



SOUTHERN CALIFORNIA
ASSOCIATION OF GOVERNMENTS
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Los Angeles, CA 90017
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www.scag.ca.gov

REGIONAL COUNCIL OFFICERS

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Rex Richardson, Long Beach

First Vice President
Clint Lorimore, Eastvale

Second Vice President
Jan C. Harnik, Riverside County
Transportation Commission

Immediate Past President
Bill Jahn, Big Bear Lake

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Executive/Administration
Rex Richardson, Long Beach

Community, Economic &
Human Development
Jorge Marquez, Covina

Energy & Environment
David Pollock, Moorpark

Transportation
Cheryl Viegas-Walker, El Centro

REMOTE PARTICIPATION ONLY

EXECUTIVE/ ADMINISTRATION COMMITTEE

*Monday, June 22, 2020
11:30 a.m. – 1 : 0 p.m.*

To Participate on Your Computer:
<https://scag.zoom.us/j/889726747>

To Participate by Phone:
Call-in Number: 1-669-900-6833
Meeting ID: 889 726 747

***Please see next page for detailed
instructions on how to participate in the meeting.***

PUBLIC ADVISORY

Given recent public health directives limiting public gatherings due to the threat of COVID-19 and in compliance with the Governor's recent Executive Order N-29-20, the meeting will be held telephonically and electronically.

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Peter Waggonner at (213) 630-1402 or via email at waggonner@scag.ca.gov. Agendas & Minutes are also available at: www.scag.ca.gov/committees.

SCAG, in accordance with the Americans with Disabilities Act (ADA), will accommodate persons who require a modification of accommodation in order to participate in this meeting. SCAG is also committed to helping people with limited proficiency in the English language access the agency's essential public information and services. You can request such assistance by calling (213) 630-1402. We request at least 72 hours (three days) notice to provide reasonable accommodations and will make every effort to arrange for assistance as soon as possible.



Instructions for Public Comments

Submit written comments via email to: ePublicComment@scag.ca.gov.

Written comments will be read by SCAG staff up to three (3) minutes and included as part of the official record of the meeting. The Chair has the discretion to reduce the time limit based upon the number of e-comments received and may limit the total time for all public comments to twenty (20) minutes.

In accordance with SCAG's Regional Council Policy, Article VI, Section H and California Government Code §54957.9, if a SCAG meeting is "willfully interrupted" and the "orderly conduct of the meeting" becomes unfeasible, the presiding officer or the Chair of the legislative body may order the removal of the individuals who are disrupting the meeting.

Instructions for Participating in the Meeting

SCAG is providing multiple options to participate in the meeting:

To Participate by Computer

1. Click the following link: <https://scag.zoom.us/j/889726747>.
2. If Zoom is not already installed on your computer, click "Download & Run Zoom" on the launch page and press "Run" when prompted by your browser. If Zoom has previously been installed on your computer, please allow a few moments for the application to launch automatically.
3. Select "Join Audio via Computer."
4. The virtual conference room will open. You will receive a message, "Please wait for the host to start this meeting," simply remain in the room until the meeting begins.

To Participate by Phone

1. Call **1-669-900-6833** to access the conference room. Given high call volumes recently experienced by Zoom, please continue dialing until you connect successfully.
2. Enter the **Meeting ID: 889 726 747**, followed by #.
3. Indicate that you are a participant by pressing # to continue.
4. Remain on the line if the meeting has not yet started.



EAC - Executive/Administration Committee
Members – June 2020

- 1. Hon. Rex Richardson**
Chair, Long Beach, RC District 29
- 2. Hon. Clint Lorimore**
1st Vice Chair, Eastvale, RC District 4
- 3. Hon. Jan # Harnik**
2nd Vice Chair, RCTC Representative
- 4. Hon. Bill Jahn**
Imm. Past Chair, Big Bear Lake, RC District 11
- 5. Hon. Jorge Marquez**
CEHD Chair, Covina, RC District 33
- 6. Hon. Frank Yokoyama**
CEHD Vice Chair, Cerritos, RC District 23
- 7. Hon. David Pollock**
EEC Chair, Moorpark, District 45
- 8. Hon. Carmen Ramirez**
EEC Vice Chair, Oxnard, RC District 45
- 9. Hon. Cheryl Viegas-Walker**
TC Chair, El Centro, RC District 1
- 10. Hon. Steven Hofbauer**
TC Vice Chair, Palmdale, RC District 43
- 11. Hon. Jose O Solache**
LCMC Chair, Lynwood, RC District 26
- 12. Hon. Peggy Huang**
LCMC Vice Chair, TCA Representative
- 13. Hon. Margaret Finlay**
Pres. Appt., Duarte, RC District 35
- 14. Hon. Kim Nguyen**
Pres. Appt., Garden Grove, RC District 18
- 15. Hon. Deborah Robertson**
Pres. Appt., Rialto, RC District 8

OUR MISSION

To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.

OUR VISION

Southern California's Catalyst for a Brighter Future

OUR CORE VALUES

Be Open | Lead by Example | Make an Impact | Be Courageous



- 16. Hon. David Ryu**
Pres. Appt., Los Angeles, RC District 51

- 17. Hon. Andrew Masiel 'O**
Tribal Govt Regl Planning Board Representative

- 18. Randall Lewis**
Business Representative, Non-Voting Member

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Southern California Association of Governments
Remote Participation ONLY
Monday, June 22, 2020
11:30 AM

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

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

(The Honorable Rex Richardson, Chair)

PRESIDENT'S REPORT

(The Honorable Rex Richardson, Chair)

PUBLIC COMMENT PERIOD

The public is encouraged to submit comments by sending an email to ePublicComment@scag.ca.gov. Written comments will be read by SCAG staff up to three (3) minutes and included as part of the official record of the meeting. The Chair has the discretion to reduce the time limit based upon the number of e-comments received and may limit the total time for all public comments to twenty (20) minutes.

REVIEW AND PRIORITIZE AGENDA ITEMS

CONSENT CALENDAR

Approval Items

1. Minutes of the Special Meeting - May 6, 2020
2. Approval for Additional Stipend Payments
3. Resolution No. 20-622-1 Appointing the Chief Financial Officer as the Plan Administrator of the SCAG Employer's Deferred Compensation Plan
4. SCAG Memberships and Sponsorships
5. COVID-19 Update and Legislation
6. Contract Amendment Greater than 30% of the Contract's Original Value: 18-026-C01, 2020 Program Environmental Impact Report (PEIR) for the 2020-2045 Regional Transportation Plan/Sustainable Communities Strategy (2020 RTP/SCS)
7. Contract Amendment Greater Than 30% of the Contract's Original Value: Contract 20-037-C01, Go Human Advertising & Engagement Campaign
8. Contract Amendment Greater than 30% of the Contract's Original Value: Purchase Order PO-006994, Support for SCAG Infrastructure Equipment

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9. Contracts \$200,000 or Greater: 19-066-C01, Aerial Imagery and Related Services
10. Contracts \$200,000 or Greater: 20-062-C01, Measuring VMT Reduction from Shared Mobility Services through Real Time Data

Receive and File

11. Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 - \$74,999
12. CFO Monthly Report

CFO MONTHLY REPORT

(Basil Panas, Chief Financial Officer)

EXECUTIVE DIRECTOR'S REPORT

(Kome Ajise, Executive Director)

FUTURE AGENDA ITEM/S

ANNOUNCEMENT/S

ADJOURNMENT

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Southern California Association of Governments
Remote Participation Only
June 22, 2020

MINUTES OF THE SPECIAL MEETING
EXECUTIVE/ADMINISTRATION COMMITTEE (EAC)
WEDNESDAY, MAY 6, 2020

THE FOLLOWING MINUTES IS A SUMMARY OF ACTIONS TAKEN BY THE EXECUTIVE/ADMINISTRATION COMMITTEE (EAC). A VIDEO AND AUDIO RECORDING OF THE ACTUAL MEETING IS AVAILABLE AT: <http://scag.iqm2.com/Citizens/>

The Executive/Administration Committee (EAC) of the Southern California Association of Governments (SCAG) held its special meeting telephonically and electronically, given public health directives limiting public gatherings due to the threat of COVID-19 and in compliance with the Governor’s Executive Order N-29-20. A quorum was present.

Members Present

Hon. Bill Jahn, President	<i>Big Bear Lake</i>	District 11
Hon. Rex Richardson, 1st Vice President	<i>Long Beach</i>	District 29
Hon. Clint Lorimore, 2nd Vice President	<i>Eastvale</i>	District 4
Hon. Alan Wapner, Imm. Past President		SBCTA
Hon. Peggy Huang, Chair, CEHD		TCA
Hon. Stacy Berry, Vice Chair, CEHD	<i>Cypress</i>	District 18
Sup. Linda Parks, Chair, EEC		Ventura County
Hon. David Pollock, Vice Chair, EEC	<i>Moorpark</i>	District 45
Hon. Cheryl Viegas-Walker, Chair, TC	<i>El Centro</i>	District 1
Hon. Jess Talamantes, Vice Chair, TC	<i>Burbank</i>	District 42
Hon. Jan Harnik, Chair, LCMC		RCTC
Hon. Margaret Clark, Vice Chair, LCMC	<i>Rosemead</i>	District 32
Hon. L. Dennis Michael, President’s Appt.	<i>Rancho Cucamonga</i>	District 9
Hon. Margaret Finlay, President’s Appt.	<i>Duarte</i>	District 35
Sup. Luis Plancarte, President’s Appt.		Imperial County
Mr. Randall Lewis, Ex-officio	<i>Lewis Group of Companies</i>	Business Representative

Members Not Present

Hon. Frank Navarro, President’s Appt.	<i>Colton</i>	District 6
Hon. Andrew Masiel, Sr.	<i>Pechanga Dev. Corp.</i>	TGRPB Representative

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Staff Present

Kome Ajise, Executive Director
Darin Chidsey, Chief Operating Officer
Debbie Dillon, Chief Strategy Officer
Justine Block, Acting Chief Counsel/Acting Director of Legal Services
Ruben Duran, Board Counsel
Sarah Jepson, Director of Planning
Art Yoon, Director of Policy and Public Affairs
Basil Panas, Chief Financial Officer
Julie Shroyer, Chief Information Officer
Peter Waggoner, Office of Regional Council Support
Tess Rey-Chaput, Office of Regional Council Support

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The Honorable Bill Jahn called the meeting to order at 3:00 p.m. and asked Councilmember Jan Harnik, RCTC, to lead the Pledge of Allegiance.

Given the public health directives limiting gatherings due to COVID-19, President Jahn announced the meeting is being held telephonically and electronically in compliance with the Governor's Executive Orders.

PUBLIC COMMENT PERIOD

President Jahn opened the public comment period.

He reminded the public to submit comments via email to ePublicComment@scag.ca.gov. Staff acknowledged there were no public comments received by email.

President Jahn closed the public comment period.

REVIEW AND PRIORITIZE AGENDA ITEMS

There was no prioritization of agenda items.

ACTION/DISCUSSION ITEM

1. Adoption of the Fiscal Year 2020-21 Final Comprehensive Budget

President Jahn introduced the item and asked Executive Director Kome Ajise to provide a report.

Immediate Past President Alan Wapner, SBCTA, asked a question regarding a 5% annual increase on the General Fund budget including the overall impacts of the pandemic on the revenues. Chief Financial Officer Basil Panas responded the General Fund budget is down when compared to previous years. Although Mr. Panas acknowledged the impact of the pandemic, he reported that this matter will be taken into consideration pending information from the funding sources.

Councilmember Cheryl Viegas-Walker, El Centro, District 1, asked for clarification regarding the vacation buy-back option and whether it was intended for a one-time benefit offered to SCAG employees. Based on her understanding at a prior EAC meeting, the policy is a one-time benefit especially in light of the economic effects of the pandemic. She emphasized the importance of work life balance and therefore, she would be unable to support this matter as a recurring benefit. Chief Financial Officer Basil Panas confirmed the vacation cash-out policy is an ongoing benefit while Human Resources Manager Carmen Flores explained the policy is offered once annually with a cap of 400 vacation hours.

Discussion ensued regarding vacation policies in other public agencies; encouraging employees to utilize vacation hours; offering the cash-out benefit after the pandemic period and accumulated leaves of absences are funded under the reserve budget in the General Fund (Michael, Huang and Wapner).

Immediate Past President Alan Wapner, SBCTA, asked for clarification regarding the following line items in the budget: (1) Cloud Services increased from \$489K to \$1.2 million; (2) Miscellaneous Services increased from \$400K to \$2.1 million and the specific services this budget cover; and (3) Office Rental increased to 43%. Chief Information Officer Julie Loats responded and described the plan for a centralized regional data platform for all jurisdictions will be cloud-hosted. Chief Financial Officer Basil Panas responded the miscellaneous services entails costs related to SB 1 grant and AB 101 funds which have not been categorically placed in the budget and are temporarily noted.

Councilmember Margaret Finlay, Duarte, District 35, asked a question regarding the significant increase of transit/bus passes in the budget. Chief Financial Officer Basil Panas responded.

Councilmember Jess Talamantes, Burbank, District 42, asked a question whether the budget will be re-evaluated in the coming months considering the effects of the pandemic. Executive Director Kome Ajise responded.

A MOTION was made (Richardson) adopting the Fiscal Year 2020-21 Final Comprehensive Budget and corresponding Resolution No. 20-621-2, subject to approval of the General Fund Budget and Membership Dues Assessment by the SCAG General Assembly; and authorize the submittal of the

FY 2020-21 OWP to Caltrans, FHWA, and FTA. Motion was SECONDED (Michael) and passed by the following roll call votes:

AYES: Berry, Clark, Finlay, Harnik, Jahn, Lorimore, Michael, Parks, Plancarte, Pollock, Richardson, Talamantes and Wapner (13)

NOES: Huang and Viegas-Walker (2)

ABSTAIN: None (0)

INFORMATION ITEM

2. COVID-19: Leading and Learning in Uncertain Times

President Jahn introduced the item and asked Executive Director Kome Ajise to provide a report.

Mr. Ajise reported on the initial broad assessment of the impacts of the COVID-19 pandemic on Southern California in the context of transportation, planning and the economy. He provided highlights of the many ways the transportation and planning community is responding; an overview of a series of early actions being pursued by staff to support our partner agencies; and insights on preparing the region for policy discussions and actions on economic recovery.

Despite significant disruptions, Mr. Ajise reported SCAG's transportation and municipal partners are working tirelessly to address the most critical needs of our communities while continuing to provide services, to support the health, safety and economic well-being of the region in the wake of the pandemic and stay-at-home orders.

In closing, Mr. Ajise discussed the next steps and planning for recovery and activities aimed at stimulating the broader regional economic recovery strategy.

President Jahn thanked Mr. Ajise for his presentation.

Councilmember Peggy Huang, TCA, referenced a Los Angeles Times article regarding thousands of healthcare workers were laid off or furloughed as the coronavirus spreads and how this relates to telemedicine and healthcare forecasting. She commented regarding aerial imagery and asked a question whether there will be collaboration with the Mosquito Vector Control District and local agencies with identifying improperly maintained swimming pools as breeding ground for mosquitoes. Executive Director Kome Ajise responded and stated continued surveillance and elements of telemedicine as being the primary focus and use of aerial imagery for all planning activities in the region.

Councilmember Rex Richardson, Long Beach, District 29, thanked Mr. Ajise for his presentation and commented regarding the growing economic concerns as a result of the pandemic which exposed local jurisdictions' existential issues in jobs, housing, transportation, etc. He encouraged collaboration and a focused roundtable discussion on recovery across the region must start now.

Randall Lewis, Ex-officio member, echoed comments made by Councilmember Richardson and asked a question as to how SCAG will manage this effort and how the Regional Council and committee members can support this work. Executive Director Kome Ajise responded that SCAG has begun the work which is in progress while being cautious of the agency's capacity ensuring no jurisdiction is left out in the convening process.

Councilmember Jess Talamantes, Burbank, District 42, commented regarding revenue losses in Metro and the bleak economic forecast impacting the region as a result of the pandemic.

Councilmember Cheryl Viegas-Walker, El Centro, District 1, echoed comments made by Councilmember Richardson; stated regional approach to recovery; and suggested an outreach on the local level while ensuring no duplicate efforts are made by collaborating with the League of California Cities (LOCC); California Association of Councils of Government (CALCOG); San Diego Association of Governments (SANDAG) and agencies south of the border.

Councilmember Margaret Finlay, Duarte, District 35, asked a question regarding current or anticipated furloughs for SCAG and delay of the approval of Connect SoCal. Executive Director Kome Ajise responded there are no anticipated furloughs based on the budget. With respect to Connect SoCal (the "Plan"), Mr. Ajise explained the regional recovery is tied to the Plan since one area of major recovery is tied to construction activities.

Board Counsel Ruben Duran reminded the committee of the Closed Session taking place immediately after the EAC meeting and cautioned the members that discussions related to Connect SoCal may be suited for a larger conversation in the Regional Council and/or CEHD Committee.

Supervisor Linda Parks, Ventura County, referenced a report by the Ventura County Transportation Commission regarding the benefits related to traffic and pollution when telecommuting and ridesharing while reducing greenhouse gas emissions. She also mentioned the importance of broadband and addressing homelessness whether through secondary dwelling units especially during this pandemic.

CONSENT CALENDAR

Approval Items

-
3. Minutes of the Special Meeting - April 2, 2020
 4. Contracts \$200,000 or Greater: 20-035-C01, IT Managed Services
 5. Contracts \$200,000 or Greater: 20-021-C01, Federal Advocacy Services*
 6. Contracts \$200,000 or Greater: 20-034-C01, Heat Island Reduction with Urban Greening and Cool Streets
 7. Contracts \$200,000 or Greater: 20-047-C01, Omnitrans Bus Stop Safety Improvement Plan
 8. Contracts \$200,000 or Greater: Contract No. 17-026-C1 Amendment 5, Professional Auditing Services
 9. SB 1291 (Senate Committee on Transportation) - FTIP Submissions
 10. AB 2011 (Holden) - West San Bernardino County Rail Construction Authority and and SB 1390 (Portantino) - Montclair to Ontario Airport Construction Authority

Receive and File

11. May State and Federal Legislative Monthly Update
12. CFO Monthly Report

President Jahn asked for a motion to approve the Consent Calendar. Immediate Past President Alan Wapner, SBCTA, asked to pull *Agenda Item No. 5, *Contracts \$200,000 or Greater: 20-021-C01, Federal Advocacy Services*. President Jahn acknowledged the request.

A MOTION was made (Finlay) to approve the Consent Calendar, Items 3 through 10; except for Agenda Item 5; Receive and File Items 11 through 12. Motion was SECONDED (Pollock) and passed by the following votes:

AYES: Berry, Clark, Finlay, Harnik, Huang, Lorimore, Michael, Parks, Plancarte, Pollock, Richardson, Talamantes, Viegas-Walker and Wapner (14)

NOES: None (0)

ABSTAIN: None (0)

PULLED AGENDA ITEM

5. Contracts \$200,000 or Greater: 20-021-C01, Federal Advocacy Services
-

Immediate Past President Wapner expressed concerns and explained why he will not be supporting the approval of the contract item for lobbyist Holland & Knight to provide federal advocacy services to SCAG based from his experience, given that the firm is also the same consultant to SBCTA. Executive Director Kome Ajise stated that while he understands the concerns expressed by Immediate Past president Wapner, he stated SCAG went through a credible contract procurement process as a basis for the selection. Chief Operating Officer Darin Chidsey explained and offered background information regarding the absence of a lobbyist in Washington, D.C. for several years. While multiple firms were interviewed, Mr. Chidsey expressed confidence with the reviewing committee's selection and foreseen successes with moving forward with the hiring of the consultant.

Councilmember Jan Harnik, RCTC, asked for the names of the individuals from the firm who will be representing SCAG in Washington, D.C. Director of Policy and Public Affairs Art Yoon provided the names of the members of Holland & Knight, as follows: Leslie Pollner, Senior Policy Advisor; Kathryn Hazeem Lehman, Partner.

Supervisor Linda Parks, Ventura County, expressed support for Immediate Past President Wapner's concerns.

Councilmember L. Dennis Michael, Rancho Cucamonga, District 9, remarked his familiarity with the consultant firm and stated support for the approval of the contract item.

Councilmember Jan Harnik, RCTC, asked for clarification regarding the termination of services clause or provisions of the contract. Chief Financial Officer Basil Panas responded the agency may terminate the contract with a 30-day notice with no obligation to provide a reason.

A MOTION was made (Michael) approving Item 5, Contracts \$200,000 or Greater: 20-021-C01, Federal Advocacy Services. Motion was SECONDED (Talamantes). The motion failed by the following votes:

AYES: Finlay, Harnik, Jahn, Michael, Plancarte and Talamantes (6)

NOES: Huang, Lorimore, Parks, Pollock, Viegas-Walker and Wapner (6)

ABSTAIN: Clark (1)

[Clerk Notes: Please see Motion to Reconsider for Agenda Item 5, below]

CFO MONTHLY REPORT

Basil Panas, Chief Financial Officer, reported a pending audit resolution letter from Caltrans regarding the Incurred Cost audit is yet to be received.

BUSINESS REPORT

Mr. Randall Lewis, Ex-Officio Member and Business Representative, will be providing a report at the Regional Council meeting.

PRESIDENT'S REPORT

President Jahn thanked SCAG staff for preparing the Final Connect SoCal Plan and associated Program Environmental Impact Report. He announced that he appreciated the requests by many of our stakeholders for more time to review the plan and consider its implications in light of the impacts of COVID-19 pandemic on the region. For this reason, he stated the agency will be offering more time to review Connect SoCal and to address concerns and will be recommending to the Regional Council a delay of up to 120 days consideration to approve Connect SoCal for all other purposes than transportation conformity, including delay of the submittal of Connect SoCal to ARB for its determination of whether the Sustainable Communities Strategy meets the regional GHG emission reduction targets.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Kome Ajise expressed appreciation for the Executive/Administration Committee for their continued commitment and thinking beyond boundaries for the recovery of the region especially during the planning process of Connect SoCal. Mr. Ajise thanked the work of SCAG staff in the regional transportation plan who not only met the challenge but also met the agency's obligations for the region.

Motion to Reconsider Agenda Item No. 5

At this point in time, Councilmember Rex Richardson, Long Beach, District 29, expressed concerns and technical issues he experienced while participating remotely for this meeting and asked Board Counsel Ruben Duran to provide guidance regarding re-opening the vote for Agenda Item 5. Mr. Duran stated that a motion to reconsider is an option for the committee and confirmed this action is a standard practice for a legislative body.

Supervisor Linda Parks, Ventura County, who voted in opposition for Agenda Item 5 asked for a motion to reconsider. Motion was SECONDED (Michael) and passed by the following votes:

AYES: Berry, Finlay, Harnik, Jahn, Michael, Parks, Plancarte, Pollock, Richardson and Talamantes (10)

NOES: Clark, Huang, Lorimore and Wapner (4)

ABSTAIN: None (0)

A MOTION was made (Michael) approving Item 5, Contracts \$200,000 or Greater: 20-021-C01, Federal Advocacy Services with a stipulation for a one-year review. Motion was SECONDED (Richardson) and passed by the following votes:

AYES: Berry, Finlay, Harnik, Jahn, Michael, Plancarte, Richardson and Talamantes (8)

NOES: Clark, Huang, Lorimore, Parks, Pollock and Wapner (6)

ABSTAIN: None (0)

ANNOUNCEMENT/S

President Jahn announced the EAC will now convene into Closed Session.

ADJOURNMENT

There being no further business, President Jahn adjourned the Special Meeting of the EAC at 4:58 p.m.

[MINUTES ARE UNOFFICIAL UNTIL APPROVED BY THE EAC]

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**CLOSED SESSION
EXECUTIVE/ADMINISTRATION COMMITTEE (EAC)
WEDNESDAY, MAY 6, 2020**

The Executive/Administration Committee (EAC) convened to Closed Session.

Members Present

Hon. Bill Jahn, President	<i>Big Bear Lake</i>	District 11
Hon. Rex Richardson, 1st Vice President	<i>Long Beach</i>	District 29
Hon. Clint Lorimore, 2nd Vice President	<i>Eastvale</i>	District 4
Hon. Alan Wapner, Imm. Past President		SBCTA
Hon. Peggy Huang, Chair, CEHD		TCA
Hon. Stacy Berry, Vice Chair, CEHD	<i>Cypress</i>	District 18
Sup. Linda Parks, Chair, EEC		Ventura County
Hon. David Pollock, Vice Chair, EEC	<i>Moorpark</i>	District 45
Hon. Jess Talamantes, Vice Chair, TC	<i>Burbank</i>	District 42
Hon. Jan Harnik, Chair, LCMC		RCTC
Hon. Margaret Clark, Vice Chair, LCMC	<i>Rosemead</i>	District 32
Hon. Margaret Finlay, President's Appt.	<i>Duarte</i>	District 35
Sup. Luis Plancarte, President's Appt.		Imperial County
Mr. Randall Lewis, Ex-officio	<i>Lewis Group of Companies</i>	Business Representative

Members Not Present

Hon. Cheryl Viegas-Walker, Chair, TC	<i>El Centro</i>	District 1
Hon. Frank Navarro, President's Appt.	<i>Colton</i>	District 6
Hon. L. Dennis Michael, President's Appt.	<i>Rancho Cucamonga</i>	District 9
Hon. Andrew Masiel, Sr.	<i>Pechanga Dev. Corp.</i>	TGRP Representative

CALL TO ORDER

President Jahn called the Closed Session meeting to order.

PUBLIC COMMENT PERIOD

President Jahn opened the Public Comment Period.

Staff acknowledged there were no public comment speakers.

President Jahn closed the Public Comment Period.

President Jahn asked the EAC members and the legal team to connect to the dedicated Closed Session Zoom meeting I.D.

CLOSED SESSION ITEMS

1. Conference with Legal Counsel - Anticipated Litigation Pursuant to Government Code Section 54956.9 (d)(2) – *Two (2) Cases*
2. Conference with Legal Counsel - Existing Litigation Pursuant to Government Code Section 54956.9 (d)(1) - *Liu vs CalPers and SCAG (Case No. 19STCP0456)*

At the conclusion of the Closed Session, Board Counsel Ruben Duran stated that the EAC was briefed on the items listed on the closed session agenda, but no reportable action was taken.

ADJOURNMENT

Executive / Administration Committee Attendance Report

2019-20																
MEMBERS	CITY	Representing	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC [Sp. Mtg]	JAN	FEB	MAR	APR	MAY	Total M Attend To Da
Hon. Bill Jahn, Chair	Big Bear Lake	District 11		1		1	1	1	1	1		1	1	1	1	10
Hon. Rex Richardson, 1st Vice Chair	Long Beach	District 29		1		1	1	0	1	1		0	0	1	1	7
Hon. Clint Lorimore, 2nd Vice Chair	Eastvale	District 4		1		1	1	1	1	0		1	1	1	1	9
Hon. Alan Wapner, Imm. Past. Chair		SBCTA		1		1	1	1	1	0		1	1	1	1	9
Hon. Peggy Huang, Chair, CEHD		TCA		0		1	0	1	1	1		1	1	1	1	8
Hon. Stacy Berry, Vice Chair, CEHD	Cypress	District 18		1		1	1	0	1	0		1	1	1	1	8
Supervisor Linda Parks, Chair, EEC		Ventura County		1		0	1	1	0	1		1	0	1	1	7
Hon. David Pollock, Vice Chair, EEC	Moorpark	District 45		1		1	1	1	1	0		1	1	1	1	9
Hon. Cheryl Viegas-Walker, Chair, TC	El Centro	District 1		1		1	1	1	1	0		1	1	1	1	9
Hon. Jess Talamantes, Vice Chair, TC	Burbank	District 42		1		1	1	1	0	0		1	1	0	1	7
Hon. Jan Harnik, Chair, LCMC		RCTC						1	1	1		1	1	1	1	7
Hon. Margaret Clark, Vice Chair, LCMC	Rosemead	District 32		1		1	1	1	1	1		1	1	1	1	10
Hon. L. Michael Dennis, President's Appt.	Rancho Cucamonga	District 9		1		1	0	1	1	0		1	1	0	1	7
Hon. Margaret Finlay, President's Appt.	Duarte	District 35		1		1	1	1	1	0		1	1	1	1	9
Hon. Frank Navarro, President's Appt.	Colton	District 6		1		0	1	1	1	0		1	1	1	0	7
Supervisor Luis Plancarte, President's Appt.		Imperial County		0		1	1	1	1	1		0	1	1	1	8
Hon. Andrew Masiel, Sr.	Pechanga Dev. Corporation	Tribal Government Regional Planning Board											0	1	0	1
Mr. Randall Lewis, Ex-Officio Member	Lewis Group of Companies	Business Representative		1		1	1	1	1	1		0	0	1	1	8

Attachment: EAC Attendance Sheet 2019-20 (Minutes of the Special Meeting - May 6, 2020)



AGENDA ITEM 2
REPORT

Southern California Association of Governments
Remote Participation Only
June 22, 2020

To: Executive/Administration Committee (EAC)
From: Darin Chidsey, Chief Operating Officer, Executive Management, (213) 236-1836, Chidsey@scag.ca.gov
Subject: Approval for Additional Stipend Payments

**EXECUTIVE DIRECTOR'S
APPROVAL**

RECOMMENDED ACTION:

Acting on behalf of the Regional Council in accordance with Article V, Section C, (3) (a) of the SCAG Bylaws, approve additional stipend payments, pursuant to Regional Council Policy Manual, Article VIII, Section B(4) [adopted June 2019], as requested by FY 2019-20 President Bill Jahn, Immediate Past President Alan Wapner and Regional Councilmember Margaret Finlay.

STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

Pursuant to the Regional Council Stipend Policy, staff is seeking approval for additional stipend payments for FY 2019-20 President Bill Jahn, Immediate Past President Alan Wapner and Regional Councilmember Margaret Finlay, Duarte, District 35.

BACKGROUND:

In accordance with the Regional Council Policy Manual, Article VIII, Section B(4) [adopted June 2019], *“Representatives of Regional Council Members may receive up to six (6) Stipends per month and the SCAG President may authorize two (2) additional Stipends in a single month on a case-by-case basis. SCAG’s First Vice President, Second Vice President and Immediate Past President may receive up to nine (9) Stipends per month. SCAG’s President may receive up to twelve (12) Stipends per month. Approval by the Regional Council is required for payment of any Stipends in excess of the limits identified herein.”*

For the month of February 2020, Regional Councilmember Margaret Finlay, Duarte, District 35, attended the following for SCAG which will count towards her 8th and 9th stipend requests:

No.	Meeting Date	Meeting Name
8 th	Feb. 18	Leg Summit – Day 1
9 th	Feb. 19	Leg Summit – Day 2

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For the month of May 2020, President Bill Jahn attended the following for SCAG which will count towards his 13th stipend requests:

No.	Meeting Date	Meeting Name
13 th	May 29	Special Meeting of the Executive/Administration Committee

For the month of May 2020, Immediate Past President Alan Wapner attended the following for SCAG which will count towards his 10th stipend request:

No.	Meeting Date	Meeting Name
10 th	May 22	Connect SoCal Meeting

FISCAL IMPACT:

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



AGENDA ITEM 3
REPORT

Southern California Association of Governments
Remote Participation Only
June 22, 2020

To: Executive/Administration Committee (EAC)

From: Kome Ajise, Executive Director, Finance, 213-236-1835,
Ajise@scag.ca.gov

Subject: Resolution No. 20-622-1 Appointing the Chief Financial Officer
as the Plan Administrator of the SCAG Employer’s Deferred
Compensation Plan

**EXECUTIVE DIRECTOR’S
APPROVAL**

RECOMMENDED ACTION:

Acting on behalf of the Regional Council in accordance with Article V, Section C, (3) (a) of the SCAG Bylaws, adopt Resolution No. 20-622-1 appointing the Chief Financial Officer as the Plan Administrator of the SCAG Employer’s Deferred Compensation Plan.

STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

SCAG has established and maintains a deferred compensation plan authorized under Section 457 (b) of the Internal Revenue Code of 1986, as amended. It is known as the Employer’s Deferred Compensation Plan (“Plan”) and is provided to employees for their retirement security. Under the California Constitution and state law, the administrator of the Plan has a fiduciary duty with respect to the Plan as described below. The proposed resolution has been prepared and is necessary to develop and implement a better structure for carrying out such fiduciary duty.

DISCUSSION:

The named plan administrator has a fiduciary duty with respect to the Plan to, among other things:

- Make available to the participating employees a diversified menu of assets;
- Administer the Plan;
- Act for the exclusive purpose of providing benefits to participants and beneficiaries; and
- Engage in a prudent process for making all decisions related to the operation of the Plan, including decisions related to the Plan’s investments and related services.

SCAG is in the process of upgrading its procedures regarding the Plan and has determined that an appropriate staff member should be appointed to administer the plan. Based on the advice of outside special counsel, this will reduce potential fiduciary responsibility and liability from SCAG’s

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governing bodies while clarifying responsibility for the day to day administration of the Plan. The Resolution before you today appoints the Chief Financial Officer as the plan administrator. It is also intended to provide him with authority, in his discretion, to create a staff committee to assist him in this role.

FISCAL IMPACT:

None.

ATTACHMENT(S):

1. Resolution No. 20-622-1



RESOLUTION NO. 20-622-1

A RESOLUTION OF THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) APPOINTING THE CHIEF FINANCIAL OFFICER AS THE PLAN ADMINISTRATOR OF THE SCAG EMPLOYER'S DEFERRED COMPENSATION PLAN AND TRUST

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

REGIONAL COUNCIL OFFICERS

- President Rex Richardson, Long Beach
First Vice President Clint Lorimore, Eastvale
Second Vice President Jan C. Harnik, Riverside County Transportation Commission
Immediate Past President Bill Jahn, Big Bear Lake

COMMITTEE CHAIRS

- Executive/Administration Rex Richardson, Long Beach
Community, Economic & Human Development Jorge Marquez, Covina
Energy & Environment David Pollock, Moorpark
Transportation Cheryl Viegas-Walker, El Centro

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

WHEREAS, the SCAG Regional Council has formally delegated to the Executive/Administration Committee responsibility to deal with matters pertaining to human resources, budgets, finance, operations, and certain other matters;

WHEREAS, SCAG sponsors and maintains the Employer's Deferred Compensation Plan and Trust (Plan) for the benefit of its eligible employees;

WHEREAS, the Plan currently provides by default that the "employer" (through its governing body) is the administrator and responsible for the administration, assets and investments of the Plan;

WHEREAS, under applicable case law the Regional Council of SCAG is the administrator and bears the fiduciary liability and responsibilities for the administration, assets, and investments of the Plan;

WHEREAS, outside special employee benefits counsel (Counsel) has evaluated the fiduciary and administrative structures of the Plan and has strongly advised that SCAG appoint a new administrator in order to reduce the Regional Council's legal responsibility and liability associated with the administration of the Plan;

WHEREAS, based on the advice of Counsel, staff recommends the appointment of the Chief Financial Officer as the administrator of the Plan;

WHEREAS, the Executive/Administration Committee deems it to be in the best interests of SCAG and the Plan's participants to appoint the Chief Financial Officer as administrator of the Plan;

NOW, THEREFORE, BE IT RESOLVED, that the Executive/Administration Committee, on behalf of the Regional Council, hereby appoints the SCAG Chief Financial Officer as the plan administrator of the Plan with authority, in his sole discretion, to designate additional staff to assist him in that role.

Attachment: Resolution No. 20-622-1 (Resolution No. 20-622-1 Appointing the Chief Financial Officer as the Plan Administrator of the SCAG)

BE IT FURTHER RESOLVED THAT the Executive/Administration Committee authorizes and directs the Chief Financial Officer to take all such actions deemed necessary or appropriate to implement this resolution.

PASSED, APPROVED AND ADOPTED by the Executive/Administration Committee on behalf of the Regional Council of the Southern California Association of Governments at its special meeting this 22nd day of June 2020.

Rex Richardson
President, SCAG
Councilmember, Long Beach

Attested by:

Kome Ajise
Executive Director

Approved as to Form:

Justine Block
Acting Chief Counsel



AGENDA ITEM 4
REPORT

Southern California Association of Governments
Remote Participation Only
June 22, 2020

To: Executive/Administration Committee (EAC)
Regional Council (RC)

**EXECUTIVE DIRECTOR'S
APPROVAL**

From: Art Yoon, Director of Policy and Public Affairs, Policy and
Public Affairs Division, (213) 236-1840, ArtYoon@scag.ca.gov

Subject: SCAG Memberships and Sponsorships

RECOMMENDED ACTION:

Approve

STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

At its meeting on June 16, 2020, the Legislative/Communications and Membership Committee (LCMC) recommended approval of up to \$35,772 in memberships for the 1) American Public Transportation Association (\$5,772); 2) Southern California Leadership Council (\$20,000); and 3) Southern California Leadership Network (\$10,000).

BACKGROUND:

Item 1: American Public Transportation Association

Type: Membership **Amount:** \$5,772

The American Public Transportation Association (APTA) is a leading force in advancing public transportation. APTA members include transit systems, government agencies, manufacturers, suppliers, consulting firms, contractors, and other business partners. To strengthen and improve public transportation, APTA serves and leads its diverse membership through advocacy, innovation, and information sharing. An annual membership provides SCAG with access to the highest-quality tools, resources, and programs, including advocacy efforts, networking and partnership opportunities, the latest industry research and data, and professional development. These benefits are valuable in light of recent and continued work in Congress on providing aid to transit agencies in light of the Coronavirus Disease 2019 (COVID-19) pandemic, as well as transportation reauthorization legislation and spending bills.

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Item 2: Southern California Leadership Council (SCLC) and Center for Economic Development
Type: Membership **Amount:** \$20,000

Established in 2005, The Southern California Leadership Council is comprised of business and community leaders from throughout the seven counties of Southern California, including three former California Governors. The Leadership Council funds, prioritizes, and approves the work of the Center of Economic Development (CED), which is a regional program of the Los Angeles County Economic Development Corporation (LAEDC). As a program of the LAEDC, the CED benefits from related work of the LAEDC's acclaimed business assistance, economic research, and consulting programs. The Center's work is funded, prioritized and approved by the Leadership Council to shape and solve public policy issues such as business vitality, resources (energy, water and environment), and transportation (goods and people) that are critical to SCAG and the region's economic vitality and quality of life. The Leadership Council also co-hosts (with SCAG) the annual Southern California Economic Summit. SCAG Board officers and executive leadership regularly attend Southern California Leadership Council meetings.

Item 3: Southern California Leadership Network
Type: Membership **Amount:** \$10,000

The Southern California Leadership Network (SCLN) was founded to advance the region and the state by inspiring, preparing, and connecting leaders to drive change. SCLN does this through its signature Leadership Fellowships, continued leadership development opportunities, and other events to promote lifelong leadership learning. SCAG has been a long-time supporter of a variety of SCLN's programs, including the California Connections Program and their annual Visionaries Luncheon.

SCLN's Leadership Southern California Fellowship Program gives professionals from government, business, academic, and community organizations a unique opportunity to connect on a regional level while also preparing them to be a part of the region in a positive direction through new and innovative partnerships. The curriculum is designed for civic leaders to give them the skills to lead and facilitate diverse teams through conflict into common ground and new initiatives. Fellows will learn to recognize unity that is present in the midst of diversity, conflict, and strife, giving them the skills needed to build consensus and resolve community challenges in a productive, impactful manner.

SCAG staff is recommending that the agency obtain membership at the "Silver" level in the amount of \$10,000, which will provide SCAG with the following:

- Introductory or speaking role for an organizational representative during class orientation or other selected seminar day;



-
- Organizational logo on electronic promotions, event-related signage, materials for every seminar, sponsor slide show and SCLN website (with link to organization site);
 - Opportunity for sponsor representative to attend any seminar-related receptions; and complimentary tuition for one participant in the Leadership Southern California 2020-21 fellowship.

FISCAL IMPACT:

\$35,772 for memberships/sponsorships is included in the approved FY 19-20 General Fund budget.



AGENDA ITEM 5
REPORT

Southern California Association of Governments
Remote Participation Only
June 22, 2020

To: Executive/Administration Committee (EAC)
From: Art Yoon, Director of Policy and Public Affairs,
(213) 236-1840, ArtYoon@scag.ca.gov
Subject: COVID-19 Update and Legislation

**EXECUTIVE DIRECTOR'S
APPROVAL**

RECOMMENDED ACTION:

Support

STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

Since the onset of the Coronavirus Disease 2019 (COVID-19) pandemic, there have been four federal stimulus bills passed through Congress that have become law to provide emergency assistance to impacted communities. However, Congress has not included direct fiscal relief for counties and cities below a 500,000 population threshold. Local governments continue to be on the front lines responding to the pandemic while at the same time leading the economic recovery. Negotiations continue between congressional leaders and the White House over details of a fifth COVID-19 aid package. This report outlines several policy proposals under consideration that would assist state and local governments.

Staff presented this report to the Legislative/Communications & Membership Committee (LCMC) at its meeting on May 19, 2020. The LCMC voted to recommend a “support” position to the EAC on behalf of the Regional Council on policy proposals one, two, four, and five. Furthermore, on policy proposal three, it voted to recommend a strong “support if amended” position to remove infection rate as a funding distribution method seeing there is no uniform way of reporting or tracking at the national level.

BACKGROUND:

The COVID-19 pandemic has had deep impacts to public health and local economies prompted by an abrupt shutdown of workplaces across the country to reduce exposure to the virus. This has caused unemployment, which as recently as February 2020 had been at 3.5 percent, to sky rocket to 14.7 percent in April 2020. This is the highest level since the Great Depression. In just eight

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weeks, nearly 36.5 million people filed new jobless claims.

A recent survey of approximately 2,400 cities and towns released by the U.S. Conference of Mayors and the National League of Cities showed that, as a result of the COVID-19 pandemic, 88 percent of cities expect a revenue shortfall this year. It also revealed that without federal support, 55 percent of cities with populations of 50,000 to 500,000 will be forced to furlough employees. Furthermore, the survey found that 52 percent of all cities expect police and public safety services to be impacted since they account for a large portion of local budgets.

In March 2020, Congress approved three emergency funding packages (H.R. 6074; H.R. 6201; and H.R. 748) directing aid to businesses, hospitals, workers and local governments with populations over 500,000. On April 23, 2020, President Donald Trump signed a fourth relief package (H.R. 266) for small businesses, hospitals and to expand testing. To date, Congress has not passed direct emergency fiscal assistance for counties and cities with populations lower than 500,000. Local governments continue to be on the front lines responding to the pandemic while at the same time leading the economic recovery. At the moment, negotiations continue between congressional leaders and the White House over details of a fifth COVID-19 aid package. Below is a list of policy proposals under consideration that would assist state and local governments.

Federal Policy Proposals

Policy Idea 1: The Coronavirus Community Relief Act (H.R. 6467)

Representative Joe Neguse (D-CO) introduced H.R. 6467 to provide \$250 billion in funding to local governments with fewer than 500,000 residents. Funding would be allocated based on the local government's population relative to the state's population. Local governments can use funds to cover direct or indirect coronavirus-related costs incurred during the period of March 1, 2020 to December 30, 2020. H.R. 6467 contains no other provisions aside from the creation of the Coronavirus Relief Fund for units of government with a population of 500,000 or less. The legislation defines a unit of local government as a county, municipality, town, township, village, parish, borough, or other unit of general government below the State level.

This bill is supported by the National League of Cities and has bipartisan support from 150 Members of Congress, including the following Members from the SCAG region:

- Rep. Salud Carbajal
- Rep. Gilbert Cisneros
- Rep. Grace Napolitano
- Rep. Ted Lieu
- Rep. Katie Porter
- Rep. Nanette Diaz Barragan
- Rep. Harley Rouda
- Rep. Judy Chu
- Rep. Julia Brownley
- Rep. Mark Takano

- Rep. Alan Lowenthal
- Rep. Mike Levin
- Rep. Lucille Roybal-Allard
- Rep. Tony Cardenas
- Rep. Adam Schiff
- Rep. Linda Sanchez
- Rep. Raul Ruiz
- Rep. Luis Correa
- Rep. Juan Vargas

Senator Martin Heinrich (D-NM) introduced companion legislation, S. 3623, in the Senate and is cosponsored by:

- Sen. Dianne Feinstein (D-CA)
- Sen. Doug Jones (D-AL)
- Sen. Tom Udall (D-NM)
- Sen. Ron Wyden (D-OR)
- Sen. Elizabeth Warren (D-MA)
- Sen. Brian Schatz (D-HI)
- Sen. Cory Booker (D-NJ)
- Sen. Gary Peters (D-MI)
- Sen. Kamala Harris (D-CA)
- Sen. Patty Murray (D-WA)
- Sen. Amy Klobuchar (D-MN)
- Sen. Richard Blumenthal (D-CT)
- Sen. Catherine Cortez Masto (D-NV)
- Sen. Michael Bennet (D-CO)
- Sen. Maria Cantwell (D-WA)
- Sen. Jacky. Rosen (D-NV)

Similarly, the U.S. Conference of Mayors called for \$250 billion in direct financial assistance for cities to cover a wide range of critical activities relating to the coronavirus response. Although the U.S. Conference of Mayors does not have a specific support position on H.R. 6467, they have a similar funding request indicating possible collaboration to move this legislation forward.

Policy Idea 2: The Health and Economic Recovery Omnibus Emergency Solutions Act (HEROES Act; H.R. 6800)

On May 12, 2020, House Democrats introduced the HEROES Act, which would provide \$3 trillion in emergency funding to help with the coronavirus response effort. The bill includes \$915 billion in revenue-replacing funds for states and local governments. The National Association of Counties (NACo) and the National League of Cities have expressed support for this legislation. This is also in line with a request that Governor Gavin Newsom made on April 8, 2020 for \$1 trillion in direct and flexible relief to state and local governments. A similar request was made on May 11, 2020 by the Legislative and Executive branches of the Western State Pact, which cover California, Colorado, Oregon, Nevada, and Washington.

Specifically, the HEROES Act would allocate the following to aid with the fiscal impacts from the public health emergency caused by COVID-19:

- \$500 billion in funding to assist state governments;
- \$375 billion in funding to assist local governments. This total would be split in two

- separate, equal funds of \$187.5 billion for counties and cities;
- \$20 billion in funding to assist Tribal governments; and
- \$20 billion in funding to assist governments of the Territories.

City and county governments would receive \$250 billion within 30 days of the legislation being signed into law. Of that, \$125 billion would go to counties based on population, \$87.5 billion would target municipalities with populations of at least 50,000, and \$37.5 billion would go to municipalities with populations of less than 50,000. One year after the package is enacted, local governments would receive another \$125 billion. In addition to the assistance for state, local, and tribal governments, among the HEROES Act’s 1,800 pages are numerous provisions outside the scope of SCAG’s traditional area of expertise and responsibility.

On Friday, May 15, 2020, the House passed the HEROES Act on a 208 to 199 vote. This action sets forth the House’s priorities for negotiating the fifth COVID-19 aid package with the Senate and White House. This bill was supported by the following Members from the SCAG region:

- | | |
|-----------------------|------------------------------|
| • Rep. Pete Aguilar | • Rep. Nanette Diaz Barragan |
| • Rep. Karen Bass | • Rep. Julia Brownley |
| • Rep. Salud Carbajal | • Rep. Tony Cardenas |
| • Rep. Judy Chu | • Rep. Gil Cisneros |
| • Rep. Lou Correa | • Rep. Jimmy Gomez |
| • Rep. Mike Levin | • Rep. Alan Lowenthal |
| • Rep. Katie Porter | • Rep. Harley Rouda |
| • Rep. Raul Ruiz | • Rep. Linda Sanchez |
| • Rep. Adam Schiff | • Rep. Brad Sherman |
| • Rep. Mark Takano | • Rep. Norma Torres |
| • Rep. Juan Vargas | • Rep. Maxine Waters |

Policy Idea 3: State and Municipal Aid for Recovery and Transition (SMART) Fund (S. 3752)

Senators Bill Cassidy (R-LA) and Bob Menendez (D-NJ) released bill language proposing a \$500 billion SMART fund for state and local governments to use to respond to the coronavirus pandemic. The fund would build on the \$150 billion fund already allocated in the previous CARES Act. When this legislation was first proposed, eligibility for local governments was based on a population threshold of 50,000 or greater, but on May 18, 2020, the bill authors amended it to completely eliminate any population threshold to qualify for aid.

Funding aims to cover the costs associated with responding to the COVID-19 pandemic and backfills lost revenues. The bill sets aside \$16 billion for tribal governments. The remaining funds would be distributed in three equal pots of \$161 billion each based on population size, infection rates, and

revenue losses. For each pot, states would get two-thirds of the funding, while counties and cities would each get a one-sixth share of their state's allocation for a combined total of one-third.

The legislation is supported by the U.S. Conference of Mayors, the National League of Cities, and the National Association of Counties.

Policy Idea 4: COVID-19 Cost-Share Adjustment Relief Act of 2020 (H.R.6669)

This proposal would require the Federal government to pay 100 percent of the costs of COVID-19-related Federal Emergency Management Agency (FEMA) assistance under emergency and major disaster declarations. The intent is to take the financial burden off state, local, tribal, and territorial governments. Typically, local governments pick up 25 percent of the costs, but this will be difficult because of expected budget shortfalls since tax revenues will be down.

The bill was introduced by:

- Chair of the House Committee on Transportation and Infrastructure Peter DeFazio (D-OR)
- Chair of the House Committee on Appropriations Nita Lowey (D-NY)
- Chair of the House Committee on Homeland Security Bennie G. Thompson (D-MS)
- Chair of the Transportation and Infrastructure Subcommittee on Economic Development, Emergency Management, and Public Buildings Dina Titus (D-NV)
- Chairwoman of the Appropriations Subcommittee on Homeland Security Lucille Roybal-Allard (D-CA)
- Chair of the Homeland Security Subcommittee on Emergency Preparedness, Response, and Communications Donald Payne, Jr. (D-NJ)

This follows a letter from 27 Democrat and Independent Senators to President Trump asking that he direct FEMA to waive all cost-share requirements for states responding to the COVID-19 pandemic.

Policy Idea 5: Supporting State and Local Leaders Act (H.R.6643)

Representative Brad Schneider (D-IL) introduced H.R. 6643 to repeal the prohibition against granting federal, state, and local governments a tax credit for paid sick and paid family and medical leave. The bill would make public-sector employers eligible for the payroll tax credits that were enacted as part of the Families First Coronavirus Response Act, which was signed into law in March 2020. This bill is supported by the American Public Transportation Association (APTA), the National Conference of State Legislatures, the National League of Cities, and the U.S. Conference of Mayors and has bipartisan support from 114 Members of Congress, including the following Members from the SCAG region:

- Rep. Harley Rouda
- Rep. Grace Napolitano
- Rep. Salud Carbajal
- Rep. Ted Lieu
- Rep. Alan Lowenthal
- Rep. Linda Sanchez
- Rep. Julia Brownley
- Rep. Judy Chu
- Rep. Juan Vargas
- Rep. Mike Levin

Senator Tina Smith (D-MN) introduced companion legislation in the Senate and is cosponsored by:

- Sen. Dianne Feinstein (D-CA)
- Sen. Amy Klobuchar (D-MN)
- Sen. Chris Van Hollen (D-MD)
- Sen. Dick Durbin (D-IL)
- Sen. Michael Bennet (D-CO)
- Sen. Tim Kaine (D-VA)

Policy Idea 6: County and City Federal Funds / Community Development Block Grant (CDBG)

Representative Lowey (D-NY) outlined a proposal with two separate pots of funding for counties and cities. The county fund would be awarded directly to counties on the basis of population, with all counties receiving an award. The city fund would be awarded to cities using a modified CDBG formula. 70 percent would be awarded directly to cities with a population of 50,000 or more using the CDBG formula. The remaining 30 percent would be awarded to municipalities with populations less than 50,000 on the basis of population so that all municipalities benefit. Additionally, there is Congressional support to increase the CDBG program as a stand-alone proposal because it serves localities with a lower population threshold of at least 50,000. CDBG directly funds states and communities for job training and food assistance programs like Meals on Wheels.

Policy Idea 7: \$500 Billion Fund Proposed by Stakeholders

Given the fiscal needs of states around the country, the National Governors Association (NGA) is pushing for state fiscal relief. NGA Co-chairs Larry Hogan, Governor of Maryland, and Andrew Cuomo, Governor of New York, have called for \$500 billion in direct federal aid for states to replace lost revenue, as well as an increase in the federal matching rate for covering state Medicaid costs.

Separately, on May 5, 2020, the National League of Cities launched the Cities Are Essential campaign to request \$500 billion in direct federal aid for local governments, regardless of size, over the next two years. Their research estimates that up to one million municipal employees could face layoffs or furloughs due to plummeting revenues.

Policy Idea 8: Nixon-Era State and Local Aid Program Proposal

In a call with mayors, House Ways and Means Chairman Richard Neal (D-MA) discussed resurrecting a federal revenue-sharing program for cities and states that was popular in the 1970s and 1980s. The initiative would be part of a Democratic push to help states and local governments that are losing revenues. A program known as general revenue sharing, which offered largely unconditional grants to states and local governments, began under the Nixon administration in 1972 and was extended several times as its popularity grew. By the time it expired in 1986, the program had transferred about \$83 billion from the federal government to state and local governments, according to the Congressional Research Service (CRS). The CRS calculated that this level of assistance would equate to about \$313 billion over 15 years in 2008 dollars, which was the last time this program was considered.

Prior Committee Action

Staff presented eight policy ideas to the LCMC at its meeting on May 19, 2020, after which the LCMC voted to recommend a “support” position to the EAC on behalf of the Regional Council on policy proposals one, two, four, and five. For policy proposal three, the LCMC voted to recommend a strong “support if amended” position if infection rates were removed from the funding distribution method as there is no uniform way of reporting or tracking this at the national level. These positions are consistent with Regional Council-adopted policy and legislative priorities that support increased funding for critical federal programs that local governments depend on to expand economic opportunity for residents in Southern California. Additionally, the Regional Council supports regional equity considerations for any funding source to ensure Southern California receives its fair share of funding based upon population, burden, and other quantifiable measures. Although Governor Newsom formally declared a State of Emergency in response to the rapid spread of COVID-19 at the beginning of March 2020, cases continue to rise, mostly in Southern California. Local governments in the SCAG region require additional federal resources in proportion to population size and revenues losses.

The Coronavirus Relief Fund authorized in the CARES Act was an important first step in providing \$150 billion in emergency fiscal assistance for state and local governments, but limited it to communities with populations over 500,000 residents. In the SCAG region, five of the six counties were eligible, but only one city, the City of Los Angeles, met the population threshold.

Policy idea one, the Coronavirus Community Relief Act (H.R. 6467), would provide \$250 billion in funding to local governments with fewer than 500,000 residents, removing the arbitrary population threshold. In the SCAG region, 190 cities and one county would be eligible to receive these flexible funds. This bill also offers significant funding to assist local governments in responding to the COVID-19 pandemic. Therefore, the LCMC recommends support for policy idea one.

Policy idea two, the HEROES Act (H.R. 6800), provides \$187.5 billion for cities and \$187.5 billion for counties, distributed as outlined above. Although the HEROES Act contains several provisions

outside of SCAG's area of expertise, at the center of this legislation is almost \$1 trillion in direct and flexible aid to state and local governments of all sizes to be used for the COVID-19 response or to backfill lost tax revenue. Additionally, local governments would receive \$250 billion within the first month of the bill being enacted into law and another \$125 billion one year after, recognizing that cities will need assistance with a second budget cycle. Prompted by an in-depth discussion at April's LCMC meeting, on May 14, 2020, President Bill Jahn, Chair Jan Harnik, Rancho Cucamonga Mayor L. Dennis Michael, and Executive Director Kome Ajise virtually met with Congressman Pete Aguilar (D-31), who is Vice Chair of the House Appropriations Committee and an influential member of the Southern California congressional delegation. Congressman Aguilar acknowledged that the bill is not perfect, however, it does provide a substantial amount of flexible aid to local governments. Therefore, the LCMC recommends support for policy idea two.

Policy idea three, proposes a \$500 billion "SMART" fund for state and local governments to use to respond to the coronavirus pandemic. When this legislation was first introduced, only local governments with populations of 50,000 or greater would qualify. The bill was subsequently amended to eliminate any population threshold and would no longer exclude nearly half the cities in the SCAG region. SCAG staff originally did not recommend support for the bill, but deferred to the LCMC considering the new development. During deliberation, LCMC members pointed out that the bill offers substantial aid that is direct and flexible to local governments. However, funds would be allocated based on COVID-19 infection rates and there is no uniform way of reporting or tracking at the national level. After a thoughtful discussion, the LCMC voted to strongly "support if amended" and the amendment being to advocate for the removal of infection rate as a distribution method.

For the first time in our nation's history, every state in the union has been issued a major disaster declaration, accompanied by a national emergency declaration signed by President Trump on March 13, 2020. These issuances give FEMA the ability to assist and empower states responding to the pandemic. Policy idea four, the COVID-19 Cost-Share Adjustment Relief Act (H.R.6669), would increase FEMA's cost-share to the full 100 percent. State and local governments across the country are currently assuming overwhelming costs for the COVID-19 response, while coping with massive reductions in revenue due to economic slowdown. The intent of this legislation is to take the financial burden off state, local, tribal, and territorial governments through additional support from the federal government. Therefore, the LCMC recommends support for this proposal.

The Families First Coronavirus Response Act required many public and private employers to provide paid leave for workers affected by the COVID-19 pandemic. That law provides tax credits to private-sector employers to cover the costs of paid leave, but the package did not extend those tax credits to public-sector employers. This is putting a financial strain on state and local governments at a time when many are grappling with additional costs brought on by the pandemic.

Policy idea five, Supporting State and Local Leaders Act (H.R. 6643), would make state, local, and tribal governments eligible for paid leave payroll tax credits in the same manner that private sector employers are. This bill would be very helpful for local governments and all public agencies, like SCAG, that currently shoulder the full cost of leave benefits required by the Families First Coronavirus Response Act. H.R. 6643 would help to ease the liquidity crunch many public agencies are facing and would serve as a bridge during the crisis so they can meet other, more critical obligations now. Therefore, the LCMC recommends a support position for policy idea five.

Policy ideas six, seven, and eight, while helpful in their own right, either do not include the relief for the 98 cities in the SCAG region with populations under 50,000 or they have not been introduced by any Member of Congress. Therefore, the LCMC does not recommend support for these proposals at this time.

FISCAL IMPACT:

Work associated with the staff report on COVID-19 Update and Legislation is contained in the Indirect Cost budget, Legislation 810-0120.10.

ATTACHMENT(S):

1. SCAG Letter to Congress - Coronavirus Relief



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

REGIONAL COUNCIL OFFICERS

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Rex Richardson, Long Beach

Second Vice President
Clint Lorimore, Eastvale

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Alan D. Wapner, San Bernardino
County Transportation Authority

COMMITTEE CHAIRS

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Bill Jahn, Big Bear Lake

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

Energy & Environment
Linda Parks, Ventura County

Transportation
Cheryl Viegas-Walker, El Centro

April 27, 2020

The Hon. Mitch McConnell
Senate Majority Leader
S-230, The Capitol
Washington, DC 20510

The Hon. Nancy Pelosi
Speaker of the House
H-232, The Capitol
Washington, DC 20515

The Hon. Charles E. Schumer
Senate Minority Leader
S-221, The Capitol
Washington, DC 20510

The Hon. Kevin McCarthy
House Minority Leader
H-204, The Capitol
Washington, DC 20515

Subject: Coronavirus Relief for all cities and counties regardless of population size

Dear Majority Leader McConnell, Speaker Pelosi, Minority Leader Schumer, and Minority Leader McCarthy:

On behalf of the Southern California Association of Governments (SCAG), the nation’s largest federally designated Metropolitan Planning Organization (MPO), and in full support of *all* the 191 cities and six counties in the Southern California region, I am writing today to strongly urge the United States Congress to provide direct emergency funding for local cities and counties in any future relief legislation related to the Coronavirus Disease 2019 (COVID–19).

As you know, the CARES Act established the \$150 billion Coronavirus Relief Fund to provide direct federal financial assistance to *all* fifty states and *some* units of local government to cover the necessary expenditures incurred due to the COVID-19 pandemic. This funding is essential and I thank you for your leadership in this regard.

While all states receive a minimum level of funding from the Coronavirus Relief Fund, the legislation establishes an arbitrary cap for units of local government, providing assistance only to those jurisdictions with a population of 500,000 or greater. In the SCAG region, five of our six counties are eligible for assistance under the Coronavirus Relief Fund. **Of the 191 cities in the SCAG region, however, only one city is eligible, meaning that 78.9% of the population of the nation’s largest MPO region does not live in a city which is eligible for funding assistance.** The current distribution favors relief to large, urban regions which are dominated by a single large city rather than to those such as Southern

Attachment: SCAG Letter to Congress - Coronavirus Relief (COVID-19 Update and Legislation)

California which are composed mostly of small and medium-sized cities which work together as an integrated economy.

All local government agencies are on the front lines of fighting the COVID-19 pandemic. The extraordinary measures that cities and counties are taking to protect residents from ill health and fiscal decline are unbudgeted and incredibly costly. Utility disconnect prohibitions, eviction moratoriums, stop work orders, and fine and fee waiving are among the necessary and appropriate actions being taken locally. At the same time, lost revenue from these actions cannot be recouped through local sources given the substantial decline in sales taxes, hotel bed taxes, parking fees, and others. Without emergency funding, Southern California's cities will be required to suspend or drastically curtail essential services, the consequences of which would be dire.

For this reason, SCAG offers the following proposals for consideration in any future COVID-19 relief legislation.

- (1) Create a separate, dedicated fund of \$250 billion for units of local government (cities and counties) with a population of less than 500,000 people to receive funds directly from the Treasury Department instead of applying to the State as a sub-grantee. This will ensure needed funds will get to smaller local governments more quickly.

The California Department of Finance's 2019 population estimate for the SCAG region is 19,155,405 and the estimated population for the City of Los Angeles, the only city in the SCAG region eligible for assistance under the Coronavirus Relief Fund, is 4,040,079. Some 15,115,326 people in the SCAG region live in unincorporated areas (2,017,250 persons) or in city or county with a population less than 500,000 (13,098,076 persons), representing 78.9% of the SCAG region's total population.

- (2) Create a separate, dedicated fund for units of local government with a population of less than 50,000 people to receive funds directly from the Treasury Department instead of applying to the State as a sub-grantee. This will ensure needed funds will get to smaller local governments more quickly.

Some 2,429,547 people in the SCAG region live in jurisdictions with a population less than 50,000, representing 12.6% of the SCAG region's total population.

- (3) To the extent that the Department of the Treasury would be overwhelmed by the large number of cities and counties across the United States that would be eligible for the funding requested above, SCAG proposes to allow federally designated MPOs to request direct funding from the CARES Act, or future Coronavirus Relief legislation, on behalf of their cities and counties.

SCAG and numerous other federally designated MPOs have experience administering federal grants and the capacity to accept and then sub-allocate resources to our member

jurisdictions. While direct allocations to the service deliverer would be preferable, we recognize the opportunity to use nation's more than 400 MPOs to create an efficiency in this area.

Please consider all cities as you continue to negotiate additional relief measures relating to the COVID-19 pandemic. Again, thank you for your leadership during this unprecedented public health crisis. I appreciate your consideration of the ideas outlined above. If you have any questions or require additional information on them, I remain available at (213) 236-1835.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Bill Jahn', with a long horizontal flourish extending to the right.

Bill Jahn
President



AGENDA ITEM 6
REPORT

Southern California Association of Governments
Remote Participation Only
June 22, 2020

To: Executive/Administration Committee (EAC)

From: Basil Panas, Chief Financial Officer, Finance, 213-236-1817,
panas@scag.ca.gov

Subject: Contract Amendment Greater than 30% of the Contract's
Original Value: 18-026-C01, 2020 Program Environmental
Impact Report (PEIR) for the 2020-2045 Regional
Transportation Plan/Sustainable Communities Strategy (2020
RTP/SCS)

**EXECUTIVE DIRECTOR'S
APPROVAL**

RECOMMENDED ACTION:

Acting on behalf of the Regional Council in accordance with Article V, Section C, (3)(a) of the SCAG Bylaws, approve Amendment No. 3 to contract 18-026-C01, Environmental Impact Report (PEIR) for the 2020-2045 Regional Transportation Plan/Sustainable Communities Strategy (2020 RTP/SCS or Connect SoCal), with Impact Sciences, in an amount not-to-exceed \$166,914, increasing the contract value from \$770,814 to \$937,728, to enable the consultant to complete the additional required tasks.

STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

On May 7, 2020, the Regional Council certified the Program Environmental Impact Report (PEIR) for Connect SoCal, approved Connect SoCal for federal transportation conformity purposes only, and postponed approval of Connect SoCal in its entirety for up to 120-days while directing staff to identify and restore locally approved entitlements as conveyed by local jurisdictions, identify and quantify all differences within the SCS and locally-approved General Plans and quantify the increase (or decrease) in housing, jobs or population between Connect SoCal and each local General Plan. In addition, many stakeholders have asked SCAG to evaluate economic impacts related to COVID-19 and to refine the Plan and the PEIR to provide additional information regarding biological resources.

Based on the Regional Council's direction and comments from stakeholders, SCAG may prepare additional CEQA documentation for Connect SoCal. Work efforts will involve assistance with

OUR MISSION

To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.

OUR VISION

Southern California's Catalyst for a Brighter Future

OUR CORE VALUES

Be Open | Lead by Example | Make an Impact | Be Courageous



additional stakeholder outreach, assistance in handling stakeholder comments and responses to comments, CEQA practitioner advice and strategic services, preparing CEQA documents (e.g. PEIR Addendum) and related materials as needed, additional support for the Administrative Record, and related services.

This amendment exceeds \$75,000 and when combined with a previous amendment also exceeds 30% of the contract's original value. Therefore, in accordance with the SCAG Procurement Manual (dated 04/17/20) Section 9.3, it requires the Regional Council's approval.

BACKGROUND:

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

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Contract Amount</u>
Impact Sciences (18-026-C01)	The consultant to complete the additional required tasks.	\$166,914

FISCAL IMPACT:

Funding of \$600,000 is available in the Fiscal Year (FY) 2019-20 Overall Work Program (OWP) budget in project number 020.0161.04 and the remaining amount will be included in the FY 2020-21 OWP budget in project number 020.0161.04, subject to budget availability.

ATTACHMENT(S):

1. Contract Summary 18-026-C01 Amendment 3
2. Contract Summary 18-026-C01 Amendment 3 COI

CONTRACT 18-026-C01 AMENDMENT 3

Consultant: Impact Sciences

Background & Scope of Work: On August 20, 2018, SCAG awarded contract 18-026-C01 to Impact Sciences, to assist SCAG in developing a 2020 Program Environmental Impact Report (PEIR) for the 2020-2045 Regional Transportation Plan (RTP) / Sustainable Communities Strategy (SCS) (2020 RTP/SCS or Connect SoCal. The scope of work was to develop a complete, environmentally compliant, and legally defensible Program Environmental Impact Report for the Connect SoCal Plan. The initial contract was to end on May 30, 2020. However, due to concerns from stakeholders and unforeseen events related to COVID-19, staff required additional revisions to the Final PEIR. Staff therefore amended the contract (via Amendment No. 2) increasing its value from \$720,821 to \$770,818 (\$49,997), as well as extending its term from June 30, 2020 to December 31, 2020 to allow more time for the consultant to complete the additional work.

On May 7, 2020, the Regional Council certified the PEIR for Connect SoCal, approved Connect SoCal for federal transportation conformity purposes only, and postponed approval of Connect SoCal in its entirety for up to 120-days while directing staff to identify and restore locally approved entitlements as conveyed by local jurisdictions, identify and quantify all differences within the SCS and locally-approved General Plans and quantify the increase (or decrease) in housing, jobs or population between Connect SoCal and each local General Plan. In addition, many stakeholders have asked SCAG to evaluate economic impacts related to COVID-19 and to refine the Plan and the PEIR to provide additional information regarding biological resources.

Based on the Regional Council's direction and comments from stakeholders, SCAG may prepare additional CEQA documentation for Connect SoCal. Work efforts will involve assistance with additional stakeholder outreach, assistance in handling stakeholder comments and responses to comments, CEQA practitioner advice and strategic services, preparing CEQA documents (e.g. PEIR Addendum) and related materials as needed, additional support for the Administrative Record, and related services.

Amendment No. 3, if approved, will provide an additional \$166,914, increasing the contract value from \$770,818 to \$937,732, to enable the consultant to complete the additional tasks.

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

- A completed, environmentally compliant, and legally defensible PEIR for the 2020 RTP/SCS;
- A CEQA compliant public notification and consultation process with all the appropriate stakeholders; and
- Delivery of 2020 RTP/SCS PEIR (and associated appendices), a first-tier, programmatic document that provides a region-wide assessment of the potential significant environmental effects of implementing the projects, programs, and policies included in the proposed 2020 RTP/SCS.

Strategic Plan: This item supports SCAG’s Strategic Plan; Goal 2: Advance Southern California’s policy interests and planning priorities through regional, statewide, and national engagement and advocacy; Objective A: Cultivate dynamic knowledge of the major challenges and opportunities relevant to sustainability and quality of life in the region.

Amendment Amount:	Amendment 3	\$166,914
	Amendment 2	\$49,997
	Amendment 1 (administrative - no change to contract’s value)	\$0
	Original contract value	<u>\$720,821</u>
	Total contract value is not to exceed	\$937,732

This amendment exceeds \$75,000 and when combined with a previous amendment also exceeds 30% of the contract’s original value. Therefore, in accordance with the SCAG Procurement Manual (dated 04/17/20) Section 9.3, it requires the Regional Council’s approval.

Contract Period: July 1, 2019 through December 31, 2020

Project Number: 020.0161.04 \$937,732

Funding source(s): Consolidated Planning Grant (CPG) – Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) - Transportation Development Act (TDA)

Funding of \$600,000 is available in the Fiscal Year (FY) 2019-20 Overall Work Program (OWP) budget in project number 020.0161.04 and the remaining amount will be included in the FY 2020-21 OWP budget in project number 020.0161.04, subject to budget availability.

Basis for the Amendment: On May 7, 2020, the Regional Council certified the Program Environmental Impact Report, approved the Connect SoCal Plan for federal transportation conformity purposes only, and , and postponed approval of Connect SoCal in its entirety for up to 120-days while directing staff to restore locally approved entitlements as conveyed by local jurisdictions, identify and quantify all differences within the SCS and locally-approved General Plans and quantify the increase (or decrease) in housing, jobs or population between Connect SoCal and each local General Plan. In addition, many stakeholders have asked SCAG to reevaluate the PEIR to provide additional information regarding biological resources and other resource areas, as needed. Based on the Regional Council’s direction and concerns from stakeholders, Amendment No. 3 will allow SCAG to continue receiving critical, expert advice and services related to compliance with CEQA, as it completes work on Connect SoCal.

**Conflict Of Interest (COI) Form - Attachment
For June 22, 2020 Special Meeting of the EAC**

Approve Amendment No. 3 to contract 18-026-C01, Environmental Impact Report (PEIR) for the 2020-2045 Regional Transportation Plan/Sustainable Communities Strategy (2020 RTP/SCS), with Impact Sciences, in an amount not-to-exceed \$166,914, increasing the contract value from \$770,818 to \$937,732, to enable the consultant to complete the additional required tasks.

The consultant team for this contract includes:

Consultant Name	Did the consultant disclose a conflict in the Conflict of Interest Form they submitted with its original proposal (Yes or No)?
Impact Sciences, Inc.(prime Consultant	No - form attached
Sirius Environmental (subconsultant)	No - form attached
SCWA (subconsultant)	No - form attached
Veneklasen Associates (subconsultant)	No - form attached

SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 18-026-C01

SECTION I: INSTRUCTIONS

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

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

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

Name of Firm: Impact Sciences, Inc.
Name of Preparer: Jessica Kirchner Flores
Project Title: SCAG 2020 RTP/SCS PEIR
Date Submitted: May 18, 2020

SECTION II: QUESTIONS

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

YES NO

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

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

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

YES NO

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

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

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

YES NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES NO

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

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

SECTION III: VALIDATION STATEMENT

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

DECLARATION

I, (printed full name) Jessica Kirchner Flores, hereby declare that I am the (position or title) President of (firm name) Impact Sciences, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated May 18, 2020 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

May 18, 2020



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

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

SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 18-026-C01

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

Name of Firm: Sirius Environmental
Name of Preparer: Wendy Lockwood
Project Title: Connect SoCal PEIR
Date Submitted: May 18, 2020

SECTION II: QUESTIONS

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

YES NO

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

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

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

YES NO

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

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

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

YES NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES NO

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

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

SECTION III: VALIDATION STATEMENT

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

DECLARATION

I, (printed full name) Wendy Lockwood, hereby declare that I am the (position or title) Principal of (firm name) Sirius Environmental, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated May 18, 2020 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



<p>_____ Signature of Person Certifying for Proposer (original signature required)</p>	<p>May 18, 2020 _____ Date</p>
--	--

NOTICE

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SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 18-026-C01

SECTION I: INSTRUCTIONS

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

Name of Firm: SWCA, Incorporated, dba SWCA Environmental Consultants
Name of Preparer: John Dietler, Vice President
Project Title: 2020 RTP/SCS Programmatic Environmental Impact Report
Date Submitted: 5/19/2020

SECTION II: QUESTIONS

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

YES NO

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

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

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

YES NO

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

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

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

YES NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES NO

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

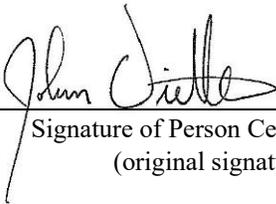
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

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

DECLARATION

I, (printed full name) John Dietler, hereby declare that I am the (position or title) Vice President, Southern California of (firm name) SWCA, Incorporated and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated May 19, 2020 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

 _____ Signature of Person Certifying for Proposer (original signature required)	_____ May 19, 2020 Date
--	-------------------------------

NOTICE

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

SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 18-026-C01

SECTION I: INSTRUCTIONS

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

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

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

Name of Firm: Veneklasen Associates, Inc.
Name of Preparer: Stephen Martin, Ph.D., P.E.
Project Title: SCAG PEIR
Date Submitted: 5/19/2020

SECTION II: QUESTIONS

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

YES NO

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

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

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

YES NO

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

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

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

YES NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES NO

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

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

SECTION III: VALIDATION STATEMENT

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

DECLARATION

I, (printed full name) Stephen Martin, hereby declare that I am the (position or title) Associate Principal of (firm name) Veneklasen Associates, Inc., and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 5/19/2020 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



May 19, 2020

Signature of Person Certifying for Proposer
(original signature required)

Date

NOTICE

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



AGENDA ITEM 7
REPORT

Southern California Association of Governments
Remote Participation Only
June 22, 2020

To: Executive/Administration Committee (EAC)
From: Basil Panas, Chief Financial Officer, Contracts, 213-236-1817,
panas@scag.ca.gov
Subject: Contract Amendment Greater Than 30% of the Contract's
Original Value: Contract 20-037-C01, Go Human Advertising &
Engagement Campaign

**EXECUTIVE DIRECTOR'S
APPROVAL**

RECOMMENDED ACTION:

Acting on behalf of the Regional Council in accordance with Article V, Section C, (3)(a) of the SCAG Bylaws, approve Amendment No 2. to contract 20-037-C01 in an amount not-to-exceed \$180,000, with Civilian to provide additional assistance for SCAG's mini-grant program.

STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

On March 24, 2020, SCAG awarded Contract 20-037-C01 to Civilian, Inc. to conduct media buys across multiple media markets within the region as part of the Go Human regional safety advertising campaign. The consultant is responsible for conducting message testing, developing graphics, evaluating campaign recognition, and developing co-branded advertisements and materials for partners across the region. The consultant is also responsible for administering SCAG's mini-grant program for local community engagement strategies with non-profit and community-based organizations. The competitive mini-grant program provides funds to non-profits and community-based organizations in local jurisdictions for projects that increase the safety of vulnerable street users, including those who depend on biking and walking, in an effort to improve safety locally and across the region.

Additional funding became available to expand the mini-grant program to provide more competitive mini-grants for non-profits and community based organizations across the region to implement local community engagement projects.

This amendment exceeds \$75,000 and when combined with a previous amendment is greater than 30% of the contract's original value. Therefore, in accordance with the SCAG Procurement Manual (dated 04/17/20) Section 9.3, it requires the Regional Council's approval.

OUR MISSION

To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.

OUR VISION

Southern California's Catalyst for a Brighter Future

OUR CORE VALUES

Be Open | Lead by Example | Make an Impact | Be Courageous



BACKGROUND:

Staff recommends executing the following Amendment Greater than 30% of its original value:

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Amendment Amount</u>
Go Human Advertising & Engagement Campaign (20-037-C01)	The consultant shall provide additional assistance for SCAG's mini-grant program.	\$180,000

FISCAL IMPACT:

Funding of \$180,000 is available in the Fiscal Year (FY) 2020-21 Overall Work Program (OWP) budget in project number 275-4832.04. Work is scheduled to begin on July 1, 2020.

ATTACHMENT(S):

1. Contract Summary 20-037-C01 Amendment 2
2. Contract Summary 20-037-C01 Amendment 2 COI

CONTRACT 20-037-C01 AMENDMENT 02

Consultant: Civilian, Inc.

Background & Scope of Work: On March 24, 2020, SCAG awarded Contract 20-037-C01 to Civilian, Inc. to conduct media buys across multiple media markets within the region as part of the Go Human regional safety advertising campaign. The consultant is responsible for conducting message testing, developing graphics, evaluating campaign recognition, and developing co-branded advertisements and materials for partners across the region. The consultant is also responsible for administering SCAG’s mini-grant program for local community engagement strategies with non-profit and community-based organizations.

The mini-grant program provides funds to non-profits and community-based organizations in local jurisdictions for projects that increase the safety of vulnerable street users, including those who depend on biking and walking, in an effort to improve safety locally and across the region. Staff awards up to \$10,000 per grant on a competitive basis.

On April 21, 2020 staff amended the contract by \$74,140, from \$747,860 to \$822,000 via Amendment No. 1 (also an Information Item on the June 2020 Agenda), to expand the mini-grant program, due to the California Office of Traffic Safety amending its grant to SCAG, in conjunction with staff utilizing additional funds to further expand the mini-grant program to create more opportunities for mini-grant funds to be awarded across the region.

Amendment No. 2, if approved, would further expand the mini-grant program to create even more opportunities for mini-grant funds to be awarded across the region; and would increase the contract value from \$822,000 to \$1,002,000 (\$180,000). Work is scheduled to begin on July 1, 2020.

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

- An implementation Plan and Advertising Strategy for six (6) counties (Imperial, Los Angeles, Orange, Riverside, San Bernardino and Ventura);
- A Creative Brief; Proposed Social Media Messages (9) combinations/posts, social media resources, and Co-Branded Assets (20);
- Media Placements; and
- Draft and Final Report, including summary, next steps and recommendations.

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

Amendment Amount:	Amendment 2	\$180,000
	Amendment 1 (Executed - Information Item)	\$74,140
	Original contract value	<u>\$747,860</u>
	Total contract value is not to exceed	\$1,002,000

This amendment exceeds \$75,000 and when combined with a previous amendment is greater than 30% of the contract’s original value. Therefore, in accordance with

Attachment: Contract Summary 20-037-C01 Amendment 2 (Contract Amendment Greater Than 30% of the Contract's Original Value: Contract

the SCAG Procurement Manual (dated 04/17/20) Section 9.3, it does not require the Regional Council's approval.

Contract Period: March 24, 2020 through September 30, 2020

Project Number: 275-4832B.04 \$159,354 (FY 2020-21)
275-4832E.04 \$20,646 (FY 2020-21)

Funding source(s): Consolidated Planning Grant (CPG) – FTA 5303, and Transportation Development Act (TDA).

Funding of \$180,000 is available in the Fiscal Year (FY) 2020-21 Overall Work Program (OWP) budget in project number 275-4832.04. Work is scheduled to begin on July 1, 2020.

Basis for the Amendment: The primary source of funding for the original project was from the California Office of Traffic Safety (OTS), as part of the Pedestrian and Bicycle Safety Program, under Grant Agreement Number PS20019. The funds available must be utilized by September 30, 2020.

Additional OTS, FTA 5303 and TDA funding became available to further expand SCAG's mini-grant program to provide more mini-grants for nonprofits and community based organizations across the region to compete for so they can implement local community engagement projects. To most efficiently and effectively utilize the funding, staff needs to use the same implementation schedule the OTS funds which expire September 30, 2020. To provide the consultant the maximum available time to meet this schedule, staff requests the Regional Council's approval to add the \$180,000 to the contract, increasing its value from \$822,000 to \$1,002,000.

**Conflict Of Interest (COI) Form - Attachment
For June 4, 2020 Regional Council Approval**

Approve Amendment No 2 to contract 20-037-C01 in an amount not to exceed \$180,000, with Civilian to provided additional assistance SCAG's mini-grant program.

The consultant team for this contract includes:

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

SCAG CONFLICT OF INTEREST FORM

RFP No. 20-037

SECTION I: INSTRUCTIONS

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

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

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

Name of Firm: Civilian, Inc.
Name of Preparer: Stav P. Stein
Project Title: Go Human Advertising & Engagement Campaign
RFP Number: 20-037 Date Submitted: 1/28/2020

SECTION II: QUESTIONS

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

YES NO

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

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

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

YES NO

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

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

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

YES NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES NO

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

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

SECTION III: VALIDATION STATEMENT

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

DECLARATION

I, (printed full name) Stacey Nelson Smith, hereby declare that I am the (position or title) Founder and CEO of (firm name) Civilian, Inc, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 1/27/2020 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.


 _____ 1/27/2020
 Signature of Person Certifying for Proposer Date
 (original signature required)

NOTICE

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



AGENDA ITEM 8
REPORT

Southern California Association of Governments
Remote Participation Only
June 22, 2020

To: Executive/Administration Committee (EAC)
From: Basil Panas, Chief Financial Officer, Finance, 213-236-1817,
panas@scag.ca.gov
Subject: Contract Amendment Greater than 30% of the Contract's
Original Value: Purchase Order PO-006994, Support for SCAG
Infrastructure Equipment

**EXECUTIVE DIRECTOR'S
APPROVAL**

RECOMMENDED ACTION:

Acting on behalf of the Regional Council in accordance with Article V, Section C, (3)(a) of the SCAG Bylaws, approve Amendment No. 2, Purchase Order No. 006994, in an amount not to exceed \$26,148, increasing the contract value from \$28,327 to \$54,475; and extend the agreement's term from June 30, 2020 to June 30, 2021, to enable the consultant to provide scheduled and as needed, around the clock (24-hours per day, seven days per week) support for SCAG infrastructure equipment, including servers and storage units, currently installed in the datacenters located in Irvine and Las Vegas.

STRATEGIC PLAN:

This item supports the following Strategic Plan Goal 3: Be the foremost data information hub for the region.

EXECUTIVE SUMMARY:

In May 2019, SCAG awarded PO-006994 to Service Express to provide scheduled and as needed, around the clock (24-hours per day, seven days per week) support for SCAG infrastructure equipment, including servers and storage units, currently installed in the Las Vegas and Irvine datacenters. Support includes onsite remedial maintenance, repairs, and part replacements. Given the continuing need for the services, staff now requests the Regional Council to approve Amendment No. 2, which if approved, increases the contract value from \$28,327 to \$54,475 (\$26,148) and extends the term of the contract from June 30, 2020 to June 30, 2021. Staff plans to assess its equipment over the next few months and may compete any future needs to support critical infrastructure equipment.

This amendment when combined with a previous amendment is greater than 30% of the contract's original value. Therefore, in accordance with the SCAG Procurement Manual (dated 04/17/20) Section 9.3, it requires the Regional Council's approval.

OUR MISSION

To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.

OUR VISION

Southern California's Catalyst for a Brighter Future

OUR CORE VALUES

Be Open | Lead by Example | Make an Impact | Be Courageous



BACKGROUND:

Staff recommends executing the following Amendment Greater than 30% of its original value:

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Amendment Amount</u>
Service Express, Inc. (PO-006694)	The consultant shall continue to provide scheduled and as needed around the clock support for SCAG infrastructure equipment.	\$26,148

FISCAL IMPACT:

Funding of \$26,148 is available in the Fiscal Year (FY) 2020-21 Indirect Cost budget in project number 811.1163.08. Work is scheduled to begin on July 1, 2020.

ATTACHMENT(S):

1. Contract Summary PO-006994 Amendment No. 2
2. Contract Summary PO-006994 COI

PURCHASE ORDER PO-006994 AMENDMENT NO. 2

Recommended Consultant:

Service Express, Inc.

Background & Scope of Work:

In May 2019 SCAG awarded PO-006994 to Service Express (four separate awards were made and consolidated under PO-006994) to provide scheduled and as needed, around the clock (24-hours per day, seven (7) days per week) support for SCAG infrastructure equipment, including servers and storage units, currently installed in the Las Vegas and Irvine datacenters. Support includes on-site remedial maintenance, repairs, and part replacements.

Given the ongoing need for these services, In May 2020, staff increased the contract value \$2,179 and increased the Term from May 31, 2020 to June 30, 2020, via Amendment No. 1, to provide sufficient time to make a more extensive request to the Regional Council (via Amendment No. 2).

Given the continuing need for the services staff now requests the Regional Council to approve Amendment No. 2, which if approved, increases the contract value from \$28,327 to \$54,475 (\$26,148) and extends the Term of the contract from June 30, 2020 to June 30 2021. Staff plans to assess its equipment over the next few months and may compete any future needs to support critical infrastructure equipment.

Project's Benefits & Key Deliverables:

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

- Maintain availability of systems uptime, reliability, and performance;
- Support of SCAG staff operations, including 24x7 and 4-hour response time; and
- Continuity of service for critical SCAG IT initiatives.

Strategic Plan:

This item supports SCAG's Strategic Plan Goal 3: Be the foremost data information hub for the region.

Amendment Amount:

Amendment 2	\$26,148
Amendment 1	\$2,179
Original contract value	<u>\$26,148</u>
Total not-to-exceed	\$54,475

This amendment when combined with a previous amendment is greater than 30% of the contract's original value. Therefore, in accordance with the SCAG Procurement Manual (dated 04/17/20) Section 9.3, it requires the Regional Council's approval.

Contract Period:

May 16, 2019 through June 30, 2021

Project Number:

811.1163.08 \$26,148
Funding source: Indirect Cost

Funding of \$26,148 is available in the Fiscal Year (FY) 2020-21 Indirect Cost Budget budget in project number 811.1163.08. Work is scheduled to begin on July 1, 2020.

Basis for the Amendment:

This contract fulfills SCAG's need for reliable and available maintenance support for critical infrastructure systems installed at the Las Vegas and Irvine datacenters.

Attachment: Contract Summary PO-006994 Amendment No. 2 (Contract Amendment Greater than 30% of the Contract's Original Value:

Infrastructure systems containing various SCAG data related to planning, GIS, modeling and administrative systems are currently housed at these datacenters. The reliability, and availability of these systems and assets are critical in supporting SCAG, its staff and its members.

Conflict Of Interest (COI) Form - Attachment
For June 4, 2020 Special Meeting of the Executive Administration Committee

Approve Amendment No. 2 to Purchase Order No. 006994, in an amount not to exceed \$26,148, increasing the contract value from \$28,327 to \$54,475 and extends the agreement's Term from June 30, 2020 to June 30, 2021, to enable the consultant to provide scheduled and as needed, around the clock (24-hours per day, seven (7) days per week) support for SCAG infrastructure equipment, including servers and storage units, currently installed in the Las Vegas and Irvine datacenters.

The consultant team for this contract includes:

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

Attachment: Contract Summary PO-006994 Amendment No. 2 (Contract Amendment Greater than 30% of the Contract's Original Value:

SCAG CONFLICT OF INTEREST FORM

Purchase Order No. PO-006994

SECTION I: INSTRUCTIONS

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

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

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

Name of Firm: Service Express, LLC
Name of Preparer: Stephanie Farman
Project Title: Maintenance Services - Agreement 28220
Date Submitted: May 27, 2020

SECTION II: QUESTIONS

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

YES NO

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

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

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

YES NO

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

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

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

YES NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES NO

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

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

SECTION III: VALIDATION STATEMENT

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

DECLARATION

I, (printed full name) Kevin Havert, hereby declare that I am the (position or title) Vice President of Finance of (firm name) Service Express, LLC, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated May 27, 2020 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.


 _____ May 27, 2020
 Signature of Person Certifying for Proposer Date
 (original signature required)

NOTICE

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



AGENDA ITEM 9
REPORT

Southern California Association of Governments
Remote Participation Only
June 22, 2020

To: Executive/Administration Committee (EAC)
From: Basil Panas, Chief Financial Officer, Contracts, 213-236-1817,
panas@scag.ca.gov
Subject: Contracts \$200,000 or Greater: 19-066-C01, Aerial Imagery
and Related Services

**EXECUTIVE DIRECTOR'S
APPROVAL**

RECOMMENDED ACTION:

Acting on behalf of the Regional Council in accordance with Article V, Section C, (3)(a) of the SCAG Bylaws, approve Contract No. 19-066-C01 in an amount not to exceed \$383,603 with Pictometry International Corp. to provide access to aerial imagery data and related services for the County of Orange.

STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

The consultant shall provide access to aerial imagery data and related services for the County of Orange. This regional imagery acquisition effort is consistent with SCAG's evolving role as a regional data clearinghouse. Access to an aerial imagery and associated data are part of the development of an authoritative regional data resource to support regional and local planning and other related activities. SCAG along with a consortium of 19 Orange County agencies have built a partnership to benefit from bulk purchasing of 3" aerial/ortho imagery that will be detailed to include all the county and building outlines. SCAG will procure the data and contribute \$230,000 to the consortium, with the other partners contributing \$153,603 for a total contract value of \$383,603.

BACKGROUND:

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

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Contract Amount</u>
Pictometry International	The vendor shall provide access to aerial imagery data and related services for the	\$383,603

OUR MISSION

To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.

OUR VISION

Southern California's Catalyst for a Brighter Future

OUR CORE VALUES

Be Open | Lead by Example | Make an Impact | Be Courageous



Corp
(19-066-C01)

County of Orange.

FISCAL IMPACT:

Funding of \$79,963 is available in the Fiscal Year (FY) 2019-20 Overall Work Program (OWP) budget and the remaining \$303,640 has been included in the FY 2020-21 OWP budget in project number 280-4859.01.

ATTACHMENT(S):

1. Contract Summary 19-066-C01
2. Contract Summary 19-066-C01 COI

CONSULTANT CONTRACT 19-066-C01

Recommended Consultant:

Pictometry International Corp.

Background & Scope of Work:

The consultant shall provide access to aerial imagery data and related services for the County of Orange. This regional imagery acquisition effort is consistent with SCAG’s evolving role as a regional data clearinghouse. Access to an aerial imagery and associated data are part of the development of an authoritative regional data resource to support regional and local planning and other related activities. Under this agreement, the consultant will fly over the County of Orange to acquire aerial Imagery of it.

SCAG along with a consortium of 19 Orange County agencies have built a partnership to benefit from bulk purchasing of 3” aerial/ortho imagery that will be detailed to include all the county and building outlines. The consortium may increase due to the benefits it provides to member agencies. SCAG will procure the data and contribute \$230,000 to the consortium, with the other partners contributing \$153,603 for a total contract value of \$383,603.

Project’s Benefits & Key Deliverables:

The project’s benefits consist of base data for the 2020 Decennial Census and Regional Transportation Plan (RTP) 2024 base year. Key deliverables include, but are not limited to:

- Aerial imagery flown in early summer 2020;
- 3” aerial/ortho imagery with infrared for all Orange County (tiff, ecw);
- Building Footprints;
- Ability to download and retain local copies of above data to use in geographic information systems (GIS) and/or Computer Aided Design (CAD) systems software;
- Vendor-hosted online software application for non-GIS users to view data listed above and perform data analysis; and
- Training for all participants.

Strategic Plan:

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

Contract Amount:

Total not to exceed

\$383,603

Contract Period:

June 5, 2020 through June 30,2022

Project Number(s):

Project Number 280-4859.01

Funding sources: Senate Bill (SB) 1 Sustainable Communities Formula Grant funds allocated to SCAG under the Caltrans Sustainable Transportation Planning Grant Program. Funding of \$79,963 is available in the Fiscal Year (FY) 2019-20 Overall Work Program (OWP) budget and the remaining \$303,640 has been included in the FY 2020-21 OWP budget in project number 280-4859.01. SCAG will be reimbursed some of the funds by the 15 participating Orange County agencies.

Attachment: Contract Summary 19-066-C01 [Revision 1] (Contracts \$200,000 or Greater: 19-066-C01, Aerial Imagery and Related Services)

Basis for Selection:

In accordance with SCAG’s Contract Manual Section 7.4, dated 11/25/19, to foster greater economy and efficiency, SCAG’s federal procurement guidance (2 CFR 200.318 [e]) authorizes SCAG to procure goods and services by using an Intergovernmental Agreement (Master Service Agreement – MSA, also known as a Leveraged Purchase Agreement – LPA). The goods and services procured under an MSA were previously competitively procured by another governmental entity. SCAG is essentially “piggy backing” on the agreement. SCAG utilized an MSA, Agreement No. 78077, with the County of Los Angeles that was competitively procured.

This MSA is specifically designed for use by local agencies to leverage combined purchasing power for discounted volume pricing. Staff used the pricing list from the agreement for SCAG’s 2 year agreement with the consultant for aerial imagery data and related products. The data and related products will be used by SCAG and the consortium of 19 agencies in the County of Orange participating in the partnership.

**Conflict Of Interest (COI) Form - Attachment
For June 4, 2020 Regional Council Approval**

Approve Contract No. 19-066-C01 in an amount not to exceed \$383,603 with Pictometry International Corp. to provide access to aerial imagery data and related services for the County of Orange.

The consultant team for this contract includes:

Consultant Name	Did the consultant disclose a conflict in the Conflict of Interest Form they submitted with its original proposal (Yes or No)?
Pictometry International Corporation	No - form attached
Dataset Solutions (subconsultant)	No - form attached

SCAG CONFLICT OF INTEREST FORM

RFP No. 19-066

SECTION I: INSTRUCTIONS

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

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

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

Name of Firm: Pictometry International Corp

Name of Preparer: Brian Brockmann

Project Title: SCAG – Orange County Project

RFP Number: 19-066 Date Submitted: 4/21/20

SECTION II: QUESTIONS

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

YES NO

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

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

Attachment: Contract Summary 19-066-C01 COI (Contracts \$200,000 or Greater: 19-066-C01, Aerial Imagery and Related Services)

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

YES NO

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

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

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

YES NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____

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

YES NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____

SCAG CONFLICT OF INTEREST FORM

RFP No. 19-066

SECTION I: INSTRUCTIONS

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

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

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

Name of Firm: DATASET SOLUTIONS
Name of Preparer: B.V.K. MOHAN VARMA
Project Title: SCAG - Orange County Project
RFP Number: 19-066 Date Submitted: 5/8/20

SECTION II: QUESTIONS

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

YES NO

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

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

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

YES NO

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

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

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

YES NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES NO

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

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

SECTION III: VALIDATION STATEMENT

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

DECLARATION

I, (printed full name) BUDDHARABU VENKATA KRISHNAMOHAN VARMA, hereby declare that I am the (position or title) MANAGING PARTNER of (firm name) DATASET SOLUTIONS, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 08MAY2020 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



 Signature of Person Certifying for Proposer
 (original signature required)

08MAY2020

 Date

NOTICE

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



AGENDA ITEM 10
REPORT

Southern California Association of Governments
Remote Participation Only
June 22, 2020

To: Executive/Administration Committee (EAC)
From: Basil Panas, Chief Financial Officer, Contracts, 213-236-1817,
panas@scag.ca.gov
Subject: Contracts \$200,000 or Greater: 20-062-C01, Measuring VMT
Reduction from Shared Mobility Services through Real Time
Data

**EXECUTIVE DIRECTOR'S
APPROVAL**

RECOMMENDED ACTION:

Acting on behalf of the Regional Council in accordance with Article V, Section C, (3)(a) of the SCAG Bylaws, approve Contract No. 20-062-C01 in an amount not to exceed \$301,600 with Toole Design Group, LLC (Toole Design) to assist the Los Angeles Department of Transportation with Measuring Vehicle Miles Traveled (VMT) Reduction from Shared Mobility Services through Real Time Data.

STRATEGIC PLAN:

This item supports the following Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians. 2: Advance Southern California's policy interests and planning priorities through regional, statewide, and national engagement and advocacy. 4: Provide innovative information and value-added services to enhance member agencies' planning and operations and promote regional collaboration.

EXECUTIVE SUMMARY:

The consultant will provide technical assistance to expand the Mobility Data Specification (MDS) to include all shared mobility devices and the electric car share pilot, BlueLA. The project will study detailed trip data with qualitative data gathered through surveys, and will facilitate the analysis of mode choice, carshare's role in providing first-last mile solutions, impacts on personal vehicle ownership, and the effectiveness of targeted incentives in achieving vehicle miles travelled (VMT) reduction.

BACKGROUND:

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

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Contract Amount</u>
Toole Design Group (20-062-C01)	The consultant shall measure VMT Reduction from Shared Mobility Services through Real Time Data.	\$301,600

OUR MISSION

To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.

OUR VISION

Southern California's Catalyst for a Brighter Future

OUR CORE VALUES

Be Open | Lead by Example | Make an Impact | Be Courageous



FISCAL IMPACT:

Funding of \$301,600 is available in the FY 2019-20 Overall Work Program (OWP) budget in project number 280-4824.01 and 280-4824.02. Any unspent funds as of June 30, 2020 will be programmed in the FY 2020-21 OWP budget, subject to budget availability.

ATTACHMENT(S):

1. Contract Summary 20-062-C01
2. Contract Summary 20-062-C01 COI

CONSULTANT CONTRACT 20-062-C01

Recommended Consultant:	Toole Design Group, LLC	
Background & Scope of Work:	<p>The City of Los Angeles Department of Transportation (LADOT) introduced the Mobility Data Specification (MDS) in October 2018 to shared mobility services, which allows the City to measure Mobility Service Provider company operations on the public right-of-way, ultimately generating verified datasets that will assist LADOT in its stewardship of the public right-of-way. The MDS initially measured electronic scooters, but this project will expand the tool to include all shared mobility devices, including the LADOT electric vehicle carsharing pilot, BlueLA.</p> <p>By utilizing the MDS measurement tool with a carshare service, LADOT will better understand the transportation needs of users of BlueLA carshare and other shared mobility services. Detailed trip data, in tandem with qualitative data gathered through the study, will facilitate analysis of mode choice, carshare’s role in providing first-last mile solutions, impacts on personal vehicle ownership, and the effectiveness of targeted incentives in achieving these goals of the BlueLA program and reducing vehicle miles traveled (VMT).</p>	
Project’s Benefits & Key Deliverables:	<p>The project’s benefits and key deliverables include, but are not limited to:</p> <ul style="list-style-type: none">• Reducing VMT through the application of new technologies to improve air quality and traffic congestion;• Expanding MDS to be assessed and applied to other shared mobility policy development throughout the region;• Analyzing regional findings of shared mobility preferences and ridership trends; and• Identifying and quantifying the relative impact of strategies to promote replication of best practices, facilitating wide-scale adoption of the most promising strategies.	
Strategic Plan:	<p>This item supports SCAG’s Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians; Goal 2: Advance Southern California’s policy interests and planning priorities through regional, statewide, and national engagement and advocacy; and Goal 4: Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration.</p>	
Contract Amount:	Total not to exceed	\$301,600
	Toole Design Group, LLC (prime consultant)	\$220,754
	UCLA (subconsultant)	\$80,846
	<p>Note: Toole Design Group originally proposed \$349,927, but staff negotiated the price down to not to exceed \$301,600 without reducing the scope of work.</p>	
Contract Period:	Notice to Proceed through December 31, 2020	
Project Number(s):	280-4824U3.01 (FY18 SB1)	\$79,677

Attachment: Contract Summary 20-062-C01 (Contracts \$200,000 or Greater: 20-062-C01, Measuring VMT Reduction from Shared Mobility

280-4824E.01 (TDA Match)	\$10,323
280-4824U5.02 (FY19 SB1)	\$73,676
280-4824W1.02 (MSRC)	\$128,379
280-4824E.02 (TDA Match)	\$9,545

Funding sources: Senate Bill 1 (FY18 and FY19 SB1 Formula Funds), Transportation Development Act (TDA), and Mobile Source Air Pollution Reduction Review Committee (MSRC).

Funding of \$301,600 is available in the FY 2019-20 Overall Work Program (OWP) budget in project number 280-4824.01 and 280-4824.02. Any unspent funds as of June 30, 2020 will be programmed in the FY 2020-21 OWP budget, subject to budget availability.

Request for Proposal (RFP):

SCAG staff notified 2,521 firms of the release of RFP 20-062 via SCAG’s Solicitation Management System website. A total of 40 firms downloaded the RFP. SCAG received the following three (3) proposals in response to the solicitation:

Toole Design Group, LLC (1 subconsultant)	\$349,927
Cambridge Systematics (1 subconsultant)	\$365,288
Iteris, Inc. (3 subconsultants)	\$505,071

Selection Process:

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

The PRC consisted of the following individuals:

- Marisa Laderach, Associate Regional Planner, SCAG
- Janna Smith, Transportation Technology Project Manager, City of Los Angeles
- Hunter Owens, Program Analyst III, City of Los Angeles
- David Somers, Supervising Transportation Planner I, City of Los Angeles

Basis for Selection:

The PRC recommended Toole Design Group, LLC for the contract award because the consultant:

- Demonstrated the best understanding of the project, including the intent of the Mobility Data Specification (MDS) platform;
- Provided the best technical approach, one that integrated agile workflows and the ability to work with raw MDS data for processing and analysis;
- Demonstrated the most relevant experience, specifically projects of similar size and scope with LADOT, SCAG, LA Metro, and California Air Resource Board (CARB), and offered the strongest academic partnership and most MDS experience of all proposers; and
- Proposed the lowest price.

**Conflict Of Interest (COI) Form - Attachment
For June 4, 2020 Regional Council Approval**

Approve Contract No. 20-062-C01 in an amount not to exceed \$301,600 with Toole Design Group, LLC (Toole Design) to assist the Los Angeles Department of Transportation with measuring Vehicle Miles Traveled (VMT) Reduction from Shared Mobility Services through Real Time Data.

The consultant team for this contract includes:

Consultant Name	Did the consultant disclose a conflict in the Conflict of Interest Form they submitted with its original proposal (Yes or No)?
Toole Design Group, LLC (prime consultant)	Yes - form attached
UCLA (subconsultant)	No - form attached

SCAG CONFLICT OF INTEREST FORM

RFP No. 20-062

SECTION I: INSTRUCTIONS

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

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

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

Name of Firm: Toole Design Group, LLC
Name of Preparer: Megan Eby, CPSM
Project Title: Measuring VMT Reduction from Shared Mobility Services through Real Time Data.
RFP Number: No. 20-062 **Date Submitted:** 03.10.2020

SECTION II: QUESTIONS

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

YES NO

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

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

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

YES NO

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

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

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

YES NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES NO

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

Name	Date	Dollar Value
Hon. Mike Bonin	2017	\$100
Hon. Eric Garcetti	2017	\$200

*A hired manager of a local office made these contributions prior to employment with Toole Design.

SECTION III: VALIDATION STATEMENT

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

DECLARATION

I, (printed full name) Jennifer Toole, AICP, ASLA, hereby declare that I am the (position or title) President of (firm name) Toole Design Group, LLC, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated _____ is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.


3.6.20

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

NOTICE

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

SCAG CONFLICT OF INTEREST FORM

RFP No. 20-062

SECTION I: INSTRUCTIONS

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

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

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

Name of Firm: The Regents of the University of California on behalf of its Los Angeles campus

Name of Preparer: Emilio Gancayco

Project Title: Measuring VMT Reduction from Shared Mobility Services through Real Time Data

RFP Number: 20-062 **Date Submitted:** _____

SECTION II: QUESTIONS

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

YES NO

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

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

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

YES NO

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

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

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

YES NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES NO

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

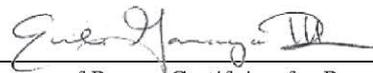
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

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

DECLARATION

I, (printed full name) Emilio Gancayco, hereby declare that I am the (position or title) Industry Contracts Officer of (firm name) The Regents of the University of California on behalf of its Los Angeles campus, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 3/10/2020 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.


 _____ 3/10/2020 _____
 Signature of Person Certifying for Proposer Date
 (original signature required)

NOTICE

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



AGENDA ITEM 11
REPORT

Southern California Association of Governments
Remote Participation Only
June 22, 2020

To: Executive/Administration Committee (EAC)
From: Basil Panas, Chief Financial Officer, Contracts, 213-236-1817,
panas@scag.ca.gov
Subject: Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 -
\$199,999 and Amendments \$5,000 - \$74,999

**EXECUTIVE DIRECTOR'S
APPROVAL**

RECOMMENDED ACTION:

For Information Only - No Action Required

STRATEGIC PLAN:

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

BACKGROUND:

SCAG executed the following Purchase Orders (PO's) more than \$5,000 but less than \$200,000

<u>Vendor</u>	<u>PO Purpose</u>	<u>PO Amount</u>
Axtegrity Consulting, LLC	FY20 Microsoft Advantage Plan	\$26,864

SCAG executed the following Contract more than \$25,000 but less than \$200,000

<u>Consultant/Contract #</u>	<u>Contract's Purpose</u>	<u>Contract Amount</u>
1. Placeworks (20-004-C01)	The consultant shall develop an update to the Empire Lakes Specific Plan (project) to create an urban neighborhood in Planning Area 10 adjacent to the Rancho Cucamonga Metrolink Station, including mixed-use high density residential (for all income levels), commercial and office uses. This project will serve as a regional model for incorporating development adjacent to rail stations in the region.	\$195,527
2. KOA Corporation (20-030-C01)	The consultant shall provide services for a Sustainability Planning Grant for the City of Costa Mesa. Specifically, the consultant shall create a Pedestrian Master Plan that will establish a	\$194,467

OUR MISSION

To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.

OUR VISION

Southern California's Catalyst for a Brighter Future

OUR CORE VALUES

Be Open | Lead by Example | Make an Impact | Be Courageous



SCAG executed the following Contract more than \$25,000 but less than \$200,000

<u>Consultant/Contract #</u>	<u>Contract's Purpose</u>	<u>Contract Amount</u>
	pedestrian-friendly environment throughout the City and shall serve as model for other cities in the region.	
3. KOA Corporation (20-018-C01)	The consultant shall provide services for a Sustainability Planning Grant for the City of Palm Springs (City). Specifically, the consultant shall develop a plan for the City to improve pedestrian safety and improve conditions for walking while also promoting an active lifestyle. Increasing the percentage of trips made by walking will reduce overall vehicle miles traveled (VMT) and greenhouse gas (GHG) emissions.	\$183,737
4. KOA Corporation (19-051-C01)	The consultant shall provide services for a Sustainability Planning Grant for the City of Irvine. Specifically, the consultant shall create a First Mile Last Mile Plan for the City, based on creating first and last mile strategies to the Irvine Station, a regional linkage along the Southern California lines. The Irvine First Last Mile Study goals and objectives parallel SCAG's regional goals and objectives. Through SCAG's Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), first/last mile planning is of critical importance for managing current and future demands.	\$143,540
5. Digital Deployment, Inc. (19-064-C01)	The consultant, with input from SCAG, will develop a distinctive modern website to reflect the coordinated strategies that help the region's 191 member cities address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. The new site will address the needs of SCAG's web audience as well as educate about the diverse set of services and data resources (Geographic Information Systems and other data sets) provided by SCAG.	\$143,492

SCAG executed the following Contract more than \$25,000 but less than \$200,000

<u>Consultant/Contract #</u>	<u>Contract's Purpose</u>	<u>Contract Amount</u>
6. KTU&A (20-024-C01)	The consultant shall provide services for a Sustainability Planning Grant for the City of Los Alamitos. Specifically, the consultant shall create a Community-wide Active Transportation Plan (ATP) for the City of Los Alamitos, which will support and inform the larger regional Active OC, Orange County's Bike and Pedestrian Plan being developed by the Orange County Transportation Authority (OCTA).	\$143,224
7. Alta Planning + Design, Inc. (20-017-C01)	The consultant shall provide services for a Sustainability Planning Grant for the City of Redlands (City). Specifically, the consultant shall provide a Sustainable Mobility Plan (Plan) that will expand the range of transportation options for residents, improve transportation equity for disadvantaged communities, and identify sustainable transportation strategies and projects that connect regional sustainable transportation networks to and through the City of Redlands.	\$124,999
8. Segal Waters Consulting, Inc. (19-060-C01)	The objective of this procurement is to develop and recommend a classification and compensation evaluation system to staff. This also includes organizing classification designations and titles so that they are cohesive, comprehensive, fully integrated and thorough, and are flexible enough to the future dynamic growth of the organization.	\$115,003
9. CicLAvia (20-038-C01)	Consistent with the requirements of the State of California – Office of Traffic Safety (OTS) Grant Agreement Number PS20019 that funds this project, as part of the Pedestrian and Bicycle Safety Program, the consultant shall provide regional technical assistance in integrating safety improvements alongside open street events.	\$57,970

SCAG executed the Amendment more than \$5,000 but less than \$75,000

<u>Consultant/Contract #</u>	<u>Amendment's Purpose</u>	<u>Amendment Amount</u>
1. Civilian, Inc. (20-037-C01)	The amendment will enable the consultant to fund additional mini-grants for local community engagement strategies with community-based organizations.	\$74,140
2. Impact Sciences (18-026-C01)	The amendment will enable the consultant to perform additional work subsequent and related to the 2020 Program Environmental Impact Report (PEIR) for Connect SoCal, due to concerns from stakeholders and unforeseen events related to COVID-19.	\$49,993
3. Konica Minolta Business Solutions, U.S.A., Inc. (19-006-C01)	The amendment provides additional hours and funding to the original Work Order/Statement of Work for the OnBase v18 Upgrade. This increase is due to additional hours needed to complete the services outlined in the original OnBase v18 Upgrade Change Order.	\$7,800

ATTACHMENT(S):

1. Contract Summary 20-004-C01
2. Contract Summary 20-030-C01
3. Contract Summary 20-018-C01
4. Contract Summary 19-051-C01
5. Contract Summary 19-064-C01
6. Contract Summary 20-024-C01
7. Contract Summary 20-017-C01
8. Contract Summary 19-060-C01
9. Contract Summary 20-038-C01
10. Contract Summary 20-037-C01 Amendment 1
11. Contract Summary 18-026-C01 Amendment 2
12. Contract Summary 19-006-C01 Amendment 3

CONSULTANT CONTRACT 20-004-C01

Recommended Consultant:

Placeworks, Inc.

Background & Scope of Work:

The consultant shall develop an update to the Empire Lakes Specific Plan (project) to create an urban neighborhood in Planning Area 10 adjacent to the Rancho Cucamonga Metrolink Station, including mixed-use high density residential (for all income levels), commercial and office uses. This project will serve as a regional model for incorporating development adjacent to rail stations in the region. The goals of the project are to, among other things, encourage active transportation, reduce regional vehicle miles traveled (VMT), develop complete streets, reduce parking requirements, reduce regional greenhouse gas (GHG) emissions, develop affordable housing, encourage environmental sustainability, develop green infrastructure, as well as to encourage innovative energy reduction and efficiency measures.

Project’s Benefits & Key Deliverables:

- The project’s benefits and key deliverables include, but are not limited to:
- Providing ongoing Geographic Information System (GIS) support to prepare maps, graphics and analysis for the zoning ordinance update, as well as provide the following reports:
 - a market and feasibility study;
 - a greenhouse gas study;
 - a noise study;
 - parking study; and
 - traffic impact analysis;
 - Develop and produce a Land Use Options Memorandum on Commercial, Housing and Mixed-use; and
 - Draft a Zoning Ordinance, with revised development and design standards text and mapping.

Strategic Plan:

This item supports SCAG’s Strategic Plan Goals 1: Produce innovative solutions that improve the quality of life for Southern Californians; and Goal 2, Advance Southern California’s policy interests and planning priorities through regional, statewide, and national engagement and advocacy.

Contract Amount:

Total not to exceed	\$195,527
Placeworks, Inc. (prime consultant)	\$150,442
Fehr & Peers (subconsultant)	\$27,083
Translutions, Inc. (subconsultant)	\$18,002

Note: Placeworks, Inc. originally proposed \$217,693.23, but staff negotiated the price down to \$195,527.03 without reducing the scope of work, as outlined in the RFP.

Contract Period:

January 13, 2020 through December 30, 2020

Project Number(s):

150-4590B.01 \$173,100.08
 150-4590E.01 \$22,426.95

Funding source(s): Federal Transit Administration 5303 (FTA) and Transportation Development Act (TDA) funds.

Request for Proposal (RFP):

SCAG staff notified 3,343 firms of the release of RFP 20-004-C01 via SCAG's Solicitation Management System website. A total of 34 firms downloaded the RFP. SCAG received the following one (1) proposal in response to the solicitation:

Placeworks, Inc. (2 subconsultants) \$217,693

After receiving only one proposal, staff surveyed 76 firms that downloaded the RFP to determine why each did not submit a proposal. 7 firms responded to staff's inquiry, which disclosed the main reason these firms did not respond was because they could not meet the agency's scope and had a very full schedule. Note staff advertised the RFP the normal four (4) week period. Staff opted to repost the RFP and, once again, only received one (1). Staff subsequently requested and received Caltrans approval to move forward with reviewing the single offer received.

Selection Process:

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

The PRC consisted of the following individuals:

Grieg Asher, Program Manager I, Sustainability, SCAG
Flavio Nunez, Management Analyst II Economic Development, City of Rancho Cucamonga
Ann McIntosh, Planning Director, City of Rancho Cucamonga
Stephanie Gallegos, Transportation Planner, Community and Regional Planning, Caltrans District 8

Basis for Selection:

The PRC recommended Placeworks, Inc. for the contract award because the consultant:

- Demonstrated a strong understanding of the project and its regional context and local importance;
- The prime consultant has created a creative and innovative team to provide the best deliverable for the City of Rancho Cucamonga. The consultant team has significant experience delivering and completing specific plans; and
- The consultant's timeline and schedule is achievable and realistic.

CONSULTANT CONTRACT 20-030-C01

Recommended Consultant:

KOA Corporation

Background & Scope of Work:

The consultant shall provide services for a Sustainability Planning Grant for the City of Costa Mesa. Specifically, the consultant shall create a Pedestrian Master Plan that will establish a pedestrian-friendly environment throughout the City and shall serve as model for other cities in the region seeking to improve active transportation. The Plan shall support and inform the larger regional ActiveOC, Orange County’s Bike and Pedestrian Plan being developed by the Orange County Transportation Authority (OCTA). The Plan shall address specific issues related to pedestrian elements and regional connections. Increasing the percentage of trips made by walking will reduce overall local and regional VMT and GHG emissions.

Project’s Benefits & Key Deliverables:

- The project’s benefits and key deliverables include, but are not limited to:
- Identifying solutions to meet the needs of people walking in the City and connecting to the surrounding region;
 - Supplementing and enhancing the larger regional ActiveOC by providing a detailed localized plan; and
 - Improving mobility for people walking by providing a comprehensive plan for pedestrian connectivity, open and easy access to walking for recreation, commuting, and other daily needs.

Strategic Plan:

This item supports SCAG’s Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians; Goal 2: Advance Southern California’s policy interests and planning priorities through regional, statewide, and national engagement and advocacy; and Goal 4: Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration.

Contract Amount:

Total not to exceed	\$194,467
KOA Corporation (prime consultant)	\$144,983
Katherine Padilla & Associates (subconsultant)	\$36,944
Rock E. Miller & Associates (subconsultant)	\$12,540

Note: KOA originally proposed \$210,014, but staff negotiated the price down to \$194,467 without reducing the scope of work.

Contract Period:

March 16, 2020 through June 30, 2021

Project Number(s):

275-4823B.04 \$172,162
 275-4823E.04 \$22,305
 Funding source(s): Consolidated Planning Grant (CPG) – Federal Transit Administration (FTA) and Transportation Development Act (TDA).

Funding of \$65,000 is available in the FY 2019-20 budget, and the remaining \$129,467 is expected to be available in the FY 2020-21 budget in Project Number TBD, subject to budget availability.

Request for Proposal (RFP):

SCAG staff notified 2,487 firms of the release of RFP 20-030 via SCAG’s Solicitation Management System website. A total of 42 firms downloaded the RFP. SCAG received the following four (4) proposals in response to the solicitation:

KOA Corporation (2 subconsultants)	\$210,014
Toole Design (3 subconsultants)	\$210,886
Alta Planning + Design (3 subconsultants)	\$225,248
KTUA (4 subconsultants)	\$229,931

Selection Process:

The Proposal Review Committee (PRC) evaluated each proposal in accordance with the criteria set forth in the RFP, and conducted the selection process in a manner consistent with all applicable federal and state contracting regulations. After evaluating the proposals, the PRC interviewed all four (4) offerors.

The PRC consisted of the following individuals:

- Hannah Keyes, Associate Regional Planner
- Jennifer Rosales, Transportation Services Manager, City of Costa Mesa
- Mel Lee, Senior Planner, City of Costa Mesa
- Jude Miranda, Transportation Planner, Caltrans District 12

Basis for Selection:

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

- Demonstrated the best understanding of the project, specifically they articulated an understanding of local needs and challenges and how their team would work with traditionally underrepresented members of the community to design a plan for the whole of Costa Mesa;
- Provided the best technical approach, for example, they highlighted analysis techniques that they use to identify “near misses” (collisions that did not occur, but nearly did). Additionally, they focused on ensuring the implementability of the plan by including “grant-ready” project sheets in the final deliverable;
- Recognized by the Proposal Review Committee for their creative and innovative analysis tools such as the hot-spot analysis, pedestrian propensity map, and online survey/mapping tool; and
- Proposed the lowest price.

CONSULTANT CONTRACT 20-018-C01

Recommended Consultant: KOA Corporation

Background & Scope of Work: The consultant shall provide services for a Sustainability Planning Grant for the City of Palm Springs (City). Specifically, the consultant shall develop a plan for the City to improve pedestrian safety and improve conditions for walking while also promoting an active lifestyle. Increasing the percentage of trips made by walking will reduce overall vehicle miles traveled (VMT) and greenhouse gas (GHG) emissions.

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

- Providing a plan for open and easy access to walking and bicycling for recreation or commuting for people traveling within the City of Palm Springs, with particular focus on safe routes to schools;
- Providing a plan for implementation of active transportation infrastructure including the necessary documentation for successful grant applications bringing more active transportation funding into the SCAG region; and
- Conducting community engagement to inform the plan while simultaneously encouraging more people to use active transportation in the City of Palm Springs, thus reducing vehicle miles traveled and greenhouse gas emissions.

Strategic Plan: This item supports SCAG's Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians and, Goal 4: Provide innovative information and value-added services to enhance member agencies' planning and operations and promote regional collaboration.

Contract Amount:

Total not to exceed		\$183,737
	KOA Corporation (prime consultant)	\$135,434
	Leslie Scott Consulting (subconsultant)	\$24,382
	Dilesh Sheth (subconsultant)	\$23,921

Note: KOA Corporation originally proposed \$200,267, but staff negotiated the price down to \$183,737 without reducing the scope of work.

Contract Period: April 23, 2020 through June 30, 2021

Project Number(s): 225-4837X3.01 \$183,737
 Funding source(s): California Transportation Commission Active Transportation Program (ATP)

Funding of \$60,000 is available in the FY 2019-20 budget, and the remaining \$123,736.85 is expected to be available in the FY 2020-21 budget in Project Number 225-4837X3.01, subject to budget availability.

Request for Proposal (RFP):

SCAG staff notified 4,147 firms of the release of RFP 20-018-C01 via SCAG’s Solicitation Management System website. A total of 54 firms downloaded the RFP. SCAG received the following five (5) proposals in response to the solicitation:

KOA Corporation (2 subconsultants)	\$200,267
Toole Design (1 subconsultant)	\$197,967
Nelson Nygaard (1 subconsultant)	\$198,242
IBI Group (1 subconsultant)	\$199,996
Michael Baker (1 subconsultant)	\$274,625

Selection Process:

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

- Hannah Keyes, Associate Regional Planner, SCAG
- Patrick M. Tallarico, Manager Office of Sustainability, City of Palm Springs
- Joel Montalvo, Assistant Director of Engineering, City of Palm Springs
- Mark Roberts, Transportation Planner, Caltrans District 8

Basis for Selection:

The PRC recommended KOA Corporation for the contract award because the consultant:

- Demonstrated the best understanding of the project, specifically they articulated an understanding of local needs and challenges and how their team would work with traditionally underrepresented members of the community to design a plan for the whole of Palm Springs. Additionally, they had the most considered response to how they would engage with the Tribal Commission to address network gaps on tribal lands;
- Provided the best technical approach, for example, they highlighted analysis techniques that they use to identify “near misses” (collisions that did not occur, but nearly did). Additionally, they focused on ensuring the implementation of the plan by including “grant-ready” project sheets in the final deliverable;
- Recognized by the PRC as a diverse, multi-disciplinary team that will be able to successfully implement a comprehensive engagement effort; and
- Provided the best overall value for the level of effort proposed.

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

- Did not clearly demonstrate a sufficient level of effort, primarily in the form of staff hours, to satisfactorily complete the tasks in the Scope of Work, specifically the hours dedicated to engagement were lacking; and
- Did not demonstrate the same level of local understanding to tailor proposals specific to the City of Palm Springs and this project.

CONSULTANT CONTRACT 19-051-C01

Recommended Consultant: KOA Corporation

Background & Scope of Work: The consultant shall provide services for a Sustainability Planning Grant for the City of Irvine. Specifically, the consultant shall create a First Mile Last Mile Plan for the City, based on creating first and last mile strategies to the Irvine Station, a regional linkage along the Southern California lines. The Irvine First Last Mile Study goals and objectives parallel SCAG’s regional goals and objectives. Through SCAG’s Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), first/last mile planning is of critical importance for managing current and future demands.

The Irvine First Last Mile Study prepares the City for sustainable growth and planning for improved multi-modal transportation, including bus, train, rideshare, carpooling, scooters, and e-mobility options, which will have an impact on the region.

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

- Improved transportation network access to Irvine Station for first and last mile, including bus, train, rideshare, carpooling, scooters, and e-mobility options;
- Improved first mile last mile access to Irvine Station will support the region’s transportation goals as regional transit corridors, regional advanced transit corridors, inter-city transit corridors, and local feeder transit corridors all are planned to link to Irvine Station; and
- Multilingual inclusive community engagement using traditional and non-traditional approaches will inform, educate and engage residents and community members in the planning process.

Strategic Plan: This item supports SCAG’s Strategic Plan Goal:

Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians.

Goal 4: Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration.

Contract Amount:	Total not to exceed	\$143,540
	KOA Corporation (Prime consultant)	\$120,065
	Steer (subconsultant)	\$23,475

Note: KOA Corporation originally proposed \$149,430, but staff negotiated the price down to \$143,540 without reducing the scope of work.

Contract Period: March 17, 2020 through February 28, 2020

Project Number(s): 275-4823U5.02 \$82,810
 275-4823E.02 \$10,730
 275-4823.02 \$50,000

Funding source(s): FY19 SB1 Formula Funds, Transportation Development Act (TDA), and City of Irvine Cash Match.

Funding of \$143,540 is available in the FY 2019-20 budget, and the remaining \$TBD is expected to be available in the FY 2020-21 budget in Project Numbers listed above subject to budget availability.

Request for Proposal (RFP):

SCAG staff notified 2,361 firms of the release of RFP 19-051 via SCAG’s Solicitation Management System website. A total of 56 firms downloaded the RFP. SCAG received the following five (5) proposals in response to the solicitation:

KOA Corporation (1 subconsultant)	\$143,540
IBI Group – list lowest to highest (1 subconsultant)	\$124,700
Alta Planning+ Design – (no subconsultants)	\$149,979
Michael Baker-(no subconsultants)	\$186,597
Arroyo Group-(1 subconsultant)	\$214,217

Selection Process:

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

The PRC consisted of the following individuals:

- Marco Anderson, Program Manager, SCAG
- Michael Davis, Transit & Active Transportation Administrator, City of Irvine
- Melissa Dugan, Supervising Transportation Analyst, City of Irvine
- Jude Miranda, Transportation Planner, Caltrans District 12

Basis for Selection:

The PRC recommended KOA Corporation for the contract award because the consultant:

- Demonstrated the best understanding of the project, specifically KOA’s proposal included more maps and graphics of the Irvine study area, prepared specifically for their proposal;
- Demonstrated the best understanding of active transportation issues in the study area and the City of Irvine in general. KOA included vendor Streetlight Data, an innovative big data transportation analysis firm, which is able to source and aggregate active transportation safety and volume levels using mobile data sources to facilitate data analysis and technical aspects of the project;
- Provided the best technical approach, for example KOA’s proposal referenced a Level of Traffic Stress (LTS) approach that is a recognized best practice for this type of work, which other firms did not demonstrate;
- Identified the best qualifications including the most examples of other projects of similar scope and size;
- Included the most value-added components including additional pop-up outreach events, a publicly accessible online mapping tool, and a field trip data collection application;

The only lower proposal lacked the graphical and photographic demonstration of technical innovation and stakeholder outreach that KOA demonstrated.

CONSULTANT CONTRACT 19-064-C1

Recommended Consultant:

Digital Deployment, Inc.

Background & Scope of Work:

The purpose of the SCAG Website Redesign and Content Management System (CMS) Replacement project is to update SCAG’s website with a new user interface design and revised content information architecture that supports easy navigation to key SCAG initiatives, programs and services, meeting notices and agendas and minutes. The revised SCAG website will be managed through a content management system (CMS) recommended and implemented during this project.

The last major redesign of SCAG’s website took place in 2012. Since then, much has changed in CMS functionality, as well as user expectations of services provided by regional planning organization websites. The consultant, with input from SCAG, will develop a distinctive modern website to reflect the coordinated strategies that help the region’s 191 member cities address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. The new site will address the needs of SCAG’s web audience as well as educate about the diverse set of services and data resources (GIS and other data sets) provided by SCAG. The new site will be responsive for mobile devices, intuitive to navigate, accessible (ADA compliant), and understand the diverse audiences served. It will feature projects and resources that increases a visitor’s satisfaction with their interactions with a government website.

Project’s Benefits & Key Deliverables:

This project will provide the agency with a newly redesigned, easily navigated, advanced website and content management system with enhanced value-added interactive features that showcase the agency's role as a major leader and resource in regional planning, with the ability to evolve as the agency grows.

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

- Technical development effort of the overall redesign and website implementation;
- Use experience, process, and data to inform a new information architecture that will help audiences more easily consume SCAG-related information;
- Implement Drupal 8, a modern content management system with workflow capabilities, responsive framework, helps maintain ADA compliance, and is easy to update;
- Create a new mobile responsive design that will enhance the look and feel of the website while creating a better user experience and maintaining the SCAG brand standards; and
- Conduct knowledge transfer to SCAG's webmaster, Administrator, and development team throughout the project.

Strategic Plan:

This item supports SCAG’s Strategic Plan Goal 3: Be the foremost data information hub for the region.

Contract Amount:

Total not to exceed	\$143,942
Digital Deployment (prime consultant)	\$141,192
Sagent (subconsultant)	\$2,750

Attachment: Contract Summary 19-064-C01 (Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 -

Contract Period: April 21, 2020 through October 30, 2024

Project Number(s): 090-0148B.01 \$47,971
Funding source: FTA 5303

Funding of \$47,971 is available in the FY 2019-20 budget; funding of \$59,971 is expected to be available in the FY 2020-21 budget in Project Number 090-0148B.01, and \$12,000 is expected to be available in Project Number 090-0148B.01 in each of the following fiscal years: FY 2021-2022; FY 2022-2023; and FY 2023-2024.

Request for Proposal (RFP): SCAG staff notified 2637 firms of the release of RFP 19-064-C01 via SCAG's Solicitation Management System website. A total of 66 firms downloaded the RFP. SCAG received the following ten (10) proposals in response to the solicitation:

Digital Deployment, Inc. (1 subconsultant)	\$143,942
Partners Information Technology(1 subconsultant)	\$585,811
Agile Global Solutions, Inc. (1 subconsultant)	\$514,284
Zharrison & Associates dba Zeldesign(1 subconsultant)	\$503,961
AgreeYa Solutions, Inc. (1 subconsultant)	\$459,673
Quijote Corp DBA Sensis (no subconsultants)	\$423,371
Intellix Solutions (2 subconsultants)	\$374,286
American Eagle Enterprise (2 subconsultants)	\$341,621
Status Not Quo, Inc. (1 subconsultant)	\$257,524
Trinus (no subconsultants)	\$190,314

Selection Process: The Proposal Review Committee (PRC) evaluated each proposal in accordance with the criteria set forth in the RFP, and conducted the selection process in a manner consistent with all applicable federal and state contracting regulations. After evaluating the proposals, the PRC interviewed the four (4) highest ranked offerors.

The PRC consisted of the following individuals:

- Ludlow Brown, SCAG Senior Graphics Designer, Media and Public Affairs
- Julie Loats Shroyer, SCAG Chief Information Officer
- Houston Brooks Laney, SCAG Public Affairs Specialist III, Media and Public Affairs
- Thomas Bellino, SCAG Associate Regional Planner, Transit/Rail
- Jonathan Holt, SCAG Manager of Application Development, Information Technology

Basis for Selection: The PRC recommended Digital Deployment for the contract award because the consultant:

- Demonstrated the best knowledge and experience across the full spectrum of skills needed to meet the requirements of the Scope of Work, which will result in reduced delays and enhanced response to agency requests;
- Provided a thorough proposal which most clearly addressed their understanding of the project, the functions involved, the implementation methodology, risk and mitigation plan, and team structure;
- Provided the most detailed project plan to ensure that the timeline for this project could be met;

- Recommended the most suitable Content Management System for the project and benefit from its features (flexibility, customizability, scalability, community, security) in the best possible way; and.
- Proposed the lowest price (confirmed by staff) and best value for the services to be provided.

CONSULTANT CONTRACT 20-024-C01

Recommended Consultant:	KTU&A						
Background & Scope of Work:	<p>The consultant shall provide services for a Sustainability Planning Grant for the City of Los Alamitos. Specifically, the consultant shall create a Community-wide Active Transportation Plan (ATP) for the City of Los Alamitos, which will support and inform the larger regional Active OC, Orange County’s Bike and Pedestrian Plan being developed by the Orange County Transportation Authority (OCTA). The City’s ATP will serve as model for other cities in the region seeking to improve active transportation. The City’s ATP goals and objectives parallel SCAG’s regional goals and objectives, that is, improving conditions for walking and bicycling within the City of Los Alamitos and connecting to surrounding regions would provide residents and regional stakeholders with greater access to jobs, goods, and services without the use of an automobile. Increasing the percentage of trips made by bicycling and walking will reduce overall local and regional VMT and GHG emissions.</p>						
Project’s Benefits & Key Deliverables:	<p>The project’s benefits and key deliverables include, but are not limited to:</p> <ul style="list-style-type: none">• Improved mobility for people walking and biking in and around the City by providing a comprehensive plan for active transportation;• Improved access to walking and bicycling for recreation or commuting, and will improve infrastructure for non-motorized transportation connecting communities, schools and parks, making the City of Los Alamitos a destination with a sense of purpose for residents and regional stakeholders alike; and• Through multilingual inclusive community engagement, using traditional and non-traditional approaches, the ATP planning process will determine and identify solutions to meet the needs of pedestrians and bicyclists in the City and connecting to the surrounding region.						
Strategic Plan:	<p>This item supports SCAG’s Strategic Plan Goals:</p> <p>Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians.</p> <p>Goal 4: Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration.</p>						
Contract Amount:	<table border="0" style="width: 100%;"><tr><td style="width: 60%;">Total not to exceed</td><td style="text-align: right;">\$143,224</td></tr><tr><td>KTU&A (prime consultant)</td><td style="text-align: right;">\$98,074</td></tr><tr><td>Latino Health Access (subconsultant)</td><td style="text-align: right;">\$45,150</td></tr></table> <p>Note: KTU&A originally proposed \$149,912, but staff negotiated the price down to \$143,224 without reducing the scope of work.</p>	Total not to exceed	\$143,224	KTU&A (prime consultant)	\$98,074	Latino Health Access (subconsultant)	\$45,150
Total not to exceed	\$143,224						
KTU&A (prime consultant)	\$98,074						
Latino Health Access (subconsultant)	\$45,150						
Contract Period:	April 16, 2020 through February 28, 2021						
Project Number(s):	275-4823.02 \$113,516 275-4823E.02 \$14,708 275-4823V6.02 \$15,000						

Funding source(s): FY19 SB1 Formula Funds, Transportation Development Act (TDA), and City of Los Alamitos Cash Match.

Funding of \$143,224 is available in the FY 2019-20 budget, and any unspent funds are expected to be available in the FY 2020-21 budget in Project Numbers listed above, subject to budget availability.

Request for Proposal (RFP):

SCAG staff notified 2,292 firms of the release of RFP 20-024-C01 via SCAG's Solicitation Management System website. A total of 38 firms downloaded the RFP. SCAG received the following four (4) proposals in response to the solicitation:

KTU&A (1 subconsultants)	\$149,912
Placeworks (1 subconsultant)	\$149,933
TJKM (No subconsultants)	\$158,722
KOA Corporation (1 subconsultant)	\$200,623

Selection Process:

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

The PRC consisted of the following individuals:

Dorothy Le Suchkova, Project Manager, Sr. Regional Planner, SCAG
Jude Miranda, Transportation Planner, Caltrans District 12
Tom Oliver, Associate Planner, City of Los Alamitos

Basis for Selection:

The PRC recommended KTU&A for the contract award because the consultant:

- Demonstrated the best understanding of the project, specifically assets, constraints and opportunities in Los Alamitos; regional transportation context; understanding of Los Alamitos background, history and goals; and a strong track record of similar projects and in the region (Irvine, OCTA, Santa Ana, Costa Mesa);
- Recognized by all PRC members for innovative public outreach methods; all public outreach is proposed to be at least in Spanish and English and utilizes innovative traditional and non-traditional methods including pop-ups and existing community events and festivals. Further, one of its subconsultant demonstrated a strong track record in community engagement in Santa Ana and neighboring cities in Orange County;
- Provided the best overall value for the level of effort proposed; KTUA utilizes the Resource Planning module of Deltek Vision demonstrating allocation of staff resources to meet project deadlines; and
- Proposed lowest price out of all four firms.

CONSULTANT CONTRACT 20-017-C01

Recommended Consultant:	Alta Planning + Design, Inc.		
Background & Scope of Work:	<p>The consultant shall provide services for a Sustainability Planning Grant for the City of Redlands (City). Specifically, the consultant shall provide a Sustainable Mobility Plan (Plan) that will expand the range of transportation options for residents, improve transportation equity for disadvantaged communities, and identify sustainable transportation strategies and projects that connect regional sustainable transportation networks to and through the City of Redlands.</p> <p>The Plan will improve mobility for people walking and biking by providing a comprehensive plan for active transportation that includes complete streets, bicycle elements, pedestrian elements.</p>		
Project's Benefits & Key Deliverables:	<p>The project's benefits and key deliverables include, but are not limited to:</p> <ul style="list-style-type: none">• Providing a plan for open and easy access to walking and bicycling for recreation or commuting for people traveling within the City of Redlands as well as those traveling to/from the rest of the SCAG region via public transit;• Providing a plan for implementation of active transportation infrastructure including the necessary documentation for successful grant applications bringing more active transportation funding into the SCAG region,• Conducting community engagement to inform the plan while simultaneously encouraging more people to use active transportation in the City of Redlands, thus reducing vehicle miles traveled and greenhouse gas emissions.		
Strategic Plan:	This item supports SCAG's Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians and, Goal 4: Provide innovative information and value-added services to enhance member agencies' planning and operations and promote regional collaboration.		
Contract Amount:	<table border="0" style="width: 100%;"><tr><td style="width: 60%;">Total not to exceed</td><td style="text-align: right;">\$124,999</td></tr></table> <p>Alta Planning + Design, Inc. (prime consultant)</p>	Total not to exceed	\$124,999
Total not to exceed	\$124,999		
Contract Period:	April 23, 2020 through February 28, 2021		
Project Number(s):	275-4823U5.02 \$35,412 275-4823E.02 \$4,588 Funding source(s): Senate Bill 1 (SB1) and Transportation Development Act (TDA) Funding of \$40,000 is available in the FY 2019-20 budget, and the remaining \$84,999 is expected to be available in the FY 2020-21 budget in Project Number 275-4823U5.02 and 275-4823E.02, subject to budget availability.		
Request for Proposal (RFP):	SCAG staff notified 3,669 firms of the release of RFP 20-017-C01 via SCAG's Solicitation Management System website. A total of 66 firms downloaded the RFP. SCAG received the following four (4) proposals in response to the solicitation:		

Alta Planning + Design, Inc. (no subconsultants)	\$125,088
IBI Group (no subconsultants)	\$119,074
Chen Ryan Associates (1 subconsultant)	\$246,147
Iteris, Inc. (3 subconsultants)	\$399,322

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

The PRC consisted of the following individuals:
 Hannah Keyes, Associate Regional Planner, SCAG
 Stephanie Gallegos, Transportation Planner, Caltrans District 8
 Gerard Nepomuceno, Associate Engineer, City of Redlands

Basis for Selection: The PRC recommended Alta Planning & Design for the contract award because the consultant:

- Demonstrated the best understanding of the project, specifically the context of the project both in terms of existing plans and projects, and the significant amount of prior stakeholder engagement that could cause planning fatigue and impact the outcomes of this project. Additionally, through both the proposal and interview, the consultant demonstrated that they had spent considerable time thinking about this project and came prepared to share their insights providing the best level detail;
- Provided the best technical approach, for example, due to their understanding of prior planning engagement efforts, the outreach and engagement strategy will be streamlined and directed specifically to children, seniors, and vulnerable populations that rely on walking and bicycling as a necessity. Additionally, the consultant has developed a script to automate baseline data analysis, helping the City to better understand what additional data would be needed and thus making the process more efficient; and
- Best recognized the opportunity to use existing data from these recent efforts to reduce the level of effort needed.

Although another firm proposed a lower price, the PRC did not recommend this firm for contract award because this firm:

- Did not demonstrate the same level of project understanding as did the selected consultant. Specifically, they did not discuss how their offer would build upon prior efforts, and how the engagement included in their offer would not be duplicative for members of the public who have been engaged with many projects in the City in recent years. “Planning fatigue” is a significant concern for this project, and the lack of demonstrated understanding of this concern caused the PRC to rank this firm lower; and
- Did not adequately communicate in either their proposal or in the interview the innovative or creative approach that they would take to complete the project deliverables. The PRC felt that this challenge in communicating could translate to difficulties communicating effectively with the public.

CONSULTANT CONTRACT 19-060-C01

Recommended Consultant:	Segal Company (Western States), Inc.				
Background & Scope of Work:	<p>The objective of this RFP is to develop and recommend a classification and compensation evaluation system to staff. This also includes organizing classification designations and titles so that they are cohesive, comprehensive, fully integrated and thorough and are flexible enough to the future dynamic growth of the organization.</p> <p>The consultant shall complete the review and provide recommendations for SCAG's classification and compensation structure by conducting classification and compensation analyses of the duties and responsibilities of all SCAG positions and classifications to be specified by the SCAG Project Manager. The consultant shall recommend the allocation of positions to the appropriate classes and revise or establish class specifications to include essential functions related to the requirements of the Americans with Disabilities Act (ADA), which shall be incorporated into new or revised specifications. The consultant shall develop, conduct and analyze classification salary surveys of comparable classifications in the labor market of comparable agencies and recommend appropriate salary levels. The salary survey shall include and address total employee compensation. The consultant shall analyze internal class and salary relationships to analyze SCAG's current practice for internal equity and market competitiveness.</p>				
Project's Benefits & Key Deliverables:	<p>The project's benefits and key deliverables include, but are not limited to:</p> <ul style="list-style-type: none">• A classification evaluation system, network and organization of classifications with uniformed job descriptions;• Compensation system that is competitive in the labor market; and• Updated business policies and procedures to support classification and compensation recommendations to support attracting and retaining future talent.				
Strategic Plan:	This item supports SCAG's Strategic Plan Goal 5: To recruit, support, and develop a world-class workforce and be the workplace of choice.				
Contract Amount:	<table border="0" style="width: 100%;"><tr><td style="width: 60%;">Total not to exceed</td><td style="text-align: right;">\$115,003</td></tr><tr><td colspan="2">Segal Company(Western States), Inc. (prime consultant)</td></tr></table>	Total not to exceed	\$115,003	Segal Company(Western States), Inc. (prime consultant)	
Total not to exceed	\$115,003				
Segal Company(Western States), Inc. (prime consultant)					
Contract Period:	May 6, 2020 through April 30, 2021				
Project Number(s):	810-0120.04 \$38,335 Funding source(s): Indirect Cost				
	<p>Funding of \$38,335 is available in the FY 2019-20 budget, and the remaining \$76,668 is expected to be available in the FY 2020-21 budget in Project Number 810-0120.04, subject to budget availability.</p>				

Request for Proposal (RFP):

SCAG staff notified 315 firms of the release of RFP 19-060-C01 via SCAG’s Solicitation Management System website. A total of 13 firms downloaded the RFP. SCAG received the following two (2) proposals in response to the solicitation:

Segal Company (Western States), Inc. (no subconsultants) \$115,006

NFP- Michael Ongkiko – (no subconsultants) \$109,820

Selection Process:

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

The PRC consisted of the following individuals:

- Nicole Katz, Human Resources Analyst II(Project Manager), SCAG
- Debbie Dillon, Chief Strategy Officer, SCAG
- Carmen Flores, Human Resources Manager, SCAG
- Sarah Jepson, Director of Planning, SCAG

Basis for Selection:

The PRC recommended Segal Waters for the contract award because the consultant:

- Provided the best technical approach, by demonstrating their expertise in utilizing traditional methodologies, and integrating creative solutions with customizable tools to add value and ensure success of the project;
- Demonstrated the most extensive experience with similar agencies in the SCAG region as well as nationally;
- Gathered a thoughtful team that provided a versatile and long-standing history of demonstrated experience, both in the technical elements required to satisfy the needs of this contract and the level of support and capacity necessary to accomplish the work;
- Provide a timeline that reflects the needs of SCAG and allows sufficient time for employees to participate in this study process;

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

- Did not clearly demonstrate a sufficient level of effort, primarily in the form of staff hours, for interaction with the SCAG project team to satisfactorily complete the tasks in the Scope of Work; and
- Did not demonstrate the familiarity and breadth of experience with similar agencies as did the selected consultant.

CONSULTANT CONTRACT 20-038-C01

Recommended Consultant:	CicLAvia				
Background & Scope of Work:	Consistent with the requirements of the State of California – Office of Traffic Safety (OTS) Grant Agreement Number PS20019 that funds this project, as part of the Pedestrian and Bicycle Safety Program, the consultant shall provide regional technical assistance in integrating safety improvements alongside open street events.				
Project’s Benefits & Key Deliverables:	<p>The project’s benefits and key deliverables include, but are not limited to:</p> <ul style="list-style-type: none">• Increasing the capacity for jurisdictions across the region to host open streets events as a strategy to advance and expand the reach of active transportation in the SCAG region by aligning events with demonstration projects;• Developing and hosting two (2) two webinars to introduce local jurisdictions to open streets planning and implementation;• Partnering with four (4) local jurisdictions in the SCAG region to provide direct technical assistance through one-to-one coaching; and• Hosting two (2) walkthrough tours at Open Streets events to showcase key elements during the event itself.				
Strategic Plan:	This item supports SCAG’s Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians.				
Contract Amount:	<table border="0" style="width: 100%;"><tr><td style="width: 70%;">Total not to exceed</td><td style="text-align: right;">\$57,970</td></tr><tr><td>CicLAvia (prime consultant)</td><td></td></tr></table>	Total not to exceed	\$57,970	CicLAvia (prime consultant)	
Total not to exceed	\$57,970				
CicLAvia (prime consultant)					
Contract Period:	April 7, 2020 through September 30, 2020				
Project Number(s):	225-3564J4.13 \$55,000 800-0160.04 \$ 2,970 Funding sources: State of California – Office of Traffic Safety (OTS), Pedestrian and Bicycle Safety Program, Grant Agreement Number PS20019.				
Request for Proposal (RFP):	Not Applicable – Sole Source Procurement				
Selection Process:	Not Applicable – Sole Source Procurement				
Basis for Selection:	<p>As part of the OTS Grant Agreement, SCAG staff identified the nonprofit CicLAvia to provide Technical Assistance to City partners to host events in their communities and align with planning efforts, including the integration of temporary safety demonstration projects. OTS has authorized SCAG to award the contract without competition (sole source).</p> <p>CicLAvia, a non-profit organization, is solely positioned to provide technical assistance due to their expertise and experience with open streets events. They have engaged more than 1 million people throughout their event series making</p>				

Attachment: Contract Summary 20-038-C01 (Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 -

them the biggest and most successful open streets event planners in the United States. They have hosted more open streets events than any other agency, creating more than 166 miles of open streets. As the first entity to roll out open streets events in the region in 2010, they provide the greatest experience and expertise on planning and implementation for open streets events. Their local familiarity is a benefit considering the barriers to open streets throughout the region. By contracting with CicLAvia, SCAG will be able to fulfill the grant deliverables within the contract period and this should enhance SCAG's ability to secure additional grant funding.

CONTRACT 20-037-C01 AMENDMENT 01

Consultant: Civilian, Inc.

Background & Scope of Work: On March 24, 2020, SCAG awarded Contract 20-037-C01 to Civilian, Inc. to conduct media buys across multiple media markets within the region as part of the Go Human regional safety advertising campaign. The consultant is responsible for conducting message testing, developing graphics, evaluating campaign recognition, and developing co-branded advertisements and materials for partners across the region. The consultant is also responsible for administering SCAG’s mini-grant program for local community engagement strategies with non-profit and community-based organizations.

The mini-grant program provides funds to non-profits and community-based organizations in local jurisdictions for projects that increase the safety of vulnerable street users, including those who depend on biking and walking, in an effort to improve safety locally and across the region. Staff awards up to \$10,000 per grant on a competitive basis. Under the umbrella of traffic safety, selected projects will:

1. Identify, document or respond to emerging mobility and safety issues in local communities;
2. Educate and engage communities on safe practices;
3. Increase access to safe routes for vulnerable street users; and
4. Envision safety improvements to transportation infrastructure that prioritize local vulnerable street users.

In April 2020, the California Office of Traffic Safety amended its grant to SCAG thereby making an additional \$27,140 available for the mini grant program. Staff shall also utilize additional funds (\$41,609 FTA 5303 and \$5,391 Transportation Development Act) to further expand the program to create more opportunities for mini-grant funds to be awarded across the region.

This amendment increases the contract value from \$747,860 to \$822,000 (\$74,140).

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

- An implementation Plan and Advertising Strategy for six (6) counties (Imperial, Los Angeles, Orange, Riverside, San Bernardino and Ventura);
- A Creative Brief; Proposed Social Media Messages (9) combinations/posts, social media resources, and Co-Branded Assets (20);
- Media Placements; and
- Draft and Final Report, including summary, next steps and recommendations

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

Amendment	Amendment 1	\$74,140
Amount:	Original contract value	<u>\$747,860</u>
	Total contract value is not to exceed	\$822,000

This amendment does not exceed \$75,000 or 30% of the contract's original value. Therefore, in accordance with the SCAG Procurement Manual (dated 04/17/20) Section 9.3, it does not require the Regional Council's approval.

Contract Period: March 24, 2020 through September 30, 2020

Project Number: 225-3564J5.15 \$27,140
275-4832B.04 \$41,609
275-4832E.04 \$5,391

Funding sources: California Office of Traffic Safety Pedestrian and Bicycle Safety Program Grant, Consolidated Planning Grant (CPG) – FTA 5303 and Transportation Development Act (TDA).

Amendment funding of \$74,140 is available in the FY 2019-2020, and any unspent funds should be available in FY2020-2021.

Basis for the Amendment: The primary source of funding for the initial project was allocated from the California Office of Traffic Safety (OTS), as part of the Pedestrian and Bicycle Safety Program, under Grant Agreement Number PS20019. As previously stated, the Office of Traffic Safety amended its grant to SCAG making \$27,140 in additional funding available for the mini grant program. Staff therefore increased the contract by \$27,140 to provide more mini-grants for nonprofits and community based organizations across the region to compete for so they can implement local community engagement projects. Staff is also adding an additional \$41,609 from FTA 5303 funds, and \$5,391 from Transportation Development Act funds for a total of \$74,140 (\$27,140 + \$41,609 + \$5,391) so that a greater number of jurisdictions across the SCAG region will benefit from the mini grant program.

CONTRACT 18-026-C01 AMENDMENT 2

Consultant:	Impact Sciences								
Background & Scope of Work:	<p>On August 20, 2018, SCAG awarded contract 18-026-C1 to Impact Sciences, to assist SCAG in developing a 2020 Program Environmental Impact Report (PEIR) for the 2020-2045 Regional Transportation Plan (RTP) / Sustainable Communities Strategy (SCS) (2020 RTP/SCS or Connect SoCal). The scope of work was to develop a complete, environmentally compliant, and legally defensible Program Environmental Impact Report for the Connect SoCal Plan. The initial contract was to end on May 30, 2020, but due to concerns from stakeholders and unforeseen events related to COVID-19, staff requires additional services from the PEIR consultant totaling an additional \$49,997. This increased the contract value from \$720,820 to \$770,818.</p> <p>Amendment No. 2 also extended the contract period from June 30, 2020 to December 31, 2020 to allow more time for the consultant to complete the additional work.</p>								
Project's Benefits & Key Deliverables:	<p>The project's benefits and key deliverables include, but are not limited to:</p> <ul style="list-style-type: none">• A completed, environmentally compliant, and legally defensible PEIR for the 2020 RTP/SCS;• A CEQA compliant public notification and consultation process with all the appropriate stakeholders; and• Delivery of 2020 RTP/SCS PEIR (and associated appendices), a first-tier, programmatic document that provides a region-wide assessment of the potential significant environmental effects of implementing the projects, programs, and policies included in the proposed 2020 RTP/SCS.								
Strategic Plan:	<p>This item supports SCAG's Strategic Plan; Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians; Objective A: Create plans that enhance the region's strength, economy, resilience and adaptability by reducing greenhouse gas emissions and air pollution; Objective E: Facilitate inclusive and meaningful engagement with diverse stakeholders to produce plans that are effective and responsive to community needs.</p>								
Amendment Amount:	<table border="0" style="width: 100%;"><tr><td style="width: 60%;">Amendment 2</td><td style="text-align: right;">\$49,997</td></tr><tr><td>Amendment 1 (administrative - no change to contract's value)</td><td style="text-align: right;">\$0</td></tr><tr><td>Original contract value</td><td style="text-align: right;"><u>\$720,821</u></td></tr><tr><td>Total contract value is not to exceed</td><td style="text-align: right;">\$770,818</td></tr></table> <p>This amendment does not exceed \$75,000 or 30% of the contract's original value. Therefore, in accordance with the SCAG Procurement Manual (dated 04/17/20) Section 9.3, it does not require the Regional Council's approval.</p>	Amendment 2	\$49,997	Amendment 1 (administrative - no change to contract's value)	\$0	Original contract value	<u>\$720,821</u>	Total contract value is not to exceed	\$770,818
Amendment 2	\$49,997								
Amendment 1 (administrative - no change to contract's value)	\$0								
Original contract value	<u>\$720,821</u>								
Total contract value is not to exceed	\$770,818								
Contract Period:	July 1, 2019 through December 31, 2020								
Project Number	020.0161.04 \$770,818								
	Funding sources: Consolidated Planning Grant (CPG) – Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) - Transportation Development Act (TDA)								

**Basis for the
Amendment:**

On May 7, 2020, the Regional Council certified the PEIR for Connect SoCal, approved Connect SoCal for federal transportation conformity purposes only, and postponed approval of Connect SoCal in its entirety for up to 120-days while directing staff to identify and restore locally approved entitlements as conveyed by local jurisdictions, identify and quantify all differences within the SCS and locally-approved General Plans and quantify the increase (or decrease) in housing, jobs or population between Connect SoCal and each local General Plan. In addition, many stakeholders have asked SCAG to evaluate economic impacts related to COVID-19 and to refine the Plan and the PEIR to provide additional information regarding biological resources. Based on the Regional Council's direction and concerns from stakeholders, SCAG may prepare additional CEQA documentation (e.g., PEIR Addendum) for Connect SoCal. Further assistance from the consultant is required to assist SCAG in these work efforts.

CONTRACT 19-006-C01 AMENDMENT 3

Consultant: Konica Minolta Business Solutions, U.S.A., Inc.

Background & Scope of Work: On July 19, 2018 SCAG awarded Contract 19-006-C01 to Konica Minolta Business Solutions, U.S.A., Inc. to provide the renewal and software maintenance of SCAG’s OnBase Software licenses. The software maintenance and renewal of these licenses ensures that SCAG will continue to benefit from the improved content management efficiency that the OnBase single enterprise information platform provides.

On May 9, 2019 staff amended the contract, via Amendment No.1 to add a work order to upgrade SCAG’s OnBase software to OnBase v18. Amendment No. 1 increased the contract value from \$130,004 to \$161,204 (\$31,200).

On July 17, 2019, staff processed Amendment 2 to facilitate the renewal of contract 19-006-C01. This amendment did not result in an increase in the contract value.

Amendment No. 3 provides additional hours and funding to the original Work Order/Statement of Work for the OnBase v18 Upgrade. This increase is due to additional hours needed to complete the services outlined in the original OnBase v18 Upgrade Change Order. Specifically, 40 additional hours were needed to complete the test and development system implementation. Amendment No. 3 also increases the contract value from \$161,204 to \$169,004 (\$7,800).

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

- Improving efficiency by enhancing management of board reports;
- Enhancing electronic content management systems in support of remote telework for disaster recovery and business resumption; and
- The creation and implementation of a test environment and a development environment.

Strategic Plan: This item supports SCAG’s Strategic Plan Goal 2: Be the foremost data information hub for the region; Objective F. Model best practices by prioritizing continuous improvement and technical innovations through the adoption of interactive, automated, and state-of-the-art information tools and technologies.

Amendment Amount:	Amendment 3	\$7,800
	Amendment 2 (administrative - no change to contract’s value)	\$0
	Amendment 1	\$31,200
	Original contract value	<u>\$130,004</u>
	Total contract value is not to exceed	<u>\$169,004</u>

This amendment when combined with a previous amendment does not exceed 30% of the contract’s original value. Therefore, in accordance with the SCAG Procurement Manual (dated 04/17/20) Section 9.3 it does not require the Regional Council’s approval.

Contract Period: July 18, 2021 through June 30, 2021

Project Number: 811-1163.03 \$31,200
811-1163.03 \$7,800
Funding sources: Indirect Cost Funding.

Funding of \$39,000 is available in the FY 2019-2020 budget, and the remaining \$44,622.00 of the contract balance is expected to be available in the FY 2020-21 budget in Project Number 811-1163.03 for the maintenance and renewal of this contract, subject to budget availability.

Basis for the Amendment: No changes were made to the original scope of work for the OnBase v18 Upgrade. However, unforeseen technical difficulties in the project caused the exhaustion of time and materials as estimated in the original scope of work. An additional 40 hours are needed in order to complete the creation and implementation of a test environment and development environment to complete the project.



AGENDA ITEM 12
REPORT

Southern California Association of Governments
Remote Participation Only
June 22, 2020

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

**EXECUTIVE DIRECTOR'S
APPROVAL**

RECOMMENDED ACTION:

For Information Only - No Action Required

STRATEGIC PLAN:

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

AUDITS:

Caltrans

SCAG is awaiting an audit resolution letter from Caltrans regarding the Incurred Cost audit.

External Financial Audit

Eide Bailly LLP, SCAG's outside independent auditor, will conduct final fieldwork in September.

MEMBERSHIP DUES:

The dues invoices for FY21 have been sent out, giving members the choice to pay 100% or 80% of the assessment. Payments are due by October 1, 2020.

BUDGET & GRANTS (B&G):

On May 7, 2020, the EAC and RC approved the Fiscal Year (FY) 2020-21 Final Comprehensive Budget and Overall Work Program (OWP) in the amount of \$96 million. The FY 2020-21 OWP was submitted to Caltrans on May 15, 2020, and state and federal approval of the OWP is expected by June 30, 2020.

Additionally, the FY 2020-21 General Fund Budget and Membership Assessment Schedule was approved at the General Assembly meeting on June 4, 2020.

CONTRACTS:

In May 2020, the Contracts Department issued five (5) Requests for Proposals, awarded two (2) contracts; issued eight (8) contract amendments; and processed 22 Purchase Orders to support

OUR MISSION

To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.

OUR VISION

Southern California's Catalyst for a Brighter Future

OUR CORE VALUES

Be Open | Lead by Example | Make an Impact | Be Courageous



ongoing business and enterprise operations. Staff also administered 150 consultant contracts. Contracts staff continued to negotiate better pricing and reduced costs for services. Thus far in FY20 staff negotiated approximately \$298,526 in budget savings.

ATTACHMENT(S):

1. 062220 CFO Charts



Office of the Chief Financial Officer

Monthly Status Report

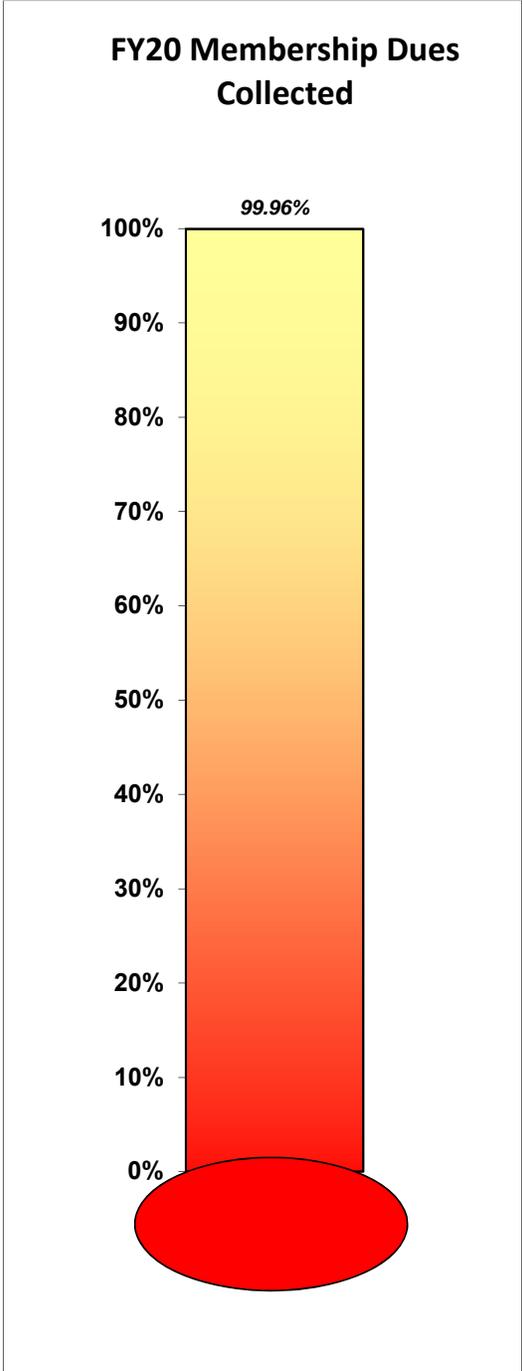
MAY 2020

OVERVIEW

As of June 15, 2020, 188 cities and 6 counties had paid their FY20 dues. This represents 99.96% of the dues assessment. One city had yet to pay its dues. Two cities are being recruited for membership.

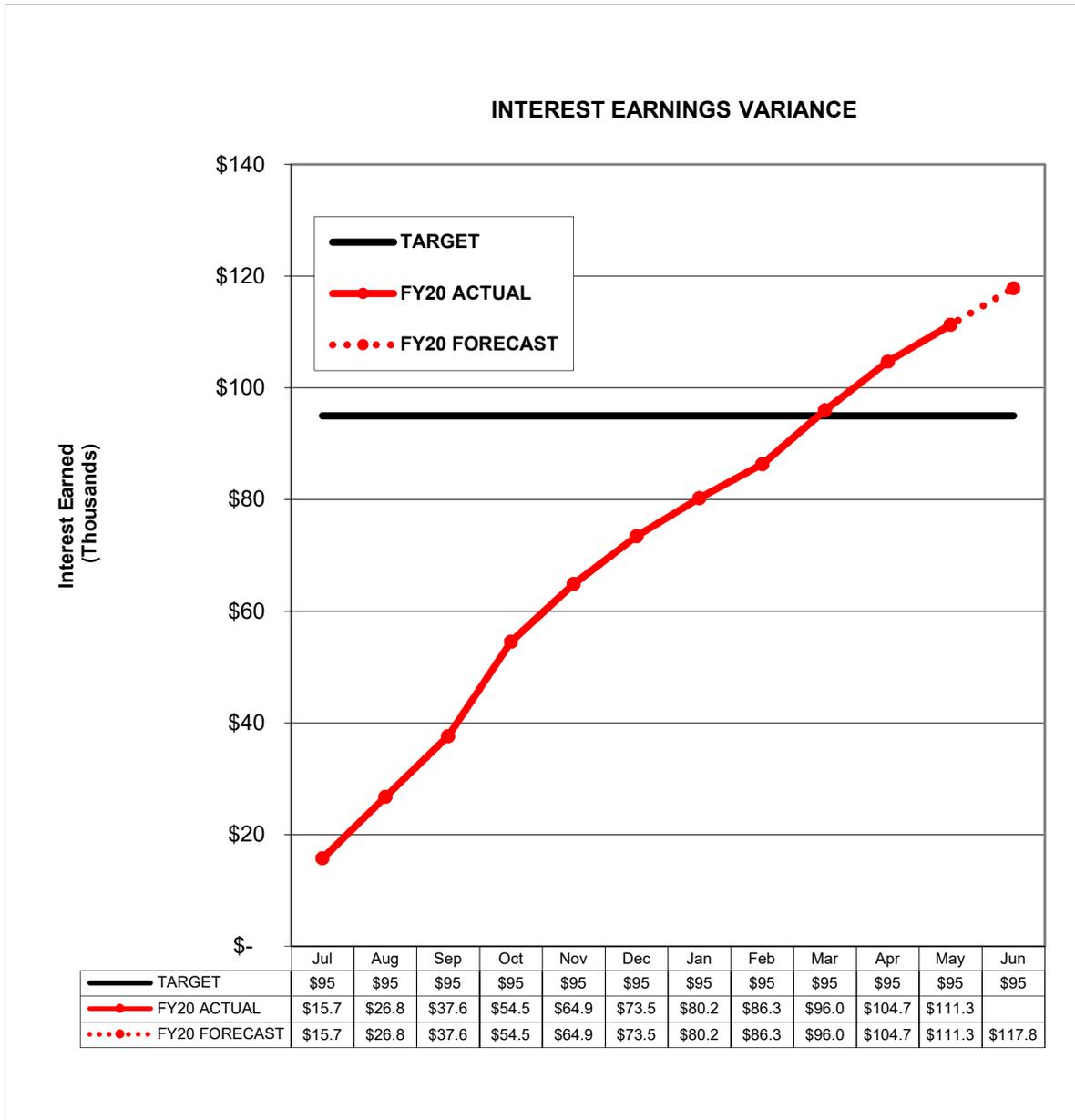
SUMMARY

FY20 Membership Dues	<u>\$ 2,113,909</u>
Total Collected	<u>\$ 2,112,970</u>
Percentage Collected	<u>99.96%</u>





Office of the CFO
Interest Earnings Variance



Attachment: 062220 CFO Charts (CFO Monthly Report-June)

OVERVIEW

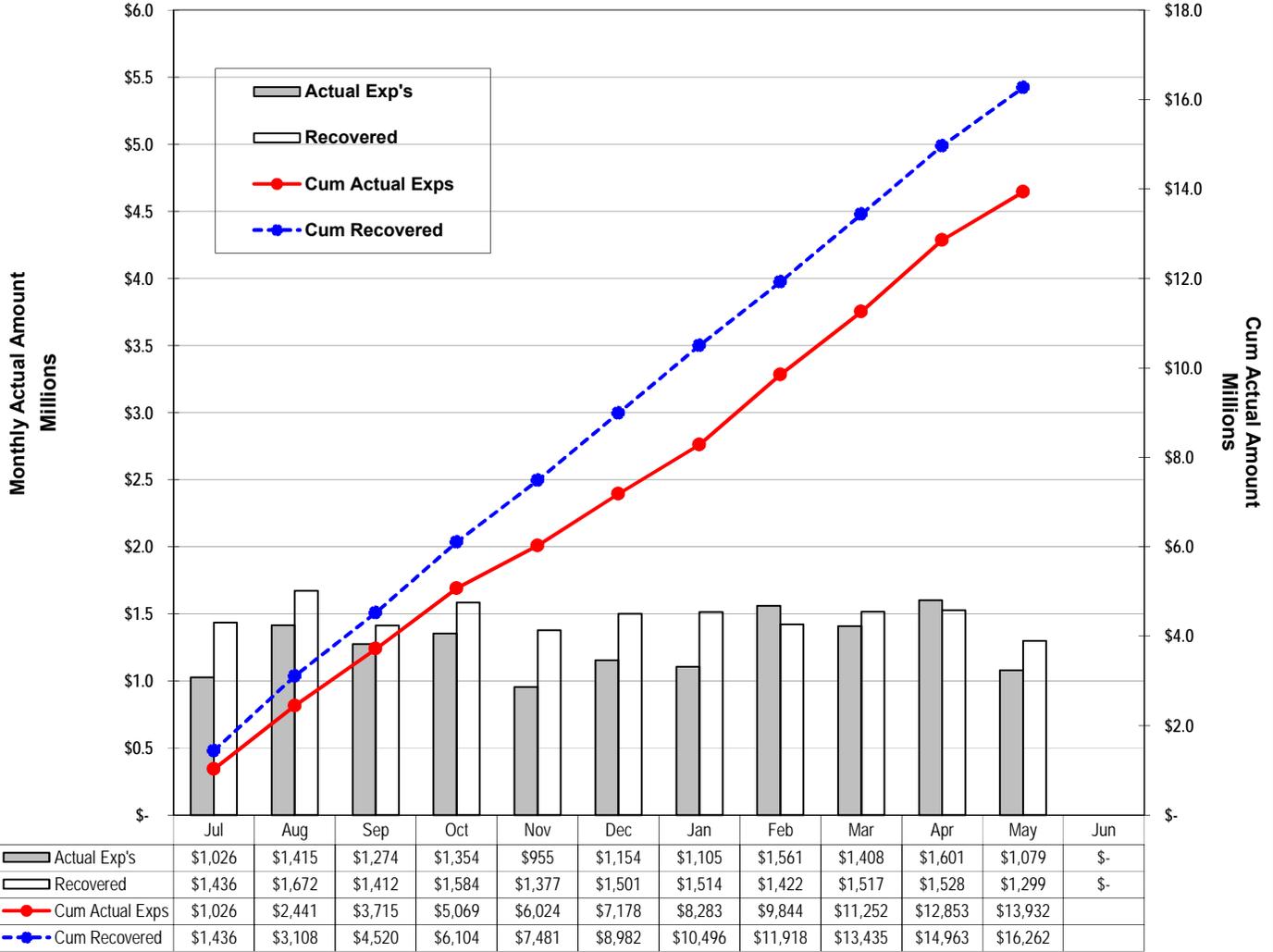
Actual interest income is plotted against the target amount. The amount credited to SCAG's account through April was \$104,691. The LA County Pool earned 1.40% in April.

SUMMARY

The amount projected for FY20 is \$118,000.



FY20 INDIRECT COST & RECOVERY



Attachment: 062220 CFO Charts (CFO Monthly Report-June)

OVERVIEW

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

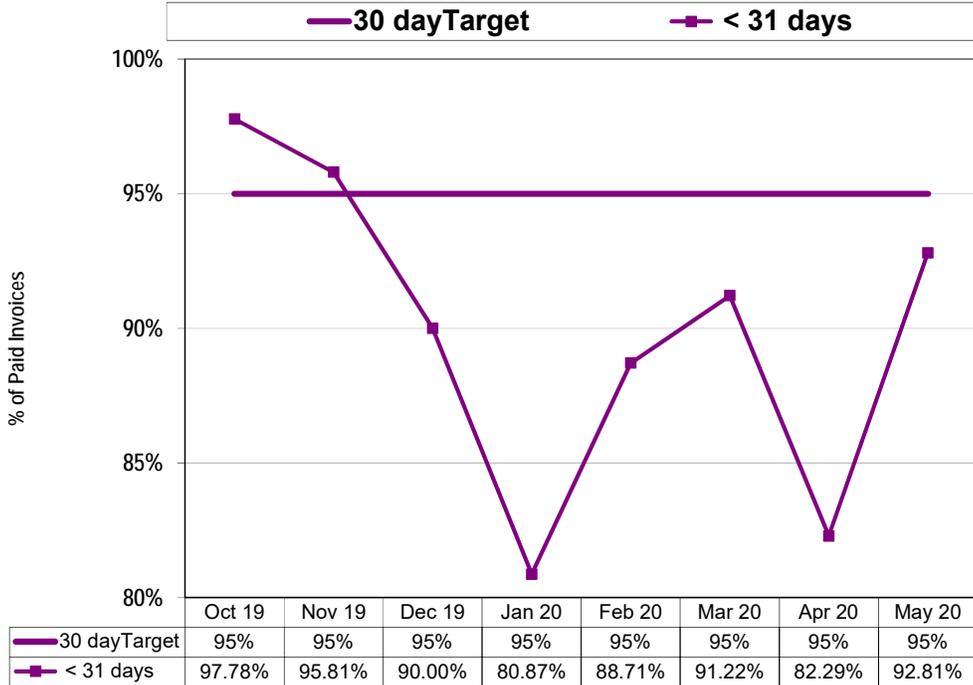
SUMMARY

Through May 2020, SCAG was over-recovered by \$2,330,018.34 due to unspent Indirect Cost budget. This is in line with the over-recovery built in to the FY20 IC rate.

Office of the CFO
Invoice Aging



INVOICE AGING



OVERVIEW

The percent of total invoices paid within 30 days. The target is to pay 95% of all invoices within 30 days. This goal was not met.

SUMMARY

92.81% of May 2020's payments were made within 30 days of invoice receipt.

At month-end, 51 invoices remained unpaid less than 30 days.

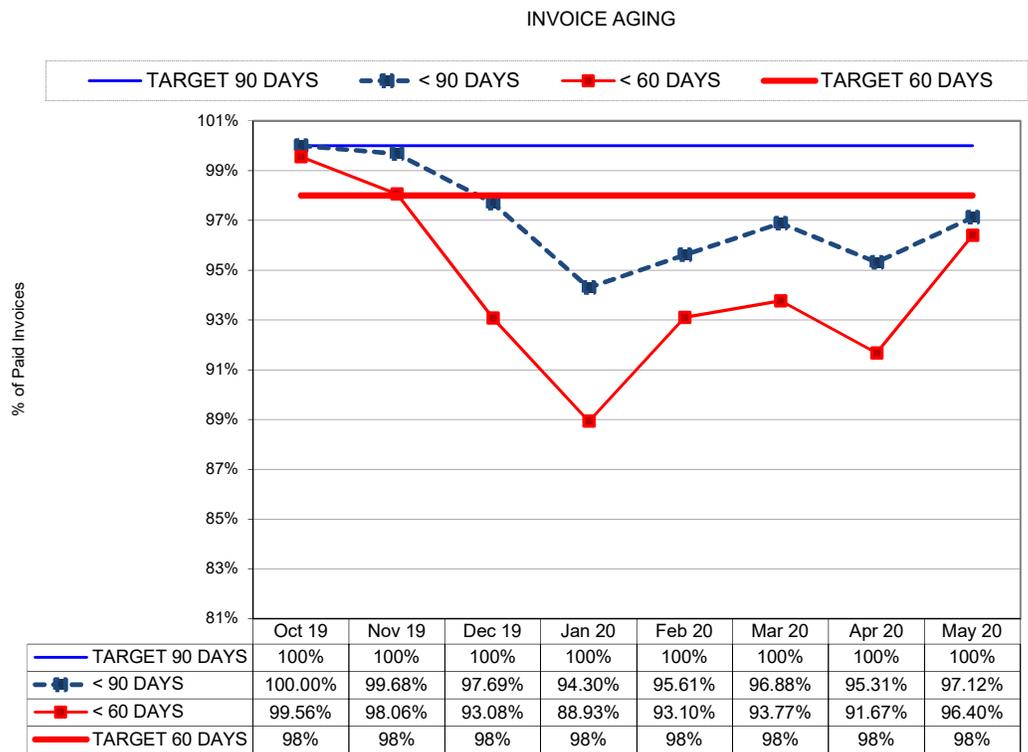
OVERVIEW

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

SUMMARY

These goals were not met during this period.

96.40% of May 2020's payments were within 60 days of invoice receipt and 97.12% within 90 days. Invoices unpaid 30-60 days totaled 25; 60-90 days: 4; >90 days: 4.





Office of the CFO
Consolidated Balance Sheet

	4/30/2020	5/31/2020	Incr (decr) to equity	COMMENTS
Cash at Bank of the West	\$ 8,216,801	\$ 5,207,195		
LA County Investment Pool	\$ 2,720,340	\$ 2,821,293		
Cash & Investments	\$ 10,937,141	\$ 8,028,489	\$ (2,908,653)	Revenues of \$3.54M and Expenses of 6.45M.
Accounts Receivable	\$ 9,109,640	\$ 11,645,474	\$ 2,535,833	Billings of \$960K to FHWA-PL, \$776K to FTA 5303, \$569K to SB1, \$180K to FTA 5304, \$98K to FHWA-ATP, \$65k to ATP-DCP, & \$47K to FHWA-PP & offset by payments of \$99K from LACMTA & \$64K fom DOE.
Other Current Assets	\$ 2,324,175	\$ 1,823,536	\$ (500,639)	Net amort of \$280K in prepaids expensed plus IC fund over-recovery of \$220K plus decreases in Misc. Suspense of \$1K.
Fixed Assets - Net Book Value	\$ 5,957,615	\$ 5,957,615	\$ -	No change.
Total Assets	\$ 28,328,572	\$ 27,455,113	\$ (873,459)	
	\$ (375,591)			
	\$ (4,401,565)			
Accounts Payable	\$ (4,777,156)	\$ (4,547,452)	\$ 229,704	Paydown of invoices
Employee-related Liabilities	\$ (288,135)	\$ (320,517)	\$ (32,382)	April had 4 unpaid working days while May had 5.
Deferred Revenue	\$ (779,864)	\$ (797,064)	\$ (17,200)	TDA adjustment related to SBCTA over-payment.
Total Liabilities and Deferred Revenue	\$ (5,845,155)	\$ (5,665,033)	\$ 180,122	
Fund Balance	\$ 22,483,417	\$ 21,790,080	\$ (693,337)	
WORKING CAPITAL				
	4/30/2020	5/31/2020	Incr (decr) to working capital	
Cash	\$ 10,937,141	\$ 8,028,489	\$ (2,908,653)	
Accounts Receivable	\$ 9,109,640	\$ 11,645,474	\$ 2,535,833	
Accounts Payable	\$ (4,777,156)	\$ (4,547,452)	\$ 229,704	
Employee-related Liabilities	\$ (288,135)	\$ (320,517)	\$ (32,382)	
Working Capital	\$ 14,981,490	\$ 14,805,993	\$ (175,497)	

Attachment: 062220 CFO Charts (CFO Monthly Report-June)



Office of the CFO
Fiscal Year-To-Date Expenditure Report Through May 31, 2020

COMPREHENSIVE BUDGET

		Adopted Budget	Amended Budget	Expenditures	Commitments	Budget Balance	% Budget Spent
1	Staff & Allocated Fringe Benefits	540,920	540,920	412,295	-	128,625	76.2%
2	51001 Allocated Indirect Costs	674,563	674,563	514,131	-	160,432	76.2%
3	54300 SCAG Consultants	291,400	316,602	125,932	70,648	120,022	39.8%
4	54340 Legal costs	120,000	128,200	75,309	50,329	2,563	58.7%
5	55210 Software		74,000	73,851	149	0	99.8%
6	55441 Payroll, bank fees	12,500	12,500	5,212	7,288	(0)	41.7%
7	55600 SCAG Memberships	116,000	116,000	95,309	-	20,691	82.2%
8	55610 Professional Membership	11,500	11,500	7,532	556	3,412	65.5%
9	55620 Res mat/sub	2,000	7,500	5,960	-	1,541	79.5%
10	55830 Conference - Registration	1,000	1,500	300	-	1,201	20.0%
11	55860 Scholarships	32,000	36,000	36,000	-	0	100.0%
12	55910 RC/Committee Mtgs	25,000	15,000	-	-	15,000	0.0%
13	55912 RC Retreat	10,000	13,000	12,616	-	384	97.0%
14	55914 RC General Assembly	672,000	672,000	59,534	18,978	593,488	8.9%
15	55915 Demographic Workshop	28,000	28,000	-	8	27,992	0.0%
16	55916 Economic Summit	100,000	86,958	86,957	1	(0)	100.0%
17	55918 Housing Summit	20,000	13,100	-	-	13,100	0.0%
18	55920 Other Meeting Expense	75,000	93,500	61,344	32,156	(0)	65.6%
19	55925 RHNA Subrgl Delegation	500,000	432,000	-	-	432,000	0.0%
20	55xxx Miscellaneous other	101,966	59,866	45,905	(0)	13,961	76.7%
21	55940 Stipend - RC Meetings	210,485	207,485	167,540	-	39,945	80.7%
22	56100 Printing	30,000	30,000	302	397	29,301	1.0%
23	58100 Travel - outside SCAG region	92,500	93,500	68,524	-	24,976	73.3%
24	58101 Travel - local	36,500	37,000	36,344	-	656	98.2%
25	58110 Mileage - local	28,500	30,300	21,253	-	9,047	70.1%
26	58150 Travel Lodging	13,500	13,500	10,023	-	3,477	74.2%
27	58800 RC Sponsorships	200,000	200,000	80,885	34,570	84,545	40.4%
28	Total General Fund	3,945,334	3,945,334	2,003,898	215,079	1,726,357	50.8%
29				-			
30	Staff & Allocated Fringe Benefits	15,383,005	15,575,557	12,628,668	-	2,946,889	81.1%
31	51001 Allocated Indirect Costs	19,182,124	19,422,229	15,747,949	-	3,674,280	81.1%
32	54300 SCAG Consultants	29,075,454	32,855,561	4,468,370	16,824,717	11,562,474	13.6%
33	54302 Non-Profits/IHL	485,000	549,000	40,493	387,500	121,008	7.4%
34	54303 Consultants TC - FTA 5303	6,265,889	6,265,889	2,111,749	1,105,356	3,048,784	33.7%
35	54340 Legal Services - FTA 5303	200,000	200,000	100,673	85,022	14,305	50.3%
37	54360 Pass-through Payments	4,480,619	8,331,178	1,020,681	6,434,247	876,250	12.3%
38	55210 Software Support	250,000	250,000	153,927	61,779	34,294	61.6%
39	55250 Cloud Services	489,330	489,330	200,374	39,626	249,330	40.9%
40	5528x Third Party Contributions	5,739,013	5,621,011	3,349,874	-	2,271,137	59.6%
41	55284 Toll Credits	718,703	-	-	-	0	#DIV/0!
42	55310 F&F Principal	239,928	239,928	219,486	20,442	0	91.5%
43	55315 F&F Interest	27,635	27,635	25,648	1,987	0	92.8%
44	55320 AV Principal	133,703	133,703	122,281	11,422	0	91.5%
45	55325 AV Interest	6,390	6,390	5,926	464	0	92.7%
46	55xxx Office Expenses	2,000	2,000	162	-	1,838	8.1%
47	55520 Hardware Supp	5,000	5,000	1,612	-	3,388	32.2%
48	55580 Outreach/Advertisement	50,000	50,000	12,787	37,213	0	25.6%
49	55610 Professional Memberships	2,500	2,500	-	-	2,500	0.0%
50	55620 Resource Materials - subscrib	934,455	934,455	218,552	74,551	641,352	23.4%
51	55730 Capital Outlay	300,000	300,000	5,945	34,160	259,895	2.0%
52	55810 Public Notices	57,000	57,012	57,013	(0)	(0)	100.0%
53	55830 Conf. Registration	3,500	3,500	3,143	357	(0)	89.8%
54	55840 Training Registration		1,200	1,200	-	0	100.0%
55	55920 Other Meeting Expense	54,000	54,000	2,453	-	51,547	4.5%
56	55930 Miscellaneous	294,228	2,476,027	-	223,278	2,252,749	0.0%
57	56100 Printing	15,000	15,000	-	-	15,000	0.0%
58	58xxx Travel	293,750	295,950	78,067	-	217,883	26.4%
59	58800 RC Sponsorships		-	10,000	-	(10,000)	#DIV/0!
60	59090 Exp - Local Other	6,268,529	9,113,397	354,830	-	8,758,567	3.9%
61	Total OWP & TDA Capital	90,956,755	103,277,452	40,941,863	25,342,120	36,993,468	39.6%
62				-			
63	Comprehensive Budget	94,902,089	107,222,786	42,945,761	25,557,200	38,719,825	40.1%

Attachment: 062220 CFO Charts (CFO Monthly Report-June)



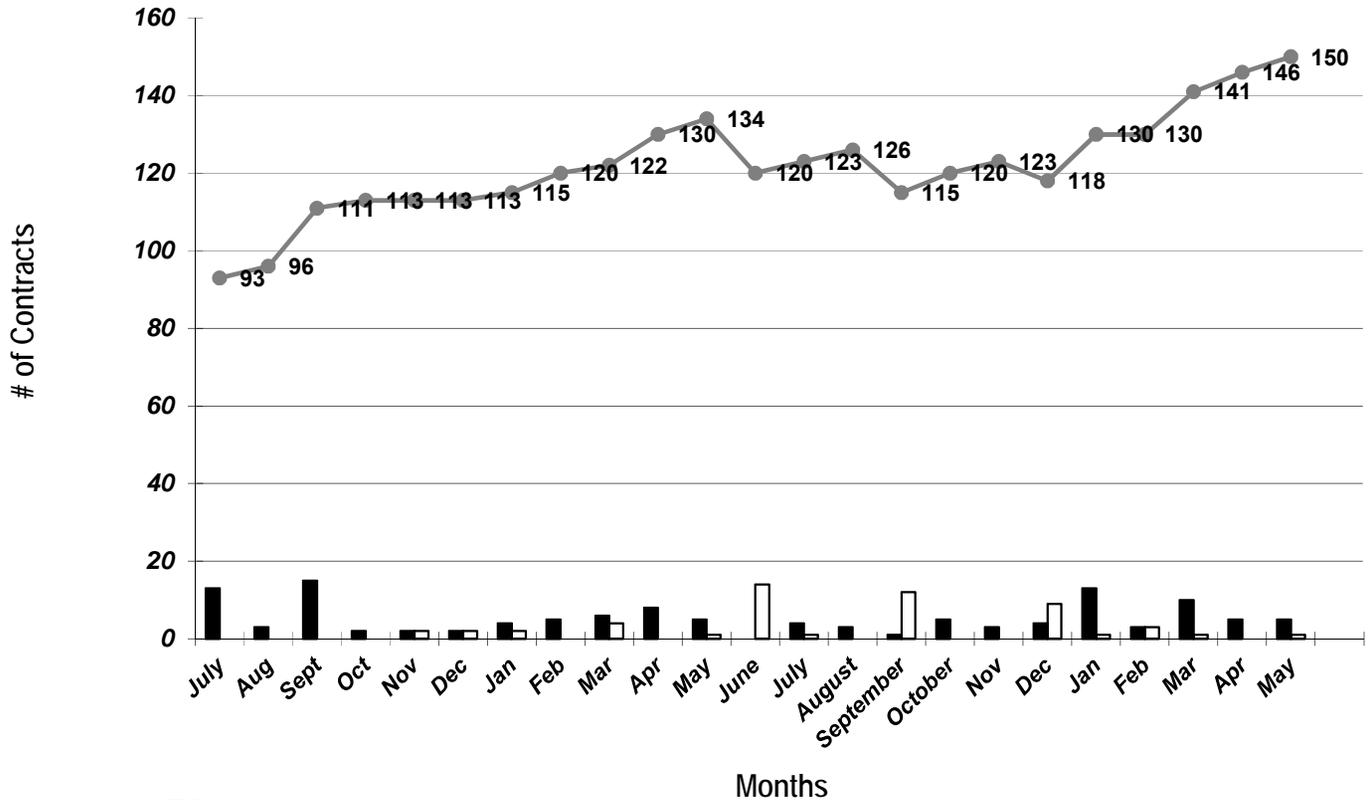
Office of the CFO
Fiscal Year-To-Date Expenditure Report Through May 31, 2020

INDIRECT COST EXPENDITURES

			Adopted Budget	Amended Budget	Expenditures	Commitments	Budget Balance	% Budget Spent
1	50010	Regular Staff	5,649,706	5,638,175	5,627,046		11,129	99.8%
2	50013	Regular OT	1,000	1,000	1,547		(547)	154.7%
3	50014	Interns, Temps, Annuity	75,000	77,500	113,674		(36,174)	146.7%
4	50030	Severance	80,000	48,500	67,615		(19,115)	139.4%
5	51xxx	Allocated Fringe Benefits	4,507,099	4,498,442	3,993,698	-	504,744	88.8%
6	54300	SCAG Consultants	292,150	302,150	78,893	108,448	114,809	26.1%
7	54301	Consultants - Other	1,041,600	904,398	432,758	197,488	274,152	47.9%
8	54340	Legal	40,000	40,000	39,223	777	1	98.1%
9	55210	Software Support	519,400	531,400	388,001	36,811	106,588	73.0%
10	55220	Hardware Supp	415,000	750,024	606,242	34,836	108,946	80.8%
11	55230	Computer Maintenance	250,000	-	-	-	0	#DIV/0!
12	55240	Repair & Maint Non-IT	26,500	56,500	52,118	4,381	0	92.2%
13	55270	Software Purchases		3,600	3,597	-	3	99.9%
14	55315	F&F Interest	11,604	11,604	10,769	-	836	92.8%
15	55325	AV Interest	19,745	19,745	18,310	-	1,435	92.7%
16	55400	Office Rent DTLA	1,538,000	1,538,000	1,338,783	199,217	0	87.0%
17	55410	Office Rent Satellite	260,000	260,000	171,975	88,025	0	66.1%
18	55415	Offsite Storage	5,000	7,500	3,686	477	3,337	49.1%
19	55420	Equip Leases	100,000	100,000	44,169	50,510	5,321	44.2%
20	55430	Equip Repairs & Maint	1,000	3,000	1,690	-	1,311	56.3%
21	55435	Security Services	100,000	80,000	42,265	24,249	13,486	52.8%
22	55440	Insurance	238,385	276,927	276,927	-	(0)	100.0%
23	55441	Payroll / Bank Fees	15,000	15,000	10,194	4,806	0	68.0%
24	55445	Taxes	5,000	5,000	805	1,819	2,376	16.1%
25	55460	Mater & Equip < \$5,000 *	64,000	52,000	3,718	841	47,440	7.2%
26	55510	Office Supplies	73,800	74,400	42,416	31,984	0	57.0%
27	55520	Graphic Supplies	2,500	2,036	2,036	-	0	100.0%
28	55530	Telephone	195,000	195,250	117,619	16,726	60,905	60.2%
29	55540	Postage	10,000	10,000	218	9,781	0	2.2%
30	55550	Delivery Svc	5,000	5,000	2,473	2,527	0	49.5%
31	55600	SCAG Memberships	76,200	76,400	57,232	163	19,006	74.9%
32	55610	Prof Memberships	1,500	1,400	240	-	1,160	17.1%
33	55611	Prof Dues	1,350	1,350	759	-	591	56.2%
34	55620	Res Mats/Subscrip	70,800	70,950	42,139	2,497	26,314	59.4%
35	55700	Deprec - Furn & Fixt	185,000	185,000	127,637	-	57,363	69.0%
36	55715	Amortiz - Software	1,684	1,684	-	-	1,684	0.0%
37	55720	Amortiz - Leasehold Improvements	62,500	62,500	55,501	-	6,999	88.8%
38	55800	Recruitment Notices	25,000	25,000	10,727	-	14,273	42.9%
39	55801	Recruitment - other	45,000	65,000	17,920	26,805	20,275	27.6%
40	55810	Public Notices	2,500	2,500	-	-	2,500	0.0%
41	55820	In House Training	30,000	35,000	20,658	-	14,342	59.0%
42	55830	Networking Meetings/Special Events	22,500	18,500	5,723	-	12,777	30.9%
43	55840	Training Registration	65,000	65,000	34,764	-	30,236	53.5%
44	55920	Other Mtg Exp	2,500	2,500	25	-	2,475	1.0%
45	55950	Temp Help	105,000	105,000	19,408	-	85,592	18.5%
46	55xxx	Miscellaneous - other	6,500	17,688	460	-	17,228	2.6%
47	56100	Printing	23,000	23,000	9,149	-	13,851	39.8%
48	58100	Travel - Outside	82,800	82,100	29,089	-	53,011	35.4%
49	58101	Travel - Local	19,500	20,600	3,306	-	17,294	16.0%
50	58110	Mileage - Local	23,500	25,000	3,067	-	21,933	12.3%
51	58120	Travel Agent Fees	3,000	3,000	1,793	-	1,207	59.8%
52		Total Indirect Cost	16,396,323	16,396,323	13,932,062	843,167	1,621,094	85.0%

Attachment: 062220 CFO Charts (CFO Monthly Report-June)

SCAG Contracts (Year to Date)



Overview
 This chart shows the number of contracts administered by the Contracts division, by month, from July 2018 thru May 2020

- Awarded Contracts
- Closed Contracts
- Active Contracts



Summary

As illustrated on the chart, the Contracts Department is currently managing a total of 150 contracts. Sixty-seven (67) are Cost Plus Fee contracts; forty-two (42) are Lump Sum (formerly Fixed Price) contracts, and the remaining forty-one (41) are Time and Materials (T&M) contracts (includes Labor Hour and Retainer contracts). The Contracts Department anticipates issuing approximately five (5) contracts for FY 2019-20. Note, due to the nature of SCAG's work, the majority of SCAG contracts have a one year term and end on June 30th each year.

Office of the CFO
Staffing Report as of June 1, 2020



GROUPS	Authorized Positions	Filled Positions	Vacant Positions
Executive Office	13	13	0
Legal Services	2	1	1
Finance	23	23	0
Information Technology	22	19	3
Policy & Public Affairs	19	19	0
Planning & Programs	69	67	2
Total	148	142	6

OTHER POSITIONS

GROUPS	Limited Term Positions	Interns or Volunteers	Temp Positions	Agency Temps
Executive Office	0	1	0	0
Finance	0	0	1	0
Policy & Public Affairs	0	1	0	0
Information Technology	1	0	0	0
Planning & Programs	4	7	2	0
Total	5	9	3	0

Attachment: 062220 CFO Charts (CFO Monthly Report-June)