mid-block raised median where none exists today. Can be provided in conjunction with meeting MPAH standards.
- Remove On-street Parking: Elimination of on-street parking in conjunction with roadway widening project. Can be provided in conjunction with meeting MPAH standards and installation of new bike lanes.
- Sustainability Elements: Includes the use of recycled materials during the roadway construction process (recycled aggregate or rubberized asphalt) or the installation of solar lighting within the roadway cross section. Other elements of sustainability may be considered on a case by case basis.
- Water Conservation: Includes elements that reduce water consumption. Such as the replacement of existing landscaping with hardscape and/or "California Native" drought tolerant type landscaping; the replacement of existing sprinklers with drip irrigation systems; the installation of new "grey" or recycled water systems where such does not currently exist.
- Safety Improvements: Project features that increase the safety of pedestrians. These elements can include the new installation of: median barriers, curb extensions, residential traffic diverters, pedestrian crossing islands, pedestrian activated signals, crosswalk enhancements, safety signage, and the addition, modification, or improvement of existing pedestrian signals. Other elements of safety may be considered on a case by case basis.
- Other (Golf cart paths in conformance with California Vehicle Code and which are demonstrated to remove vehicle trips from roadway).

Improvement Characteristics: Select one characteristic which best describes the project:

- Gap Closures: the construction of a roadway to its full MPAH build-out for the purpose of connecting two existing ends of that roadway by filling in a missing segment or for completing the terminus of an MPAH roadway. This applies to increased roadway capacity only as it relates to vehicular traffic.



- New Facility/Extensions: Construction of new roadways.
- Bridge crossing: Widening of bridge crossing within the project limits.
- Adds capacity: Addition of through traffic lanes.
- Improves traffic flow: Installation of a median, restricting cross street traffic, adding midblock turn lanes, or elimination of driveways.

LOS Improvement: This category is a product of the existing or projected LOS based upon volume/capacity– or v/c -- and LOS improvement “with project”. **Projects must meet a minimum existing or projected LOS of “D” (.81 v/c) “without project” condition to qualify for priority consideration for funding.** Existing LOS is determined using current 24-hour traffic counts (averaging AM/PM peaks) for the proposed segment. However, for projects where traffic volumes follow unconventional patterns, unidirectional volumes may be proposed as an acceptable alternate methodology for determining LOS. If unidirectional volumes are used for level of service calculations, ADT for the proposed direction of improvement shall serve as the basis for ADT, cost benefit and vehicle miles travelled (VMT) scoring categories. Projects that do not meet the minimum LOS “D” can be submitted, but are not guaranteed consideration as part of the competitive process.

If during the competitive process, it is determined that additional programming capacity exists after all eligible projects with LOS “D” have been funded, a consideration of projects with a minimum LOS “C” (.71 v/c) may be undertaken. Such consideration will be at the discretion of OCTA. Projects with an LOS better than “C” (.70 v/c) will not be considered.

Application Process

Project grants are determined through a competitive application process. Local agencies seeking funding must complete a formal application and provide supporting documentation that will be used to evaluate the project proposal as outlined below. Detailed instructions and checklists are provided in Chapter 9.

Complete application

- Funding needs by phase and fiscal year
- Local committed match funding source, confirmed through city council resolution or minute order
- Supporting technical information (including current traffic counts)
- Project development and implementation schedule
- Right-of-way status and detailed plan for acquisition/disposal of excess right-of-way. The right-of-way acquisition/disposal plan must be submitted using the “right-of-way acquisition/disposal plan” form provided by OCTA and available for download at <https://ocfundtracker.octa.net>.



- Any additional information deemed relevant by the applicant
- Grants subject to Master Funding Agreement

Calls are expected to be issued on an annual basis, or as determined by the Board. Complete project applications must be submitted by the established due date to be considered eligible for consideration.

Applications will be reviewed by OCTA for consistency, accuracy and concurrence. Once applications have been completed in accordance with the program requirements, the projects will be scored, ranked and submitted to the TSC, TAC and Board for consideration and funding approval.

Minimum Eligibility Requirements

Projects must have an existing or projected LOS "D" (.81 v/c) or worse to qualify for priority consideration for funding in this program.

All project roadways must be identified on the MPAH network. Local streets not shown on the MPAH are not eligible for funding through this program.

New Facilities

New facilities must be modeled through OCTAM. A local agency planning on submitting a request for funding for a new facility must submit a modeling request a minimum of six (6) weeks prior to the application submittal deadline. If modeling requests are not submitted six (6) weeks prior to the application submittal deadline, the application associated with the related project will not be considered. Any request for modeling **must be submitted to OCTA no later than September 98, 2016-2017** for the 2018⁷ Call for Projects.

Facility Modeling: For consistency purposes, all proposed new facilities will be modeled by OCTA using the most current version of OCTAM. Applicants may supplement their application with a locally-derived model with OCTAM used for validation purposes. The facility will be modeled with the lane capacity reflected in the application.

Average Daily Trips Determination: OCTAM will provide an "existing" ADT using a "with project" model run under current conditions. The ADT for the proposed segment will serve as the ADT value to be considered in the application.

LOS Improvement: LOS on existing facilities may be positively or negatively affected by a proposed new roadway segment through trip redistribution. A current condition model run is generated "with" and "without" the proposed project. The intent is to test the efficacy of the proposed segment. A comparison of these before and after project runs (using current traffic volumes) yields potential discernable changes in LOS. The greatest benefit is generally on a parallel facility directly adjacent to the proposed project. Trip



distribution changes generally dissipate farther from the project. For evaluation purposes, the segment LOS (determined through a simple volume / capacity calculation) for the “with” and “without project” will be used for the existing LOS and LOS improvement calculations.

Matching Funds

Local agencies are required to provide local match funding for each phase of the project. As prescribed by the M2 Ordinance, the minimum local match requirement is 50 percent with potential to reduce this amount if certain eligibility requirements are met. The amount pledged during the application process is considered the committed match rate and will be required, at a minimum, from the local agency throughout the life of the project. Actual project contributions by the local agency are dependent on final project costs and may not be equal to the committed match rate in the event of cost overruns. OCTA will not increase the funding grant to cover cost overruns. Ineligible expenditures do not contribute to the local match rate.

Other Application Materials

Supporting documentation will be required to fully consider each project application. In addition to the funding plan described above, local agencies will be required to submit the following materials:

Council Approval: A Council Resolution or Minute Order action authorizing request for funding consideration with a commitment of local match funding must be provided with the project application. **If a *draft* copy of the resolution is provided, the local agency must also provide the date the resolution will be finalized by the local agency’s governing body.** A final copy of the City Council approved resolution must be provided at least four (4) weeks **PRIOR** to the consideration of programming recommendations by OCTA’s Board of Directors.

Project Documentation: If proposed project has completed initial planning activities (such as Project Study Report (PSR) or equivalent, Environmental Impact Report (EIR), or design), evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion or planning phases. An electronic copy of the PSR and/or environmental document must be supplied as applicable. The applicant will be asked for additional detailed information if necessary to adequately evaluate the project application.

Pavement Management Supporting Documentation: The M2 Ordinance provides for a 10 percent reduction in the required local match if the agency can demonstrate a measurable improvement in Pavement Condition Index (PCI) (1-point increase or greater) over the previous reporting period, or if the agency can demonstrate a PCI that is within the



highest 20 percent of the scale (PCI of 75 or greater). If an agency is electing to take the 10 percent local match reduction, **supporting documentation indicating either the PCI improvement or PCI scale must be provided.**

Project Summary Information: With each application being recommended for funding, the agency shall submit a PowerPoint presentation summarizing the pertinent project information for review and discussion purposes. The presentation shall be no more than three (3) slides and should contain, at a minimum, a project description, project benefits, location map, and cost estimate. **OCTA staff will request the PowerPoint when/if a project is recommended for funding.**

Reimbursements

This program is administered on a reimbursement basis for capital improvements, planning, design, and right-of-way acquisition. Reimbursements will be disbursed upon review and approval of an acceptable initial payment submittal, final report, and consistency with Master Funding Agreement or cooperative agreement if federal funds are awarded. The reimbursement process is more fully described in Chapter 10 of this manual.

Project Cancellation

If a local agency decides to cancel a project, for whatever reason, the agency shall notify OCTA as soon as possible. Projects deemed infeasible during the planning phase shall bring that phase to a logical conclusion, file a final report, and cancel remaining phases so that remaining funds can be reprogrammed without penalty. All right-of-way funding received for property acquisition prior to cancellation shall be repaid upon cancellation even if property has been acquired. All construction funding received prior to cancellation shall be repaid upon cancellation.

Cancelled projects will be eligible to reapply upon resolution of issues that led to original project termination. Agencies can resubmit an application for funding consideration once either the cancellation of the existing funding grant has been approved by the OCTA Board or is in the process of approval through the semi-annual review. In the event the OCTA Board does not approve the cancellation, the lead agency will be required to withdraw the application.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation, which may include repayment, reduction in overall grant, and/or other sanctions to be determined. Audits shall be



conducted by OCTA's Internal Audit department or other authorized agent either through the normal annual process or on a schedule to be determined by the Board (see Chapter 11).

Proceeds from the sale of excess right-of-way acquired with program funding must be paid back to the project fund as described in Chapter 10 and the Master Funding Agreement.



TABLE 7-1

Regional Capacity Program Street Widening

	Category	Points Possible	Percentage	
Facility Usage				25%
	Existing ADT	10	10%	
	Existing VMT	10	10%	
	Current Project Readiness	10	5%	
Economic Effectiveness				20%
	Cost Benefit	10	15%	
	Funding Over-Match	5	5%	
Facility Importance				20%
	Transportation Significance	5	5%	
	MPAH Assessment Category	5	10%	
	Operational Efficiency	10	5%	
Benefit				35%
	Improvement Characteristics	10	10%	
	Level of Improvement and Service	25	25%	
<hr/>				
TOTAL		100	100%	



Table 7-2
ACE SCORING CRITERIA
Point Breakdown for Arterial Capacity Enhancement Projects
Maximum Points = 100

Facility Usage		Points: 25
Existing ADT		
<u>Range</u>		<u>Points</u>
45+	thousand	10
40-44	thousand	8
35 - 39	thousand	6
30 - 34	thousand	5
25 - 29	thousand	4
20 - 24	thousand	3
15 - 19	thousand	2
10-14	thousand	1
<10	thousand	0
VMT		
<u>Range</u>		<u>Points</u>
31+	thousand	10
26-30	thousand	8
22-25	thousand	6
18-21	thousand	5
14-17	thousand	4
11-13	thousand	3
8-10	thousand	2
4-7	thousand	1
<4,000	thousand	0
Current Project Readiness		Max Points: 10
		<u>Points</u>
Environmental Approvals		2
Preliminary Design (35%)		2
Right Of Way (All offers issued)		2
Final Design (PS&E)		4
Right Of Way (All easement and titles)		5
Points are additive, Design and ROW limited to highest qualifying designation		

Economic Effectiveness		Points: 15
Cost Benefit (Total \$/ADT)		
<u>Range*</u>		<u>Points</u>
<99		10
100 - 149		9
150 - 199		7
200 - 249		5
250 - 299		4
300 - 349		3
350 - 399		2
400 - 499		1
500+		0
Funding Over-Match (local match/project cost) minus minimum local match requirement		
<u>Range*</u>		<u>Points</u>
25+	%	5
20 - 24	%	4
15 - 19	%	3
10 - 14	%	2
5-9	%	1
0-4	%	0
*Range refers to % points above agency minimum requirement		

Facility Importance		Points: 20
Transportation Significance		
<u>Range</u>		<u>Points</u>
Principal or CMP Route		5
Major		4
Primary		3
Secondary		2
Collector		1
MPAH Assessment Category		
<u>Range</u>		<u>Points</u>
Category 1		5
Category 2		4
Category 3		3
Category 4		2
Category 5		1
Operational Attributes (within the roadway)	Maximum 10 points	<u>Points</u>
Pedestrian Facilities (New)		3
Meets MPAH Configs.		3
Bike Lanes (New)		3
Active Transit Route(s)		2
Bus Turnouts		2
Median (Raised)		2
Remove On-Street Parking		2
Water Conservation Elements		2
Safety Improvements		2
Sustainability		2
Other		2

Benefit:		Points: 35
<u>Improvement Characteristics</u>		
Gap Closure		10
New Facility/Extension		8
Bridge Crossing		8
Adds Capacity		6
Improves Traffic Flow		2
LOS Improvement	Max Points: 25	
Calculation: LOS Imp x LOS Starting Pt.		
Existing LOS Starting Point		
<u>Range</u>		<u>Points</u>
1.01+		5
.96 - 1.00		4
.91 -. 95		3
.86-.90		2
.81-.85		1
LOS Improvement W/Project (exist. volume)		
<u>Range</u>		<u>Points</u>
.20+		5
.16 -.19		4
.1 - .15		3
.05 - .09		2
.01 - .05		1



Section 7.2 - Intersection Capacity Enhancements (ICE)

Overview

The MPAH serves as the backbone of Orange County's arterial street network. Intersections at each intersecting MPAH arterial throughout the County will continue to require improvements to mitigate current and future needs. The ICE improvement category complements roadway improvement initiatives underway and supplements development mitigation opportunities.

Projects in the ICE improvement category are selected on a competitive basis. Projects must meet specific criteria in order to compete for funding through this program.

For the purposes of the ICE improvement category, the limits of an intersection shall be defined as the area that includes all necessary (or planned) through lanes, turn pockets, and associated transitions required for the intersection. Project limits of up to a maximum of 600 feet for each intersection leg are allowable. Projects that, due to special circumstances, must exceed the 600-foot limit, shall include in their application the request for a technical variance. The project shall be presented to the Technical Steering Committee by the local agency to request approval of the variance.

Objectives

- Improve MPAH network capacity and throughput along MPAH facilities
- Relieve congestion at MPAH intersections by providing additional turn and through lane capacity
- Improve connectivity between neighboring jurisdiction by improving operations
- Provide timely investment of M2 revenues

Project Participation Categories

The ICE category provides capital improvement funding (including planning, design, right-of-way acquisition and construction) for intersection improvements on the MPAH network for the following:

- Intersection widening – constructing additional through lanes and turn lanes, extending turn lanes where appropriate, and signal equipment
- Street to street grade separation projects



Eligible Activities

- Planning, environmental clearance
- Design (plans, specifications, and estimates)
- Right-of-way acquisition
- Construction (including bus turnouts, curb ramps, median, and striping)

Potentially Eligible Items

Below is a list of potentially eligible items. However, final determination of the eligibility of all project related costs will be made at the time of reimbursement. Prior to the submittal of an application for funding, or at any point in the project life cycle, local agencies may meet with OCTA staff to review the eligibility of project related costs. Application review and approval does not guarantee the eligibility of all items.

- Required environmental mitigation for projects funded by ICE
- Storm drains/catch basins/detention basins/bioswales/other pollutant discharge mitigation devices
- Sound walls (in conjunction with roadway improvement mitigation measures)
- Aesthetic improvements including landscaping within the project right-of-way (eligible improvements up to 10 percent of construction costs, provided costs are reasonable for the transportation benefit)
- Signal equipment (as incidental component of program), including the installation or upgrade of pedestrian countdown heads
- Bicycle detection systems
- Rehabilitation and/or resurfacing of existing pavement when necessitated by proposed improvement (such as change in profile and cross section)
- Improvements to private property if part of a right-of-way settlement agreement
- Utility relocation where the serving utility has prior rights as evidenced by a recorded legal document and are located within the roadway right-of-way.
- Roadway grading within the right-of-way (inclusive of any temporary construction easements and/or right-of-way agreement related improvements) should not exceed a depth for normal roadway excavation (e.g. structural section). Additional grading (e.g. over excavation for poor soil conditions) will be considered on a case by case basis. Agencies shall provide supporting documentation (e.g. soils reports, right-of-way agreements) to justify the additional grading.

Ineligible Items

- Grading outside of the roadway right-of-way not related to a temporary construction easement or right-of-way agreement.



- Right-of-way acquisition greater than the typical right-of-way width for the applicable MPAH Roadway Classification. Additional turn lanes not exceeding 12 feet in width needed to maintain an intersection LOS D requiring right-of-way in excess of the typical right-of-way width for the applicable MPAH classification shall be fully eligible. Where full parcel acquisitions are necessary to meet typical right-of-way requirements for the MPAH classification any excess parcels shall be disposed of in accordance with State statutes and the acquisition/disposal plan submitted in accordance with these guidelines.
- Enhanced landscaping and aesthetic improvements (landscaping that exceeds that necessary for normal erosion control and ornamental hardscape).

Environmental mitigation will be allowed only as required for the proposed roadway improvement and only as contained in the environmental document. Program participation in environmental mitigation shall not exceed 25 percent of the total eligible project costs.

Longitudinal storm drains are eligible for program participation when the storm drain is an incidental part (cost is less than 25 percent of the total eligible improvement cost) of an eligible improvement. Program participation shall not exceed 10 percent of the cost of storm drain longitudinal/parallel and main lines. Storm drain inlets, connectors, laterals and cross culverts shall have full participation in ICE improvement category funding. Storm drains outside standard MPAH right-of-way widths are not eligible, excluding catch basins within reasonable distance and in general proximity to a project intersection (e.g. within ten feet of the curb return). Catch basins and drainage systems extending into adjacent areas (including public streets) shall not be eligible past the first catch basin.

Soundwalls are eligible only if they are required as part of the environmental clearance for the proposed project and shall not exceed 25 percent of the total eligible project costs. Aesthetic enhancements and landscaping in excess of minimum environmental mitigation requirements are subject to limitations described in the "Potentially Eligible Item" section above.

The relocation of detention basins/bioswales/other pollutant discharge mitigation devices are potentially eligible dependent on who has prior rights and will be given consideration on a case by case basis (see utility relocations below).

Roadway grading is eligible for structural sections. OCTA assumes rough roadway grading is complete prior to project start and is considered an ineligible item.

Utility Relocations

The expenses associated with the relocation of utilities are eligible for RCP reimbursement only when all conditions listed below have been met:

- The relocation is made necessary due to conflict with proposed improvements.



- The facility to be relocated is within the project right-of-way.
- It has been determined that the local agency is legally liable for either a portion of or all of the relocation costs.

Liability can be determined by property rights, franchise rights/agreements, state and local statutes/ordinances, permits, a finding by the local agency's counsel, or other recorded legal document. Documentation providing proof of the local agency's liability for the costs of utility relocation must be submitted with an initial payment request (see Chapter 10). Utilities funded through enterprise funds shall not be eligible for reimbursement.

If a relocation is eligible to be reimbursed, and to be performed by the utility owner or by the utility owner's contractor, the work should be included in the right-of-way phase costs and clearly identified in the project application submittal. For eligible relocations to be performed during the construction phase by the local agency's contractor, the work should be included in the plans and specifications similar to other construction activities. Adjustment of existing utilities to grade (e.g. water valves, manhole frames and covers), due to new roadway cross sections are generally eligible in the construction phase.

In all cases, eligible costs shall only include "in-kind" relocation. No reimbursements will be made for betterments above the cost of "in-kind" relocation. Additionally, costs submitted for program reimbursement must include any salvage credits received.

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. Emphasis is placed on existing usage, LOS benefits, local match funding, and overall facility importance. Technical categories and point values are shown on Tables 7-3 and 7-4. Data sources and methodology are described below.

Projected/Current Average Daily Trips (ADT): Current ADT is the preferred method of measuring congestion. However, traffic counts projected to the year of opening for the project will be allowed as part of the competitive evaluation. These must be submitted along with current 24-hour traffic counts for the proposed segment for comparison purposes. The agency must submit the project projected ADT, current ADT, the delta, and justification of the increase. Regarding "current" counts, these are defined as those taken for a typical mid-week period within the preceding 12-months. Project applications using projected ADT must use traffic counts taken within the preceding 12 months. Project applications not using projected ADT may use traffic counts taken within the preceding 36 months. Project applications without "current" counts will be deemed incomplete and non-responsive. Average ADT for the east and west legs of the intersection will be added to the average ADT for the north and south legs.



For agencies where event or seasonal traffic presents a significant issue, Average Annual Daily Traffic (AADT) counts can be used, provided the agency gives sufficient justification for the use of AADT.

Current Project Readiness: This category is additive. Points are earned for each satisfied readiness stage at the time applications are submitted.

- Right-of-Way (all easements and titles) – applies where no right-of-way is needed for the project or where all right-of-way has been acquired/dedicated.
- Right-of-Way (all offers issued) – applies where offers have been made for every parcel where acquisition is required and/or offers of dedication or orders of immediate possession have been received by the jurisdiction. Documentation of right-of-way possession will be required with application submittal.
- Final Design (PS&E) – applies where the jurisdiction's City Engineer or other authorized person has approved the final design.
- Preliminary design (35 percent level) – will require certification from the City Engineer and is subject to verification.
- Environmental Approvals – applies where all environmental clearances have been obtained on the project.

Cost Benefit: Total project cost (included unfunded phases) divided by the existing ADT (or modeled ADT for new segments).

Funding Over-Match: The percentages shown apply to match rates above a jurisdiction's minimum match rate requirement. M2 requires a 50 percent local match for RCP projects. This minimum match can be reduced by up to 25 percentage points if certain eligible components are met. If a jurisdiction's minimum match target is 30 percent and a local match of 45 percent is pledged, points are earned for the 15 percent over-match. The pledged amount is considered the committed match rate and will be required, at a minimum, from the local agency throughout the life of the project.

Coordination with Contiguous project: Projects that complement a proposed arterial improvement project with a similar implementation schedule earn points in this category. This category is intended to recognize large projects that segregate intersection components from arterial components for funding purposes.

Transportation Significance: Roadway classification as shown in the current MPAH.

MPAH Needs Assessment Category: Segment designation as shown in the RCP Needs Assessment study.

Operational Attributes (within the roadway): This category is additive. Each category must be a new feature added as a part of the proposed project.

- Bike Lanes: Extension of bike lanes (Class I, II, or IV) through intersection



- Bus Turnouts: Construction of a bus turnout as a new feature.
- Lowers density: Addition of through travel lanes.
- Channels traffic: Addition and/or extension of turn pockets (other than free right turn).
- Free right turn: installation of new free right or conversion of an existing right turn to free right
- Protected/permissive left turn: Convert from protected to protected/permissive
- Pedestrian Facilities: Placement of a new sidewalk if none currently exists.
- Grade separations: Street to street grade separations and do not apply to rail grade separation projects which are covered by the grade separation program category.
- Sustainability Elements: Includes the use of recycled materials during the roadway construction process (recycled aggregate or rubberized asphalt) or the installation of solar lighting within the roadway cross section. Other elements of sustainability may be considered on a case by case basis.
- Water Conservation: Includes elements that reduce water consumption. Such as the replacement of existing landscaping with hardscape and/or "California Native" drought tolerant type landscaping; the replacement of existing sprinklers with drip irrigation systems; the installation of new "grey" or recycled water systems where such does not currently exist.
- Safety Improvements: Project features that increase the safety of pedestrians. These elements can include the new installation of: median barriers, curb extensions, residential traffic diverters, pedestrian crossing islands, pedestrian activated signals, crosswalk enhancements, safety signage, and the addition, modification, or improvement of existing pedestrian signals. Other elements of safety may be considered on a case by case basis.

LOS Improvement: This category is a product of the existing or projected LOS based upon volume/capacity– or v/c -- and LOS improvement "with project" using Intersection Capacity Utilization (ICU) calculation with 1,700 vehicles per lane per hour and a .05 clearance interval. Calculations will be based upon "current" arterial link and turning movement counts projected to opening year. **Projects must meet a minimum existing or projected LOS of "D" (.81 v/c) to qualify for priority consideration for funding.** Existing LOS is determined using current 24-hour traffic counts/turning movements (averaging AM/PM peaks) for the proposed segment utilizing Intersection Capacity Utilization (ICU) methodology and using 1,700 vehicles per lane/per hour and a .05 clearance interval.

For projects where traffic volumes follow unconventional patterns (e.g. unidirectional congestion, large disparity between AM and PM peaks, etc.) HCM 2010 may be proposed as an alternate methodology for determining LOS. HCM calculations must use SYNCHRO and be supported with complete calculation documentation using standard industry



approaches and current signal timing plans. If an alternative methodology is proposed, all analysis **must be submitted to OCTA for review no later than September 9, 2016** for the 2017 Call for Projects. OCTA will contract with an independent third party firm to review the technical analysis. The cost for the review will be charged to the applicant.

Projects that do not meet the minimum LOS "D" can be submitted, but are not guaranteed consideration as part of the competitive process.

If during the competitive process, it is determined that additional programming capacity exists after all eligible projects with LOS "D" have been funded, a consideration of projects with a minimum LOS "C" (.71 v/c) may be undertaken. Such consideration will be at the discretion of OCTA. Projects with an LOS better than "C" (.70 v/c) will not be considered.

Application Process

Project grants are determined through a competitive application process. Local agencies seeking funding must complete a formal application and provide supporting documentation that will be used to evaluate the project proposal as outlined below. Detailed instructions and checklists are provided in Chapter 9.

- Complete application
 - Funding needs by phase and fiscal year
 - Local match funding source, confirmed through city council resolution or minute order
 - Supporting technical information (including current arterial link and turning movement counts)
 - Project development and implementation schedule
 - Right-of-way status and a detailed plan for acquisition/disposal of excess right-of-way. The right-of-way acquisition/disposal plan must be submitted using the "right-of-way acquisition/disposal plan" form provided by OCTA and available for download at <https://ocfundtracker.octa.net>.
 - Any additional information deemed relevant by the applicant
- Grants subject to master funding agreement

Calls for projects are expected to be issued on an annual basis, or as determined by the Board. Complete project applications must be submitted by the established due date to be considered eligible for consideration.

Applications will be reviewed by OCTA for consistency, accuracy, and concurrence. Once applications have been completed in accordance with the program requirements, the projects will be scored, ranked and submitted to the TSC, TAC and Board for consideration and funding approval.



Minimum Eligibility Requirements

Projects must have an existing or projected LOS "D" (.81 v/c) or worse to qualify for priority consideration for funding in this program.

All project roadways must be identified on the MPAH network. Local streets not shown on the MPAH are not eligible for funding through this program.

Matching Funds

Local agencies are required to provide local match funding for each phase of the project. As prescribed by the M2 Ordinance, the minimum local match requirement is 50 percent with potential to reduce this amount if certain eligibility requirements are met. The amount pledged during the application process is considered the committed match rate and will be required, at a minimum, from the local agency throughout the life of the project. Actual project contributions by the local agency are dependent on final project costs and may not be equal to the committed match rate in the event of cost overruns. OCTA will not increase the funding grant to cover cost overruns. Ineligible expenditures do not contribute to the local match rate.

Other Application Materials

Supporting documentation will be required to fully consider each project application. In addition to the funding plan described above, local agencies will be required to submit the following materials:

Council Approval: A Council Resolution or Minute Order action authorizing request for funding consideration with a commitment of local match funding must be provided with the project application. **If a *draft* copy of the resolution is provided, the local agency must also provide the date the resolution will be finalized by the local agency's governing body.** A final copy of the City Council approved resolution must be provided at least four (4) weeks **PRIOR** to the consideration of programming recommendations by OCTA's Board of Directors.

Project Documentation: If proposed project has completed initial planning activities (such as PSR or equivalent, EIR, or design), evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion or planning phases. An electronic copy of the PSR and/or environmental document must be supplied as applicable. The applicant will be asked for additional detailed information only if necessary to adequately evaluate the project application.

Pavement Management Supporting Documentation: The M2 Ordinance provides for a 10 percent reduction in the required local match if the agency can demonstrate a measurable improvement in PCI (1 point or greater) over the previous reporting period, or if the



agency can demonstrate a PCI that is within the highest 20 percent of the scale (PCI of 75 or greater). If an agency is electing to take the 10 percent match rate reduction, supporting documentation indicating either the PCI improvement or PCI scale must be provided.

Project Summary Information: With each application being recommended for funding, the agency shall submit a PowerPoint presentation summarizing the pertinent project information for review and discussion purposes. The presentation shall be no more than three (3) slides and should contain, at a minimum, a project description, project benefits, location map, and cost estimate. **OCTA staff will request the PowerPoint when/if a project is recommended for funding.**

Reimbursements

This program is administered on a reimbursement basis for capital improvements, planning, design, and right-of-way acquisition. Reimbursements will be disbursed upon review and approval of an acceptable initial payment submittal, final report and consistency with Master Funding Agreement or cooperative agreement. The reimbursement process is more fully described in Chapter 10 of this manual.

Project Cancellation

If a local agency decides to cancel a project, for whatever reason, the agency shall notify OCTA as soon as possible. Projects deemed infeasible during the planning phase shall bring that phase to a logical conclusion, file a final report, and cancel remaining phases so that remaining funds can be reprogrammed without penalty. Right-of-way funding received for property acquisition prior to cancellation shall be repaid upon cancellation even if property has been acquired. Construction funding received prior to cancellation shall be repaid upon cancellation.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall grant, and/or other sanctions to be determined. Audits shall be conducted by OCTA's Internal Audit department or other authorized agent either through the normal annual process or on a schedule to be determined by the Board (see Chapter 11).



Proceeds from the sale of excess right-of-way acquired with program funding must be paid back to the project fund as described in Chapter 10 and the Master Funding Agreement.



TABLE 7-3

Regional Capacity Program Intersection Improvement

	Category	Points Possible	Percentage	
<i>Facility Usage</i>				25%
	Existing ADT	15	15%	
	Current Project Readiness	10	10%	
<i>Economic Effectiveness</i>				20%
	Cost Benefit	10	10%	
	Funding Over-Match	5	5%	
	Coordination with Contiguous Project	5	5%	
<i>Facility Importance</i>				30%
	Transportation Significance	5	5%	
	MPAH Assessment Category	5	5%	
	Operational Efficiency	20	20%	
<i>Benefit</i>				25%
	LOS Improvement	25	25%	
TOTAL		100	100%	



Table 7-4

ICE SCORING CRITERIA Point Breakdown for Intersection Capacity Enhancement Projects Maximum Points = 100

Facility Usage		Points: 25
ADT		
Range*		Points
60+	thousand	15
55 - 59	thousand	13
50 - 54	thousand	11
45 - 49	thousand	9
40 - 44	thousand	7
35 - 39	thousand	5
30 - 34	thousand	3
25 - 29	thousand	1
* AVG ADT for east and west legs plus AVG ADT for north and south legs of intersection		
Current Project Readiness		Max Points: 10
Range*		Points
Environmental Approvals		2
Preliminary Design (35%)		2
Right Of Way (All offers issued)		2
Final Design (PS&E)		4
Right Of Way (All easement and titles)		5
Points are additive, Design and ROW limited to highest qualifying designation		

Facility Importance		Points: 30
Transportation Significance		
Range		Points
Principal or CMP Route		5
Major		4
Primary		3
Secondary		2
Collector		1
MPAH Assessment Category		
Range		Points
Category 1		5
Category 2		4
Category 3		3
Category 4		2
Category 5		1
Operational Attributes (within the roadway)		Max Points: 20
Grade separations		10
Bus turnouts		4
Bike lanes		4
Ped. facilities (new)		4
Free right		4
Lowers density		3
Channels traffic		3
Protected/Permissive left turn		2
Water Conservation Elements		2
Safety Improvements		2
Sustainability		2

Economic Effectiveness		Points: 20
Cost Benefit (Total \$/ADT)		
Range*		Points
<20		10
21 - 30		9
31 - 50		7
51 - 75		5
76 - 100		3
>100		1
* = total cost / average ADT		
Funding Over-Match (local match/project cost) minus minimum local match requirement		
Range		Points
25+	%	5
20 - 24	%	4
15 - 19	%	3
10 - 14	%	2
5-9	%	1
0-4	%	0
Coordination with Contiguous Project		
Range		Points
yes		5
no		0
Coordination with ACE project with similar implementation schedule.		

Benefit:		Points: 25
LOS Improvement		Max Points: 25
Calculation: LOS Imp x LOS Starting Pt.		
Existing LOS (Peak Hour)		
Range		Points
1.01+		5
.96 - 1.00		4
.91 - .95		3
.86-.90		2
.81 - .85		1
LOS Reduction W/Project (exist. volume)		
Range		Points
.20+		5
.16 - .19		4
.10 - .15		3
.05 - .09		2
.01 - .05		1



Section 7.3 - Freeway Arterial/Streets Transitions (FAST)

Overview

The MPAH serves as the backbone of Orange County's arterial street network. Current and future needs at existing interchanges along MPAH highways and freeways will need to be addressed in order to improve connectivity between freeways and MPAH arterials. The interchange improvement program complements roadway improvement initiatives underway as well and supplements development mitigation opportunities.

Projects in the FAST improvement category are selected on a competitive basis. Projects must meet specific criteria in order to compete for funding through this program.

Objectives

- Improve transition to and from Orange County freeways
- Provide timely investment of M2 revenues

Project Participation Categories

The FAST category provides capital improvement funding (including planning, design, right-of-way acquisition and construction) for interchange improvements on the MPAH network for the following:

- MPAH facility interchange connections to Orange County freeways (including on-ramp, off-ramp and arterial improvements)

Eligible Activities

- Planning, environmental clearance
- Design
- Right-of-way acquisition
- Construction (including ramps, intersection and structural improvements/reconstruction incidental to project)
- Signal equipment (as incidental component of the program)

Potentially Eligible Items

Below is a list of potentially eligible items. However, final determination of the eligibility of all project related costs will be made at the time of reimbursement. Prior to the submittal of an application for funding, or at any point in the project life cycle, local agencies may meet with OCTA staff to review the eligibility of project related costs. Application review and approval does not guarantee the eligibility of all items.

- Direct environmental mitigation for projects funded by FAST (details below)



- Storm drains/catch basins/detention basins/bioswales/other pollutant discharge mitigation devices (details below)
- Aesthetic improvements including landscaping within the project right-of-way (eligible improvements up to 10 percent of construction costs, provided costs are reasonable for the transportation benefit)
- Rehabilitation and/or resurfacing of existing pavement when necessitated by proposed improvement (such as change in profile and cross section)
- Improvements to private property if part of a right-of-way settlement agreement
- Utility relocation where the serving utility has prior rights as evidenced by a recorded legal document
- Roadway grading within the right-of-way should not to exceed a depth for normal roadway excavation (e.g. structural section) or as required by temporary construction easements, and/or right-of-way agreement related improvements. Additional grading (e.g. over excavation for poor soil conditions) will be considered on a case by case basis.
- Auxiliary lanes if necessitated by interchange improvements
- Soundwalls (in conjunction with roadway improvement mitigation measures)

Environmental mitigation will be allowed only as required for the proposed roadway improvement, and only as contained in the environmental document. Program participation in environmental mitigation shall not exceed 25 percent of the total eligible project costs.

Longitudinal storm drains are eligible for program participation when the storm drain is an incidental part (cost is less than 25 percent of the total eligible improvement cost) of an eligible improvement. Program participation shall not exceed 10 percent of the cost of storm drain longitudinal/parallel and main lines. Storm drain inlets, connectors, laterals and cross culverts shall have full participation in FAST improvement category funding. Storm drains outside standard MPAH right-of-way widths are not eligible, excluding catch basins within reasonable distance and in general proximity to a project intersection (e.g. within ten feet of the curb return). Catch basins and drainage systems extending into adjacent areas (including public streets) shall not be eligible past the first catch basin.

Soundwalls are eligible only if they are required as part of the environmental mitigation for the proposed project and shall not exceed 25 percent of the total eligible project cost. Aesthetic enhancements and landscaping in excess of minimum environmental mitigation requirements are eligible at up to 10 percent of the total eligible construction costs, provided costs are reasonable for the transportation benefit.

The relocation of detention basins/bioswales are potentially eligible dependent on prior rights and will be giving consideration on a case by case basis (see utility relocations below).



Roadway grading is eligible for structural sections if within the standard MPAH cross section for the facility (inclusive of any temporary construction easements). OCTA assumes rough roadway grading is complete prior to project start and is considered an ineligible item.

Utility Relocations

The expenses associated with the relocation of utilities are eligible for RCP reimbursement only when:

- The relocation is made necessary due to conflict with proposed improvements.
- The facility to be relocated is within the project right-of-way.
- It has been determined that the local agency is legally liable for either a portion of or all of the relocation costs.

Liability can be determined by property rights, franchise rights/agreements, state and local statutes/ordinances, permits, a finding by the local agency's counsel, or other recorded legal document. Documentation providing proof of the local agency's liability for the costs of utility relocation must be submitted with an initial payment request (see Chapter 10). Utilities funded through enterprise funds shall not be eligible for reimbursement.

If a relocation is eligible to be reimbursed, and to be performed by the utility owner or by the utility owner's contractor, the work should be included in the right-of-way phase costs and clearly identified in the project application submittal. For eligible relocations to be performed during the construction phase by the local agency's contractor, the work should be included in the plans and specifications similar to other construction activities. Adjustment of existing utilities to grade (e.g. water valves, manhole frames and covers), due to new roadway cross sections are generally eligible in the construction phase.

In all cases, eligible costs shall only include "in-kind" relocation. No reimbursements will be made for betterments above the cost of "in-kind" relocation. Additionally, costs submitted for program reimbursement must be reduced by any salvage credits received.

Ineligible Projects

- Seismic retrofit projects (unless combined with eligible capacity enhancements)
- Enhanced landscaping and aesthetics (landscaping that exceeds that necessary for normal erosion control and ornamental hardscape).

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. Emphasis is placed on existing usage, level of services benefits, local match



funding and overall facility importance. Technical categories and point values are shown on Tables 7-5 and 7-6. Data sources and methodology are described below.

Projected/Current Average Daily Trips (ADT): Current ADT is the preferred method of measuring congestion. However, traffic counts and ramp volumes projected to the year of opening for the project will be allowed as part of the competitive evaluation. These must be submitted along with current 24-hour traffic counts for the proposed segment for comparison purposes. The agency must submit the project projected ADT, current ADT, the delta, and justification of the increase. Regarding “current” counts, these are defined as those taken for a typical mid-week period within the preceding 12-months. Project applications using projected ADT must use traffic counts taken within the preceding 12 months. Project applications not using projected ADT may use traffic counts taken within the preceding 36 months. Project applications without “current” counts will be deemed incomplete and non-responsive. Average ramp intersection volume for each interchange ramp will be used for the current counts. New facilities will rely on projected ramp volume based upon Caltrans approved projection.

For agencies where event or seasonal traffic presents a significant issue, Average Annual Daily Traffic (AADT) counts can be used, provided the agency gives sufficient justification for the use of AADT.

Current Project Readiness: This category is additive. Points are earned for each satisfied readiness stage at the time applications are submitted.

- Right-of-Way (all easements and titles) – applies where no right-of-way is needed for the project or where all right-of-way has been acquired/dedicated).
- Right-of-Way (all offers issued) – applies where offers have been made for every parcel where acquisition is required and/or offers of dedication have been received by the jurisdiction.
- Final Design (PS&E) – applies where the jurisdiction’s City engineer or other authorized person has approved the final design.
- Preliminary design (35 percent level) – will require certification from the City engineer and is subject to verification.
- Project Approvals/Environmental Documentation (PA/ED) – applies where a Project Report-level analysis has been completed and environmental approvals have been attained.

Cost Benefit: Total project cost (including unfunded phases) divided by the existing ADT (or modeled ADT for new segments).

Funding Over-Match: The percentages shown apply to match rates above a jurisdiction’s minimum local match requirement. M2 requires a 50 percent local match for RCP projects. This minimum match can be reduced by up to 25 percentage points if certain eligible components are met. If a jurisdiction’s minimum match target is 30 percent and a local



match of 45 percent is pledged, points are earned for the 15 percent over-match. The pledged amount is considered the committed match rate and will be required, at a minimum, from the local agency throughout the life of the project.

Coordination with Freeway Project: Interchanges planned to coincide with or accommodate programmed freeway improvements receive points in this category.

Transportation Significance: Roadway classification as shown in the current MPAH.

MPAH Needs Assessment Category: Segment designation as shown in the RCP Needs Assessment study.

Operational Efficiencies: This category is additive. Each category, except Active Transit Routes, must be a new feature added as a part of the proposed project.

- Eliminate left turn conflicts: Ramp intersection reconfiguration which does not permit left turns onto ramps.
- Coordinated signal: Ramp intersections within a coordinated corridor where coordination did not previously exist.
- Add turn lanes: Increase in number of turn lanes on arterial.
- Add traffic control: Signalization of ramp intersection.
- Enhanced ramp storage: Extension or widening of existing ramp to improve off-street storage capacity.
- Pedestrian facilities: Add crosswalk and or sidewalk to ramp or bridge crossing within context of interchange improvements.
- Active Transit Route: facility contains a currently active OCTA transit route
- Sustainability Elements: Includes the use of recycled materials during the roadway construction process (recycled aggregate or rubberized asphalt) or the installation of solar lighting within the roadway cross section. Other elements of sustainability may be considered on a case by case basis.
- Water Conservation: Includes elements that reduce water consumption. This includes the replacement of existing landscaping with hardscape and/or "California Native" drought tolerant type landscaping; the replacement of existing sprinklers with drip irrigation systems; the installation of new "grey" or recycled water systems where such does not currently exist.
- Safety Improvements: Project features that increase the safety of pedestrians. These elements can include the new installation of: intersection median barriers, curb extensions, pedestrian crossing islands, crosswalk enhancements, safety signage, and the addition, modification, or improvement of existing pedestrian signals. Other elements of safety may be considered on a case by case basis.

LOS Improvement: This category is a product of the existing or projected LOS based upon volume/capacity– or v/c -- and LOS improvement "with project" for arterial based



improvements and ICU for intersection based improvements. **Projects must meet a minimum existing or projected LOS of "D" (.81 v/c) to qualify for priority consideration for funding.** Existing LOS is determined using current 24-hour traffic counts/turning movements (averaging AM/PM peaks) for the proposed segment. However, for projects where traffic volumes follow unconventional patterns (e.g. unidirectional congestion, large disparity between AM and PM peaks, etc.) alternate methodologies for determining LOS can be proposed as discussed Section 7.1 (ACE) and Section 7.2 for ICE. If HCM 2010 is proposed for intersections as an alternative methodology, all analysis must be submitted to OCTA no later than September 9, 2016 and the cost for independent review shall be reimbursed by the applicant. Projects that do not meet the minimum LOS "D" can be submitted, but are not guaranteed consideration as part of the competitive process.

If during the competitive process, it is determined that additional programming capacity exists after all eligible projects with LOS "D" have been funded, a consideration of projects with a minimum LOS "C" (.71 v/c) may be undertaken. Such consideration will be at the discretion of OCTA. Projects with an LOS better than "C" (.70 v/c) will not be considered.

Improvement Characteristics: Select the attribute that best fits your project definition.

- New facility: New interchange where none exists.
- Partial facility: New interchange which does not provide full access.
- Interchange reconstruction: improvement of existing interchange to provide additional arterial capacity (widening of overcrossing or undercrossing).
- Ramp reconfiguration: Widening of ramp or arterial to improve turning movements or other operational efficiencies.
- Ramp metering: Installation of metering on ramp.

Application Process

Project grants are determined through a competitive application process. Local agencies seeking funding must complete a formal application and provide supporting documentation that will be used to evaluate the project proposal as outlined below.

- Complete application
 - Funding needs by phase and fiscal year
 - Local match funding source
 - Supporting technical information
 - Project development and implementation schedule
 - Right-of-way status and a detailed plan for acquisition/disposal of excess right-of-way. The right-of-way acquisition/disposal plan must be submitted using the "right-of-way acquisition/disposal plan" form provided by OCTA and available for download at <https://ocfundtracker.octa.net>.



- Any additional information deemed relevant by the applicant
- Grants subject to a Master Funding Agreement or cooperative agreement if federal funds are awarded

Calls for projects are expected to be issued on an annual basis, or as determined by the OCTA Board of Directors. Complete project applications must be submitted by the established due date to be considered eligible for consideration.

Applications will be reviewed by OCTA for consistency, accuracy and concurrence. Once applications have been completed in accordance with the program requirements, the projects will be scored, ranked and submitted to the TAC and Board for consideration and funding approval.

Minimum Eligibility Requirements

Projects must have an existing or projected LOS "D" (.81 v/c) or worse to qualify for priority consideration for funding in this program. Worst peak hour period is used for this evaluation and eligibility purposes.

Matching Funds

Local agencies are required to provide local match funding for each phase of the project. As prescribed by the M2 Ordinance, a 50 percent minimum local match is required. A lower local match may be permitted if certain eligibility criteria are met. The amount pledged during the application process is considered the committed match rate and will be required, at a minimum, from the local agency throughout the life of the project. Actual project contributions by the local agency are dependent on final project costs and may not be equal to the committed match rate in the event of cost overruns. OCTA will not increase the funding grant to cover cost overruns. Ineligible expenditures do not contribute to the local match rate.

Reimbursements

This program is administered on a reimbursement basis for capital improvements, planning, design, and right-of-way acquisition. Reimbursements will be disbursed upon review and approval of an acceptable initial payment submittal, final report and consistency with Master Funding Agreement. The reimbursement process is described in Chapter 10.

Caltrans Coordination

Caltrans is not eligible to submit applications or receive payment under this program. Only cities or the County of Orange may submit applications and receive funds. This program was designed to benefit local agencies.



Coordination with Caltrans will be essential for most, if not all, of the projects submitted for this program. Local agencies should therefore establish contacts with the Caltrans District 12 Office (Project Development Branch) to ensure that candidate projects have been reviewed and approved by Caltrans. All other affected agencies should be consulted as well.

Agencies submitting projects for this program must have confirmation from Caltrans that the proposed improvement is consistent with other freeway improvements as evidenced by and agreement or other formal document.

Applications should be submitted so that interchange projects are done in conjunction with construction of other freeway improvements whenever possible. However, if the interchange project can be done in advance of the freeway project, verification and/or supporting documentation must be submitted showing the interchange improvement has merit for advanced construction and that it will be compatible with the freeway design and operation. Additionally, the interchange improvements should take into account the ultimate freeway improvements if the interchange is to be improved in advance.

Project Cancellation

If a local agency decides to cancel a project, for whatever reason, the agency shall notify OCTA as soon as possible. Projects deemed infeasible during the planning phase shall bring that phase to a logical conclusion, file a final report, and cancel remaining phases so that remaining funds can be reprogrammed without penalty. Right-of-way funding received for property acquisition prior to cancellation shall be repaid upon cancellation even if property has been acquired. Construction funding received prior to cancellation shall be repaid upon cancellation.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall grant, and/or other sanctions to be determined. Audits shall be conducted by OCTA's Internal Audit department or other authorized agent either through the normal annual process or on a schedule to be determined by the Board (see Chapter 11).

Proceeds from the sale of excess right-of-way acquired with program funding must be paid back to the project fund as described in Chapter 10 and Master Funding Agreement.



Other Application Materials

Supporting documentation will be required to fully consider each project application. In addition to the funding plan described above, local agencies will be required to submit the following materials:

Council Approval: A Council Resolution or minute order authorizing request for funding consideration with a commitment of local match funding must be provided with the project application. **If a *draft* copy of the resolution is provided, the local agency must also provide the date the resolution will be finalized by the local agency's governing body.** A final copy of the City Council approved resolution must be provided at least four (4) weeks **PRIOR** to the consideration of programming recommendations by OCTA's Board of Directors.

Project Documentation: If proposed project has completed initial planning activities (such as PSR or equivalent, EIR, or design), evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion of planning phases. An electronic copy of the PSR and/or environmental document must be supplied as applicable. The applicant will be asked for additional detailed information only if necessary to adequately evaluate the project application.

Pavement Management Supporting Documentation: The M2 Ordinance provides for a 10 percent reduction in the required local match if the agency can demonstrate a measurable improvement in PCI (1 point or greater) over the previous reporting period, or if the agency can demonstrate a PCI that is within the highest 20 percent of the scale (PCI of 75 or greater). If an agency is electing to take the 10 percent local match rate reduction, supporting documentation indicating either the PCI improvement or PCI scale must be provided.

Project Summary Information: With each application being recommended for funding, the agency shall submit a PowerPoint presentation summarizing the pertinent project information for review and discussion purposes. The presentation shall be no more than three (3) slides and should contain, at a minimum, a project description, project benefits, location map, and cost estimate. **OCTA staff will request the PowerPoint when/if a project is recommended for funding.**



TABLE 7-5

Freeway/Arterial Street Transitions Interchange Improvements

	Category	Points Possible	Percentage	
Facility Usage				20%
	Existing ADT	10	10%	
	Current Project Readiness	10	10%	
Economic Effectiveness				25%
	Cost Benefit	10	10%	
	Matching Funds	10	10%	
	Coordination with Freeway Project	5	5%	
Facility Importance				25%
	Transportation Significance	5	5%	
	MPAH Assessment Category	5	5%	
	Operational Efficiencies	15	15%	
Benefit				30%
	Existing LOS	10	10%	
	LOS Reduction W/Project	10	10%	
	Improvement Characteristics	10	10%	
TOTAL		100	100%	



Table 7-6

FAST SCORING CRITERIA
Point Breakdown for Freeway/Arterial Street Transitions Program
Maximum Points = 100

Facility Usage		Points: 20
ADT (Arterial plus daily ramp exit volume)		
<u>range</u>		<u>Points</u>
55+ thousand		10
50 - 54 thousand		9
45 - 49 thousand		8
40 - 44 thousand		6
35 - 39 thousand		4
30 - 34 thousand		3
25 - 29 thousand		2
20 - 24 thousand		1
<10 - 19 thousand		0
Current Project Readiness	Max. 10	
<u>range</u>		<u>Points</u>
Right Of Way (All easement and titles)	6	
Right Of Way (All offers issued)	4	
Final Design (PS&E)	4	
PA/ED	2	
Project Study Report or Equiv.	1	
Points are additive, ROW is highest qualifying designation		

Facility Importance		Points: 25
Transportation Significance		
<u>range</u>		<u>Points</u>
Principal or CMP Route	5	
Major	4	
Primary	3	
Secondary	2	
Collector	1	
MPAH Assessment Category		
<u>range</u>		<u>Points</u>
Category 1	5	
Category 2	4	
Category 3	3	
Category 4	2	
Category 5	1	
Operational Attributes (within the roadway)	Max. 15	
<u>range</u>		<u>Points</u>
Eliminate left turn conflict	3	
Coordinated signal	2	
Add turn lanes	3	
Add traffic Control	1	
Enhanced ramp storage	3	
Pedestrian Facilities (New)	3	
Water Conservation Elements	2	
Safety Improvements	2	
Sustainability	2	

Economic Effectiveness		Points: 25
Cost Benefit (Total \$/ADT)		
<u>range</u>		<u>Points</u>
<20		10
20-39		8
40-79		6
80-159		4
160-319		2
320-640		1
>640		0
Funding Over-Match (local match/project cost) minus minimum local match requirement		
<u>range</u>		<u>Points</u>
30+ %		10
25-29 %		8
20-24 %		6
15-19 %		4
10-14 %		2
0-9 %		1
Range refers to % points above agency min. req.		
Coordination with Freeway Project		
<u>Range</u>		<u>Points</u>
yes		5
no		0

Benefit		Points: 30
LOS Improvement		
	Max: 20	
Calculation: Ave LOS Imp + Ave LOS Starting Pt.		
LOS Reduction W/Project (exist. volume)		
<u>range</u>		<u>Points</u>
.20+		10
.16-.19		8
.1-.15		6
.05-.09		4
<.05		2
Existing LOS		
<u>range</u>		<u>Points</u>
1.06+		10
1.01 - 1.05		8
.96 - 1.00		6
.91 -. 95		4
.86-.90		2
.81 -.85		1
Improvement Characteristics		
<u>range</u>		<u>Points</u>
New facility (full interchange)	10	
New facility (partial interchange)	8	
Interchange reconstruction	6	
Ramp reconfiguration	4	
Ramp metering	2	



Section 7.4 - Regional Grade Separation Program (RGSP)

Background

Seven rail crossing projects along the Master Plan of Arterial Highways (MPAH) network were identified by the CTC to receive Trade Corridors Improvement Funds (TCIF). These TCIF allocations required an additional local funding commitment. To meet this need, the Board approved the commitment of \$160 million in Regional Capacity Program funds to be allocated from M2. The RGSP captures these prior funding commitments.

Future calls for projects for grade separations are not anticipated.



Chapter 8 - Regional Traffic Signal Synchronization Program (Project P)

Overview

The Project P - Regional Traffic Signal Synchronization Program (RTSSP) includes competitive funding for the coordination of traffic signals across jurisdictional boundaries ~~in addition to~~ including Project based operational and maintenance funding. OCTA will provide funding priority to programs and projects, which are multi-jurisdictional in nature.

The RTSSP is based on the Traffic Signal Synchronization Master Plan (Master Plan). The Board adopted the Master Plan as an element of the MPAH on July 26, 2010. The Master Plan defines the foundation of the RTSSP. The Master Plan consists of the following components:

- Regional signal synchronization network
- Priority corridors for accelerated signal synchronization
- Definition of Traffic Forums
- Model agreements presenting roles and responsibilities for Project P
- Signal synchronization regional assessment every three years
 - NOTE: For Call for Projects 2018, Priority Corridors are not an eligible inclusion and no additional points will be awarded. A Priority Corridor is considered to be on the Signal Synchronization Network.

The Master Plan will be reviewed and updated by OCTA every three years and will provide details on the status and performance of the traffic signal synchronization activities over that period. Local agencies are required to adopt and maintain a Local Traffic Signal Synchronization Plan (Local Plan) that is consistent with the Master Plan and shall issue a report on the status and performance of its traffic signal synchronization activities. Details on both the Master Plan and requirements for Local Plan development are available in the "Guidelines for the Preparation of Local Signal Synchronization Plans" dated April 2014. A hard copy of these guidelines can be requested from OCTA.

The remainder of this chapter details the key components of the RTSSP:

- Funding guidelines for the competitive call for projects
- 2018 Call for Projects

Projects compete for funding as part of the RTSSP. Projects submitted by local agencies as part of the call must meet specific criteria. Projects are rated based on scoring criteria and are selected based on their competitive ratings.



Section 8.1 - Funding Guidelines

Objectives

Synchronize traffic signals across jurisdictions

- Monitor and regularly improve the synchronization.
- Synchronize signals on a corridor basis reflecting existing traffic patterns in contiguous zones or road segments that have common operations.

Project Definition

Local agencies are required to submit complete projects that, at minimum, result in field-implemented coordinated timing. Project tasks that are eligible for funding can consist of design, engineering, construction, and construction management. Partial projects that design improvements but do not field implement the improvements are ineligible.

Projects must consist of a corridor along the priority corridor network, signal synchronization network, or the Master Plan of Arterial Highways (MPAH). Projects previously awarded RTSSP funding must be complete with a final report submitted and approved by OCTA. Projects can be the full length of the corridor or a segment that complies with the project requirements identified later in the chapter. **Communication system improvements that directly benefit signal synchronization along the project corridor limits, but are not physically within the project corridor, are eligible for inclusion in a project.**

Applicant agency and owning agency must demonstrate through simulation, or actual vehicle counts showing Origin – Destination that proposed linked corridors for a route. Two linked corridors may also combine at the point of intersection to form a single local Master offset Control Point (T₀) for future Zone operations.

Multimodal consideration of bicyclists and pedestrians along or crossing the intersection or roadway may enhance overall circulation. Therefore, active transportation elements may be included as part of the project.

Eligible Activities

The primary purpose of the Program is to provide funding for projects that develop and maintain corridor-based, multi-jurisdictional signal synchronization along corridors throughout Orange County. All projects funded by this Program must be corridor-based and have a signal coordination component that includes the following:

- Signal Coordination
 - Developing and implementing new signal synchronization timing ~~and~~ parameters based on current travel patterns, and federal and state MUTCD traffic signal timing mandates and guidance



- Monitor, maintain (minimum quarterly/maximum monthly) and/or regularly improve the newly implemented signal synchronization timing and parameters after project signal timing is implemented for the remainder of the project
- “Before” and “after” studies for the project using comparing travel times, average speeds, ratio of green lights passed to red lights stopped (greens per red), average stops per mile, and emissions of greenhouse gases

In addition to developing optimized signal timing, a project may include other improvements as long as they contribute to the goal of multi-agency signal synchronization of corridors throughout Orange County. These improvements are restricted to the signal synchronization project limits, but may include traffic signalized intersections on intersecting corridors where new optimized timing has occurred within the past three years; maximum distance for either direction from crossing arterial intersection in 2,700 feet. Gap closure with the exception of communications links that are installed from a central location to the project corridor are eligible. All improvements must be designed to enhance the specific project. The following are a list of potentially eligible items as part of a signal coordination project:

- New or upgraded detection
 - Upgrade detection along the signal synchronization corridors to ensure necessary conditions for signal synchronization: inductive loops, video detection, radar, sonar, thermal, hybrids thereof, and other types of detection systems
- New or upgraded communication systems
 - New contemporary communication system improvements (e.g. Ethernet) including all conduits, pull boxes, fiber optic and/or copper cabling, network switches and distribution systems
 - Replacement fiber optic or copper cabling for network communication
 - Fiber optic is the preferred medium and includes pull boxes, network switches and distribution systems
 - Software and hardware for system traffic control
 - Control and monitoring interconnect conduit (including upgrades or replacement of existing systems)
 - Gap closure systems of conduit, cable, and associated equipment that are outside of project limits but complete a designated communications link to an existing network for the Advanced Transportation Management System (ATMS) for an agency or agencies. (See paragraph 2, page 8-3)
- Communications and detection support
 - Monitor, maintain, and repair communication and detection along synchronized corridors to ensure necessary conditions for signal synchronization including



- interconnect and Central Systems and Local Systems communications equipment (two years after Primary Implementation acceptance)
- Intersection/field system modernization and replacement
 - Traffic signal controller replacement of antiquated units with Advanced Transportation controller (ATC) units
 - Controller cabinet (assemblies) replacements that can be shown to enhance signal synchronization
 - Closed circuit television (CCTV (also can perform video detection))
 - Uninterruptible power supply (UPS) for ATMS and intersection field equipment
 - For ATMS, UPS shall solely provide electrical power for ATMS Server(s), one dedicated workstation (console terminal) and related communications devices
 - Limited cost and scale
 - UPS not intended to provide power to entire TMC
 - Approval is at the sole discretion of the AUTHORITY
 - Minor signal operational improvements (new)
 - Emergency vehicle preempt (signal-intersection control equipment only)
 - Transit signal priority (signal-intersection control equipment only)
 - Channelization (striping and legends) improvements required for traffic signal phasing but not requiring street construction
 - Traffic signal phasing improvements that will improve traffic flow and system performance including protective permissive left turns and shared pedestrian phasing
 - Improvements to comply with new federal or state standards (MUTCD) for traffic signal design as related to signal synchronization
 - Pedestrian countdown heads
 - Traffic management center (TMC)/traffic operations centers (TOC) and motorist information
 - New TMCs or TOCs (any project funded under this category must be planned or built to be center-to-center communication "ready" with nearby agencies and/or OCTA)
 - Upgrades to existing TMCs or TOCs (any project funded under this category must be planned or built to be center-to-center communication "ready" with nearby agencies and/or OCTA)
 - Motorist information systems (up to 10 percent of total project costs)
 - Video display equipment, including wall monitors, screens, mounting cabinets, and optical engines (up to 10 percent of total project costs)
 - Real-time traffic actuated operations and demonstration projects



- Adaptive traffic signal systems
- Caltrans encroachment permits and agency to Caltrans Cooperative Agreement fees
 - Includes eligible Caltrans labor, capital, and permitting expenses
- Active Transportation/Pedestrian Safety related elements
 - Installation of new and/or improved traffic control devices to improve the accessibility, mobility and safety of the facility for pedestrians and bicyclists
 - Accessibility Pedestrian Push Button Systems
 - ~~Improvements to existing traffic control devices to improve the accessibility, mobility and safety of the facility for pedestrians and bicyclists~~

~~**Note: Construction of new or replacement elements will not be considered eligible for Project P funding during the 2017 Call for Projects.** In an effort to address ongoing timely project delivery issues and to reduce delays often related to construction items, emphasis during this cycle is on “plug & play” elements such as new cabinets, controllers, software, communications equipment, operations and maintenance activities. Placement of new conduit, fiber optic cable or construction of facilities will not be considered at this time. Please consult with Ms. Sam Kaur as Program Manager if in doubt about an eligible item. Projects that require construction items should be deferred until the next funding cycle.~~

In addition, expenditures related to the design of systems, permitting, and environmental clearance are eligible for funding.

Ineligible Expenditures

- Isolated traffic signal improvements
- Traffic hardware (pole, mast arms, lights, electrical, signs, etc.)
- Regular signal operation and maintenance (such as replacement of light bulbs)
- Field display equipment (Traffic/not pedestrian signal heads)
- Feasibility studies
- Relocation of utilities except for electrical service requirements
- ~~Battery backup systems for TMC~~
- Right-of-way

Funding Estimates

The streets and roads component of M2 is to receive 32 percent of net revenues, 4 percent of which are allocated for the RTSSP. The RTSSP will make an estimated \$270 million (2009 dollars) available over the course of the 30-year M2 Program. Programming estimates are developed in conjunction with a call for projects cycle corresponding to concurrent funding agreements with all local agencies.



The RTSSP targets over 2,000 intersections across Orange County for coordinated operations. Because of the limited amount of funds available for the RTSSP, project cap of ~~\$60,000-\$75,000~~ per signal or ~~\$200,000-\$250,000~~ per project corridor mile included as part of each project (whichever is higher) has been established for the call for projects.

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. Emphasis is placed on furthering the overall goal of multi-jurisdictional, corridor-based signal synchronization.

Vehicle Miles Traveled (VMT): Centerline length of segment(s) on the corridor proposed for synchronization multiplied by the existing average daily traffic (ADT) for the proposed segment(s) length. For instance, for a three-mile segment with one-mile interval ADT data at of 200 vehicles, 300 vehicles, and 400 vehicles, the VMT would be calculated as:

$$200 \text{ vehicles} * 1 \text{ mile} + 300 \text{ vehicles} * 1 \text{ mile} + 400 \text{ vehicles} * 1 \text{ mile} = 900 \text{ vehicle miles.}$$

VMT should be calculated by the smallest segmentation on which the city typically collects ADT data. (maximum: 20 points)

ADT must be based upon actual count information taken within the 36 months preceding the application date. Data from the OCTA Traffic Flow Map may not be used.

Cost Benefit: Total project cost divided by Existing VMT. (maximum: 10 points)

Project Characteristics: Points are awarded based on the type and relevance of the proposed project. For instance, points accumulate if a signal synchronization project is combined with improvements as defined in the "Eligible Activities" section above. (maximum: 10 points)

Transportation Significance: Points are earned based on the corridor being on the ~~priority corridor network or the~~ signal synchronization network. (maximum: ~~105~~ points) (Priority signal network will not be a part of the 2018 Call for Projects. No points will be awarded for being on a Priority Corridor.)

Maintenance of Effort: Points are earned for a commitment to operate the project signal synchronization timing for a defined period of time beyond the three year grant period. (maximum: 5 points)

Project Scale: Points are earned for including more intersections along ~~priority corridor network~~, signal synchronization network, or serving as a signal corridor "gap closure". (maximum: 10 points)

Number of Local Agencies: Points are earned for including multiple local agencies as part of the project. (maximum: 20 points)



Current Project Readiness: Points are earned based on the current status of the project development. Evidence of actual preliminary engineering performed for proposals requesting funding for implementation phases must be provided to qualify for points related to this attribute. (maximum for category: 10 points)

Funding Rate: The percentages shown in Table 8-1 apply to match rates above a local agency's minimum match requirement. M2 requires a 20 percent local match for RTSSP projects. Project match rates above 20 percent is limited to dollar match only. (maximum: 5 points)



Table 8-1

RTSSP SCORING CRITERIA Point Breakdown for Regional Traffic Signal Synchronization Projects Maximum Points = 100

Vehicle Miles Travelled (VMT)		Points: 20
Range		Points
250+	thousand	20
200 - 249	thousand	15
150 - 199	thousand	10
100 - 149	thousand	6
50 - 99	thousand	3
0 - 49	thousand	1

Calculation: ADT x segment length
(Applies only to coordinated segments of project)

Economic Effectiveness		Points: 10
Range*		Points
< 3		10
3 - 5		9
6 - 8		8
9 - 11		7
12 - 14		6
15 - 17		5
18 - 20		4
21 - 23		3
24 - 26		2
27+		1

Project Characteristics		Points: 10
Project Feature		Points
TMC/TOC and motorist information		2
New or upgraded communications systems		2
New or upgraded detection		2
Intersection/field system modernization		2
Minor signal operational improvements		2
New Protected/Permissive signals		3
Adaptive traffic and demonstration projects		3
TMC/CMC Connections between agencies		3

Points are additive to maximum of 10 points

Transportation Significance		Points: 10
Corridor Type		Points
Priority Corridor		10
Signal Synchronization Corridor		5
Corridor "Gap Closure"		5
Local TSSP Route / MPAH		0

Maintenance of Effort		Points: 5
MOE after Grant Period		Points
3 years		5
2 years		3
1 year		1
None		0

Project Scale		Points: 10
Range		Point
50+		5
40 - 49		4
30 - 39		3
20 - 29		2
10 - 19		1
< 10		0

AND

Percent of Corridor Signals Being Retimed		Point
Range		Point
90% or above		5
80 - 89%		4
70 - 79%		3
60 - 69%		2
50 - 59%		1
< 50%		0

Calculation: Number of signals in project divided by total signals in full corridor length

Number of Jurisdictions		Points: 20
Range		Point
5 or more		20
4		16
3		12
2		8
1		0

OR

% of Priority Corridor Jurisdictions Involved		Point
Range		Point
100%		20
75 - 99%		12
50 - 75%		6
< 50%		0

Current Project Readiness		Points: 10
Project Status		Point
Preliminary Engineering Complete		5
Re-timing of prior RTSSP project		3
Implementation within 12 months		5

Funding Match		Points: 5
Overall Match %		Point
50+%		5
40 - 49%		4
35 - 39%		3
30 - 34%		2
25 - 29%		1
<25%		0

* Points are additive to category maximum



Application Process

Project grants are determined through a competitive application process administered by OCTA. Agencies seeking funding must complete an online application, a supplemental application, and provide supporting documentation that will be used to evaluate the project proposal as outlined below. Key information to be provided as part of the application process includes:

- Funding needs by phase and fiscal year
- Percent match rate including funds type, source, and description (minimum 20 percent)
- Lead agency Option 1 (default – local agency) or Option 2 (OCTA)
- Lead and supporting agencies names
- Supporting technical information
- Project development and implementation schedule
- Environmental clearances and other permits
- Any additional information deemed relevant by the applicant
- Complete photographic field review (including cabinet interiors and communication facilities) for all projects that either exceed one million dollars in capital improvements or request OCTA serve as lead agency regardless of capital improvement budget.

A call for projects for the funding cycle will be issued as determined by the Board. Complete project applications must be submitted by the established due dates to be considered eligible for consideration.

Applications will be reviewed by OCTA for consistency, accuracy, and concurrence. Once applications have been completed in accordance with the Program requirements, the projects will be scored, ranked, and submitted to the TSC, TAC, and the Board for consideration and funding approval. OCTA reserves the right to evaluate submitted project costs for reasonableness as part of the review and selection process and suggest potential revisions to make the cost more appropriate. Grants will be subject to funding agreements with OCTA.

Application Instructions

An application should be submitted for a single corridor project. Multiple corridors, related systems of corridors, and corridors that form a “grid” ~~must~~ may be submitted as separate ~~or single corridor~~ project(s). The following instructions should be used in developing project applications.



OCFundtracker Application Components

Final applications MUST be submitted via OCFundtracker and in hard copy format. Selection criteria must be inputted as part of the OCFundtracker online application and includes the following categories of information:

- Vehicle Miles Traveled
- Cost Benefit
- Project Characteristics
- Transportation Significance
- Maintenance of Effort
- Project Scale
- Number of Local agencies
- Current Project Readiness
- Funding Match Rate

Minimum Eligibility Requirements

All local agencies may participate in the RTSSP. Caltrans facilities are eligible for the RTSSP, but Caltrans cannot act as the lead agency. Local agencies will be required to provide a minimum of 20 percent matching funds for eligible projects (see definition of matching funds below).

The goal of the RTSSP is to provide regional signal synchronization that cross jurisdictional boundaries. To be eligible for funding through this Program, a project must meet the following requirements:

1. Be on a street segment that is part of the ~~priority corridor network~~, signal synchronization network, or the MPAH. The project must be consistent with Local Signal Synchronization Plans and support the Regional Traffic Signal Synchronization Master Plan goals.

2. Be multi-jurisdictional, have documented support from all participating local agencies (cities, County, or Caltrans) and a minimum of 20 signals

or

Be multi-jurisdictional, have documented support from all participating local agencies (cities, County, or Caltrans) and a minimum distance of five miles

or

Include at minimum three local agencies, have documented support from all participating local agencies (cities, County, or Caltrans), and have a minimum intersection density of four intersections per mile with a minimum of eight signals



or

Include the full length of the ~~priority corridor or~~ signal synchronization network corridor, or MPAH corridor

Matching Funds

Local agencies along the corridor are required to provide minimum local match funding of 20 percent for each project. As prescribed by the M2 Ordinance, this includes local sources, M2 Fair Share, and other public or private sources (herein referred to as a “cash match”). Projects can designate local matching funds as cash match, in-kind match provided by local agency staff and equipment, or a combination of both.

“In-kind match” is defined as those actions that local agencies will do in support of the project including staffing commitment and/or new signal system investment related to improved signal synchronization. Examples of staffing commitment include, but are not limited to, implementation of intersection or system timing parameters, review of timing documentation, meeting participation, conducting or assisting in before/after studies, and other similar efforts that directly enhance the signal synchronization project. Administrative staff time for documentation of in-kind services is ineligible. Staff time charged to a project is limited to the caps as described in these guidelines. Allowable signal system investment would be improvements that are “eligible activities” per the funding guidelines, which can be shown to improve signal synchronization and would not include any prior investments made by the agency.

The specific matching requirement by project category type is listed below for city led projects:

Project category	Type of matching allowed*
Signal coordination	In-kind match** or cash match
New or upgraded detection	In-kind match** or cash match
New or upgraded communications systems	In-kind match** or cash match
Communications and detection support	In-kind match** or cash match
Intersection/field system modernization and replacement	In-kind match** or cash match
Minor signal operational improvements	In-kind match** or cash match



Traffic management center/traffic operations centers and motorist information systems	Cash match
Real-time traffic actuated operations and demonstration projects	Cash match

* Project match beyond 20 percent is limited to cash match only.

** In-kind services are subject to audit.

In-kind match must be defined for each local agency as part of the supplemental application. In-kind match must be identified as staffing commitment and/or new signal system investment. The supplemental application template will include a section to input in-kind match type as well as additional data related to the match:

- Staffing commitment
 - Staff position
 - Number of hours
 - Hourly (fully burdened) rate
 - Total cost
- New signal system investment
 - Cost of any signal system investment
 - Benefit to project

Projects submitted as OCTA led require a 20 percent cash match for Primary Implementation activities with a nominal in-kind allowance for local agency oversight. Operations and Maintenance activities will be permitted in-kind match only for local agency oversight functions. Contract activities will require cash match. Local agency contributions identified as cash match in the application cannot be converted into in-kind match.

OCTA staff will review in detail the presented cash and in-kind match by local agency for reasonableness. Additional requirements on in-kind match as part of the upcoming call are provided in Section 8.2.

Other Application Materials

Supporting documentation is required to fully consider each project application. A Supplemental Application Template is required to be completed for each project application. The template is distributed with other application materials at the issuance of the Call for Projects. In addition to the funding plan described above, local agencies will be required to submit the following materials:

Lead Agency: Lead agency for the project must be identified: local agency or OCTA.



Participating Agencies: All participating agencies must be identified and adopted City Council resolutions or Minute Order actions authorizing the participating agency's support of the project under the lead agency must be included. **If a draft copy of these resolutions of support are provided, the local agency must also provide the date the resolution will be finalized by the participating agency's governing body.** A final copy of the City Council approved resolution must be provided at least four (4) weeks **PRIOR** to the consideration of programming recommendations by OCTA's Board of Directors.

Council Approval: A Council Resolution or Minute Order action authorizing request for funding consideration with a commitment of project local match funding must be provided with the project application from all participating agencies. **If a draft copy of the resolution is provided, the local agency must also provide the date the resolution will be finalized by the local agency's governing body.** A final copy of the City Council approved resolution must be provided at least four (4) weeks **PRIOR** to the consideration of programming recommendations by OCTA's Board of Directors.

Project Support: If proposed project has completed initial planning activities (such as project study report or equivalent, environmental impact report, or design), evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion or planning phases. The applicant will be asked for detailed information only if necessary to adequately evaluate the project application.

Lead Agency

This Program is administered through a single lead agency: a local city or OCTA.

Local Agency Lead: Only the lead agency will receive payments in accordance with the CTFP Guidelines regarding payment for costs related to project for optimized signal timing development, capital improvements, planning, and related design. Payments will be disbursed consistent with Chapter 10. The lead agency is responsible for reimbursing other agencies as part of the effort. Additionally, the lead agency is also responsible for ensuring that all agencies participating in the project provide the local match proposed in the project application.

OCTA Lead ~~(Not available for 2017 Call for Projects)~~: OCTA may, at the request of the involved local agencies, act as the lead agency for RTSSP projects. If the involved local agencies would like OCTA to implement a project on the signal synchronization network, the local agency shall work cooperatively with OCTA to develop the scope of work and cost elements of the project. The lead local agency shall contact OCTA with **a written request at least four weeks prior to submittal of the project grant application.** Projects nominated for OCTA lead ~~must~~ shall be discussed at the Traffic Forum. Applications must include a complete photographic field review (as outlined above) when



submitted. The application will be scored using the criteria outlined in the previous sections. Based on local agency interest and OCTA resource availability, a limited number of projects will be developed and implemented by OCTA. ~~Recent calls have resulted in OCTA implementing seven projects per year.~~

If any projects that are designated as OCTA lead are awarded funding, OCTA will then be responsible for implementation of the project including optimized signal timing development, capital improvements, planning, and related design. OCTA will implement the project based on the cost estimates developed in the application. Project elements may be modified based on final costs with the agreement of all participating agencies. OCTA will be responsible for ensuring that all agencies participating in the project provide the local match as identified in the project application (minimum 20 percent).

Additionally, for projects designating OCTA as lead agency, a consultant traffic engineering firm ~~will may~~ be contracted to provide staff and services to implement the project. Therefore, in-kind match designated as staffing commitment under an OCTA lead agency option ~~should shall~~ be limited. The following will be used as a guide for staffing commitment, when the local agency develops the application:

- Primary Implementation (12 months)
 - Project Administration - Each local agency traffic engineer or equivalent participates in approximately 10-15 hours per month of project administration (meetings, review of reports, minutes, and other administration).
 - Signal Synchronization Timing - Each local agency traffic engineer or equivalent reviews consultant developed draft and final timing plans for intersections within the local agency, approximately 2-4 hours per local agency intersection.
 - Before and After Study - Each local agency traffic engineer or equivalent reviews consultant developed draft and final project Before and After Study, approximately 2-5 hours per local agency.
 - Engineering design/review - Each local agency traffic engineer or equivalent reviews consultant developed engineer design within the local agency, approximately 2-4 hours per affected local agency intersection.
 - System integration - Each local agency traffic engineer or equivalent provides support for this function (hours vary depending on improvements).
 - Construction management - Each local agency traffic engineer or equivalent provides construction management support including inspection (hour vary depending on improvements).
- Ongoing Maintenance and Monitoring (24 months) - Each local agency traffic engineer or equivalent participates in continued project level meetings of 2-5 hours per local agency per month to review consultant traffic engineering progress of Ongoing Maintenance and Monitoring. In addition, each local agency traffic engineer or equivalent reviews consultant developed draft and final project report.



For projects designating a local agency as lead, the above may be used as a guide with additional local match related to implementation, development, design, monitoring and other costs that the local agency may choose to include as local match. For instance, Ongoing Maintenance and Monitoring may be performed by in house staff and be calculated using a different formula (e.g., 2-5 hours per local agency signal for 24 months).

Project Cancellation

If a local agency decides to cancel a project, for whatever reason, the agency shall notify OCTA as soon as possible. Projects deemed infeasible shall bring that phase to a logical conclusion, file a final report, and cancel remaining phases so that remaining funds can be reprogrammed without penalty.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

If a lead agency decides to cancel a project before completion of the entire project, for whatever reason, the agency shall notify OCTA as soon as possible. It is the responsibility of the project lead agency to repay OCTA for any funds received.

Project Extensions

Local agencies are provided 36 months to expend the funds from the date of encumbrance. Agencies can request timely use of funds extensions through the SAR in accordance with the CTFP guidelines. Local agencies should issue a separate Notice to Proceed (NTP) while combining contracts for both the PI and O & M phases. NTP requirement should be identified in the initial contract/agreement to avoid obligation of both phases at the same time. If this procedure is followed by the local agency the NTP date will be considered the date of encumbrance for the O & M phase.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall grant, and/or other sanctions to be determined. Audits shall be conducted by OCTA Internal Audit Department or other authorized agent either through the normal annual process or on a schedule to be determined by the Board.

Data Compatibility

All count data collected as part of any funded project shall be provided to OCTA in one of the two following digital formats: 1) NDS/Southland Car Counters style Excel



spreadsheet; or 2) JAMAR comma separated value style text file. The data shall then be loaded into the OCTA Roadway Operations and Analysis Database System (ROADS). Any data files containing numeric intersection or node identifiers shall use the same node identification (ID) numbers as is stored in the ROADS database. OCTA shall provide a listing of intersections and corresponding unique node ID numbers. Each count data file shall adhere to the following file naming or csv. As an example, a turning movement count file for the intersection of Harbor Boulevard and Wilson Street in Costa Mesa would be given the filename CostaMesa_Harbor-Wilson_4534.csv.

All traffic signal synchronization data collected and compiled as part of any funded project for both existing (before) and final optimized (after) conditions shall be provided to OCTA in Synchro version 68/9 csv Universal Traffic Data Format (UTDF) format and version 7 combined data UTDF format. This data shall include the network layout, node, link, lane, volume, timing, and phase data for all coordinated times. All such data shall be consistent with the OCTA ROADS database.



Section 8.2 - 2018 Call for Projects

The following information provides an overview of the 2018 RTSSP Call for Projects.

1. For this RTSSP Call for Projects, projects totaling up to **\$8 million** in M2 funds will be available to local agencies.
2. Projects must result in new, optimized, and field-implemented coordination timing.
3. Project ~~must~~ may be a single contiguous corridor or set of contiguous corridors related to each other. Multiple corridors, related systems of corridors, and corridors that form a "grid" ~~must~~ may be submitted as ~~separate~~ a single optimized timing corridor projects.
4. Projects selected will be programmed after July 1 of the programmed year (July 1 – June 30).
5. Project delays resulting in a time extension request will fall within the process outlined in the CTFP Guidelines.
6. Projects are funded for a grant period of three (3) years and are divided into two phases:
 - a. Primary Implementation – includes the required implementation of optimized signal timing as well as any signal improvements proposed as part of a project. ~~As an exception to Precept 16, Primary Implementation of the project must be completed within one (1) year of the initial payment. Note: During the 2017 Call for Projects, capital improvements will be limited to address ongoing timely project delivery issues.~~
 - b. Ongoing Maintenance and Operations – includes the required monitoring and improving optimized signal timing in addition to any optional communications and detection support. Ongoing Maintenance and Operations will begin after the optimized signal timing is implemented and be required for the remainder of the project (typically 2 Years). A project final report is required at the conclusion of this phase.
7. Projects shall include a Before and After Study. This study shall collect morning and evening peak period using travel times, average speeds, green lights to red lights, stops per mile, and the derived corridor system performance index (CSPI) metric. This information shall be collected both before any signal timing changes have been made and after the Primary Implementation. The study shall compare the information collected both before and after the timing changes. Comparisons shall identify the absolute and percent differences for the entire corridor, by segment, direction, and time period. Segments will be defined by major traffic movements as observed during the project (e.g. commuting segments between freeways, pedestrian-friendly segments in a downtown area, etc.). The Before and After Study shall be submitted after the Primary Implementation phase is completed.
8. Any corridor or portion of a corridor funded through this call cannot re-apply for funding until the three year grant period or commitment to operate signal



synchronization beyond the three year grant period is completed, whichever ends later.

9. Section 8.1 identifies the selection criteria for projects, eligible activities, minimum project requirements, data compatibility required as part of any funded project, and other key information.

Applications

In order for OCTA to consider a project for funding, applications will be prepared by the local agency responsible for the project application. OCTA shall require agencies to submit applications for the call for projects by **5:00 p.m. on Friday, October 20, 2017**. Late submittals will not be accepted. The local agency responsible for the project application must submit the application and any supporting documentation via OCFundtracker as outlined below.

Project Submittal

A separate application package must be completed for each individual project and uploaded to OCFundtracker. **Three (3) unbound printed copies and one electronic copy on a CD or USB** of each complete application shall also be mailed or delivered to:

Orange County Transportation Authority
550 South Main Street
P.O. Box 14184
Orange, California 92863-1584
Attn: Ms. Sam Kaur

Application Review and Program Adoption

10. OCTA staff will conduct a preliminary review of all applications for completeness and accuracy, may request supplemental information for projects during initial staff evaluations, and prepare a recommended program of projects for the TSC. In addition, OCTA may hire a consultant(s) to verify information within individual applications including, but not limited to, project scope, cost estimates, vehicle miles traveled, and average daily traffic.
11. ~~Based on recommendations from the TSC~~ Final programming recommendations will be provided to the TSC and TAC for approval. ~~a program will be presented to the TAC for review and endorsement.~~
12. Recommendations ~~will be from the TAC will be~~ presented to the Board, who will approve projects for funding under the CTFP.
13. OCTA shall distribute copies of the approved program to each participating local jurisdiction with any qualifying conditions stipulated for the jurisdiction's funded project(s).



Checklist Guide

The "Project P Regional Traffic Signal Synchronization Program Application Checklist" has been provided for the RTSSP (Exhibit 8-1). The checklist identifies the basic documentation required for the program. In addition to items required at the time of project submittal, additional items that are not specified may be requested later. The checklist should be provided as a cover sheet for **each** application submitted. For any items that are required for the candidate project or program that are missing or incomplete, an explanation should be included in a cover letter with the application.

Sample Resolution Form

A resolution or minute action must be approved by the local agency's governing body. A sample resolution is included as Exhibit 8-2. The mechanism selected shall serve as a formal request for RTSSP funds and states that matching funds will be provided by the agency, if necessary. All project requests (i.e., multiple corridors proposed for RTSSP funds) must be included in this action.



Exhibit 8-1

Project P Regional Traffic Signal Synchronization Program Application Checklist

Project P Application Checklist	Included
RTSSP Online Application – submitted through OCFundTracker 1. Vehicle Miles Traveled 2. Benefic Cost Ratio 3. Project Characteristics 4. Transportation Significance 5. Maintenance of Effort 6. Project Scale 7. Number of Jurisdictions 8. Current Project Readiness 9. Funding Over-Match	<input checked="" type="checkbox"/>
Section 1: Key technical information a. Project limits of the corridor to synchronize b. Designation of the corridor to synchronize: priority corridor, signal synchronization network corridor, or master plan of arterial highways corridor c. Project start date and end date, including any commitment to operate signal synchronization beyond the three year grant period d. Signalized intersections that are part of the project e. Traffic Forum members	<input checked="" type="checkbox"/>
Section 2: Lead agency	<input checked="" type="checkbox"/>
Section 3: Resolutions of support from the project's Traffic Forum members	<input checked="" type="checkbox"/>
Section 4: Preliminary plans for the proposed project The plans shall include details about both phases of the project: <u>Primary Implementation</u> and the <u>Ongoing Maintenance and Operation</u> . The plan should be organized using the following setup. <u>Primary Implementation</u> shall include details about the following: a. Developing and implementing optimized signal synchronization timing (required) b. Producing a Before and After Study for the proposed project (required) c. Proposed signal improvements (optional): i. New or upgraded detection ii. New or upgraded communication systems iii. Intersection/field system modernization and replacement iv. Minor signal operation improvements v. Traffic management centers vi. Real-time traffic actuated operations and demonstration projects <u>Ongoing Maintenance and Operation</u> will begin after the <u>Primary Implementation</u> of the project is completed. It shall include details about the following: a. Monitoring and improving optimized signal timing (required) b. Communications and detection support (optional)	<input checked="" type="checkbox"/>
Section 5: Total Proposed Project Cost by Task	<input checked="" type="checkbox"/>
Section 6: Project Schedule by Task for the 3 Year Grant Period	<input checked="" type="checkbox"/>
Section 7: Matching Funds	<input checked="" type="checkbox"/>
Section 8: Environmental clearances and other permits	<input checked="" type="checkbox"/>
Section 9: Calculations used to Develop Selection Criteria Inputs	<input checked="" type="checkbox"/>
Section 10: Any additional information deemed relevant by the applicant	<input checked="" type="checkbox"/>



EXHIBIT 8-2

Sample Resolution for Candidate Orange County Regional Transportation Signal Synchronization Program Projects

A resolution of the _____ City Council approving the submittal of _____ improvement project(s) to the Orange County Transportation Authority for funding under the competitive Measure M2 Regional Transportation Signal Synchronization Program.

THE CITY COUNCIL OF THE CITY OF _____ HEREBY RESOLVES, DETERMINES, AND ORDERS AS FOLLOWS THAT:

WHEREAS, the Measure M2 Regional Traffic Signal Synchronization Program targets over 2000 signalized intersections across Orange County to maintain traffic signal synchronization, improve traffic flow, and reduce congestion across jurisdictions; and

WHEREAS, the City of _____ has been declared by the Orange County Transportation Authority to meet the eligibility requirements to receive revenues as part of Measure M2;

WHEREAS, the CITY must include all projects funded by Net Revenues in the seven-year Capital Improvement Program as part of the Renewed Measure M Ordinance eligibility requirement.

WHEREAS, the CITY authorizes a formal amendment to the seven-year Capital Improvement Program to add projects approved for funding upon approval from the Orange County Transportation Authority Board of Directors.

WHEREAS, the City of _____ has currently adopted a Local Signal Synchronization Plan consistent with the Regional Traffic Signal Synchronization Master Plan as a key component of local agencies' efforts to synchronizing traffic signals across local agencies' boundaries; and

WHEREAS, the City of _____ will provide matching funds for each project as required by the Comprehensive Transportation Funding Programs Procedures Manual; and

WHEREAS, the City of _____ will not use Renewed Measure M funds to supplant Developer Fees or other commitments; and

WHEREAS, the City of _____ desires to implement multi-jurisdictional signal synchronization listed below; and

NOW, THEREFORE, BE IT RESOLVED THAT:

The City Council of the City of _____ hereby requests the Orange County Transportation Authority allocate funds in the amounts specified in the City's application to said City from the Transportation Signal Synchronization Program. Said funds shall be matched by funds from said City as required and shall be used as supplemental funding to aid the City in signal synchronization along the following street(s):



Chapter 9 - Application Materials

Project Submittal

RCP and RTSSSP calls for projects are planned annually. A separate application package must be completed for each individual project and uploaded to OCFundtracker. Only one application may be submitted for each individual project. Multiple variations of the same application (e.g. with different local match rates) will not be considered. **Three (3) unbound copies** of each application should also be mailed to:

OCTA

Attention: Ms. Sam Kaur
550 S. Main Street
P.O. Box 14184
Orange, CA 92863-1584

Hardcopy applications can be hand delivered to:

Attention: Ms. Sam Kaur
600 S. Main Street
Orange, CA 92868

Application Review and Program Adoption

1. OCTA staff will conduct a preliminary review of all applications for completeness and accuracy, request supplemental information (i.e., plans, aerial/strip maps, CEQA forms) for projects that appear to rank well during initial staff evaluations, and prepare a recommended program for the TSC. In addition, OCTA may hire a consultant(s) to verify information within individual applications such as, but not limited to, project scope, cost estimates, ADT and LOS. These applications will be selected through a random process.
2. The TSC will receive and evaluate the project applications and funding grants.
3. Based on recommendations from the TSC, a program will be presented to the TAC for review and endorsement.
4. Recommendations from the TAC will be presented to the Board, who will approve projects for funding under the CTFP.
5. OCTA shall distribute copies of the approved program to all participating local agencies with any qualifying conditions stipulated for the jurisdiction's funded project(s).



Project Guidelines

The following guidelines will be used in reviewing project applications. Any application that does not meet these minimum guidelines must include an explanation of why the guidelines were not met.

6. The travel lane width should be no less than 11 feet (12 feet if adjacent to a raised median or other obstruction) for all arterial highways.
7. For divided roadways, the minimum median width should be no less than 10 feet to allow for turning movements. Divided roadways are defined as those with either a painted or raised median.
8. Arterial highways that are designated for uses in addition to automobile travel (e.g., bicycle, pedestrian, parking) shall provide additional right-of-way consistent with local jurisdiction standards to facilitate such uses.
9. An eight-lane roadway should provide for a continuous median, protected dual or single left-turn pockets as warranted at signalized intersections, single left-turn pockets at non-signalized intersections, and a right-turn lane at signalized intersections where determined necessary by traffic volumes. Right-of-way for a free right-turn lane should be provided at locations warranted by traffic demand.
10. A six-lane divided roadway should provide a continuous median, protected dual or single left-turn pockets as warranted by existing traffic at all signalized intersections, and single left-turn pockets at non-signalized intersections. A right-turn option lane should also be provided as warranted by traffic demand.
11. A four-lane divided roadway should provide a continuous median, protected dual or single left-turn pockets at all signalized intersections, and a left-turn pocket at all non-signalized intersections. A right-turn lane should also be provided as warranted by traffic demand.
12. A four-lane undivided roadway shall provide for a single left-turn pocket at all intersections as warranted by traffic demand.

Application Instructions

A single application should be submitted for each phase of a project. **If funding is requested under multiple program components for a single project (i.e., arterials and intersections) a separate application must be prepared for each request.** Final applications MUST be submitted via OCFundtracker and in hard copy format.



Checklist Guide

Since each funding program has slightly different application requirements, an "Internal Application Checklist Guide" has been provided for the three programs under the RCP (Exhibits 9-1, 9-2, and 9-3). The checklist guide identifies the basic forms and documentation required for each of the program components. In addition, items required at the time of project submittal are differentiated from supplemental items due later. The appropriate checklist should be provided as a cover sheet for **each** application submitted. For any items that are required for the candidate project or program that are missing or incomplete, an explanation should be included in a cover letter with the application. In addition to this checklist guide, please review the **Attachments/Additional Information** section of each program component for a description of supplementary documentation which may be required to support your agency's project application in specific cases.

Attachments

OC Fundtracker Application

Agencies must submit a copy of the OCFundtracker application and scoring information with all application submittals. This document is created within the OCFundtracker web-based application.

"Project Cost Estimate" Form

Include a separate attachment listing all expenditures and costs for the project. Accurate unit prices and a detailed description of work, including design, will be critical when the candidate project is reviewed. For example, design applications should include major tasks that will be performed. Right-of-way cost estimate should include parcel information (including project area needed), improvements taken, severance damages, right-of-way engineering, appraisal and legal costs. Construction should include a listing of all bid items including a maximum 10 percent allowance for contingencies and a maximum 15 percent allowance for construction engineering/project management. The anticipated disbursement of costs (e.g., Agency, Other, Non-Eligible) must also be completed. Agencies should reference the program from which funding is expected to be allocated when completing this portion of the form. Each of the funding programs described in these guidelines may have differing matching fund requirements.

If more than one project phase is requested to be funded, a separate project cost estimate form is to be completed for each phase, or each phase must be clearly indicated and a subtotal prepared on this form. Separate forms should also be prepared if funding for project phases is being requested over multiple fiscal years.



"Sample Resolution" Form

A resolution or minute action must be approved by the local jurisdiction's governing body prior to the Board approval of grant funds. A sample resolution is included as Exhibit 9-4. The mechanism selected shall serve as a formal request for CTFP funds and states that matching funds will be provided by the agency, if necessary. All project requests must be included in this action. **If a *draft* copy of the resolution is provided, the local jurisdiction must also provide the date the resolution will be finalized by the local jurisdiction's governing body.**

Pavement Management Supporting Documentation

The M2 Ordinance provides for a 10 percent reduction in the required local match if the agency can demonstrate a measurable improvement in PCI (1 point or greater) over the previous reporting period, or if the agency can demonstrate a PCI that is within the highest 20 percent of the scale (PCI of 75 or greater). If an agency is electing to take the 10 percent match rate reduction, supporting documentation indicating either the PCI improvement or PCI scale must be provided.

Right-of-way Acquisition/Disposal Plan

For all projects requesting right-of-way phase funding, a detailed plan for acquisition/disposal of excess right-of-way, along with any reasonable labor costs expected, must be included. The right-of-way acquisition/disposal plan and labor cost estimate must be submitted using the "right-of-way acquisition/disposal plan" form provided by OCTA and available for download at <https://ocfundtracker.octa.net>.

Project Summary Information

For each application that is recommended for funding, the agency shall submit a PowerPoint presentation summarizing the pertinent project information for TAC review and discussion purposes. The presentation shall be no more than three (3) slides and should contain, at a minimum, a project description, project benefits, location map, and cost estimate. **OCTA staff will request the PowerPoint when/if a project is recommended for funding.**

Additional Information

The following documentation should be included with your completed project application:

If a project includes more than one jurisdiction and is being submitted as a joint application, one agency shall act as lead agency and must provide a resolution of support from the other agency.

1. Letters of support for the candidate project (optional).



2. Geotechnical\materials reports for all applicable candidate projects (e.g., widening, intersection improvement, new roadway). The reports should contain sufficient detail for an accurate assessment of improvements needed and costs, since funding will be jeopardized if a project is unable to meet proposed schedule and costs.
3. Preliminary plans, if available for the project. The plans (1"=40' preferred) should include:
 - a. Existing and proposed right-of-way (include plat maps and legal descriptions for proposed acquisitions).
 - b. Agency boundaries, dimensions and station numbers.
 - c. Existing and proposed project features such as: pavement width and edge of pavement, curb, gutter and sidewalk, raised median, driveway reconstruction, signal pole locations, etc.
 - d. Typical cross sections.
 - e. Proposed striping.
 - f. Structural sections per the materials report.
 - g. Proposed traffic signals, storm drains, bridges, railroad crossing improvements, safety lighting, etc.
 - h. If requesting funds for traffic signals, include a traffic signal warrant(s) prepared by the City Traffic Engineer or City Engineer.
 - i. If the project includes construction, relocation, alteration or widening of any railroad crossing or facility, include a copy of the letter of intent sent to the railroad, a copy of which must be sent to the Public Utilities Commission (PUC). Any project including work of interest to a railroad will not be considered for eligibility until the railroad and PUC have been notified.
 - j. If the project is proposed as a staged project and additional funds will be necessary in subsequent calls for projects, the preliminary project statement should be accompanied with a complete preliminary estimate and schedule for the completion of the entire project.
 - k. If the project is proposed as a safety improvement, provide justifying accident data for the past three years and show the expected decrease in intersection or mid-block accident rate.
4. Current 24-hour traffic counts (taken for a typical mid-week period within the preceding 12-month period) for the proposed segment. Projects submitted without "current counts" will be considered incomplete and non-responsive.



Exhibit 9-1
Arterial Capacity Enhancement (ACE)
CTFP Application Checklist Guide

Planning – Environmental & Engineering

- CTFP Online Application – submitted through OCFundtracker
- Project Description, Scope of Work and Project Limits
- Cost Estimate for Complete Project - ALL PHASES
- General Application Sample Resolution
- ADT Counts and LOS Calculations
- Aerial Photo w/ Proposed Improvements Shown

Right-of-Way

- CTFP Online Application – submitted through OCFundtracker
- Project Description Detail (include plat maps and legal descriptions for proposed acquisitions)
- Detailed right-of-way Acquisition/Disposal Plan using the OCTA provided right-of-way acquisition/disposal plan form available for download at <https://ocfundtracker.octa.net>.
- Cost Estimate for Complete Project - ALL PHASES
 - Estimated right-of-way Cost by Parcel (Land, Improvements Taken, Severance, Goodwill, Incidental Expenses)*
- General Application Sample Resolution
- CEQA Compliance Form (CE, Negative Declaration, EIR)
- Aerial Strip Map w/ Existing and Proposed Improvements Shown
 - Include right-of-way Improvements and Parcels to be Acquired
- Preliminary Construction Layout Plans*
- ADT and LOS Calculations

Construction

- CTFP Online Application – submitted through OCFundtracker
- Project Construction Specifications
- Cost Estimate for Complete Project - ALL PHASES
- General Application Sample Resolution
- CEQA Compliance Form (CE, Negative Declaration, EIR)
- Project Development Documents - Project Report or Materials Report *
- Approved Project Construction Plans*
- ADT and LOS Calculations

NOTE: To qualify for the 10 percent local match discount for measureable improvement of PCI, please include documentation from the last two PMP biennial Measure M Eligibility submittals that provide average PCI for Overall System.

****Items are due after first application review. OCTA staff will contact you regarding those projects that will require this additional information.***



Exhibit 9-2
Intersection Capacity Enhancement (ICE)
CTFP Application Checklist Guide

Planning – Environmental & Engineering

- CTFP Online Application – submitted through OCFundtracker
- Project Description, Scope of Work and Project Limits
- Cost Estimate for Complete Project - ALL PHASES
- General Application Sample Resolution
- Peak Hour Turning Movement Counts, LOS Calculations, and ADT for each leg of the intersection
- Aerial Photo w/ Proposed Improvements Shown

Right-of-Way

- CTFP Online Application – submitted through OCFundtracker
- Project Description Detail (include plat maps and legal descriptions for proposed acquisitions)
- Detailed right-of-way Acquisition/Disposal Plan using the OCTA provided right-of-way acquisition/disposal plan form available for download at <https://ocfundtracker.octa.net>.
- Cost Estimate for Complete Project - ALL PHASES
 - Estimated right-of-way Cost by Parcel (Land, Improvements Taken, Severance, Goodwill, Incidental Expenses) *
- General Application Sample Resolution
- Peak Hour Turning Movement Counts, LOS Calculations, and ADT for each leg of the intersection
- CEQA Compliance Form (CE, Negative Declaration, EIR)
- Aerial Strip Map w/ Existing and Proposed Improvements Shown
 - Include right-of-way Improvements and Parcels to be Acquired
- Preliminary Construction Layout Plans*

Construction

- CTFP Online Application – submitted through OCFundtracker
- Project Construction Specifications
- Cost Estimate for Complete Project - ALL PHASES
- General Application Sample Resolution
- Peak Hour Turning Movement Counts, LOS Calculations, and ADT for each leg of the intersection
- CEQA Compliance Form (CE, Negative Declaration, EIR)
- Project Development Documents - Project Report or Materials Report *
- Approved Project Construction Plans*

NOTE: To qualify for the 10 percent local match discount for measureable improvement of PCI, please include documentation from the last two PMP biennial Measure M Eligibility submittals that provide average PCI for Overall System.

****Items are due after first application review. OCTA staff will contact you regarding those projects that will require this additional information.***



Exhibit 9-3

Freeway Arterial/Streets Transition (FAST)

CTFP Application Checklist Guide

Planning – Environmental & Engineering

- CTFP Online Application – submitted through OCFundtracker
- Project Description, Scope of Work and Project Limits
- Cost Estimate for Complete Project - ALL PHASES
- General Application Sample Resolution
- Peak Hour Turning Movement Counts, LOS Calculations, ADT for arterial and ramp exit volumes
- Caltrans Letter of Support
- Aerial Photo w/ Proposed Improvements Shown

Right-of-Way

- CTFP Online Application – submitted through OCFundtracker
- Project Description Detail (include plat maps and legal descriptions for proposed acquisitions)
- Detailed right-of-way Acquisition/Disposal Plan using the OCTA provided right-of-way acquisition/disposal plan form available for download at <https://ocfundtracker.octa.net>.
- Cost Estimate for Complete Project - ALL PHASES
 - Estimated right-of-way Cost by Parcel (Land, Improvements Taken, Severance, Goodwill, Incidental Expenses) *
- General Application Sample Resolution
- Peak Hour Turning Movement Counts, LOS Calculations, and ADT for each leg of the intersection
- CEQA Compliance Form (CE, Negative Declaration, EIR)
- Aerial Strip Map w/ Existing and Proposed Improvements Shown
 - Include right-of-way Improvements and Parcels to be Acquired
- Preliminary Construction Layout Plans*

Construction

- CTFP Online Application – submitted through OCFundtracker
- Project Construction Specifications
- Cost Estimate for Complete Project - ALL PHASES
- General Application Sample Resolution
- Peak Hour Turning Movement Counts, LOS Calculations, and ADT for each leg of the intersection
- CEQA Compliance Form (CE, Negative Declaration, EIR)
- Project Development Documents - Project Report or Materials Report *
- Approved Project Construction Plans*

NOTE: To qualify for the 10 percent local match discount for measureable improvement of PCI, please include documentation from the last two PMP biennial Measure M Eligibility submittals that provide average PCI for Overall System.

****Items are due after first application review. OCTA staff will contact you regarding those projects that will require this additional information.***



Exhibit 9-4

**Sample Resolution for Candidate Orange County
Comprehensive Transportation Programs Projects**

A resolution of the _____ City Council approving the submittal of _____ improvement project(s) to the Orange County Transportation Authority for funding under the Comprehensive Transportation Program

THE CITY COUNCIL OF THE CITY OF _____ HEREBY RESOLVES, DETERMINES, AND ORDERS AS FOLLOWS THAT:

- (a) WHEREAS, the City of _____ desires to implement the transportation improvements listed below; and
- (b) WHEREAS, the City of _____ has been declared by the Orange County Transportation Authority to meet the eligibility requirements to receive M2 "Fair Share" funds; and
- (c) WHEREAS, the City's Circulation Element is consistent with the County of Orange Master Plan of Arterial Highways; and
- (d) WHEREAS, the City of _____ will provide a minimum in ___% in matching funds for the _____ project as required by the Orange County Comprehensive Transportation Funding Programs Guidelines; and
- (e) WHEREAS, the Orange County Transportation Authority intends to allocate funds for transportation improvement projects within the incorporated cities and the County; and
- (f) WHEREAS, the City of _____ will not use M2 funds to supplant Developer Fees or other commitments; and
- (g) WHEREAS, the City/County must include all projects funded by Net Revenues in the seven-year Capital Improvement Program as part of the Measure M2 Ordinance eligibility requirement.
- (h) WHEREAS, the City/County authorizes a formal amendment to the seven-year Capital Improvement Program to add projects approved for funding upon approval from the Orange County Transportation Authority Board of Directors.

NOW, THEREFORE, BE IT RESOLVED THAT:

The City Council of the City of _____ hereby requests the Orange County Transportation Authority allocate funds in the amounts specified in the City's application to said City from the Comprehensive Transportation Programs. Said funds shall be matched by funds from said City as required and shall be used as supplemental funding to aid the City in the improvement of the following street(s):

ADOPTED BY THE CITY COUNCIL on _____, 20____.

SIGNED AND APPROVED on _____, 20____.

City Clerk

Mayor



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Chapter 10 - Reimbursements and Reporting

Procedures for Receiving Funds

An implementing agency must encumber funds OCTA awards to a project phase within the fiscal year the grant is programmed (July 1-June 30). Prior to the encumbrance of funds, an agency must have a fully executed letter agreement with OCTA. An agency encumbers funds by awarding a contract, completing the appraisal or issuing an offer letter for one parcel of right-of-way, or by providing expense reports with supporting documentation to prove an agency's workforce costs (provided that the agency intends to complete the phase with agency staff). OCTA shall consider the primary contract or the contract with the largest dollar amount, associated with the phase's tasks, when an agency uses a contract to show encumbrance of CTFP funds. Once an agency encumbers CTFP funds for a phase, it can begin the process for receiving payment of the funds.⁷

OCTA will release funds through two payments. The initial payment will provide up to 75 percent of the contract award or programmed amount, whichever is less. OCTA will disburse the final payment, 25 percent of eligible funds, after it approves the final report.

For situations where a grant exceeds \$2 million, the final report retention shall be capped at \$500,000 per project phase, but shall in no case be less than 10 percent of the grant for that phase. Should the 75/25 payment distribution ratio result in a final payment retention that exceeds \$500,000, the payment percentages will be adjusted to meet the \$500,000 cap until the 10 percent threshold is reached (See Precept 32).

Agencies shall submit payment requests to OCTA in a timely fashion. The M2 Ordinance requires the submittal of a final report within 180 days of the project phase completion date (See M2 Ordinance/definitions/Precept 33). Failure to submit a final report within the 180-day time frame will result in an agency being found ineligible to receive net revenues. Per the M2 Ordinance, no provision for extension is allowed. The project completion date refers to the date all final invoices have been paid and any pending litigation has been adjudicated for either the engineering phase or for the right-of-way phase, and all liens/claims have been settled for the construction phase.

OCTA will provide a separate CTFP payment supplement that includes sample forms and instructions for payment submittals and can be downloaded from the OCFundtracker website at https://ocfundtracker.octa.net/report_payment_excel.asp. Payment submittals are described in this chapter and must be submitted through OCTA's online

⁷ Funds from state and federal sources funds will undertake a separate process. Local agencies must contact Caltrans local assistance for reimbursement.



database, OCFundtracker: <http://ocfundtracker.octa.net>. Detailed instructions for OCFundtracker are available online at the previously mentioned website. Staff is also available to assist agencies with this process. Agencies must upload appropriate backup documentation to the database. OCTA may request hardcopy payment requests.

Availability of Funds

The funds granted by OCTA for each phase will be available on July 1, the first day of the fiscal year in which the funds are programmed and upon implementation of the letter agreement for the specific project.

Cancellation of Project

If a local agency decides to cancel a project, for whatever reason, the agency shall notify OCTA as soon as possible. Projects deemed infeasible during the planning phase shall bring that phase to a logical conclusion, file a final report, and cancel remaining phases so that remaining funds can be reprogrammed without penalty. Right-of-way funding received for property acquisition prior to cancellation shall be repaid upon cancellation, regardless of whether property has been purchased or not. Construction funding received prior to cancellation shall be repaid upon cancellation.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.



Section 10.1 - Regional Capacity Program Initial Payment

Payment Requests

An agency shall use the report and checklist provided in the CTFP Payment Supplement (see https://ocfundtracker.octa.net/report_payment_excel.asp) in order to determine the reporting and documentation requirements for initial payment requests. Payment requirements are located in the Guidelines. Staff may request additional documentation that is not listed on the checklist prior to approving the request.

The interactive electronic versions of all payment forms can be downloaded via OCFundtracker at <http://ocfundtracker.octa.net>.

OCTA usually releases funds through two payments. The initial payment will constitute 75 percent of the eligible contract award or allocation amount, whichever is less. In addition to the bid abstract, OCTA will require local agencies to submit appropriate backup documentation for all project phases to support the initial payment request. OCTA will release the final payment of remaining balance, usually the final 25 percent of CTFP grant funds, when the project is complete and OCTA accepts the final report. The balance is determined based on final costs for CTFP eligible program expenditures. Prior to submitting the report, review the program specific section in these guidelines that addresses the final report process.

OCTA will reimburse costs associated with the Measure M informational signs (fabrication, installation, and removal) and do not count against a project's grant. Measure M informational "Funded By" sign removal costs should be requested in the Final Report.

Prior to submitting an initial payment request, a local agency may request a meeting with OCTA staff to determine eligible/ineligible items prior to requesting reimbursement.

Below is additional information regarding the documentation requirements of payment requests:

1. Invoice – For initial payments, an agency shall invoice for 75 percent of the contract amount or programmed amount, whichever is less. For final payments, an agency shall invoice for the remaining balance of the contract amount or programmed amount, whichever is less. Final payment request invoices shall normally be approximately 25 percent of the eligible funds. Interest earned by an agency for initial payments received shall be applied to and deducted from the final payment balance amount. For situations where a grant exceeds \$2 million, the final report retention shall be capped at \$500,000 per project phase, but shall in no case be less than 10 percent of the grant for that phase. Should the 75/25 payment distribution ratio result in a final payment retention that exceeds \$500,000, the payment percentages will be adjusted to meet the \$500,000 cap until the 10 percent threshold is reached (See Precept 36). Agencies seeking initial payment for the planning, environmental and preliminary engineering



work performed by local agency forces, must submit payroll records and City Council budget allocation with the initial payment request. The payroll records should identify the project name, date of expenditures, amount, and employee position. It is recommended that a unique project key be created for each project and all project charges be billed under that job code. OCTA staff can provide a sample of acceptable form of payroll report upon local agency request.

2. Project Certification Letter – The public works director, or appropriate equivalent, shall submit a certification letter, with applicable statements, using the Project Certification Form (see https://ocfundtracker.octa.net/report_payment_excel.asp). This will include the certification that the project being reimbursed has meet the signage requirements laid out in Precept 22.
3. Minutes-Documentation of the Contract Award – The agency shall submit a minute order, agency resolution, or other council/board action showing award of the contract and the contract amount. After contract award, the agency shall submit the project name, contractor/consultant company name, and project scope including bid/task list, for each contract. The city clerk, clerk of the board, or appropriate equivalent shall certify minutes. Agencies that use on-call consultants shall submit a purchase order that includes the scope of work for the contractor.
4. Revised Cost Estimate – The agency shall use the format provided in the Revised Costs Estimate form (see https://ocfundtracker.octa.net/report_payment_excel.asp).
5. Work Schedule – OCTA prefers a complete project schedule, but an agency may provide as little as the expected start and completion dates for preliminary engineering, final engineering, right-of-way, and construction phases on form 10-1A.
6. Right-of-Way Documents – Each parcel shall include an appraiser's ~~invoice~~ report, written offer letter, plat map, and legal description. Agencies attempting to acquire five or more parcels for a project shall include a parcel location map. Initial payments for ROW will be considered after submittal of a signed ROW agreement with the property owners and/or upon City Council Resolution initiating a property acquisition in accordance with the Code of Civil Procedure per §1230.010, et. seq.
7. Plans, Specifications, & Estimate (PS&E) Certification – Agencies shall submit a PS&E certification using the PS&E Certification form (see https://ocfundtracker.octa.net/report_payment_excel.asp). The agency engineer shall certify that the local agency properly prepared and approved plans and specifications in accordance with authorized procedures and adopted standards, followed approved scope of work, and incorporated materials report.
8. Layout Plans – An agency shall not submit layout plans that print on paper larger than 11 inches by 17 inches.



9. Documentation of Decision to Use Local Agency Forces – For all project phases, for any work performed by local agency forces in lieu of a primary contract, local agency must document that local agency forces could perform the work more cost effectively or timely than a contractor; and documentation of this decision can be supplied in case of audit.
10. Documentation Supporting Local Agency Liability for Utility Relocation Costs – Local agency liability can be supported by the documentation of property rights, franchise rights/agreements, state and local statutes/ordinances, permits, or a finding by the local agency’s counsel.

Reimbursement

OCTA shall not reimburse for a project prior to the beginning of the fiscal year of the grant. If an agency receives an advancement and begins work prior to the start of the fiscal year of the grant, the agency may request an initial payment against the grant. If an agency receives an advancement and completes a project prior to the start of the fiscal year of the grant, OCTA shall disburse the grant in a single payment. OCTA must accept the final report prior to issuing a payment.

Calculation of Payment

Once an agency encumbers Measure M funds, the agency may request a maximum of 75 percent of the contract award amount or programmed amount, whichever is less. For situations where a grant exceeds \$2 million, the final report retention shall be capped at \$500,000 per project phase, but shall in no case be less than 10 percent of the grant for that phase. Should the 75/25 payment distribution ratio result in a final payment retention that exceeds \$500,000, the payment percentages will be adjusted to meet the \$500,000 cap until the 10 percent threshold is reached (See Precept 36). Examples of calculating the initial funding request for a standard 75/25 payment are described below.

Example A - **Contract** is awarded for **less than** the estimated construction cost.

Given:

$$\$160,000 = \text{CTFP Allocation } \underline{\$40,000} = \text{City Share}$$

$$\$200,000 = \text{Total Contract Award for Project X}$$

Calculations:

$$75\% \text{ of CTFP allocation} = \$160,000 \times 0.75 = \underline{\$120,000}.$$

Example B - **Contract** is awarded for **more than** the estimated construction cost.

Given:

$$\$200,000 = \text{Total CTFP funds programmed for Project Y}$$



\$280,000 = Construction contract award (CTFP share)

Calculations:

Construction costs = \$280,000

Since this amount exceeds \$200,000 programmed, the initial payment is limited to 75% of the programmed amount.

75% of contract amount = $\$200,000 \times 0.75 = \underline{\$150,000}$.



Section 10.2 - Regional Capacity Program Final Report and Payment Process

The remaining CTFP funds are reimbursed to the lead agency following completion of the final reporting process. This final payment is calculated by considering the grant amount, the minimum local match rate, how much has been previously reimbursed as part of the initial payment, and the total eligible costs that can be applied to the grant (see program specific eligibility sections). M2 funds are applied proportionally to all eligible project expenses. Prior to submitting the Final Report, review the following section which includes items important to the final reporting process. The CTFP Payment Supplement provides additional instructions and sample forms to complete payment requests. Payment requirements are located in this chapter.

Project Cost Changes

If the contract price is lower than the amount programmed and the agency requested additional items and/or change orders during construction/study, OCTA may approve the additional costs during the review of the final report. OCTA will review these reports to:

1. Determine that the agency submitted proper justification for the change order(s)
2. Determine if the items are eligible for reimbursement
3. Confirm that expenses are within the project's original scope of work
4. The lead agency should provide information supporting the need for the change orders in the final report. Changes in project limits for construction projects are not eligible for reimbursement.

Additional Documentation Requirements

The items listed below are to be submitted to complete the final reporting process. If the local jurisdiction has not submitted a final report for any previous phases of the project, the reporting requirements outlined in Section 10.1 must be followed, with exception to the initial report forms, in addition to the Final Report requirements listed below.

5. Final Report Form – The local agency shall prepare a final report form using the final report form (see https://ocfundtracker.octa.net/report_payment_excel.asp).
6. OCTA shall reimburse general lump sum pay items, appraisal cost, design, and construction engineering in the same ratio as the total right-of-way acquisition or construction costs.
7. Proof of Project Payment ~~and Division of Costs~~ – ~~The required documentation~~ -that will be submitted ~~required as proof of payment~~ includes approved contract invoices and may also include, but is not limited to, supportive material for agency work forces,



equipment, ~~and material,~~ and corresponding proof of payment. Additional records are required to be maintained as outlined in the Audit

8. ~~Division of Costs – For the division of costs, original contract bid item lists can be supplied. If these are not available, the Proof of Project Payment and The~~ Division of Costs form can be used (see https://ocfundtracker.octa.net/report_payment_excel.asp). Supportive material shall equal the division of costs totals that are located in the final report form.
9. Summary of Right-of-Way Acquisition – Agencies shall submit a summary of right-of-way acquisition as described in the Summary of right-of-way acquisition form (see https://ocfundtracker.octa.net/report_payment_excel.asp).
10. Notice of Completion – An agency may submit ~~a recorded Notice of Completion (NOC) or where a NOC is not typically used, t~~The Notice of Completion form may be used to certify the phase completion date. (see https://ocfundtracker.octa.net/report_payment_excel.asp). Please note the date of completion refers to the date all final 3rd party contractor invoices have been paid and any pending litigation has been adjudicated for either the engineering phase or for the right-of-way phase, and all liens/claims have been settled for the construction phase.
11. Before and After Project Photos (where applicable) – photographs showing the project before and after the improvements.

Electronic copies of all payment forms can be downloaded from OCFundtracker.

Timely Final Reports

OCTA will work with local agencies to ensure the timeliness of final reports by utilizing the following procedures:

1. Local agencies to notify OCTA of the project phase completion date within 30 days of completion.
2. Local agencies to file a final report within 180 days of project phase completion date.
3. OCTA to issue a notice to the public works directors or TAC representative(s) 90 days after the project completion date, as reported in OCFundtracker, to remind local agencies that the final report is due in 90 days. The reminder notice will include an offer from OCTA for a consultant to assist in preparation of the final report. The agency shall reimburse OCTA for the consultant services if used.
4. OCTA to issue a final notice letter to the public works directors or TAC representative(s) with a copy to the agency's management and finance director if OCTA does not receive the final report within 180 days of the project completion



date. The final notice letter will inform the local agencies that if OCTA does not receive a response to the final notice letter and the final report within 180 days, then the funds will be unencumbered and OCTA shall request that the agency return disbursed funds, plus interest.

5. OCTA to issue the final payment to local agencies within 60 days of receiving the complete final report and all supporting documentation.

Failure to Submit Final Report

Agencies who fail to submit a Final Report will be required to repay applicable M2 funds received for the project in a manner consistent with the Master Funding Agreement and/or will be found ineligible to receive M2 Net Revenues.

Excess Right-of-Way

Agencies that use Net Revenues (through CTFP or Local Fair Share programs) to acquire project right-of-way shall dispose of land deemed in excess of the proposed transportation use. Excess land sold by the lead agency will be disposed of in accordance with the process established in Government Code, Article 8, Surplus Land, Section 54220-54232, et. Seq. and the right-of-way acquisition/disposal plan submitted as part of the application process. The agency shall return proceeds from the sale to OCTA. OCTA shall return the funds to the program of origin for future use.

Proceeds from the sale of excess right-of-way shall be returned to OCTA in proportion to the amount of M2 funds used in the purchase.

Agencies shall submit right-of-way documents for all parcels utilizing M2 Net Revenues. Agencies must submit the following documents:

- Summary of the right-of-way required for the project
- Plat maps and legal descriptions for right-of-way acquisitions
- Parcel location map
- Identification of anticipated excess right-of-way, if any
- Appraisal reports for excess right-of-way

OCTA shall consider excess right-of-way with a value of \$10,000.00 or less as an uneconomic remnant. OCTA shall determine if excess right-of-way is to be considered an uneconomic remnant.

The agency shall submit a fair market value appraisal report for the excess land of each parcel. Appraisers must conduct appraisals in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP). If an agency suspects that the excess right-of-way has a value of \$10,000.00 or less, the agency may conduct a limited fair market



value appraisal to confirm the value of the excess right-of-way. The agency shall submit the appraisals with the right-of-way final report.

OCTA shall retain from the final payment the value of excess right-of-way that is proportional to OCTA's percentage match rate to the project up to OCTA's match rate of right-of-way grant. However, if the local agency provided additional funds beyond what was original estimated, OCTA will be reimbursed based on its proportional share of the cost of right-of-way.

An agency may include incidental expenditures from the disposal of property in their final report for the right-of-way grant.

An agency shall begin the process to sell excess right-of-way within 60 days after acceptance of the construction improvements.

OCTA shall not close-out the right-of-way grant or construction grant until the agency and OCTA resolve questions regarding excess right-of-way.

Example:

OCTA's right-of-way grant: \$500,000

OCTA grant match rate 75%

Parcel Costs:

Cost – Parcel 1: \$300,000

Cost – Parcel 2: \$380,000

Cost – Parcel 3: \$120,000

Cost – Parcel 4: \$100,000

Total right-of-way Costs: \$900,000

Payment with no excess ROW: \$500,000

Excess right-of-way:

Value of excess right-of-way for parcel 1: \$200,000

Value of excess right-of-way for parcel 2: \$105,000

Value of excess right-of-way for parcel 3: \$ 0

Value of excess right-of-way for parcel 4: \$ 0

Total Value of excess right-of-way: \$305,000

OCTA contribution to right-of-way acquisition:

CTFP right-of-way contribution ÷ Agency total cost of right-of-way

$$\$500,000 \div \$900,000 = 56\%$$

OCTA's shall reduce the final right-of-way payment by:



Parcel 1:	\$200,000 x 56% =		\$112,000
Parcel 2:	\$105,000 x 56% =	+	<u>\$58,800</u>
Total:			\$170,800
Payment (incorporating excess right-of-way):			\$500,000
		-	<u>\$170,800</u>
			\$329,200

Agency Workforce and Equipment Rental

An agency must provide supporting documentation for work completed by agency staff. It is recommended that a unique project job key be created for each project and all project charges be billed under that job code. The agency shall multiply the fully burdened labor rate by the number of hours for each staff person assigned to the project. An agency may add actual overhead costs at an allowable rate up to 30 percent of payroll and fringe benefits. Where an agency due to size cannot calculate its specific overhead rate, an agency may refer to the Cost Accounting Policies and Procedures Manual (CAPP) of the California Uniform Public Construction Cost Accounting Commission, which allows for a fixed overhead rate billing dependent on city size. Where an agency has actual overhead costs that exceed 30 percent, these will be accepted when a fully audited cost allocation plan is provided and approved by the appropriate governmental entity listed in the CAPP or 2 Code of Federal Regulations Part 225.

An agency must provide supporting documentation for equipment used by local agency staff. An agency may use local agency or Caltrans surcharge and equipment rental rates.

Technical and/or Field Review

Once an agency submits a final report for a project, OCTA shall review the report for compliance with the CTFP Guidelines and may conduct a technical and/or field review. As part of the technical/field review of a CTFP project, OCTA may:

- review right-of-way acquisitions and the potential for excess right-of-way
- compare hourly breakdown of staff time compared to staff time sheets
- conduct a project field review – ensure improvements are within scope
- review items that agencies self-certify
- verification of the reasonableness of project costs

OCTA may review all phases of the project.

OCTA will use the project cost estimate forms submitted with the application and revised where appropriate, project accounting records and the final report as the primary items to conduct the review. Agencies must maintain separate records for projects (i.e.,



expenditures, interest) to ensure compliance. OCTA will only reimburse eligible CTFP items listed on the cost estimate. The implementing agency is expected to complete the entire scope of work as presented in the original application.

See Chapter 11 for independent audit requirements beyond the technical/field review.

Reporting of Local Fair Share

For the purposes of reporting non-project work (maintenance, repair, and other non-project related costs) funded by Measure M local fair share funds, the Measure M expenditure report cited M2 Ordinance, Section III(B)(8) shall satisfy reporting requirements. If local fair share funds are used for projects, the local agency shall also include a list of those funds and/or other Measure M funds in the Project Final Report cited in Section III(B)(9).



Section 10.3 - Regional Traffic Signal Synchronization Program Reimbursements and Reporting Requirements

The previous sections of this chapter outline the process and requirements regarding reimbursements and reporting for all competitive programs that are part of Measure M2. A lead agency shall also use the following additional reporting and documentation requirements specific to any competitive project funded through Project P as part of the reimbursement process.

Procedures for Receiving Funds

Regional Traffic Signal Synchronization Program funds projects with a three (3) year grant. Projects are divided into two components for the purposes of reimbursements and reporting: Primary Implementation and Ongoing Maintenance and Operations. Ongoing Maintenance and Operations will begin after the Primary Implementation of the project is completed and be required for the remainder of the project and last for a minimum of two (2) years.

Primary Implementation includes the following:

- Project administration (required)
- Developing and implementing optimized signal synchronization timing (required)
- Producing a Before and After Study for the proposed project (required)
- Engineering design of signal improvements for the project (optional)
- System integration (optional)
- Proposed signal improvements, construction support, and contingency (optional):
 - New or upgraded detection
 - New or upgraded communication systems
 - Intersection/field system modernization and replacement
 - Minor signal operation improvements
 - Traffic management centers
 - Real-time traffic actuated operations and demonstration projects
- Contingencies (optional)
- Construction management (optional)

Ongoing Maintenance and Operation will begin after the Primary Implementation of the project is completed. Includes the following:

Monitoring and improving optimized signal timing (required)

- Communications and detection support (optional)
- Final report (required)



A lead agency must encumber funds OCTA allocates to a project within the fiscal year of the grant and after funding agreements with OCTA are executed. A lead agency encumbers funds by awarding a contract or providing expense reports to prove the lead or a participating agency's workforce costs, provided that the lead agency intends to complete the Primary Implementation with lead agency or participating agency staff. Once an agency encumbers Project P funds for Primary Implementation, it can begin the process for receiving payment of the funds. Note that only the lead agency will receive payment of funds from OCTA. Any funds that are due to other participating agencies are the responsibility of the lead agency and not OCTA.

The project lead agency must submit payment requests through OCTA's online database, OCFundtracker: <https://ocfundtracker.octa.net>. Additional details about the retention caps, timely payment requests, project closeout, and payment are available in Section 10.1 and 10.2 of the chapter.

Availability of Funds

The funds allocated for projects will be available to project lead agencies July 1st of the programmed year and after funding agreements with OCTA are executed.

Initial Payment Requests for Primary Implementation

The initial payment will provide up to 75 percent of funds for the Primary Implementation of the project. The following information specific to the Regional Traffic Signal Synchronization Project is provided regarding the documentation requirements for initial payment of Primary Implementation after an agency encumbers funds for the project.

The interactive electronic versions of all payment forms can be downloaded via OCFundtracker (see https://ocfundtracker.octa.net/report_payment_excel.asp).

The Primary Implementation report has been provided so a lead agency can determine the reporting and documentation required for an initial payment request. Staff may request additional documentation that is not listed on the Primary Implementation Report prior to approving the request. The electronic versions of the forms are available through the OCFundtracker.

Below is additional information updating Section 10.1 of this chapter regarding documentation requirements for RTSSP payment requests. The CTFP Payment Supplement provides instructions and sample forms for the items listed.

- Invoice - For initial payments, the lead agency shall invoice for 75 percent of the contract amount or programmed amount of the project's Primary Implementation, whichever is less. For final payments of the Primary Implementation, the lead agency shall invoice the remaining balance of the project's Primary Implementation phase contract amount or programmed amount, whichever is less



- Project Certification Letter (initial and final)
- Revised Cost Estimate (initial)
- Plans, Specifications, and Estimate (PS&E) Certification (initial)
- Certification of Phase (initial)
- Final Report Submission
- Division of Cost Schedule (final)
- Work Schedule - OCTA requires a complete project schedule, including expected start and completion dates for tasks in the Primary Implementation and Ongoing Maintenance and Operation phases (initial and final)
- Right-of-Way Documents - No requirements as Right-of-Way is not a part of RTSSP

Detail on other aspects on Initial Payment Requests for Primary Implementation including project advancement and reimbursement is available in section 10.1 of this chapter.

Final Payment Requests for Primary Implementation

OCTA will release the remaining balance to the lead agency, approximately 25 percent of funds for the Primary Implementation, when the project's Primary Implementation phase is complete and OCTA receives the project Before and After Study. The balance is determined based on the final costs for the eligible RTSSP expenditures. The Before and After Study is defined as the following:

This study shall at minimum collect morning and evening peak period using travel times, average speeds, green lights to red lights, stops per mile, and the derived corridor system performance index (CSPI) metric. In addition, greenhouse gas and gasoline savings should be identified. This information shall be developed both before any signal timing changes have been made and after the Primary Implementation. The study shall compare the information collected both before and after the timing changes. Comparisons shall identify the absolute and percent differences for the entire corridor, by segment, direction, and time period. Segments will be defined by major traffic movements as observed during the project (e.g. commuting segments between freeways, pedestrian-friendly segments in a downtown area, etc.).

A template for the before and after study is available. The Before and After Study for RTSSP shall be included as a requirement at the end of the Primary Implementation phase and as part of the Final Report for reimbursement purposes.

Payment Requests for Ongoing Maintenance and Operations

The payments for the Ongoing Maintenance and Operations portion of the project award will cover the remainder of the grant period after Primary Implementation is completed and will be paid as a reimbursement upon proof of work/payment and receipt of invoice. The invoice should include details on the ongoing maintenance and operation work done



including on the required (1) work monitoring and improving optimized signal timing; and optional (2) communications and detection support.

Project Final Report

The project final report shall be completed in accordance with all CTFP Guidelines upon the end of the three year grant period. In addition, the final report shall summarize the full project through the three-year grant period, include the Before and After Study from the Primary Implementation phase, and report on additional updates/information that result from the Ongoing Maintenance and Operation phase.

Example of Reimbursement

\$1,000,000 = Total RTSSP funds programmed for Example Street Signal Synchronization allocated in Fiscal Year 2011/2012. The grant period is for three years.

\$900,000 for Primary Implementation – This amount of the project award is subject to the 75 percent initial payment and 25 percent final payment split as defined in the CTFP Guidelines.

Initial Payment = $\$900,000 \times 0.75 = \$675,000$

Final Payment upon completion, submission, and acceptance by OCTA of project Before and After Study to OCTA

Approximate Final Payment = $\$900,000 \times 0.25 = \$225,000$

\$100,000 for Ongoing Maintenance and Operation – This amount of the project award will cover the remainder of the three year grant period after Primary Implementation is completed and will be paid upon proof of payment and receipt of invoice.



Section 10.4 - Environmental Cleanup Program Reimbursements and Reporting Requirements

Sections 10.1 and 10.2 of this chapter outline the process and requirements regarding reimbursements and reporting for the Regional Capacity Program. The CTFP Payment Supplement provides instructions and sample forms for ECP projects. The interactive electronic versions of all payment forms can be downloaded via OCFundtracker. These processes are applicable to the Tier 1 and Tier 2 Grant Programs with the following exceptions:

- For an initial payment, the ECP Initial Report Form 10-15 must be submitted (see https://ocfundtracker.octa.net/report_payment_excel.asp).
- For a final payment, the ECP Final Report Form 10-16 must be submitted. Supporting documentation for O & M costs (if used as local match) and location maps must also be submitted (see https://ocfundtracker.octa.net/report_payment_excel.asp).
- A final report must be filed within 180 days of the project phase completion with information as shown on the ECP Final Report Form 10-16 (see https://ocfundtracker.octa.net/report_payment_excel.asp).
- Additionally, an exception to Precept 29: agencies may appeal to the ECAC and the OCTA Board on any issues that the agency and OCTA cannot resolve, as such are the approving bodies for this program.

For Tier 1 of the Environmental Cleanup Program, where ongoing operations and maintenance of the project ~~can be~~ were pledged as a local match. ~~As~~ As part of the semi-annual review reporting process, OCTA will verify local agency operations and maintenance expenditures to ensure local match commitments are being met. Local agencies must complete the In-Kind O&M Report Form 10-17 (see https://ocfundtracker.octa.net/report_payment_excel.asp) for each ECP grant as part of their SAR updates.



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Chapter 11 - Audits

Independent Audit Process Overview

Independent audits of CTFP projects may be initiated by OCTA's Internal Audit Department (or agent thereof). The project information on file at OCTA will serve as the primary source of information for each audit. However, additional information may be requested of local agencies.

Accurate records detailing specific expenditures for each CTFP project must be maintained by local agencies. These records must show that proper accounting and cash management procedures were followed, the project was completed in accordance with the application and the CTFP guidelines, and that all records and documentation related to the project were adequately maintained. Consistent with the M2 Ordinance, local agencies must also establish a separate fund accounting system for Measure M funds transactions and expenditures.

Local agencies must maintain a complete set of records in accordance with generally accepted accounting principles, and with reasonable notice, shall permit the authorized representatives of OCTA to inspect and audit all work, materials, payroll, contracts, books, accounts, and other data and for a period of five (5) years after final payment by OCTA for CTFP projects. For the Local Fair Share program, it shall be for a period of five (5) years after expenditure of funds or five (5) years after final payment of debt service where local fair share revenues were pledged, whichever is longer. OCTA has the right to reproduce any such books, records, and accounts. The provision with respect to audits should be extended to/and included in contracts with the local agency's contractor(s).

Record Requirements to Demonstrate Compliance

A description of the required records is given below.

Contracts

For all contract expenses the following records must be maintained:

1. The original executed contract
2. Evidence the procurement of contracted public works and architectural and engineering services followed applicable state laws and local agency procurement requirements
3. All contractor invoices received
4. All contract change order documents
5. Proof of payment to contractors
6. Project "as built" or other final plans



7. Sign-off on completion by Local Agency (letter of acceptance)

Materials and other

For all materials and other miscellaneous expenses charged to the Comprehensive Transportation Programs project, the following records must be maintained:

1. Original invoice and purchase order
2. Proof of delivery
3. Evidence of reasonableness of price, if total cost of purchase is over \$1,000
4. Proof of payment

Direct labor

For all direct labor charged to a project, including engineering labor, the following records must be maintained:

1. Summary time sheets showing total time charged to the project by the different individuals working on it
2. Individual time sheets or time cards showing the total time worked by the individual for each period (day, week, etc.) and the different tasks to which the individual's time was charged
3. Personnel files showing the individuals' pay rates
4. Payroll reports showing the computations of paychecks for the applicable periods

Equipment

Equipment rental charges related to a project shall be documented by the following records:

1. Vendor's or local agency's invoice showing hours, rate, and type of equipment and location of rented equipment
2. Evidence of quotes obtained to determine best rate (documented phone quotes are acceptable)
3. Documentation of project need for equipment

Local agency force work

For all construction phase work performed by local agency forces and the decision that local agency forces could perform the work more cost effectively or timely than a contractor must be documented.



Chapter 12 - Environmental Cleanup Program (Project X)

Overview

The Project X/Environmental Cleanup Program (ECP) provides for Measure M2 (M2) revenues to improve overall water quality in Orange County from transportation-generated pollution. Specifically, the Orange County Local Transportation Authority's Ordinance No. 3 (M2 Ordinance) dated July 24, 2006, provides 2 percent of gross M2 revenue dedicated to protecting Orange County beaches and waterways from the conveyance of urban runoff associated with transportation-generated pollution. The M2 ECP ensures that funds will be used on a countywide competitive basis to meet federal Clean Water Act standards for controlling transportation-generated pollution by funding nationally recognized Best Management Practices (BMPs).

As required by the M2 Ordinance, an Environmental Cleanup Allocation Committee (ECAC), representing a broad cross-section of the water quality community, was formed in October 2007 to provide guidance on program design and funding. The goal of the ECP is to fund projects on a countywide, competitive basis. This will assist the County of Orange and Orange County cities in reducing transportation-related water quality pollution by meeting Clean Water Act standards for local waterways and beaches.

Proposed projects must demonstrate a direct nexus (connection) to a reduction of transportation-related pollution as developed and defined by the ECAC in conformity with the M2 Ordinance. All proposing agencies must demonstrate an understanding of how their proposed projects meet the following transportation pollution nexus definition:

- Transportation-related activities can be a contributor of pollutants and/or impairments to receiving waters via aerial deposition, storm, and non-storm water discharges. Transportation-related activities are associated with the operation, construction, and maintenance of public roads, highways, and other ground transportation systems.
- The conveyance of transportation-related pollutants to surface and groundwater can occur from precipitation, runoff, and leaching entering or discharging from public roads, highways, and other ground transportation systems via drainage systems, such as catch basins, curbs, gutters, ditches, manmade channels, retention basins, or storm drains. The quality and quantity of these discharges vary considerably and are affected by hydrology, geology, land use, season, and sequence and discharge of hydrologic events.
- Pollutant sources can encompass right-of-way, properties, facilities, and activities related to motor vehicles, highway maintenance, construction site runoff, maintenance facility runoff, illegal dumping, spills, and landscaping care. Pollutant categories include, but are not limited to metals (such as copper, lead, and zinc), organic chemicals and compounds (hydrocarbons and pesticides), sediment, nutrients (nitrogen and phosphorus), litter, oxygen demanding substances (decaying



vegetation, animal waste, and other organic matter), groundwater dewatering discharges, and pathogenic material.

The M2 ECP funds are designed to supplement, not supplant, existing water quality programs. Proposed projects must improve and not replace existing pollution reduction efforts by an eligible party. Funds will be awarded to the most competitive projects with the highest benefit to water quality.

The intent of the ECP is to provide funding for water quality projects that do not replace existing transportation water quality expenditures. In other words, if a project has components which would replace features already in place or which would fulfill project specific mitigation, those components would not be eligible for M2 funding consideration. Some upgrades and expansions may be eligible. The eligibility of the project and its components will be determined during the evaluation process. Contact the Program Manager for details.

In May 2010, the Orange County Transportation Authority (OCTA) Board of Directors (Board) approved a two-tiered approach to fund the M2 ECP. Specifically, the funding plan called for up to \$19.5 million in Tier 1 grants on a "pay-as-you-go" basis through fiscal year (FY) 2017-18, and up to \$38 million in Tier 2 grants via bonding through FY 2014-15.



Section 12.1 – Tier 1 Grant Program

Overview

The Tier 1 Grant Program is designed to mitigate the more visible forms of pollutants, such as litter and debris, which collect on the roadways and in the catch basins (storm drains) prior to being deposited in waterways and the ocean. It consists of grant funding for Orange County local governments to purchase equipment and upgrades for existing catch basins and other related BMPs (i.e., “street-scale” low flow diversion projects). Examples include screens, filters, and inserts for catch basins, as well as other devices designed to remove the above mentioned pollutants. To date, five Tier 1 calls for projects have been held. Through this process, many of the opportunities for street-scale BMPs have been fulfilled. Water quality projects, regardless of technology, are eligible for Tier 1 funding provided they have a verifiable benefit to water quality and fall within the maximum per project programming cap. The intent of this funding program is for project applicants to complete the work generally within one year from the letter agreement execution.

Tier 1 Project Types

The Tier 1 projects funded in the past include the following types. A description of each project type is provided below:

- 1) Automatic Retractable Screen and other debris screens or inserts: screen or insert units prevent debris from entering the storm drain system.
- 2) Irrigation system retrofits to reduce runoff: these projects decrease runoff from highway medians by using more efficient irrigation systems and/or replacing existing landscape to reduce the amount of water used in irrigation.
- 3) Continuous Deflection Separator (CDS): CDS units screen, separate, and trap debris, sediment, oil, and grease from storm water runoff.
- 4) Linear Radial Gross Solid Removal Device (GSRD): GSRDs are certified full capture systems which efficiently remove large solids from runoff water flows.
- 5) Marina Trash Skimmer: these devices draw in floating debris, such as plastics, bottles, paper, oil sheen, and drift wood. The installation of marina trash skimmers will reduce the amount of trash and debris reaching the open ocean.
- 6) Bioswales and Bioretention systems: pollutants and sedimentation are captured and subsequently removed from stormwater runoff.
- 7) Trash Boom: a floating boom placed across a channel captures trash and debris that have reached flood channels from being further conveyed to downstream receiving waters.



Pre-Application Process

In order to ensure the best use of M2 funds and assist eligible jurisdictions with the Tier 1 Grant Program, applicants may engage in a pre-application process with OCTA staff in project planning, cost estimate development, and determination of likely projected competitiveness. Specific meeting times will be established once the call is initiated. Subsequent to the call for projects deadline and submittal of the grant application, applicants will not be able to change the content of the application or scope of the project.

Eligible Applicants

ECP funds can be used to implement street and highway-related water quality improvement projects to assist Orange County cities and the County of Orange to meet federal Clean Water Act standards for urban runoff. Applicants eligible for ECP funds include the 34 Orange County cities plus the County of Orange. Eligible applicants must meet the transportation requirements discussed in the M2 Ordinance.

Third parties, such as water and wastewater public entities, environmental resource organizations, nonprofit 501(c) environmental institutions, and homeowners associations cannot act as the lead agency for a proposed project, however; these agencies can jointly apply with an Orange County city and/or the County of Orange.

Two or more agencies may participate in a project. If a joint application among agencies and/or third party entities is submitted, a preliminary agreement with joint or third party entities must be provided as part of the application. In order to meet M2 Ordinance requirements, an eligible applicant must be the lead agency for the funding application. Per Chapter 9, if a project includes more than one jurisdiction and is being submitted as a joint application, one agency shall act as lead agency and must provide a resolution of support from all joint applicants.

Each eligible jurisdiction must meet the eligibility criteria as set forth in Chapter 1 of these guidelines.

Project Programming

The Tier 1 Grant Program approach is designed to be consistent with Chapter 2 of these Comprehensive Transportation Funding Program (CTFP) Guidelines regarding the provisions below:

- Program Consolidation
- Funding Projections
- Programming Adjustments
- Project Cost Escalation
- Programming Policies



- Schedule Change Requests
- Project Advancements
- Semi-Annual Review

Refer to Chapter 2 for explanations of the above provisions.

Funding Estimates

A total of up to \$19.5 million is available for the Tier 1 Grant Program over a seven-year window from FY 2011-12 through FY 2017-18. Approximately \$3.1 million is available for the 2017 Tier 1 call for projects.

The maximum amount for the Tier 1 Grant Program is \$500,000 per project. The maximum amount that an applicant can receive in a funding period is \$500,000.

Matching Funds

For the Tier 1 Grant Program, a minimum local match of 20 percent of the eligible project cost is required. The matching funds shall be provided as a cash contribution.

Retroactive expenditures cannot be credited towards the matching fund threshold.

Overmatch

For the Tier 1 Grant Program, administering agencies may “overmatch” ECP projects; that is, additional cash match may be provided for the project. Applicants will receive additional points in the evaluation process for matching with cash above the minimum requirement. Proposals that exceed the 20 percent minimum funding match will be given an additional one-half point for every five percent over the minimum cash match (up to five bonus points).

Additionally, administering agencies must commit to cover any future cost overruns if the project is underfunded. Any work not eligible for ECP reimbursement must be funded by other means by the project applicant and cannot count as match. These non-eligible items should not be included in the cost estimate breakdown in the application.

Reimbursements

For the Tier 1 Grant Program, OCTA will release funds through two payments. The initial payment will constitute 75 percent of the contract award or programmed amount at contract award. OCTA will disburse the final payment, approximately 25 percent of eligible funds, after approval of the final report. Further information on reimbursements can be located within Chapter 10 of these Guidelines.

Scope Reductions/Modifications and Cost Savings

Any proposed scope reductions of an approved project must be submitted to OCTA to ensure consistency with the Tier 1 Grant Program requirements. If the proposed scope reduction is approved by OCTA, cost savings will be proportionally shared between OCTA



and the grantee - a reduction in ECP funds must be applied proportionally to maintain the approved local match percentage. All cost savings will be returned to the Tier 1 Grant Program for reallocation for the subsequent call of projects.

Any minor scope modifications, such as BMP device quantities and/or the adjustment of device locations, must be submitted to OCTA for administrative approval prior to the implementation of the project. The proposed modifications must mitigate the same pollutants, affect the same waterways, and meet all other provisions as stipulated in these guidelines.

2017 Tier 1 Call for Projects

2017 Tier 1 Call for Projects applications must be received by OCTA **no later than 5:00 PM, May 17, 2017**. Projects that do not award construction contracts by June 30, 2018 will not be considered. OCTA allocates funds on July 1 of each year. Tier 1 projects are not eligible for delay requests, please refer to precept number 17 for additional information. Funds will become available upon execution of a letter agreement.

After the Tier 1 applications are reviewed by OCTA, an advisory panel will review and rank projects. Following a review by the ECAC, a recommended priority list of projects will be forwarded to the OCTA Board for approval in summer 2017. Funds allocated for projects are final once approved by the OCTA Board. No additional funds will be allocated to the project. Grantees are responsible for any costs exceeding the allocated amount.



Tier 1 Selection Criteria

OCTA will evaluate all proposals that meet the mandatory prerequisites based on competitive selection criteria (Exhibit 12-1) with the following categories:

- Problem and source identification
- Project design
- Operations and maintenance
- Project benefits
- Performance metrics
- Project implementation and readiness
- Secondary attributes*

*Note: Project elements which may qualify for points under the “secondary attributes” category do not need to be eligible expenditures. See Eligible Expenditures and Ineligible Expenditures sections for further information.

Each proposal can receive a maximum of 100 points, exclusive of ten bonus points associated with up to five points related to a cash overmatch, and up to five points related to eligible agencies that have previously funded the implementation of structural BMP’s to mitigate pollutant loading. Previous projects funded by M2 Competitive Grant funds cannot be used for bonus points consideration. Proof of documentation such as invoices or payment request must be available on the purchase of the equipment or services provided by vendors. The latter bonus points are based on the ECAC’s recommendations that previous local funding of structural BMPs should be acknowledged and rewarded. See Exhibit 12-1 for scoring categories and point distribution.



Exhibit 12-1 (Tier 1 Scoring Criteria)

Scoring Criteria	Points Possible
1. Describe the need for the selected BMP(s), including nexus to transportation pollutants, and detail the benefits to water quality the BMP(s) will achieve. (up to 15 Points)	15
2. List each receiving waterway associated with this project. If the receiving waterway is on the 303(d) list of impaired waters, identify the pollutant(s) for which it is listed. (2 points per waterway; 3 points if waterway is 303(d) listed, up to 12 points)	12
3. List the pollutant(s) that would be addressed by the proposed project <i>and</i> the source(s) generating those pollutants. (2 points per pollutant and source, 3 points if the addressed pollutant is on the 303(d) list for any receiving waterways identified in Question 2, up to 16 points)	16
4. How effective will the proposed project be in dealing with the more visible forms of pollutants, such as a litter and debris? (up to 10 points)	10
5. What other BMP types were considered for this project? Why was the proposed BMP chosen? (5 points)	5
6. Provide information on proposed BMP performance efficiency and/or effectiveness, including pollutant capture, storage capacity, flow capacity, etc. (up to 6 points)	6
7. Project Readiness: The project schedule will be reviewed by the evaluation committee to determine when the proposed BMP will be operational following the OCTA Board of Directors approval. (up to 6 points): Less than 4 Months (6 points) 4 - 8 months (4 points) 8 - 12 months (2 points) More than 12 months (1 point)	6
8. Secondary Attributes: Will the proposed project provide any benefits beyond water quality improvement (i.e., water use efficiency, public awareness, flooding control, recreation, habitat, sustainability)? (up to 5 points)	5
9. What is the methodology for measuring pollutant reduction before and after the BMP is implemented? How frequently will monitoring and performance assessment occur? (up to 10 points)	10
10. Provide an operations and maintenance plan for the lifespan of the proposed project. Include schedule of inspections, cleaning, removal and disposal of pollutants, repairs, etc. (up to 15 points)	15
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	100
11. BONUS: How many different Tier 1 type BMPs are currently installed within the local agency's jurisdiction, excluding BMPs funded by previous ECP grants. (1 point per BMP type, up to 5 points)	5
12. BONUS: Are local matching funds in excess of the 20% minimum cash being proposed? If yes, at what percentage? (.5 point for each 5% cash overmatch, up to 5 points)	5
Note: overmatch bonus points can only be granted to projects with a cash match.	
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	110



Application Process

The following information, which is to be completed within the Tier 1 Grant Application Form, available electronically from OCTA, is required to evaluate and select projects. A checklist is included in the Tier 1 Grant Application Form to assist eligible agencies in assembling project proposals. The following project information will be necessary as part of the application process:

- Project Title
- Lead Agency Information
- Joint-Application (if applicable)
- Proposed Schedule
- Project Management
- Description and Scope of Proposed Project
- Integrated Regional Water Management Plan identification (if applicable)
- Water Bodies and 303(d) Listings
- Project Readiness
- Performance Metrics
- Detailed Project Estimate

In addition to the completed Tier 1 Grant Application, the following documentation is required as part of the application process:

- Project design or concept drawings, including preliminary design calculations, of proposed BMP
- Precise maps to show tributary drainage area and proposed location(s) for BMP installation
- Digital project site photos
- Project master schedule
- Preliminary agreements with joint and/or third party entities if part of the funding application
- A city council resolution. A final resolution authorizing request for funding consideration with a commitment of local match funding must be provided with the project application. **If a draft copy of the resolution is provided, the local agency must also provide the date the resolution will be finalized by the local agency's governing body.** A final copy of the City Council approved resolution must be provided at least four (4) weeks **PRIOR** to the consideration of programming recommendations by OCTA's Board.

For the Tier 1 Grant Program, an unbound original and two copies (total of three) of the completed application form and supporting documentation are to be submitted, plus a



CD/DVD copy of the complete application materials. Use separate sheets of paper if necessary.

There is no maximum length for proposals. All pages must be numbered and printed on 8 1/2 x 11 sheets of white paper. Maps and drawings can be included on 11 x 17 sheets, folded into the proposal. The original proposal should be left unbound for reproduction purposes.



Exhibit 12-2 (Tier 1 Sample Resolution)

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL/BOARD OF THE CITY/COUNTY OF _____

AUTHORIZING AN APPLICATION FOR FUNDS FOR THE ENVIRONMENTAL CLEANUP, TIER 1 GRANT PROGRAM UNDER ORANGE COUNTY LOCAL TRANSPORTATION ORDINANCE NO. 3 FOR (PROJECT NAME).

WHEREAS, Orange County Local Transportation Ordinance No.3, dated July 24, 2006, and is known and cited as the Renewed Measure M Transportation Ordinance and Investment Plan makes funds available through the Environmental Cleanup Program to help protect Orange County beaches and waterways from transportation-generated pollution (urban runoff) and improve overall water quality.

WHEREAS, the Environmental Cleanup, Tier 1 Grant Program consists of funding purchases and installation to catch basins with Best Management Practices, such as screens, filters, inserts, and other "street-scale" low flow diversion projects.

WHEREAS, OCTA has established the procedures and criteria for reviewing proposals; and

WHEREAS, (ADMINISTERING AGENCY) possesses authority to nominate water quality improvement projects that have a transportation pollution nexus to finance and construct the proposed project; and

WHEREAS, by formal action the (GOVERNING BODY) authorizes the nomination of (PROJECT NAME), including all understanding and assurances contained therein, and authorizes the person identified as the official representative of the (ADMINISTERING AGENCY) to act in connection with the nomination and to provide such additional information as may be required; and

WHEREAS, the (ADMINISTERING AGENCY) will maintain and operate the equipment acquired and installed; and

WHEREAS, the (ADMINISTERING AGENCY) will give OCTA's representatives access to and the right to examine all records, books, papers or documents related to the funded Tier 1 Grant Project; and

WHEREAS, the (ADMINISTERING AGENCY) will cause work on the project to be commenced within a reasonable time after receipt of notification from OCTA and that the project will be carried to completion with reasonable diligence; and

WHEREAS, the (ADMINISTERING AGENCY) will comply where applicable with provisions of the California Environmental Quality Act, the National Environmental Policy Act, the American with Disabilities Act, and any other federal, state, and/or local laws, rules and/or regulations;

WHEREAS, the (ADMINISTERING AGENCY) must include all projects funded by Net Revenues in the seven-year Capital Improvement Program as part of the Renewed Measure M Ordinance eligibility requirement.

WHEREAS, the (ADMINISTERING AGENCY) authorizes a formal amendment to the seven-year Capital Improvement Program to add projects approved for funding upon approval from the Orange County Transportation Authority Board of Directors.

WHEREAS, the City/County of _____ will provide a minimum of 20% in matching funds for the (PROJECT NAME) as required by the Orange County Comprehensive Transportation Funding Programs Guidelines.

NOW, THEREFORE, BE IT RESOLVED that the City/County of _____ hereby authorizes (NAME OF AGENCY REPRESENTATIVE) as the official representative of the (ADMINISTERING AGENCY) to accept funds for the Environmental Cleanup, Tier 1 Grant Program for (PROJECT NAME).

BE IT FURTHER RESOLVED that the City/County of _____ agrees to fund its share of the project costs and any additional costs over the identified programmed amount.



Eligible Expenditures

- ECP funds must be for capital improvement. Construction management and project management cannot exceed 15 percent of the total construction costs.
- ECP funds can only be used for facilities that are in public ownership for public use; however, water quality improvements on private property, which are connected to municipal separate storm sewer systems, are eligible. (For example, a homeowner association can apply for funding through an eligible agency if the proposed project is connected to a public facility.)
- Reducing volume of surface flows is an integral factor of improving water quality, therefore, projects that have water-saving features (i.e., drip systems) are eligible for funding considerations.

Ineligible Expenditures

- Operations and maintenance costs are not eligible expenditures. Operations and maintenance costs cannot be utilized as a source of matching funds.
- ECP funds are not to be used for planning.
- Expenditures prior to the grantee executed letter agreement date cannot be considered eligible for funding or match.
- Landscaping installation and replacement are not eligible for funding consideration.
- Capital equipment purchases related to regular on-going street maintenance efforts, including, but not limited to: trash receptacles, vacuum trucks and/or equipment, street sweepers, signage, etc.

Reporting and Reimbursement

A final report must be filed within 180 days of the project being completed with information as shown in Form 10-16. See Chapter 10 for the process and requirements regarding reimbursements and reporting for the Tier 1 Grant Program.

Additionally, an exception to Precept #36: Agencies may appeal to the ECAC and the OCTA Board on any issues that the agency and OCTA cannot resolve, as such are the approving bodies for this program.

Technical and/or Field Review

Once an agency submits a final report for a project, OCTA shall review the report for compliance with the CTFP guidelines and may conduct a field review. OCTA will use the project cost estimate forms submitted with the application and revised where appropriate, project accounting records and the final report as the primary items to conduct the review. Agencies must maintain separate records for projects (i.e., expenditures, interest) to ensure compliance. Only CTFP eligible items listed on a project's cost estimate form



will be reimbursed. See Chapter 11 for independent audit requirements beyond the technical and/or field review.

Additional Information

Completed applications and questions regarding these procedures and criteria should be directed to:

By mail:

Sam Kaur

Orange County Transportation Authority

P.O. Box 14184

Orange, CA 92863-1584

Tel: (714) 560-5907

Fax: (714) 560-5673

In person:

Orange County Transportation Authority

600 South Main Street

Orange, CA 92863-1584



Section 12.2 - Tier 2 Grant Program

The Tier 2 Grant Program consists of funding larger (projects treating catchment areas of 50 acres or greater), potentially multi-jurisdictional, capital-intensive structural treatment best management practice (BMP) projects. Proposed projects covering smaller catchment areas which are otherwise eligible are not prohibited from the application process and will be regarded as eligible for consideration if the proposed project can demonstrate highly significant water quality improvement benefits (greater than other competing larger scale proposed projects) and cost-effectiveness under the scoring criteria guidelines. Tier 2 funds are designed to fund large-scale BMP construction projects. Examples include constructed wetlands, detention/infiltration basins and other large-scale BMPs that mitigate litter and debris, heavy metals, organic chemicals, sediment, nutrients, and other transportation-related pollutants. Funds will be awarded through a competitive grant process geared towards awarding funds to the highest scoring, most cost-effective projects.

Pre-Application Process

In order to facilitate a jurisdiction's best use of the Environmental Cleanup Program, Project X (ECP) funds, Tier 2 applicants may engage in a pre-application process with the Orange County Transportation Authority (OCTA) staff in order to assist jurisdictions in project planning, proposal and cost estimate development, and determination of likely projected competitiveness in the scoring criteria. The pre-application timeframe is defined as the time between the initiation of the call for projects (call) and one week prior to the application deadline date. Subsequent to the call deadline, applicants will not be able to change the content of their application or scope of the project.

Eligible Applicants

ECP funds can be used to implement street and highway-related water quality improvement projects to assist Orange County cities and the County of Orange to meet federal Clean Water Act standards for urban runoff. Applicants eligible for ECP funds include the 34 Orange County cities plus the County of Orange. Eligible applicants must meet the transportation requirements discussed in the Measure M2 (M2) Ordinance.

For Tier 2 multi-agency collaborations, M2 eligible jurisdictions may partner with other entities such as special districts and non-profits, but the lead agency must be an M2 eligible jurisdiction.

Third parties, such as water and wastewater public entities, environmental resource organizations, non-profit 501(c) environmental institutions, and homeowners' associations cannot act as the lead agency for a proposed project, however; these agencies can jointly apply with an M2 eligible Orange County city and/or the County of Orange. Joint applicants must contribute to the project in some capacity (monetary contribution, time contribution, etc).



Two or more agencies may participate in a project. If a joint application among agencies and/or third party entities is submitted, a preliminary agreement with joint or third party entities must be provided as part of the application. In order to meet M2 Ordinance requirements, an eligible applicant must be the lead agency for the funding application. Per Chapter 9, if a project includes more than one jurisdiction and is being submitted as a joint application, one agency shall act as lead agency and must provide a resolution of support from the other agency. In addition, the applicant shall provide a schedule by which the lead agency will obtain a final agreement with a third party. The final agreement must be executed prior to contract award date.

Each eligible jurisdiction must meet the eligibility criteria as set forth in Chapter 1 of the Combined Transportation Funding Program (CTFP) Guidelines. For example, to apply for CTFP programs, local agencies must fulfill an annual eligibility process. Eligibility packages are due to OCTA by June 30 of each year. The M2 Eligibility Preparation Manual outlines the eligibility requirements in detail.

In order for an applicant to accept ECP funding for their proposed project OCTA has certain requirements that must be met. These requirements include adhering to the OCTA CTFP Guidelines; meeting a ten-year BMP operations and maintenance (O&M) commitment; and commitment to maintain and monitor the project commensurate with the design life.

Project Programming

The Tier 2 Grant Program is designed to be consistent in terms of approach with Chapter 2 of this CTFP Guidelines regarding the provisions below:

- Program Consolidation
- Sequential Programming Process
- Funding Projections
- Programming Adjustments
- Project Cost Escalation
- Project Readiness
- Programming Policies
- Schedule Change Requests
- Project Advancements
- Semi-Annual Review

Refer to Chapter 2 for explanation of the above provisions.

Funding Estimates

The Tier 2 program was funded beginning in winter 2012-13 using bond financing revenues with up to \$38 million allocated through fiscal year (FY) 2014-15. Beyond FY 2014-15, funding will be based on a pay-as-you-go basis. The maximum amount that



an individual project may receive of the initial \$38 million in Tier 2 funding is capped at \$5 million per project.

For the second Tier 2 call, approximately \$24.7 million is expected to be available. Applicants may request allocation of funds in either FY 2013-14 or FY 2014-15. Depending on the outcome of the first two Tier 2 calls, there may be a third call if there are residual funds available after the first two calls.

FY 2013-14 Tier 2 Implementation Timeline

The Tier 2 call will be open for 90 days. The FY 2013-14 Tier 2 applications must be received by OCTA **no later than 5:00 PM, September 20, 2013**. OCTA is seeking applications for projects, which can be awarded no later than June 30, 2014 for the FY 2013-14 funding cycle, or by June 30, 2015 for the FY 2014-15 funding cycle. Projects that do not obligate funds by the dates/cycles listed above will not be considered. Funds allocated by OCTA for each awarded project will be available on July 1st of that funding cycle year.

After the Tier 2 applications are reviewed by OCTA, an advisory panel will review and rank projects. Following review and recommendation by the Environmental Cleanup Allocation Committee (ECAC), a recommended priority list of projects will be forwarded to the OCTA Board for approval. Funds allocated for projects are final once approved by the OCTA Board of Directors (Board). No additional funds will be allocated to the project. Grantees are responsible for any costs exceeding the allocated amount.

Matching Funds

For the Tier 2 Grant Program, a minimum local match of fifty (50) percent of the project phase cost is required. These matching funds can be provided by cash contributions or in-kind services. Construction management and project management cannot exceed 15 percent of construction costs. Previously completed phases of a project may not be attributed to the match. Prior expenditures cannot be used as matching funds. In-kind services can include salaries and benefits for employees who work directly on the project. In-kind services for O&M cannot be pledged as a match.

Potential to reduce matching funds up to 30 percent

- Project readiness (i.e., environmental [5 percent], design [5 percent] or right-of-way (ROW) acquisition (5 percent) – up to 15 percent reduction. Note: 5 percent match reduction for ROW acquisition cannot be claimed if no ROW acquisition is required for the project.
- O&M commitment beyond ten years: Five years above commitment for a total of 15 years (10 percent reduction) or ten years above commitment for a total of 20 years (15 percent reduction).

If a joint application among agencies and/or third party entities is submitted, matching funds documentation must clearly identify the entity providing the funds for each line



item in the matching funds description. Additionally, preliminary agreements are required to be submitted with the grant application that contains the matching funds commitments from a supporting agency.

Applicants must submit a draft BMP O&M Plan covering a minimum of ten years after project completion. The BMP O&M Plan must document (through a resolution) project O&M financial commitment and sustainability for ten years and is subject to an OCTA semi-annual (twice yearly) review process over the ten-year period. BMP O&M costs cannot be used for the match or in-kind services. Applicants must include as part of the O&M Plan project assessment and monitoring of performance. A documented 15- or 20-year draft BMP O&M Plan (submitted with application) will be eligible for a 10 percent or 15 percent matching funds reduction, respectively. Please refer to the County of Los Angeles Stormwater Best Management Practice Design and Maintenance Manual <http://dpw.lacounty.gov/DES/design_manuals/> for guidance.

Refer to Chapter 10 for reimbursement details. Sufficient documentation including council resolutions, purchase orders, invoices, and payroll records must be submitted with the funding request to enable OCTA to verify total project expenditures and eligible costs.

Matching rate commitments identified in the project grant application shall remain constant throughout the project. Match rate commitments may not be reduced for any reason.



Eligible Expenditures

- ECP funds are designed to fund capital improvements. Tier 2 funds are designed to be strictly used for project construction costs, although up to ten percent of total grant amount (i.e., funds requested) may be allocated to preliminary project design, environmental, or engineering costs.
- Tier 2 projects must meet the transportation nexus as outlined previously in this chapter.
- Eligible jurisdictions may use in-kind services to meet all or part of the matching funds requirement. These services can include salaries and benefits for employees of the eligible jurisdiction who perform work on the project or programs. Only those employees' salaries and benefits working directly on the project will be considered for the matching requirement. For Tier 2, construction management and project management cannot exceed 15 percent of the total construction costs.
- ECP funds can only be used for facilities that are in public ownership for public use; however, water quality improvements on private property, which are connected to municipal separate storm sewer systems, are eligible (For example, a homeowner's association can apply for funding through an eligible agency if the proposed project is connected to a public facility).

Ineligible Expenditures (including, but not limited to)

- Non-capital expenses for enhancements such as education, recreation, etc. are not eligible for Tier 2 grant funding.
- Expenditures prior to letter agreement execution cannot be considered eligible for funding or match.
- Benches
- Landscaping not directly related to improving water quality
- Trails/sidewalks, unless contributing to water quality improvement
- Lighting
- O&A (as in-kind match)
- Planning activities beyond ten percent of grant request
- Replacement of existing water quality features

Overmatch

For the Tier 2 Grant Program, administering agencies may "overmatch" ECP projects (up to 25 percent); that is, additional cash match dollars may be provided for the project. Applicants will receive additional points in the evaluation process for over matching with cash contributions. Proposals that exceed the 50 percent minimum funding match will be given an additional one point for every five percent over the minimum cash match (up to five bonus points). Overmatch must be a cash contribution and cannot be from another competitive M2 grant program.



Additionally, administering agencies must commit to cover any future cost overruns if the project is underfunded. Any work not eligible for ECP reimbursement must be funded by other means by the project applicant and cannot count as match. These non-eligible items should not be included in the cost estimate breakdown in the application.

Expenditures incurred prior to letter agreement execution cannot be credited towards the matching fund threshold.

Reimbursements

For the Tier 2 Grant Program, OCTA will release funds through two payments. The initial payment will constitute 75 percent of the contract award or programmed amount at time of award. OCTA will disburse the final payment, approximately, 25 percent of eligible funds, after approval of the final report. Further information on reimbursements can be located within Chapter 10 of the CTFP Guidelines.

Scope Reductions and Cost Savings

Any proposed scope reductions of an approved project must be submitted to OCTA to ensure consistency with the Tier 2 Grant Program requirements. If the proposed scope reduction is approved by OCTA, cost savings will be proportionally shared between OCTA and the grantee. A reduction in ECP funds must be applied proportionally to maintain the approved local match percentage. All cost savings will be returned to the Tier 2 Grant Program for reallocation for the subsequent call.



Tier 2 Selection Criteria

OCTA will evaluate all proposals that meet the mandatory prerequisites based on competitive selection criteria with the following categories:

- Problem and source identification
- Project design
- Project implementation and readiness
- Project benefits
- Performance metrics

Each proposal can receive a maximum of 100 points, exclusive of five bonus points associated with a cash “overmatch,” which was discussed in a previous section. Tier 2 selection criteria include both technical scoring criteria –70 percent weighting – and non-technical scoring criteria –30 percent weighting.

A focus on several overarching concepts is emphasized in the funding guidelines and scoring criteria:

- Focus on a clear and measureable transportation nexus, defined as total lane miles in the project catchment area, as defined by the Master Plan of Arterial Highways
- Priority in the scoring criteria is given to projects in areas of highest water quality need, as established by predicted pollutant loading, receiving water monitoring, and the extent of impairment of receiving waters (i.e., higher priority given to 303(d) listed water bodies or project in a water quality plan)
- Quantification of project benefits where possible in terms of a load reduction metric (pollutants or water volumes), expressed in terms of cost-benefit
- Emphasis on project readiness, and ability to leverage funding
- Emphasis on other regional and environmental benefits
- Emphasis on multi-jurisdictional and public benefits

Application Process

The following information, which is to be completed within the Tier 2 Grant Application Form (Exhibit 12-2), is required by OCTA to evaluate and select projects. A checklist is included in the Tier 2 Grant Application Form to assist eligible agencies in assembling project proposals:

- Project Title
- Lead Agency Information
- Joint-Application (if applicable)
- Funding Request/Match Commitment
- Proposed Schedule
- Project Management
- Integrated Regional Water Management Plan identification (if applicable)



- Description of Proposed Project
- Project Priority
- Funding Cycle preference
- Performance Metrics (Project Specific Information)
- Funding Information

In addition, the following exhibits are required to be included within the submitted proposal:

- Project design or concept drawings, including preliminary design calculations, of proposed BMP
- Estimates of pollutant load reduction, calculated using Structural BMP Prioritization Analysis Tool (SBPAT) or equivalent
- Precise maps to show tributary drainage area and proposed location(s) for BMP installation
- Disposition of environmental clearance and permitting
- Discussion and disposition of long term maintenance agreement
- Discussion of multiple benefits
- Discussion of funding leveraging/overmatch
- Digital project site photos
- A project master schedule
- Preliminary agreements with joint and/or third party entities if part of the funding application
- A draft resolution (final due prior to OCTA Executive Committee and Board approval)
- A ten-year draft BMP O&M Plan. Applicants may propose up to a 20 draft year BMP O&M Plan (if applicant desires match reduction)

Information can be completed utilizing the grant application exhibit. For the Tier 2 Grant Program, an unbound original and two copies (total of three) of the completed application form and related exhibits are to be submitted, plus a CD/DVD copy of the complete application. Use separate sheets of paper if necessary.

There is no maximum length for proposals. All pages must be numbered and printed on 8 1/2 x 11 sheets of white paper. Maps and drawings can be included on 11 x 17 sheets, folded into the proposal. *The original proposal should be left unbound for reproduction purposes.*

Reporting and Reimbursement

The Tier 2 Grant Program is consistent with Chapter 10 of the CTFP Guidelines regarding the process and requirements of reimbursements and reporting including semi-annual



reviews. Upon completion of project construction, a final BMP O&M Plan is required to be submitted along with the final report.

Additionally, an exception to Precept #36: Agencies may appeal to the ECAC and the OCTA Board on any issues that the agency and OCTA cannot resolve.

Technical and/or Field Review

Once an agency submits a final report for a project, OCTA shall review the report for compliance with the CTFP Guidelines and may conduct a field review. OCTA will use the project cost estimate forms submitted with the application and revised where appropriate, project accounting records and the final report as the primary items to conduct the review. Agencies must maintain separate records for projects (i.e., expenditures, interest) to ensure compliance. Only CTFP eligible items listed on a project's cost estimate form will be reimbursed. See Chapter 11 for independent audit requirements beyond the technical and/or field review.

Additional Information

Completed applications and questions regarding these procedures and criteria should be directed to:

By mail:

Dan Phu

Orange County Transportation Authority

P.O. Box 14184

Orange, CA 92863-1584

Tel: (714) 560-5907

Fax: (714) 560-5794

In person:

Orange County Transportation Authority

600 South Main Street

Orange, CA 92863-1584



Exhibit 12-3
ECP Tier 2 Grant Application

Project Title: _____

<p>Lead Agency Information</p> <p>(Project Administrator responsible for day-to-day project implementation)</p> <p>Name:</p> <p>Title:</p> <p>Address:</p> <p>Phone:</p> <p>Email:</p>	<p>FUNDING/MATCH SUMMARY</p> <p>TOTAL PROJECT COST (TPC) \$ _____</p> <p>Complete section "i." on next page to calculate amounts below</p> <p>TOTAL FUNDS REQUESTED \$ _____</p> <p>APPLICANT MATCH % _____ % (50% min. minus reductions)</p> <p>OVERMATCH COMMITMENT (must be cash and cannot be from a competitive M2 grant program) \$ _____</p> <p>APPLICANT MATCH AMOUNT</p> <p>Project is part of a larger effort (circle) Yes / No</p>	
<p>Joint Applicant / Third Party:</p> <p>Name:</p> <p>Title:</p> <p>Agency:</p> <p>Address:</p> <p>Phone:</p> <p>Email:</p>	<p>Joint Applicant / Third Party:</p> <p>Name:</p> <p>Title:</p> <p>Agency:</p> <p>Address:</p> <p>Phone:</p> <p>Email:</p>	<p>Joint Applicant / Third Party:</p> <p>Name:</p> <p>Title:</p> <p>Agency:</p> <p>Address:</p> <p>Phone:</p> <p>Email:</p>



Exhibit 12-3 (continued)
ECP Tier 2 Grant Application

i. Funding Request/Match Commitment:

Total Funds Requested (\$5 million max)	\$ _____	
Match Reduction Percentages (30% max)* Project Readiness up to 15% Draft Operations and Maintenance (O&M) Plan up to 15%	Applicant Match	Match Calculation
<ul style="list-style-type: none"> Minimum Required Match Percent (50% of the total eligible project cost) 	50%	50%
Project Readiness (check box if applicable) <input type="checkbox"/> CEQA Certification (must be certified) <input type="checkbox"/> Construction Documents Complete <input type="checkbox"/> ROW Acquired (only if required for this project)	5% reduction 5% reduction 5% reduction	Subtract <input type="text"/> % Subtract <input type="text"/> % Subtract <input type="text"/> %
Draft O&M Plan (10-year Plan Required) <ul style="list-style-type: none"> O&M Beyond 10 years: 15 years (10% reduction) or 20 years (15% reduction) 	10% or 15% reduction	Subtract <input type="text"/> %
Calculated Applicant Match Percentage	_____ %	
Applicant Overmatch Percentage (must be cash and cannot be from a competitive M2 grant program; see Part Two, #7)	_____ %	
Applicant Match Amount (Total Eligible Project Cost x Match Percentage)	\$ _____	
Estimated Eligible Grant Funded Expenditures**	Amount	Percentage
<ul style="list-style-type: none"> Construction 	\$ _____	_____ %
<ul style="list-style-type: none"> Project Management/Construction Management (max 15% of Construction Cost) 	\$ _____	_____ %
<ul style="list-style-type: none"> Preliminary Project Design, Environmental, & Engineering (max 10% of Total Funds Requested) 	\$ _____	_____ %
Total Eligible Expenditures (Cannot exceed total funds requested plus match amount)	\$ _____	

* Match reduction(s) require verification by evaluation committee.

** Provide if available. This information will be required for payment verification at time of invoicing.



Exhibit 12-3 (continued)
ECP Tier 2 Grant Application

i. Proposed Schedule: Provide an estimate of the project’s proposed schedule:

	Start Date	Completion Date
Third Party/Joint Applicant Agreement (must be executed prior to contract award date)		
Environmental Document		
Design and Permitting (if applicable)		
ROW (if applicable)		
Award of Contract		
Construction		
O&M (10 years minimum 15 or 20 years for match reduction)		

ii. Project Management

Provide an assessment of the management capabilities of the Applicant/Lead Agency. At a minimum, include an organization chart (as attachment), showing key project individuals who will be responsible for ensuring that the project is completed and has long-term sustainability.

iii. Partnerships

State in what capacity the joint applicant/third party will be contributing to the project (monetary contribution, time contribution, etc.) and explain the process and timing of the agreement between your agency and the joint applicant/third party.



Exhibit 12-3 (continued)
ECP Tier 2 Grant Application

i. Transportation Nexus

Describe how the project meets the transportation nexus definition. See page 12-1 and 12-2.

ii. Existing Water Quality Expenditures

Describe how the project supplements and does not supplant funding from other sources of transportation related water quality projects and programs (see Overview on page 12-1 for further details) This question may not apply to all projects.

iii. Integrated Regional Water Management Plan (IRWMP)

Is the proposed project identified in an existing IRWMP? Yes _____ No _____

iv. Description of Proposed Project

Describe the project and why it is important for controlling transportation-related pollutants to a watershed(s).



Exhibit 12-3 (continued)
ECP Tier 2 Grant Application

ii. Project Details:

INFORMATION REQUIRED	INPUT
1. Project Location (Street Address or Lat-Long)	
2. Project BMP Type (use CASQA or equivalent definition)	
3. Project Design Criteria. Select one: - Volume-based BMP (24-hour rainfall volume) - Flow-based BMP (design 1-hour intensity)	
4. Project Site Map	Provide as attachment (provide as geographic information service (GIS) file or in Google Earth format)
5. Project Tributary Drainage Area	Provide as attachment (provide as GIS file or in Google Earth format)

iii. Project Priority

If submitting an application for more than one project, is this project your agency's priority?

Yes _____ No _____

iv. Funding Cycle

If awarded funding, in which funding cycle would you like to receive funds? (Check one)

_____ FY 2013-14 (contract must be awarded by June 30, 2014 and funds would be available July 1, 2014)

_____ FY 2014-15 (contract must be awarded by June 30, 2015 and funds would be available July 1, 2015)



Exhibit 12-3 (continued)
ECP Tier 2 Grant Application

Part Two: Project Specific Information (scored)

Each proposal can receive up to 105 points, inclusive of five bonus points associated with overmatch commitment. Tier 2 selection criteria includes both technical scoring criteria (70 percent weighting) and non-technical scoring criteria (30 percent weighting)

- 1) Transportation Priority Index (5/100 pts – Coordination with OCTA required to determine points)

The Transportation Priority Index (TPI) is developed based on density of roadway lane miles within pre-defined catchment areas. OCTA will provide geospatial information (through ArcGIS and/or Google Earth) that will allow applicants to establish this point score based solely on project location/address.

Points (5 max)

(To be completed by OCTA)

- 2) Water Quality Need Analysis (40/100 pts – Coordination with OCTA required to determine points)

a) The Environmental Cleanup Allocation Committee (ECAC) agreed upon criteria upon which water quality Catchment Prioritization Index (CPI) scores were established. CPI scores quantify water quality need using the GIS-based Structural BMP Prioritization and Analysis Tool (SBPAT) and Orange County land use and receiving water data. OCTA will provide geospatial information (through ArcGIS and/or Google Earth) that will allow applicants to establish this point score based solely on project location/address.

Points (30 max)

(To be completed by OCTA)

b) The OCTA team reviewed County monitoring data and regulatory (303d) impairment lists to establish indices of water quality need based on receiving water quality. OCTA will provide geospatial information (through ArcGIS and/or Google Earth) that will allow applicants to establish this point score based solely on project location/address.

Points (10 max)

(To be completed by OCTA)



Exhibit 12-3 (continued)
ECP Tier 2 Grant Application

- 3) BMP Performance (25/100 pts – **Coordination with OCTA required to determine points**)
 a) For Wet Weather (25 pts), develop water quality load reduction index (WQLRI)

A	B	C *	D *
Pollutant Family	Relative Contribution to CPI Score from SBPAT Prioritization Output	Avg. Annual Load Reduction from SBPAT Analysis Output (units vary, max 100)	Weighted Load Reduction (B x C)
Volume	___%		
Metals	___%		
Bacteria	___%		
Nutrients	___%		
TSS	___%		
	___%	dimensionless WQLRI (sum)	

* OCTA to complete

WQLRI/Total Project Cost **(to be completed by OCTA)**:
 Wet Weather Project Quantile **(to be completed by OCTA)**:
 Wet-Weather Points Allocated **(to be completed by OCTA)**:

- b) For Dry Weather (25 pts), estimate total dry-weather volume mitigated (include supplemental calculation package, including basis for estimates)

Proposed BMP Technology	
Estimated Total Dry Weather Flow Rate (cfs)	
Estimated Total Dry Weather Flow Rate Mitigated (cfs)	
Estimated Percentage of Dry-Weather Flow Removed or Avoided (MG/yr)	
Estimated Percentage of Dry-Weather Flow Treated to Water Quality Standards (MG/yr)	
Estimated Total Dry Weather Flow Volume Fully Mitigated (MG/year)	

Mitigated Dry Weather Volume/Total Project Cost **(to be completed by OCTA)**:
 Dry-Weather Project Quantile **(to be completed by OCTA)**:
 Dry-Weather Points Allocated **(to be completed by OCTA)**:

- c) Total BMP Performance Score **(all to be completed by OCTA)**
 Wet-Weather Points Allocated (from a)
 Dry-Weather Points Allocated (from b)
 Total Points Allocated (max 25 points)



Exhibit 12-3 (continued)
ECP Tier 2 Grant Application

- 4) Multiple-Benefits (semi-qualitative analysis) (10/100 pts max from subcategories *a, b, c, d, e*)
Any benefit above and beyond water quality improvement (load reduction benefit) should be addressed in these questions. All subcategories may not apply to your project.

- a) Drainage (5 points maximum)

How does the project increase levels of protection or mitigate a flooding problem?

- b) Recreational (5 points maximum)

How does the project provide a recreational benefit to the community?

- c) Habitat (5 points maximum)

How does the project provide a habitat benefit?



Exhibit 12-3 (continued)
ECP Tier 2 Grant Application

d) Water Resources (5 points maximum)

Is there a potential water resources sustainability benefit? Describe.

e) Other (5 points maximum)

Describe any other benefit your project provides not previously addressed in a through d.

5) Project Readiness (10 points maximum)

Describe the project's readiness (i.e., how far along is the project with regard to concept development, cost estimates, design, environmental compliance, construction documents).



Exhibit 12-3 (continued)
ECP Tier 2 Grant Application

- 6) Policy (10/100 points maximum from subcategories *a* and *b*)
- a) Multi-Jurisdictional Project with Regional Benefit (maximum 10 points)
If the project is multi-jurisdictional, describe how it would provide a regional benefit.

- b) Community Support and Benefit (maximum 5 points)
Community support could include but not be limited to third parties who are either directly or indirectly involved with the project. For example, if a project is located adjacent to a private development, the homeowners' association could write a letter of support for the project. Likewise, community organizations may also write letters of support for the project. Does the project have community support and how will it provide a benefit?

- 7) BONUS POINTS: Ability to Leverage Funding (5 points maximum, 1 point per 5%, maximum 25%)
Will your agency provide matching funds above the minimum?



Part Three: Funding

Project Title: _____	Phone: _____
Contact: _____	Email: _____
Agency: _____	

Local Match Detail

Cash Contribution		_____	
In-Kind Services *		_____	
Other Grants		_____	
	Total	Match	\$
	Commitment		-

Source(s) of Local Match

- *In-Kind Services (excluding O&M):** Salaries and benefits for employees who will perform work on the proposed project are eligible as a matching requirement. Please provide details on how in-kind services are calculated. Identify the Fiscal Year(s) of In-Kind expenditure and amount for each year. Do not use acronyms.

- Other grants and/or funding:** This may include fair share funds, non-ECP state or federal grant funds, local city funds, general funds, developer fees, etc. Please list the name and amount of any respective non-ECP grants that are proposed as a match. If there are other grant type(s), include the status of each.



Part Four: Tier 2 Grant Program Resolution

SAMPLE AGENCY RESOLUTION REQUESTING FUNDS FOR PROPOSED PROJECT

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL/BOARD OF THE CITY/COUNTY OF _____
AUTHORIZING AN APPLICATION FOR FUNDS FOR THE ENVIRONMENTAL CLEANUP, TIER 2 GRANT
PROGRAM UNDER ORANGE COUNTY LOCAL TRANSPORTATION ORDINANCE NO. 3 FOR
(NAME OF PROPOSAL) PROJECT.

WHEREAS, Orange County Local Transportation Ordinance No.3, dated July 24, 2006, and is known and cited as the Renewed Measure M Transportation Ordinance and Investment Plan makes funds available through the Environmental Cleanup Program to help protect Orange County beaches and waterways from transportation-generated pollution (urban runoff) and improve overall water quality.

WHEREAS, the Environmental Cleanup, Tier 2 Grant Program consists of funding regional, potentially multi-jurisdictional, capital-intensive projects, such as constructed wetlands, detention/infiltration basins and bioswales, which mitigate pollutants including litter and debris, heavy metals, organic chemicals, sediment, and nutrients.

WHEREAS, OCTA has established the procedures and criteria for reviewing proposals; and

WHEREAS, (ADMINISTERING AGENCY) possesses authority to nominate water quality improvement projects that have a transportation pollution nexus to finance and construct the proposed project; and

WHEREAS, by formal action the (GOVERNING BODY) authorizes the nomination of (NAME OF PROPOSAL), including all understanding and assurances contained therein, and authorizes the person identified as the official representative of the (ADMINISTERING AGENCY) to act in connection with the nomination and to provide such additional information as may be required; and

WHEREAS, the (ADMINISTERING AGENCY) will maintain and operate the equipment acquired and installed; and

WHEREAS, the (ADMINISTERING AGENCY) will give OCTA's representatives access to and the right to examine all records, books, papers or documents related to the funded Tier 2 Grant Project; and

WHEREAS, the (ADMINISTERING AGENCY) will cause work on the project to be commenced within a reasonable time after receipt of notification from OCTA and that the project will be carried to completion with reasonable diligence; and

WHEREAS, the (ADMINISTERING AGENCY) will comply where applicable with provisions of the California Environmental Quality Act, the National Environmental Policy Act, the American with Disabilities Act, and any other federal, state, and/or local laws, rules and/or regulations;

NOW, THEREFORE, BE IT RESOLVED that the City/County of _____, hereby authorizes (NAME OF AGENCY REPRESENTATIVE) as the official representative of the (ADMINISTERING AGENCY) to accept funds for the Environmental Cleanup, Tier 2 Grant Program for (NAME OF PROPOSAL).

BE IT FURTHER RESOLVED that the City/County of _____, agrees to fund its share of the project costs and any additional costs over the identified programmed amount.



Tier 2 Checklist

Mandatory Application Items (check all items included in this package)

- _____ Application (Parts 1 - 3)
- _____ Environmental Document (if applicable)
- _____ Preliminary Cooperative Agreement (if applicable)
- _____ Project Cost Estimate
- _____ Maps
- _____ Design / Concept Drawing
- _____ Digital Project Site Photos
- _____ Project Schedule
- _____ Draft Resolution
- _____ Applicable Exhibits (refer to Tier 2 Guidelines)



COMMITTEE TRANSMITTAL

August 14, 2017

To: Members of the Board of Directors
From:  Laurena Weinert, Clerk of the Board
Subject: Measure M2 Environmental Cleanup Program - 2017 Tier 1 Water Quality Grant Funding Allocations

Regional Planning and Highways Committee Meeting of August 7, 2017

Present: Directors Delgleize, Do, M. Murphy, Nelson, Spitzer, and Steel
Absent: Director Donchak

Committee Vote

This item was passed by the Members present.

Committee Recommendation

Approve the 2017 Tier 1 Environmental Cleanup Program funding recommendations to fund 16 projects, in an amount totaling \$3,130,251.



August 7, 2017

To: Regional Planning and Highways Committee
From: Darrell Johnson, Chief Executive Officer 
Subject: Measure M2 Environmental Cleanup Program – 2017 Tier 1 Water Quality Grant Funding Allocations

Overview

The Orange County Transportation Authority's Environmental Cleanup Program provides Measure M2 funding for water quality improvement projects to address transportation-generated pollution. The fiscal year 2017-18 Tier 1 Grant Program call for projects was issued on March 16, 2017. Evaluations have been completed, and a list of projects is presented for review and approval of funding allocations.

Recommendation

Approve the 2017 Tier 1 Environmental Cleanup Program funding recommendations to fund 16 projects, in an amount totaling \$3,130,251.

Background

In May 2010, the Orange County Transportation Authority (OCTA) Board of Directors (Board) approved a two-tiered approach to fund the Measure M2 (M2) Environmental Cleanup Program (ECP). The funding plan called for up to \$19.5 million in Tier 1 grants on a "pay-as-you-go" basis through seven funding cycles. Approximately \$2.8 million has been available for each cycle of Tier 1 calls for projects (call). The fiscal year (FY) 2017-18 call is the seventh cycle.

The Tier 1 Grant Program is designed to remove the more visible forms of pollutants, such as litter and debris, which collect on roadways and in catch basins, or "storm drains", prior to being deposited in waterways and the ocean.

These funds are available for Orange County eligible local agencies to purchase equipment and upgrades for existing catch basins and other related best management practices (BMP) that supplement current requirements.

Examples include screens, filters, and inserts for catch basins, as well as other devices designed to remove the above mentioned pollutants. Proposed projects must demonstrate a direct nexus to the reduction of transportation-related pollution as developed and defined by the Environmental Cleanup Allocation Committee (ECAC).

The Board has approved funding for 138 projects through six Tier 1 calls, totaling approximately \$17 million. Staff has estimated that over one million cubic feet of trash has been captured as a result of the installation of Tier 1 devices since the inception of the Tier 1 Program in 2011.

Discussion

The Board issued the FY 2017-18 Tier 1 call on March 16, 2017. Twenty-four applications were submitted from 21 cities and the County of Orange prior to the May 17, 2017 deadline (Attachment A). Applications were reviewed and evaluated by the Chairman of ECAC, an ECAC member, as well as OCTA staff. The applications were ranked based on the following Board-approved criteria:

- Proposed project's effectiveness at removing trash and debris;
- Identification of the affected waterway(s) and the pollutant(s) treated by the proposed BMP;
- Operations and maintenance plan adequate to maintain the efficiency of the proposed BMP for regularly scheduled inspections, maintenance, and cleaning/disposal of pollutants;
- Clear and detailed work plan with a specific implementation period;
- Project readiness.

The evaluation team recommends 16 projects for funding based on total points earned (Attachment B). The Tier 1 proposals recommended for funding consist primarily of catch basin and screen projects. A brief summary is provided below.

- Catch basin inserts and other debris screens or inserts (14 projects): These screens or insert units prevent debris from entering the storm drain system;
- Underground storm water detention and infiltration system (one project): Install an underground, pre-manufactured detention and infiltration system, and repave the lot utilizing pervious surfaces. Reinforced concrete storm water conveyance pipes will direct visible trash and debris to the detention system;

- Hydrodynamic separator (one project): A hydrodynamic separator is a manhole type concrete and steel structure that is effective in capturing pollutants such as trash, sediment, nutrients, and more.

As part of this grant program, local agencies agree to contribute a minimum cash match of 20 percent of the project cost. Given the amount of funding available for each call cycle and the competitive nature of this program, applications are evaluated and scored based upon the thoroughness of the responses to application questions related to water quality benefits of the proposed project. Attachment A also includes projects that were beyond the funding capacity of this cycle. Staff will continue outreach efforts to the sponsor agencies and offer assistance on how their applications can be strengthened.

Staff will also work with the ECAC to evaluate and recommend changes to the funding guidelines for the 2018 call. Guideline changes are expected to return to the Board for approval by December 2017.

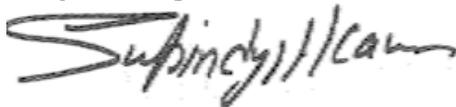
Summary

The proposed programming recommendations for the M2 ECP Tier 1 Water Quality Grant Program are presented for approval. Funding for 16 projects, totaling \$3,130,251, in M2 funds is proposed. Staff is seeking Board approval of the programming recommendations presented.

Attachments

- A. 2017 M2 Environmental Cleanup Program Tier 1 Call for Projects – Applications Received
- B. 2017 M2 Environmental Cleanup Program Tier 1 Call for Projects – Programming Recommendations

Prepared by:



Sam Kaur
Section Manager III, Local Programs
(714) 560-5673

Approved by:



Kia Mortazavi
Executive Director, Planning
(714) 560-5741

2017 M2 Environmental Cleanup Program Tier 1 Call for Projects - Applications Received

Agency	Project	Final Score	Funding	Cumulative
Placentia	Catch Basin Inserts Project - Phase IV	97	\$ 160,000	\$ 160,000
Buena Park	Buena Park Full Capture Catch Basin Insert Project	92	\$ 302,165	\$ 462,165
Yorba Linda	Arterial Roadway CPS Project	92	\$ 70,400	\$ 532,565
Anaheim	Modjeska Park Underground Storm Water Detention and Infiltration System	92	\$ 500,000	\$ 1,032,565
Tustin	City of Tustin Catch Basin Retrofit Program	87	\$ 169,556	\$ 1,202,121
Aliso Viejo	Aliso Viejo Stormwater Litter Control Project - Phase V	86	\$ 423,396	\$ 1,625,517
La Habra	Installation of Full Capture Trash Inserts in Catch Basins	85	\$ 177,288	\$ 1,802,805
Cypress	Catch Basin Inserts Project - CPS	84	\$ 107,912	\$ 1,910,717
Laguna Hills	Laguna Hills ARS Screen Project - Phase VI	82	\$ 120,000	\$ 2,030,717
Orange	Orangewood Avenue BioClean Unit Installation	82	\$ 300,000	\$ 2,330,717
Villa Park	Catch Basin Enhancement Project - Round 3	80	\$ 175,000	\$ 2,505,717
Lake Forest	CPS and ARS Catch Basin Retrofit - Phase VII	80	\$ 106,800	\$ 2,612,517
Irvine	Irvine Spectrum Catch Basin CPS Installation	77	\$ 30,720	\$ 2,643,237
Costa Mesa	Costa Mesa CPS Installation	76	\$ 43,544	\$ 2,686,781
Mission Viejo	Mission Viejo TRAP: Crown Valley to South City Limit	73	\$ 278,235	\$ 2,965,016
Laguna Niguel	Laguna Niguel Catch Basin Installation Project	72	\$ 165,235	\$ 3,130,251

UNFUNDED (Insufficient funding)

Newport Beach	Polaris Drive Trash Mitigation Project	69	\$ 500,000	\$ 3,630,251
County of Orange	Bandalong Litter Trap and Boom System, Bolsa Chica Channel, Phase II	66	\$ 500,000	\$ 4,130,251
San Clemente	Trafalgar Canyon Runoff Treatment Project	65	\$ 11,176	\$ 4,141,427
Westminster	Beach Boulevard Median and Curb Inlet Improvement	59	\$ 374,000	\$ 4,515,427

UNFUNDED (Projects ineligible to receive M2 funds)

Westminster	Premier and Barney Storm Drain System	0	\$ 140,000	\$ 4,655,427
San Juan Capistrano	Storm Water Treatment Project (Camino Capistrano)	0	\$ 193,000	\$ 4,848,427

UNFUNDED (Projects withdrawn by applicant)

Santa Ana	Bristol Street Phase IIIA - Civic Center Drive to Washington Avenue	0	\$ 240,000	\$ 5,088,427
Santa Ana	Bristol Street Phase IV - Warner Avenue to Saint Andrew Place	0	\$ 240,000	\$ 5,328,427

M2 - Measure M2

CPS - Connector Pipe Screen

ARS - Automatic Retractable Screen

TRAP - Trash and Runoff Abatement Project

Total M2 Funds Requested: \$ 5,328,427

2017 M2 Environmental Cleanup Program Tier 1 Call for Projects - Programming Recommendations

Agency	Project	Project Description	Final Score	Funding	Cumulative
Placentia	Catch Basin Inserts Project - Phase IV	Install automatic retractable screens and connector pipe screens in 95 catch basins.	97	\$ 160,000	\$ 160,000
Buena Park	Buena Park Full Capture Catch Basin Insert Project	Install 218 catch basin inserts.	92	\$ 302,165	\$ 462,165
Yorba Linda	Arterial Roadway Connector Pipe Screens Project	Install 184 connector pipe screens.	92	\$ 70,400	\$ 532,565
Anaheim	Modjeska Park Underground Storm Water Detention & Infiltration System	Install an underground, pre-manufactured detention and infiltration system.	92	\$ 500,000	\$ 1,032,565
Tustin	City of Tustin Catch Basin Retrofit Program	Install 108 round curb inlet basket inserts.	87	\$ 169,556	\$ 1,202,121
Aliso Viejo	Aliso Viejo Stormwater Litter Control Project - Phase V	Install 290 round catch basin inserts.	86	\$ 423,396	\$ 1,625,517
La Habra	Installation of Full Capture Trash Inserts in Catch Basins	Install 343 connector pipe screens.	85	\$ 177,288	\$ 1,802,805
Cypress	Catch Basin Inserts Project - CPS	Install 218 catch basin inserts.	84	\$ 107,912	\$ 1,910,717
Laguna Hills	Laguna Hills ARS Screen Project - Phase VI	Install automatic retractable screens in 76 catch basins.	82	\$ 120,000	\$ 2,030,717
Orange	Orangewood Avenue BioClean Unit Installation	Install a hydrodynamic separator unit.	82	\$ 300,000	\$ 2,330,717
Villa Park	Catch Basin Enhancement Project - Round 3	Install 109 catch basin inserts.	80	\$ 175,000	\$ 2,505,717
Lake Forest	CPS & ARS Catch Basin Retrofit - Phase VII	Retrofit 55 catch basins with connector pipe screens and automatic retractable screens.	80	\$ 106,800	\$ 2,612,517
Irvine	Irvine Spectrum Catch Basin Connector Pipe Screen Installation	Install 100 connector pipe screens.	77	\$ 30,720	\$ 2,643,237
Costa Mesa	Costa Mesa Connector Pipe Screen Installation	Install 142 connector pipe screens.	76	\$ 43,544	\$ 2,686,781
Mission Viejo	Mission Viejo Trash and Runoff Abatement Project (TRAP): Crown Valley to South City Limit	Install automatic retractable screens and connector pipe screens in 54 catch basins, and conversion from spray to drip irrigation.	73	\$ 278,235	\$ 2,965,016
Laguna Niguel	Laguna Niguel Catch Basin Installation Project	Install 149 automatic retractable screens.	72	\$ 165,235	\$ 3,130,251

M2 - Measure M2

CPS - Connection Pipe Screen

ARS - Automatic Retractable Screen

TRAP - Trash and Runoff Abatement Project



COMMITTEE TRANSMITTAL

August 14, 2017

To: Members of the Board of Directors

From: Laurena Weinert, Clerk of the Board

Subject: Approve the Use of Contractor Pre-Qualification and the Release of the Request for Pre-Qualification for the OC Streetcar Construction Project

Transit Committee Meeting of August 10, 2017

Present: Directors Do, Jones, Shaw, and Winterbottom

Absent: Directors Murray, Pulido, and Tait

Committee Vote

This item was passed by the Members present.

Committee Recommendations

- A. Approve the use of a pre-qualification process for the upcoming invitation for bids for construction of the OC Streetcar project.
- B. Approve the release of the Request for Pre-Qualification 7-1882 of contractors for construction of the OC Streetcar project.



August 10, 2017

To: Transit Committee

From: Darrell Johnson, Chief Executive Officer

Subject: Approve the Use of Contractor Pre-Qualification and the Release of the Request for Pre-Qualification for the OC Streetcar Construction Project

Overview

The Orange County Transportation Authority is proposing a pre-qualification process as a means of securing qualified contractors to provide construction services for the OC Streetcar project.

Recommendations

- A. Approve the use of a pre-qualification process for the upcoming invitation for bids for construction of the OC Streetcar project
- B. Approve the release of the Request for Pre-Qualification 7-1882 of contractors for construction of the OC Streetcar project.

Background

The Orange County Transportation Authority's (OCTA) procurement policy includes a sealed bid method for procuring public works projects which allows all contractors holding general or specific licenses to bid. Award is mandated to the lowest responsive, responsible bidder. The current policy does not allow for the use of a contractor pre-qualification to establish bidder responsibility. Staff recommends the use of a pre-qualification process to secure qualified contractors and is seeking Board of Directors (Board) authorization to use a contractor pre-qualification as the first step to procure construction services for the OC Streetcar project (Project).

The Project will be a 4.15-route-mile (8.3-track-mile) modern streetcar line that will connect the Santa Ana Regional Transportation Center to Downtown Santa Ana and a new transportation hub located near the intersection of Harbor Boulevard and Westminster Avenue in the City of Garden Grove.

The Project design plans and specifications are nearing completion and the construction invitation for bid (IFB) is scheduled to be released in late October 2017. The construction effort will involve complex and specialized work for several elements, including the installation of embedded track in streets, overhead electrical power supply, and stop shelter canopies. In addition, the new bridge over the Santa Ana River will involve specialized work for installation of the deep cast-in-drilled-hole piles.

Discussion

Staff is recommending the use of a pre-qualification of contractors prior to the release of the construction IFB for the Project. Providing a pool of potential bidders that are determined to be responsible and qualified to provide the specialized work necessary for the Project will help ensure that the prime contractor awarded the construction contract has the necessary capacity and experience to undertake the construction. The use of a pre-qualification process has the potential to minimize both cost and schedule risks during construction.

The Federal Transit Administration, which is providing Project oversight and approvals and significant funding proposed through the New Starts Program, agreed as part of the Project risk assessment that pre-qualifying construction contractors reduces some of the uncertainty and risks associated with the low bid IFB process.

Pre-qualifying contractors is allowed in the procurement of construction services under the California Public Contract Code (PCC) Section 20101 (Attachment A). This section authorizes public agencies to require that each prospective bidder for a contract complete and submit a standard questionnaire and financial statement, including a complete statement of its experience in performing relevant public works projects. Pre-qualification is a preliminary stage in the bidding process. This process determines if contractors have the requisite experience, financial capacity, and resources to complete a project.

OC Streetcar Pre-Qualification Process

OCTA has developed a questionnaire which will be advertised to all registered bidders via OCTA's CAMM NET system (Attachment B). Under the pre-qualification process, prime contractors are required to complete and submit a notarized questionnaire and provide supporting materials by the date and time specified in the request for pre-qualification. The due date for submissions is prior to the construction bid due date. OCTA will apply an objective uniform system of rating, which will include a combination of pass/fail criteria and point based scoring to each of the completed questionnaires, financial statements,

Approve the Use of Contractor Pre-Qualification and the Release of the Request for Pre-Qualification for the OC Streetcar Construction Project

and supporting materials. As required by the PCC, OCTA has developed an appeals process to allow all contractors that were unsuccessful in the pre-qualification process to seek reversal of the determination.

The pre-qualification questionnaire is divided into four categories and will be scored as follows:

	Evaluation Criteria	Maximum Points	Required Passing Score
Part I	Essential Requirements for Qualification	Pass	Pass
Part II	Section 1: History of Business and Organizational Performance	76 points	57 points
	Section 2: Safety, Prevailing Wage, and Apprenticeship	68 points	49 points
Part III	Listing of Project Experience	Complete	Complete
Part IV	Reference Checks	130 points (per project)	95 points (averages score of two projects)

Scoring of the questionnaires will be performed by OCTA staff representing the various disciplines addressed in the questionnaire. Contractors must receive a pass rating set forth in Part I and III of the pre-qualification questionnaire and attain the minimum required scores as noted above for Parts II and IV in order to be qualified. Only those contractors that are deemed qualified will be allowed to participate in the subsequent construction IFB.

Next Steps

The following are the next steps in the Project’s construction process:

Activity	Proposed Completion Date
Board approval to release IFB	October 2017
Bids submittal	January 2018
Board approval to award agreement	April 2018
Issue notice to proceed for construction	July 2018

Summary

Staff requests the Board of Directors’ approval to use a pre-qualification process of contractors and approve the release of request for pre-qualification of contractors for the upcoming OC Streetcar project construction bid.

**Approve the Use of Contractor Pre-Qualification and the
Release of the Request for Pre-Qualification for the
OC Streetcar Construction Project**

Page 4

Attachments

- A. California Public Contract Code Section 20101
- B. Draft Request for Pre-Qualification of Contractors 7-1882 for the OC Streetcar Construction Project

Prepared by:



Mary Shavalier
Program Manager
(714) 560-5856



Virginia Abadessa
Director, Contracts Administration
and Materials Management
(714) 560-5623

Approved by:



James G. Beil, P.E.
Executive Director, Capital Programs
(714) 560-5646

California Public Contract Code Section 20101

PUBLIC CONTRACT CODE - PCC

DIVISION 2. GENERAL PROVISIONS [1100 - 22355] (*Division 2 enacted by Stats. 1981, Ch. 306.)*

PART 3. CONTRACTING BY LOCAL AGENCIES [20100 - 22178] (*Part 3 added by Stats. 1982, Ch. 465, Sec. 11.)*

CHAPTER 1. Local Agency Public Construction Act [20100 - 20929] (*Chapter 1 added by Stats. 1982, Ch. 465, Sec. 11.)*

ARTICLE 1. Title [20100 - 20103.7] (*Heading of Article 1 amended by Stats. 1984, Ch. 1128, Sec. 5.)*

20101. (a) Except as provided in Section 20111.5, a public entity subject to this part may require that each prospective bidder for a contract complete and submit to the entity a standardized questionnaire and financial statement in a form specified by the entity, including a complete statement of the prospective bidder's experience in performing public works. The standardized questionnaire may not require prospective bidders to disclose any violations of Chapter 1 (commencing with Section 1720) of Part 7 of Division 2 of the Labor Code committed prior to January 1, 1998, if a violation was based on a subcontractor's failure to comply with these provisions and the bidder had no knowledge of the subcontractor's violations. The Department of Industrial Relations, in collaboration with affected agencies and interested parties, shall develop model guidelines for rating bidders, and draft the standardized questionnaire, that may be used by public entities for the purposes of this part. The Department of Industrial Relations, in developing the standardized questionnaire, shall consult with affected public agencies, cities and counties, the construction industry, the surety industry, and other interested parties. The questionnaire and financial statement shall be verified under oath by the bidder in the manner in which civil pleadings in civil actions are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection; however, records of the names of contractors applying for prequalification status shall be public records subject to disclosure under Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code.

(b) Any public entity requiring prospective bidders to complete and submit questionnaires and financial statements, as described in subdivision (a), shall adopt and apply a uniform system of rating bidders on the basis of the completed questionnaires and financial statements, in order to determine both the minimum requirements permitted for qualification to bid, and the type and size of the contracts upon which each bidder shall be deemed qualified to bid. The uniform system of rating prospective bidders shall be based on objective criteria.

(c) A public entity may establish a process for prequalifying prospective bidders pursuant to this section on a quarterly basis and a prequalification pursuant to this process shall be valid for one calendar year following the date of initial prequalification.

(d) Any public entity requiring prospective bidders on a public works project to prequalify pursuant to this section shall establish a process that will allow prospective bidders to dispute their proposed prequalification rating prior to the closing time for receipt of bids. The appeal process shall include the following:

- (1) Upon request of the prospective bidder, the public entity shall provide notification to the prospective bidder in writing of the basis for the prospective bidder's disqualification and any supporting evidence that has been received from others or adduced as a result of an investigation by the public entity.
- (2) The prospective bidder shall be given the opportunity to rebut any evidence used as a basis for disqualification and to present evidence to the public entity as to why the prospective bidder should be found qualified.
- (3) If the prospective bidder chooses not to avail itself of this process, the proposed prequalification rating may be adopted without further proceedings.
- (e) For the purposes of subdivision (a), a financial statement shall not be required from a contractor who has qualified as a Small Business Administration entity pursuant to paragraph (1) of subdivision (d) of Section 14837 of the Government Code, when the bid is no more than 25 percent of the qualifying amount provided in paragraph (1) of subdivision (d) of Section 14837 of the Government Code.
- (f) Nothing in this section shall preclude an awarding agency from prequalifying or disqualifying a subcontractor. The disqualification of a subcontractor by an awarding agency does not disqualify an otherwise prequalified contractor.

(Added by Stats. 1999, Ch. 972, Sec. 4. Effective January 1, 2000.)

**REQUEST FOR PRE-QUALIFICATION OF
CONTRACTORS 7-1882**

FOR

**THE OC STREETCAR CONSTRUCTION
PROJECT**



ORANGE COUNTY TRANSPORTATION AUTHORITY
550 South Main Street
P.O. Box 14184
Orange, CA 92863-1584
(714) 560-6282

Key Pre-Qualification Dates

Issue Date:	August 14, 2017
Informational Meeting Date:	August 28, 2017
Question Submittal Date:	September 5, 2017
Pre-qualification Package Submittal Date: (Requested Submittal Date)	October 2, 2017
Final Pre-qualification Package Submittal Deadline	October 31, 2017
Appeals Submission Deadline:	December 4, 2017

FEDERAL TRANSIT ADMINISTRATION FUNDED PROJECT

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NOTICE OF REQUEST FOR PRE-QUALIFICATION OF CONTRACTORS

(PRE-QUALIFICATION): 7-1882: “REQUEST FOR PRE-QUALIFICATION OF CONTRACTORS FOR THE OC STREETCAR CONSTRUCTION PROJECT”

TO: ALL CONTRACTORS

FROM: ORANGE COUNTY TRANSPORTATION AUTHORITY

Notice is hereby given that the Orange County Transportation Authority (“Authority”) has determined that all contractors (prime contractors) bidding on the OC Streetcar Project (“Project”) must be pre-qualified prior to submitting a bid on the Project.

Authority intends to use a two part source selection process:

- a) Issue a Pre-qualification questionnaire: This Request for Pre-qualification is issued as a first step to solicit information in the form of a completed questionnaire and supporting materials that Authority will score to determine which contractors are qualified to successfully deliver the Project.
- b) Invitation for Bids: Authority will issue an Invitation for Bids to only the pre-qualified pool of contractors, requesting submittals of sealed bids that Authority will evaluate to determine the lowest responsive, responsible bidder.

It is mandatory that all contractors who intend to submit a bid for the Project complete a Pre-qualification questionnaire, including but not limited to all materials requested herein (Pre-qualification package), and be deemed pre-qualified by the Authority to be on the approved list of contractors. Unless expressly stated in future Notice Inviting Bids, no bid will be accepted from any contractor that is not on the Authority’s Pre-qualified list of Contractors for the Project.

Answers to questions contained in the Pre-qualification questionnaire, information about current bonding capacity, a notarized statement from surety, and the most recent reviewed or audited financial statements, with accompanying notes and supplemental information, will be used by the Authority in order to rate contractors with respect to their qualifications to bid on the Project. The Authority reserves the right to check any other sources available to verify contractor’s statements and prior performance. The Authority’s decision will be based on objective scoring criteria.

The Authority reserves the right to adjust, increase, limit, suspend or rescind the Pre-qualification rating based on subsequently learned information. Contractors whose rating changes sufficient to disqualify them will be notified and given an opportunity for an appeal consistent with the appeal procedures contained herein.

While the Pre-qualification process is intended to assist the Authority in determining contractor responsibility prior to bid and aid the Authority in selecting the lowest responsive, responsible contractor for construction of the Project, neither the fact of Pre-qualification, nor any Pre-qualification rating, will preclude the Authority from a post-bid consideration and determination of whether a contractor has the quality, capacity and experience to satisfactorily perform the proposed work.

The Pre-qualification packages submitted by contractors are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. However, the contents may be disclosed to third parties for purpose of verification or investigation of substantial allegations, or in the appeal hearing. State law requires that the names of contractors applying for Pre-qualification status shall be public records subject to disclosure, and the first page of the questionnaire will be used for that purpose.

The contractor shall provide only complete and accurate information. The contractor acknowledges that the Authority is relying on the truth and accuracy of the responses contained herein. Each Pre-qualification package must include a signed affidavit, which shall be signed under penalty of perjury in the manner designated and by an individual who has the legal authority to bind the contractor. If any information provided by a contractor becomes inaccurate, the contractor must immediately notify the Authority and provide updated accurate information in writing, under penalty of perjury. Should a contractor omit requested information or falsify information, the Authority may determine that contractor not prequalified.

The Pre-qualification package, its completion and submission by the contractor, and its use by the Authority, shall not give rise to any liability on the part of the Authority to the contractor or any third party or person. This is **not** a solicitation for bid. No guarantees are made or implied that any project will be constructed, either in part or whole. The contractor accepts all risk and cost associated with the completion of the Pre-qualification package without financial guarantee.

PROJECT DESCRIPTION

The Authority, in coordination with the City of Santa Ana and the City of Garden Grove, are implementing a new east-west double track modern streetcar in Orange County between the Santa Ana Regional Transportation Center

(SARTC) in the City of Santa Ana, and the Harbor Boulevard/Westminster Boulevard intersection in the City of Garden Grove. The purpose of the Project is to improve transit connectivity and accessibility, increase transit options, relieve congestion, and provide benefits to the traveling public.

The Authority has retained the services of HDR Engineering Inc., as the Project Management Consultants for overall project support; HNTB Corporation to provide Design Services and Design Support during construction and PGH Wong for Construction Management services for the project.

The Authority anticipates, subject to change in the Authority's sole discretion, the Project requiring Pre-qualification shall generally consist of the following:

The work to be done includes furnishing all necessary labor, equipment, and specified materials for construction of a new 4.15-route-mile (8.3-track-mile) modern streetcar line that will connect the Santa Ana Regional Transportation Center (SARTC) to Downtown Santa Ana and a new transportation hub located near the intersection of Harbor Boulevard and Westminster Avenue in the City of Garden Grove.

The alignment begins at SARTC on the west edge of the parking lot parallel to Santiago Street. The streetcar turns left on Santa Ana Boulevard and runs in the right lane of Santa Ana Boulevard using embedded block rail until reaching the Pacific Electric right-of-way (PE ROW) at Raitt Street, where the track becomes standard 115 lb T-rail on ties. The alignment crosses 5th Street and Fairview Street at-grade with railroad crossing gates. The alignment is elevated on a bridge structure over the Santa Ana River (to the north of the existing historic bridge) (a double-track, 3-span, 356-foot-long, precast, pre-stressed, concrete, Caltrans wide-flange girder bridge) and over Westminster Avenue (a double-track, 2-span, 231-foot-long, cast-in-place, post-tensioned, concrete box girder bridge), terminating on the east side of Harbor Boulevard. Track on structures and track from the Westminster Bridge to the west terminus is direct fixation. The return to SARTC is on a separate eastbound track parallel to the westbound track, with the exception of the downtown area where the eastbound track leaves Santa Ana Boulevard at Parton Street running for one-block on a pedestrian walkway south of Sasscer Park. At Ross Street, this alignment becomes 4th Street through the Downtown Commercial zone to Mortimer Street. Existing diagonal parking on the south side of 4th Street will be converted to parallel parking. At Mortimer Street, the eastbound alignment turns north for two blocks, and then turns east on Santa Ana Boulevard, rejoining the westbound alignment to the termination at SARTC. Track is included on Ross Street between 4th Street and Santa Ana Boulevard, and a crossover is included on between Mortimer and Minter to allow 4th Street to be bypassed and streetcars to be turned-back downtown.

There are ten streetcar stops in each direction (four shared center platforms and six-side platforms in each direction for a total of 16 platforms). Each stop includes a custom canopy shelter, benches, leaning rails, trash cans, lighting,

ticket vending machines (supplied separately), changeable message signs, video cameras, and a public address system. Platforms will be 14-inches high. A portion of the existing parking lot at the Santa Ana Regional Transportation Center (SARTC) will be reconfigured to accommodate the streetcar guideway and platform. 50 new off-street parking spaces will be constructed at the Harbor/Westminster (west terminal) stop.

Overhead Catenary System will be two-wire catenary in the PE ROW, and single-wire over streets. Four traction power substations of one megawatt (1-MW) rating are planned at the following four locations: in the PE ROW on the south side of Westminster Avenue, near the maintenance and storage facility, in City ROW at Parton Street on the north side of Santa Ana Boulevard, and on the north side of the parking structure at SARTC. An underground parallel feeder cable will be installed in street running segments. An underground fiber optic communications cable will be installed from SARTC to Harbor/Westminster. Communications between the maintenance Storage Facility (MSF) facility and Authority's Garden Grove Annex will be via a dedicated Microwave Communications Link. Central control functions will be duplicated at the MSF Facility and at OCTA's Garden Grove Annex, where OCTA's bus control center currently operates. Railroad signaling will be installed at the termini, at the yard connections, and at the two at-grade crossings. New traffic signals will be installed at Santa Ana Boulevard/French Street, 4th Street/Mortimer Street, Santa Ana Boulevard/Lacy Street, and Santa Ana Boulevard/Raitt Street. Existing traffic signals will be modified to provide clearance to the streetcar's overhead contact wire by shortening mast arms or adding signal heads and/or poles. Traffic signal priority will be provided at all traffic signals along the route.

A new MSF will be constructed to accommodate 8 modern streetcars (supplied separately), administration, operations, vehicle maintenance, parts storage, and maintenance of way. The facility will be located on a site bounded by 5th Street to the north, the PE ROW to the south, approximately 500 feet west of Raitt Street to the east, and approximately 1,000 feet west of Raitt Street to the west. The two-story MSF building with approximate dimensions of 260 feet by 140 feet, will have three service and inspection bays, two having under-car pits and roof level mezzanines. A pit for an in-ground wheel truing lathe will be provided at the front end of the third service bay which otherwise will have flush tracks and vehicle lifting jacks. A fourth service track will be installed in the MSF facility, but used initially for maintenance of way. Secured exterior vehicle storage, including a wye-track for turning vehicles end-for-end, a free-standing drive-through streetcar wash, employee parking, and fire and delivery access will also be included on-site.

The construction cost of the Project is approximately \$150,000,000 (All references to "\$" should be taken to mean United States Dollars).

ANTICIPATED SCHEDULE

The anticipated Pre-qualification schedule is summarized as follows:

Date	Milestone
August 14, 2017	The Authority issues request for Pre-qualification from contractors.
August 28, 2017	Informational Meeting
September 5, 2017	Deadline for submitting questions.
September 12, 2017	Authority's response to questions due.
October 2, 2017	Requested submittal date
October 31, 2017	Final submittal deadline
December 4, 2017	Last day for contractors to appeal the Authority's decision with respect to Pre-qualification ratings and to deliver notice of appeal to the Authority.
December 18, 2017	Last day for appeals to be heard by the Authority.

The Authority expects to release the Invitation for Bids for the construction project on October 23, 2017.

The Authority may refuse to grant Pre-qualification where the requested information and materials are not provided by October 31, 2017. There is no appeal from a refusal for an incomplete or late application. The closing time for construction bids will not be changed in order to accommodate supplementation of incomplete submissions or late submissions on part of the Contractor.

The Authority has established the last day for the receipt of a Pre-qualification package in the Authority's office is no later than October 31, 2017.

Pre-qualification delivered in person or by a means other than the U.S. Postal Service shall be submitted to the following:

**Orange County Transportation Authority
Contracts Administration and Materials Management
600 South Main Street, (Lobby Receptionist)
Orange, California 92868
Attention: Robert Webb, Senior Contract Administrator**

Pre-qualification delivered using the U.S. Postal Service shall be addressed as follows:

**Orange County Transportation Authority
Contracts Administration and Materials Management
P.O. Box 14184
Orange, California 92863-1584
Attention: Robert Webb, Senior Contract Administrator**

Pre-qualification and amendments to Pre-qualification received after the date and time specified above will have no guarantee of timely review and determination of eligibility to participate in the construction solicitation.

Firms interested in obtaining a copy of this Request for Pre-qualification may do so by downloading the questionnaire from CAMM NET at <https://cammnet.octa.net>.

All firms interested in doing business with the Authority are required to register their business on-line at CAMM NET. Registration to CAMM NET will enable contractors to receive notifications of any updates or new documents uploaded to CAMM NET. The website can be found at <https://cammnet.octa.net>. From the site menu click on CAMM NET to register.

To receive all further information regarding this Pre-qualification 7-1882, firms and sub-contractors must be registered on CAMM NET with at least one of the following commodity codes for this solicitation selected as part of the vendor's on-line registration profile:

Category:
Construction

Commodity:
Construction (General)
Construction - Design/Build
General Contractor

An Informational meeting will be held on August 28, 2017, at 2:00 p.m. at the Authority's Administrative Office, 550 South Main Street, Orange, California, in Conference Room 09. All prospective Contractors are encouraged to attend the Informational meeting.

Contractors are encouraged to subcontract with small businesses to the maximum extent possible.

All Contractors will be required to comply with all applicable equal opportunity laws and regulations.

The construction contract for the OC Streetcar project is subject to receipt of federal, state and/or local funds adequate to carry out the construction activities.

DRAFT

SECTION I: INSTRUCTIONS TO CONTRACTORS

DRAFT

SECTION I. INSTRUCTIONS TO CONTRACTORS

A. INFORMATIONAL MEETING

An Informational meeting will be held on August 28, 2017 at 2:00 pm. at the Authority's Administrative Office, 550 South Main Street, Orange, California, in Conference Room 09. All prospective Contractors are encouraged to attend the Informational meeting.

B. EXAMINATION OF PRE-QUALIFICATION PACKAGE DOCUMENTS

By submitting a Pre-qualification package, Contractor represents that it has thoroughly examined and become familiar with the work required under this Pre-qualification and that it is capable of performing quality work to achieve the Authority's objectives.

C. ADDENDA

The Authority reserves the right to revise the Pre-qualification documents. Any Authority changes to the requirements will be made by written addendum to this Pre-qualification. The Authority will not be bound to any modifications to or deviations from the requirements set forth in this Pre-qualification as the result of oral instructions. Any information provided to any contractor concerning this solicitation will be furnished to all contractors on CAMM NET.

D. AUTHORITY CONTACT

All communication and/or contacts with Authority staff regarding this Pre-qualification are to be directed to the following Contract Administrator:

Robert Webb, Senior Contract Administrator
Contracts Administration and Materials Management Department
600 South Main Street
P.O. Box 14184
Orange, CA 92863-1584
Phone: 714.560. 5743, Fax: 714.560.5792
Email: rwebb@octa.net

Commencing on the date of the issuance of this Pre-qualification and continuing until selection or cancellation of this pre-qualification, no proposer, subcontractor, lobbyist or agent hired by the proposer shall have any contact or communications regarding this Pre-qualification with any Authority's staff; member of the evaluation committee for this Pre-qualification; or any contractor or consultant involved with the procurement, other than the Contract Administrator named above or unless expressly permitted by this Pre-qualification. Contact includes face-to-face, telephone, electronic mail (e-mail) or formal written communication. Any proposer, subcontractor, lobbyist or agent hired by contractor that engages in such prohibited

REQUEST FOR PRE-QUALIFICATION 7-1882

communications may result in disqualification of the proposer at the sole discretion of the Authority.

E. CLARIFICATIONS

1. Examination of Documents

Should a Contractor require clarifications of this Pre-qualification, the Contractor shall notify the Authority in writing in accordance with Section D.2. below. Should it be found that the point in question is not clearly and fully set forth, the Authority will issue a written addendum clarifying the matter which will be sent to all firms registered on CAMM NET under the commodity codes specified in this Pre-qualification.

2. Submitting Requests

- a. All questions related to the Pre-qualification materials, including questions that could not be specifically answered at the Informational meeting conference must be put in writing and must be received by the Authority no later than 5:00 p.m., on September 5, 2017.
- b. Requests for clarifications, questions and comments must be clearly labeled, "Written Questions". The Authority is not responsible for failure to respond to a request that has not been labeled as such.
- c. Any of the following methods of delivering written questions are acceptable as long as the questions are received no later than the date and time specified above:
 - (1) U.S. Mail: Orange County Transportation Authority, 550 South Main Street, P.O. Box 14184, Orange, California 92863-1584.
 - (2) Personal Delivery: Contracts Administration and Materials Management Department, 600 South Main Street, Lobby Receptionist, Orange, California 92868.
 - (3) Facsimile: (714) 560-5792.
 - (4) Email: rwebb@octa.net (preferred)

3. Authority Responses

Responses from the Authority will be posted on CAMM NET, no later than September 12, 2017. Contractor may download responses from CAMM NET at <https://camnet.octa.net>, or request responses be sent via U.S. Mail by emailing or faxing the request to Robert Webb.

To receive email notification of Authority responses when they are posted on CAMM NET, firms and subcontractors must be registered on CAMM

REQUEST FOR PRE-QUALIFICATION 7-1882

NET with at least one of the following commodity codes for this solicitation selected as part of the vendor's on-line registration profile:

Category:
Construction

Commodity:
Construction (General)
Construction - Design/Build
General Contractor

Inquiries received after 5:00 p.m. on October 31, 2017, will not be responded to.

F. SUBMISSION OF PRE-QUALIFICATION PACKAGE

1. Date and Time

Pre-qualification must be received in the Authority's office at or before 2:00 p.m. on October 2, 2017, but no later than October 31, 2017 to be considered for pre-qualification. The Authority cannot guarantee that the pre-qualification package submitted after October 31, 2017 will be reviewed in time for Contractor to participate in the bidding process. Contractors are encouraged to submit Prequalification packages as soon as possible so they may be notified of any omissions.

Each Pre-qualification package must be completed with all information requested and be signed under penalty of perjury by an individual who has the legal authority to bind the contractor on whose behalf that person is signing.

The Authority may refuse to grant Pre-qualification where the requested information and materials are not provided, or not provided by October 31, 2017. There is no appeal from a refusal for an incomplete or late application. **The closing time for bids will not be changed in order to accommodate supplementation of incomplete submissions or late submissions.**

2. Address

Pre-qualification delivered in person or by a means other than the U.S. Postal Service shall be submitted to the following:

**Orange County Transportation Authority
Contracts Administration and Materials Management (Camm)
600 South Main Street, (Lobby Receptionist)
Orange, California 92868
Attention: Robert Webb, Senior Contract Administrator**

Or Pre-qualification delivered using the U.S. Postal Services shall be addressed as follows:

REQUEST FOR PRE-QUALIFICATION 7-1882

**Orange County Transportation Authority
Contracts Administration and Materials Management (CAMM)
P.O. Box 14184
Orange, California 92863-1584
Attention: Robert Webb, Senior Contract Administrator**

3. Identification of Pre-qualification

Contractor shall submit an **original and 5 copies** of its Pre-qualification package in a sealed package marked "Confidential", addressed as shown above in F.2. The outer envelope must show the Contractor's name and address and clearly marked with the Pre-qualification number. In addition to the above, Contractors shall also include one (1) electronic copy of their entire Pre-qualification submittal package in "PDF" format, on a CD, DVD, or flash drive.

4. Acceptance of Pre-Qualification

- a. The Authority reserves the right to accept or reject any and all Pre-qualification packages, or any item or part thereof, or to waive any minor informalities or irregularities in a Pre-qualification package.
- b. The Authority reserves the right to withdraw or cancel this Request for Pre-qualification at any time without prior notice and the Authority makes no representations that any contract will be awarded to any Contractor responding to this Request for Pre-qualification.
- c. The Authority reserves the right to issue a new Request for Pre-qualification for the project.
- d. The Authority reserves the right to postpone the Pre-qualification process for its own convenience.
- e. The Authority reserves the right to investigate the qualification of any Contractor, and/or require additional evidence of qualifications to perform the work.

G. PRE-CONTRACTUAL EXPENSES

The Authority shall not, in any event, be liable for any pre-contractual expenses incurred by Contractor in the preparation of its Pre-qualification package. Contractor shall not include any such expenses as part of its Pre-qualification package.

REQUEST FOR PRE-QUALIFICATION 7-1882

Pre-contractual expenses are defined as expenses incurred by Contractor in:

1. Preparing its Pre-qualification package in response to this Request for Pre-qualification;
2. Submitting that Pre-qualification package to the Authority;
3. Any other expenses incurred by Contractor prior to issuance of the IFB.

H. JOINT OFFERS

If two or more business entities expect to submit a bid as part of a Joint Venture (JV), each entity within the JV must submit a fully complete Pre-qualification package and be separately qualified to bid. The JV must be properly licensed by the California Contractor's State Licensing Board prior to submission of a bid on the Project.

I. APPEALS FOR DENIAL OF PRE-QUALIFICATION

Any appeal filed by a Contractor in connection with this Pre-qualification must be submitted in accordance with the Authority's written procedures outlined in Section III.D of this Request for Pre-qualification.

J. CONFLICT OF INTEREST

All Contractors responding to this Request for Pre-qualification must avoid organizational conflicts of interest which would restrict full and open competition in this procurement. An organizational conflict of interest means that due to other activities, relationships or contracts, a Contractor is unable, or potentially unable to render impartial assistance or advice to the Authority; a Contractor's objectivity in performing the work identified in the Scope of Work is or might be otherwise impaired; or a Contractor has an unfair competitive advantage. Conflict of Interest issues must be fully disclosed in the Contractor's Pre-qualification package.

All Contractors must disclose in their Pre-qualification package and immediately throughout the course of the evaluation process if they have hired or retained an advocate to lobby Authority staff or the Board of Directors on their behalf.

A Contractor hired to perform services for the Authority is prohibited from concurrently acting as an advocate for another firm who is competing for a contract with the Authority, either as a prime or subcontractor.

K. CODE OF CONDUCT

All Contractors agree to comply with the Authority's Code of Conduct as it relates to Third-Party contracts which is hereby referenced and by this reference is incorporated herein. All Contractors agree to include these requirements in all of their subcontracts, if awarded the contract.

L. DISADVANTAGED BUSINESS ENTERPRISE

By submitting this Pre-qualification package, Contractor acknowledges that it will be required to comply with the Disadvantaged Business Enterprise participation goal to be assessed for the resulting construction bid.

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SECTION II: PRE-QUALIFICATION QUESTIONNAIRE

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SECTION II. PRE-QUALIFICATION QUESTIONNAIRE

Except where information related to former entities is expressly required herein, for purposes of evaluation, scoring and Pre-qualification, all required contractor's information, including but not limited to experience, personnel and finances, must be provided for the entity holding the contractor's license. Information related to parent companies, subsidiaries, and any other related entity or proposed subcontractors will not be considered.

The Pre-qualification of contractors will be determined by evaluation of the information submitted by contractors. The Authority may verify any or all information provided in completed Pre-qualification package, consider information provided by sources other than the contractor, and conduct such investigations as the Authority deems appropriate to assist in the evaluation of a contractor's responsibility, qualifications, and financial capacity.

If a contractor seeking Pre-qualification has not been in business for the time period for which information is requested, it shall submit information on predecessor entities covering that time period.

By submitting a completed Pre-qualification Package, the contractor waives any and all objections to the form and content of the Pre-qualification package, or the evaluation criteria. Attach additional sheets as needed to provide complete responses.

**PRE-QUALIFICATION OF CONTRACTORS
FOR THE OC STREETCAR CONSTRUCTION PROJECT**

PRE-QUALIFICATION QUESTIONNAIRE

CONTACT INFORMATION:

Full Name of Contractor (as it appears on license): _____

Type of Organization (Corporation, Partnership, Sole Proprietor, Joint Venture, etc.): _____

Corporate Tax Identification Number: _____

Is the corporation currently registered and in good standing with the State of California Secretary of State? _____

Street Address of Contractor: _____

Contractor's Contact Person: _____

Phone: _____ Fax: _____

Email Address: _____

If Contractor is a sole proprietor or partnership:

Owner(s) of Company: _____

Contractor's License Number(s): _____

**THIS PAGE IS SUBJECT TO DISCLOSURE
TO THIRD PARTIES**

PART I. ESSENTIAL REQUIREMENTS FOR QUALIFICATION

An answer of “no” to any of the Questions 1 through 6 will be rated a “Fail” and the contractor will be immediately disqualified.

An answer of “yes” to any of the Questions 7 through 10 below will be rated a “Fail” and the contractor will be immediately disqualified.

- Contractor possesses valid and current California Contractor’s license (Class A General Engineering).

Yes No

- Contractor will comply with and provide all insurance as defined below

The policies noted below should be written on a project specific basis. All limits are minimum limits:

Commercial General Liability	\$5 Million
Excess/Umbrella	\$20 Million
Commercial Automobile	\$1Million Primary Coverage with coverage scheduled under the Excess/Umbrella
Workers Compensation	Statutory Limits with a waiver of subrogation favorable to OCTA/Other project stakeholders
Employer’s Liability	\$1Million
Professional Liability	\$10Million/\$10Million Aggregate
Builders Risk	Cost of Construction: Policy to be written with valuation on replacement cost basis, based upon the total value of the contract
Environmental Liability	\$25 Million
Commercial Crime	\$5 Million (Policy to provide client coverage/third party coverage)
Cyber Liability	\$1 Million

Yes No

NOTE: Contractor shall furnish a statement from the contractor’s insurance broker showing the contractor’s ability to provide the insurance stated above. The contractor will be required to provide insurance as provided for in the Invitation for Bids upon actual bid and award.

- The contractor has attached, within a separate sealed envelope marked as indicated below, the latest copy of a reviewed or audited financial statement with accompanying notes and supplemental information.

Yes No

NOTE: A financial statement that is not either reviewed or audited is not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only and is not a substitute for the required financial statement.

The separate sealed envelope shall be marked as follows:
Proprietary – Not For Public Disclosure
Financial Statement of _____ [Contractor's Name] _____
Pre-qualification for Approved Bidders List for OC Streetcar

4. Has the contractor attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance) and authorized to issue bonds in the State of California, which states your current available bonding capacity?

Yes No

NOTE: Notarized statement must be from the surety company, not an agent or broker.

5. Contractor, acting in the capacity of prime contractor, and/or its designated subcontractor(s), has performed at least \$200 million in construction volume on no more than ten (10) Rail Projects (for purposes of calculating construction volume), one of which must have a contract value of at least \$50 million, completed since January 1, 2007.

For purposes of this question, a qualifying "Rail Project" is defined as a construction project requiring the installation of Trackwork, Overhead Catenary System (OCS), Station Canopies, and Bridges, as defined below, as part of the contractor's contract.

- i. Trackwork:
 - a. Construction of at least three projects that included construction of at least one mile of embedded track.
- ii. Overhead Catenary System ("OCS")
 - a. Construction of at least three projects that included at least one mile of new OCS construction work.
- iii. Station Canopies
 - a. Construction of at least three projects that included at least 5 custom exterior transit shelters using a glass panel roof.
- iv. Bridges
 - a. Construction of at least three rail bridges that included at least 5 cast-in-drilled hole piles of 3 to 10 foot diameter, at least 80 feet long, in sandy, collapsible soil, with groundwater, that

passed gamma-gamma inspections without anomalies, placed within tolerance.

Contractor's construction experience must include each of the above requirements ("Required Criteria"). Specially, Contractor must be able to demonstrate experience in at least three Trackwork Projects, OCS Projects, Station Canopy Projects, and Bridge Projects which meet the Required Criteria for qualifying Rail Projects. Contractor must also include enough projects, but no more than 10, which total at least \$200 million completed volume.

Yes No

NOTE: Contractor must provide supporting project information in Part III. Failure to provide the necessary information in Part III will result in a "No" response to this question. Contractor must demonstrate satisfaction of the Required Criteria through:

- **work as a prime contractor involving at least two of the four required elements in section (i) through (iv) above; or**
- **work as a subcontractor self-performing at least two of the four required elements in section (i) through (iv) above.**

If Contractor is designating a third party subcontractor to meet one or more of the required elements in section (i) through (iv) above, then Contractor may, but is not required to, submit project information for multiple subcontractors so as to give Contractor greater flexibility during the Invitation for Bid process. Designation of a specific subcontractor for pre-qualification is only required if Contractor cannot meet the Required Criteria through its own project experience.

Bids on the OC Streetcar Project will only be accepted from a Contractor who has been successfully pre-qualified, whether as a stand-alone general contractor, or in combination with specific subcontractors designated during this pre-qualification process.

If contractor designates a subcontractor to establish Required Criteria experience requirements for this question or for Part III, Section A of this Prequalification Package, then contractor must also include a completed Part IV-A and Part IV-B for the designated subcontractor(s) with its Prequalification Package.

6. Contractor and/or its designated subcontractor(s) have a superintendent or foreman, or a team of superintendent/foremen, who will be assigned to the Authority with at least ten (10) years of experience and who has successfully completed at least one (1) Rail Project of at least \$30 million in the Trackwork, OCS, Station Canopy and Bridge sections of the Required Criteria completed since January 1, 2007. The designated superintendents or foremen must collectively have experience with the full Required Criteria.

Yes No

NOTE: Contractor must provide supporting information in Part III. Failure to provide the necessary information in Part III will result in a “No” response to this question. If Contractor is designating a subcontractor to meet one or more of the required elements in section (i) through (iv) above, then Contractor may, but is not required to, submit superintendent/foreman information for multiple subcontractors so as to give Contractor greater flexibility during the Invitation for Bid process. Designation of a specific subcontractor’s superintendent/foreman for Pre-qualification is only required if Contractor cannot meet the Required Criteria through its own project experience or its own superintendent/foreman’s experience.

Bids on the OC Streetcar Project will only be accepted from a Contractor who has been successfully pre-qualified, whether as a stand-alone general contractor, or in combination with specific subcontractors designated during this Pre-qualification process.

7. Has the contractor’s license been revoked at any time in the last five years?

Yes No

8. Has a surety firm completed a contract on the contractor’s behalf, or paid for completion because the contractor was terminated for default by the project owner within the last five (5) years?

Yes No

9. At the time of submitting this Pre-qualification form, is the contractor ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code Section 1777.7, or any other federal, state, county, municipal or other local law providing for the debarment of contractors from public works?

Yes No

If the answer is “Yes,” state the beginning and ending dates of the period of debarment:

10. At any time during the last five years, has the contractor, or any of its owners, or officers been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?

Yes No

END OF PART I

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PART II. INFORMATION REGARDING THE ORGANIZATION, HISTORY, PERFORMANCE, AND COMPLIANCE WITH CIVIL AND CRIMINAL LAWS

A. Current Organization and Structure of the Business

For Contractors That Are Corporations:

1a. Date incorporated: _____

1b. Under the laws of what state: _____

1c. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least ten percent of the corporation’s stock.

Name	Position	Years with Co.	% Ownership

1d. Identify every construction, equipment manufacturer, or material supply firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

NOTE: For this question, “owner” and “partner” refer to ownership of ten percent or more of the business, or ten percent or more of its stock, if the business is a corporation.

Person’s Name	Name of Company	Dates of Person’s Participation with Company

For Contractors That Are Partnerships:

1a. Date of formation: _____

1b. Under the laws of what state: _____

- 1c. Provide all the following information for each partner who owns ten percent or more of the firm.

Name	Position	Years with Co.	% Ownership

- 1d. Identify every construction, equipment manufacturer, or material supply company that any partner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

NOTE: For this question, “owner” and “partner” refer to ownership of ten percent or more of the business, or ten percent or more of its stock, if the business is a corporation.

Person’s Name	Name of Company	Dates of Person’s Participation with Company

For Contractors That Are Sole Proprietorships:

- 1a. Date of commencement of business: _____
- 1b. Social Security Number of Company Owner: _____
- 1c. Identify every construction, equipment manufacturer, or material supply firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

NOTE: For this question, “owner” and “partner” refer to ownership of ten percent or more of the business, or ten percent or more of its stock, if the business is a corporation.

Person's Name	Name of Company	Dates of Person's Participation with Company

For Contractors That Intend to Make a Bid as Part of a Joint Venture:

- 1a. Date of commencement of Joint Venture: _____
- 1b. Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects:

Name of Firm	% Ownership of Joint Venture

B. History of the Business and Organizational Performance

- 2. Has there been any change in ownership of the contractor at any time during the last three years?

NOTE: A corporation whose shares are publicly traded is not required to answer this question.

Yes No

If "yes," explain on a separate signed page.

- 3. Is the contractor a subsidiary, parent, holding company or affiliate of another construction, equipment manufacturer, or material supply firm?

NOTE: Include information about other firms if one firm owns 50 percent or more of another, or if an owner, partner, or officer of the contractor holds a similar position in another firm.

Yes No

If "yes," explain on a separate signed page.

4. Are any corporate officers, partners or owners connected to any other construction, equipment manufacturer, or material supply firms.

NOTE: Include information about other firms if an owner, partner, or officer of the contractor holds a similar position in another firm.

Yes No

If "yes," explain on a separate signed page.

5. State the contractor's gross revenues for each of the last three years:

2016: _____

2015: _____

2014: _____

6. How many years has the contractor been in business in California as a contractor under the contractor's present business name and license number?

_____ years

7. Is the contractor currently the debtor in a bankruptcy case?

Yes No

If "yes," please attach a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed.

8. Was the Contractor in bankruptcy at any time during the last five years? This question refers only to a bankruptcy action that was not described in answer to question 7, above.

Yes No

If "yes," please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued.

C. Licenses

9. List all California construction license numbers, classifications and expiration dates of the California contractor licenses held by the contractor. At a minimum, contractors shall possess a valid Class A – General Engineering Contractors License to be considered. _____

10. If any of the contractor's license(s) are held in the name of a corporation or partnership, list below the names of the qualifying individual(s) listed on the California Contractors License Board records who meet(s) the experience and examination requirements for each license. _____

11. Has the contractor changed names or license number in the past five years?
 Yes No

If "yes," explain on a separate signed page, including the reason for the change.

12. Has any owner, partner or (for corporations) officer of the contractor operated a construction, equipment manufacturer, or material supply firm under any other name in the last five years?

Yes No

If "yes," explain on a separate signed page, including the reason for the change.

13. Has any CSLB license held by the contractor or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended or revoked within the last five years?

Yes No

If "yes," please explain on a separate signed sheet.

D. Disputes

14. At any time in the last five years has the contractor been assessed liquidated damages under a construction contract with either a public or private owner?

Yes No

If yes, explain on a separate signed page, identifying all such projects by owner, owner's address, the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

15. In the last five years has the contractor (or any firm with which any of the Contractor's owners, officers or partners was associated with), been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

NOTE: For purposes of this question "associated with" refers to another construction firm in which an owner, partner or officer of the contractor held a similar position, and which is listed in response to Question 1 of Part II.

Yes No

If "yes," explain on a separate signed page. State whether the contractor involved was the contractor applying for Pre-qualification here or another firm. Identify by

name of the company, the name of the person within the contractor who was associated with that company, the year of the event, the owner of the project, the project and the basis for the action.

16. In the last five years has the contractor been denied an award of a public works contract based on a finding by a public agency that the contractor was not a responsible bidder?

Yes No

If "yes," explain on a separate signed page. Identify the year of the event, the owner, the project and the basis for the finding by the public agency.

NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about "pass-through" disputes in which the actual dispute is between a subcontractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$500,000.

17. In the past five years has any claim against the contractor concerning the contractor's performance of a construction project been filed in court or arbitration?

Yes No

If "yes," on separate signed sheets of paper identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

If "yes", are there any current claims against the contractor that should you lose the claim(s), would adversely affect the contractor's financial position or the contractor's ability to meet the contractor's obligations if awarded the contract for this project? If so, please explain.

18. In the past five years has the contractor made any claim against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration?

Yes No

If "yes," on separate signed sheets of paper identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

If "yes", are there any current claims against a project owner that should the contractor lose the claim(s), would adversely affect the contractor's financial position or the contractor's ability to meet the contractor's obligations if awarded the contract for this project? If so, please explain.

19. At any time during the past five years, has any surety company made any payments on the contractor's behalf to satisfy any claims made against a performance or payment bond issued on the contractor's behalf, in connection with a construction project, either public or private?

Yes No

If "yes," explain on a separate signed page the amount of each such claim, the name and telephone number of the claimant, the date of the claim, the grounds for the claim, the present status of the claim, the date of resolution of such claim if resolved, the method by which such was resolved if resolved, the nature of the resolution and the amount, if any, at which the claim was resolved.

20. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the contractor?

Yes No

If "yes," explain on a separate signed page. Name the insurance carrier, the form of insurance and the year of each refusal.

E. Criminal Matters and Related Civil Suits

21. Has the contractor or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?

Yes No

If "yes," explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

22. Has the contractor or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to construction?

Yes No

If "yes," explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the conviction and the grounds for the conviction.

23. Has the contractor or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes No

If "yes," identify on a separate signed page the person or persons convicted, the court (the county if a state court, the district or location of the federal court), the year and the criminal conduct.

F. Bonding

24. Bonding capacity: Provide documentation from the contractor's surety identifying the following:

Name of bonding company/surety: _____

Name of surety agent, address and telephone number: _____

25. If the contractor was required to pay a premium of more than one percent for a performance and payment bond on any project(s) on which the contractor worked at any time during the last three years, state the percentage that the contractor was required to pay. The contractor may provide an explanation for a percentage rate higher than one percent, if the contractor wishes to do so. _____

26. List all other sureties (name and full address) that have written bonds for the contractor during the last five years, including the dates during which each wrote the bonds: _____

27. During the last five years, has the contractor ever been denied bond coverage by a surety company, or has there ever been a period of time when the contractor had no surety bond in place during a public construction project when one was required?

Yes No

If yes, provide details on a separate signed sheet indicating the date when the contractor was denied coverage and the name of the company or companies which denied coverage; and the period during which the contractor had no surety bond in place.

G. Compliance with Occupational Safety and Health Laws and with Other Labor Legislation Safety

28. Has CAL OSHA cited and assessed penalties against the contractor for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years? Note: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

Yes No

If "yes," attach a separate signed page describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, and the amount of penalty paid, if any. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision.

29. Has the federal Occupational Safety and Health Administration cited and assessed penalties against the contractor in the past five years? NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if

there is a court appeal pending, you need not include information about the citation.

Yes No

If "yes," attach a separate signed page describing each citation.

30. As a result of the contractor's actions or inactions, has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either the contractor or the owner of a project on which the contractor was the contractor, in the past five years? NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

Yes No

If "yes," attach a separate signed page describing each citation.

31. How often does the contractor require documented safety meetings to be held for construction employees and field supervisors during the course of a project? _____

32. Experience Modification Rate (EMR): Please obtain a letter from the contractor's insurance carrier (or state fund if applicable) with the contractor's interstate EMR's for the Year 2016, Year 2015, and Year 2014. If the contractor does not have an interstate rating, obtain the contractor's intrastate EMR's. Attach the letter as part of this package. The contractor shall list the Experience Modification Rate (available from the contractor's insurance carrier) below.

<u>Year</u>	<u>EMR</u>
2016	_____
2015	_____
2014	_____

Three Year Average = _____

Are the above rates interstate or intrastate? _____

NOTE: Any of the following methods of "obtaining a letter" are acceptable:

- (1) Furnish a letter from the contractor's insurance agent, insurance carrier or state fund (on their letterhead) verifying the EMR data listed above; or
- (2) Furnish a photocopy of the applicable Experience Rating Calculation Sheets, which the contractor's insurance carrier should forward to the contractor annually.

33. Within the last five years has there ever been a period when the contractor had employees but was without workers' compensation insurance or state-approved self-insurance?

Yes No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate signed page. If "no," please provide a statement by the contractor's current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the last five years. (If the contractor has been in the construction business for less than five years, provide a statement by the contractor's workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that the contractor has been in the construction business.)

34. Incident Rates: Provide a copy of Contractor incident rates for the past 3 years (2014 – 2016), segregating OSHA Recordable injuries/illnesses and days away from work (lost time) injuries/illnesses.

<u>Year</u>	<u>OSHA Recordable Rate</u>	<u>Days Away / Lost Time Rate</u>
2016	_____	_____
2015	_____	_____
2014	_____	_____
Three Year Average	_____	_____

35. Fatal Injuries/Illnesses: During the past 5 years, has the Contractor experienced an employee or sub-tier contractor fatality on a project controlled by the Contractor?

If "yes", attach a separate signed page describing each fatality

36. Does the Contractor have all the regulatory required health, safety and environmental compliance written policies/plans in accordance with all State and Federal OSHA and EPA agencies.

Yes No

If "no", please describe the deficiencies and provide information on how the Contractor will obtain compliance prior to contract award and/or Notice to Proceed (NTP).

H. Prevailing Wage and Apprenticeship Compliance Record

37. Has there been more than one occasion during the last five years in which the contractor was required to pay either back wages or penalties for the contractor's own firm's failure to comply with California's prevailing wage laws?

NOTE: This question refers only to the contractor's own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.

Yes No

If "yes," attach a separate signed page or pages, describing the nature of each violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed, the number of employees who were initially underpaid and the amount of back wages and penalties that the contractor was required to pay.

38. During the last five years, has there been more than one occasion in which the contractor's own firm has been penalized or required to pay back wages for failure to comply with the federal Davis-Bacon prevailing wage requirements?

Yes No

If "yes," attach a separate signed page or pages describing the nature of the violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed, the number of employees who were initially underpaid, the amount of back wages the contractor was required to pay along with the amount of any penalty paid.

39. Provide the name, address, and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your company for use on any public work project for which you are awarded a contract by the Authority.

40. If your firm operates its own California-approved apprenticeship program:

- (a) Identify the craft or crafts in which your firm provided apprenticeship training in the past year.
- (b) State the year in which each apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
- (c) State the number of individuals who were employed by your firm as apprentices at any time during the past 3 years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.

41. At any time during the last five years, has the contractor been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works? NOTE: You may omit reference to any incident that occurred prior to January 1, 1998, if the violation was by a subcontractor and your firm, as general contractor on a project, had no knowledge of the subcontractor's violation at the time they occurred.

Yes No

If "yes," provide the date(s) of such findings, and attach copies of the Department's final decision(s).

END OF PART II

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PART III. COMPLETED VOLUME OF REQUIRED CRITERIA

A. Project Experience

Part I, Question 5 requires a “yes” response to the following:

Contractor, acting in the capacity of prime contractor, and/or its designated subcontractor(s), has performed at least \$200 million in construction volume on no more than ten (10) Rail Projects (for purposes of calculating construction volume), one of which must have a contract value of at least \$50 million, completed since January 1, 2007.

For purposes of this question, a qualifying “Rail Project” is defined as a construction project requiring the installation of Sitework, Trackwork, Overhead Catenary System (OCS) and/or Railroad Signaling, as defined below, as part of the contractor’s contract.

- i. Trackwork:
 - a. Construction of at least three projects that included construction of at least one mile of embedded track.
- ii. Overhead Catenary System (“OCS”)
 - a. Construction of at least three projects that included at least one mile of new OCS construction work.
- iii. Station Canopies
 - a. Construction of at least three projects that included at least 5 custom exterior transit shelters using a glass panel roof.
- iv. Bridges
 - a. Construction of at least three rail bridges that included at least 5 cast-in-drilled hole piles of 3 to 10 foot diameter, at least 80 feet long, in sandy, collapsible soil, with groundwater, that passed gamma-gamma inspections without anomalies, placed within tolerance.

Contractor’s construction experience must include each of the above requirements (“Required Criteria”). Specially, Contractor must be able to demonstrate experience in at least three Trackwork Projects, OCS Projects, Stationary Canopy Projects and Bridge Projects which meet the Required Criteria for qualifying Rail Projects. Contractor must also include enough projects, but no more than 10, which total at least \$200 million completed volume.

Yes No

NOTE: Contractor must provide supporting project information in Part III. Failure to provide the necessary information in Part III will result in a “No” response to this question. Contractor must demonstrate satisfaction of the Required Criteria through:

- **work as a prime contractor involving at least two of the four required elements in section (i) through (iv) above; or**
- **work as a subcontractor self-performing at least two of the four required elements in section (i) through (iv) above.**

If Contractor is designating a third party subcontractor to meet one or more of the required elements in section (i) through (iv) above, then Contractor may, but is not required to, submit project information for multiple subcontractors so as to give Contractor greater flexibility during the Invitation for Bid process. Designation of a specific subcontractor for Pre-qualification is only required if Contractor cannot meet the Required Criteria through its own project experience.

Bids on the OC Streetcar Project will only be accepted from a Contractor who has been successfully pre-qualified, whether as a stand-alone general contractor, or in combination with specific subcontractors designated during this Pre-qualification process.

The below information shall be used by the Authority to contact the Owner, or its representative, as applicable, on each of the below-listed projects to confirm that the Required Criteria have been met.

If additional sheets are needed, please make copies.

Project # 1 Name: _____

Owner: _____

Construction Bid Cost: \$ _____

Final Construction Cost: \$ _____

Construction Time: _____ Calendar Days

Date of Completion: _____

Owner's Representative: _____

Owner's Representative Telephone No.: _____

Owner's Representative Email: _____

Designer: _____

Designer's Telephone No.: _____

Designer's Representative Email: _____

On-Site Construction Manager: _____

On-Site Construction Manager's Telephone No.: _____

On-Site Construction Manager's Email: _____

The Authority's Required Criteria Included in Project: _____

Specific Project Characteristics:

Type/size of Rail Project: _____

Trackwork Description: _____

OCS Work Description: _____

Station Canopy Work Description: _____

Bridge Work Description: _____

Project # 2 Name: _____

Owner: _____

Construction Bid Cost: \$ _____

Final Construction Cost: \$ _____

Construction Time: _____ Calendar Days

Date of Completion: _____

Owner's Representative: _____

Owner's Representative Telephone No.: _____

Owner's Representative Email: _____

Designer: _____

Designer's Telephone No.: _____

Designer's Representative Email: _____

On-Site Construction Manager: _____

On-Site Construction Manager's Telephone No.: _____

On-Site Construction Manager's Email: _____

The Authority's Required Criteria Included in Project: _____

Specific Project Characteristics:

Type/size of Rail Project: _____

Trackwork Description: _____

OCS Work Description: _____

Station Canopy Work Description: _____

Bridge Work Description: _____

Project # 3 Name: _____

Owner: _____

Construction Bid Cost: \$ _____

Final Construction Cost: \$ _____

Construction Time: _____ Calendar Days

Date of Completion: _____

Owner's Representative: _____

Owner's Representative Telephone No.: _____

Owner's Representative Email: _____

Designer: _____

Designer's Telephone No.: _____

Designer's Representative Email: _____

On-Site Construction Manager: _____

On-Site Construction Manager's Telephone No.: _____

On-Site Construction Manager's Email: _____

The Authority's Required Criteria Included in Project: _____

Specific Project Characteristics:

Type/size of Rail Project: _____

Trackwork Description: _____

OCS Work Description: _____

Station Canopy Work Description: _____

Bridge Work Description: _____

Project # 4 Name: _____

Owner: _____

Construction Bid Cost: \$ _____

Final Construction Cost: \$ _____

Construction Time: _____ Calendar Days

Date of Completion: _____

Owner's Representative: _____

Owner's Representative Telephone No.: _____

Owner's Representative Email: _____

Designer: _____

Designer's Telephone No.: _____

Designer's Representative Email: _____

On-Site Construction Manager: _____

On-Site Construction Manager's Telephone No.: _____

On-Site Construction Manager's Email: _____

The Authority's Required Criteria Included in Project: _____

Specific Project Characteristics:

Type/size of Rail Project: _____

Trackwork Description: _____

OCS Work Description: _____

Station Canopy Work Description: _____

Bridge Work Description: _____

Project # 5 Name: _____

Owner: _____

Construction Bid Cost: \$ _____

Final Construction Cost: \$ _____

Construction Time: _____ Calendar Days

Date of Completion: _____

Owner's Representative: _____

Owner's Representative Telephone No.: _____

Owner's Representative Email: _____

Designer: _____

Designer's Telephone No.: _____

Designer's Representative Email: _____

On-Site Construction Manager: _____

On-Site Construction Manager's Telephone No.: _____

On-Site Construction Manager's Email: _____

The Authority's Required Criteria Included in Project: _____

Specific Project Characteristics:

Type/size of Rail Project: _____

Trackwork Description: _____

OCS Work Description: _____

Station Canopy Work Description: _____

Bridge Work Description: _____

B. Superintendent/Foremen Experience

Name below the superintendent(s) or foreman(men) who will be assigned to the Authority with at least ten (10) years of experience and who have successfully completed at least one (1) Rail Project which have a total volume of at least at \$30 million, completed since January 1, 2007.

Contractor's and/or its designated subcontractor(s)'s designated superintendent or foreman, or team of superintendent/foremen, must have experience with each Required Criteria as defined under Part I, Question 5 and Part III, Section A of this Pre-qualification Package. Contractors may submit one alternate name in the event the first named person is not available. Experience in projects satisfying the Required Criteria of the alternate shall be provided on copies of this section. Provide resume, attached to the Pre-qualification Package, for the named Superintendent/Foreman and alternate.

	Superintendent/Foreman	Alternate
TRACKWORK		
Name of Superintendent or Foreman		
Contractor or Subcontractor employer		
Number of Years of Total Construction Experience as Superintendent or Foreman on Rail Projects with Trackwork		
Number of Years as a Superintendent or Foreman for Your Company/Subcontractor.		
Name of Rail Project(s)/Trackwork satisfying the Required Criteria where the individuals named above held the position of Superintendent or Foreman.*		

OCS WORK		
Name of Superintendent or Foreman		
Contractor or Subcontractor employer		
Number of Years of Total Construction Experience as Superintendent or Foreman on Rail Projects with OCS Work.		
Number of Years as a Superintendent or Foreman for Your Company/Subcontractor.		

<p>Name of Rail Project(s)/OCS Work satisfying the Required Criteria where the individuals named above held the position of Superintendent or Foreman. *</p>		
<p>STATION CANOPY WORK Name of Superintendent or Foreman</p>		
<p>Contractor or Subcontractor employer</p>		
<p>Number of Years of Total Construction Experience as Superintendent or Foreman on Rail Projects with Station Canopy Work.</p>		
<p>Number of Years as a Superintendent or Foreman for Your Company/Subcontractor.</p>		
<p>Name of Rail Project(s)/Station Canopy Work satisfying the Required Criteria where the individuals named above held the position of Superintendent or Foreman.*</p>		
<p>BRIDGE WORK Name of Superintendent or Foreman</p>		
<p>Contractor or Subcontractor Employer</p>		
<p>Number of Years of Total Construction Experience as a Superintendent of Foreman on Rail Projects with CIDH Pile Work</p>		
<p>Number of Years as a Superintendent or Foreman for Your Company/Subcontractor</p>		

Name of Rail Project(s)/ CIDH Pile Work Satisfying the Required Criteria where the individuals named above held the position of Superintendent or Foreman.*		
---	--	--

*Attach project reference sheets (copy additional pages as needed) on next page.

NOTE: If Contractor is designating a subcontractor to meet one or more of the required elements in section (i) through (iv) above, then Contractor may, but is not required to, submit superintendent/foreman information for multiple subcontractors so as to give Contractor greater flexibility during the Invitation for Bid process. Designation of a specific subcontractor's superintendent/foreman for Pre-qualification is only required if Contractor cannot meet the Required Criteria through its own project experience or its own superintendent/foreman's experience.

Bids on the OC Streetcar Project will only be accepted from a Contractor who has been successfully pre-qualified, whether as a stand-alone general contractor, or in combination with specific subcontractors designated during this Pre-qualification process. Designated subcontractors must be utilized by Contractor in its bid.

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Superintendent or Foreman Project # 1 Name: _____

Superintendent or Foreman Name: _____

Owner: _____

Construction Bid Cost: \$ _____

Final Construction Cost: \$ _____

Owner's Representative: _____

Owner's Representative Telephone No.: _____

Owner's Representative Email: _____

Designer: _____

Designer's Telephone No.: _____

Designer's Representative Email: _____

On-Site Construction Manager: _____

On-Site Construction Manager's Telephone No.: _____

On-Site Construction Manager's Email: _____

Date of Completion: _____

The Authority's Required Criteria Included in Project: _____

Specific Project Characteristics:

Type/size of Rail Project: _____

Trackwork Description: _____

OCS Work Description: _____

Station Canopy Work Description: _____

Bridge Work Description: _____

Superintendent or Foreman Project # 2 Name: _____

Superintendent or Foreman Name: _____

Owner: _____

Construction Bid Cost: \$ _____

Final Construction Cost: \$ _____

Owner's Representative: _____

Owner's Representative Telephone No.: _____

Owner's Representative Email: _____

Designer: _____

Designer's Telephone No.: _____

Designer's Representative Email: _____

On-Site Construction Manager: _____

On-Site Construction Manager's Telephone No.: _____

On-Site Construction Manager's Email: _____

Date of Completion: _____

The Authority's Required Criteria Included in Project: _____

Specific Project Characteristics:

Type/size of Rail Project: _____

Trackwork Description: _____

OCS Work Description: _____

Station Canopy Work Description: _____

Bridge Work Description: _____

Note: If a contractor elects to name an alternate Superintendent or Foreman, the contractor must complete and submit another experience form for that individual with this Pre-qualification Package.

END OF PART III

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C. Project Experience –Reference Checks

The following questions will be used for reference checks on randomly selected contacts from at least two (2) completed projects. The contractor shall provide additional references upon request of the Authority. The Authority will conduct the reference checks. No action on the contractor's part is necessary. These questions are included in the package to the contractor for information only.

The highest possible score is 130 points per project. An average score of 95 or higher for two (2) projects is required for Pre-qualification. An average score of less than 80 points on the projects will automatically disqualify a contractor. If the average score is between 80 to 94, the Authority will conduct two (2) additional reference checks of other references to obtain two (2) additional scores. If the average score of the two (2) additional reference checks is less than 95, the contractor will be automatically disqualified.

First, please give a brief description of the project.

1. Are there any outstanding stop notices, liens, or claims by the contractor that are currently unresolved on contracts for which notices of completion have been recorded more than 120 days ago? (1 point for each is deducted from overall score; maximum amount to be deducted is 5 points).
2. On a scale of 1-10, with 10 being the best, did the contractor provide adequate personnel? (Max. 10 points)
3. On a scale of 1-10, with 10 being the best, did the contractor provide adequate supervision? (Max. 10 points)
4. On a scale of 1-10, with 10 being the best, was there adequate equipment provided on the job? (Max. 10 points)
5. On a scale of 1-10, with 10 being the best, was the contractor timely in providing reports and change order paperwork, including certified payroll, submittals and schedule updates? (Max. 10 points)
6. On a scale of 1-10, with 10 being the best, did the contractor adhere to the project schedule that your agency approved? (Max. 10 points)
7. Was the project completed on time? (10 points if the answer is "yes")

Or, if the answer is "no", on a scale of 1-10, with 10 being the best, to what extent was the contractor responsible for the delay in completion? (For example: 1 if the contractor was completely responsible or 10 if the contractor was not responsible at all)?
8. On a scale of 1-10, with 10 being the best, rate the contractor on the contractor's proactivity in identifying change order work and the contractor's timely submission of reasonable cost and time estimates to perform change order work. (Max. 10 points)

9. On a scale of 1-10, with 10 being the best, rate the contractor on how well the contractor performed the work after a change order was issued and how well the contractor integrated the change order work into existing work. (Max. 10 points)
10. On a scale of 1-10, with 10 being the best, rate how the contractor performed in turning in Operations & Maintenance manuals, completing as-built drawings, providing required training and taking care of warranty items? (Max. 10 points)
11. On a scale of 1-10, with 10 being the best, rate the contractor on whether there were an unusually high number of claims or disputes (with your agency or subcontractors or vendors), given the nature of the project, or unusual difficulty in resolving them. (Max. 10 points)
12. On a scale of 1-10, with 10 being the best, rate the contractor with respect to timely payments by the Contractor to subcontractors and suppliers. (If the person being providing the reference check knows of no such difficulties, the score on this question should be 10.)
13. On a scale of 1-10, with 10 being the best, rate the contractor with respect to safety. Was shoring provided properly, were lock / out tag out procedures followed, did the contractor provide routine safety training? (Max. 10 points)
14. On a scale of 1-10, with 10 being the best, how would you rate the overall quality of the contractor's work and the contractor's ability to work cooperatively? (Max. 10 points)

END PART IV

AFFIDAVIT

We, the undersigned, _____ (name) as the authorized representatives for _____ (company) an interested contractor for the Orange County Transportation Authority's Pre-Qualified Contractors List for the OC Streetcar Project (Request for Pre-Qualification 7-1882), do hereby attest that all statements and representations made herein are true and correct to the best of our knowledge. These statements are made openly and freely without intent to influence or embellish actual conditions or circumstances that occurred. I declare under penalty of perjury under the laws of the State of California that the foregoing is correct.

We acknowledge that we have received Addendum _____ through _____.

We understand that the Authority will investigate any and all statements and representations made by us and our firm in response to Request for Pre-qualification and we freely give our permission for them to do so. Should releases be required by any of our professional, financial, or bonding institutions to release verification of the enclosed data, we have provided them. We agree to waive any claims against the Authority, its Construction Manager, Design Engineer and/or any third party designated by the Authority for the release of the information necessary to evaluate this Request for pre-qualification.

We further understand that any false statement or representations made in this application will result in disqualification of our firm as a bidder for any Project. If it is determined that these false statements or representations were purposefully made to change, hide, or obscure negative information from the Authority in an attempt to qualify under these false pretenses, the action will result in loss of eligibility for our firm to qualify for any Authority contracts for a minimum period of one (1) year and a maximum period of five (5) years from the date of discovery.

_____(Name)

_____(Signature)

_____(Title)

Attested:

Corporate Seal

_____(Name)

_____(Signature)

_____(Title)

Date _____, 2017

END OF QUESTIONNAIRE

SECTION III: SCORING AND CONTRACTOR PRE-QUALIFICATION

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SECTION III. SCORING AND CONTRACTOR PRE-QUALIFICATION

The Authority will evaluate all completed Pre-qualification packages on a Pass/Fail basis and a points-based rating system. In order to be deemed pre-qualified and listed as a pre-qualified contractor for the OC Streetcar Project, a contractor must obtain a "Pass" rating on all of the criteria set forth in Part I and meet the minimum scoring requirements of the Authority for Parts II through IV. Contractors who do not obtain a "Pass" rating for all of the criteria in Part I will not be deemed pre-qualified regardless of the scores obtained in Parts II through IV.

The contract for construction of the Project will be awarded, if at all, to the responsible, prequalified contractor submitting the lowest responsive bid. Neither issuing the Notice nor any other activity related to the Pre-qualification process, obligates the Authority to award any contract for construction of the Project to a particular contractor, or at all.

The Authority reserves the right to reject any or all Pre-qualification packages and to waive any irregularities in any Request for Pre-qualification package submittal. The Authority reserves the right to determine that any contractor is not qualified at any time before or after the Pre-qualification package are received and evaluated if it finds that information provided in the response to the Request for Pre-qualification is materially inaccurate or false, or upon evidence of collusion or other illegal practices on the part of a contractor.

If any information provided by a contractor becomes inaccurate, the party who provided the information must immediately notify the Authority and provide updated accurate information in writing and under penalty of perjury.

The Authority will notify all respondents of the result of the Pre-qualification in writing.

REQUEST FOR PRE-QUALIFICATION 7-1882

A. SCORING CRITERIA

This section describes the factors that the Authority expects to consider in scoring the pre-qualification questionnaire and supporting material submitted by contractors. Pre-qualification questionnaire shall be organized and scored in the following categories:

	Evaluation Criteria	Maximum Points	Required Passing Score
Part I	Essential Requirements for Qualification	Pass	Pass
Part II	Sections B through F – History of Business and Organizational Performance	76 points	57 points
	Sections G through H Safety, Prevailing Wage and Apprenticeship	68 points	49 points
Part III	Completion of Recent Projects	Complete	Complete
Part IV	Project Experience and Reference Checks Questions	130 points (per project)	95 points (averages score of two projects)

B. SCORING PROCEDURE

A review committee will be appointed to review and score all Pre-qualification received for this Pre-qualification. The committee will comprise of Authority staff representing relevant disciplines and may include external members. The review committee will score the Pre-qualification questionnaire using a pass/fail criteria and by assigning numeric value to scorable questions identified in the questionnaire and using the scoring criteria set forth in Exhibit A. Contractors must receive a rating of “Pass” on Part I of the pre-qualification questionnaire and attain the minimum required scores as noted above for Parts II, III and IV in order to be qualified.

C. PRE-QUALIFIED CONTRACTORS

The review committee will score and develop the list of pre-qualified contractors. Only the pre-qualified Contractors will be eligible to submit bids in response to the subsequent Invitation for Bids for the OC Streetcar construction project.

The Authority may refuse to grant Pre-qualification where the requested information and materials are not provided. There is no appeal from the Authority’s decision not to prequalify a contractor due to an incomplete or late application.

D. APPEALS FOR DENIAL OF PRE-QUALIFICATION

All Contractors who submitted timely and complete Pre-qualification packages, denied qualification may request an Appeal Hearing by submitting written notice of its appeal of the decision to the Authority Contact as specified in paragraph D of this section within five (5) business days of receipt of the decision. Without a timely appeal, the Contractor waives any and all rights to challenge the decision of the Authority whether by administrative process, judicial process or any other legal process or proceeding.

If the Contractor provides the required notice of appeal and requests an Appeal Hearing, the hearing shall be conducted to conclude no later than ten (10) business days after the receipt of the written request notice.

The hearing shall be an informal process, to be conducted by the Chief Executive Officer or designee, who is delegated responsibility to hear such appeals, "Appeals Panel." Prior to the hearing the Contractor shall be advised of the basis of the Authority's pre-qualification determination. The Contractor shall be given the opportunity to present information and reasons in opposition to its rating. The Appeal Panel shall render its decision within five (5) business days of conclusion of the hearing, and the Appeal Panel decision shall be binding and final.

E. NOTIFICATION OF PRE-QUALIFICATION DETERMINATION

Contractor who were pre-qualified in response to this Pre-qualification shall be notified in writing of their results. Such notification shall be made within three (3) business days of the date the pre-qualified contractor listing is determined.

**EXHIBIT A
SCORING INSTRUCTIONS**

The scorable questions arise in three different areas:

Part II (B)-(F)	<u>History of the business and organizational performance;</u>
Part II (G)-(H)	<u>Compliance with occupational safety and health laws, workers' compensation and other labor legislation;</u>
Part IV	<u>Reference Check Questions.</u>

PART II SCORING INSTRUCTIONS

B. Questions about History of the Business and Organizational Performance

Questions 1 through 5 are not scored.

6. How many years has the contractor's organization been in business in California as a contractor under the contractor's present business name and license number?

0 – 3 years = 0 points
3 years or more = 2 points
4 years = 3 points
5 years = 4 points
6 years or more = 5 points

7. Is the contractor currently the debtor in a bankruptcy case?

Yes No

If "yes," please attach a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed.

"No" = 3 points "Yes" = 0 points

8. Was the contractor in bankruptcy at any time during the last five years? This question refers only to a bankruptcy action that was not described in answer to question 7, above.

Yes No

If "yes," please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued.

"No" = 3 points "Yes" = 0 points

C. Licenses

Questions 9 through 12 are not scored.

13. Has any CSLB license held by the contractor or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended or revoked within the last five years?

Yes No

“No” = 5 points “Yes” = 0 points

D. Disputes

14. At any time in the last five years, has the contractor been assessed liquidated damages under a construction contract with either a public or private owner?

Yes No

No projects with liquidated damages of more than \$5,000 = 5 points

Only one project with liquidated damages of more than \$5,000 = 2 points

Any other answer = 0 points

15. In the last five years has the contractor, or any firm with which any of the contractor’s company’s owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

NOTE: “Associated with” refers to another construction firm in which an owner, partner or officer of the contractor held a similar position, and which is listed in response to question 1c or 1d on this form.

Yes No

“No” = 5 points “Yes” = 0 points

16. In the last five years, has the contractor been denied an award of a public works contract based on a finding by a public agency that the contractor’s company was not a responsible bidder?

Yes No

“No” = 5 points “Yes” = 0 points

NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about “pass-through” disputes in which the actual dispute is between a subcontractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$500,000.

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17. In the past five years, has any claim against the contractor concerning the contractor's performance of a construction project, been filed in court or arbitration?

Yes No

5 points for either "No" or "Yes" indicating 1 such instance
3 points for "Yes" indicating 2 such instances
0 points for "Yes" if more than 2 such instances

18. In the past five years, has the contractor made any claim against a project owner concerning work on a project or payment for a contract, and **filed that claim in court or arbitration?**

Yes No

5 points for either "No" or "Yes" indicating 1 such instance
3 points for "Yes" indicating 2 such instances
0 points for "Yes" if indicating more than 2 such instances

19. At any time during the past five years, has any surety company made any payments on the contractor's behalf, to satisfy any claims made against a performance or payment bond issued on the contractor's behalf in connection with a construction project, either public or private?

Yes No

5 points for "No"
3 points for "Yes" indicating no more than 1 such claim
Subtract five points for "Yes" indicating more than 1 such claim

20. In the last five years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the contractor?

Yes No

5 points for either "No" or "Yes" indicating 1 such instance
3 points for "Yes" indicating 2 such instances
0 points for "Yes" or if more than 2 such instances

E. Criminal Matters and Related Civil Suits

21. Has the contractor, or any of its owners, officers, or partners ever been found liable in a civil suit, or found guilty in a criminal action, for making any false claim or material misrepresentation to any public agency or entity?

Yes No

"No" = 5 points "Yes" = subtract 5 points

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22. Has the contractor, or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to construction?

Yes No

“No” = 5 points “Yes” = subtract 5 points

23. Has the contractor or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes No

“No” = 5 points “Yes” = subtract 5 points

F. BONDING

Question 24 is not scored.

25. State the percentage paid for performance and payment bond premiums. If the contractor was required to pay a premium of more than one percent for a performance and payment bond on any project(s) on which the contractor worked at any time during the last three years, state the percentage that the contractor was required to pay. The contractor may provide an explanation for a percentage rate higher than one percent, if the contractor wishes to do so.

_____ %

5 points if the rate is less than or equal to 1.1 percent

3 points if the rate is greater than 1.1 percent but less than or equal to 1.2 percent

0 points for any other answer

Question 26 is not scored.

27. During the last five years, has the contractor ever been denied bond coverage by a surety company, or has there ever been a period of time when the contractor had no surety bond in place during a public construction project when one was required?

Yes No

“No” = 5 points “Yes” = 0 points

G. Questions about compliance with safety, workers compensation, prevailing wage and apprenticeship laws.

28. Has CAL OSHA cited and assessed penalties against the contractor for any “serious,” “willful” or “repeat” violations of its safety or health regulations in the past five years? Note: If you have filed an appeal of a citation and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

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Yes No

5 points for either "No" or "Yes" indicating 1 such instance

3 points for "Yes" indicating 2 such instances

0 points for "Yes" indicating more than 2 such instances

29. Has the federal Occupational Safety and Health Administration cited and assessed penalties against the contractor in the past five years?

Note: If you have filed an appeal of a citation and the appropriate Appeals Board has not yet ruled on your appeal, you need not include information about it.

Yes No

If yes, attach a separate signed page describing each citation.

5 points for either "No" or "Yes" indicating 1 such instance

3 points for "Yes" indicating 2 such instances

0 points for "Yes" indicating more than 2 such instances

30. As a result of the contractor's company's actions or inactions, has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either the contractor or the owner of a project on which the contractor was the contractor, in the past five years?

Note: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or there is a court appeal pending you need not include information about the citation.

Yes No

5 points for either "No" or "Yes" indicating 1 such instance

3 points for "Yes" indicating 2 such instances

0 points for "Yes" indicating more than 2 such instances

31. How often does the contractor require documented safety meetings to be held for construction employees and field supervisors during the course of a project? _____

3 points for an answer of once each week or more often

0 points for any other answer

32. Experience Modification Rate (EMR): Please obtain a letter from the contractor's insurance carrier (or state fund if applicable) with the contractor's interstate EMR's for the Year 2016 (if applicable), Year 2015, Year 2014 and Year 2013. If the contractor does not have an interstate rating, obtain the contractor's intrastate EMR's. Attach the letter as part of this package. The contractor shall list the

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experience Modification Rate (available from the contractor’s insurance carrier) below.

<u>Year</u>	<u>EMR</u>
2016	_____
2015	_____
2014	_____
Three Year Average	= _____

Are the above rates interstate or intrastate? _____

NOTE: Any of the following methods of “obtaining a letter” are acceptable:

- (1) Furnish a letter from the contractor’s insurance agent, insurance carrier or state fund (on their letterhead) verifying the EMR data listed above; or
- (2) Furnish a photocopy of the applicable Experience Rating Calculation Sheets, which the contractor’s insurance carrier should forward to the contractor annually.

5 points for three-year average EMR of .95 or less

3 points for three-year average of EMR of more than .95 but no more than 1.00

0 points for any other EMR

33. Within the last five years has there ever been a period when the contractor had employees but was without workers’ compensation insurance or state-approved self-insurance?

Yes No

If “yes,” please explain the reason for the absence of workers’ compensation insurance on a separate signed page. If “no,” please provide a statement by the contractor’s current workers’ compensation insurance carrier that verifies periods of workers’ compensation insurance coverage for the last five years. (If the contractor has been in the construction business for less than five years, provide a statement by the contractor’s workers’ compensation insurance carrier verifying continuous workers’ compensation insurance coverage for the period that the contractor has been in the construction business.)

5 points for either “No” or “Yes” indicating 1 such instance

0 points for any other answer

34. Incident Rates: Provide a copy of Contractor incident rates for the past 4 years (2013 – 2016), segregating OSHA Recordable injuries/illnesses and days away from work (lost time) injuries/illnesses.

REQUEST FOR PRE-QUALIFICATION 7-1882

<u>Year</u>	<u>OSHA Recordable Rate</u>	<u>Days Away / Lost Time Rate</u>
2016		
2015		
2014		
Three Year Average		

5 points for three-year average Incident Rate of or less
3 points for three-year average Incident Rate of of more than but no more
than
0 points for any other EMR

35. Fatal Injuries/Illnesses: During the past 5 years, has the Contractor experienced an employee or sub-tier contractor fatality on a project controlled by the Contractor?

5 points for no fatal injuries/illnesses in the past 5 years
0 points for any fatal injuries/illnesses in the past 5 years
If “yes”, attach a separate signed page describing each fatality

36. Does the Contractor have all the regulatory required health, safety and environmental compliance written policies/plans in accordance with all State and Federal OSHA and EPA agencies.

Yes No

5 points for having all the written policies/plans
0 points for not having all the written policies/plans

If “no”, please describe the deficiencies and provide information on how the Contractor will obtain compliance prior to contract award and/or Notice to Proceed (NTP).

H. Prevailing Wage and Apprenticeship Compliance Record

37. Has there been more than one occasion during the last five years on which the contractor was required to pay either back wages or penalties for the contractor’s own firm’s failure to comply with the **state’s** prevailing wage laws?

REQUEST FOR PRE-QUALIFICATION 7-1882

Yes No

NOTE: This question refers only to the contractor's own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.

**5 points for either "No," or "Yes" indicating either 1 or 2 such instances
3 points for "Yes" indicating 3 such instances
0 points for "Yes" indicating more than 3 such instances**

38. During the last five years, has there been more than one occasion on which the contractor's own firm has been penalized or required to pay back wages for failure to comply with the **federal** Davis-Bacon prevailing wage requirements?

Yes No

**5 points for either "No," or "Yes" indicating either 1 or 2 such instances
3 points for "Yes" indicating 3 such instances
0 points for "Yes" indicating more than 3 such instances**

39. Provide the name, address, and telephone number of the apprenticeship program sponsor(s) (approved by the California Division of Apprenticeship Standards) that will provide apprentices to your company for use on any public works project for which you are awarded a contract by The Authority.

**5 points if at least one approved apprenticeship program is listed
0 points for any other answer.**

40. If your firm operates its own State-approved apprenticeship program:
- a. Identify the craft or crafts in which your firm provided apprenticeship training in the past year.
 - b. State the year in which each apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
 - c. State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.

5 points if one or more persons completed an apprenticeship while employed by your firm.
0 points if no persons completed an approved apprenticeship while employed by your firm.

41. At any time during the last five years, has the contractor been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?

REQUEST FOR PRE-QUALIFICATION 7-1882

Note: You may omit reference to any incident that occurred prior to January 1, 1998 if the violation was by a subcontractor and your firm, as general contractor on a project, had no knowledge of the subcontractor's violation at the time they occurred.

Yes No

If yes, provide the date(s) of such findings, and attach copies of the Department's final decision(s).

5 points for either "No," or "Yes" indicating either 1 or 2 such instances

3 points for "Yes" indicating 3 such instances

0 points for "Yes" indicating more than 3 such instances

DRAFT

PART IV SCORING WORKSHEET

Question	Score
1. Are there any outstanding stop notices, liens, or claims by the contractor that are currently unresolved on contracts for which notices of completion have been recorded? (1 point for each is deducted from overall score; maximum amount to be deducted is 5 points)	_____
2. On a scale of 1-10, with 10 being the best, did the contractor provide adequate personnel? (Max. 10 points)	_____
3. On a scale of 1-10, with 10 being the best, did the contractor provide adequate supervision? (Max. 10 points)	_____
4. On a scale of 1-10, with 10 being the best, was there adequate equipment provided on the job? (Max. 10 points)	_____
5. On a scale of 1-10, with 10 being the best, was the contractor timely in providing reports and other paperwork, including certified payroll, submittals and schedule updates? (Max. 10 points)	_____
6. On a scale of 1-10, with 10 being the best, did the contractor adhere to the project schedule that your agency approved? (Max. 10 points)	_____
7. Was the project completed on time? (10 points if the answer is "yes") Or, if the answer is "no", on a scale of 1-10, with 10 being the best, to what extent was the contractor responsible for the delay in completion? (For example: 1 if the contractor was completely responsible or 10 if the contractor was not responsible at all)?	_____
8. On a scale of 1-10, with 10 being the best, rate the contractor on the contractor's proactivity in identifying change order work and the contractor's timely submission of reasonable cost and time estimates to perform change order work. (Max. 10 points)	_____
9. On a scale of 1-10, with 10 being the best, rate the contractor on how well the contractor performed the work after a change order was issued and how well the contractor integrated the change order work into existing work. (Max. 10 points)	_____

REQUEST FOR PRE-QUALIFICATION 7-1882

- 10. On a scale of 1-10, with 10 being the best, rate how the contractor performed in turning in Operations & Maintenance manuals, completing as-built drawings, providing required training and taking care of warranty items? (Max. 10 points) _____

- 11. On a scale of 1-10, with 10 being the best, rate the contractor on whether there were an unusually high number of claims or disputes (with your agency or subcontractors or vendors), given the nature of the project, or unusual difficulty in resolving them. (Max. 10 points) _____

- 12. On a scale of 1-10, with 10 being the best, rate the contractor with respect to timely payments by the Contractor to subcontractors and suppliers. (If the person being providing the reference check knows of no such difficulties, the score on this question should be 10.) _____

- 13. On a scale of 1-10, with 10 being the best, rate the contractor with respect to safety. Was shoring provided properly, were lock / out tag out procedures followed, did the contractor provide routine safety training? (Max. 10 points) _____

- 14. On a scale of 1-10, with 10 being the best, how would you rate the overall quality of the contractor's work and the contractor's ability to work cooperatively? (Max. 10 points) _____

- Total _____

**ORANGE COUNTY TRANSPORTATION AUTHORITY
PRE-QUALIFICATION OF CONTRACTORS FOR THE OC STREETCAR
PRE-QUALIFICATION EVALUATION**

Contractor Name: _____

	Evaluation Criteria	Maximum Points Available	Required Score	Actual Score
Part I:	Essential Requirements	Pass	Pass	Pass / Fail (circle one)
Part II:	B - F History of Business and Organizational Performance	76 points	57 points	
	G - H Safety, Prevailing Wage and Apprenticeship	68 points	49 points	
Part III	Completion of Recent Projects and Quality of Performance	Complete	Complete	
Part IV	Project Experience & Reference Check Questions	130 points (per project)	95 points (average of two projects)	

**Approve the Use of Contractor
Pre-Qualification and the Release of the
Request for Pre-Qualification for the
OC Streetcar Construction Project**

What is Contractor Pre-Qualification?

Pre-qualification is a preliminary stage in the bidding process where it is determined if contractors have the required experience, financial capacity, and resources to complete the project.

Legal Authority for Contractor Pre-Qualification

- The California Public Contract Code Section 20101 provides for public agencies to use a contractor pre-qualification. The code requires the use of a standardized questionnaire, uniform rating of contractors, and an appeals procedure by which a contractor denied pre-qualification can seek a hearing.
- The Federal Transit Administration Circular 4220.1F also permits the two-step procurement of qualifying potential bidders.

Why Use Pre-Qualification For OC Streetcar?

- The Project has multiple areas of highly specialized work that can benefit from the use of pre-qualified contractors
 - Track installation
 - Overhead electric power supply installation
 - Santa Ana River Bridge construction
 - Shelter canopy fabrication/installation
- Pre-qualifying construction contractors
 - Minimizes risks to cost and schedule
 - Brings in responsible contractors with core expertise
 - Reduces administrative burden to the owner
 - Provides for better performance and higher quality of work

How Will Pre-Qualification Work?

- Contractors complete and submit a questionnaire
- Questionnaire is scored using a uniform system of rating
- Contractors must meet a combination of pass/fail criteria or a minimum score threshold for each part of the questionnaire
- Contractors deemed not qualified can appeal and receive a hearing

Scoring the Questionnaire

- The questionnaire is divided into four categories and will be scored as follows:

	Evaluation Criteria	Maximum Points	Required Passing Score
Part I	Essential Requirements for Qualification	Pass	Pass
Part II	Section 1: History of Business and Organizational Performance	76 points	57 points
	Section 2: Safety, Prevailing Wage, and Apprenticeship	68 points	49 points
Part III	Listing of Project Experience	Complete	Complete
Part IV	Reference Checks	130 points per project	95 points (average score of two projects)

Scoring

- Contractors must receive a rating set forth in Part I and III of the pre-qualification questionnaire and attain the minimum required scores as noted above for Parts II and IV in order to be qualified.
- Only those contractors that are deemed qualified will be allowed to participate in the construction invitation for bids (IFB) and submit construction bids.

Next Steps

- August 2017: Board of Directors (Board) authorizes the use of pre-qualification and the release of request for pre-qualification for the project
- October 2017: Planned Board approval to release the construction IFB for the project
- April 2018: Board approval to award agreement
- July 2018: OCTA issues Notice to Proceed for construction



August 14, 2017

To: Members of the Board of Directors

From: Michael Hennessey, Chairman of the Board of Directors

Subject: 2017 Orange County Transportation Authority Board of Directors Strategic Initiatives Mid-Year Report

A handwritten signature in blue ink, reading "Michael Hennessey", is positioned to the right of the "From:" field.

At the beginning of the calendar year, the Chairman of the Board of Directors (Board) established a set of Board Strategic Initiatives for 2017. The initiatives set the tone for the year by providing added direction for programs and projects for 2017. For this year, the Orange County Transportation Authority (OCTA) Board adopted five strategic initiatives (Attachment A) to advance the Strategic Plan goal areas of mobility, public service, fiscal sustainability, stewardship, and organizational excellence. A mid-year update on the progress of these initiatives is provided for review and information.

Between January 1, 2017 and June 30, 2017, OCTA has advanced the Board Strategic Initiatives through various programs and projects. Details of these accomplishments are provided below.

Break ground on Interstate 405 (I-405) and seek opportunities to accelerate the State Route 55 (SR-55) Project.

- I-405 Design-Build Project: In January 2017, the design-build contract for the I-405 project was executed, and the Notice to Proceed No.1 for design was issued. Since then, staff has been progressing right-of-way acquisition, utility relocation, risk mitigations, and negotiating the financing terms for the Transportation Infrastructure Finance Innovation Act (TIFIA) agreement.
- SR-55 between I-405 and Interstate 5 (I-5): In June 2017, the Board entered into a cooperative agreement with the California Department of Transportation for the SR-55 Improvement Project, between the I-405 and I-5 to provide design and construction oversight for the project. At the same meeting, the Board approved to release a request for proposals for the design phase of the project.

On May 8, 2017, the Board approved the use of a letter of credit/line of credit supported by Local Transportation Authority sales tax revenues. The final TIFIA loan application was approved by the Secretary of Transportation in July 2017.

Continue OC Bus 360° Implementation

- OC Bus 360° Fare Policy Adjustments: As part of the OC Bus 360° Plan, a Fare Policy Study was conducted in 2016. After the study was completed, OCTA invited stakeholders to provide feedback on the proposed changes and, together, recommendations were developed. In February 2017, OCTA began implementing those recommendations, which included adjusting fares, eliminating underutilized passes, and re-categorizing express service routes. Currently, OCTA is working on ticket vendor agreements for identifying people who qualify for reduced fares. After this effort has been completed, all recommendations will be implemented.
- Santa Ana College Bus Pilot Project: In May 2017, the Santa Ana College students voted to approve a three-year pilot program that would provide unlimited bus rides to students for the first year, and affordable bus pricing for the second and third years of the program. The first year of the program will be subsidized through the Low Carbon Transit Operations Program, with service expected to begin in fall 2017.
- 53Xpress Service: In February 2017, the new OC Bus limited-stops 53Xpress service was launched. The new service runs along Route 53, provides fewer stops, and improves travel time for passengers making longer trips.
- OC Bus 360° Plan Update: On May 22, 2017, an update on the new strategies, which include fixed-route changes, testing of new technologies, and reviewing ways to reduce costs was presented to the Board.
OC Bus 360° highlights include:
 - Ridership improvement: Ridership on routes that were improved in June and October 2016 increased by 4.2 percent and 10.2 percent, respectively.
 - Technology improvements: OCTA is preparing to test on-demand software systems utilizing smart phone applications for point-to-point rides including integrated payment systems.

Advance the OC Streetcar Project

- OC Streetcar: In January 2017, the OC Streetcar Project was approved into the New Starts Program engineering phase and has since made significant progress in advancing the OC Streetcar Project, including completion of design, at risk assessment, operations and maintenance options, and all other tasks as required by the Federal Transit Administration. With the completion of these requirements on May 22, 2017, the Board approved staff to move forward in requesting a full funding grant agreement, the final phase of the New Starts Program.

Integrate Technology Solutions

- Mobile Ticketing and On-Demand Service: In February 2017, staff from OCTA's new Office of Innovation began working with Moovel Transit to utilize OCTA's existing mobile ticketing application to incorporate new technology that would help bus customers discover alternative ride options. This effort is part of OCTA's ongoing strategy to augment bus service with local ride services by utilizing new and existing technologies.
- Hydrogen Fuel Cell Bus: In February 2017, OCTA, in partnership with the Center for Transportation and the Environment, received more than \$13 million to purchase ten zero-emissions hydrogen fuel cell buses, and for construction and maintenance of necessary infrastructure. The new buses are part of a two-year demonstration project to complement the existing fleet. The new buses are expected to be in service by late 2018.
- OC Same Day Taxi Smartphone Application: In March 2017, the OC Same Day Taxi smartphone application pilot project was launched. The new smartphone application allows eligible OC ACCESS users to schedule, track, and pay for Same Day Taxi trips. The smartphone application will be available to eligible OC ACCESS users in summer 2017.

Ensure Fiscal Sustainability

- Local Transit Funds (LTF): In March 2017, the Joint Legislative Audit Committee approved OCTA's audit request to analyze the assessment and distribution of LTF, including how various exemptions and exclusions may be impacting the distribution of funds.

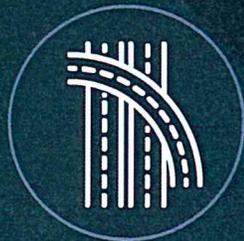
Specifically, the request will analyze the impact the point-of-sale determination of internet sales is having on LTF revenues and their distribution. The audit is expected to be completed by the end of 2017.

- Employee Pension Reform Plan: In January 2017, during the first pay period, all administrative employees are paying 100 percent of their employee pension contribution.
- Measure M Annual Compliance Hearings: In April 2017, the Taxpayers Oversight Committee's (TOC) annual public hearing and compliance results were delivered to the Board. For the 26th consecutive year, the TOC determined OCTA is proceeding in accordance with the Measure M2 (M2) Transportation Ordinance and Investment Plan.
- OCTA Balanced Budget: In June 2017, the Board approved the fiscal year 2017-18, \$1.28 billion balanced budget. With the approval of the balanced budget, OCTA remains on track to deliver the promises of M2 and transit services.

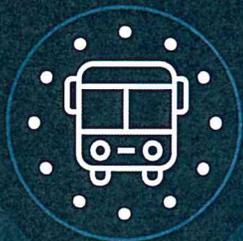
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Attachment



2017 BOARD STRATEGIC INITIATIVES



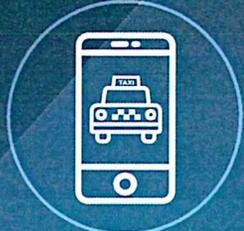
Break Ground on I-405 and Seek Opportunities to Accelerate the SR-55 Project



Continue OC Bus 360° Implementation



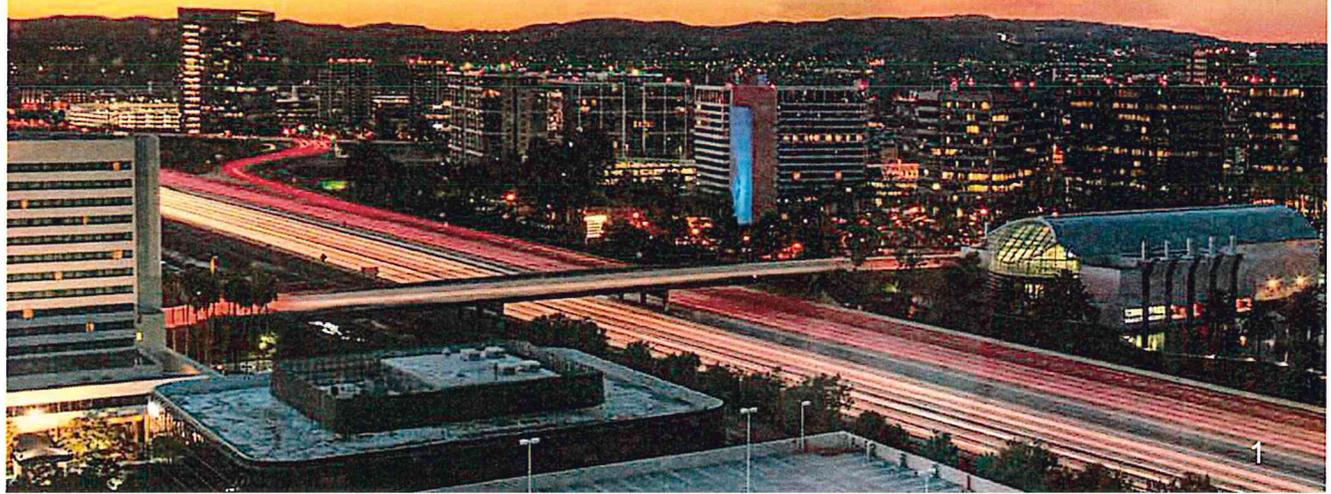
Advance the OC Streetcar Project



Integrate Technology Solutions



Ensure Fiscal Sustainability





2017 BOARD STRATEGIC INITIATIVES



Break Ground on I-405 and Seek Opportunities to Accelerate the SR-55 Project

- I-405: Issue Notice to Proceed No. 1 (for design) and No. 2 (for construction) allowing the Design-Builder to perform all work and activities required to complete the project.
- SR-55: Award Design/Engineering contract.



Continue OC Bus 360° Implementation

- Expand on the OC Bus 360° initiatives through measures that sustain ridership, improve productivity, control costs, and/or attract new revenue.
- Implement fare policy recommendations based on the approved 2016 fare policy plan.



Advance the OC Streetcar Project

- Award the contract for the manufacturing and delivery of streetcar vehicles.
- Execute the federal New Starts full funding grant agreement.



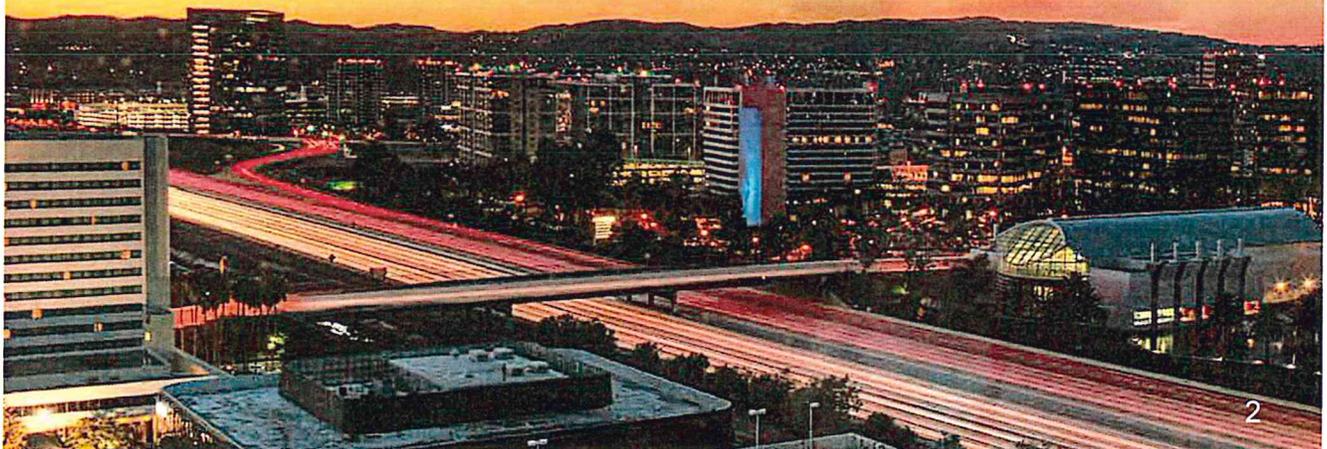
Integrate Technology Solutions

- Explore viability of transportation network companies as an alternative to conventional bus service.
- Implement Same-Day Taxi mobile application pilot project.



Ensure Fiscal Sustainability

- Negotiate the final Transportation Infrastructure Finance and Innovation Act program terms and conditions with the United States Department of Transportation for the I-405 Improvement Project.
- Pursue strategies to ensure long-term sustainability of transit operations, including options to update allocation of TDA funding.





COMMITTEE TRANSMITTAL

August 14, 2017

To: Members of the Board of Directors

From:  Laurena Weinert, Clerk of the Board

Subject: Interstate 405 Improvement Project Update

Regional Planning and Highways Committee Meeting of August 7, 2017

Present: Directors Delgleize, Do, M. Murphy, Nelson, Spitzer, and Steel

Absent: Director Donchak

Committee Vote

Following the discussion, no action was taken on this receive and file information item.

Staff Recommendation

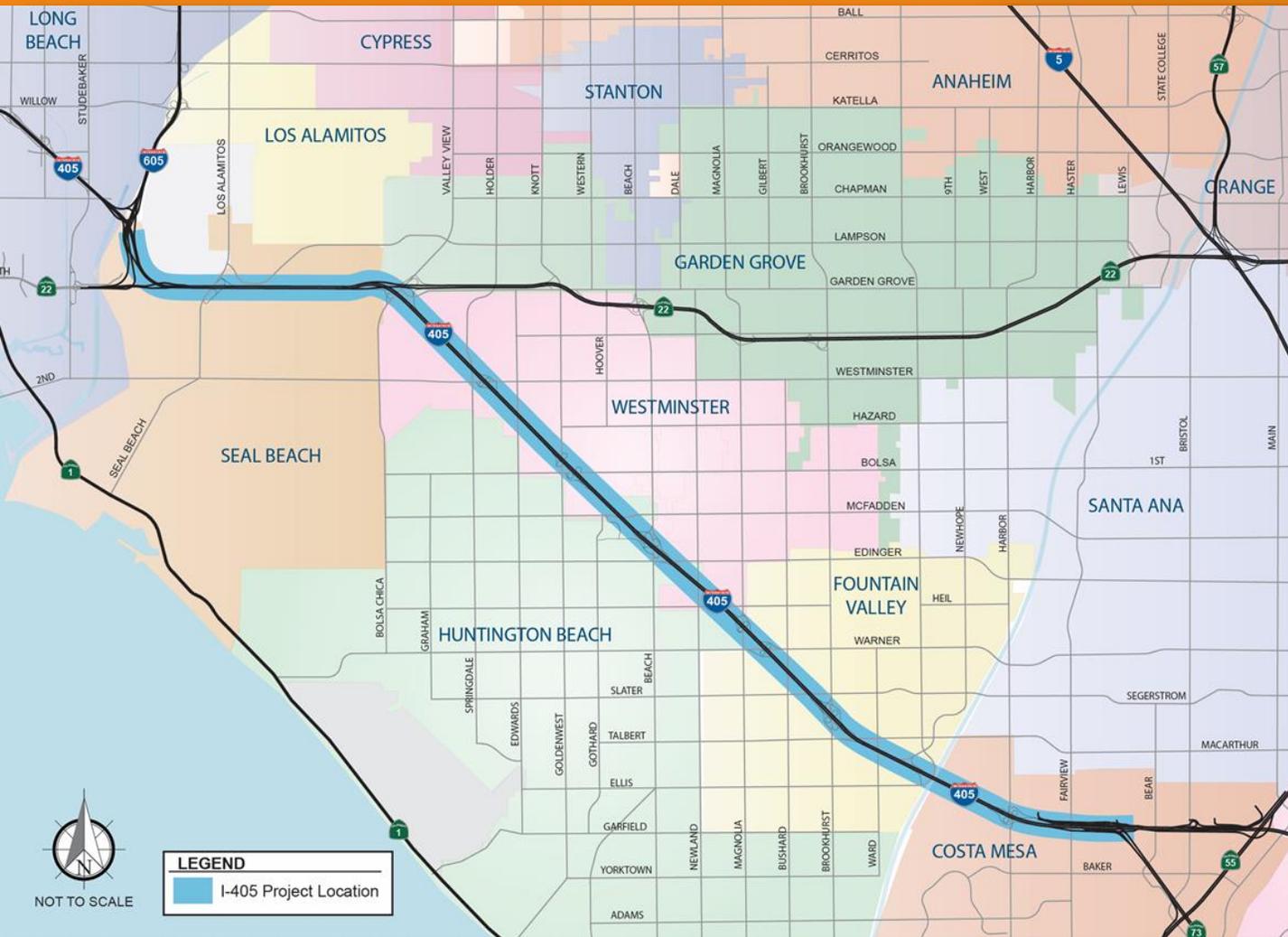
Receive and file as an information item.



Interstate 405 Improvement Project Update

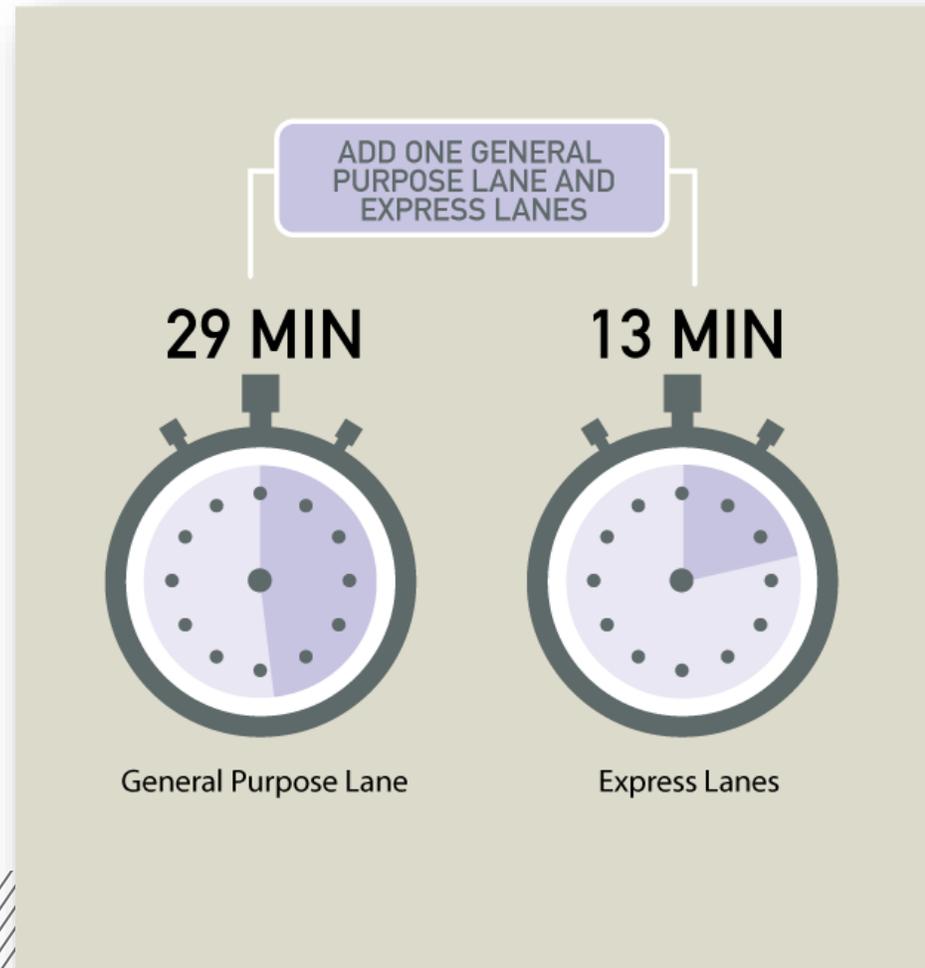


Project Location and Key Features



Project Travel Time Benefits

2040 travel time from State Route 73 to Interstate 605



Background

- On November 14, 2016, the Orange County Transportation Authority (OCTA) Board of Directors (Board) awarded the design-build (DB) contract to OC 405 Partners
- On January 31, 2017, OCTA executed the contract with OC 405 Partners and issued Notice to Proceed (NTP) No. 1
- On June 26, 2017, the Board approved the Transportation Infrastructure Finance and Innovation Act (TIFIA) loan

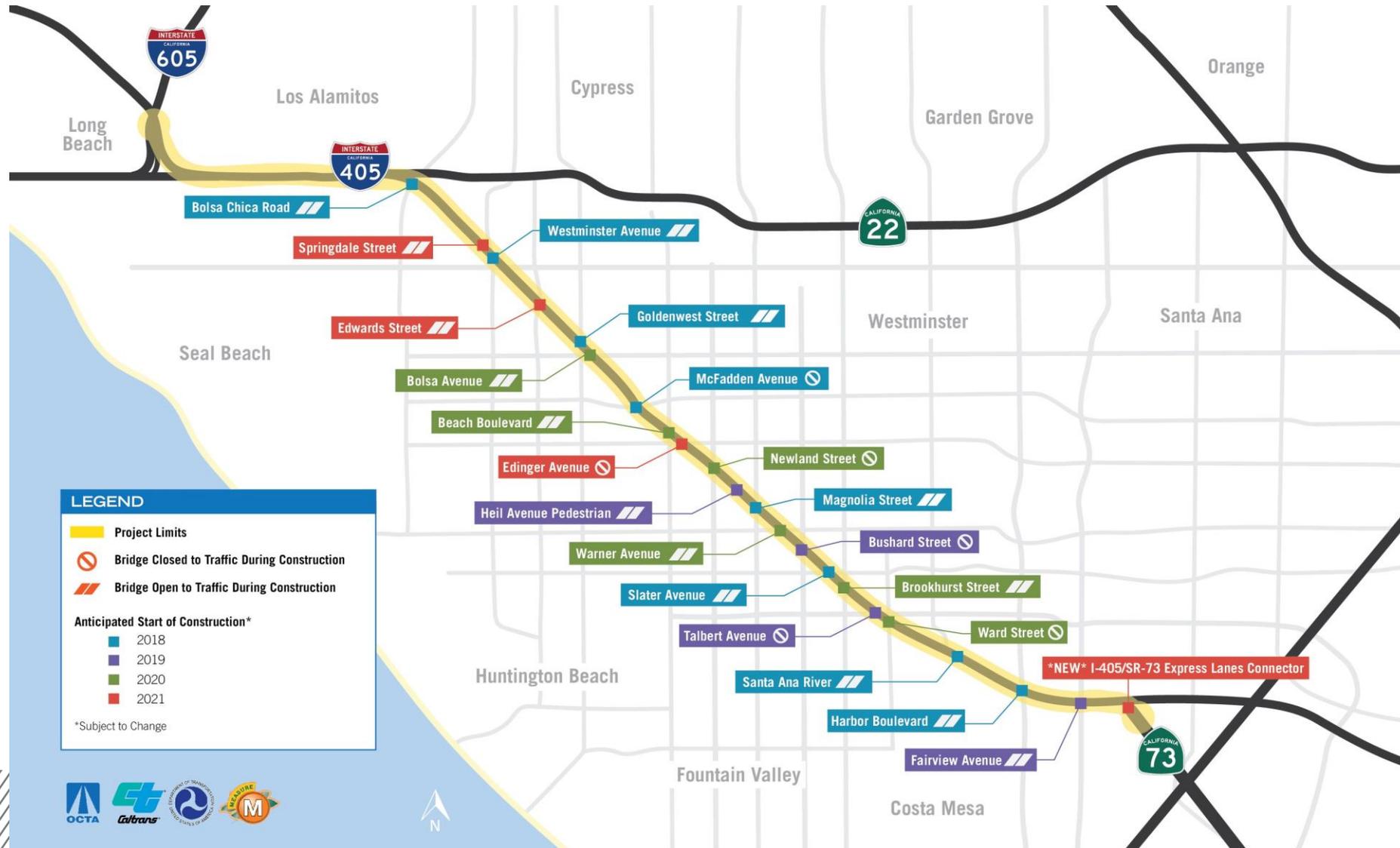
Financing Update

- Build America Bureau Council on Credit and Finance recommended approval of the TIFIA loan to the Secretary of Transportation on June 29, 2017
- Investment grade ratings received from rating agencies in mid July 2017
- Secretary of Transportation approved the TIFIA loan on July 17, 2017
- TIFIA loan closed on July 26, 2017

Project Update

- On July 27, 2017, OCTA issued NTP No. 2 to OC 405 Partners
- DB current tasks include:
 - Final Baseline Schedule – construction anticipated to begin in early 2018
 - Design
- Development of Toll Lanes System Integrator procurement documents
 - Request for proposals (RFP) release anticipated for August 28, 2017
- Right-of-way, utility relocations, and other risk items proceeding well
 - Potential OCTA Board resolutions of necessity anticipated to begin October 2017, as needed

Preliminary Bridge Construction Timeline



Public Outreach Update



Pre-Construction Activities



Please be advised, dates are subject to change based on inclement weather and other operational factors.

Huntington Beach

Utility Location and Drill Exploration Activities: Intermittent pre-construction activities will occur between 9 a.m. and 3 p.m., Monday to Friday, July 10 to 14.

Locations

On the NB and SB shoulders of the I-405 freeway, crews will be near:

- o Beach Boulevard
- o McFadden Avenue
- o Magnolia Street

Please be advised that these activities may be loud.



Next Steps

Activity/Milestone	Completion Date
DB Implementation	
Final baseline schedule	Late 2017
Groundbreaking ceremony and beginning of construction	Early 2018
Design and construction	2017-2023
Project, including 405 Express Lanes, opens	2023
Toll Lanes System Integrator Procurement	
Release RFP	August 28, 2017
Award contract	Early 2018