

TRANSPAC TAC MEETING NOTICE AND AGENDA
THURSDAY, JANUARY 31, 2019

9:00 A.M. to 11:00 A.M.

In the LARGE COMMUNITY ROOM at City of Pleasant Hill City Hall
100 GREGORY LANE
PLEASANT HILL

1. Minutes of the November 28, 2018 Meeting

ACTION RECOMMENDATION: Approve Minutes

Attachment: TAC minutes from the November 28, 2018 meeting.

- 2. Amendment to the Major Streets Program Measure J Grant (CCTA #24007).** The City of Pleasant Hill and the City of Walnut Creek had a Measure J Major Streets Program grant (CCTA #24007) through the Contra Costa Transportation Authority (CCTA) for the Geary Road Improvement Project. That project has been completed and the cities are fully reimbursed for those project costs, with a remaining balance of unexpended Measure J funds of about \$478,000. These funds were requested to be split evenly between the City of Pleasant Hill and the City of Walnut Creek to be programmed for two new projects along regional routes of significance. The City of Pleasant Hill programmed their half of the funds in the fall of 2018. New project scopes for the Measure J funds need to meet the requirements of the Measure J Line 24 “Major Streets: Traffic Flow, Safety, and Capacity Improvements” which include Improvements to major thoroughfares. The City of Walnut Creek is requesting the \$239,000 of Measure J funds be programmed to the Traffic Monitoring and Communication Technology, Phase 1 project that will connect Ygnacio Valley Road and City Hall via Civic Drive. Additional project information including scope, cost estimate and schedule are included in the attached material. Upon TRANSPAC approval of an amendment request to Measure J Line 24 funds, the CCTA will need to approve the amendment through the CCTA Measure J Strategic Plan.

ACTION RECOMMENDATION: Approve the City of Walnut Creek request to amend \$239,000 Measure J Line 24 funds to the Traffic Monitoring and Communication Technology, Phase 1 Project.

Attachment(s): City of Walnut Creek Traffic Monitoring and Communication Technology, Phase 1 Project Summary

3. **TRANSPAC Audit Services RFQ/P.** TRANSPAC completed the Annual Financial Report document through June 30, 2018 through a one-year contract with Cropper Accounting. Staff is requesting TRANSPAC to review the attached material to request qualifications / proposals for services to complete required financial reports for TRANSPAC for the next two fiscal years (ending June 30, 2019 and 2020) and with a year-to-year option for three additional years. A draft RFQ/P is included in the attached material. The draft RFQ/P is in the form of a less formal procurement process based on the expected level of less than \$5,000 per year cost.

ACTION RECOMMENDATION: Approve the RFQ/P for Professional Auditing Services.

Attachment(s): Draft Request for Qualifications and Proposal for Professional Auditing Services

4. **Concord Community Reuse Project for the Concord Naval Weapons Station Status Report.** City of Concord staff will provide a status report on the project.
5. **TRANSPAC Representatives to the Contra Costa Transportation Authority Technical Coordinating Committee.** The TRANSPAC TAC is requested to initiate discussion regarding the TRANSPAC appointments to the Contra Costas Transportation Authority (CCTA) Technical Coordinating Committee (TCC). The TCC consists of 24 representatives from across the County, with twelve of those members appointed by Regional Transportation Planning Committees (RTPC), and three of those appointed by TRANSPAC. The RTPC appointees are to represent planning, engineering, and transportation disciplines. The TCC provides advice on technical matters that may come before the CCTA. Members also act as the primary technical liaison between the CCTA and the RTPCs. The TCC reviews and comments on projects; provides advice on development of transportation improvement priorities; reviews and comments on strategic plans, the Congestion Management Plan, Action Plans, Countywide Transportation Plan, and the Growth Management Plan. Eric Hu, Tim Tucker and Andy Smith are currently the TRANSPAC representatives and Abhishek Parikh the alternate for the two-year TCC term that ends March 31, 2019. The TRANSPAC TAC is requested to begin discussion regarding the TCC appointments and to make a recommendation at the February 28 TRANSPAC TAC meeting. The next TCC term will be from April 1, 2019 to March 31, 2021.
6. **Grant Funding Opportunities.** This agenda item is intended to provide an opportunity to review and discuss grant opportunities.

Attachment: CCTA Local Funding Opportunities Summary Update 1/8/19

7. **Committee Updates:**
 - a. Technical Coordinating Committee (TCC): The next meeting of the TCC is scheduled for February 21, 2019.

- b. Countywide Bicycle & Pedestrian Advisory Committee (CBPAC): The meeting scheduled for January 28, 2019 has been cancelled.
- c. Paratransit Coordinating Council (PCC): The meeting scheduled for January 28, 2019 has been cancelled.

8. Future Agenda Items:

- The CCTA Calendar for January to April 2019 may be downloaded at:
https://ccta.granicus.com/MetaViewer.php?view_id=1&clip_id=430&meta_id=40425

9. Member Comments

10. Next Meeting: February 28, 2019

MEETING DATE: November 29, 2018

MEMBERS PRESENT: Mario Moreno, Pleasant Hill; Abhishek Parikh, Concord; Robert Sarmiento, Contra Costa County; Andy Smith, Walnut Creek

STAFF: Matt Todd, TRANSPAC Managing Director; and Anita Tucci-Smith, TRANSPAC Clerk

GUESTS/PRESENTERS: Smadar Boardman, Walnut Creek; Eric Lilly, Resident Engineer, Contra Costa Transportation Authority (CCTA); and Ivan Ramirez, Manager of Construction, CCTA

MINUTES PREPARED BY: Anita Tucci-Smith

The meeting convened at 9:12 A.M. and with no quorum information items were considered at this time.

4. Interstate 680 HOV Completion and Express Lanes Project Status. Contra Costa Transportation Authority staff will provide an update on the project status.

Ivan Ramirez referred to three express lane projects in Contra Costa County, part of the bigger network in the entire Bay Area to be completed in 2025. He reported that the south portion of I-680 had been completed in 2016, was operational, and was being operated by the Metropolitan Transportation Commission (MTC). The CCTA was administering the construction of the northbound portion currently in process. He reported that the CCTA Board had awarded the work to Bay Cities Paving and Grading, Inc., the construction period had been estimated at 700 working days, and the project was expected to be completed in 2021. During construction there would be widening in the southbound lane from North Main Street to south of Rudgear Road in Walnut Creek, with the installation of lighting and tolling equipment in the median along with signage and restriping to accommodate a new lane. He provided a quick overview of the project that would include a new signal along Main Street, reported that utility relocation work had been completed, there would be a retaining wall and sound wall construction in Alamo and Rudgear Road area and the off-ramp in the Main Street area would be closed for two weeks to allow an acceleration of the work. He added that the City of Walnut Creek had been involved in the construction planning process. He also referred to the striping adjustments in the construction area and stated there would be a lot of median construction along the corridor.

Andy Smith explained that there would be widening around Rudgear Road to add additional space for the new lane.

Mr. Ramirez pointed out the locations of expected daytime work behind a K-rail, with demolition to be done at night. The work on North Main Street would occur without a K-rail, and there would be limits to pedestrians while the sidewalks were being completed. Work on the main line would occur with a K-rail and temporary and permanent shoring that would support the road before and after construction. The existing sound wall would be removed and replaced to allow for the additional lane being constructed. The work at South Main Street would start in spring 2019. He reported that the project had been designed to minimize the impact of the work and to minimize the construction time.

Mr. Smith verified with Mr. Ramirez that the decorative retaining wall and sound wall would be returned to the current condition, and that the CCTA had been working with the neighborhood on the landscaping.

Mr. Ramirez pointed out other aspects of the project such as a temporary detour to the freeway which would not take place until the Rudgear on-ramp had been completed. He also identified some of the challenges related to the project such as the integration of systems and connecting to the HOV lane on the south end of the project that is now connected to the entire HOV / Express lane system in the Bay Area. The work in the median would also be a challenge since the work would be done at night and involve contractor adjustments to the K-rail locations for each work period. The CHP would be present every night. He also noted there were four contracts in the area at the same time that would require coordination, such as the I-680/SR-4 Interchange Phase 3 project which would primarily be widening Highway 4 from Martinez to the SR-242 merge; a Caltrans project between Highway 4 and SR-242 where median lighting would be installed, and the integration and installation of communication lines (contract being managed by MTC).

Eric Lilly described some of the particular constraints related to the communications line work (also called “backhaul”); connecting to MTC’s hub. He described the day work expected to occur along with the work that would occur at night, and stated he would provide more updates as the construction progressed. He spoke to the community meetings that had occurred with the neighbors during the process and confirmed that the City of Walnut Creek and its residents would be kept apprised of the work to be done.

At 9: 41 A.M. Pleasant Hill City Engineer Mario Moreno attended the meeting to create a quorum to be able to conduct the rest of the agenda.

1. Minutes of the October 25, 2018 Meeting

The minutes of the October 25, 2018 meeting were approved by consensus.

2. **MTC Safe Routes to School (SRTS) Program.** As part of the extension of the initial One Bay Area Grant (OBAG) for an additional year, MTC allocated an additional \$822,000 to Contra Costa in funding for Safe Routes to School (SRTS) projects and programs. These federal funds were not included in the OBAG 2 call for projects and they remain available to Contra Costa jurisdictions. The TRANSPAC share of the funds is projected to be \$217,000. The Contra Costa Transportation Authority (CCTA) has approved a process for RTPCs to recommend projects for the funding. The CCTA guidance includes programming the funds to projects that are already included in the MTC Transportation Improvement Program (TIP) document, which is an indicator the project has existing federal sources of funding and would already have to attain a NEPA environmental document, gain approval of funds through Caltrans, and have to follow federal contracting guidelines for project delivery. Through the discussion at the October TRANSPAC TAC meeting, we are collecting additional information on the Concord and Pleasant Hill projects, that both meet the CCTA programming requirements. Additional information will be available at the meeting.

Mr. Todd explained that MTC had provided an additional amount of SRTS money to Contra Costa through CCTA, and for TRANSPAC that would equate to an additional \$217,000. Based on prior discussions at the TAC, the cities of Concord and Pleasant Hill had been working together to split the funds for their projects: Concord's intersection safety improvement project at the Ashdale Drive and Willow Pass Road intersection; and Pleasant Hill's Pleasant Hill Road improvements between Gregory Lane and Taylor Boulevard. The cities had agreed to a split of \$150,000 to be used by Concord and \$67,000 to be used by Pleasant Hill.

By consensus, the TAC recommended the TRANSPAC Board of Director's approval of additional Safe Routes to School funds to the City of Concord (\$150,000) and to the City of Pleasant Hill (\$67,000), in a sum not to exceed \$217,000.

3. **School Based Traffic Congestion.** The TRANSPAC Board received a presentation on TRAFFIX School Bus in the Alamo / Danville / San Ramon area. TRAFFIX is a traffic congestion relief program funded in part by Measure J. Its sole purpose is to reduce traffic congestion caused by parents driving their children to and from school through some of the San Ramon Valley's most congested intersections. At the conclusion of the information item, the TRANSPAC Board requested a future item to discuss this topic. The TRANSPAC TAC is requested to provide input into specific issues, information and resources to consider in preparing additional information for the Board to consider.

Mr. Todd reported that Lisa Bobadilla had made a presentation about TRAFFIX, the traffic congestion relief program funded in part by Measure J to reduce traffic congestion caused by parents driving their children to and from school in the San Ramon Valley.

Mr. Todd highlighted the TRAFFIX program and explained that members of the TRANSPAC Board had expressed an interest in learning whether something similar to TRAFFIX could be developed for Central County. He noted that if a program like TRAFFIX could improve the routes of regional significance in Central County would be a factor, or whether it would benefit local roads, non-regional roads, or areas in front of schools, and whether there were candidates that could help regional routes. He explained that TRAFFIX did not serve all schools in the San Ramon Valley.

The TAC discussed the TRAFFIX program, noted that most of the cities did not have the funding or resources to handle something like TRAFFIX; Central County was much different than the San Ramon Valley in that there were five school districts, three supervisorial districts and multiple jurisdictions in Central County where the San Ramon Valley had only one school district, one supervisorial district and two jurisdictions. It was noted that the TRAFFIX program had taken years to set up.

Mr. Todd noted the need to get more information. Information about the Sequoia schools, which drew from larger areas, and what their impact on regional routes would be in addition to the routes in front of other schools and whether information on documented school trips versus other traffic could be provided.

Mr. Smith referred to County Connection's school tripper program that served Walnut Creek and Concord schools, and to some extent stated there was already something in place that did not cost the city. Before reaching out to the school districts, he suggested the TAC should reach out to County Connection to get a better idea of its coverage and ridership along with the costs involved.

Robert Sarmiento suggested looking at the Lamorinda School Bus Program given that there were multiple districts in that area. He also noted that having checked a few years ago he had learned that it was more expensive to run a County Connection bus.

4. **Evaluating Parking Requirements with Transform's GreenTRIP Program.** The City of Walnut Creek is considering the use of Transform's GreenTRIP program to analyze parking reductions for new developments, and to reevaluate the City's parking requirements in general. Walnut Creek staff is currently in discussions with Transform, in order to possibly fund additional field research in Walnut Creek that will build a more robust data model. City staff will provide additional information on the program, and is seeking input from other TRANSPAC jurisdictions to see if there is interest in a possible joint collaboration.

Mr. Smith referred to the GreenTRIP program by Transform and referred to a computer model tool that had been developed where variables could be entered about a project and the program would identify the parking demand. The method and assumptions used by the program to create the parking demand assumptions were not readily transparent though.

Mr. Smith explained that Walnut Creek was considering working with Transform to modify some of its parking standards for multifamily, but at the very least to be able to use it as a tool to analyze parking requests and requirements.

Mr. Smith added that the City was looking to potentially fund research and he had raised the issue to see if other jurisdictions might be interested in joining in.

Given the interest of two jurisdictions, a follow-up meeting to discuss the GreenTRIP Program was recommended.

- 5. Grant Funding Opportunities.** This agenda item is intended to provide an opportunity to review and discuss grant opportunities

Mr. Todd presented the CCTA Local Agency Funding Opportunities report update link for November 14, 2018.

6. Committee Updates

Mr. Smith highlighted the last meeting of the Technical Coordinating Committee when Safe Routes to School issues had been discussed.

7. Future Agenda Items

Mr. Todd identified an electric vehicle readiness plan through the CCTA, with a kickoff meeting scheduled for December 19 at 9:00 A.M. He would provide a report after that meeting.

Mr. Todd reported that the TRANSPAC audit was in process that would address the last two complete fiscal years. He noted that TRANSPAC would need to select an auditor for future audits. He also highlighted the status of the Concord Naval Weapons Station Reuse Plan and Mr. Parikh explained that he would provide timelines at the next meeting. More discussion at the Board level would occur and a joint meeting with the Board would be scheduled.

Mr. Todd advised that he would add an item on future agendas for Member Comments.

8. Adjournment

The meeting adjourned at 10:38 A.M. to the next meeting on January 31, 2019.

**CITY OF WALNUT CREEK TRAFFIC MONITORING AND COMMUNICATION
TECHNOLOGY, PHASE I PROJECT SUMMARY**

BACKGROUND

The Traffic Monitoring and Communication Technology, Phase 1 project was approved by the City of Walnut Creek Council in the Capital Budget for 2018-2020. This project funds the initial implementation of the City's next generation of Intelligent Transportation Systems (ITS).

Vehicle traffic is increasing on a local and regional level, and it is impractical to expand the physical roadway network to accommodate increasing demand. The issue lies in that the addition of capacity to roadways through conventional traffic engineering practices has been proven to result in a phenomenon known as "induced demand", which makes driving more attractive, right up until the added capacity is used up once again. In essence, one cannot build their way out of congestion.

Knowing that the traditional means to add capacity to the roadway network is neither viable nor desirable, the City is actively looking for better ways to manage increasing traffic and congestion. We have been aggressive in providing mobility choices to residents by funding free bus service, prioritizing improvements to bicycle and pedestrian facilities, and funding a pilot program that provides financial assistance to seniors for the use of on-demand rideshare services.

Even with these programs, there continues to be an increasing demand to improve vehicular flow within and through Walnut Creek. To address this, we seek to create an enhanced system that would improve efficiency across the roadway network by minimizing disruptions. The system would provide valuable real-time information via vehicle infrastructure integration to and between drivers, and in future autonomous vehicles, that could result in enhanced safety by smoothing out traffic flow, as well as providing intelligent route choices to avoid congestion resulting from crashes. In order to transmit this significant amount of valuable information in a fast and reliable manner, the existing copper wire communication network would need to be upgraded to a fiber optic communication network.

PROPOSAL

The City recently prepared a fiber optic master plan, which prioritizes the installation of fiber optic cables based on opportunities with existing conduits, system needs, and costs. One of the first phases of plan implementation is to provide a backbone connection from the City's traffic signal hub located at the intersection of Ygnacio Valley Road/Civic Drive to the Traffic Operations Center located in City Hall. The majority of our traffic signals and other traffic equipment is routed through this pathway and it is a critical first step to meeting the region's future traffic system needs. Attachment 1 provides details for this first phase of plan implementation.

The City's consultant prepared conceptual level cost estimates for the first phase of the project. The proposed budget is as follows:

Design	\$ 85,000
Construction	\$559,000
Construction Administration	\$ 60,000
Inspection	\$ 30,000
Total:	\$734,000

TRAFFIC MONITORING AND COMMUNICATION TECHNOLOGY, PHASE 1 PROJECT

FUNDING

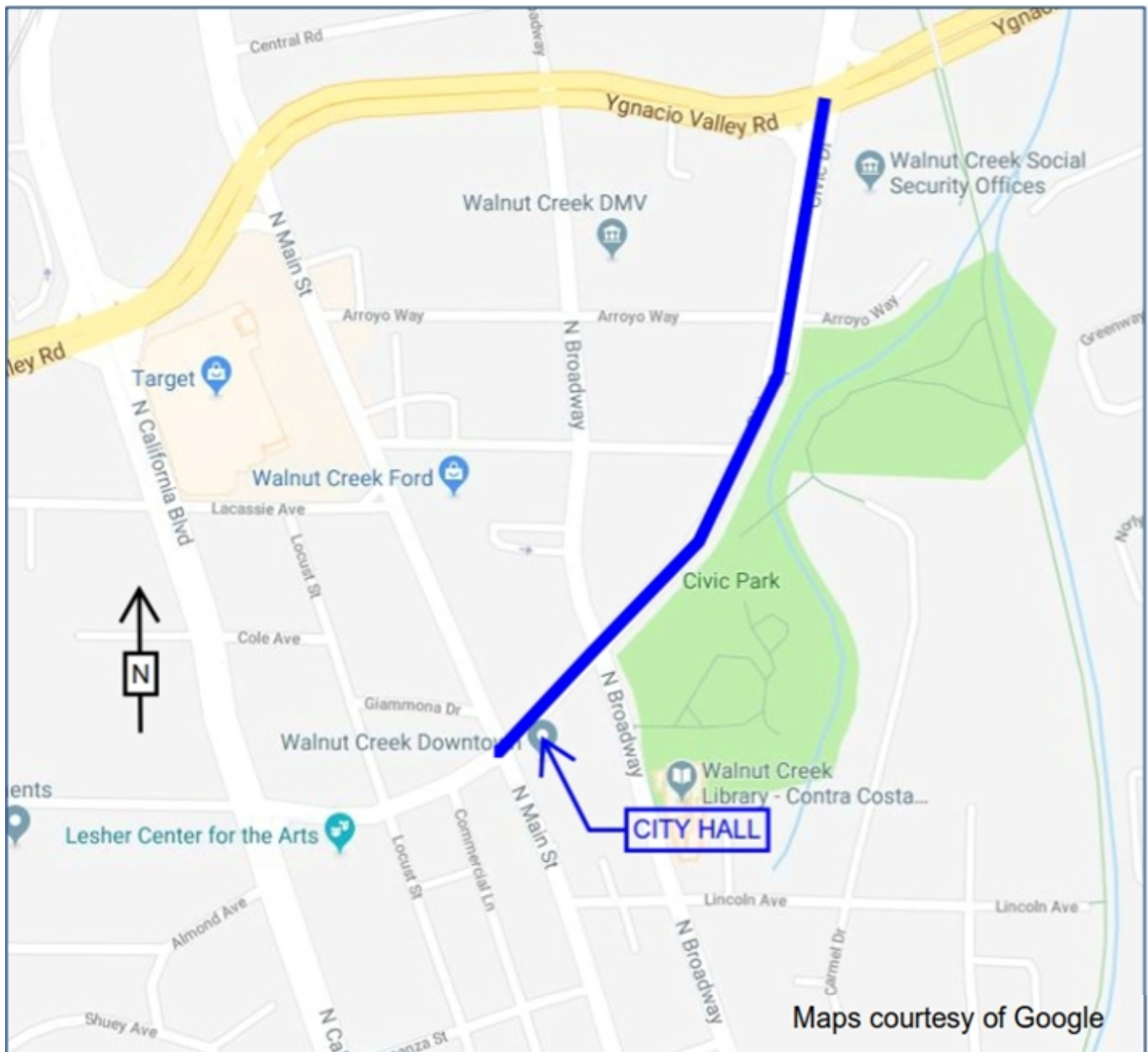
The City has budgeted \$500,000 toward the Traffic Monitoring and Communication Technology project. We are proposing to supplement this amount with the \$239,000 savings from the Measure J Geary Road project in order to fully fund completion of Phase 1 of this project. If there are project savings, we plan on using the remaining funds to purchase and install ITS equipment such as communications transceivers, traffic sensors, and analytic cameras.

SCHEDULE

The following is the proposed project schedule. Since this project involves considerable underground work, unforeseen conditions could extend the schedule.

Design	Jan 2019 to July 2019
Bid	August 2019
Construction	October 2019 to June 2020

Downtown Fiber Optic Network – Initial Phase



City of Walnut Creek
Downtown Fiber Optic Network - Initial Phase
Preliminary Conceptual Estimate of Construction Costs
November 2, 2018

Item	Description	Total
1	Intersection and Fiber Optic Infrastructure Elements	\$163,000
2	Field Communications Hub	\$103,800
3	Central Systems Elements (City Hall)	\$163,200
Subtotal:		\$430,000
Contingency (30%):		\$129,000
TOTAL:		\$559,000

DRAFT

Intersection and Fiber Optic Field Infrastructure Elements

Item	Description	Quantity	Unit	Unit Cost	Total
1	Mobilization (@ 5% of Construction)	1	LS	\$7,275	\$7,275
2	Traffic Control System (7% of Construction)	1	LS	\$10,185	\$10,185
3	Furnish and Install Type N48 Pull Box	3	EA	\$2,500	\$7,500
4	Furnish and Install No. 6 Pull Box with Extension	1	EA	\$1,800	\$1,800
5	Furnish and Install 3" Schedule 80 PVC Conduit	450	LF	\$50	\$22,500
6	Realign Existing Conduit Sweeps (Per Pull Box)	10	EA	\$1,500	\$15,000
7	Furnish and Install 288-strand Fiber Trunk in New or Existing Conduit	3,000	LF	\$20	\$60,000
8	Furnish and Install 12-strand Fiber Branch in New or Existing Conduit	200	LF	\$15	\$3,000
9	Furnish and Install Field Fiber Switch in Controller Cabinet	3	EA	\$3,500	\$10,500
10	Furnish and Install Fiber Termination Panel in Controller Cabinet	3	EA	\$100	\$300
11	Furnish and Install Underground Fiber Optic Splice Closure	3	EA	\$2,500	\$7,500
12	Make and Test Fiber Splices	64	EA	\$200	\$12,800
13	Furnish and Install Fiber Optic Patch Cords	12	EA	\$50	\$600
14	Remove SIC from Existing Conduit	2,000	LF	\$2	\$4,000
				Subtotal	\$163,000

Field Communications Hub Elements

Item	Description	Quantity	Unit	Unit Cost	Total
1	Mobilization (@ 5% of Construction)	1	LS	\$4,630	\$4,630
2	Traffic Control System (7% of Construction)	1	LS	\$6,482	\$6,482
3	Furnish and Install Communications Hub Cabinet	1	EA	\$15,000	\$15,000
4	Furnish and Install Fiber Aggregation Switch in Communications Hub Cabinet	1	EA	\$15,000	\$15,000
5	Furnish and Install Ethernet over Copper units in Hub Cabinet	0	EA	\$2,500	\$0
6	Furnish and Install 288-Port Fiber Termination Panel in Controller Cabinet	1	EA	\$5,000	\$5,000
7	Make and Test Fiber Splices	288	EA	\$200	\$57,600
				Subtotal	\$103,800

Central Systems Elements (City Hall)

Item	Description	Quantity	Unit	Unit Cost	Total
1	Furnish and Install Central Fiber Switch in Equipment Room	1	EA	\$75,000	\$75,000
2	Furnish and Install 288-Port Fiber Termination Panel in Equipment Room	1	EA	\$5,000	\$5,000
3	Make and Test Fiber Splices	288	EA	\$200	\$57,600
4	Furnish and Install Fiber Optic Patch Cords	12	EA	\$50	\$600
4	Conduct System Acceptance Testing	1	LS	\$25,000	\$25,000
				Subtotal	\$163,200

DRAFT

REQUEST FOR QUALIFICATIONS & PROPOSAL PROFESSIONAL AUDITING SERVICES

TRANSPAC is issuing a Request for Qualifications & Proposal from qualified firms of certified public accountants to audit its financial statements for two (2) fiscal periods ending June 30, 2019 and June 30, 2020, with an opportunity for three (3) one-year extensions.

GENERAL INFORMATION

The Transportation Partnership and Cooperation (“TRANSPAC”) is requesting proposals and qualifications (“RFQ/RFP”) from qualified certified public accountants (“auditor” or “firm”) to audit its financial statements for the fiscal years ending June 30, 2019 and 2020. These audits are to be performed in accordance with all applicable and generally accepted auditing standards including but not limited to: the standards set forth for financial audits by the Governmental Accounting Standards Board (“GASB”) and the U.S. Office of Management and Budget (“OMB”).

DESCRIPTION OF THE GOVERNMENT AGENCY

Overview

TRANSPAC is the Regional Transportation Planning Committee (RTPC) for Central Contra Costa (a JPA Agency created in 2014). It is composed of elected representatives, planning commissioners and technical staff from the six Central Contra Costa jurisdictions including the cities of Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and the unincorporated area of Central Contra Costa County. TRANSPAC is responsible for the development of transportation plans, projects and programs for the Central County areas as well as the appointment of two representatives to the Contra Costa Transportation Authority who serve alternating two-year terms.

The TRANSPAC accounts are currently managed and tracked by one of its member agencies, the City of Pleasant Hill, serving as Treasurer.

Volume of Financial Activity

In recent years, the TRANSPAC annual budget has been under \$250,000 with the volume of financial activity small compared to other governmental entities. The annual activity in the TRANSPAC account is approximately 6 deposits (1 annual deposit from each of the six member agencies), and historically an estimated less than 50 invoices in an annual period.

SCOPE OF WORK

TRANSPAC desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with the minimum requirements prescribed by the State Controller for special districts under Government Code Section 26909 and generally accepted accounting principles, including GASB 34.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards. At the completion of this contract, the auditor will make available all work papers to the TRANSPAC Managing Director and Treasurer (“Treasurer”) in a timely manner.

During the course of the engagement, the auditor will meet with and provide status reports to the Managing Director or the Treasurer or designee on a regular basis. Upon completion of field work, and before issuing any report or management letter, auditor shall schedule an exit conference with the Managing Director or Treasurer or designee. The auditor is expected to provide informal advice and consultation throughout the contract term on matters relating to accounting and financial reporting. This would not include any task that entailed significant research on formal reporting.

The auditor will be expected to attend a meeting with the TRANSPAC TAC and/or TRANSOAC Board to present the audit report.

SELECTION CRITERIA

The successful firm will be selected based on a combination of technical qualifications and price. A Selection Committee consisting of TRANSPAC member agency staffs will evaluate the proposals submitted.

During the evaluation process, TRANSPAC may request additional information or clarifications from the proposers. TRANSPAC reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether the proposal was selected.

PAYMENT FOR SERVICES

This is an annual service contract. The firm shall be paid for services rendered and invoiced each month, unless otherwise agreed upon between TRANSPAC and the firm. Proposers are expected to estimate the price for services per year and complete Form B: Pricing Summary.

TERM OF CONTRACT

This is a two-year contract that would provide auditing services for two fiscal years. The contract would allow for three (3) one-year extensions upon mutual agreement of TRANSPAC and the firm.

INSURANCE COVERAGE

The selected firm shall be required to procure and maintain insurance as detailed in the sample contract attached.

RESPONSE FORMAT

All submittals shall include the following information:

- 1. Form “A” – Applicant Information:** Please complete all fields listed in Form “A” describing information about the Firm.
- 2. Form “B” – Price Summary:** Please complete all fields listed in Form “B.” The price summary shall include an estimate of the cost for services. It should also include a fee scale or hourly rate for development of additional site functions.
- 3. Description of Experience and Qualifications:** Provide a description of your firm’s experience, training and educational and professional background of your firm’s staff. This should include any relevant information in providing professional auditing services for a government entity.
- 4. References:** Please provide at least three professional references (past clients or employers) relevant to this type of service.

DEADLINE AND DELIVERY

All RFQ/RFP responses must not exceed six (6) total pages and be submitted via e-mail in a single PDF file (preferred method to save resources) or postal mail to the following address:

E-Mail (preferred): matt@graybowenscott.com

Postal Address:

TRANSPAC
Attn: Matt Todd, Managing Director
1211 Newall Avenue, Suite 200
Walnut Creek, CA 94596

The deadline for the submittal is **Friday, XXXX XX, 2019 at 3:00 p.m., Pacific Time**. Submittals received after the deadline will not be accepted. Proposals submitted via e-mail will be acknowledged within one business day.

SELECTION SCHEDULE

The successful firm shall be selected based on a combination of relevant past experience, qualifications and the cost proposal.

Milestone	Date
Release RFQ/RFP	XXXXXX X, 2019
Proposals Due	XXXXXX X, 2019
Interviews with Firms*	XXXXXX X, 2019
Successful Firm Selected	XXXXXX X, 2019
Contract Term Begins	XXXXXX X, 2019

*Interviews will be the option of TRANSPAC

CONTACT

Any questions on this RFQ/RFP shall be directed to:

Matt Todd, Managing Director, TRANSPAC

E-Mail: matt@graybowenscott.com

Telephone: (925) 937-0980, Ext. 215

Attachments

Sample Contract

Copy of Audit Report through 6/30/18

FORM A
Applicant Information

Applicant Last Name (if individual is applying)		Applicant First Name		Applicant Middle Name	
Other Names Applicant is known by (if individual is applying)				Applicant Social Security No.	
Applicant Business Name (if a Contractor is applying)					
Applicant Business Representative Name (if Contractor is applying)					
Applicant Address		City		State	ZIP Code
Phone ()		Fax ()		Mobile ()	
E-Mail Address					

FORM B
Price Summary

Cost Estimate (Total Cost)	\$
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CCTA Local Agency Funding Opportunities Summary - Updated 1/8/2019

Upcoming Funding Opportunities

Funding Program	Fund Source	Application Deadlines	Program and Contact Info
2019/2020 Transportation Development Act (TDA) Article 3	S/R	11/29/2018 by 5:00 pm (Preliminary application due to County if need CBAC review) 1/24/2019 - Final Application to County	TDA Article 3 provides funding annually for bicycle and pedestrian projects. Each City may submit one project for consideration, and the County may submit one application from West, Central and East County. Submit application to County by 11/29/18 if the sponsor elects to have the Countywide Bicycle Advisory Committee (CBAC) review project. Last year's allocation for the County was \$850,000. http://www.mtc.ca.gov/funding/STA-TDA Contra Costa County - Jerry Fahy, jerry.fahy@pw.cccounty.us , (925) 313-2276, Metropolitan Transportation Commission (MTC) - Cheryl Chi, TDA Program Manager, cchi@bayareametro.gov , (415) 778-5339
Tire-Derived Aggregate (TDA) Grant Program Fiscal Year (FY) 2018-19	S	1/31/2019	The Department of Resources Recycling and Recovery (CalRecycle) administers the program to provide opportunities to divert waste tires from landfill disposal, prevents illegal tire dumping, and promotes markets for recycled-content tire products. The TDA grant program provides assistance to civil engineers in solving a variety of engineering challenges. TDA, which is produced from shredded tires, is lightweight, free-draining, and a less expensive alternative to conventional lightweight aggregates. \$850,000 is available for FY 2018-19. https://www.calrecycle.ca.gov/Tires/Grants/TDA/
Affordable Housing and Sustainable Communities (AHSC) Round 4	S	2/11/2019 by 11:59 pm in Fire Alarm Aspiration Sensing Technology (FAAST) system; and hardcopy received by 2/12/2019 by 5:00 pm	Approximately \$395 million available in funding for the AHSC program administered by the Strategic Growth Council (SGC) and California Department of Housing and Community Development (HDC). The California Air Resources Board (CARB) provides the quantification methodology for determining the Greenhouse Gas (GHG) emissions reductions for the AHSC program. These AHSC program funds will be used for loans or grants, or a combination thereof, to projects that will achieve GHG emissions reductions to benefit all California communities, particularly through increasing accessibility to affordable housing, and key destinations via low-carbon transportation resulting in fewer Vehicle Miles Traveled (VMT) through shortened or reduced trip length or mode shift from Single Occupancy Vehicle (SOV) use to transit, bicycling or walking. Examples of eligible projects include affordable housing developments, housing-related infrastructure, sustainable transportation infrastructure (Transit Oriented Development (TOD)), transportation-related amenities, program costs (active

*Fund Source (F=Federal, S=State, R=Regional, L=Local, O=Other)

Funding Opportunities Summary January 2019

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			transportation, transit ridership, etc.). The maximum AHSC program loan or grant award or combination thereof is \$20 million with a minimum award of at least \$1 million in TOD project areas and \$500,000 in Integrated Connectivity Project (ICP) project areas and Rural Innovation Project Areas (RIPA). http://www.hcd.ca.gov/grants-funding/active-funding/ahsc.shtml#guidelines
2019 Priority Conservation Area (PCA) Grant Program (Peninsula, Southern and East Bay Counties Program)	S	Letters of Interest Due 2/25/2019 by 5:00 pm	PCAs are open spaces that provide agricultural, natural resource, scenic, recreational, and/or ecological values and ecosystem functions. PCAs are categorized by four designations: Natural Landscapes, Agricultural Lands, Urban Greening, and Regional Recreation. The grant provides funding to cities, counties, park districts, utility districts and other agencies and non-profits to acquire, enhance, or improve areas designated as conservation priorities. MTC directed \$8.2 million in One Bay Area Grant 2 (OBAG 2) PCA program funds to this regional competitive program, combined with additional funding from State Coastal Conservancy, for a total of up to \$10 million available. https://abag.ca.gov/priority/conservation/index.html
California Natural Resources Agency's (CNRA's) Urban Greening Program (Round 3)	S	1/8/2019 through 2/28/2019	The CNRA will be accepting concept proposals for the Urban Greening program through February 28, 2019. Approximately \$19 million available through the Greenhouse Gas Reduction Fund (GGRF). Applicants submitting the most competitive proposals will be invited to participate in the next level of the competitive process, anticipated Spring 2019. Consistent with Assembly Bill 32 (AB 32), the program will fund projects that reduce GHGs by sequestering carbon, decreasing energy consumption and reducing VMT, while also transforming the built environment into places that are more sustainable, enjoyable, and effective in creating healthy and vibrant communities. These projects will establish and enhance parks and open space, using natural solutions to improving air and water quality and reducing energy consumption, and creating more walkable and bike-able trails. http://resources.ca.gov/grants/urban-greening/
Infrastructure for Rebuilding America (INFRA) Program FY2019	F	3/4/2019 by 5 pm	U.S. Department of Transportation, released a FY 2019 Notice of Funding Opportunity for the INFRA Program. The INFRA program provides Federal assistance to highway and freight projects of national or regional significance. This notice solicits applications for awards under the program's FY 2019 funding, subjected to the availability of appropriated funds. For the full Notice of Funding Opportunity visit https://federalregister.gov/d/2018-27695 . Applications must be submitted through www.Grants.gov . Please notify Kenny Kao at MTC if applying (kkao@bayareametro.gov)