



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

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SPECIAL MEETING

EXECUTIVE/ ADMINISTRATION COMMITTEE

Remote Participation Only
Wednesday, September 2, 2020
3:00 p.m. – 4:00 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 – September 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 C. 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, RC District 46
- 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
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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

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16. Hon. David Ryu

Pres. Appt., Los Angeles, RC District 51

17. Hon. Andrew Masiel

Tribal Govt Regl Planning Board Representative

18. Randall Lewis

Business Representative, Non-Voting Member

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EXECUTIVE/ADMINISTRATION COMMITTEE SPECIAL MEETING AGENDA

Southern California Association of Governments
Remote Participation ONLY

Wednesday, September 2, 2020

3:00 PM

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

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

(The Honorable 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

ACTION/DISCUSSION ITEMS

1. Resolution No. 20-624-2 Approving Amendment 2 to the FY 2020-21 Overall Work Program (OWP)

(Basil Panas, Chief Financial Officer)

RECOMMENDED ACTION:

Adopt Resolution No. 20-624-2, approving Amendment 2 to the FY 2020-21 (FY21) Overall Work Program (OWP) and authorize the Executive Director, or his designee, to submit the necessary documentation to the California Department of Transportation (Caltrans).

CONSENT CALENDAR

Approval Items

2. Minutes of the Special Meeting - June 22, 2020
3. Memorandum of Understanding (MOU) with the Center for Demographic Research
4. Contracts \$200,000 or Greater: Contract Nos. 19-052-C1 through 19-052-C10, Information Technology (IT) Technical Project Resources
5. Contracts \$200,000 or Greater: Contract No. 19-066-C02, Aerial Imagery and Related Products and Services - County of Los Angeles

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EXECUTIVE/ADMINISTRATION COMMITTEE SPECIAL MEETING AGENDA

6. Contracts \$200,000 or Greater: Contract No. 19-066-C03, Aerial Imagery and Related Products and Services – County of Riverside
7. Contracts \$200,000 or Greater: Contract No. 20-050-C01, El Monte Vision Zero Action Plan
8. Contracts \$200,000 or Greater: Contract No. 20-052-C01, La Puente Safe Routes to School Master Plan
9. Contracts \$200,000 or Greater: Contract No. 20-074-C01, Palmdale Avenue Q from Sierra Highway to 20th Street East Complete Streets Project
10. Contracts \$200,000 or Greater: Contract No. 20-076-C01, Cities of Pasadena and Azusa Pedestrian Master Plans
11. Contracts \$200,000 or Greater: Contract No. 20-082, City of Cerritos Remote Services Enhancement Project
12. Contracts \$200,000 or Greater: Contact No. 21-012-C01, Microsoft Enterprise Software License Agreement
13. Contract Amendment \$75,000 or Greater: Contract No. 18-028-C01, Regional Transportation Plan (RTP) Implementation and Technical Assistance Services, Amendment No. 4
14. Contract Amendment Greater Than 30% of the Contract's Original Value: Contract No. 20-037-C01, Go Human Advertising & Engagement Campaign, Amendment No. 3
15. SCAG Memberships and Sponsorships
16. Legislative Platform Mid-Year Update

Receive and File

17. Housing Production Study
18. September State and Federal Legislative Update
19. Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 - \$74,999
20. CFO Monthly Report

CFO MONTHLY REPORT

(Basil Panas, Chief Financial Officer)

BUSINESS REPORT

(Randall Lewis, Ex-Officio Member)

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EXECUTIVE/ADMINISTRATION COMMITTEE SPECIAL MEETING AGENDA

PRESIDENT'S REPORT

(The Honorable Rex Richardson, Chair)

- Recap of Executive/Administration Committee Retreat

EXECUTIVE DIRECTOR'S REPORT

(Kome Ajise, Executive Director)

- Connect SoCal Update
- Recognition of Chief Financial Officer Retirement

FUTURE AGENDA ITEM/S

ANNOUNCEMENT/S

ADJOURNMENT

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AGENDA ITEM 1 REPORT

Southern California Association of Governments
Remote Participation ONLY
September 2, 2020

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

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

Subject: Resolution No. 20-624-2 Approving Amendment 2 to the FY
2020-21 Overall Work Program (OWP)

EXECUTIVE DIRECTOR'S
APPROVAL

Kome Ajise

RECOMMENDED ACTION:

Adopt Resolution No. 20-624-2, approving Amendment 2 to the FY 2020-21 (FY21) Overall Work Program (OWP) and authorize the Executive Director, or his designee, to submit the necessary documentation to the California Department of Transportation (Caltrans).

STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

Staff recommends that the Regional Council (RC) approve a second amendment to the FY21 OWP in the amount of \$248,220, increasing the budget from \$89.2 million to \$89.5 million. Amendment 2 is a formal amendment that includes: adding a new grant for the Interstate-710 North Mobility Hubs Plan under the FY21 Caltrans Sustainable Transportation Planning Grant Program; and reprogramming FY21 SB-1 Formula Grants for the Sustainable Communities Program and reducing Transportation Development Act (TDA) funds.

BACKGROUND:

On May 7, 2020 the RC adopted the FY21 Final Comprehensive Budget, which included the FY21 OWP budget in the amount \$88 million. The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) subsequently approved SCAG's FY21 OWP on June 30, 2020. Thereafter, SCAG submitted administrative Amendment 1 to the FY21 OWP to add the various federal and state grant extensions approved by Caltrans for the projects experiencing challenges due to COVID-19. Amendment 1 increased the OWP budget from \$88 million to \$89.2 million.

DISCUSSION:

Staff recommends that the RC approve Amendment 2 to the FY21 OWP in the amount of \$248,220, increasing the budget from \$89.2 million to \$89.5 million.

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Table 1 shows net revenue increases of \$248,220. The complete list of OWP budget changes is included in Attachment 2 of this staff report, below is a summary.

- 1) \$400,000 increase for the Interstate-710 North Mobility Hubs Plan grant awarded to SCAG in June 2020 under the FY21 Caltrans Sustainable Transportation Planning Grant Program in June 2020.
- 2) \$131,219 increase for the FY21 SB-1 Sustainable Communities Formula Grant final allocation to SCAG in June 2020.
- 3) \$338,650 decrease in TDA for consultant work for the Electric Vehicle Study project that is now funded with the FY21 SB-1 Sustainable Communities Formula Grant.
- 4) \$55,651 net increase for the third-party local funds supporting the grants.

Table 1. FY 2020-21 OWP Revenues				
OWP REVENUES	Amend#1	Amend#2	Change	
FHWA PL	\$ 23,289,431	\$ 23,289,431	\$	-
FTA 5303	\$ 15,764,886	\$ 15,764,886	\$	-
FTA 5304	\$ 630,848	\$ 630,848	\$	-
FHWA SP&R	\$ 1,039,175	\$ 1,439,175	\$	400,000
FEDERAL OTHER	\$ 774,631	\$ 774,631	\$	-
SB 1 FORMULA GRANT	\$ 14,365,014	\$ 14,496,233	\$	131,219
SB 1 COMPETITIVE GRANT	\$ 90,301	\$ 90,301	\$	-
SB 1 ADAPTATION GRANT	\$ 212,361	\$ 212,361	\$	-
SHA COMPETITIVE GRANT	\$ 893,635	\$ 893,635	\$	-
STATE OTHER	\$ 18,511,640	\$ 18,511,640	\$	-
TDA	\$ 7,125,277	\$ 6,786,627	\$	(338,650)
CASH/LOCAL OTHER	\$ 2,359,048	\$ 2,455,048	\$	96,000
IN-KIND COMMITMENTS	\$ 4,177,451	\$ 4,137,102	\$	(40,349)
TOTAL	\$ 89,233,698	\$ 89,481,918	\$	248,220

Table 2 shows the proposed changes to expenditure categories:

- 1) \$580,000 increase for consultant work related to the FY21 Caltrans Sustainable Transportation Planning Grant Program and the SB-1 Sustainable Communities Formula Grant Program.
- 2) \$40,349 decrease for third party in-kind commitments redirected from labor to non-labor to support the grants.
- 3) \$291,431 decrease for miscellaneous costs redirected from labor to non-labor to support the grants.

Table 2. FY 2020-21 OWP Expenditures			
OWP EXPENDITURES	Amend#1	Amend#2	Change
SALARIES	\$ 38,632,141	\$ 38,632,141	\$ -
CONSULTANTS *	\$ 41,803,647	\$ 42,383,647	\$ 580,000
LOCAL OTHER	\$ 1,402,499	\$ 1,402,499	\$ -
IN-KIND COMMITMENTS	\$ 4,177,451	\$ 4,137,102	\$ (40,349)
OTHER COSTS	\$ 3,217,960	\$ 2,926,529	\$ (291,431)
TOTAL	\$ 89,233,698	\$ 89,481,918	\$ 248,220

Salary Schedule Update

Included in this budget amendment is an updated salary schedule (Attachment 3) reflecting new classifications and market-based increases to the salary ranges for five positions in the Information Technology division. The proposed salary ranges do not impact existing employees.

FISCAL IMPACT:

Amendment 2 to the FY21 OWP results in an increase of \$248,220, from \$89,233,698 to \$89,481,918. After approval by the RC, the revised budget will be submitted to Caltrans for final approval.

ATTACHMENT(S):

1. Resolution No. 20-624-2
2. List of Budget Changes
3. Salary Schedule Update



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Transportation
Cheryl Viegas-Walker, El Centro

RESOLUTION NO. 20-624-2

A RESOLUTION OF THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) APPROVING AMENDMENT 2 TO THE FISCAL YEAR 2020-21 OVERALL WORK PROGRAM

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.; and

WHEREAS, SCAG has developed the Fiscal Year (FY) 2020-21 Comprehensive Budget that includes the following budget components: the Overall Work Program (OWP); the FTA Discretionary and Formula Grant Budget; the TDA Capital and Debt Service Budget; the General Fund Budget; the Indirect Cost Budget (ICAP); and the Fringe Benefits Budget; and

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

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

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

WHEREAS, SCAG's Regional Council approved the OWP for FY 2020-21 in May 2020, which was subsequently approved by Caltrans in June 2020. Administrative Amendment 1 to the OWP was approved in July 2020; and

WHEREAS, this Amendment 2 to the FY 2020-21 OWP will result in a budget increase of \$248,220, from \$89.2 million to \$89.5 million; and

WHEREAS, Amendment 2 to the FY 2020-21 OWP, along with its corresponding staff report and this resolution, has been reviewed and discussed by SCAG's Regional Council on September 3, 2020.

NOW, THEREFORE, BE IT RESOLVED, by the Regional Council of the Southern California Association of Governments, that Amendment 2 to the FY 2020-21 OWP is approved and adopted.

Attachment: Resolution No. 20-624-2 (Resolution Approving Amendment 2 to the FY 2020-21 Overall Work Program (OWP))

BE IT FURTHER RESOLVED THAT:

1. The Regional Council hereby authorizes submittal of Amendment 2 to the FY 2020-21 OWP to the participating State and Federal agencies.
2. SCAG pledges to pay or secure in cash or services, or both, the matching funds necessary for financial assistance.
3. The SCAG Executive Director, or in his absence, the Chief Financial Officer, is hereby designated and authorized to execute all related agreements and other documents on behalf of the Regional Council.
4. The SCAG Executive Director, or in his absence, the Chief Financial Officer, is hereby authorized to make and submit to the applicable funding agencies, the necessary work program, and budget modifications to the FY 2020-21 OWP based on actual available funds and to draw funds as necessary on a line of credit or other requisition basis.
5. The SCAG Executive Director, or in his absence, the Chief Financial Officer, is hereby authorized to submit grant applications and execute the applicable grant agreements and any amendments with the applicable Federal or State agency and to implement grant funds through SCAG's OWP, and this includes submittal and execution of the required Overall Work Program Agreement (OWPA) and the Master Fund Transfer Agreement (MFTA) with Caltrans, as part of the Caltrans Sustainable Transportation Planning Grant Programs.
6. The SCAG Executive Director, or in his absence, the Chief Financial Officer, is hereby authorized to make administrative amendments to the FY 2020-21 OWP that do not affect the delivery of regional transportation planning tasks, activities, steps, products, or the funding amounts listed on the OWPA.
7. The SCAG Executive Director, or in his absence, the Chief Financial Officer, is hereby authorized to negotiate and execute subrecipient agreements (e.g., memorandum of understanding) and related documents, on behalf of the Regional Council, involving the expenditure of funds programed under the FY 2020-21 Comprehensive Budget.

PASSED, APPROVED AND ADOPTED by the Regional Council of the Southern California Association of Governments at its regular meeting this 3rd day of September 2020.

Rex Richardson
President, SCAG
Councilmember, City of Long Beach

Attested by:

Kome Ajise
Executive Director

Approved as to Form:

Justine Block
Acting Chief Counsel

List of Budget Changes

Project Task No.	Project Task Name	Category	Budget Change	FTA 5303 TC	TDA	FTA 5304	FHWA SPR	FY18 SB1 Formula	FY19 SB1 Formula	FY20 SB1 Formula	FY21 SB1 Formula	FY18 SB1 Competitive	FY18 SB1 Adaptation	Other Special Grants (OTS, DOE, MSRC, ATP grants)	In-Kind/ Cash/Local
065-0137.12	Electric Vehicle (EV) Program Readiness Strategies	Consultant	\$ (400,000)		\$ (400,000)										
145-4885.01	I-710 North Mobility Hubs Plan	Staff	\$ 20,000		\$ 4,000		\$ 16,000								
145-4885.01	I-710 North Mobility Hubs Plan	Consultant	\$ 480,000				\$ 384,000								\$ 96,000
275-4823.06	Sustainable Communities Program - 2018 Call (FY21 SB 1 Formula)	Consultant	\$ 500,000		\$ 57,350						\$ 442,650				
290-4871.01	Connect SoCal Implementation (FY21 SB 1 Formula)	Staff	\$ (351,780)								\$ (311,431)				\$ (40,349)
TOTAL			\$ 248,220	\$ -	\$ (338,650)	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ 131,219	\$ -	\$ -	\$ -	\$ 55,651

SCAG Salary Schedule

	Classification	Ranges						Time Base
		Minimum	Minimum Hourly	Midpoint	Midpoint Hourly	Maximum	Maximum Hourly	
1	Accountant I	\$62,836.80	\$30.21	\$72,259.20	\$34.74	\$81,660.80	\$39.26	Monthly
2	Accountant II	\$68,473.60	\$32.92	\$78,748.80	\$37.86	\$89,024.00	\$42.80	Monthly
3	Accountant III	\$76,024.00	\$36.55	\$87,422.40	\$42.03	\$98,820.80	\$47.51	Monthly
4	Accounting Systems Analyst	\$84,219.20	\$40.49	\$96,865.60	\$46.57	\$109,512.00	\$52.65	Monthly
5	Accounting Technician	\$45,531.20	\$21.89	\$52,374.40	\$25.18	\$59,196.80	\$28.46	Monthly
6	Administrative Assistant	\$54,184.00	\$26.05	\$62,296.00	\$29.95	\$70,408.00	\$33.85	Hourly
7	Application Developer	\$99,985.60	\$48.07	\$114,982.40	\$55.28	\$129,958.40	\$62.48	Monthly
8	Assistant Analyst to the Ex Director	\$74,796.80	\$35.96	\$86,008.00	\$41.35	\$97,219.20	\$46.74	Monthly
9	Assistant Internal Auditor	\$84,156.80	\$40.46	\$96,782.40	\$46.53	\$109,387.20	\$52.59	Monthly
10	Assistant Regional Planner	\$71,198.40	\$34.23	\$81,910.40	\$39.38	\$92,601.60	\$44.52	Monthly
11	Assistant to the Executive Director	\$120,120.00	\$57.75	\$138,153.60	\$66.42	\$156,187.20	\$75.09	Monthly
12	Associate Accountant	\$49,171.20	\$23.64	\$56,555.20	\$27.19	\$63,939.20	\$30.74	Hourly
13	Associate Analyst to the Ex Director	\$88,836.80	\$42.71	\$102,169.60	\$49.12	\$115,481.60	\$55.52	Monthly
14	Associate Human Resources Analyst	\$62,067.20	\$29.84	\$71,385.60	\$34.32	\$80,683.20	\$38.79	Hourly
15	Associate IT Projects Manager	\$83,033.60	\$39.92	\$95,492.80	\$45.91	\$107,931.20	\$51.89	Monthly
16	Associate Regional Planner	\$83,033.60	\$39.92	\$95,492.80	\$45.91	\$107,931.20	\$51.89	Monthly
17	Budget and Grants Analyst I	\$68,619.20	\$32.99	\$78,936.00	\$37.95	\$89,232.00	\$42.90	Monthly
18	Budget and Grants Analyst II	\$80,496.00	\$38.70	\$92,580.80	\$44.51	\$104,665.60	\$50.32	Monthly
19	Chief Counsel/Director of Legal Services	\$224,744.00	\$108.05	\$258,460.80	\$124.26	\$292,177.60	\$140.47	Monthly
20	Chief Financial Officer	\$213,886.40	\$102.83	\$245,980.80	\$118.26	\$278,054.40	\$133.68	Monthly
21	Chief Information Officer	\$203,590.40	\$97.88	\$234,145.60	\$112.57	\$264,680.00	\$127.25	Monthly
22	Chief Operating Officer	\$245,627.20	\$118.09	\$282,484.80	\$135.81	\$319,321.60	\$153.52	Monthly
23	Clerk of the Board	\$102,481.60	\$49.27	\$117,852.80	\$56.66	\$133,203.20	\$64.04	Monthly
24	Community Engagement Specialist	\$67,641.60	\$32.52	\$77,792.00	\$37.40	\$87,921.60	\$42.27	Monthly
25	Contracts Administrator I	\$68,619.20	\$32.99	\$78,936.00	\$37.95	\$89,232.00	\$42.90	Monthly
26	Contracts Administrator II	\$80,496.00	\$38.70	\$92,580.80	\$44.51	\$104,665.60	\$50.32	Monthly
27	Contracts and Purchasing Assistant	\$55,681.60	\$26.77	\$64,064.00	\$30.80	\$72,425.60	\$34.82	Hourly
28	Database Administrator	\$95,222.40	\$45.78	\$109,512.00	\$52.65	\$123,780.80	\$59.51	Monthly
29	Department Manager	\$141,772.80	\$68.16	\$163,030.40	\$78.38	\$184,288.00	\$88.60	Monthly
30	Deputy Clerk of the Board	\$81,952.00	\$39.40	\$94,307.20	\$45.34	\$106,641.60	\$51.27	Monthly
31	Deputy Director (Division)	\$187,054.40	\$89.93	\$215,113.60	\$103.42	\$243,152.00	\$116.90	Monthly
32	Deputy Executive Director	\$233,729.60	\$112.37	\$268,798.40	\$129.23	\$303,846.40	\$146.08	Monthly
33	Deputy Legal Counsel I	\$122,304.00	\$58.80	\$140,670.40	\$67.63	\$159,036.80	\$76.46	Monthly
34	Deputy Legal Counsel II	\$146,764.80	\$70.56	\$168,792.00	\$81.15	\$190,819.20	\$91.74	Monthly
35	Division Director	\$203,590.40	\$97.88	\$234,145.60	\$112.57	\$264,680.00	\$127.25	Monthly
36	Executive Assistant	\$79,851.20	\$38.39	\$93,953.60	\$45.17	\$108,056.00	\$51.95	Monthly
37	Facilities Supervisor	\$88,691.20	\$42.64	\$98,966.40	\$47.58	\$109,241.60	\$52.52	Monthly
38	GIS Analyst	\$82,264.00	\$39.55	\$94,598.40	\$45.48	\$106,932.80	\$51.41	Monthly
39	GIS Application Developer	\$99,985.60	\$48.07	\$114,982.40	\$55.28	\$129,958.40	\$62.48	Monthly
40	Grants Administrator	\$97,406.40	\$46.83	\$112,008.00	\$53.85	\$126,609.60	\$60.87	Monthly
41	Graphics Designer	\$66,747.20	\$32.09	\$76,752.00	\$36.90	\$86,756.80	\$41.71	Monthly
42	Human Resources Analyst I	\$72,384.00	\$34.80	\$83,241.60	\$40.02	\$94,078.40	\$45.23	Monthly
43	Human Resources Analyst II	\$76,044.80	\$36.56	\$92,684.80	\$44.56	\$109,324.80	\$52.56	Monthly
44	Internal Auditor	\$141,772.80	\$68.16	\$163,030.40	\$78.38	\$184,288.00	\$88.60	Monthly
45	IT Projects Assistant	\$56,763.20	\$27.29	\$65,270.40	\$31.38	\$73,756.80	\$35.46	Hourly
46	Junior Planner	\$58,240.00	\$28.00	\$67,600.00	\$32.50	\$76,960.00	\$37.00	Hourly
47	Lead Accountant	\$106,246.40	\$51.08	\$122,200.00	\$58.75	\$138,132.80	\$66.41	Monthly
48	Lead Budget & Grants Analyst	\$97,406.40	\$46.83	\$112,008.00	\$53.85	\$126,609.60	\$60.87	Monthly
49	Lead Graphics Designer	\$79,393.60	\$38.17	\$91,312.00	\$43.90	\$103,209.60	\$49.62	Monthly
50	Lead IT Help Desk	\$72,800.00	\$35.00	\$83,200.00	\$40.00	\$93,600.00	\$45.00	Monthly
51	Lead IT Projects Manager	\$120,120.00	\$57.75	\$138,153.60	\$66.42	\$156,187.20	\$75.09	Monthly
52	Lead Projects Manager	\$120,120.00	\$57.75	\$138,153.60	\$66.42	\$156,187.20	\$75.09	Monthly
53	Lead Operations Technician	\$75,171.20	\$36.14	\$86,465.60	\$41.57	\$97,739.20	\$46.99	Monthly
54	Lead Programmer Analyst	\$110,344.00	\$53.05	\$126,900.80	\$61.01	\$143,457.60	\$68.97	Monthly
55	Legislative Aide	\$53,664.00	\$25.80	\$61,713.60	\$29.67	\$69,742.40	\$33.53	Hourly

SCAG Salary Schedule

	Classification	Ranges						Time Base
		Minimum	Minimum Hourly	Midpoint	Midpoint Hourly	Maximum	Maximum Hourly	
56	Legislative Analyst I	\$61,630.40	\$29.63	\$70,865.60	\$34.07	\$80,100.80	\$38.51	Monthly
57	Legislative Analyst II	\$73,840.00	\$35.50	\$84,905.60	\$40.82	\$95,971.20	\$46.14	Monthly
58	Legislative Analyst III	\$85,404.80	\$41.06	\$98,217.60	\$47.22	\$111,009.60	\$53.37	Monthly
59	Legislative Analyst IV	\$96,844.80	\$46.56	\$111,384.00	\$53.55	\$125,923.20	\$60.54	Monthly
60	Management Analyst	\$79,081.60	\$38.02	\$90,958.40	\$43.73	\$102,814.40	\$49.43	Monthly
61	Office Assistant	\$46,716.80	\$22.46	\$53,726.40	\$25.83	\$60,736.00	\$29.20	Hourly
62	Office Services Specialist	\$46,716.80	\$22.46	\$53,726.40	\$25.83	\$60,736.00	\$29.20	Hourly
63	Operations Supervisor	\$88,691.20	\$42.64	\$98,966.40	\$47.58	\$109,241.60	\$52.52	Monthly
64	Operations Technician	\$46,716.80	\$22.46	\$53,726.40	\$25.83	\$60,736.00	\$29.20	Hourly
65	Operations Technician II	\$56,076.80	\$26.96	\$64,500.80	\$31.01	\$72,904.00	\$35.05	Hourly
66	Operations Technician III	\$62,649.60	\$30.12	\$72,072.00	\$34.65	\$81,473.60	\$39.17	Hourly
67	Planning Technician	\$66,830.40	\$32.13	\$76,876.80	\$36.96	\$86,902.40	\$41.78	Hourly
68	Principal Management Analyst	\$105,976.00	\$50.95	\$119,995.20	\$57.69	\$134,014.40	\$64.43	Monthly
69	Program Manager I	\$112,278.40	\$53.98	\$129,126.40	\$62.08	\$145,953.60	\$70.17	Monthly
70	Program Manager II	\$120,120.00	\$57.75	\$138,153.60	\$66.42	\$156,187.20	\$75.09	Monthly
71	Programmer Analyst	\$82,056.00	\$39.45	\$94,369.60	\$45.37	\$106,662.40	\$51.28	Monthly
72	Public Affairs Specialist I	\$68,868.80	\$33.11	\$79,206.40	\$38.08	\$89,523.20	\$43.04	Monthly
73	Public Affairs Specialist II	\$82,513.60	\$39.67	\$94,910.40	\$45.63	\$107,286.40	\$51.58	Monthly
74	Public Affairs Specialist III	\$95,451.20	\$45.89	\$109,761.60	\$52.77	\$124,072.00	\$59.65	Monthly
75	Public Affairs Specialist IV	\$108,243.20	\$52.04	\$124,488.00	\$59.85	\$140,712.00	\$67.65	Monthly
76	Receptionist	\$46,716.80	\$22.46	\$53,726.40	\$25.83	\$60,736.00	\$29.20	Hourly
77	Records Analyst	\$79,081.60	\$38.02	\$90,958.40	\$43.73	\$102,814.40	\$49.43	Monthly
78	Regional Affairs Officer I	\$68,868.80	\$33.11	\$79,206.40	\$38.08	\$89,523.20	\$43.04	Monthly
79	Regional Affairs Officer II	\$82,513.60	\$39.67	\$94,910.40	\$45.63	\$107,286.40	\$51.58	Monthly
80	Regional Affairs Officer III	\$95,451.20	\$45.89	\$109,761.60	\$52.77	\$124,072.00	\$59.65	Monthly
81	Regional Affairs Officer IV	\$108,243.20	\$52.04	\$124,488.00	\$59.85	\$140,712.00	\$67.65	Monthly
82	Regional Planner Specialist	\$104,936.00	\$50.45	\$120,681.60	\$58.02	\$136,406.40	\$65.58	Monthly
83	Senior Accountant	\$84,156.80	\$40.46	\$96,782.40	\$46.53	\$109,387.20	\$52.59	Monthly
84	Senior Administrative Assistant	\$62,649.60	\$30.12	\$72,072.00	\$34.65	\$81,473.60	\$39.17	Hourly
85	Senior Analyst to the Ex Director	\$100,464.00	\$48.30	\$115,544.00	\$55.55	\$130,624.00	\$62.80	Monthly
86	Senior Application Developer	\$108,284.80	\$52.06	\$124,529.60	\$59.87	\$140,774.40	\$67.68	Monthly
87	Senior Budget & Grants Analyst	\$88,545.60	\$42.57	\$101,836.80	\$48.96	\$115,107.20	\$55.34	Monthly
88	Senior Contracts Administrator	\$88,545.60	\$42.57	\$101,836.80	\$48.96	\$115,107.20	\$55.34	Monthly
89	Senior Database Administrator	\$103,525.76	\$49.77	\$119,061.28	\$57.24	\$134,596.80	\$64.71	Monthly
90	Senior Economist	\$102,710.40	\$49.38	\$118,123.20	\$56.79	\$133,536.00	\$64.20	Monthly
91	Senior Graphic Designer	\$75,275.20	\$36.19	\$86,569.60	\$41.62	\$97,843.20	\$47.04	Monthly
92	Senior Human Resources Analyst	\$88,171.20	\$42.39	\$101,420.80	\$48.76	\$114,649.60	\$55.12	Monthly
93	Senior Management Analyst	\$86,985.60	\$41.82	\$100,048.00	\$48.10	\$113,089.60	\$54.37	Monthly
94	Senior Network Engineer	\$108,284.80	\$52.06	\$124,529.60	\$59.87	\$140,774.40	\$67.68	Monthly
95	Senior Operations Technician	\$68,931.20	\$33.14	\$79,268.80	\$38.11	\$89,585.60	\$43.07	Monthly
96	Senior Programmer Analyst	\$108,284.80	\$52.06	\$124,529.60	\$59.87	\$140,774.40	\$67.68	Monthly
97	Senior Regional Planner	\$91,332.80	\$43.91	\$105,040.00	\$50.50	\$118,747.20	\$57.09	Monthly
98	Senior Regional Planner Specialist	\$112,278.40	\$53.98	\$129,126.40	\$62.08	\$145,953.60	\$70.17	Monthly
99	Senior Systems Engineer	\$108,284.80	\$52.06	\$124,529.60	\$59.87	\$140,774.40	\$67.68	Monthly
100	Transportation Modeler I	\$70,220.80	\$33.76	\$80,745.60	\$38.82	\$91,270.40	\$43.88	Monthly
101	Transportation Modeler II	\$83,033.60	\$39.92	\$95,492.80	\$45.91	\$107,931.20	\$51.89	Monthly
102	Transportation Modeler III	\$97,968.00	\$47.10	\$112,673.60	\$54.17	\$127,379.20	\$61.24	Monthly
103	Transportation Modeler IV	\$112,278.40	\$53.98	\$129,126.40	\$62.08	\$145,953.60	\$70.17	Monthly
104	Transportation Modeling Prog Mgr	\$120,120.00	\$57.75	\$138,153.60	\$66.42	\$156,187.20	\$75.09	Monthly
105	Web/Graphic Designer	\$73,424.00	\$35.30	\$84,448.00	\$40.60	\$95,451.20	\$45.89	Monthly



Southern California Association of Governments
Remote Participation ONLY
September 2, 2020

**MINUTES OF THE SPECIAL MEETING
EXECUTIVE/ADMINISTRATION COMMITTEE (EAC)
MONDAY, JUNE 22, 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. Rex Richardson, President	<i>Long Beach</i>	District 29
Hon. Clint Lorimore, 1st Vice President	<i>Eastvale</i>	District 4
Hon. Jan Harnik, 2nd Vice President		RCTC
Hon. Bill Jahn, Imm. Past President	<i>Big Bear Lake</i>	District 11
Hon. Jorge Marquez, Chair, CEHD	<i>Covina</i>	District 33
Hon. Frank Yokoyama, Vice Chair, CEHD	<i>Cerritos</i>	District 23
Hon. David Pollock, Chair, EEC	<i>Moorpark</i>	District 46
Hon. Carmen Ramirez, Vice Chair, EEC	<i>Oxnard</i>	District 45
Hon. Cheryl Viegas-Walker, Chair, TC	<i>El Centro</i>	District 1
Hon. Steven Hofbauer, Vice Chair, TC	<i>Palmdale</i>	District 43
Hon. Jose Luis Solache, Chair, LCMC	<i>Lynwood</i>	District 26
Hon. Peggy Huang, Vice Chair, LCMC		TCA
Hon. Margaret Finlay, President's Appt.	<i>Duarte</i>	District 35
Hon. Kim Nguyen, President's Appt.	<i>Garden Grove</i>	District 18
Hon. Deborah Robertson, President's Appt.	<i>Rialto</i>	District 8
Mr. Randall Lewis, Ex-officio	<i>Lewis Group of Companies</i>	Business Representative

Members Not Present

Hon. David Ryu, President's Appt.	<i>Los Angeles</i>	District 51
Hon. Andrew Masiel, Sr.	<i>Pechanga Dev. Corp.</i>	TGRPB Representative

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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

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 Rex Richardson called the meeting to order at 11:30 a.m. and asked Councilmember Jorge Marquez, Covina, District 33, to lead the Pledge of Allegiance.

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

PRESIDENT'S REPORT

President Richardson announced that the meeting would begin with the President's Report, as this EAC meeting was his first while serving as President. President Richardson welcomed new EAC members. He explained challenges ahead given the pandemic, and he outlined guiding principles for FY 2020-21. He recounted his past experiences within SCAG and expressed a goal of developing new leadership in the organization. He elaborated on the workplan for the coming year, beginning with listening sessions, then convening to identify new partners and finally catalyzing a plan that helps lead the region to an inclusive regional recovery.

PUBLIC COMMENT PERIOD

President Richardson 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 Richardson closed the Public Comment Period.

REVIEW AND PRIORITIZE AGENDA ITEMS

There was no prioritization of 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
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
-

A MOTION was made (Robertson) to approve the Consent Calendar, Items 1 through 10; Receive and File Items 11 and 12. Motion was SECONDED (Finlay) and passed by the following votes:

AYES: Finlay, Harnik, Hofbauer, Huang, Jahn, Lorimore, Marquez, Nguyen, Pollock, Ramirez, Richardson, Robertson, Solache, Viegas-Walker and Yokoyama (15)

NOES: None (0)

ABSTAIN: None (0)

CFO MONTHLY REPORT

Chief Financial Officer Basil Panas reported that SCAG was awaiting a resolution letter from Caltrans regarding the Incurred Cost Audit. Eide Bailly would conclude work on the FY 2020 Audit in September 2020.

SCAG FY 2021 dues had been mailed to members. Considering current challenges, members had the option of paying 80 percent or 100 percent of dues, depending on their finances. Payments would be due on October 1, 2020.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Kome Ajise elaborated on the status of the Incurred Cost Audit. Mr. Ajise announced that, following approval of Connect SoCal for federal conformity purposes on May 7, 2020 by the Regional Council, SCAG had received federal conformity determination from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). SCAG had also continued discussion with the business coalition. A Connect SoCal status report was intended to be presented at the July 2, 2020 Regional Council meeting, providing additional updates.

Finally, Mr. Ajise announced that a staff presentation on equity issues, considering recent events nationally, was being prepared for the Regional Council meeting on July 2, 2020. Mr. Ajise expressed that SCAG was in a position to provide resources and craft a leadership position on both internal and external fronts.

President Richardson asked Mr. Ajise to expand upon next steps for Connect SoCal. Mr. Ajise spoke about work with local jurisdictions and discussed consistency and differences between General Plans and regional planning, while reiterating that Connect SoCal does not supersede General Plans.

Mr. Randall Lewis expressed concern about Connect SoCal consistency issues potentially blocking developers from obtaining entitlements and playing a role in CEQA abuse.

Councilmember Carmen Ramirez, Oxnard, District 45, asked for details on the Virtual Townhall, scheduled for Wednesday, June 24. President Richardson and Chief Operating Officer Darin Chidsey explained that this event would be a listening session and an opportunity to gain input on COVID-19's impact on communities, informing SCAG's response in both the near-term and in long-term planning efforts.

Mr. Randall Lewis commented that he hoped to see appointments with Policy Committees that served to build future leadership. President Richardson discussed his approach to Policy Committee appointments.

Councilmember Kim Nguyen, Garden Grove, District 18, commented in support of further engagement by SCAG to generate interest within young elected officials and future leaders.

FUTURE AGENDA ITEM/S

Councilmember Steve Hofbauer, Palmdale, District 43, commented on Department of Fish and Wildlife's current consideration of protecting Joshua trees as endangered. He asked for SCAG to consider how this could affect development and for a presentation at a committee meeting. Mr. Ajise acknowledged his request.

Councilmember Margaret Finlay, Duarte, District 35, commented on 31st Annual Demographic Workshop and spoke to the informative nature of the presentations. Mr. Randall Lewis asked if relevant material was available online. SCAG staff acknowledged that materials were available on SCAG's website and offered to include a recap at the July 2, 2020 Regional Council meeting.

Second Vice Chair Jan Harnik affirmed the value of information presented at the Demographic Workshop and spoke to the need of preparing the region for changes to the economy and job market, given COVID-19 and technological advances.

Councilmember Deborah Robertson, Rialto, District 8, commented in support of future agenda items regarding fiber-optic technologies and resiliency, and she asked for consideration of how to best consider these issues within the EAC and Policy Committees. President Richardson acknowledged the request, stating that this may be considered at a future EAC Retreat. Mr. Ajise spoke to the various areas that fiber-optic and broadband access influence and how SCAG can engage these topics across multiple fronts.

ANNOUNCEMENT/S

There were no announcements.

ADJOURNMENT

There being no further business, President Richardson adjourned the Special Meeting of the EAC at 12:32 p.m.

[MINUTES ARE UNOFFICIAL UNTIL APPROVED BY THE EAC]

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Executive / Administration Committee Attendance Report

2020-21																Total M Attenc To De
MEMBERS	CITY	Representing	JUN (Sp. Mtg.)	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY		
Hon. Rex Richardson, President	Long Beach	District 29	1												1	
Hon. Clint Lorimore, 1st Vice Chair	Eastvale	District 4	1												1	
Hon. Jan Harnik, Chair, 2nd Vice Chair		RCTC	1												1	
Hon. Bill Jahn, Imm. Past Chair	Big Bear Lake	District 11	1												1	
Hon. Jorge Marquez, Chair, CEHD	Covina	District 33	1												1	
Hon. Frank Yokoyama, Vice Chair, CEHD	Cerritos	District 23	1												1	
Hon. David Pollock, Chair, EEC	Moorpark	District 46	1												1	
Hon. Carmen Ramirez, Vice Chair, EEC	Oxnard	District 45	1												1	
Hon. Cheryl Viegas-Walker, Chair, TC	El Centro	District 1	1												1	
Hon. Steve Hofbauer, Vice Chair, TC	Palmdale	District 43	1												1	
Hon. José Luis Solache, Chair, LCMC	Lynwood	District 26	1												1	
Hon. Peggy Huang, Vice Chair, LCMC		TCA	1												1	
Hon. Margaret Finlay, President's Appt.	Duarte	District 35	1												1	
Hon. Kim Nguyen, President's Appt.	Garden Grove	District 18	1												1	
Hon. Deborah Robertson, President's Appt.	Rialto	District 8	1												1	
Hon. David Ryu, President's Appt.	Los Angeles	District 51	0												0	
Hon. Andrew Masiel, Sr.	Pechanga Dev. Corporation	Tribal Government Regional Planning Board	0												0	
Mr. Randall Lewis, Ex-Officio Member	Lewis Group of Companies	Business Representative	1												1	

Attachment: EAC Attendance Sheet (Minutes of the Special Meeting - June 22, 2020)



AGENDA ITEM 3 REPORT

Southern California Association of Governments
Remote Participation ONLY
September 2, 2020

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

From: Sarah Jepson, Planning Director, Modeling & Forecasting
213-236-1955, jepson@scag.ca.gov

Subject: Memorandum of Understanding (MOU) with the Center for
Demographic Research

EXECUTIVE DIRECTOR'S
APPROVAL

Kome Ajise

RECOMMENDED ACTION:

Approve the MOU between SCAG and California State University, Fullerton (CSUF) Auxiliary Services Corporation for the continued sponsorship of the Center for Demographic Research (CDR) to promote joint research and exchange technical information, and authorize SCAG's Executive Director or his designee to negotiate, finalize and execute the MOU on SCAG's behalf.

STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

CDR, based at the California State University, Fullerton (CSUF), was established to coordinate the development of demographic and related socioeconomic information for Orange County, and provide such products to data users. CDR is a vital data source for a wide range of local, subregional and regional applications, including transportation infrastructure planning; facilities planning and timing; development of fee programs; bond revenue stream analysis; general planning and other applications. SCAG, along with other public agencies, has sponsored CDR since 2011, and wishes to continue its support of CDR and thereby, seeks Regional Council's approval of the attached Memorandum of Understanding.

BACKGROUND:

CDR is a non-profit research center dedicated to the development and support of demographic research. CDR's mission is to provide accurate and timely information regarding population, housing and employment characteristics in an efficient and cost-effective manner. Their work focuses mainly on demographics in Orange County, California.

In partnership with other public agencies, such as the Orange County Transportation Authority (OCTA), SCAG has worked cooperatively in supporting the operation of CDR since 2011. SCAG staff recommend continue this support and cooperation by entering into the attached MOU,

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whereby SCAG would contribute financially to CDR for three years (FY 2020/21 to FY 2022/23). Objectives and deliverables include discussion facilitation and assessments of SCAG's growth forecasting practices for the 2024 RTP/SCS planning cycle, developmental support for Regional Data Platform, and submission of critical RTP/SCS data for Orange County jurisdictions. Each fiscal year, SCAG has the option to reaffirm the partnership or terminate its participation under the MOU. The funding to be provided is as follows: \$106,200.64 in FY 2020/21; \$110,378.62 in FY 2021/22; and \$114,924.00 in FY 2022/23. The total funding for the project over the three-year period is \$331,503.26. SCAG staff seeks Regional Council approval of the MOU and authorization for SCAG's Executive Director or his designee to sign the MOU on SCAG's behalf.

FISCAL IMPACT:

Funding in the amount of \$106,200.64 is included in the proposed FY 2020/21 budget in project 055-0704.02. Funding for future years is contingent on budget availability.

ATTACHMENT(S):

1. Memorandum of Understanding by and between Orange County Interests and CSUF Auxiliary Services Corporation for the Continued Operation of the CDR at CSUF

MEMORANDUM OF UNDERSTANDING
by and between
ORANGE COUNTY INTERESTS
and
CSU FULLERTON AUXILIARY SERVICES CORPORATION
for the
CONTINUED OPERATION OF THE CENTER FOR DEMOGRAPHIC RESEARCH
AT CALIFORNIA STATE UNIVERSITY, FULLERTON

This Memorandum of Understanding (“MOU”) is entered into between the County of Orange, Transportation Corridor Agencies, Orange County Sanitation District, Orange County Transportation Authority, Municipal Water District of Orange County, Orange County Water District, Orange County Council of Governments, Southern California Association of Governments (“SPONSORS”); the Orange County Local Agency Formation Commission (“CONTRIBUTING PARTNERS”) and the CSU Fullerton Auxiliary Services Corporation, (“ASC”), which is a 501 (c)3 California corporation organized under California law as an auxiliary organization of California State University, Fullerton (“CSUF”). This MOU is for the development of demographic data and related support products. Obligations and rights specified for CSUF in the MOU shall be exercised by the ASC.

WHEREAS, the development of demographic and related information for Orange County is a vital data source used for a wide range of local, subregional and regional applications, including, transportation infrastructure planning, facilities planning and timing, development of fee programs, bond revenue stream analysis, general planning and other applications; and

WHEREAS, a number of primary users of data in Orange County have recognized the benefit of having a local area expertise in developing demographic projections and associated products; and

WHEREAS, these SPONSORS, CONTRIBUTING PARTNERS, and CSUF agree on the importance of having a single entity in Orange County developing demographic products and providing such products to data users; and

WHEREAS, these agencies also desire to establish a long-term process which allows each individual agency participation in the development and review of demographic products; and

WHEREAS, the Center for Demographic Research (“CDR”) located at CSUF provides an opportunity to place demographic activities in a setting that accomplishes SPONSORS’ and CONTRIBUTING PARTNERS’ objectives and provides augmented educational opportunities for CSUF; and

WHEREAS, CSUF will be listed as a “SPONSOR” based upon their financial contribution as outlined in the budget in Attachment 1 and in-kind contributions for the balance of the remaining Sponsor seat; and

WHEREAS, the SPONSORS have worked cooperatively in supporting and organizing the Center for Demographic Research for 24 years and wish to continue their cooperation; and

WHEREAS, the CONTRIBUTING PARTNERS wish to participate in supporting the Center for Demographic Research beginning in Fiscal Year 2020/2021; and

NOW, THEREFORE, IT IS RESOLVED that the **SPONSORS, CONTRIBUTING PARTNERS**, and the **ASC** agree as follows:

I. The SPONSORS and CONTRIBUTING PARTNERS will fund the CDR for the next three years, subject to an annual review and two one-year options by the SPONSORS and CONTRIBUTING PARTNERS, for an annual total fee as set forth in Item IV below and Attachment 1.

II. Process and Structure

A. Orange County Projections

The Orange County Council of Governments (“OCCOG”) will be responsible for the approval of the Orange County Projections at the Regional Statistical Area level and subsequent to that action the County of Orange will approve the Orange County Projections. The OCCOG will work with CDR staff to integrate the Orange County Projections as approved into the Southern California Association of Governments (“SCAG”) Regional Growth Forecast. Sponsors will make good faith efforts to use the Orange County Projections data in all future forecasting and planning efforts.

B. Management Oversight

The Management Oversight Committee (“MOC”) shall meet at least four (4) times each year to (1) consider policy matters associated with the operations of the Center for Demographic Research, (2) review products status and activities which are part of the core Work Program, (3) review the Center for Demographic Research’s financial status and status of annual MOU signatures, (4) set CDR budget and modify staff salaries funded by this MOU (5) consider requests from additional agencies wishing to become sponsors or contributing partners, (6) modify budget and work program upon addition or termination of a sponsor or contributing partner, (7) address other matters vital to the function of the Center for Demographic Research, and (8) undertake additional tasks as requested by the SPONSORS.

The Management Oversight Committee will be comprised of staff representing the SPONSORS, CONTRIBUTING PARTNERS and CSUF. Each SPONSOR will have one voting member of equal standing on the Management Oversight Committee including one member jointly representing the Municipal Water District of Orange County and the Orange County Water District; each CONTRIBUTING PARTNER will have one non-voting Ex-Officio member. The designees from each SPONSOR, CONTRIBUTING PARTNER, and the university shall be named by

July 1 of each year. An organization may also designate an individual(s) to serve as an alternate member of the Management Oversight Committee. The committee chair and vice-chair will be elected for a three-year term.

C. Technical Oversight:

The Technical Advisory Committee (“TAC”) provides technical guidance and input into the development of each product produced under this MOU before they are reviewed by the Management Oversight Committee. The Technical Advisory Committee advises the Director of the Center for Demographic Research, as well as reports to the Management Oversight Committee. The Committee will include one voting representative from each SPONSOR including a member representing the Municipal Water District of Orange County and the Orange County Water District; each CONTRIBUTING PARTNER will have one non-voting Ex-Officio member. University participation on the Technical Advisory Committee will include at least one voting member from CSUF, and one voting member each from the University of California, Irvine and Chapman University. The Director of the Center for Demographic Research will coordinate with research centers at these universities to ensure data consistency. The designees from each SPONSOR, CONTRIBUTING PARTNER, and agency shall be named by July 1 of each year. The committee chair and vice-chair will be elected for a three-year term.

The Technical Advisory Committee shall schedule at least four (4) meetings each year. It will (1) provide a report to the Management Oversight Committee summarizing its meetings, (2) provide advice on the approach, techniques, data sources and methods used to develop new products, (3) facilitate the acquisition of data necessary to produce products, (4) provide suggestions on the interpretation and analysis incorporated into deliverables, (5) provide input on assumptions for the development of the growth projections, (6) provide review of deliverables prior to approval by the Management Oversight Committee and (7) undertake other tasks as identified by the Management Oversight Committee.

D. Transportation Modeling Data

The Orange County Transportation Authority (“OCTA”) will be responsible for the approval of all transportation modeling variables used in the Orange County Transportation Analysis Model (“OCTAM”) at the Traffic Analysis Zone level. The transportation modeling variables shall be consistent with the Orange County Projections, as approved by the Orange County Council of Governments and the County of Orange at the Regional Statistical Area Level. The OCTA and SCAG will exercise user agreements for their consultants to access the transportation modeling variables.

III. Duration and Terminations

This agreement will become effective upon execution and ends on June 30, 2023. A review of the performance of the Center for Demographic Research in meeting its obligations under this MOU will be conducted by the Management Oversight Committee throughout the term July 2020 through June 2023. This MOU may be extended and/or amended by mutual agreement of all signatories.

A party may terminate its participation under this MOU by giving each of the other parties sixty (60) days written notice thereof. Upon said notice of termination, the SPONSOR or CONTRIBUTING PARTNER terminating its participation shall pay the balance of fees owed by the SPONSOR or CONTRIBUTING PARTNER for that given fiscal year. Each fiscal year, the SPONSORS and CONTRIBUTING PARTNERS shall review and approve in writing the MOU, work program, and funding arrangement. Such written approval shall constitute a SPONSOR'S or CONTRIBUTING PARTNER'S agreement to participate in this Agreement. In the event that ASC wishes to terminate its participation, it shall reimburse the SPONSORS and CONTRIBUTING PARTNERS any advance payments, less an amount to cover expenses related to work in progress and less costs reasonably necessary to effect such termination. If a party wishes to withdraw from the agreement, said notice shall be affected by delivery of such notice in person or by depositing said notice in the United States mail, registered or certified mail, return receipt required, postage prepaid.

IV. Funding and Schedule

Respective fees shall be as follows for the following fiscal year:

Payment Schedule for 2020-2023	2020-2021	2021-2022	2022-2023	Three-Year Total
Orange County Transportation Authority	\$106,200.64	\$110,378.62	\$114,924.00	\$331,503.26
County of Orange	\$106,200.64	\$110,378.62	\$114,924.00	\$331,503.26
Orange County Council of Governments	\$106,200.64	\$110,378.62	\$114,924.00	\$331,503.26
Orange County Sanitation District	\$106,200.64	\$110,378.62	\$114,924.00	\$331,503.26
Transportation Corridor Agencies	\$106,200.64	\$110,378.62	\$114,924.00	\$331,503.26
Southern California Association of Governments	\$106,200.64	\$110,378.62	\$114,924.00	\$331,503.26
Municipal Water District of Orange County	\$53,100.32	\$55,189.31	\$57,462.00	\$165,751.63
Orange County Water District	\$53,100.32	\$55,189.31	\$57,462.00	\$165,751.63
Orange County Local Agency Formation Commission	\$17,000.00	\$17,000.00	\$17,000.00	\$51,000.00
NON-CSUF TOTAL	\$760,404.48	\$789,650.34	\$821,468.00	\$2,371,522.82
California State University, Fullerton	\$97,213.96	\$98,782.60	\$98,782.60	\$294,779.16
TOTAL	\$857,618.44	\$888,432.94	\$920,250.60	\$2,666,301.98

Payments shall be made in accordance with invoicing policies of the ASC according to the schedule below. SPONSORS and CONTRIBUTING PARTNERS will be invoiced at the beginning of each quarter. Quarterly payments equal to 25% of the annual fees shall follow invoices submitted according to the calendar below:

Fiscal Year 2020/2021: July 2020, October 2020, January 2021, April 2021
Fiscal Year 2021/2022: July 2021, October 2021, January 2022, April 2022
Fiscal Year 2022/2023: July 2022, October 2022, January 2023, April 2023

SPONSORS and CONTRIBUTING PARTNERS shall pay one-quarter of their annual fees upon receipt of said invoices or may prepay for an entire fiscal year. Prepayment does not imply a discounted rate.

V. Administrative Representatives

- A. The Principal Investigator for the operations and management of the Center for Demographic Research and the conduct of this MOU is Deborah Diep, Director. The Assistant Director, Rubaiya Zaman, will serve as the Principal Investigator in the Director's absence. They are authorized to negotiate supplemental services with the SPONSORS, CONTRIBUTING PARTNERS, and Non-sponsors as noted in Section VII. Sydney Dawes, Director, ASC Office of Sponsored Programs is designated as the administrative representative for the ASC. Should the Principal Investigators become unavailable for any reason, no other Principal Investigator shall be chosen by CSUF or the ASC without the approval of the SPONSORS. Furthermore, the ASC agrees that the Management Oversight Committee shall make the recommendation on the selection of the Director or interim Director of the Center for Demographic Research and no Director or interim Director shall be appointed without approval of the Management Oversight Committee. The Management Oversight Committee will serve as the search committee if a search committee for the Director is required by the ASC.
- B. Equipment and furniture purchased by ASC under the terms of this MOU shall remain the property of the SPONSORS. In the event that the Center for Demographic Research is disbanded, the equipment remains the property of the SPONSORS and the Management Oversight Committee shall determine its disposition.
- C. Databases and applications developed and maintained for the Center for Demographic Research purposes shall remain under control of the SPONSORS. In the event that Center for Demographic Research is relocated from CSUF, all Center for Demographic Research functions and designations shall accompany the Center for Demographic Research.

VI. Additional Sponsorships and Revenues

Other agencies and entities can become sponsors or contributing partners of the Center for Demographic Research with unanimous agreement among the SPONSORS as determined by a vote of the Management Oversight Committee. Adjustments in sponsor fees found necessary resulting from the addition of sponsors shall be determined by the Management Oversight Committee with consultation from the Center for Demographic Research Principal Investigators.

The disposition of additional revenues generated through additional sponsors, and the sale of products and services to non-sponsors shall be determined by the Management Oversight Committee. The additional funds shall be prorated according to the respective sponsor fee. SPONSORS shall have the option of expending their share of the additional funds on CDR activities, products or equipment or having the funds returned to the SPONSORS at the end of the fiscal year.

VII. Products and Deliverables

- A. The Center for Demographic Research will produce the identified core Demographic Products and Services as described in Attachment 2 and listed in Attachment 3. Each SPONSOR will receive ten (10) copies in printed form and one (1) copy of estimates and projections in electronic form.
- B. The SPONSORS and CONTRIBUTING PARTNERS have the right to request supplemental products and support services from the Center for Demographic Research through a purchase order. Projects above the amount of \$25,000 shall be approved by the ASC. Such purchases may be entered into if the SPONSOR or CONTRIBUTING PARTNER agrees to pay ASC all additional costs resulting from the additional products or services, including an indirect cost of 22%, and if the activities do not interfere with the normal functioning of the CDR. If requests for additional products or services require interference with the normal functioning of the CDR as determined by the Management Oversight Committee or additional resources from the CDR's basic budget the proposal for such products and services will be forwarded to the Management Oversight Committee for their advice and consent prior to finalization of the agreement. In all cases, supplemental work for SPONSORS and CONTRIBUTING PARTNERS shall be assessed indirect costs of 22%.
- C. Non-sponsors can contract with the Center for Demographic Research through the ASC for its services or obtain supplemental products and support services from the Center for Demographic Research through a Non-sponsor purchase order. A list of these projects will be submitted to the MOC on a quarterly basis. If the Director assesses a proposed project contains a conflict of interest, conflict of time commitment, or interference with the normal functioning of CDR, the Management Oversight Committee will be informed of the request for services and will review it for any potential conflicts. The Director shall notify the Management Oversight Committee of any such proposed agreement and provide the committee with draft text and budget, before the intended start of work. The Management Oversight Committee shall review the proposed project for possible conflicts of interests, conflicts of time commitment, and budgetary adequacy. The Management Oversight Committee may at its discretion impose a surcharge of funds to be used at its discretion. Action on these matters may be taken only with the concurrence of a majority of the members of the Management Oversight Committee and all such supplemental work for Non-sponsors shall be assessed normal indirect costs of 22%.

- D. Use of revenues generated by the sale of products produced by the Center for Demographic Research shall be determined by the Management Oversight Committee. A quarterly report on product sales will be presented to the Management Oversight Committee.
- E. Additional projects should not adversely affect the schedule of deliverables unless otherwise agreed to by the Management Oversight Committee.

VIII. Sponsorship

This Agreement shall be signed by all SPONSORS and CONTRIBUTING PARTNERS by June 30, 2020 with the exception of the Southern California Association of Governments. The Southern California Association of Governments shall sign this Agreement by September 30, 2020. If all SPONSORS and CONTRIBUTING PARTNERS listed in Section XVIII do not sign by September 30, 2020, the work program and budget will be modified to reflect the committed funding. If any SPONSOR or CONTRIBUTING PARTNER does not sign this Agreement, the funding amounts of the remaining SPONSORS and CONTRIBUTING PARTNERS will not change. The remaining SPONSORS and CONTRIBUTING PARTNERS are not required to make up the difference in the reduced budget. Any SPONSOR or CONTRIBUTING PARTNER listed as an ORANGE COUNTY INTEREST that does not sign this Agreement forfeits all rights, services, and privileges as a CDR SPONSOR or CONTRIBUTING PARTNER unless otherwise negotiated. A formal status report on execution will be delivered at each Management Oversight Committee meeting until all SPONSORS and CONTRIBUTING PARTNERS sign this Agreement.

IX. Liability and Insurance

Each party to this MOU hereby assumes any and all risks for personal injury and property damage attributable to the negligent acts or omissions of that party and the officers, employees, and agents thereof. ASC warrants that it has adequate Worker's Compensation Insurance and liability insurance for its own employees. The ASC, the SPONSORS (the County of Orange, Transportation Corridor Agencies, Orange County Sanitation District, Orange County Transportation Authority, Municipal Water District of Orange County, Orange County Water District, Orange County Council of Governments, and Southern California Association of Governments), and the CONTRIBUTING PARTNERS (the Orange County Local Agency Formation Commission) agree to indemnify and hold each other, their respective officers, employees, students, agents, harmless from and against all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from negligent or intentional acts or omissions of the indemnifying party, its officers, employees, students or agents.

X. Independent Contractor

In the performance of all services and obligations under this agreement, SPONSORS, CONTRIBUTING PARTNERS, and ASC shall act as independent contractors. None shall be considered an employee or agent of the other.

XI. Use of Names

SPONSORS and CONTRIBUTING PARTNERS agree not to use the names of the ASC or CSUF in any commercial connection with work performed under this Agreement without prior written permission from the ASC. SPONSORS and CONTRIBUTING PARTNERS may use said names in ordinary internal business reports concerning this Agreement and may use the names of the Center for Demographic Research and the Principal Investigators in non-commercial publicity announcing the results of the project.

ASC agrees not to use the names of SPONSORS and/or CONTRIBUTING PARTNERS in any commercial connection with this work without prior written permission from SPONSORS and/or CONTRIBUTING PARTNERS. ASC may use SPONSORS' and/or CONTRIBUTING PARTNERS' name in ordinary internal business reports concerning this agreement and in non-commercial publicity announcing the awarding of the contract.

The provisions of this Section of the Agreement shall survive for two (2) years beyond any termination date specified in Section III or any extension thereof.

XII. Force Majeure

SPONSORS, CONTRIBUTING PARTNERS, and ASC shall not be liable or deemed to be in default for any delay or failure in performance under this Agreement or interruption of services resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, strikes, labor disputes, or any similar cause beyond the reasonable control of SPONSORS, CONTRIBUTING PARTNERS, or ASC, provided the affected party notifies the other party of the delay in writing within ten days of the onset of the delay.

XIII. Assignment

This Agreement shall inure to the benefit of and be binding upon and enforceable by the parties and their successors and permitted assigns. However, neither party may assign any of its rights or obligations under this Agreement without the prior written consent of the other.

XIV. Modification and Waiver

None of the terms of the Agreement may be waived or modified except by an express agreement in writing signed by SPONSORS, CONTRIBUTING PARTNERS, and ASC. Modifications not documented in writing cannot be enforced. The failure or delay of either party in enforcing any of its rights under this Agreement shall not be deemed a continuing waiver or a modification by such party of such right.

XV. Governing Law

The validity and interpretation of this Agreement shall be governed by the laws of the State of California.

XVI. Federal Statutes Relating to Nondiscrimination

ASC will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S. C. sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S. C. section 794), which prohibits discrimination on the basis of handicaps; (d) Age discrimination Act of 1975, as amended (42 U.S.C. sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970 (P.O. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-d and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (I) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirement of any other federal nondiscrimination statute(s) which may apply to the application.

XVII. Notices

Notices under this agreement shall be considered to be given if delivered by first class mail to the following addresses:

For SPONSORS:

Jessica Witt
County of Orange
10 Civic Center Plaza, 3rd Floor
Santa Ana, CA 92701

Marnie O'Brien Primmer
Orange County Council of Governments
3972 Barranca Pkwy, Suite J-127
Irvine, CA 92606

James D. Herberg
Orange County Sanitation District
10844 Ellis Avenue
Fountain Valley, CA 92738-8127

Kurt Brotcke
Orange County Transportation Authority
550 S. Main Street
2nd Floor
Orange, CA 92868

Kome Ajise
Southern California Association of Governments
c/o Justine Block, SCAG Acting Chief Counsel
900 Wilshire Blvd., Suite 1700
Los Angeles, CA 90017

Valarie McFall
Transportation Corridor Agencies
125 Pacifica, Suite 100
Irvine, CA 92618-3304

Robert Hunter
Municipal Water District of Orange County
18700 Ward Street
Fountain Valley, CA 92728

Michael R. Markus
Orange County Water District
18700 Ward Street
Fountain Valley, CA 92728-8300

Danny C. Kim
Administration and Finance, California State University, Fullerton
800 N. State College Blvd., LH-802
Fullerton, CA 92831-3599

For CONTRIBUTING PARTNERS:

Carolyn Emery
Orange County Local Agency Formation Commission
2677 N. Main Street, Suite 1050
Santa Ana, CA 92705

For CSU FULLERTON AUXILIARY SERVICES CORPORATION

Sydney Dawes, Director, ASC Office of Sponsored Programs
CSU Fullerton Auxiliary Services Corporation
1121 N. State College Blvd.
Fullerton, CA 92831-3014

XVIII. Execution

IN WITNESS THEREOF, the SPONSORS, CONTRIBUTING PARTNERS, and the ASC have executed this Agreement on the date first herein written. This Agreement is to be signed in counter parts.

For the CSU Fullerton Auxiliary Services Corporation:

Charles D. Kissel, Executive Director

Date

For the County of Orange:

Frank Kim, County Executive Officer

Date

For the Orange County Council of Governments:

Marnie O'Brien Primmer, Executive Director

Date

For the Orange County Sanitation District:

James D. Herberg, General Manager

Date

For the Orange County Transportation Authority:

Darrell Johnson, Chief Executive Officer

Date

For the Southern California Association of Governments:

Kome Ajise, Executive Director

Date

For the Foothill/Eastern Transportation Corridor Agency:

Michael Kraman, Chief Executive Officer

Date

For the San Joaquin Hills Transportation Corridor Agency:

Michael Kraman, Chief Executive Officer

Date

For the Municipal Water District of Orange County:

Sat Tamaribuchi, President of the Board

Date

Robert Hunter, General Manager

Date

For the Orange County Water District:

Vincent Sarmiento, President

Date

Michael R. Markus, General Manager

Date

For the Orange County Local Agency Formation Commission:

Carolyn Emery, Executive Officer

Date

For California State University, Fullerton:

Danny C. Kim, Vice President for
Administration & Finance/CFO

Date

**Attachment 1: Center for Demographic Research
Annual Budget: July 1, 2020 through June 30, 2023**

		<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	
1	Salaries	\$434,339.26	\$446,889.06	\$467,736.62	
2	Benefits	\$184,459.49	\$191,881.70	\$201,114.20	
3	Supplies	\$7,000.00	\$7,000.00	\$7,000.00	
4	Printing & Publications	\$8,500.00	\$12,500.00	\$8,500.00	
5	Meetings, Mileage, & Training	\$1,950.00	\$1,950.00	\$1,950.00	
6	Equipment	\$500.00	\$500.00	\$500.00	
7	Expenses	\$636,748.75	\$660,720.77	\$686,800.82	
8	Federally-negotiated Indirect Cost (IDC) / Overhead: 37%	\$235,597.04	\$244,466.68	\$254,116.30	
9	Office space rent (not subject to IDC)	\$80,784.96	\$82,353.60	\$82,353.60	
10	(A) Gross Total Program Costs	\$953,130.75	\$987,541.05	\$1,023,270.72	
11	Contributions toward IDC				
12	Non-CSUF SPONSORS/Contributing Partner (22.0%)	\$140,084.73	\$145,358.57	\$151,096.18	
13	CSUF contribution (IDC reduction from 37% to 22%)	\$95,512.31	\$99,108.11	\$103,020.12	
14	Total Indirect Cost (IDC) / Overhead	\$235,597.04	\$244,466.68	\$254,116.30	
15	CSUF Contribution Summary				
16	Office space rent: 100% ¹	\$80,784.96	\$82,353.60	\$82,353.60	
17	Administrative Asst. salary support from HSS Dean ¹	\$16,429.00	\$16,429.00	\$16,429.00	
18	Subtotal of CSUF Monetary Contributions	\$97,213.96	\$98,782.60	\$98,782.60	
19	IDC / Overhead (Rate reduction from 37% to 22%) ²	\$95,512.31	\$99,108.11	\$103,020.12	
20	(B) Total CSUF Contribution	\$192,726.27	\$197,890.71	\$201,802.72	
21	NET CDR BUDGET TOTAL: (A) - (B)	\$760,404.48	\$789,650.34	\$821,468.00	
22	Contributing Partner (no seat): LAFCO	\$17,000.00	\$17,000.00	\$17,000.00	
23	Cost per Sponsorship Seat= (Net Budget – LAFCO)/ 7 remaining seats	\$106,200.64	\$110,378.62	\$114,924.00	
	Number of Voting Seats				
24	OCTA	1	\$106,200.64	\$110,378.62	\$114,924.00
25	COUNTY	1	\$106,200.64	\$110,378.62	\$114,924.00
26	OCCOG	1	\$106,200.64	\$110,378.62	\$114,924.00
27	OCSO	1	\$106,200.64	\$110,378.62	\$114,924.00
28	TCA	1	\$106,200.64	\$110,378.62	\$114,924.00
29	SCAG	1	\$106,200.64	\$110,378.62	\$114,924.00
30	MWDOC	0.5	\$53,100.32	\$55,189.31	\$57,462.00
31	OCWD	0.5	\$53,100.32	\$55,189.31	\$57,462.00
32	CSUF	1	see above	see above	see above
33	LAFCO	0	\$17,000.00	\$17,000.00	\$17,000.00
34	TOTAL	8	\$760,404.48	\$789,650.34	\$821,468.00

¹Monetary contribution

²Non-monetary contribution (rate reduction); not included in IV. Funding and Schedule: Payment Schedule for 2020-2023, Page 4.

Attachment 2
Proposed CDR 2020-2023 Services and Products

REPORTS

Orange County Progress Report

Produce an annual Orange County Progress Report. This document presents a unified and a comprehensive picture of Orange County and its 34 cities including its economic health, its demographic status and trends, and other information of interest to those who might wish to relocate to Orange County, do business in the County, or otherwise have an interest in the economic and demographic status and future of Orange County.

Orange County Projections

Preparation and development of OCP-2022 will begin during this three-year MOU. Incorporate 2020 Decennial Census data into OCP-2022 base year dataset. Complete OCP-2022 dataset and adoption. Following the adoption of OCP-2022, produce a report containing assumptions, tables, charts, maps, and methodology. The OCP dataset contains population, housing, and employment projections by 2020 census tract, jurisdiction, Community Analysis Area, and Regional Statistical Area for a 25-year period. This iteration will include agency boundaries for MWDOC, OCSD, & OCWD.

Orange County Facts and Figures

Update quarterly the Orange County Facts and Figures. This document focuses on the most frequently asked questions about Orange County demographics and related information.

Boundary and Annexation Report

Working with information provided by OC LAFCO, CDR staff will produce an annual report of the jurisdictional boundary changes. This multi-page report will contain a map of the year to year boundary changes and a table listing the area change and specific annexations and incorporations for each calendar year. Detailed annexation and vicinity maps from OC LAFCO's approved changes of organization documents will also be included in the report. For ease of reference and to make the information publically available, the report will be posted on OC LAFCO's website.

Housing Activity Report

Using information from the Housing Inventory System (HIS), CDR staff will produce an annual report on the housing construction and demolition activity by jurisdiction. Information will be released in aggregate form at the jurisdiction level in a PDF.

PUBLIC INFORMATION SERVICES

Provide Public Information on Orange County Demographics as Requested

Provide information in response to numerous requests made by government agencies, elected officials, private companies, non-profit organizations, schools, students, and citizens regarding demographic and related information about Orange County.

Maintain CDR Website

Update the information currently on the CDR website on a regular basis and expand as information becomes available.

Provide Information and Analysis to News Media

Provide information, description, interviews, and analysis of demographics to news media to assist them in doing stories where demographics is the focus.

Update RHNA Allocations

Develop allocations of 2020 RHNA for annexations and incorporations as requested. Provide data support to local jurisdictions and SCAG during development of the 2020 RHNA. Monitor RHNA development process to ensure Orange County data is incorporated.

Process Decennial Census and American Community Survey Data

Process Bureau of Census data as it pertains to development of the Orange County Projections and at the request of CDR Sponsors.

State Data Center Affiliate

The CDR will serve as a State Data Center Affiliate to the Demographic Research Unit of the California Department of Finance. As an Affiliate, CDR will assist the SDC and Orange County in disseminating census data and improving public access to census data products consistent with services CDR already provides.

DATA BASES

Housing Inventory System

The Housing Inventory System (HIS) is a data system that includes all changes to each jurisdiction's housing stock, including 2017 and 2019 changes to accessory dwelling units. Data is collected at the address level and converted into a GIS database by geocoding. After geocoding, quality analysis efforts include tying activity to parcels. Depending on the jurisdiction, different documents are used to record added units including certificates of use and occupancy, utility release log, or building final documents. Demolitions and conversions are recorded through other recordation. Changes to the mobile home inventory will be verified with HCD. This project includes an annual review and sign off process by each jurisdiction of their geocoded data to ensure accuracy.

Census Data by Partial TAZ

Update the correspondence tables of 2020 Census blocks to the TAZs after release of Census Bureau data and GIS shapefiles. As the various census files become available, transportation modeling variables and other key variables useful for projecting the modeling variables will be aggregated to TAZ.

Calibrate Age Cohort Component, Shift-Share and Headship Rate Models

Based on data from the Census Bureau, DOF, and EDD data, calibrate the models used to project county-wide population, housing and employment.

Master Polygon File

Update master polygon file based on the 2020 Census block file for use in development of OCP dataset and annual population and housing unit estimates. Allocate Census block data to TAZ, CAA, RSA, MWDOC, OCSD, and OCWD. Working with information from OC LAFCO, the master polygon file will be updated annually to include changes to agency boundaries: jurisdiction, MWDOC, OCSD, and OCWD.

Population and Housing Estimates by TAZ (OCP)

Estimates of population and housing by unit type will be developed using the 2010 Census and American Community Survey data at the split TAZ. From 2014 onwards, housing unit changes will be geocoded and aggregated to the TAZ. Annual estimates of population and housing will be produced by TAZ for maintenance of the OCP base file.

Annual Population and Housing Estimates by Partial Census Tract and Sponsor Agency

Estimates of population and housing units developed using the 2020 Census for each of the special district sponsors will be updated annually. From 2014 onwards, annual estimates (January 1) of population and housing will be produced by partial census tract and for each of the special district sponsor agencies: MWDOC, OCSD, and OCWD.

Project Total County Population, Housing, and Employment

Draft assumptions for OCP-2022 will be developed and reviewed by the CDR TAC. These will then be incorporated into the macro level models used to project population, housing, and employment. The resulting projections will be reviewed by the CDR TAC and MOC and then brought to the OCCOG TAC and Board for approval as the controls totals for OCP-2022.

Projected Population, Housing and Employment by TAZ (OCP)

Preparation and development of OCP-2022 will begin during this MOU cycle. Countywide population, housing, and employment for years 2020 through 2050 will be allocated to Traffic Analysis Zones split by jurisdictions. Following the allocation, extensive review and refinement will occur to assure the accuracy of the projections.

Secondary Variables by TAZ (OCTAM)

The basic projected population, housing, and employment from OCP-2022 will be expanded to the 14 OCTAM variables. These variables will include resident population, group quarters population, employed residents, median income, occupied single family dwelling units, occupied multiple family dwelling units, household size, retail employment, service employment, K-12 public school employment, all other employment, school enrollment, university enrollment, and area. Preparation of the base year OCTAM data for OCP-2026 will begin in this MOU cycle.

Entitlement Dataset & Support Services

Provide support to Orange County jurisdictions in the development of the entitlements database and other data requested by SCAG during the development of the 2020 & 2024 RTP/SCS. Monitor development process to ensure Orange County data is incorporated.

Consolidated Boundary and Annexation Program (CBAS)

CDR staff will report annual jurisdictional boundary and feature changes through a new, voluntary program of the U.S. Census Bureau that allows for a consolidated annual review of jurisdiction boundaries. This review will be done using the official County Surveyor/OC LAFCO jurisdiction GIS boundary file. Orange County jurisdictions will be able to opt in or out of this CDR service annually. CDR will notify each participating jurisdiction and OC LAFCO of the outcome of the BAS review, i.e., whether there were any areas where jurisdiction boundaries needed to be corrected.

COMMITTEES

Participate in Sponsor Technical Advisory Committees as Requested

Participate in appropriate Sponsor technical advisory committees including, OCCOG TAC, County's Demographic Steering Committee, OCTA's Modeling TAC, Orange County Sanitation District's Planning Advisory Committee, Water Use Efficiency Project Advisory Committee, and SCAG's Technical Working Group and other regional working groups.

Coordinate with SCAG and SCAG Committees

This service revolves around the incorporation of OCP into the SCAG growth forecast. This service includes participation in SCAG expert panels and workshops to develop assumptions for their population and employment projections; monitoring the discussions relevant to the development of SCAG's growth forecast at SCAG policy committees and subregional coordinator meetings; and coordinating with relevant SCAG staff on this issue.

Coordinate with University Research Centers

CDR staff will coordinate with UCI and Chapman University research centers to ensure consistency between the CDR's forecast and estimates and those produced by these institutes.

2020-2023 LAFCO FUNDED PROJECT: Sphere of Influence Estimates

CDR will update its master polygon file on an annual basis with changes to the sphere of influence (SOI) boundaries. CDR will produce annual estimate of January 1 population and housing for each of the SOI polygons upon completion of the annual Housing Inventory System to maintain this information in preparation for the 2018-2022 OC LAFCO municipal service review cycle.

Boundary and Annexation Report: Working with OC LAFCO over the three-year MOU cycle, CDR will attempt to build a historical reference collection of these reports going back to 2000 as information is available.

NEW PROJECTS & SERVICES

Modifications to OCTA Traffic Analysis Zones

CDR will work with OCTA on an update to their Orange County Transportation Analysis Model Traffic Analysis Zones (OCTAM TAZs) to align with roads and communities that have been built and future developments which are now formally detailed. Once the 2020 Census block geographic boundaries are available, the CDR will work with OCTA from July to December 2020 to update the OCTAM TAZ boundaries by incorporating any additional changes OCTA has requested and finalize any other requested or suggested changes to the TAZ boundaries in preparation for the OCP-2022. 2020 base year estimates to be reviewed by jurisdictions in summer 2021.

Orange County Projections 2022 Geographies- Tier 3/City TAZ Pilot Program

CDR will complete a pilot program of three cities, which already have comparable data at the Tier 3/city TAZ level, to expand the OCP split OCTAM-TAZ geographies to the city/Tier 3 TAZs for OCP-2022. The city-TAZs nest into the OCTAM TAZs. This data will also be provided to SCAG for use in their modeling efforts at the Tier 3 level. The OCP-2022 working geographic unit would be the split Tier 3 TAZ. The OCTAM modeling dataset would still be developed and provided to OCTA at the OCTAM TAZ (Tier 2) level. The pilot program would potentially be a first-phase effort to incorporate the city/Tier 3 TAZ for the three volunteer cities (Anaheim, Irvine, and Newport Beach) into the CDR minimum planning unit database for OCP.

Special Decennial Census Edition of the Facts & Figures

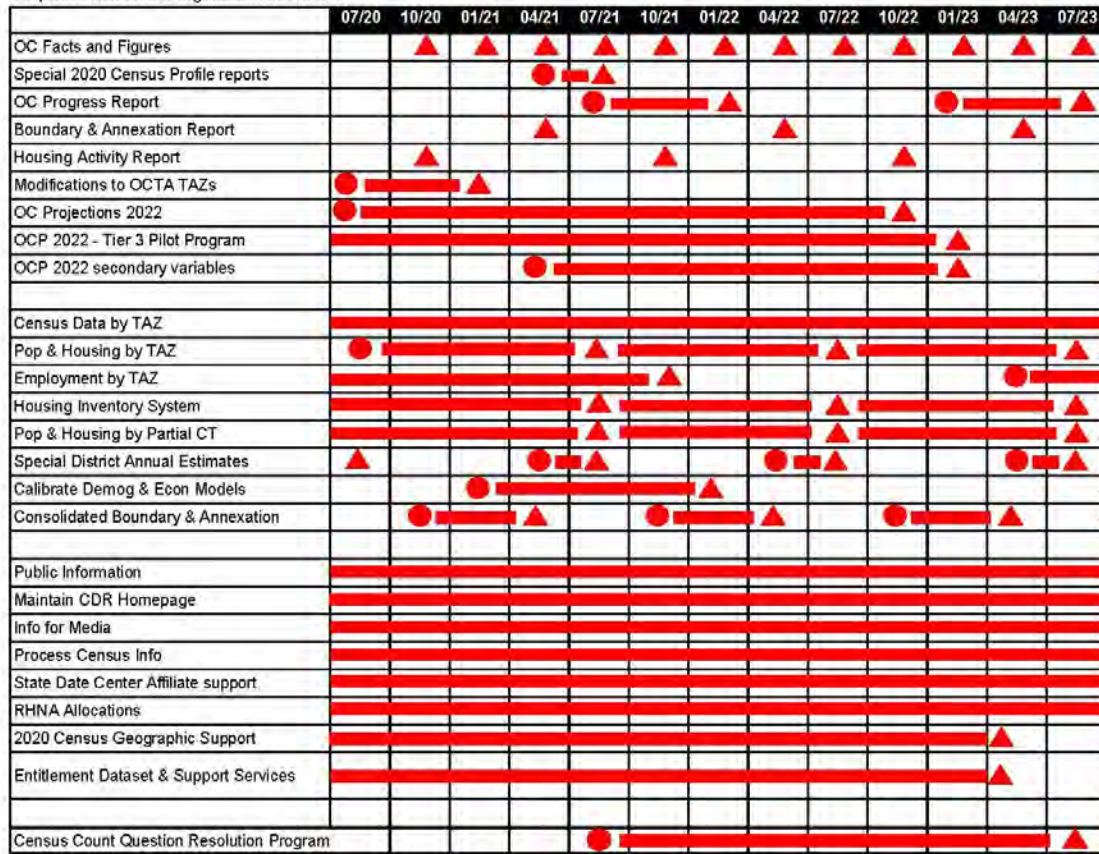
This multi-page document will include county and city/community data from the 2020 Decennial Census on population and housing. It will also show growth and changes since the 2010 Decennial Census. This document will be electronic and posted online for free download.

Census Bureau Count Question Resolution (CQR) Program Support

CDR staff will provide maps to Orange County jurisdictions to verify 2020 Census jurisdictional boundaries and total population and housing unit counts by census block. CDR staff will assist Orange County jurisdictions in documenting errors found during the review process by providing maps to be used in their responses to the U.S. Census Bureau Count Question Resolution program.

Attachment 3

Proposed Draft Work Program 7/2020 - 6/2023



● Startup
▲ Milestone/Completion



AGENDA ITEM 4 REPORT

Southern California Association of Governments
Remote Participation ONLY
September 2, 2020

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

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

Subject: Contracts \$200,000 or Greater: Contract Nos. 19-052-C1
through 19-052-C10, Information Technology (IT) Technical
Project Resources

EXECUTIVE DIRECTOR'S
APPROVAL

Kome Ajise

RECOMMENDED ACTION:

For FY21 staff request the Regional Council (RC) to authorize staff to continue to:

- 1) Provide project-based technical resources and approve funding contracts to be referenced as 19-052-C01 through 19-052-C10 and 16-040B-C2 and 16-040B-C4, retroactive to July 1, 2020, with the various firms in an amount not to exceed \$980,000 beginning with FY21 and continuing beyond in to future fiscal years until staff fully expends the \$980,000, (this means staff will only return to the RC to approve additional funding when the \$980,000 is fully expended) and to;
- 2) Exceed the \$200,000 contract limit per procurement procedures for each individual contract for IT resources, when an individual resource is retained for project support for the purpose of maintaining consistency and effectiveness for each project's duration, up to the 5-year Term of the bench contract. This includes amending a contract beyond \$75,000 or 30% of its original value or beyond the normal \$200,000 RC approval threshold.

STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

On December 5, 2019, at a special meeting of the Executive/Administration Committee (EAC - Agenda Item No. 5), the EAC, on behalf of the Regional Council authorized staff to enter into fiscal year 2019-20 (FY20) contracts using ten (10) qualified firms selected through SCAG's competitive procurement 19-052). For FY21 (7/1/20 – 6/30/21), staff plans to continue to use the existing ten (10) firms by sending a Request for Offer (RFO) for each IT project or system-related scope of work to the ten (10) firms. This item will not exceed the total \$980,000 as budgeted and approved by the Regional Council unless otherwise approved through the budget amendment process.

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

Using contracted resources gives SCAG the ability to quickly increase or decrease specialized and skilled IT resources or meet project demands. This facilitates SCAG's ability to have more flexibility in technical direction and to implement emerging technologies on an expedited basis.

Staff shall only return to the Regional Council to request additional funding on an as-needed. As in the past, staff also requests to exceed the \$200,000 contract limit per procurement procedures for each individual contract for IT resources, when an individual resource is retained for project support to maintain consistency and effectiveness for up to 5 years. This includes amending a contract beyond \$75,000 or 30% of its original value or beyond the normal \$200,000 RC approval threshold.

BACKGROUND:

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

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Contract Amount</u>
Various IT firms (19-052-C01 through 19-052-C10) and 16-040B-C2 & 16-040B-C4	The various IT firms shall provide technical project resources to complete defined scopes of work for the approved FY21 IT work plan, including some multi-year projects, under contracts 19-052-C01 through 19-052-C10 as well as 16-040B-C2 & 16-040B-C4.	\$980,000

FISCAL IMPACT:

Funding for various IT contracts is available in the FY 2020-21 Overall Work Program Budget and Indirect Cost Budget.

ATTACHMENT(S):

1. Contract Summary 19-052-C01 thru C10 and 16-040B-C2 & 16-040B-C4
2. Contract Summary 19-052-C01 thru C10 and 16-040B-C2 & 16-040B-C4 COI

**CONSULTANT CONTRACT NOS. 19-052-C1 THROUGH 19-052-C10 &
16-040B-C2 and 16-040B-C4**

**Recommended
Consultants:**

22nd Century Technologies, Inc.;
AgreeYa Solutions, Inc.;
Computer Aid, Inc.;
Commercial Programming Systems, Inc.;
Coolsoft, LLC;
Global IT Services, Inc.;
Infojini, Inc.;
Radgov, Inc.;
SATWIC, Inc.; and
Sierra Cybernetics, Inc.
BGBS, Inc.
iBusiness Solution, Inc.

**Background &
Scope of Work:**

Since 2012 SCAG's Information Technology (IT) Division has required project based technical resources to implement the IT work plan in support of SCAG's mission. Since that time the Regional Council (RC) has authorized staff to use these technical resources and return to the RC annually for continued authorization. Staff received the most recent authorization on December 5, 2019, at a special meeting of the Executive/Administration Committee (EAC - Addenda Item No. 5) which authorized staff to enter into fiscal year 2020-21 (FY21) contracts with ten (10) firms (mentioned below) that were competitively procured under contracts 19-052-C01 through 19-052-C10. To ensure that SCAG has sufficient transition time on CRM and GIS related projects, SCAG has extended the terms of two contracts (16-40B-C2 and 16-040B-C4) from the previous 16-040 series IT Bench Contract. For FY21, staff will extend the terms of these ten 19-052 contracts (10 existing contracts, add funds as appropriate based on project needs, and compete for new IT services by issuing Requests for Offer (RFOs) to the ten (10).

Leveraging project-based contracted resources gives SCAG the ability to quickly increase or decrease staffing resources with specialized technical skills. This continues to help expedite project priorities and augments SCAG IT staff as organization needs and technologies evolve. Staff shall continue to return each year to the Regional Council (as it has done since 2012) to request additional funding for future fiscal years. As in the past, staff also requests to exceed the \$200,000 contract limit per procurement procedures for each individual contract for IT resources, when an individual resource is retained for project support to maintain consistency and effectiveness for up to 5 years. This includes amending a contract beyond \$75,000 or 30% of its original value or beyond the normal \$200,000 RC approval threshold.

The approved FY21 IT work plan includes, but is not limited to system development and support related to:

- Enterprise Geographic Information System (EGIS) geodatabases used by SCAG planners, city staff and the public, accessible through SCAG's websites.
- Planning applications, including Inter Governmental Review (IGR), Local Profiles, and others.
- Websites, external and internal, used by staff, partners and the public.

- Administrative systems, such Financial Management System (FMS), Customer Relationship Management (CRM), and others.
- Scenario Planning Model (SPM) systems used by SCAG staff, and regional partners and the public.

**Project's Benefits
& Key Deliverables:**

Using IT resources on a contract-by-contract basis gives SCAG the agility to acquire specialized skills to meet varying demands and workloads. This increases SCAG's effectiveness in deploying new technology, broadens the qualified resource pool, and shortens project delivery time. The work of each IT firm is tied to a specific scope related to a particular system, including agreed deliverables and rates, estimated hours, and schedules.

Strategic Plan:

This item supports SCAG's Strategic Plan Goal 4: Develop, Maintain and Promote the Utilization of State of the Art Models, Information Systems and Communication Technologies; Objective d: Integrate Advanced Information and Communication Technologies.

Contract Amount:

Total not to exceed

\$980,000

To be awarded to eligible firms competitively procured under RFP 19-052 and previously approved by the December 5, 2019, special meeting of the Executive/Administration Committee (EAC - Addenda Item No. 5), for various scopes of work related to IT projects. This procurement action requires as-needed services with firms to be paid a set hourly rate for their services. As such, there is no specific award amount to each firm, nor does SCAG guarantee any specific amount of work to a firm. Therefore, no award amounts are shown below.

1. 22 nd Century Technologies, Inc.;	As Needed
2. AgreeYa Solutions, Inc.;	As Needed
3. Computer Aid, Inc.;	As Needed
4. Commercial Programming Systems, Inc.;	As Needed
5. Coolsoft, LLC;	As Needed
6. Global IT Services, Inc.;	As Needed
7. Infojini, Inc.;	As Needed
8. Radgov, Inc.;	As Needed
9. SATWIC, Inc.;	As Needed
10. Sierra Cybernetics, Inc.	As Needed

Contract Period:

December 5, 2019 through June 30, 2024

Funding:

Funding for various IT contracts is available in the FY 2020-21 Overall Work Program Budget and Indirect Cost Budget.

**Request for
Proposal (RFP):**

To recap the original solicitation process staff used to procure the ten (10) firms under contracts 19-052-C01 through 19-052-C10, staff originally notified 1,417 firms of the release of RFP 19-052 via SCAG's Solicitation Management System. A total of 69 firms downloaded the RFP. SCAG received 29 proposals in response to the solicitation. Additional information about the original RFP 19-052 is contained in the December 5, 2019, special meeting of the Executive/Administration Committee (EAC - Agenda Item No. 5)

- Selection Process:** The Proposal Review Committee (PRC) evaluated each of the proposals originally received in accordance with the criteria set forth in the original RFP 19-052, and conducted the selection process in a manner consistent with all applicable federal and state contracting regulations and interviewed the highest ranked offerors. Staff will continue to use this methodology if awarding any new contacts.
- Basis for Selection:** The PRC recommended each of the ten (10) firms listed above for the contract award based on technical qualifications, breadth and quality of resources, company stability and viability, price and customer references. Any new awards will be based on this same criteria.

**Conflict of Interest Form - Attachment
For September 3, 2020 Regional Council Approval**

For FY21 staff request the Regional Council (RC) to authorize staff to continue to:

- 1) Provide project-based technical resources and approve funding contracts to be referenced as 19-052-C01 through 19-052-C10 and 16-040B-C2 and 16-040B-C4, retroactive to July 1, 2020, with the various firms in an amount not to exceed \$980,000 beginning with FY21 and continuing beyond in to future fiscal years until staff fully expends the \$980,000, (this means staff will only return to the RC to approve additional funding when the \$980,000 is fully expended) and to;
- 2) Exceed the \$200,000 contract limit per procurement procedures for each individual contract for IT resources, when an individual resource is retained for project support for the purpose of maintaining consistency and effectiveness for each project's duration, up to the 5-year Term of the bench contract. This includes amending a contract beyond \$75,000 or 30% of its original value or beyond the normal \$200,000 RC approval threshold.

The firms for procurement action 19-052-C01 through 19-052-C10 as well as 16-040B-C1 and 16-040B-C4 include:

Firm Name	Did the firm disclose conflict in the Conflict Form they submitted with their original proposal (Yes or No)?
22 nd Century Technologies, Inc.;	No - form attached
AgreeYa Solutions, Inc.;	No - form attached
Computer Aid, Inc.;	No - form attached
Commercial Programing Systems, Inc.;	No - form attached
Coolsoft, LLC;	No - form attached
Global IT Services, Inc.;	No - form attached
Infojini, Inc.;	No - form attached
Radgov, Inc.	No - form attached
SATWIC, Inc.;	No - form attached
Sierra Cybernetics, Inc. Eckersall, LLC	No - forms attached
BGBS, Inc.	No - form attached
iBusiness Solution, Inc.	No - form attached

Attachment: Contract Summary 19-052-C01 thru C10 and 16-040B-C2 & 16-040B-C4 (Contracts \$200,000 or Greater: Contract Nos. 19-052-C1

SCAG CONFLICT OF INTEREST FORM

RFP No. 19-052

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: 22nd Century Technologies, Inc.

Name of Preparer: Eva Gaddis-McKnight

Project Title: Administrator

RFP Number: 19-052 Date Submitted: June 24, 2019

SECTION II: QUESTIONS

- 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) Eva Gaddis-McKnight, hereby declare that I am the (position or title) Administrator of (firm name) 22nd Century Technologies, 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 June 24, 2019 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.

Eva Gaddis-McKnight

Signature of Person Certifying for Proposer
(original signature required)

June 24, 2019

Date

NOTICE

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

SCAG CONFLICT OF INTEREST FORM

RFP No. 19-052

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:	<u>AgreeYa Solutions, Inc.</u>		
Name of Preparer:	<u>Ajay Kaul</u>		
Project Title:	<u>IT Application Development and Support</u>		
RFP Number:	<u>19-052</u>	Date Submitted:	<u>Jun 24, 2019</u>

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
<hr/>	<hr/>
<hr/>	<hr/>

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, Ajay Kaul, hereby declare that I am the Managing Partner of AgreeYa Solutions, 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 June 24, 2019 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)

Jun 24, 2019

Date

NOTICE

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

SCAG CONFLICT OF INTEREST FORM

RFP No. 19-052

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: Computer Aid, Inc.

Name of Preparer: Frank Ury

Project Title: Information Technology Application Development Support

RFP Number: 19-052 **Date Submitted:** June 24, 2019

SECTION II: QUESTIONS

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

☐ YES ☒ NO

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

Name	Nature of Financial Interest
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

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
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
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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
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<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

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
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

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

☐ YES ☒ NO

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

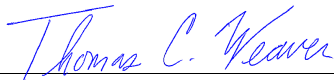
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

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

DECLARATION

I, (printed full name) Thomas C. Weaver, hereby declare that I am the (position or title) Executive Vice President of (firm name) Computer Aid, 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 6/24/19 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)

June 24, 2019

Date

NOTICE

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

SCAG CONFLICT OF INTEREST FORM

RFP No. 19-052

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: Commercial Programming Systems, Inc.

Name of Preparer: Philip Sawyer

Project Title: IT Application Development and Support

RFP Number: RFP No. 19-052 Date Submitted: June 10, 2019

SECTION II: QUESTIONS

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

☐ YES ☒ NO

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

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

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

☐ YES ☒ NO

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

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

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

☐ YES ☒ NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

☐ YES ☒ NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

☐ YES ☒ NO

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

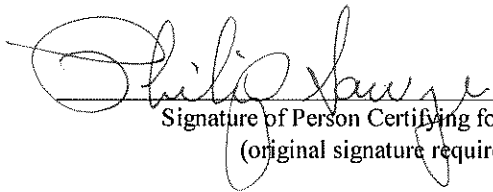
Name	Date	Dollar Value

SECTION III: VALIDATION STATEMENT

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

DECLARATION

I, (printed full name) Philip Sawyer, hereby declare that I am the (position or title) President/CEO of (firm name) Commercial Programming System 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 June 10, 2019 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)

June, 10, 2019

Date

NOTICE

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

SCAG CONFLICT OF INTEREST FORM

RFP No. 19-052

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: COOLSOF LLC

Name of Preparer: Anand Krishnamurthy

Project Title: Information Technology (IT) Application Development and Support

RFP Number: 19-052 Date Submitted: 6/10/2019

SECTION II: QUESTIONS

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

☐ YES ☒ NO

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

Name	Nature of Financial Interest
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

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) Anand Krishnamurthy, hereby declare that I am the (position or title) Chief Executive Officer of (firm name) COOLSOFT 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 6/21/2019 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)

6/10/2019

Date

NOTICE

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

SCAG CONFLICT OF INTEREST FORM

RFP No. 19-052

SECTION I: INSTRUCTIONS

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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: Global IT Services
Name of Preparer: Shavinder Phagura
Project Title: Information Technology (IT) Application Development and Support
RFP Number: (RFP) No. 19-052 **Date Submitted:** June 24, 2019

SECTION II: QUESTIONS

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

☐ YES ☒ NO

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

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

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

☐ YES ☒ NO

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

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

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

☐ YES ☒ NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

☐ YES ☒ NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

☐ YES ☒ NO

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

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

SECTION III: VALIDATION STATEMENT

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

DECLARATION

I, (printed full name) Shavinder Phagura, hereby declare that I am the (position or title) President of (firm name) Global IT Services, 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 June 24, 2019 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)

June 24, 2019

Date

NOTICE

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

SCAG CONFLICT OF INTEREST FORM

RFP No. 19-052

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: Infojini Inc.

Name of Preparer: Sandeep Harjani

Project Title: Information Technology (IT) Application Development and Support

RFP Number: 19-052

Date Submitted: June 21, 2019

SECTION II: QUESTIONS

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

☐ YES ☒ NO

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

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____

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

☐ YES ☒ NO

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

Name	Position	Dates of Service

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

☐ YES ☒ NO

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

Name	Relationship

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

☐ YES ☒ NO

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

Name	Relationship

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

☐ YES ☒ NO

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

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

SECTION III: VALIDATION STATEMENT

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

DECLARATION

I, (printed full name) Sandeep Harjani, hereby declare that I am the (position or title) Director of (firm name) Infojini 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 June 21, 2019 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)

June 21, 2019

Date

NOTICE

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

SCAG CONFLICT OF INTEREST FORM

RFP No. 19-052

SECTION I: INSTRUCTIONS

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

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

Name of Firm: RADgov, Inc.

Name of Preparer: Clarisey Lee

Project Title: Information Technology (IT) Application Development and Support

RFP Number: 19-052 **Date Submitted:** 06/04/2019

SECTION II: QUESTIONS

- 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
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

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:

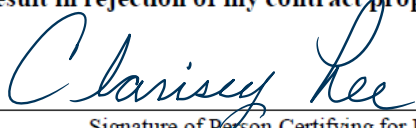
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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) Clarisey Lee, hereby declare that I am the (position or title) Contracts Administrator of (firm name) RADgov, 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 06/04/2019 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)

06/04/2019

Date

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SCAG CONFLICT OF INTEREST FORM

RFP No. 19-052

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: Satwic Inc

Name of Preparer: Subbaiah Cherumandanda

Project Title: Information Technology (IT) Application Development and Support.

RFP Number: 19-052 **Date Submitted: Jun 24, 2019**

SECTION II: QUESTIONS

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

☐ YES ☒ NO

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

Name	Nature of Financial Interest

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

☐ YES ☒ NO

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

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

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

☐ YES ☒ NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

☐ YES ☒ NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

☐ YES ☒ NO

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

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

SECTION III: **VALIDATION STATEMENT**

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

DECLARATION

I, (printed full name) Subbaiah Cherumandanda, hereby declare that I am the (position or title) President of (firm name) Satwic 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 06/24/2019 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.



June, 24, 2019

Signature of Person Certifying for Proposer
(original signature required)

Date

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SCAG CONFLICT OF INTEREST FORM

RFP No. 19-052

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: Sierra Cybernetics, Inc.
Name of Preparer: Carl LaPlante
Project Title: IT Application Development and Support
RFP Number: 19-052 Date Submitted: 6/24/2019

SECTION II: QUESTIONS

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

☐ YES ☒ NO

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

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

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

☐ YES ☒ NO

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

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

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

☐ YES ☒ NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

☐ YES ☒ NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

☐ YES ☒ NO

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

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

SECTION III: VALIDATION STATEMENT

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

DECLARATION

I, (printed full name) Carl Dean LaPlante, hereby declare that I am the (position or title) President of (firm name) Sierra Cybernetics, 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 6/18/2019 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.

Carl LaPlante

Signature of Person Certifying for Proposer
(original signature required)

6/18/2019

Date

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SCAG CONFLICT OF INTEREST FORM

RFP No. 19-052

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: ECKERSALL, LLC

Name of Preparer: Scott Eckersall

Project Title: Enterprise GIS Development

RFP Number: 19-052

Date 6/18/2019

SECTION II: QUESTIONS

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

☐ YES ☒ NO

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

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

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

☐ YES ☒ NO

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

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

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

☐ YES ☒ NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

☐ YES ☒ NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

☐ YES ☒ NO

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

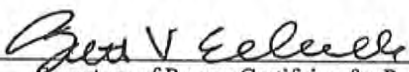
Name	Date	Dollar Value

SECTION III: VALIDATION STATEMENT

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

DECLARATION

I, (printed full name) Scott Vincent Eckersall, hereby declare that I am the President of ECKERSALL, 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 June 18, 2019 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)

6/18/2019
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. 16-040B-C2

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: BGBS, Inc.

Name of Preparer: Arie Levin

Project Title: Microsoft Dynamics CRM Consulting

Date Submitted: 8/21/2020

SECTION II: QUESTIONS

3. 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
<hr/>	<hr/>
<hr/>	<hr/>
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<hr/>	<hr/>

4. 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
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
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9. 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 our proposal?

☐ YES ☒ NO

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

Name	Relationship
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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
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

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) Arie Levin, hereby declare that I am the (position or title) Principal Architect of (firm name) BGBS, Inc., and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 8/21/2020 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)

8/21/2020

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. 16-040B-C4

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: iBusiness Solution, LLC

Name of Preparer: Pramod Srivastava

Project Title: Information Technology (IT) Application Support & Maintenance

Date Submitted: 8/20/2020

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 Type text here

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
N/A	

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
N/A		

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) Pramod Srivastava, hereby declare that I am the (position or title) President of (firm name) iBusiness Solution, 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.

Pramod Srivastava

Signature of Person Certifying for Proposer
(original signature required)

08/20/2020

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.



AGENDA ITEM 5 REPORT

Southern California Association of Governments
Remote Participation ONLY
September 2, 2020

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

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

Subject: Contracts \$200,000 or Greater: Contract No. 19-066-C02,
Aerial Imagery and Related Products and Services - County of
Los Angeles

EXECUTIVE DIRECTOR'S
APPROVAL

Kome Ajise

RECOMMENDED ACTION:

Approve Contract No. 19-066-C02 in an amount not to exceed \$250,000 with County of Los Angeles to provide access to aerial imagery data of its geography, and related products and services for SCAG.

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:

Under this Contract No. 19-066-C02, the County of Los Angeles shall provide access to aerial imagery data of its geography, and related products and services to SCAG. 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.

BACKGROUND:

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

<u>Vendor/Requisition #</u>	<u>Contract Purpose</u>	<u>Contract Amount</u>
County of Los Angeles (19-066-C02)	The County of Los Angeles would provide access to aerial imagery data and related products and services to SCAG.	\$250,000

FISCAL IMPACT:

Funding of \$250,000 is available in the FY 2020-21 Overall Work Program (OWP) budget in project

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number 280-4859.01.

ATTACHMENT(S):

1. Contract Summary 19-066-C02

Consultant Contract No. 19-066-C02

**Recommended
Vendor:**

County of Los Angeles

**Background &
Scope of Work:**

Under this Contract No. 19-066-C02, the County of Los Angeles would provide access to aerial imagery data of its geography, and related products and services to SCAG. 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 purchase agreement, the County of Los Angeles will provide aerial imagery and related products and services. SCAG along with other Los Angeles County agencies will benefit from bulk purchasing of 4" aerial/ortho imagery, obliques, infrared imagery, and building outlines.

**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 2020;
- 4" aerial/ortho imagery with infrared for all Los Angeles County (tiff, ecw);
- Obliques;
- 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

\$250,000

Contract Period:

Notice to Proceed through February 28, 2022

Project Number(s):

280-4859.01

Funding source(s): Senate Bill (SB) 1 Sustainable Communities Formula Grant funds allocated to SCAG under the Caltrans Sustainable Transportation Planning Grant Program. Funding of \$250,000 is available in the FY 2020-21 Overall Work Program (OWP) budget in project number 280-4859.01.

Basis for Selection:

In accordance with SCAG's Contract Manual Section 7.5, dated 04/17/20, and with the Caltrans Local Assistance Procedures Manual, Agreements with Other Governmental Agencies, intergovernmental or inter-entity agreements are encouraged if appropriate if another governmental agency is requested to do work

or provide services. Staff is using this method to gain access to aerial imagery data and related products for Los Angeles County.

**Conflict of Interest (COI) Form - Attachment
For September 3, 2020 Regional Council Approval**

Approve Contract No. 19-066-C02 in an amount not to exceed \$250,000 with the County of Los Angeles to provide access to aerial imagery data of its geography, and related products and services for SCAG.

The vendor for this requisition includes:

Consultant Name	Did the consultant disclose a conflict in the Conflict of Interest Form they submitted with its original proposal (Yes or No)?
County of Los Angeles	N/A – governmental entity



AGENDA ITEM 6
REPORT

Southern California Association of Governments
Remote Participation ONLY
September 2, 2020

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

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

Subject: Contracts \$200,000 or Greater: Contract No. 19-066-C03,
Aerial Imagery and Related Products and Services – County of
Riverside

EXECUTIVE DIRECTOR'S
APPROVAL

Kome Ajise

RECOMMENDED ACTION:

Approve Contract No. 19-066-C03 in an amount not to exceed \$270,000 with the County of Riverside to provide access to aerial imagery data of its geography, and related products and services for SCAG.

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:

Under this Contract No. 19-066-C03, the County of Riverside would provide access to aerial imagery data of its geography, and related products and services to SCAG. 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.

BACKGROUND:

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

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Contract Amount</u>
County of Riverside (19-066-C03)	The County of Riverside would provide access to aerial imagery data and related products and services to SCAG.	\$270,000

FISCAL IMPACT:

Funding of \$270,000 is available in the Fiscal Year (FY) 2020-21 Overall Work Program budget in

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project number 280-4859.01.

ATTACHMENT(S):

1. Contract Summary 19-066-C03

CONSULTANT CONTRACT NO. 19-066-C03

**Recommended
Vendor:**

County of Riverside

**Background &
Scope of Work:**

Under this Contract No. 19-066-C03, the County of Riverside would provide access to aerial imagery data of its geography, and related products and services to SCAG. 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 purchase agreement, the County of Riverside will provide aerial imagery and related products and services. SCAG along with other Los Angeles County agencies will benefit from bulk purchasing of 3" and 6" aerial/ortho imagery, infrared imagery, and building outlines.

**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" and 6" aerial/ortho imagery with infrared for Riverside 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

\$270,000

Contract Period:

Notice to Proceed through February 28, 2022

Project Number(s):

280-4859.01

Funding source(s): Senate Bill (SB) 1 Sustainable Communities Formula Grant funds allocated to SCAG under the Caltrans Sustainable Transportation Planning Grant Program. Funding of \$270,000 will be available in the FY 2020-21 OWP budget.

Basis for Selection:

In accordance with SCAG's Contract Manual Section 7.5, dated 04/17/20, and with the Caltrans Local Assistance Procedures Manual, Agreements with Other Governmental Agencies, intergovernmental or inter-entity agreements are encouraged if appropriate if another governmental agency is requested to do work or provide services. Staff is using this method to gain access to aerial imagery data and related products for Los Angeles County.

**Conflict of Interest (COI) Form - Attachment
For September 3, 2020 Regional Council Approval**

Approve Contract No. 19-066-C03 in an amount not to exceed \$270,000 with the County of Riverside to provide access to aerial imagery data of its geography, and related products and services for SCAG.

The vendor for this requisition includes:

Consultant Name	Did the consultant disclose a conflict in the Conflict of Interest Form they submitted with its original proposal (Yes or No)?
County of Riverside	N/A – governmental entity



AGENDA ITEM 7 REPORT

Southern California Association of Governments
Remote Participation ONLY
September 2, 2020

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

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

Subject: Contracts \$200,000 or Greater: Contract No. 20-050-C01, El
Monte Vision Zero Action Plan

EXECUTIVE DIRECTOR'S
APPROVAL

Kome Ajise

RECOMMENDED ACTION:

Approve Contract No. 20-050-C01 in an amount not to exceed \$232,784 with KTU&A to develop a Vision Zero Action Plan (VZAP) for the City of El Monte, that will define, develop, and recommend implementation activities supporting a Vision Zero approach to multimodal transportation systems planning, policy and programs.

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 establish community goals for the City of El Monte's transportation system, including context sensitive designs and traffic speeds appropriate for enhancing safety and mobility for all system users. The consultant will review current conditions and practices, and work with community stakeholders to establish clear goals, objectives, and action steps to achieve the shared goal of zero fatalities and serious injuries on the City's transportation system.

BACKGROUND:

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

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Contract Amount</u> <u>(not to exceed)</u>
KTU&A (20-050-C01)	The consultant shall develop a Vision Zero Action Plan (VZAP) for the City of El Monte.	\$232,784

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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.

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FISCAL IMPACT:

Funding of \$232,784 is available in the FY 2020-21 Overall Work Program (OWP) budget in project number 275-4823.05.

ATTACHMENT(S):

1. Contract Summary 20-050-C01
2. Contract Summary 20-050-C01 COI

CONSULTANT CONTRACT NO. 20-050-C01

**Recommended
Consultant:**

KTU&A

**Background &
Scope of Work:**

The consultant shall provide services as part of the Sustainability Community Program for the City of El Monte (City). The consultant shall develop a Vision Zero Action Plan (VZAP) that will define, develop, and recommend implementation activities supporting a Vision Zero approach to multimodal transportation systems planning, policy and programs. Vision Zero acknowledges that transportation system fatalities and severe injuries are preventable and providing accessibility for all is imperative. The planning process shall establish community goals for the City's transportation system, including context sensitive designs and traffic speeds appropriate for enhancing safety and mobility for all system users. The consultant will review current conditions and practices, and work with community stakeholders to establish clear goals, objectives, and action steps to achieve the shared goal of zero fatalities and serious injuries on the City's transportation system.

The consultant will prepare a Vision Zero Action Plan (VZAP) that advances the City's established goal of eliminating traffic fatalities and serious injuries on City streets by the year 2027. This specific goal was adopted by City Council in February 2017. The goal's corresponding objectives include: (1) adopting a Vision Zero Plan to reduce traffic fatalities to zero by 2027, (2) establishing a Vision Zero Advisory Committee, and (3) engaging with school officials to encourage their participation in City's Vision Zero Advisory Committee.

**Project's Benefits
& Key Deliverables:**

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

- Considering Vision Zero best practices including policies, programs and strategies that are successful in other jurisdictions and applicable to the City of El Monte;
- Coordinating with existing road safety efforts underway in the City and Vision Zero initiatives throughout the SCAG region;
- Engaging community stakeholders in setting the priorities for investment in Vision Zero strategies;
- Identifying partnership opportunities with public, private and non-profit organizations to advance Vision Zero strategies in the City; and
- Refining existing and propose new metrics to track VZAP progress towards Vision Zero.

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

\$232,784

KTU&A (prime consultant)

\$150,541

Circulate Planning (subconsultant)

\$49,115

Evair GIS Consulting, Inc. (subconsultant)

\$33,128

Note: KTU&A originally proposed \$249,447, but staff negotiated the price down to \$232,784 without reducing the scope of work.

Contract Period: Notice to Proceed through June 30, 2022

Project Number(s): 275-4823U7.05 \$206,084
275-4823E.05 \$26,700

Funding source(s): Senate Bill 1 (FY20 SB1 Formula Funds) and Transportation Development Act (TDA).

Funding of \$232,784 is available in the FY 2020-21 Overall Work Program (OWP) budget in project number 275-4823.05.

Request for Proposal (RFP): SCAG staff notified 1,956 firms of the release of RFP 20-050 via SCAG's Solicitation Management System website. A total of 43 firms downloaded the RFP. SCAG received the following five (5) proposals in response to the solicitation:

KTU&A (2 subconsultants)	\$249,447
TJKM Transportation (1 subconsultant)	\$98,720
Nelson/Nygaard (no subconsultants)	\$127,374
Alta Planning + Design, Inc. (2 subconsultants)	\$249,789
KOA Corporation (1 subconsultant)	\$249,955

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:

Courtney Aguirre, Program Manager II, SCAG
Leonardo Torres, City Engineer, City of El Monte
Sarah Zadok, Transportation Operations Manager, City of El Monte

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

- Demonstrated the best understanding of the project, specifically the need to address improving transportation safety via infrastructure and non-infrastructure projects and programs, with sensitivity to engaging disadvantaged community members;
- Recognized that a potential digital divide may make community engagement more challenging at this time and identified strategies for overcoming this challenge (e.g., radio ads, phone calls, direct mailers, and collaboration with trusted community-based organizations);
- Demonstrated the best understanding of local context, including existing transportation safety and active transportation plans, projects, and efforts (e.g., sidewalk inventory), and noted that safety may require a more expansive definition if community members are concerned about personal safety;

- Demonstrated significant experience working on transportation safety plans (e.g., Vision Zero Action Plans, and Systemic Safety Analysis Reports); and
- Recognized the importance of providing City staff with resources (e.g., Vision Zero dashboard) to facilitate analysis of data.

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 (and especially in the area of outreach), to satisfactorily complete the tasks in the Scope of Work

**Conflict of Interest (COI) Form - Attachment
For September 3, 2020 Regional Council Approval**

Approve Contract No. 20-050-C01 in an amount not to exceed \$232,784 with KTU&A to develop a Vision Zero Action Plan (VZAP) that will define, develop, and recommend implementation activities supporting a Vision Zero approach to multimodal transportation systems planning, policy and programs.

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)?
KTU&A (prime consultant)	No - form attached
Circulate Planning (sub consultant)	No - form attached
Evri GIS Consulting, Inc. (sub consultant)	No – form attached

SCAG CONFLICT OF INTEREST FORM

RFP No. 20-050

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: KTU&A
Name of Preparer: Joe Punsalan
Project Title: City of El Monte Vision Zero Action Plan
RFP Number: 20-050 Date Submitted: 5/6/2020

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
<u></u>	<u></u>
<u></u>	<u></u>

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) Joe Punsalan, hereby declare that I am the (position or title) Principal of (firm name) KTU&A, 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 4/27/2020 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.

 _____ Signature of Person Certifying for Proposer (original signature required)	<u>4/27/2020</u> _____ 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. 20-050

SECTION I: INSTRUCTIONS

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Name of Firm: Evri GIS Consulting, Inc.

Name of Preparer: Ari Isaak

Project Title: City of El Monte Vision Zero Action Plan

RFP Number: 20-050 Date Submitted: 04/20/2020

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
<u></u>	<u></u>
<u></u>	<u></u>

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
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_____	_____

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
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_____	_____

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:

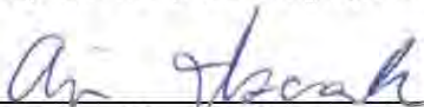
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

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) Ari Isaak, hereby declare that I am the (position or title) Chief Executive Officer / Founder of (firm name) Evairi GIS Consulting, 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 04/20/2020 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.


 _____ 04/20/2020
 Signature of Person Certifying for Proposer Date
 (original signature required)

NOTICE

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SCAG CONFLICT OF INTEREST FORM

RFP No. 20-050

SECTION I: INSTRUCTIONS

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Name of Firm: Circulate San Diego
Name of Preparer: Colin Parent
Project Title: City of El Monte Vision Zero Action Plan
RFP Number: 20-050 Date Submitted: 5/6/2020

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) Colin Parent, hereby declare that I am the (position or title) Executive Director of (firm name) Circulate San Diego, 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 4/30/2020 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.

Colin Parent
Signature of Person Certifying for Proposer
(original signature required)

4/30/2020
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.



AGENDA ITEM 8 REPORT

Southern California Association of Governments
Remote Participation ONLY
September 2, 2020

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

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

Subject: Contracts \$200,000 or Greater: Contract No. 20-052-C01, La
Puente Safe Routes to School Master Plan

EXECUTIVE DIRECTOR'S
APPROVAL

Kome Ajise

RECOMMENDED ACTION:

Approve Contract No. 20-052-C01 in an amount not to exceed \$239,946 with Alta Planning + Design, Inc. to develop a citywide Safe Routes to School (SRTS) Master Plan for the City of La Puente.

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 develop a citywide Safe Routes to School (SRTS) Master Plan. The SRTS Master Plan (Plan) will encourage and promote students to walk or bike to school, resulting in the prioritization of safety and improvements required to be planned to increase the use of active transportation. The Plan will reference local and regional active transportation and Safe Routes to School plans and will serve as a model for other planning efforts in the region.

BACKGROUND:

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

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Contract Amount (not to exceed)</u>
Alta Planning (20-052-C01)	The consultant shall develop a citywide SRTS Plan for the City of La Puente.	\$239,946

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 \$239,946 is available in the FY 2020-21 Overall Work Program budget in project number 225-4837.01.

ATTACHMENT(S):

1. Contract Summary 20-052-C01
2. Contract Summary 20-052-C01 CO^l

CONSULTANT CONTRACT NO. 20-052-C01

**Recommended
Consultant:**

Alta Planning + Design, Inc. (Alta Planning)

**Background &
Scope of Work:**

The consultant shall provide services for a Sustainability Planning Grant for the City of La Puente (City). Specifically, the consultant shall develop a citywide Safe Routes to School (SRTS) Master Plan. The SRTS Master Plan (Plan) will encourage and promote students to walk or bike to school, resulting in the prioritization of safety and improvements required to be planned to increase the use of active transportation. The Plan will reference local and regional active transportation and Safe Routes to School plans and will serve as a model for other planning efforts in the region.

**Project's Benefits
& Key Deliverables:**

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

- Improving mobility for parents, school-age students and the school community walking and biking in and around the City by providing a comprehensive Safe Routes to School Plan;
- Improving access to walking and bicycling for recreation or commuting and infrastructure for non-motorized transportation to schools, while decreasing the City's high levels of obesity and diabetes;
- Providing a variety of safety improvements and connectivity to transit facilities, points of interest, and parks within the school boundary limits; and
- Providing multilingual inclusive community engagement, using traditional and non-traditional approaches, by determining and identifying solutions that meet the needs of pedestrians and bicyclists connecting to the surrounding region.

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	\$239,946
----------------------------	------------------

Alta Planning (prime consultant)	\$148,717
ActiveSGV (subconsultant)	\$91,229

Note: Alta Planning originally proposed \$249,939, but staff negotiated the price down to \$239,946 without reducing the scope of work.

Contract Period:

Notice to Proceed through June 30, 2022

Project Number(s):

225-4837X3.01	\$189,946
225-4837V5.01	\$50,000

Funding source(s): SCAG 2017 Active Transportation Local Planning Initiative (FY19 ATP Formula Funds) and City Cash Match.

Funding of \$239,946 is available in the FY 2020-21 Overall Work Program budget in project number 225-4837.01.

Request for Proposal (RFP):

SCAG staff notified 1,946 firms of the release of RFP 20-052 via SCAG's Solicitation Management System website. A total of 38 firms downloaded the RFP. SCAG received the following five (5) proposals in response to the solicitation:

Alta Planning (1 subconsultant)	\$249,939
Nelson/Nygaard Consulting Associates, Inc (1 subconsultant)	\$199,899
KOA Corporation (2 subconsultants)	\$232,294
Toole Design Group, LLC (3 subconsultants)	\$252,590
MGT of America Consulting, LLC (1 subconsultant)	\$445,435

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:

Dorothy Le Suchkova, Senior Regional Planner, SCAG
John DiMario, Director of Development Services, City of La Puente
Vanessa Munoz, Traffic Engineer, City of La Puente

Basis for Selection:

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

- Demonstrated the best understanding of the project, specifically the City of La Puente's history, background, and strategies in hard to reach populations and creating Safe Routes to School champions; regional transportation context specifically supporting smaller cities in obtaining funding and ultimately supporting regional transportation;
- Has the most relevant work experience on projects of similar size and scope, specifically the San Gabriel Valley Regional Bicycle Master Plan, Santa Ana Safe Routes to School Program, and Pico Rivera non-infrastructure programming;
- Demonstrated the best technical approach, their Project Team and culturally competent community and stakeholder engagement strategy;
- Demonstrated the most efficient project management processes, utilizing a collaborative project management software program; and
- Provided the best overall value for the level of effort proposed. While the overall proposed budget is higher than two other proposers, the cost per hour is significantly lower. This means that significantly more time will be dedicated to this project at a better per-hour value.

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

- Did not demonstrate the same level of creativity and innovation within their proposed technical approach. The lower-priced proposals lacked the more context-sensitive and graphical communications of Alta's proposal; and

- Did not demonstrate the level of familiarity, breadth of experience, especially with projects of similar scope and size, with the project type as did the selected consultant.

**Conflict of Interest (COI) Form - Attachment
For September 3, 2020 Regional Council Approval**

Approve Contract No. 20-052-C01 in an amount not to exceed \$239,946 with Alta Planning + Design, Inc. (Alta Planning) to develop a citywide Safe Routes to School (SRTS) Master Plan.

The consultant team for this contract includes:

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

SCAG CONFLICT OF INTEREST FORM

RFP No. 20-052

SECTION I: INSTRUCTIONS

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Name of Firm: Alta Planning + Design, Inc.
Name of Preparer: Greg Maher, Vice President
Project Title: La Puente Safe Routes to School Master Plan
RFP Number: 20-052 **Date Submitted:** 4/9/2020

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
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
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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
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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
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☐ YES ☒ NO

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


Name	Date	Dollar Value
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_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

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

DECLARATION

I, (printed full name) Greg Maher, hereby declare that I am the (position or title) Vice President of (firm name) Alta Planning + Design, 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 4/9/20 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)

 4/9/20
 Date

NOTICE

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SCAG CONFLICT OF INTEREST FORM

RFP No. 20-052

SECTION I: INSTRUCTIONS

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Name of Firm: Community Partners

Name of Preparer: Angelina Gonzalez, Sr. Contracts and Grants Associate

Project Title: La Puente Safe Routes to School Master Plan

RFP Number: 20-052 **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:

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_____	_____
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_____	_____
_____	_____

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☐ 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) Mamie Funahashi, hereby declare that I am the (position or title) Chief Financial Officer of (firm name) Community Partners, 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 04/02/2020 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.

DocuSigned by:
Mamie Funahashi 4/2/2020
0FC813CB842F488...
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
September 2, 2020

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

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

Subject: Contracts \$200,000 or Greater: Contract No. 20-074-C01,
Palmdale Avenue Q from Sierra Highway to 20th Street East
Complete Streets Project

EXECUTIVE DIRECTOR'S
APPROVAL

Kome Ajise

RECOMMENDED ACTION:

Approve Contract No. 20-074-C01 in an amount not to exceed \$224,753 with Toole Design Group, LLC (Toole Design) to develop a regional corridor plan to improve the state of active transportation infrastructure in the City of Palmdale.

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 develop a multi-modal preliminary corridor plan that can be made ready to be merged into a Project Initiation Document (PID) to enhance pedestrian and bicycle flow on Avenue Q and consider planning level shade recommendations throughout the corridor. The Project will provide a framework for potential roadway widening and sidewalk improvements that will promote walking as a viable form of safe and active transportation. This plan will allow for continuous bike lanes and sidewalk along the entire stretch of the project area.

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 (20-074-C01)	The consultant shall develop a regional corridor plan in the City of Palmdale.	\$224,753

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 \$224,753 is available in the FY 2020-21 Overall Work Program (OWP) budget in project number 275-4823.05.

ATTACHMENT(S):

1. Contract Summary 20-074-C01
2. Contract Summary 20-074-C01 COI

CONSULTANT CONTRACT NO. 20-074-C01

Recommended Consultant:

Toole Design Group, LLC

Background & Scope of Work:

The consultant will develop a multi-modal preliminary corridor plan that can be made ready to be merged into a Project Initiation Document (PID) to enhance pedestrian and bicycle flow on Avenue Q and consider planning level shade recommendations throughout the corridor. The Project will provide a framework for potential roadway widening and sidewalk improvements that will promote walking as a viable form of safe and active transportation. This plan will allow for continuous bike lanes and sidewalk along the entire stretch of the project area.

Although most of the corridor is within the City of Palmdale, it will require multijurisdictional and regional coordination between several different agencies including: The County of Los Angeles, the Los Angeles Sheriff's Department, and the Antelope Valley Transit Authority. Portions of Avenue Q are within County of Los Angeles unincorporated areas, which will require a regional partnership effort. In addition, important regional planning, implementation and other regional considerations are the Palmdale Transportation Center (future High Speed Rail station), High Desert Corridor (13-mile bike trail corridor) and the Palmdale Regional Airport.

Avenue Q is a major arterial street in the City of Palmdale. The project is designed to meet the needs of the surrounding community and visitors to the region and will serve as model for other cities in the region seeking to improve active transportation. The close proximity of the Palmdale Transportation Center generates a significant amount of traffic from the nearby residences and visitors. With the proposed planning of bike lanes and the addition of sidewalks planned by this project, both pedestrian and bicycle traffic will be encouraged and facilitated.

Project's Benefits & Key Deliverables:

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

- Improving multimodal connection via Avenue Q in the City of Palmdale to major destinations and activity centers, with regional significance, including the Palmdale Transportation Center (future High Speed Rail station), High Desert Corridor (13-mile bike trail corridor) and the Palmdale Regional Airport;
- Improving economic development opportunities and land-use recommendations to support a multimodal transportation hub;
- Improving access to walking and bicycling for recreation or commuting, through context sensitive shade, safety, and connectivity assessments and analysis; and
- Through multilingual inclusive community engagement, using traditional and non-traditional approaches, the project will determine and identify solutions to meet the multi-mobility needs for people in the City and connecting to the surrounding region.

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	\$224,753
	Toole Design Group, LLC (prime consultant)	\$127,775
	Raimi + Associates (subconsultant)	\$41,119
	Arellano Associates (subconsultant)	\$55,859

Note: Toole Design originally proposed \$238,483, but staff negotiated the price down to not to exceed \$224,753 without reducing the scope of work.

Contract Period: Notice to Proceed through December 31, 2021

Project Number(s):

275-4823U7.05	\$198,974
275-4823E.05	\$25,779

Funding source(s): Senate Bill 1 (FY20 SB1 Formula Funds) and Transportation Development Act (TDA).

Funding of \$224,753 is available in the FY 2020-21 Overall Work Program (OWP) budget in project number 275-4823.05.

Request for Proposal (RFP): SCAG staff notified 3,612 firms of the release of RFP 20-074 via SCAG's Solicitation Management System website. A total of 71 firms downloaded the RFP. SCAG received the following eleven (11) proposals in response to the solicitation:

Toole Design Group, LLC (1 subconsultant)	\$238,483
David Evans & Associates, Inc. (1 subconsultant)	\$186,126
ARUP North America (2 subconsultants)	\$195,877
Iteris, Inc. (2 subconsultants)	\$198,127
Kimley-Horn (1 subconsultant)	\$199,843
KTUA (1 subconsultant)	\$199,989
Kritzinger + RAO (2 subconsultants)	\$248,012
KOA (2 subconsultants)	\$249,420
Chen Ryan Associates (2 subconsultants)	\$249,976
Alta Planning & Design, Inc. (2 subconsultants)	\$299,359
Forma Design, Inc. (2 subconsultants)	\$310,433

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:

Dorothy Le Suchkova, Senior Regional Planner, SCAG
Megan Taggart, Senior Planner, City of Palmdale
Clarence "Skip" Smith, Jr., Assistant Planner, City of Palmdale
Cuong Phu Trinh, Senior Transportation Planner, Caltrans District 7

Basis for Selection:

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

- Demonstrated the best understanding of the project, specifically strategies for underserved and Spanish-speaking populations with lower access or comfort level to internet and digital devices (fully bilingual engagement program, translation of concept designs into Spanish), and regional transportation context specifically approaching the potential recommendations and associated trade-offs with phasing, and ultimately supporting regional transportation;
- Demonstrated the best technical approach, in particular their strong understanding land-use, zoning and development and relationship to transportation, accessible, visually appealing and user-friendly graphics, and culturally competent, flexible and adaptable community and stakeholder engagement strategy using a mix of digital, in-person, and low-tech strategies, and;
- Demonstrated the most effective project management, quality assurance and quality control, and budgeting processes, utilizing a real time accounting and cost software program, clear and functional project team roles, collaborative communication structure, and adaptable schedule within scope and budget.

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

- Lacked the combination and balance of technical expertise and culturally competent community engagement (ie. not as thorough demographic analysis or accommodations for a breadth of digital, phone, paper-based and interactive engagement to be effective during COVID-19 public health guidance) as did Toole's proposal; and
- Lacked technical expertise and understanding of project trade-offs and potential challenges within the project scope.

**Conflict of Interest (COI) Form - Attachment
For September 3, 2020 Regional Council Approval**

Approve Contract No. 20-074-C01 in an amount not to exceed \$224,753 with Toole Design Group, LLC (Toole Design) to develop a regional corridor plan to improve the state of active transportation infrastructure in the City of Palmdale.

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
Arellano Associates (subconsultant)	No – form attached
Raimi + Associates (subconsultant)	No – form attached

SCAG CONFLICT OF INTEREST FORM

RFP No. 20-074

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: Angela Nelson
Project Title: City of Palmdale: Avenue Q from Sierra Highway to 20th Street East Complete Streets Project.
RFP Number: No. 20-074 **Date Submitted:** 6/9/2020

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
<u></u>	<u></u>
<u></u>	<u></u>

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.



Signature of Person Certifying for Proposer
(original signature required)

6/9/2020

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. 20-074

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: Raimi + Associates

Name of Preparer: Matt Raimi, Principal/CEO

Project Title: City of Palmdale: Ave Q from Sierra HWY to 20th St East Complete Streets Project

RFP Number: No. 20-074 Date Submitted: 6/9/2020

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
<hr/>	<hr/>
<hr/>	<hr/>
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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
N/A		

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
N/A	

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
N/A	

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
N/A		

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) Matt Raimi, hereby declare that I am the (position or title) President/CEO of (firm name) Raimi + Associates, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 5/27/2020 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.



Signature of Person Certifying for Proposer
(original signature required)

5/27/2020

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. 20-074

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: Arellano Associates

Name of Preparer: Genoveva L. Arellano

Project Title: City of Palmdale: Avenue Q from Sierra Highway to 20th Street East Complete Streets Project.

RFP Number: No. 20-074 Date Submitted: 6/9/2020

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
<hr/>	<hr/>
<hr/>	<hr/>
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<hr/>	<hr/>

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

☐ YES ☒ NO

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

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

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

☐ YES ☒ NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

☐ YES ☒ NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

☐ YES ☒ NO

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

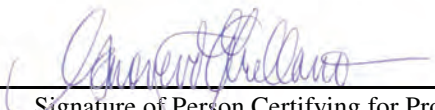
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

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

DECLARATION

I, (printed full name) Genoveva L. Arellano, hereby declare that I am the (position or title) Principal of (firm name) Arellano Associates, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated June 9, 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)

June 9, 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.



AGENDA ITEM 10 REPORT

Southern California Association of Governments
Remote Participation ONLY
September 2, 2020

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

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

Subject: Contracts \$200,000 or Greater: Contract No. 20-076-C01,
Cities of Pasadena and Azusa Pedestrian Master Plans

EXECUTIVE DIRECTOR'S
APPROVAL

Kome Ajise

RECOMMENDED ACTION:

Approve Contract No. 20-076-C01 in an amount not to exceed \$336,684 with Toole Design Group, LLC (Toole Design) to develop a comprehensive Pedestrian Master Plan (Plan) for the cities of Pasadena and Azusa (Cities).

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 develop Plans that will include robust technical analysis to develop a safe and comfortable walkable network within each City, engage historically underrepresented and non-traditional stakeholders, and analyze connections to key destinations and access to regional economic opportunities and essential services. The Plans will contribute to regional goals to increase the percentage of local trips made by walking, reduce GHG emissions and vehicle miles traveled (VMT) in each of the Cities, increase awareness for active transportation, and plan for safe connections between essential destinations in the Cities.

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 (20-076-C01)	The consultant shall develop a comprehensive Pedestrian Master Plan in each of the Cities.	\$336,684

FISCAL IMPACT:

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



Funding of \$336,684 is available in the FY 2020-21 Overall Work Program (OWP) budget in project number 275-4823.05.

ATTACHMENT(S):

1. Contract Summary 20-076-C01
2. Contract Summary 20-076-C01 COI

CONSULTANT CONTRACT NO. 20-076-C01

**Recommended
Consultant:**

Toole Design Group, LLC

**Background &
Scope of Work:**

The consultant shall develop a comprehensive Pedestrian Master Plan (Plan) for the cities of Pasadena and Azusa (Cities). The consultant shall develop a Plan that provides a safe, comfortable, and walkable pedestrian network within each city, engage historically underrepresented and non-traditional stakeholders, and analyze connections to key destinations and access to regional opportunities and services. The Plans will contribute to regional goals to increase the percentage of local trips made by walking, reduce GHG emissions and vehicle miles traveled (VMT) in each of the Cities, increase awareness for active transportation, and plan for safe connections between essential destinations in the Cities.

**Project's Benefits
& Key Deliverables:**

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

- Developing a comprehensive Pedestrian Master Plan in each of the Cities to identify a safe, comfortable walking network to support pedestrian safety and active transportation;
- Engaging local community members through robust public engagement and conduct walk audits to identify priority improvement areas in each City; and
- Developing a set of priority recommendations, proposed costs, as well as a funding and implementation strategy to prioritize improvements and identify funding opportunities.

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

\$336,684

Toole Design Group, LLC (prime consultant)

\$147,858

KOA (subconsultant)

\$66,264

ActiveSGV (subconsultant)

\$66,357

Day One (subconsultant)

\$56,205

Note: Toole Design originally proposed \$380,343, but staff negotiated the price down to \$336,684 without reducing the scope of work.

Contract Period:

Notice to Proceed through February 28, 2022

Project Number(s):

275-4823U7.05 (FY20 SB1) \$298,066

275-4823E.05 (TDA) \$38,618

Funding source(s): Senate Bill 1 (FY20 SB1 Formula Funds) and Transportation Development Act (TDA).

Funding of \$336,684 is available in the FY 2020-21 Overall Work Program (OWP) budget in project number 275-4823.05.

Request for Proposal (RFP):

SCAG staff notified 2,939 firms of the release of RFP 20-076 via SCAG's Solicitation Management System website. A total of 61 firms downloaded the RFP. SCAG received the following seven (7) proposals in response to the solicitation:

Toole Design Group, LLC (1 subconsultant)	\$380,343
Alta Planning & Design, Inc. (1 subconsultant)	\$353,300
Chen Ryan Associates (1 subconsultant)	\$399,988
IBI Group (2 subconsultants)	\$419,982
KTUA (2 subconsultants)	\$463,467
Nelson Nygaard Consulting Associates (3 subconsultants)	\$499,702
M. Arthur Gensler (2 subconsultants)	\$687,402

Selection Process:

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

The PRC consisted of the following individuals:

Hannah Brunelle, Associate Regional Planner, SCAG
Rich Dilluvio, Principal Planner, City of Pasadena
Matt Marquez, Director of Economic & Community Development, City of Azusa
Cuong Phu Trinh, Senior Transportation Planner, Caltrans District 7

Basis for Selection:

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

- Demonstrated the best understanding and intent of the project, specifically they demonstrated the most relevant experience delivering pedestrian master plans, demonstrating a strong technical analysis coupled with robust community engagement. The team identified data sources, partnered with local organizations on the project team, and researched existing plans and policies in the Cities, demonstrating a readiness to begin the project;
- Demonstrated the strongest integration of sub-consultants and attention to detail in the schedule to complete the project on time and meet the objectives outlined in the RFP by integrating multiple sub-consultants to work on tasks concurrently;
- The team demonstrated the best approach of community engagement and specifically prioritizing underserved and vulnerable populations by describing specific outreach strategies to reach disadvantaged populations, considering COVID-19. The outreach strategies included partnering with existing organizations and co-hosting meetings;
- Specifically stated that an equity framework is essential and the focus on centering people guides their work; and
- Provided the best technical approach by providing specific level of detail in their proposal and interview, and specifically stating the types of data and issues they will analyze for the project.

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

- Did not demonstrate in as much detail for how they would specifically adjust their outreach strategies for reaching vulnerable populations and people without access to broadband during the project, considering COVID 19;
- Did not propose a comprehensive strategy to the overall project, specifically demonstrating the same focus on developing a plan ready for implementation as Toole; and
- Did not have as comprehensive an integration between the engagement, technical analysis, and project recommendations, and did not sufficiently articulate the feedback loop between engagement and implementation.

**Conflict of Interest (COI) Form - Attachment
For September 3, 2020 Regional Council Approval**

Approve Contract No. 20-076-C01 in an amount not to exceed \$336,684 with Toole Design Group, LLC (Toole Design) to develop comprehensive Pedestrian Master Plans (Plans) for the Cities of Pasadena and Azusa (Cities).

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. 20-076

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: Cities of Pasadena and Azusa Pedestrian Master Plans

RFP Number: No. 20-076 **Date Submitted:** 06.24.2020

SECTION II: QUESTIONS

- 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
<u></u>	<u></u>
<u></u>	<u></u>

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
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
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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
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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
<hr/>	<hr/>
<hr/>	<hr/>
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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 at 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 L. 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 June 24, 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)

June 24, 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. 20-076

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: KOA Corporation

Name of Preparer: Carlos Velasquez, AICP

Project Title: Cities of Pasadena and Azusa Pedestrian Master Plans

RFP Number: 20-076 **Date Submitted:** June 25, 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
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
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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) Min Zhou, PE, hereby declare that I am the (position or title) CEO/President of (firm name) KOA Corporation, 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 June 25, 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.

min zhou

Signature of Person Certifying for Proposer
(original signature required)

June 25, 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. 20-076

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: Community Partners fbo Active San Gabriel Valley

Name of Preparer: Angelina Gonzalez

Project Title: Cities of Pasadena and Azusa Pedestrian Master Plans

RFP Number: 20-076 **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) Mamie Funahashi, hereby declare that I am the (position or title) Chief Financial Officer of (firm name) Community Partners, 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 6/10/2020 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.

DocuSigned by:

 0FC813CD842F468...
 Signature of Person Certifying for Proposer
 (original signature required)

6/10/2020 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. 20-076

SECTION I: INSTRUCTIONS

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Name of Firm: Day One Inc.

Name of Preparer: Christy Zamani, Day One Executive Director

Project Title: Cities of Pasadena and Azusa Pedestrian Master Plans

RFP Number: No. 20-076 **Date Submitted:** 06.24.2020

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
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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) Christy Zamani, hereby declare that I am the (position or title) Executive Director of (firm name) Day One, 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 06/16/2020 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.

Christy Zamani

Signature of Person Certifying for Proposer
(original signature required)

June 16, 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.



AGENDA ITEM 11 REPORT

Southern California Association of Governments
Remote Participation ONLY
September 2, 2020

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

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

Subject: Contracts \$200,000 or Greater: Contract No. 20-082, City of
Cerritos Remote Services Enhancement Project

**EXECUTIVE DIRECTOR'S
APPROVAL**

Kome Ajise

RECOMMENDED ACTION:

Approve Contract No. 20-082-C01 in an amount not to exceed \$501,209 with HR Green, Inc. to assist in the installation and configuration of the online permitting and licensing software program for the City of Cerritos, subject to final review by Internal Audit.

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 shall install and configure the software and equipment, including a full upgrade to the new software system, for the City of Cerritos to modernize the planning, permitting, business licensing, and code enforcement processes. By integrating this new technology, the project will help achieve greenhouse gas reduction targets, accelerate housing construction, and minimize in-person interactions.

BACKGROUND:

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

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Contract Amount</u>
HR Green, Inc.	The selected consultants shall assist in the installation and configuration of the online permitting and licensing software program.	\$501,209

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 \$501,209 is available in the FY 2020-21 Overall Work Program (OWP) in projects 280-4824.01, 280-4824.02 and 300-4872.01.

ATTACHMENT(S):

1. Contract Summary 20-082-C01
2. Contract Summary 20-082-C01 COI

CONSULTANT CONTRACT NO. 20-082-C01

**Recommended
Consultant:**

HR Green, Inc.

**Background &
Scope of Work:**

The City of Cerritos is participating in SCAG's Future Communities Pilot Program (FCPP) to implement a new online permitting and licensing software program. It will provide online self-service related to planning, permitting, business licensing, and code enforcement, allowing customers to participate in the planning review process remotely and reducing vehicle trips to City Hall, ultimately reducing greenhouse gas emissions (GHG) and vehicle miles traveled (VMT). The Consultant shall install and configure the software and equipment, including a full upgrade to the new software system. This transition will include back office, online, and mobile application work, with major tasks as following:

1. Upgrade existing permitting/planning software (Hansen 7) to the latest version (IPS 11), including data migration.
2. Migrate business license data and processes from Knowles-McNiff to IPS 11.
3. Configure and launch an online customer portal.

**Project's Benefits
& Key Deliverables:**

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

- Reduction of GHG and VMT through the application of new technologies to improve air quality and traffic congestion;
- Successful deployment of an online customer portal that can be evaluated and replicated throughout the region;
- Implementation of an online system that responds to the COVID-19 pandemic, removing the need for in-person trips to City Hall; and
- Significant improvements to the development review process, streamlining housing construction to accelerate housing growth and economic recovery.

Strategic Plan:

This item supports SCAG's Strategic Plan Goals: 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	\$501,209
HR Green, Inc. (prime consultant)	\$169,437
Holistic System Integration Solutions (subconsultant)	\$128,701
SDI Presence LLC (subconsultant)	\$203,071

Contract Period:

Notice to Proceed through November 30, 2021

Project Number(s):	280-4824U3.01 (FY18 SB1)	\$84,045
	280-4824E.01 (FY18 SB1)	\$10,889
	280-4824U5.02 (FY19 SB1)	\$75,308
	280-4824E.02 (FY19 SB1)	\$9,758
	280-4824W1.02 (MSRC)	\$31,000
	300-4872Y0.01 (REAP)	\$131,809
	280-4824R8.02 (Cash Match, City)	\$158,400

Funding source(s): Senate Bill 1 (FY18 and FY19 SB1 Formula Funds), Mobile Source Air Pollution Reduction Review Committee (MSRC), California Department of Housing and Community Development (Regional Early Action Planning (REAP) Funds), and City of Cerritos (cash match).

Funding of \$501,209 is available in the FY 2020-21 Overall Work Program (OWP) in projects 280-4824.01, 280-4824.02 and 300-4872.01.

Request for Proposal (RFP): SCAG staff notified 3,098 firms of the release of RFP 20-082-C01 via SCAG's Solicitation Management System website. A total of 32 firms downloaded the RFP. SCAG received the following two (2) proposals in response to the solicitation:

HR Green, Inc. (2 subconsultants)	\$501,209
The Arcanum Group (1 subconsultant)	\$704,475

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:

Marisa Laderach, Associate Regional Planner, SCAG
 Aaron Benjamin, Information Technology Manager, City of Cerritos
 Robert A. Lopez, Manager of Current Planning Division, City of Cerritos
 Chao Wei, Senior Transportation Engineer, Caltrans District 7

Basis for Selection: The PRC recommended HR Green, Inc. for the contract award because the consultant:

- Demonstrated an excellent understanding of the project, focusing on the intent of the project and the overall Future Communities Pilot Program;
- Provided the best technical approach, one that integrated change management practices, agile workflows, and an extensive data migration process;
- Demonstrated significant experience on projects of similar size and scope with many municipal agencies;
- Proposed a knowledgeable team of experts to align their broad range of expertise with the scope of work;
- Provided the best overall value for the level of effort proposed; and
- Proposed the lowest price.

**Conflict Of Interest (COI) Form - Attachment
For September 3, 2020 Regional Council Approval**

Approve Contract No. 20-082-C01 in an amount not to exceed \$501,209 with HR Green, Inc. to assist in the installation and configuration of the online permitting and licensing software program for the City of Cerritos, subject to final review by Internal Audit.

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)?
HR Green, Inc (prime consultant)	No - form attached
Holistic System Integration Solutions (subconsultant)	No - form attached
Solutions (subconsultant) (subconsultant)	No - form attached

SCAG CONFLICT OF INTEREST FORM

RFP No. 20-082

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: HR Green, Inc.

Name of Preparer: George A. Wentz

Project Title: City of Cerritos Remote Services Enhancement Project

RFP Number: 20-082 Date Submitted: August 3, 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
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

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:

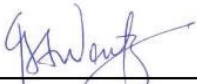
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

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) George A. Wentz, hereby declare that I am the (position or title) Governmental Svcs. Practice Leader of (firm name) HR Green, 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 August 3, 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)

 August 3, 2020
 Date

NOTICE

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SCAG CONFLICT OF INTEREST FORM

RFP No. 20-082

SECTION I: INSTRUCTIONS

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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: Holistic System Integration Solutions
Name of Preparer: Angelica Zarco, Owner/President
Project Title: City of Cerritos Remote Services Enhancement Project
RFP Number: 20-082 Date Submitted: 08/03/2020

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
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

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:

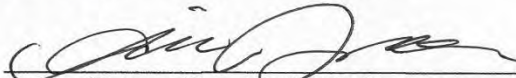
Name	Date	Dollar Value

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) Angelica Zarco, hereby declare that I am the (position or title) Owner/President of (firm name) Holistic System Integration 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 08/03/2020 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.

 08/03/2020
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.

SCAG CONFLICT OF INTEREST FORM

RFP No. 20-082

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: SDI Presence LLC
Name of Preparer: Linda Petty
Project Title: Remote Services Enhancement Project
RFP Number: 20-082 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) Sharee L. Wolff, hereby declare that I am the (position or title) CFO of (firm name) SDI Presence 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 July 28, 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.

<u>Sharee L Wolff</u> Signature of Person Certifying for Proposer (original signature required)	<u>July 28, 2020</u> 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 12 REPORT

Southern California Association of Governments
Remote Participation ONLY
September 2, 2020

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

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

Subject: Contracts \$200,000 or Greater: Contact No. 21-012-C01,
Microsoft Enterprise Software License Agreement

**EXECUTIVE DIRECTOR'S
APPROVAL**

Kome Ajise

RECOMMENDED ACTION:

Approve Contract No. 21-012-C01 with Insight Public Sector, in an amount not to exceed \$290,991, to provide Microsoft Enterprise Agreement (EA) for software licenses and maintenance, for three-years.

STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

This contract establishes a three-year agreement for the vendor to provide Microsoft software licenses, maintenance and training to support SCAG's ongoing operations.

BACKGROUND:

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

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Contract Amount</u>
Insight Public Sector (21-012-C01)	The vendor shall provide a Microsoft Enterprise Agreement (EA) for software licenses and maintenance.	\$290,991

FISCAL IMPACT:

Funding of \$96,997 for the first year of the contract is available in the FY 2020-21 Indirect Cost Budget in project number 811-1163.08. Funding for the second and third year of the contract will be included in future budgets, subject to budget approval.

ATTACHMENT(S):

1. Contract Summary 21-012-C01
2. Contract Summary 21-012-C01 COI

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

CONSULTANT CONTRACT NO. 21-012-C01

Recommended Consultant:	Insight Public Sector		
Background & Scope of Work:	In 2017 SCAG procured an Enterprise License Agreement to efficiently consolidate all Microsoft licenses used at SCAG for both staff machines and servers. Staff has a continuing need for these services. Accordingly, this contract includes maintenance fees for existing software licenses plus new licenses, as required.		
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 up-to-date automated platforms to perform mission-critical planning and administrative work;• Increase SCAG staff productivity with the latest Microsoft software;• Ensure legal compliance, consistent budgeting and lower software costs		
Strategic Plan	This item supports SCAG's Strategic Plan Goal 3: Be the foremost data information hub for the region; Objective: 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.		
Contract Amount:	Total not to exceed		\$290,991
	Annual Expenditures:		
	Year 1 (10/01/20 – 09/30/21)		
	Maintenance, existing licenses		\$86,997
	New licenses, estimated		\$10,000
	Year 2 (10/01/21 – 09/30/22)		
	Maintenance, existing licenses		\$86,997
	New licenses, estimated		\$10,000
	Year 3 (10/01/22 – 09/30/23)		
	Maintenance, existing licenses		\$86,997
	New licenses, estimated		\$10,000
Contract Period:	Notice-to Proceed through September 30, 2023		
Project Number:	811-1163.08 – Indirect Cost Funding of \$96,997 for the first year of the contract is available in the FY 2020-21 Indirect Cost Budget in project number 811-1163.08. Funding for the second and third year of the contract will be included in future budgets, subject to budget approval.		
Basis for Selection:	In accordance with SCAG's Contract Manual Section 2.5, version 10, to foster greater economy and efficiency, SCAG's federal procurement guidance (49 CFR Part 18, Section 18.36 [b] [5]) authorizes SCAG to procure goods and services by entering into MSA's. SCAG utilized an MSA with the County of Riverside (Participating Agreement RIVCO 20800-013-12/19, Enterprise Agreement No.		

01E73970). This agreement is specifically designed for use by local agencies to leverage combined purchasing power for discounted volume pricing and qualification for programs such as Microsoft EA. Any new licenses added by SCAG are purchased annually at the end of Years 1, 2 and 3 in what is termed a license “true up” program. This once-a-year program reduces the administrative burden and compliance risk of tracking and purchasing licenses for new staff or newly-added applications during the year.

It is of critical importance to SCAG operations that this Enterprise Agreement be renewed. SCAG utilizes Microsoft software on a daily basis for Information Technology (IT) infrastructure (servers and desktops), Customer Relationship Management (CRM) system, phone and web meeting systems, modeling systems, and custom applications that serve our members, including the Federal Transportation Improvement Program (FTIP), Regional Transportation Plan/Sustainable Community Strategies (ConnectSocal) websites and public comments, InterGovernmental Review system (IGR), Finance Division systems, SCAG websites and SCAG employee Intranet portal, SCAGHub. Software includes Visual Studio and Team Foundation Server for software development, Windows Server operating system, Microsoft Office 365, Microsoft Customer Relationship Management (CRM), SQL Server databases, Skype for Business communications software, SharePoint web and collaboration software, and Exchange email suite.

**Conflict Of Interest (COI) Form - Attachment
For September 3, 2020 Regional Council Approval**

Approve Contract No. 21-012-C01 with Insight Public Sector, in an amount not to exceed \$290,991, to provide Microsoft Enterprise Agreement (EA) for software licenses and maintenance, for three-years.

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)?
Insight Public Sector (prime consultant)	No - form attached

SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 21-012-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: Insight Public Sector, Inc.
Name of Preparer: Crystal McBride
Project Title: Microsoft Enterprise Agreement - Government (USD)
Date Submitted: 08/20/2020

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
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<hr/>	<hr/>
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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) Erica Falchetti, hereby declare that I am the (position or title) Sr. Capture Manager of (firm name) Insight Public Sector, 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 08/20/2020 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.


Erica Falchetti (Aug 20, 2020 12:24 PDT)

08/20/2020

Signature of Person Certifying for Proposer
(original signature required)

Date

NOTICE

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Southern California Association of Governments
Remote Participation ONLY
September 2, 2020

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

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

Subject: Contract Amendment \$75,000 or Greater: Contract No. 18-028-C01, Regional Transportation Plan (RTP) Implementation and Technical Assistance Services, Amendment No. 4

EXECUTIVE DIRECTOR'S
APPROVAL

Kome Ajise

RECOMMENDED ACTION:

Approve Amendment No. 4 to Contract No. 18-028-C01 in an amount not to exceed \$200,000 with System Metrics Group, Inc. to enable the consultant to continue to develop critical milestones and documentation of the region's progress in implementing the 2020 Regional Transportation Plan / Sustainable Communities Strategy (2020 RTP/SCS – also known as Connect SoCal) and provide technical support.

STRATEGIC PLAN:

This item supports the following Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians. 3: Be the foremost data information hub for the region. 4: Provide innovative information and value-added services to enhance member agencies' planning and operations and promote regional collaboration.

EXECUTIVE SUMMARY:

The project scope of services entails development of critical milestones and documentation of the region's progress in implementing the 2020 RTP/SCS. The scope includes the identification of potential challenges with implementing key initiatives, new opportunity areas, recommended action steps, and potential implications. Consultant services also include providing technical support, focusing on assessment of transportation projects, programs and strategies as well as implementation of performance measures compliant with federal requirements.

Additionally, work is needed to continue to assess COVID 19 financial and economic impacts and any associated revisions to the financial model. Supplemental ad-hoc analyses are also anticipated as SCAG undertakes further work related to the economic and financial impacts of COVID 19 and associated efforts to develop an economic development strategy for the region. Further efforts include development of a framework for expediting implementation and monitoring progress of the transportation investments in Connect SoCal. Finally, efforts will entail continued updates to the Regional Express Lane Concept of Operations (ConOps).

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 contract \$200,000 or greater:

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Amendment Amount</u>
System Metrics Group, Inc. (18-028-C01)	The consultant shall continue to help develop critical milestones and develop a framework for implementing the 2020 RTP/SCS and provide technical support.	\$200,000

FISCAL IMPACT:

Funding of \$200,000 is available in the FY 2020-21 Overall Work Program budget in project numbers: 010.0170.01 (\$50,000); 015.0159.01 (\$50,000); and 265.2125.02 (\$100,000).

ATTACHMENT(S):

1. Contract Summary 18-028-C01 Amendment 4
2. Contract Summary 18-028-C01 Amendment 4 COI

CONTRACT NO. 18-028-C01 AMENDMENT NO. 4

Consultant: System Metric Group, Inc.

Background & Scope of Work: On November 15, 2018, SCAG awarded Contract No. 18-028-C01 to System Metric Group, Inc. to develop critical milestones and document the region's progress in implementing the 2020 Regional Transportation Plan / Sustainable Communities Strategy (2020 RTP/SCS – also known as Connect SoCal). The scope includes the identification of potential challenges with implementing key initiatives, new opportunity areas, and recommended action steps, as well as providing technical support.

Amendment No. 4 provides additional funding to enable the consultant to provide additional services and increases the contract value from \$683,178 to \$883,178 (\$200,000).

This increase is due to the need for continued COVID 19 financial and economic impact assessment and any associated revisions to the financial model. Supplemental ad-hoc analyses are also anticipated as SCAG undertakes additional work related to the economic and financial impacts of COVID 19 and associated efforts to develop an economic development strategy for the region. Further efforts include development of a framework for expediting implementation and monitoring progress of the transportation investments in Connect SoCal. Finally, efforts will entail continued updates to the Regional Express Lane Concept of Operations (ConOps).

Project's Benefits & Key Deliverables: Project primary benefit entails development of critical milestones and documentation of the region's progress in implementing the 2016 RTP/SCS. The key deliverables will include but are not limited to, the identification of potential challenges with implementing key initiatives, new opportunity areas, recommended action steps, and potential implications for the 2020 RTP/SCS.

Strategic Plan: This item supports SCAG's Strategic Plan, Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians, Goal 3: Be the foremost data information hub for the region, and Goal 4: Provide innovative information and value-added services to enhance member agencies' planning and operations and promote regional collaboration.

Amendment	Amendment 4	\$200,000
Amount:	Amendment 3 (administrative - no change to contract's value)	\$0
	Amendment 2 (administrative - no change to contract's value)	\$0
	Amendment 1 (revised consultant team resulting in net reduction)	-\$4,669
	Original contract value	<u>\$687,847</u>
	Total contract value is not to exceed	\$883,178

This amendment exceeds \$75,000. Therefore, in accordance with the SCAG Procurement Manual (dated 04/17/20) Section 9.3, it requires the Regional Council's approval.

Contract Period: November 15, 2018 through June 30, 2021

Project Numbers:	015.0159.01	\$50,000
	265.2125.02	\$100,000
	010.0170.01	\$50,000

Funding source: Federal Transit Administration (FTA)

**Basis for the
Amendment:**

Impacts of COVID-19 has exposed many vulnerabilities in our transportation system and at the same time it is exacting disproportionately negative impacts on the most vulnerable of our population. It is now more important than ever to implement the adopted Connect SoCal as expeditiously and efficiently as possible so we can begin the healing process, not just in terms of addressing our most pressing transportation needs, but also reviving the economy through direct investments and efficiency that will be gained through a robust transportation system. To that end, the Consultant team can build upon the technical support they provided in developing Connect SoCal and assist SCAG in developing a framework for expediting implementation and monitoring progress of the transportation investments included in the adopted Connect SoCal. As such, the additional work to be completed through this contract amendment effectively builds upon the work the consultant team has already completed under the original contract. A critical example of this includes completing an update of SCAG's Regional Express Lane ConOps, which is a critical component of implementing one of Connect SoCal's core strategies. With the encouragement of both Caltrans and FHWA, SCAG plans to complete an update of its Regional Express Lane ConOps, which was last updated during the 2016 RTP/SCS timeframe. To optimize this process, the Consultant would continue engagement of managed lane stakeholder agencies in the development of the update.

**Conflict of Interest (COI) Form - Attachment
For September 3, 2020 Regional Council Approval**

Approve Amendment No. 4 to Contract No. 18-028-C01 in an amount not to exceed \$200,000 with System Metrics Group, Inc. to enable the consultant to continue to develop critical milestones and documentation of the region's progress in implementing the 2020 Regional Transportation Plan / Sustainable Communities Strategy (2020 RTP/SCS – also known as Connect SoCal) and provide technical support.

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)?
System Metrics Group, Inc. (prime consultant)	No - form attached
CLR Analytics (subconsultant)	No - form attached
Transportation Analytics (subconsultant)	No - form attached
WSP (subconsultant)	Yes - form attached

SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 18-028-C01

SECTION I: INSTRUCTIONS

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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 "Doing Business with SCAG," whereas the SCAG staff and Regional Council members lists can be found under "About SCAG."

Any questions regarding the information required to be disclosed in this form should be directed to Justine Block, SCAG Deputy Legal Counsel.

Name of Firm: System Metrics Group, Inc.

Name of Preparer: Tarek Hatata

Project Title: Regional Transportation Plan (RTP) Implementation and Technical Support

Date Submitted: 08/11/2020

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
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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) Tarek Hatata, hereby declare that I am the (position or title) President of (firm name) System Metrics Group, 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 08/11/2020 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.

Tarek Hatata	 Digitally signed by Tarek Hatata Date: 2020.08.11 14:40:59 -0700	08/11/2020
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.

SCAG CONFLICT OF INTEREST FORM

RFP No. ! "#\$%& \$" * 18-028-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 "Doing Business with SCAG," whereas the SCAG staff and Regional Council members lists can be found under "About SCAG."

Any questions regarding the information required to be disclosed in this form should be directed to Justine Block, SCAG Deputy Legal Counsel.

Name of Firm: CLR Analytics Inc.

Name of Preparer: Lainyu Chu

Project Title: Regional Transportation Plan (RTP) Implementation and Technical Assistance Services

! "\$ % & ' () * + , - . : ; 8 / 13 / 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
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

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) Lianyu Chu, hereby declare that I am the (position or title) President of (firm name) CLR Analytics 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 08/13/2020 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)

08/13/2020

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. 18-028-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 "Doing Business with SCAG," whereas the SCAG staff and Regional Council members lists can be found under "About SCAG."

Any questions regarding the information required to be disclosed in this form should be directed to Justine Block, SCAG Deputy Legal Counsel.

Name of Firm: Transportation Analytics

Name of Preparer: Diana M. Dorinson, Founder & Principal

Project Title: SCAG Regional Transportation Plan (RTP) Implementation and Technical Assistance Services

Date Submitted: 11-Aug-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
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

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) Diana M. Dorinson, hereby declare that I am the (position or title) Founder & Principal of (firm name) Transportation Analytics, 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 11-Aug-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.

Diana M. Dorinson	 Digitally signed by Diana M. Dorinson Date: 2020.08.11 17:05:55 -07'00'	11-Aug-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.

SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 18-028-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 "Doing Business with SCAG," whereas the SCAG staff and Regional Council members lists can be found under "About SCAG."

Any questions regarding the information required to be disclosed in this form should be directed to Justine Block, SCAG Deputy Legal Counsel.

Name of Firm: WSP USA Inc.

Name of Preparer: Laura Unger, U.S. Regulatory Compliance Manager

Project Title: Regional Transportation Plan (RTP) Implementation and Technical Assistance Services (Contract Number 18-028-C01)

Date Submitted: 8/17/2020

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
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
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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:

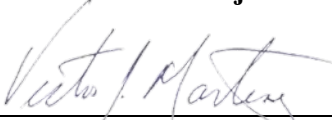
Name	Date	Dollar Value
See Attachment A		

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) Vic Martinez, hereby declare that I am the (position or title) Los Angeles Area Manager of (firm name) WSP USA Inc., and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 8/17/2020 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 8/17/2020
 (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.

Attachment A

SCAG Regional Council Member	Date	Amount	Made By
Curran Price	4/20/2009	\$ 200.00	WSP USA PAC
Curran Price	7/20/2011	\$ 1,000.00	WSP USA PAC
Miguel Pulido	10/2/2012	\$ 249.00	WSP USA PAC
Curren Price	4/19/2013	\$ 700.00	WSP USA PAC
Dennis Michael	10/21/2013	\$ 500.00	WSP USA PAC
Alan Wapner	6/4/2014	\$ 250.00	WSP USA PAC
Dennis Michael	8/28/2014	\$ 500.00	WSP USA PAC
Alan Wapner	2/15/2015	\$ 1,000.00	WSP USA PAC
Alan Wapner	2/11/2016	\$ 1,000.00	WSP USA PAC
Monica Rodriguez	2/22/2017	\$ 250.00	WSP USA PAC
Karen Spiegel	5/15/2017	\$ 1,000.00	WSP USA PAC
Alan Wapner	7/19/2017	\$ 1,000.00	WSP USA PAC
Jeannine Pearce	6/4/2019	\$ 400.00	WSP USA PAC
Don Wagner	9/12/2019	\$ 500.00	WSP USA PAC
Steve Manos	1/16/2020	\$ 250.00	WSP USA PAC
Don Wagner	1/29/2020	\$ 200.00	WSP USA PAC



AGENDA ITEM 14
REPORT

Southern California Association of Governments
Remote Participation ONLY
September 2, 2020

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

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

Subject: Contract Amendment Greater Than 30% of the Contract's
Original Value: Contract No. 20-037-C01, Go Human
Advertising & Engagement Campaign, Amendment No. 3

**EXECUTIVE DIRECTOR'S
APPROVAL**

Kome Ajise

RECOMMENDED ACTION:

Approve Amendment No. 3 to Contract No. 20-037-C01 in an amount not-to-exceed \$216,450, with Civilian to provide additional advertising and co-branding services to five (5) jurisdictions across the region.

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 No. 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, to improve safety locally and across the region.

Additional Active Transportation Program (ATP) funding became available and staff intends on using it to provide additional resources for advertising and co-branding services in support of the following projects: Imperial County Regional Active Transportation Plan; City of Azusa: Pedestrian Master Plan; City of Pasadena Pedestrian Master Plan; City of El Monte Vision Zero Action Plan; and City of Cathedral City Active Transportation Plan.

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

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, requires the Regional Council's approval.

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 advertising and co-branding.	\$216,450

FISCAL IMPACT:

Funding in the amount of \$216,450 is available in the FY 2020-21 Overall Work Program (OWP) budget in project number 225-3564.14.

ATTACHMENT(S):

1. Contract Summary 20-037-C01 Amendment 3
2. Contract Summary 20-037-C01 Amendment 3 COI

CONTRACT NO. 20-037-C01 AMENDMENT 03

Consultant: Civilian, Inc.

**Background &
Scope of Work:**

On March 24, 2020, SCAG awarded Contract No. 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, 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.

Given staff desire to further expand the mini-grant program to create even more opportunities for mini-grant funds to be awarded across the region; on June 22, 2020, the Regional Council (RC) authorized staff to increase the contract value from \$822,000 to \$942,531 (\$120,531 – the RC actually authorized \$180,000, but staff only required \$120,531).

Additionally, given the availability of additional resources, SCAG will continue to expand its *Go Human* advertising and co-branding to an additional five partners. Amendment No. 3, if approved, will enable the consultant to provide advertising and co-branding services in support of the following projects: Imperial County Regional Active Transportation Plan; City of Azusa: Pedestrian Master Plan; City of Pasadena Pedestrian Master Plan; City of El Monte Vision Zero Action Plan; and City of Cathedral City Active Transportation Plan.

Amendment No. 3 also increases the contract value from \$942,531 to \$1,158,981 (\$216,450), and extends the term from September 30, 2020 to September 30, 2021.

**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 3	\$216,450
Amount:	Amendment 2	\$120,531
	Amendment 1	\$74,140
	Original contract value	<u>\$747,860</u>
	Total contract value is not to exceed	\$1,158,981

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.

Contract Period: March 24, 2020 through September 30, 2021

Project Number: 225-3564X4.14 \$216,450 (FY 2020-21)

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

Funding in the amount of \$216,450 is available in the FY 2020-21 Overall Work Program (OWP) budget in project number 225-3564.14.

Basis for the Amendment: Additional funding became available through the Active Transportation Program (ATP) to support five jurisdictions with additional co-branding advertising services. These services will extend and leverage the impact of other planning activities for the following projects: Imperial County Regional Active Transportation Plan, City of Azusa: Pedestrian Master Plan, City of Pasadena Pedestrian Master Plan, City of el Monte Vision Zero Action Plan, and City of Cathedral City Active Transportation Plan. To most efficiently and effectively utilize the funding for the additional projects, staff requests the Regional Council's approval to add \$216,450 to the contract.

**Conflict of Interest (COI) Form - Attachment
For September 3, 2020 Regional Council Approval**

Approve Amendment No. 3 to Contract No. 20-037-C01 in an amount not-to-exceed \$216,450, with Civilian to provide additional advertising and co-branding services to five (5) jurisdictions across the region.

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
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

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.



Signature of Person Certifying for Proposer
(original signature required)

1/27/2020

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.



AGENDA ITEM 15 REPORT

Southern California Association of Governments
Remote Participation ONLY
September 2, 2020

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

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

Subject: SCAG Memberships and Sponsorships

**EXECUTIVE DIRECTOR'S
APPROVAL**

Kome Ajise

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:

During its meetings on July 21, 2020 and August 18, 2020, the Legislative/Communications and Membership Committee (LCMC) recommended approval of up to \$44,000 in memberships for the 1) Coalition for America's Gateways and Trade Corridors (\$6,500); 2) Eno Center for Transportation (\$10,000); and 3) National Association of Regional Councils (\$27,500).

BACKGROUND:

Item 1: Coalition for America's Gateways and Trade Corridors
Type: Membership **Amount:** \$6,500

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

As a founding member, SCAG's participation in CAGTC was the result of the perennial Board-adopted goal to seek a federal freight funding partnership. As a member of CAGTC, SCAG can help shape national freight policy and legislation with the organization. Regional Council Board Officers regularly traveled to Washington, DC to attend their meetings and conferences. CAGTC is comprised of over sixty representative organizations, including state Departments of Transportations (DOTs),

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

MPOs, ports, engineering firms, and freight corridors who work to improve national freight policy. All of the Southern California freight stakeholders are members of CAGTC.

Item 2: Eno Center for Transportation

Type: Membership **Amount:** \$10,000

The Eno Center for Transportation’s mission is to seek continuous improvement in transportation and its public and public private leadership in order to increase the system’s mobility, safety, and sustainability. Eno works across all modes of transportation, with the mission of cultivating creative and visionary leadership for the sector. They pursue this mission by supporting activities in their Center for Transportation Policy (CTP) and their Center for Transportation Leadership (CTL).

Eno Transportation Weekly (ETW), a weekly roundup of transportation and infrastructure related news and analyses, provides valuable information to SCAG staff on policy and legislation making its way through Washington D.C. ETW’s thorough and high-quality analyses cover different topics, including transportation reauthorization bills, competitive grant programs, proposed budgets for federal departments, and discussion of new and emerging technologies in the transportation sector.

SCAG staff recommends that the agency maintain membership at the “Gold Connector” level. Although this level of membership typically costs organizations \$15,000, SCAG receives a discount as a government agency, thus bringing the amount down to \$10,000. This membership provides the agency with the following benefits:

- 15 complimentary subscriptions to ETW;
- Opportunity to participate in an Eno research initiative, such as working groups, that supports research on current issues in transportation policy; and
- Choice of any one optional sponsorship opportunity.

Item 3: National Association of Regional Councils

Type: Membership **Amount:** \$27,500

The National Association of Regional Councils (NARC) is the leading advocate for Metropolitan Planning Organizations (MPO) based out of Washington, DC. NARC serves as the national voice for regionalism by advocating for regional cooperation as the most effective way to address a variety of community planning and development opportunities and issues. NARC’s member organizations are composed of multiple local governments that work together to serve American communities – large and small, urban and rural. They regularly provide solutions that positively impact American communities through effective inter-jurisdictional cooperation.

The annual dues are \$27,500. SCAG has been an active member of NARC throughout the years and recommends continuing to do so as this organization is consistent with SCAG's core responsibilities and Mission. As a national public interest organization, NARC works with and through its members to:

- Shape federal policy that recognizes the increased value of local intergovernmental cooperation;
- Advocate effectively for the role of regional councils in the coordination, planning, and delivery of current and future federal programs;
- Provide research and analysis of key national issues and developments that impact members; and
- Offer high quality learning and networking opportunities for regional organization through events, training, and technical assistance.

FISCAL IMPACT:

\$6,500 for SCAG's membership in CAGTC is included in the approved FY 20-21 General Fund budget, \$10,000 for SCAG's membership with ENO Center for Transportation is included in the approved FY 20-21 Indirect Cost budget, and \$27,500 for SCAG's membership in NARC is included in the approved FY 20-21 General Fund budget.



AGENDA ITEM 16
REPORT

Southern California Association of Governments
Remote Participation ONLY
September 2, 2020

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

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

Subject: Legislative Platform Mid-Year Update

EXECUTIVE DIRECTOR'S
APPROVAL

Kome Ajise

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:

During the June 16, 2020 Legislative/Communications and Membership Committee (LCMC) meeting, staff was directed to evaluate a handful of issues for the possibility of a mid-year update to the adopted 2020 State and Federal Legislative Platform. At the LCMC meeting on July 21, 2020, staff presented four bullet points relating to broadband access, increased educational opportunities, public health, and racial justice for possible inclusion in the platform. After a robust discussion, the LCMC unanimously voted to recommend a "support" position on the inclusion of all four points to the Regional Council.

BACKGROUND:

Discussions on the 2020 Legislative Platform began in earnest at the LCMC's November 19, 2019 meeting. The 2020 Legislative Platform represented an update, as opposed to extensive rewrite, to the 2019 Legislative Platform, as it was in the middle of a two-year legislative and congressional session. Feedback, ideas, and direction from LCMC Members were incorporated into a second staff report and a proposed final 2020 Legislative Platform was presented at the LCMC's December 18, 2019 meeting. The LCMC recommended that the 2020 Legislative Platform be adopted at that meeting and the Regional Council subsequently approved it on February 6, 2020.

Current issue areas included in the legislative platform are detailed in the following tables:

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State	
Active Transportation	Affordable Housing & Redevelopment Agencies
Building Resilience	Cap & Trade
Congestion Reduction	Freight & Goods Movement
Government Efficiency	Project Streamlining
Technology & Data	Transportation Development Act
Transportation Funding	Transportation Safety

Federal	
Affordable Housing & Homelessness	Aviation
Environment & Air Quality	Freight & Goods Movement
Project Streamlining	Public Private Partnerships
Public Transit & Mobility	Reauthorization of the FAST Act
Transportation Funding	

Updates to the 2020 Legislative Platform

The COVID-19 pandemic was unforeseen but quickly became the center of attention in Sacramento and Washington, D.C., leading to an abrupt shutdown of workplaces and schools across the country to reduce exposure to the virus. Immediate impacts on public health and emergency preparedness, as well as long-term impacts on the economy, unemployment figures, revenue forecasts, and city, county, and state budgets, continue to be front and center for all levels of government.

In addition, COVID-19 exposed socioeconomic and racial inequalities that existed long before the pandemic began. As a result, staff proposed the inclusion of two bullet points at the June 16, 2020 LCMC meeting: one relating to support for increased broadband access and another expressing support for increased educational opportunities at a proposed California State University, Palm Desert. During the discussions, LCMC Members expressed their general support for these two items. Concerning other potential updates to the legislative platform, LCMC Members directed staff to evaluate the following additional issues areas: California's "First 5" Commission, economic development, public-private partnerships, and racial equity.

In reviewing the current legislative platform, staff found that the existing bullet points in the Affordable Housing section, expressing support for the "restoration and expansion of tax increment tools," and the bullet points in the "Public-Private Partnerships" section, provide sufficient support for economic development and public-private partnerships. As such, staff did not propose additional bullet points on these two issues area beyond what is already in the current legislative platform.

Staff does propose bullet points, however, relating to public health to capture the issue of California's "First 5" commissions and a separate bullet point on racial equity. These two issues, along with broadband access and educational opportunity, are discussed below in alphabetical order.

1. Broadband Access.

Proposed bullet point: Support coordinated efforts that would prioritize additional funding and resources for broadband infrastructure, particularly in low-income and rural communities, to bridge the digital divide exacerbated by the COVID-19 pandemic.

The pandemic has exposed the social and racial inequities in our state. The digital divide highlights this inequity in terms of the lack of access to high speed internet in low-income and rural communities.

The inclusion of such a bullet point would be consistent with SCAG's work, along with the California Emerging Technology Fund and the Inland Empire Regional Broadband Consortium, to study broadband planning and deployment as part of transportation projects in the region. Improved broadband deployment, particularly in disadvantaged communities and unserved/underserved rural and urban areas, will support increased use of online learning, telehealth/telemedicine, telecommuting, e-commerce, and e-government, having the effect of a reduction in vehicle miles traveled and associated greenhouse gas emissions.

Given the large discrepancy regarding access to high speed internet, the LCMC was asked to consider updating the legislative platform to express support for efforts that would provide additional funding and resources for broadband infrastructure.

2. Educational Opportunity.

Proposed Bullet Point: Support the establishment of a new California State University (CSU) campus in the City of Palm Desert to increase educational and economic opportunities in the SCAG region.

The CSU system recently contracted with the HOK architectural and planning firm to conduct a \$4 million study to see whether — and where — a potential 24th CSU campus for 8,000 students could be built. Possible locations for a new billion-dollar campus include Stockton in the San Joaquin Valley; Concord, east of Oakland; Chula Vista, south of San Diego; and Palm Desert in the Coachella Valley. No other jurisdiction in the SCAG region is being considered as part of this study. Gov. Gavin Newsom's original focus was just on the Stockton area, but the Legislature approved a broader statewide scope, with a deadline of summer 2020 for a

possible site recommendation, if any. Due to the COVID-19 pandemic, however, this timeframe is now uncertain. Before a final decision is made, the CSU Board of Trustees, the Governor, and the Legislature will weigh in, along with local authorities.

Given the large discrepancy regarding educational opportunities in Riverside County, one of the fastest growing counties in California according to the U.S. Census, the LCMC was asked to consider updating the legislative platform to express support for establishing a CSU campus in the City of Palm Desert.

3. Public Health.

Proposed Bullet Point: Support legislative efforts related to SCAG's core planning activities that facilitate equitable health outcomes for all residents of the SCAG region.

At the June 16, 2020 LCMC meeting, one LCMC member asked staff to consider the inclusion of a bullet point relating to the declining revenue source for California's "First 5" commissions. In 1998, California voters passed Proposition 10, adding a 50-cent tax to each pack of cigarettes sold in the state. The proposition also created First 5 California, also known as the California Children and Families Commission, whose aim is to improve the lives of California's young children and their families through a comprehensive system of education, health services, childcare, and other programs. First 5 California distributes funds to local communities through the state's 58 individual counties, all of which have created their own local First 5 county commissions. The amount of funding provided to each First 5 county commission is based upon the county's birth rate.

While SCAG has not traditionally worked in the space that creates and implements programs related to prenatal or toddlerhood specifically, Assembly Bill (AB) 441 (Chapter 365, Statutes of 2012) does provide guidance for Metropolitan Planning Organizations developing regional transportation plans that include programs, policies and practices that promote health and guidelines supporting analysis of aging populations, climate change and health equity.

For SCAG, efforts envisioned under AB 441 are included in SCAG's existing Public Health Working Group, and the products of this group's meetings are reflected in the Public Health Technical Report, an appendix to the Connect SoCal plan. This appendix presents an overview of health outcomes in the SCAG region as they relate to the built environment and the plan's impacts.

The multimodal transportation and land use strategies of Connect SoCal include many co-benefits for improving health outcomes and present opportunities to ensure investments result in equitable health outcomes and benefit all populations in the region. Because of

SCAG's existing work in this space, the LCMC was asked to consider updating the legislative platform to express support for legislative efforts related to SCAG's core planning activities that facilitate equitable health outcomes for all residents of the SCAG region.

4. Racial Justice.

Proposed Bullet Point: Recognizing that systemic racism continues to create barriers to success for people of color, SCAG seeks to lead and join in legislative efforts that reverse the effects of inequitable policies, processes, and practices as it relates to planning decisions in the region.

At its July 2, 2020 meeting, the Regional Council passed a resolution to express SCAG's solidarity with those working toward a fair and just society, and with those calling for systemic change to eliminate all barriers that reduce opportunity and undermine Southern California's shared values and ability to thrive. The Regional Council also affirmed SCAG's commitment to meaningfully advance justice, equity, diversity, and inclusion, and declared SCAG's intent to end racial and social disparities internal to the agency, strengthen the way it engages and convenes to protect and expand community voice and power, and work in partnership with others to close the gap of racial injustice and better serve our communities of color, and in so doing, serve all the people of the region.

In addition, the Regional Council's resolution included support for the adoption of an ad hoc Special Committee on Equity and Social Justice to further develop SCAG's response to advancing social justice throughout the agency's activities, and to advise the RC on policies and practices to advance the statements made above.

Because of SCAG's current work on these issues, including the establishment of a new ad hoc committee, the LCMC was asked to consider updating the legislative platform to recognize that systemic racism continues to create barriers to success for people of color, and expresses support for legislative efforts that reverse the effects of inequitable policies, processes, and practices as it relates to planning decisions in the region.

Prior Committee Action

At the July 21, 2020 meeting of the LCMC, staff presented four new bullet points relating to broadband access, increased educational opportunities at a proposed CSU campus in the City of Palm Desert, equitable public health outcomes, and racial justice for possible inclusion in the platform. During deliberation, LCMC Members pointed out the need to include "coordinated" and "prioritize" to the first bullet point on broadband access because there is a need to coordinate across multiple levels of governments to deploy broadband infrastructure across the region.

After a thoughtful discussion, the LCMC voted to recommend a “support” position to the Regional Council on the inclusion of all four bullet points to the adopted 2020 State and Federal Legislative Platform. The proposed language to the Regional Council is:

1. Support coordinated efforts that would prioritize additional funding and resources for broadband infrastructure, particularly in low-income and rural communities, to bridge the digital divide exacerbated by the COVID-19 pandemic.
2. Support the establishment of a new California State University (CSU) campus in the City of Palm Desert to increase educational and economic opportunities in the SCAG region.
3. Support legislative efforts related to SCAG’s core planning activities that facilitate equitable health outcomes for all residents of the SCAG region.
4. Recognizing that systemic racism continues to create barriers to success for people of color, SCAG seeks to lead and join in legislative efforts that reverse the effects of inequitable policies, processes, and practices as it relates to planning decisions in the region.

FISCAL IMPACT:

Work associated with the Legislative Platform Discussion & Update staff report is contained in the Indirect Cost budget, Legislation 810-0120.10.



Southern California Association of Governments
Remote Participation ONLY
September 2, 2020

To: Community
Economic & Human Development Committee (CEHD)
Energy & Environment Committee (EEC)
Transportation Committee (TC)
Executive/Administration Committee (EAC)

EXECUTIVE DIRECTOR'S
APPROVAL

Kome Ajise

From: Lyle Janicek, Associate Regional Planner
(213) 236-1966, janicek@scag.ca.gov

Subject: Housing Production Study

RECOMMENDED ACTION FOR CEHD:

Information Only – No Action Required

RECOMMENDED ACTION FOR EAC, EEC, and TC:

Receive and File

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.

EXECUTIVE SUMMARY:

Estolano Advisors (EA) will provide an overview of initial findings from the Regional Housing Production Study. The study focuses on advancing housing production, strengthening resident protections and prioritizing affordable housing preservation.

BACKGROUND:

On behalf of SCAG, EA sought input from a virtual advisory committee to identify innovative strategies the region may pursue to: (1) advance housing production, (2) strengthen resident protections, and (3) prioritize affordable housing preservation. The engagement also seeks to identify the role(s) that SCAG can play to pursue these goals regionally.

Discussions with committee members surfaced these takeaways: (1) Cities and developers have been able to keep the current housing production pipeline moving, but the economic downturn is creating uncertainty about the financial feasibility of future projects, (2) The pandemic's economic effects on municipal and state budgets, sustained unemployment, and uncertainty at the federal level have the potential to significantly affect housing production; issues related local affordable

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housing finance and residential displacement have come to the fore, and (3) local jurisdictions and stakeholders would welcome support from SCAG, including technical assistance, guidance on adopting model policies, and convening regional discussions to elevate regional (and sub-regional) priorities.

Richard France of EA will provide an overview of initial findings from the Regional Housing Production Study.

FISCAL IMPACT:

Work conducted under this program by SCAG staff is accounted for in OWP# 21-290.4830.03. HOUSING MONITORING FOR SCS (FY21 SB 1 FORMULA)

ATTACHMENT(S):

1. PowerPoint Presentation - Housing Production Study

POLICY FRAMEWORK



Production
of new units
at all income
levels



Preservation
of existing
affordable
housing



Protection of
households
at risk of
displacement



staffing
shortfalls



shifting budget
priorities



inability to
pay rent

SHORT-TERM



financial
uncertainty



changing
preferences

LONG -TERM(?)

**EFFECTS OF
COVID-19**

**BEST
PRACTICES**



rapid shift to digital



anticipating extended
timelines

RESEARCH + TA



- sharing best practices and policy language
- develop an ADU projections methodology that can be applied to housing elements
- staffing support to assist local governments

FINANCING



- support efforts to streamline the affordable housing funding application process
- support creation of streamlined local funding streams

CONVENING



- elevate Southern California's voice in state and federal policymaking
- support a network of housing production supporters
- support efforts to streamline the CEQA processes

SCAG'S ROLES

OTHER ISSUES & CONSIDERATIONS



**expiration of
eviction
moratoriums**



**advocating to
address structural
issues**



Southern California Association of Governments
Remote Participation ONLY
September 2, 2020

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

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

Subject: September State and Federal Legislative Update

EXECUTIVE DIRECTOR'S
APPROVAL

Kome Ajise

RECOMMENDED ACTION:

Receive and File

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.

STATE

California Transportation Commission Appointment

On August 14, 2020, Governor Gavin Newsom announced the appointment of Michele Martinez to the California Transportation Commission. SCAG is especially proud of this selection because Commissioner Martinez served as a member of the Santa Ana City Council from 2006 to 2018 and President of SCAG from 2016 to 2017. During her tenure, Commissioner Martinez was a steadfast advocate for active transportation through SCAG's *Go Human* campaign, which aims to reduce traffic collisions in Southern California and encourage people to walk and bike. Commissioner Martinez volunteers as a special master at the Office of U.S. District Court Judge David O. Carter and teaches as a part-time adjunct professor at Santiago Canyon College.

The Commission consists of eleven voting members and two non-voting ex-officio members. It is responsible for programming and allocating funds for the construction of highway, passenger rail, transit and active transportation improvements throughout California. The Commission also advises and assists the Secretary of the California State Transportation Agency and the Legislature in formulating and evaluating state policies and plans for California's transportation programs.

State Budget Update

On June 29, 2020, Governor Gavin Newsom signed the budget agreement and nearly all the trailer bills into law. The 2020-21 Budget provides for a \$202 billion spending plan that addresses a \$54

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billion deficit caused by the COVID-19 recession. During budget negotiations between legislative leaders and Governor Newsom, the Senate led the efforts in developing an alternative budget. Disagreements centered on when spending reductions would be triggered, as well as the amount of potential cuts to specific programs. The final budget makes \$11.1 billion in reductions and deferrals that can be restored if at least \$14 billion in federal funds is received by October 15, 2020. If the state receives between \$2 and \$14 billion, only partial reductions and deferrals will be restored. The triggered reductions include:

- \$6.6 billion in K-12 education;
- \$970 million in funding for the University of California and California State University systems;
- \$2.8 billion in state employee compensation;
- \$150 million in the state judicial system;
- \$250 million for county programs to backfill revenue losses; and
- \$203 million from the Infill Infrastructure Grant Program.

The final budget deal suspends net operating loss deductions for medium and large businesses and limits business incentive tax credits to \$5 million generating \$4.4 billion in new revenues. The final budget also draws down \$8.8 billion in reserves from the Budget Stabilization Account (Rainy Day Fund; \$7.8 billion), the Safety Net Reserve (\$450 million), and all the funds in the Public School System Stabilization Account.

The Governor also signed numerous budget trailer bills, including Assembly Bill (AB) 90 on transportation. Some highlights include:

- Instituting a hold harmless provision for calculation and allocation of State Transit Assistance Program, Low Carbon Transit Operations Program, and STA-State of Good Repair allocations;
- Temporarily suspending the financial penalties associated with the Transportation Development Act's requirements that transit agencies obtain specified fixed percentages of their operating budgets from passenger fares; and
- Temporarily suspending the financial penalties associated with the State Transit Assistance Program's requirement that transit agencies' operating cost per revenue vehicle hour may not exceed operating cost per revenue vehicle hour adjusted by regional consumer price index, year over year.

SCAG's state advocacy has focused its efforts on increasing flexibility for cities and counties in updating their respective housing elements due to pandemic's unexpected impacts to the local governments' budgets, staffing capacity, and ability to perform public outreach. The State

Legislature is scheduled to adjourn on August 31, 2020 and Governor Newsom will have until September 30, 2020 to sign or veto legislation passed by the Legislature.

FEDERAL

Fiscal Year (FY) 2021 Appropriations Update

October 1, 2020 marks the beginning of FY 2021 for the federal government. Thus far, the House has passed 10 of the 12 spending bills for FY 2021 through two separate spending packages, H.R. 7608 and H.R. 7617. The Transportation, Housing, and Urban Development (THUD) appropriations bill would fund the Department of Transportation (DOT) at \$107.2 billion, which is about \$18 billion more than President Donald Trump's original budget request. The Federal Transit Administration (FTA) would receive a total of \$18.9 billion, which is substantially more than the FY 2020 enacted level of \$12.91 billion. It would also boost transit formula funding by more than 50 percent to \$15.9 billion. The table below summarizes funding for agencies and programs within DOT:

Department of Transportation	\$107.2 B
Better Utilizing Investments to Leverage Development (BUILD) Grants	\$1 B
Federal Aviation Administration (FAA)	\$18.1 B
• Airport Improvement Program (AIP)	\$500 M
Federal-Aid Highways	\$61.13 B
Federal Railroad Administration (FRA)	\$2.99 B
• Amtrak – Northeast Corridor	\$750 M
• Amtrak – National Network	\$1.3 B
• Magnetic Levitation Technology Deployment (MAGLEV) Program	\$5 M
• Federal-State Partnership for State of Good Repair	\$200 M
• Consolidated Rail Infrastructure Safety (CRISI) Grants	\$500 M
Federal Transit Administration (FTA)	\$18.9 B
• Transit Formula Grants	\$15.9 B
• Transit Infrastructure	\$510 M
• Capital Investment Grants	\$2.175 B
MARAD Port Infrastructure Grants	\$300 M

The THUD appropriations bill would also provide an additional \$75 billion in emergency coronavirus-related funding for infrastructure, including \$26 billion for DOT:

- \$3 billion for BUILD grants;
- \$2.5 billion for discretionary airport grants;
- \$5 billion for CRISI grants;

- \$8 billion for Amtrak, including \$5 billion for the Northeast Corridor and \$3 billion for the National Network; and
- \$5 billion for the CIG program.

The Senate has yet to introduce its own set of 2021 appropriations measures or announce plans for committee action. Senate Republicans and Democrats are at loggerheads over whether to include emergency coronavirus aid or police reform provisions as part of the appropriations process. Since the nation is only a few weeks away from the new fiscal year, Congress is likely to pass a short-term Continuing Resolution (CR) that maintains current funding levels past Election Day and possibly into early 2021.

The table below lists the 12 appropriations bills and their location in the appropriations process:

Appropriations Bills (12)	U.S. House Action	U.S. Senate Action	President's Desk
<u>H.R. 7608</u> 1. Agriculture 2. Interior and Environment 3. Military Construction and Veteran Affairs 4. State and Foreign Operations	House passed H.R. 7608 (Y: 224 N: 189) on July 24, 2020.		
<u>H.R. 7617</u> 5. Commerce, Justice, Science 6. Defense 7. Energy and Water Development 8. Financial Services and General Government 9. Labor, HHS, Education 10. Transportation, Housing, and Urban Development	House passed H.R. 7617 (Y: 217 N: 197) on July 31, 2020.		
11. Legislative Branch			
12. Homeland Security			

COVID-19 Federal Aid Package

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. In response, Congress quickly approved four emergency funding packages (H.R. 6074; H.R. 6201; H.R. 748; and H.R. 266) in March and April. On May 15, 2020, the House passed the Health and Economic Recovery Omnibus Emergency Solutions (HEROES) Act (H.R. 6800), which would provide \$3 trillion in emergency funding to help with the coronavirus response effort. SCAG is supportive of this legislation as it provides \$915 billion 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. The bill would also

allocate an additional \$15.75 billion for local mass transit agencies and \$15 billion in highway formula funds for state departments of transportation.

Senate Republican Leader Mitch McConnell opted to wait to develop an alternative response to the HEROES Act to see how the implementation of the CARES Act (P.L. 116-136) unfolded before deciding how a new proposal would be structured. On July 27, 2020, Senate Republican leadership introduced the Health, Economic Assistance, Liability Protection, and Schools Act (HEALS Act), which would provide \$1 trillion in COVID-19 relief funding. The proposal includes another round of \$1,200 stimulus checks, \$10 billion for the Airport Improvement Program, \$105 billion to reopen schools and colleges, continues the Paycheck Protection Program (PPP) through December 31, extends supplemental unemployment benefits at a reduced level of \$200, and provides five-year liability protections for small businesses, schools, hospitals, and universities. Notably, the proposal fails to include any new funding for state and local governments.

With the release of the HEALS Act, negotiations between Congressional Democrats and the White House formally began over the fifth COVID-19 aid package. Negotiations then completely stalled. Although the two sides have reportedly reached consensus on areas like small business assistance, funding for personal protective equipment and testing, and additional stimulus checks for individuals, they remain far apart on issues like state and local aid and an extension of pandemic unemployment benefits. Since negotiators reached an impasse, Congress adjourned for the August recess. In a rare interruption, Speaker Pelosi announced that the House will return for just one day on Saturday, August 22, to vote on a bill that provides relief funding for the U.S. Postal Service. The Senate and House will come back into session after Labor Day.

In response to the impasse, on August 8, 2020, President Trump acted via one executive order and three presidential memoranda to federal agencies. The actions consist of deferring student loan payments and payroll taxes for those earning less than \$100,000 through the end of the year. It also directs the Department of Health and Human Services and the Centers for Disease Control to “consider whether any measures temporarily halting residential evictions” are necessary to prevent the spread of COVID-19. Lastly, it would extend supplemental federal unemployment benefits at a reduced rate of \$400 payments each week by diverting \$44 billion from the Federal Emergency Management Agency. The federal government would cover \$300 of the payment, with the states providing the remaining \$100. In response, Governor Gavin Newsom stated that California does not have the capacity to cover any portion of the new federal extension of unemployment benefits and estimated it would cost the state \$700 million per week to cover those unemployment claims.

On August 18, 2020, Senate Republicans introduced a “skinny” coronavirus relief bill, the Delivering Immediate Relief to America’s Families, Schools and Small Businesses Act, and is similar to the July Republican proposal. It includes \$10 billion for USPS, unemployment benefits at a reduced level of \$300, another round of the Payroll Protection Program, and liability protections.

The impasse leaves in limbo all the various programs and needs for which SCAG has advocated, including financial aid to support local governments regardless of population size to help to cover expenditures related to COVID-19 and backfill lost tax revenue and assistance for struggling transit agencies to maintain service and advance transportation infrastructure projects in the region. To date, SCAG has submitted three letters to Congress asking that they prioritize aid to local governments and transit agencies.

FISCAL IMPACT:

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



AGENDA ITEM 19 REPORT

Southern California Association of Governments
Remote Participation ONLY
September 2, 2020

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

From: Basil Panas, Chief Financial Officer, 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**

Kome Ajise

RECOMMENDED ACTION:

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>
Caliper Corporation	FY21 Caliper Transcad Support	\$66,825
Office Depot Business Services Div.	FY21 Office Supplies	\$30,000
Law Offices Of Jim Kahng	FY21 Law Offices Of Jim Kahng	\$30,000
Saba Software Canada Inc	FY21 Saba Software Licenses	\$24,481
SAS Institute, Inc.	FY21 SAS Software Renewal	\$21,960
Staples Contract & Commercial, Inc.	FY21 Coffee Supplies	\$20,000
Staples Contract & Commercial, Inc.	FY21 Office Supplies	\$20,000
Southern California Leadership Council	FY21 SCAG Membership	\$20,000
Calif. Joint Powers Insurance Authority	FY21 Property Insurance	\$18,920
U.S. Postal Service	FY21 Postage	\$10,000
Southern Calif Leadership Network	FY21 Dues	\$10,000
IBM Corporation	FY21 IBM Renewal	\$6,800
Solid Surface Care Inc.	FY21 Carpet Cleaning	\$6,200
Domtar Paper Co, LLC	FY21 Copier/Printer Paper	\$6,000

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**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>
American Public Transp Association	FY21 SCAG Membership	\$5,772
C-1 Construction	FY21 Minor Office Repairs	\$5,000
L.A. Plant Co.	FY21 Office Plants & Maintenance	\$5,000
Duggan And Associates, Inc.	FY21 Minor Office Painting	\$5,000
Mailfinance	FY21 Mail Machine Lease	\$5,000
United Imaging	FY21 Plotter Cartridges & Tone	\$5,000
United Parcel Service(UPS)	FY21 Courier Service	\$5,000
Pacific Office Interiors	FY21 Office Furniture & Signs	\$5,000
Fedex	FY21 Courier Service	\$5,000

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

<u>Consultant/Contract #</u>	<u>Contract's Purpose</u>	<u>Contract Amount</u>
1. Resource Development Associates (RDA - 20-064-C01)	Over the years, SCAG has placed a number of internal staff members into management positions and there is a growing recognition of the need to build the capacity of the SCAG's management team with consultant assistance, on an as-needed basis, in a variety of areas.	\$195,000
2. Ralph Andersen & Associates (20-067-C01)	SCAG requires a full service, experienced executive search firm to conduct the recruitment for executive level recruitments, most immediately including, but not limited to, Chief Counsel and Chief Financial Officer.	\$175,000
3. John Kaliski Architects, Inc. (JKA) (20-063-C01)	The consultant shall develop the Fullerton Rail District Specific Plan (Specific Plan). The Specific Plan will assist in redevelopment of a 35-acre underutilized legacy industrial area with public land, located within Downtown Fullerton. The project area includes several historic fruit-packing	\$174,999

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

<u>Consultant/Contract #</u>	<u>Contract's Purpose</u>	<u>Contract Amount</u>
	houses ideally suited for adaptive reuse as well as the planned terminus of a comprehensive backbone trail and class I bike path connecting the Downtown vicinity to west and north Fullerton. This project will provide a model for other cities across the region, of similar characteristics, to follow in combining land use, transit, and active transportation planning to revitalize an arterial corridor.	
4. Benefits Financial Services Group (BFSG - 20-063-C01)	The consultant shall provide advisory services, including compliance and administration consulting services for SCAG's 457 Deferred Compensation Plan for a base period of three (3) years, plus 2 additional 12-month options. In addition, the consultant shall provide fiduciary best practices, including fiduciary education and training, plan governance policy assistance, asset allocation model creation, and compliance consulting	\$163,925
5. Alta Planning + Design, Inc. (20-028-C01)	The City of Fullerton (City) Active Transportation Plan (ATP) will provide a plan for open and easy access to and around downtown Fullerton for walking and bicycling for recreation or commuting. The ATP will identify improvements to the active transportation network for non-motorized transportation connecting neighborhoods, activity centers (including schools and parks), employment centers, and transportation hubs (e.g. train stations, bus stops). The ATP will also help to further SCAG's regional transportation goals and strategies, including those outlined in the	\$149,977

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

<u>Consultant/Contract #</u>	<u>Contract's Purpose</u>	<u>Contract Amount</u>
	2016 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) in the Active Transportation Appendix, and the upcoming 2020 RTP/SCS.	
6. CoStar Group (20-051-C01)	Staff requires various types of data to conduct analyses for SCAG's Goods Movement Comprehensive Study including regional commodity flow analysis for rail, maritime, air cargo, and trucking modes.	\$68,688

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

<u>Consultant/Contract #</u>	<u>Amendment's Purpose</u>	<u>Amendment Amount</u>
1. Carahsoft Technology Group (18-046-C01)	Staff had the need for additional IT Service Management system support licenses to be assigned to the agency's newly selected Managed IT Services Provider and as a result of the shift from the previous Managed IT Services had a need to obtain 15 additional software licenses.	\$26,377
2. Rincon Consultants (18-001-B14A)	The consultant shall conduct five (5) additional City Council meetings as requested by City of South Pasadena to help educate the City's decision makers and community about the development of the Climate Action Plan that is underway. This will also give the public more opportunities to voice their comments on the plan, especially since Covid-19 orders have greatly affected the City's outreach and public participation efforts.	\$7,313

ATTACHMENT(S):

1. Contract Summary 20-064-C01

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2. Contract Summary 20-067-C01
 3. Contract Summary 20-063-C01
 4. Contract Summary 20-039-C01
 5. Contract Summary 20-028-C01
 6. Contract Summary 20-051-C01
 7. Contract Summary 18-046-C01 Amendments 2 and 3
 8. Contract Summary 18-001-B14A Amendment 3

CONSULTANT CONTRACT NO. 20-064-C01

Recommended Consultant:

Resource Development Associates (RDA)

Background & Scope of Work:

Over the years, SCAG has placed a number of internal staff members into management positions and there is a growing recognition of the need to build the capacity of the SCAG's management team with consultant assistance, on an as-needed basis, in a variety of areas. SCAG has already initiated management training programs and coaching. An identified need to aid in SCAG's continuing workforce development is to provide organizational consulting services for management staff members and their subordinates/peers, as needed.

There is an ongoing need to ensure that SCAG has a cadre of knowledgeable and experienced management professionals leading the agency. This is a key in succession planning and to the successful future functioning of this organization. It is important that SCAG provides this type of consulting assistance for managers to be as effective and successful as possible.

The consultant shall provide the following services which may include, but are not limited to:

- Assistance with strategic and organization alignment;
- Review and analysis of processes, procedures and organization structure for individual departments and/or divisions;
- Development of cross functional teams;
- Group coaching;
- Assistance with defining roles, goals and responsibilities;
- Assistance in running of productive meetings;
- Assistance with effective group decision making;
- Conflict resolution between groups and/or individuals;
- Consensus building among disparate groups; and
- Effective use of staff

Project's Benefits & Key Deliverables:

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

- A working environment focused on results, strategic plan alignment, cross functional teamwork, accountability, and open and honest communication and feedback, mentoring and learning, and appropriate and thoughtful risk taking;
- Developing strong partnerships with various departmental teams where support and challenge are mutual, strong, and balanced;
- More focus on strategic issues and the ability to better see the "whole playing field";
- Methods to identify and overcome self-limiting and counter-productive behaviors that erode trust, respect, loyalty, and undermine productivity and performance;
- Strategies that build the thinking and behaviors that contribute to sustainable success; and
- More balance and satisfaction from a normally intense work week without loss of productivity.

Strategic Plan: This item supports SCAG's Strategic Plan Goal 5: Optimize Organizational Efficiency and Cultivate an Engaged Workforce which includes investing in the employee development process by providing tools, resources, and support for employees.

Contract Amount: **Total not to exceed** **\$195,000**
Resource Development Associates

Contract Period: Notice to Proceed through June 30, 2025

Project Number(s): 810.0120.04 \$195,000
Funding source: Indirect Cost
Funding of \$195,000 is available in the FY 2020-21 Overall Work Program (OWP) in Project Number 810.0120.04.

Request for Proposal (RFP): SCAG staff notified 625 firms of the release of RFP 20-064-C01 via SCAG's Solicitation Management System website. A total of 43 firms downloaded the RFP. SCAG received the following 20 proposals in response to the solicitation:

Resource Development Associates (2 subconsultants)	\$270.00/Hour
MCG & Associates	\$100.00/Hour
Tremblay & McLoughlin Seminars & Coaching	\$150.00/Hour
Center for Nonprofit Management (CNM)	\$175.00/Hour
Propeller, Inc.	\$180.00/Hour
Cooperative Personnel Services (CPS HR Consulting)	\$185.00/Hour
Strategic Results Group (2 subconsultants)	\$200.00/Hour
Municipal Resource Group LLC (2 subconsultants)	\$225.00/Hour
Culture of Speak LLC	\$225.00/Hour
Deloitte Consulting LLP	\$235.68/Hour
Left Lane Advisors	\$275.00/Hour
Estolano Advisors (1 subconsultant)	\$300.00/Hour
Organization Effectiveness Consultants (OEC)	\$300.00/Hour
The Praxis Group	\$300.00/Hour
Le Transformations LLC (2 subconsultants)	\$320.00/Hour
Praxsys Leadership, Inc.	\$350.00/Hour
The Champion Services Group, Inc. (CSG)	\$350.00/Hour
NewGen Strategies & Solutions, LLC	\$440.00/Hour
Ideal Coaching Global	\$550.00/Hour
Boyer Communications Group	Disqualified (Non-Responsive)

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 six (6) highest ranked offerors.

The PRC consisted of the following individuals:

Nicole Katz, Human Resources Analyst II, SCAG
Carmen Flores, Human Resources Manager, SCAG
Erika Bustamante, Manager of Budget & Grants, SCAG

Basis for Selection:

The PRC recommended Resource Development Associates for the contract award because the consultant:

- Provided the most detailed and thorough technical approach, by demonstrating their expertise in both coaching and learning development, understanding the importance of a needs assessment to identify root causes, and the ability to utilize data in the workplace to tell stories and impact change.
- Integrated change management and change readiness into their approach along with creative solutions, such as developing tools and customizable learning activities for the Agency to add value and ensure success of the project;
- Demonstrated they understand the needs of SCAG in their approach by ensuring learning objectives are reflected in performance management to ensure successful implementation;
- Gathered a thoughtful and multi-disciplinary 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;
- Demonstrated the firm's growth mindset philosophy as it related to coaching and leadership development is in alignment with SCAG.

Although other firm(s) proposed a lower price(s), the PRC did not recommend this/these firm(s) for contract award because this firm(s):

- Did not clearly explain their rate structure and what factors go into determining the true cost, leading the rates to appear much more affordable than they would be;
- Did not develop and create customized tools and trainings for SCAG, but instead repackaged previously used trainings from other organizations to fit SCAG's needs.

CONSULTANT CONTRACT 20-067-C01

Recommended Consultant:	Ralph Andersen & Associates	
Background & Scope of Work:	<p>SCAG requires a full service, experienced executive search firm to conduct the recruitment for executive level recruitments, most immediately including, but not limited to, Chief Counsel and Chief Financial Officer.</p> <p>The consultant will provide expertise through all phases of the recruitment. Services will include: involving and engaging key stakeholders; developing a candidate profile and position announcement; sourcing a pool of qualified candidates for consideration, including a concentrated outreach effort and customized search strategies; preparing recommendations regarding recruitment and selection strategies; gathering input from the Board and various stakeholders groups; conducting an advertising campaign and sourcing candidates; and facilitating the selection of a final candidate, including negotiation of an employment agreement.</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">• Recruiting the best qualified and available candidates;• Screening and vetting candidates, including performing thorough background and reference checks;• Creating an ideal candidate profile; and• Recommending best qualified candidates for consideration as finalists for the position.	
Strategic Plan:	<p>This item supports SCAG's Strategic Plan Goal 1: Advance Southern California's policy interests and planning priorities through regional, statewide, and national engagement and advocacy; and Goal 5: Recruit, support, and develop a world-class workforce and be the workplace of choice.</p>	
Contract Amount:	Total not to exceed	\$175,000
	Ralph Andersen & Associates	Maximum of \$25,000/Recruitment
	<p>Note: Ralph Andersen & Associates originally proposed the following rates:</p> <p>Executive ("Chief") Level \$30,000 - \$34,000, Department ("Non-Chief"), Director \$27,000 - \$29,000, Department Deputy Director \$26,500 - \$28,000</p> <p>Staff negotiated the price down to a maximum of \$25,000/recruitment without reducing the scope of work.</p>	
Contract Period:	June 2, 2020 through June 30, 2025	
Project Number(s):	<p>810.0120.04 \$175,000</p> <p>Funding source: Indirect Cost</p> <p>Funding of \$50,000 is available in the FY 2019-20 Overall Work Program (OWP) in Project Number 810.0120.04. Services will be requested on an as needed basis and funding will be obtained for the applicable fiscal year.</p>	

Request for Proposal (RFP):

SCAG staff notified 389 firms of the release of RFP 20-067-C01 via SCAG's Solicitation Management System website. A total of 19 firms downloaded the RFP. SCAG received the following six (6) proposals in response to the solicitation:

Ralph Andersen & Associates – Executive ("Chief") Level \$30,000 - \$34,000, Department ("Non-Chief"), Director \$27,000 - \$29,000, Department Deputy Director \$26,500 - \$28,000

Angels Recruiting Agency – Flat Fee of \$21,000

David Gomez Partners – 25% of Hired First Year Base Compensation, with Exclusions

JCS Recruitment – Retainer Fee (One-Third of First Year Annual Compensation)

Koff & Associates (K&A Recruiting) – \$25,000 per recruitment or 25% of the first-year base salary upon a successful hire of an executive level recruitment

Zilo International Group – 20% of the full time salary of the executive hired.

Advertisement of the position and background checks will be billed at cost

Cost varies depending on the consultant's fee. Using an assumption of \$200,000 for an executive position at a flat fee of \$21,000 proposed was the lowest, and \$66,660 (one-third of first year annual compensation) was the highest amount proposed.

Selection Process:

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

The PRC consisted of the following individuals:

Negin Afarinesh, Human Resources Analyst I, SCAG

Carmen Flores, Human Resources Manager, SCAG

Nicole Katz, Human Resources Analyst II, SCAG

Basis for Selection:

The PRC recommended Ralph Andersen & Associates for the contract award because the consultant:

- Has extensive experience and has completed the most executive public sector recruitments in comparison to similar firms;
- Successfully recruited for similar positions with comparable agencies, partnered with SCAG in the past and understands SCAG's internal structure;
- Utilizes competency based recruiting and conducts a tailored recruitment strategy to ensure ideal candidate with right skillset is hired;
- Has a large network, both in and out of California, that can be utilized to ensure diversity and outreach is a priority for SCAG's recruitments;
- Has a high placement success rate and is rare their placements do not succeed; and
- Has a realistic and quick timeline for completing recruitments.

Although other firm(s) proposed a lower price(s), the PRC did not recommend this/these firm(s) for contract award because these firm(s):

- Provided a very standard, transactional approach, without mentioning any type of creative strategy for recruiting the best pool of candidates;
- Did not mention anything about providing equal employment opportunity in recruiting for the position, or barely mentioned diversity;
- Did not have the desired public sector experience, lacked the qualifications, and did not mention any successful placements; and/or
- Did not pass the feedback received from the reference checks.

CONSULTANT CONTRACT NO. 20-063-C01

**Recommended
Consultant:**

John Kaliski Architects, Inc. (JKA)

**Background &
Scope of Work:**

The consultant shall develop the Fullerton Rail District Specific Plan (Specific Plan). The Specific Plan will assist in redevelopment of a 35-acre underutilized legacy industrial area with public land, located within Downtown Fullerton. The project area includes several historic fruit-packing houses ideally suited for adaptive reuse as well as the planned terminus of a comprehensive backbone trail and class I bike path connecting the Downtown vicinity to west and north Fullerton. This project will provide a model for other cities across the region, of similar characteristics, to follow in combining land use, transit, and active transportation planning to revitalize an arterial corridor.

In 2010, the City adopted the Fullerton Transportation Center Specific Plan to rezone the approximately 40 acres surrounding the Fullerton Transportation Center east of S. Harbor Boulevard (including the Amtrak/Metrolink Station and OCTA Depot) to provide the opportunity for the private development of an urban mixed-use transit oriented district. The Fullerton Transportation Center is a regionally significant passenger train station in that it is a stop for one Amtrak and two Metrolink commuter rail lines. The Specific Plan is focused on creating Fullerton's most sustainable neighborhood promoting the development of green buildings, streets, and public spaces in a compact, walkable community located near public transit. As the study area is located adjacent to a regionally significant train station, growth in new residents and employees will impact both north Orange County, as well as southern Los Angeles County, and contribute to regional vehicle miles travelled (VMT) reductions due to an increase in transit usage.

**Project's Benefits
& Key Deliverables:**

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

- Memo on proposed Zoning Code and General Plan amendments;
- Neighborhood Development Standards;
- Neighborhood Design Guidelines/Manual; and
- Final adopted (or final draft) Defensible Regulatory Document (specific plan, zoning overlay, General Plan or specific plan amendment, or any other tools approved by SCAG staff.

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	\$174,999
JKA (prime consultant)	\$57,884
Economic & Planning Systems (subconsultant)	\$34,976
Kimley-Horn and Associates, Inc. (subconsultant)	\$38,265
Arellano Associates (subconsultant)	\$43,874

Attachment: Contract Summary 20-063-C01 (Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 -

Note: JKA originally proposed \$199,968, but staff negotiated the price down to \$174,999 without reducing the scope of work.

Contract Period: August 4, 2020 through February 28, 2021

Project Number(s): 275-4823U5.03 \$132,794
275-4823E.03 \$17,205
275-4823V7.03 \$25,000
Funding source(s): Sustainable Communities Program, FY19 SB1 Formula, Transportation Development Act (TDA), and City Cash Match.

Funding of \$174,999 is available in the FY 2020-21 budget.

Request for Proposal (RFP): SCAG staff notified 2,741 firms of the release of RFP 20-063 via SCAG's Solicitation Management System website. A total of 58 firms downloaded the RFP. SCAG received the following seven (7) proposals in response to the solicitation:

JKA (3 subconsultants)	\$199,968
Dudek (2 subconsultants)	\$249,003
PlaceWorks (2 subconsultants)	\$280,305
IBI Group (2 subconsultants)	\$284,912
Studio One Eleven (4 subconsultants)	\$323,084
Gensler (4 subconsultants)	\$339,869
Mithun/Hodgetts & Fung (4 subconsultants)	\$596,918

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:

Lorianne Esturas, Assistant Regional Planner, SCAG
Heather Allen, Planning Consultant, City of Fullerton
Matt Foulkes, Planning Manager, City of Fullerton
Irene Hou, Associate Planner, Caltrans District 12

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

- Demonstrated the best understanding of the project, specifically sensitivity to and inclusion of infrastructure and transportation-focused analyses to inform development of the project site. The consultant's focus on active transportation and infrastructure analysis also demonstrates an understanding of the project intent to develop a transit-oriented node and improve connectivity between the project site and nearby urban and recreational areas of the city;
- Provided the best technical approach, for example details on stakeholder and community outreach such as a list of proposed topics for each of the project's eight Technical Working Group (TWG) meetings. The consultant also identified project challenges and presents solutions, such as a focus on digital and direct mail

- outreach in light of recent COVID-19 pandemic impacts to future project outreach;
- Demonstrated similar and relevant experience through work with the City of Los Angeles and City of Santa Monica on urban design plans and guidelines with a focus on incentivizing the adaptive reuse of existing industrial buildings through a community-supported approach; and
- Proposed the lowest price.

CONSULTANT CONTRACT NO. 20-039-C01

Recommended Consultant:	Benefits Financial Services Group (BFSG)		
Background & Scope of Work:	The consultant shall provide advisory services, including compliance and administration consulting services for SCAG’s 457 Deferred Compensation Plan for a base period of three (3) years, plus 2 additional 12-month options. In addition, the consultant shall provide fiduciary best practices, including fiduciary education and training, plan governance policy assistance, asset allocation model creation, and compliance consulting.		
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">• Designing a diversified assortment of Sec. 457 plan investment options to help employees achieve retirement security;• Conducting periodic fiduciary education sessions;• Periodic reporting and Plan review with the Committee;• Providing guidance on fidelity bond and fiduciary insurance policy coverage; and• Communicating relevant legislative industry changes and providing recommendations to the Committee.		
Strategic Plan:	This item supports SCAG’s Strategic Plan Goal 5: Recruit, support, and develop a world-class workforce and be the workplace of choice.		
Contract Amount:	Total not to exceed	\$163,925	
	BFSG (prime consultant)		
	Note: \$163,925 represents the estimated annual cost of \$32,785 for five (5) year period.		
Contract Period:	July 14, 2020 through July 31, 2023		
Project Number(s):	900-0290.01	\$163,925	
	Funding source(s): Fringe Benefits		
	Funding of \$32,785 is available in the FY 2020-21 budget, and the remaining years’ funding is expected to be available in subsequent years’ budgets in Project Number 900-0290.01, subject to budget availability.		
Request for Proposal (RFP):	SCAG staff notified 114 firms of the release of RFP 20-039 via SCAG’s Solicitation Management System website. A total of 22 firms downloaded the RFP. SCAG received the following six (6) proposals in response to the solicitation. Note: the amounts below represent a percentage basis points multiplied by SCAG's 457 Plan Assets balance of \$25,781,783 (as of September 30, 2019)		

Proposer	Base Period (Year 1 - 3)	Option Year 1	Option Year 2	Annual Fee - Year 1*
BFSG	0.10%	0.10%	0.10%	\$25,782
Hyas Group LLC	0.10%	0.10%	0.10%	\$25,782
Milliman Advisors, LLC	0.15%	0.15%	0.15%	\$38,673
NFP Retirement, Inc.	0.12%	0.12%	0.12%	\$30,938
Strategic Retirement Partners Holdings	0.20%	0.15%	0.15%	\$51,564
USI Consulting Group	0.10%	0.10%	0.10%	\$25,782
*based on SCAG's 457 Plan Assets balance listed above				

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 top four (4) highest ranked offerors.

The PRC consisted of the following individuals:

Basil Panas, CFO, SCAG
Carmen Flores, Human Resources Manager, SCAG
Mary Morgan, Deputy Executive Officer, Finance, LA Metro

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

- Demonstrated the best understanding of the project in that they demonstrated a clear understanding of SCAG's fiduciary duties under the California Constitution and California Government Code with respect to its Sec. 457 (b) program. The other proposers did not display the same knowledge of SCAG's responsibilities; and
- Provided the best technical approach in several respects. They were the most familiar with the safe harbors for governments with respect to Sec. 457 (b) plan administration and they are equally comfortable in providing services to SCAG as a co-fiduciary under ERISA Sec. 3(21) or on a discretionary basis under ERISA Sec. 3(38). They also proposed looking into setting up a 401 (a) plan for SCAG's deferred compensation match contributions. They were the only firm to propose looking at all fees, e.g., loan fees, not just fees charged to the mutual fund and were the only firm to suggest not offering the institution level funds in order to save fees. They were also the only firm to suggest looking at how effective SCAG's employer match is for the Sec. 457 plan.

CONSULTANT CONTRACT NO. 20-028-C01

**Recommended
Consultant:**

Alta Planning + Design, Inc.

**Background &
Scope of Work:**

The City of Fullerton (City) Active Transportation Plan (ATP) will provide a plan for open and easy access to and around downtown Fullerton for walking and bicycling for recreation or commuting. The ATP will identify improvements to the active transportation network for non-motorized transportation connecting neighborhoods, activity centers (including schools and parks), employment centers, and transportation hubs (e.g. train stations, bus stops). The ATP will also help to further SCAG's regional transportation goals and strategies, including those outlined in the 2016 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) in the Active Transportation Appendix, and the upcoming 2020 RTP/SCS.

The consultant shall provide services for a Sustainability Planning Grant for the City of Fullerton (City). Specifically, the consultant shall develop the City's ATP including a regional active transportation network that will increase the number of short trips taken by walking and biking, encouraging the implementation of complete street policies, and others as outlined in the RTP/SCS. The consultant shall incorporate SCAG's regional transportation strategies related to active transportation.

**Project's Benefits
& Key Deliverables:**

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

- Improving mobility for people walking and biking by providing a comprehensive plan for active transportation that includes bicycle elements, pedestrian elements, Safe Routes to School elements, connections to transit and major destinations; and
- Providing an overview of innovative implementation strategies, cost analysis and funding methods.

Strategic Plan:

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

Contract Amount:

Total not to exceed

\$149,977

Alta Planning + Design, Inc. (prime consultant)

\$104,499

Fehr & Peers (subconsultant)

\$45,478

Note: Alta Planning + Design, Inc. originally proposed \$152,399, but staff negotiated the price down to \$149,977 without reducing the scope of work.

Contract Period:

July 28, 2020 through December 31, 2021

Project Number(s):

225-4837X3.02 \$149,977

Funding source(s): ATP Local Planning Initiative

Request for Proposal (RFP):

SCAG staff notified 1,713 firms of the release of RFP 20-028-C01 via SCAG's Solicitation Management System website. A total of 43 firms downloaded the RFP. SCAG received the following six (6) proposals in response to the solicitation:

Alta Planning + Design (1 subconsultant)	\$152,399
KTUA (2 subconsultants)	\$149,956
Kittelson & Associates, Inc. (1 subconsultant)	\$194,712
Michael Baker (1 subconsultant)	\$198,188
M. Arthur Gensler (1 subconsultant)	\$199,622
KOA Corporation (2 subconsultants)	\$200,008

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:

Mariana Pulido, Senior Regional Planner, SCAG
Heather Allen, Planning Consultant, City of Fullerton
Jude Miranda, Transportation Planner, Caltrans District 12

Basis for Selection:

The PRC recommended Alta Planning + Design, Inc. for the contract award because the consultant:

- Demonstrated the best understanding of the project by discussing in detail its relationship to other ATP projects in the City;
- Provided the best outreach approach, for example, their outreach approach included nighttime audits and light level recommendations;
- Demonstrated the most extensive experience with projects of similar size and scope including the Fullerton Bike Connection Plan as well as the OCTA Districts 1 and 2 Bikeways Strategy; and
- Proposed the second lowest price.

Although one firm proposed a lower price and more staff hours, the PRC did not recommend this firm for contract award because the firm:

- Lacked an innovative approach for the City to obtain future funding for projects as outlined in Task 5, Funding & Implementation Strategy. The selected consultant's approach will yield a far superior result in Task 5, which will be more advantageous to the City in applying for any future ATP grants.

CONSULTANT CONTRACT NO. 20-051-C01

Recommended Consultant:	CoStar Group		
Background & Scope of Work:	Staff requires various types of data to conduct analyses for SCAG's Goods Movement Comprehensive Study and regional commodity flow analysis for rail, maritime, air cargo, and trucking modes.		
Project's Benefits & Key Deliverables:	<p>The project's benefits and key deliverables include, but are not limited to:</p> <p>Updating base year data and providing specific data that is critical to staff's regional transportation planning efforts such as:</p> <ul style="list-style-type: none">• Location of Warehouses and Distribution centers,• Type of building use and occupancy, vacancy rate,• Building ceiling heights,• Number of truck bay loading doors, and• Amount of floor space used for warehousing activities and others.		
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 CoStar Group (prime consultant)		\$68,688
Contract Period:	through June 30, 2023		
Project Number(s):	<p>055-0704A.02 \$68,688</p> <p>Funding source: Consolidated Planning Grant (CPG) – Federal Highway Administration (FHWA).</p> <p>Funding of \$22,896 is available in the FY 2020-21 budget, and the remaining \$45,792 is expected to be available in the FY 21-22, 22-23 budget in Project Number 055-0474A.02, subject to budget availability.</p>		
Request for Proposal (RFP):	<p>SCAG staff notified 1817 firms of the release of RFP 20-051 via SCAG's Solicitation Management System. A total of 16 firms downloaded the RFP. SCAG received the following proposal in response to the solicitation:</p> <p>After receiving only one proposal, staff surveyed 15 firms that downloaded the RFP to determine why each did not submit a proposal. Three (3) firms responded to staff's inquiry, which disclosed the main reason these firms did not respond was they were unable to meet proposal deadline. Note: Staff advertised the RFP initially for five (5) weeks, a week longer than the four (4) week period staff normally uses. Staff subsequently requested Caltrans approval to move forward with reviewing the single offer received.</p> <p>Staff believes that resoliciting was not likely to yield a different result and needed to maintain the project's schedule and therefore proceed to evaluate the one offer received.</p>		
	CoStar Group (No subconsultants)		\$68,688

Selection Process: The Proposal Review Committee (PRC) evaluated CoStar Group's 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 an interview because the proposal contained sufficient information on which to base a contract award.

The PRC consisted of the following individuals:

Stephen Sungsu Yoon, Senior Regional Planner, SCAG
Annie Nam, Manager of Goods Movement and Transportation Finance, SCAG
Scott Strelecki, Senior Regional Planner, SCAG

Basis for Selection: The PRC recommended CoStar Group for the contract award because the consultant:

- The consultant demonstrated excellent capability to provide needed proprietary information which specifically focuses on the commercial real estate property database not only Southern California region but also whole nationwide geographic coverage; and
- As an expert in the commercial real estate market, Costar group provides tremendous amount of accumulated commercial property information through their own analytic platform with essential filtering options which will enable staff to search and collect accurate set of information by the purpose of diverse usages.

CONTRACT NO. 18-046-C01 AMENDMENTS NO. 2 and 3

Consultant:

Carahsoft Technology Group

**Background &
Scope of Work:**

In June of 2018, SCAG awarded Contract 18-046-C01 to Carahsoft Technology Group to as part of the Information Technology (IT) Process Improvement project initiated in FY18. The continued efforts of the SCAG IT team have resulted in the implementation of a work management tool, known as ServiceNow, supporting improved IT processes and system support to provide valuable and reliable IT services and solutions to the entire organization.

ServiceNow is a work management and process tool (sold by Carahsoft Technology Group, a licensed reseller) comprised of Project Portfolio Management and IT Service Management to support the IT Process Improvement project and improve overall work and resource management. Staff had a continuing need for the IT Service Management system support to assist staff with making continuous improvements to various IT processes. Consequently, in July of 2019 staff amended contract 18,046-C01 via Amendment 1, increasing its value \$291,216 to \$332,304 (\$41,088), to obtain the later services.

In July of 2020, staff had the need for additional IT Service Management system support licenses to be assigned to E.K. Associates consultants, the new managed services provider. Consequently, in July of 2020 staff amended contract 18,046-C01 via Amendment 2, increasing its value from \$332,304 \$342,576 (\$10,272), to obtain the later services.

Further, in July 2020, SGAG began a new contract, 20-035-C01, with E.K. Associates to provide expert scheduled and on-demand managed information technology services (planning and design, monitoring, troubleshooting and repair, maintenance, and support services). As a result of the shift from SCAG previous Managed IT provider to E.K. Associates, staff had a need to obtain 15 additional licenses to be assigned to E.K. Associates consultants, via Amendment 3 to the contract. Amendment 3 increases the contract value from \$342,576 to \$358,681 (\$16,105).

**Project's Benefits
& Key Deliverables:**

The project's key benefits include centralized work management processes to better identify and track work requests, prioritize work and resources, and accurately estimate necessary resources and timelines. Through metrics and reporting, the organization will also have better visibility into what work has been completed, the status of work that is currently being performed, and what work is planned. Ultimately, having these processes and systems centrally managed is expected to improve budget management, scheduling, work priorities, and resource management, allowing IT efforts to align with SCAG organizational objectives and create continuous improvement to facilitate improved decision making.

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	\$16,105
Amendment 2	\$10,272
Amendment 1	\$41,088
Original contract value	<u>\$291,216</u>
Total contract value is not to exceed	\$358,681

This amendment does not exceed \$75,000 or 30% of the contract's original value. Therefore, in accordance with the SCAG Procurement Manual (dated 12/01/16) Section 8.3, it does not require the Regional Council's approval.

Contract Period: June 25, 2018 through June 30, 2023

Project Number(s): 811-1163.14 \$41,088

Funding source: \$26,377 (\$10,272 + \$16,105) is available in the FY 2020-21 budget in Project Number 811-1163.14. Funding for subsequent fiscal years through FY 2022-23 is expected to be available in Project Number 811-1163.14, subject to budget availability.

Basis for Selection: In accordance with SCAG's Contract Manual Section 7.4, dated 04/17/20, to foster greater economy and efficiency, SCAG's federal procurement guidance (2 CFR 200.318 [e]) authorizes SCAG to procure goods and services by entering into State and local intergovernmental agreements (Master Service Agreements – MSA's). The goods and services procured under an MSA were previously competitively procured by another governmental entity (SCAG is essentially "piggy-backing" on the agreement.) As with the original agreement and both previous Amendments, for Amendment 3, SCAG utilized an MSA with the National Intergovernmental Purchasing Alliance (National IPA) Agreement No. TCPN R150402 that was competitively procured. This MSA is specifically designed for use by local agencies to leverage combined purchasing power for discounted volume pricing.

CONTRACT NO. 18-001-B14A AMENDMENT NO. 3

Consultant: Rincon Consultants

Background & Scope of Work: On March 25, 2019, SCAG awarded Contract No. 18-001-B14A to Rincon Consultants to prepare a Climate Action Plan (CAP) that establishes a long-range vision of sustainability while achieving consistency with local economic objectives and state guidance and regional planning efforts for the City of South Pasadena (City).

This amendment also increases the contract value from \$99,915 to \$107,228 (\$7,313) and extends the contract term from 9/30/20 to 12/31/20.

This increase is for Task 2.6, City Council Meetings, to provide five (5) additional City Council meetings to help educate the City's decision makers and community about the Climate Action Plan.

Project's Benefits & Key Deliverables:

- A Climate Action Plan to align with the City's General Plan/Land Use Element;
- Forecast and reduction targets for the City's GHG Emissions for the years 2020, 2020 and 2050; and
- Memorandum on City's climate change impacts and vulnerabilities;

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

Amendment	Amendment 3	\$7,313
Amount:	Amendment 2 (administrative - no change to contract's value)	\$0
	Amendment 1 (administrative – no change to contract's value)	\$0
	Original contract value	<u>\$99,915</u>
	Total contract value is not to exceed	\$107,228

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 25, 2019 through September 30, 2020

Project Number: 275-4823E.04 \$107,228
Funding sources: Transportation Development Act (TDA).

Basis for the Amendment: The City of South Pasadena requested five (5) additional City Council meetings for the South Pasadena Climate Action Plan requesting the Consultant's attendance and participation at the additional meetings to help educate the City's decision makers and community about the development of the Climate Action Plan that is underway. The additional meetings are for both City Council meetings as well as for the City's Natural Resources and Environmental Commission (NREC) meetings. The Council has indicated that they will not consider the plan for adoption unless it has been reviewed and approved by the NREC. Each phase of the plan needs to be expertly presented to the Commission and the Council by the consultants in order

to ensure an efficient and collaborative process. This will also give the public more opportunities to voice their comments on the plan, especially since Covid-19 orders have greatly affected the City's outreach and public participation efforts. Other repercussions from the pandemic, including severe revenue loss, would cause further delays in the development, adoption, and implementation of the plan without additional support.



AGENDA ITEM 20 REPORT

Southern California Association of Governments
Remote Participation ONLY
September 2, 2020

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

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

Subject: CFO Monthly Report

**EXECUTIVE DIRECTOR'S
APPROVAL**

Kome Ajise

RECOMMENDED ACTION:

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

On August 12, 2020, SCAG received a final letter of resolution concerning the Caltrans Incurred Cost Audit. The letter stated that:

1. SCAG had provided adequate documentation to demonstrate implementation of the corrective actions required by Caltrans;
2. SCAG had repaid disallowed costs to the Division of Local Assistance in the amount of \$338,986; and
3. SCAG had submitted documentation supporting SCAG's repayment of \$1,809,603 in disallowed costs by cost substitution to the Division of Transportation Planning.

External Financial Audit

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

MEMBERSHIP DUES:

As of August 10, 2020, 104 cities and two counties had renewed their memberships, 57 of whom took advantage of the 20 percent dues waiver. Fifty percent of the assessment has been collected. This leaves 84 cities and 4 counties yet to renew. Three cities are being recruited for membership.

BUDGET & GRANTS (B&G):

On June 30, 2020, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) approved SCAG's Fiscal Year (FY) 2020-2021 (FY21) Overall Work Program (OWP) for FHWA Metropolitan Planning (PL) and FTA Section 5303 and 5304 funding.

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

Additionally, SCAG received its final allocation for the FY21 Senate Bill 1 (SB 1) Sustainable Communities Formula Grant in the amount of \$5,301,609 for transportation planning projects. SCAG staff will work with Caltrans staff to meet the conditions of grant acceptance as outlined in the award letter. This grant ends on February 28, 2023.

On July 30, 2020, SCAG submitted the FY 2019-20 (FY20) OWP 4th Quarter Progress Report with preliminary expenditures to Caltrans. The 4th Quarter Progress Report with final expenditures and the FY20 OWP Final Work Products will be submitted to Caltrans by August 31, 2020.

CONTRACTS:

In July 2020, the Contracts Department issued five (5) Requests for Proposal, awarded four (4) contracts; issued four (4) contract amendments; and processed 222 Purchase Orders to support ongoing business and enterprise operations. Staff also administered 138 consultant contracts. During FY20, Contracts staff negotiated better pricing and reduced costs for services in the cumulative amount of approximately \$298,527.

ATTACHMENT(S):

1. CFO Monthly Status Report



Office of the Chief Financial Officer

Monthly Status Report

JUNE 2020

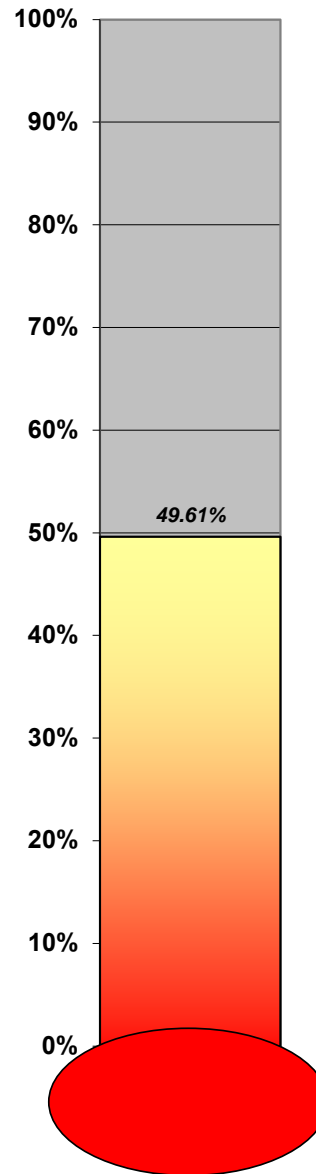
OVERVIEW

As of August 10, 2020, 104 cities and two counties had paid their FY21 dues. This represents 50.0% of the dues assessment. 84 cities and 4 counties had yet to pay their dues. Three cities are being recruited for membership.

SUMMARY

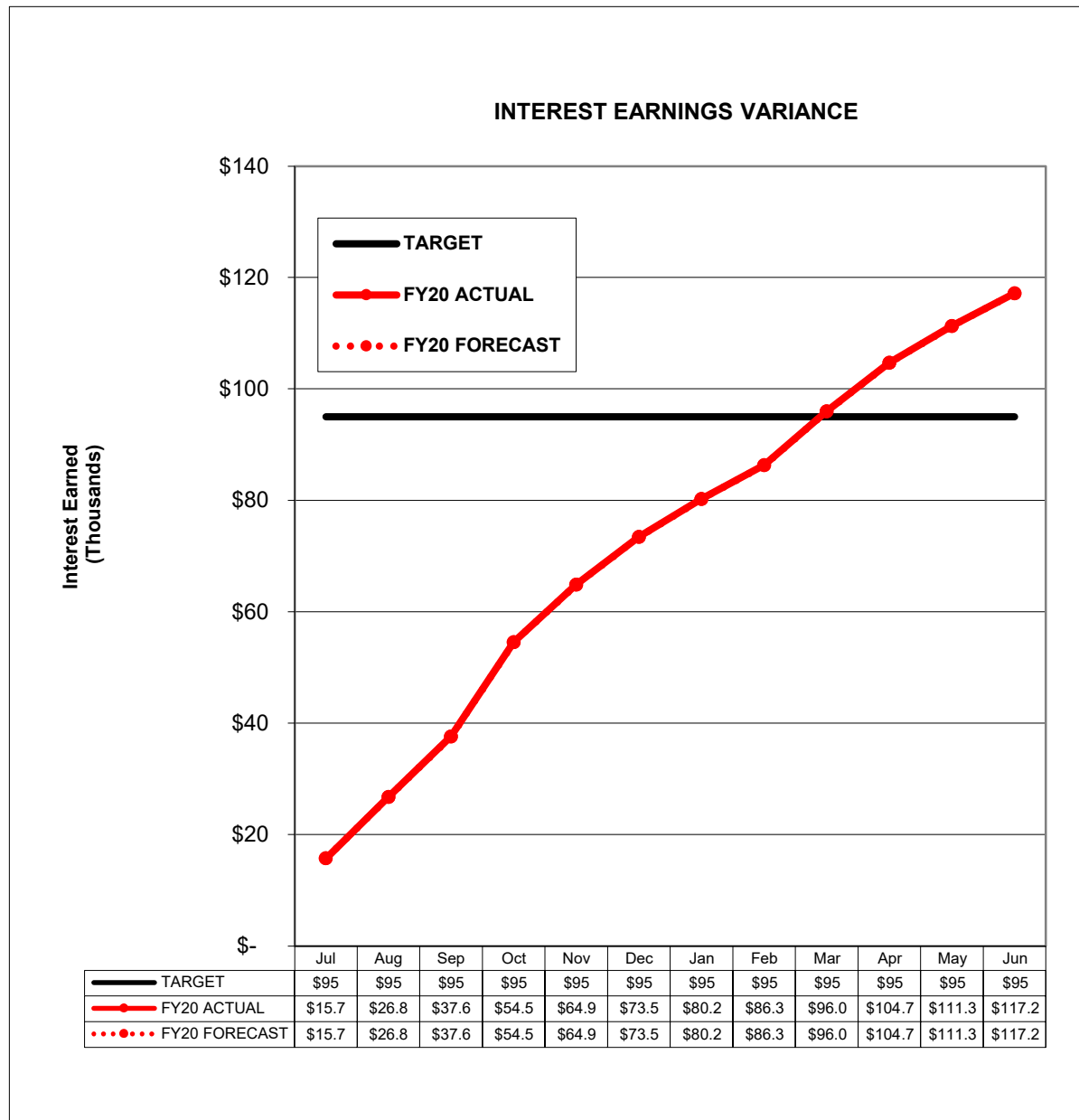
FY21 Membership Dues	<u>\$ 2,172,297</u>
Total Collected	<u>\$ 1,077,656</u>
Percentage Collected	<u>49.61%</u>

FY21 Membership Dues Collected



Office of the CFO

Interest Earnings Variance



Attachment: CFO Monthly Status Report (CFO Monthly Report)

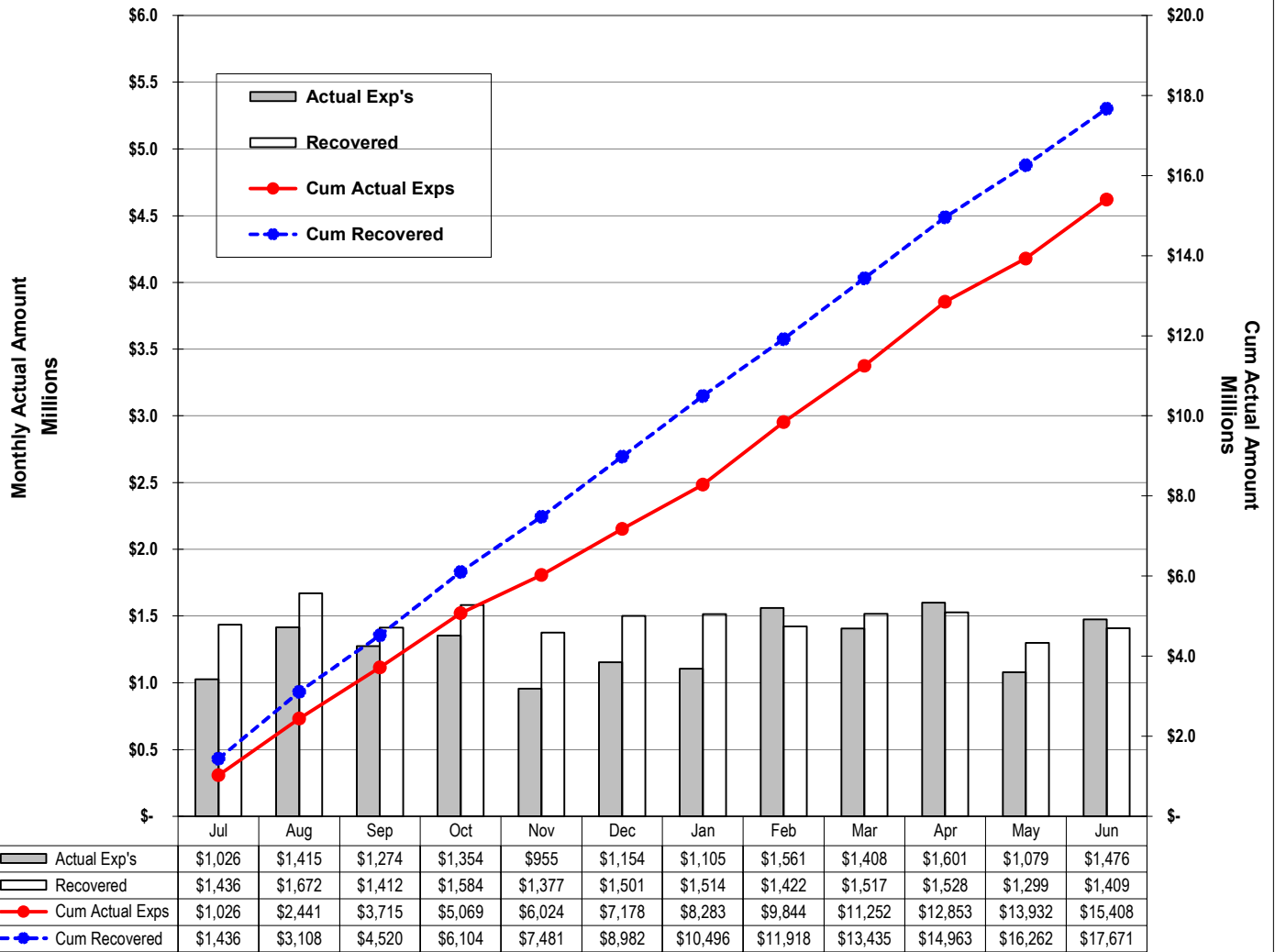
OVERVIEW

Actual interest income is plotted against the target amount. The amount credited to SCAG's account through June was \$117,179. The LA County Pool earned 1.40% in May.

SUMMARY



FY20 INDIRECT COST & RECOVERY



Attachment: CFO Monthly Status Report (CFO Monthly Report)

OVERVIEW

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

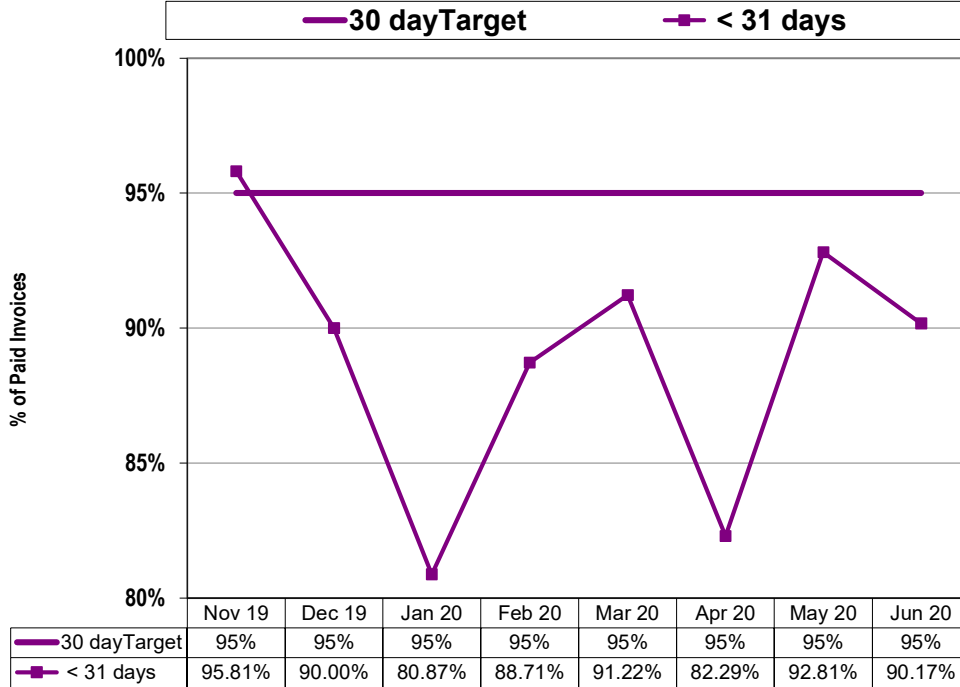
SUMMARY

Through June 2020, SCAG was over-recovered by \$2,263,239.00 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

90.17% of June 2020's payments were made within 30 days of invoice receipt.

At month-end, 66 invoices remained unpaid less than 30 days.

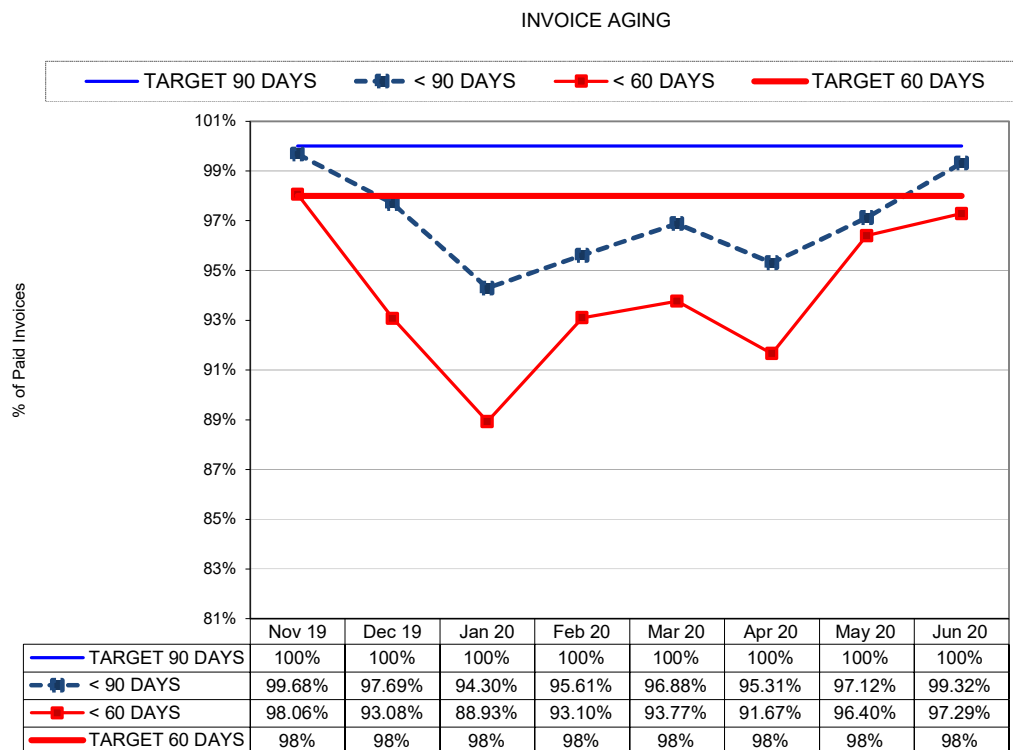
OVERVIEW

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.

97.29% of June 2020's payments were within 60 days of invoice receipt and 99.32% within 90 days. Invoices unpaid 30-60 days totaled 16; 60-90 days: 7; >90 days: 2.





Office of the CFO
Consolidated Balance Sheet

	5/31/2020	6/30/2020	Incr (decr) to equity	COMMENTS
Cash at Bank of the West	\$ 5,207,195	\$ 7,615,786		
LA County Investment Pool	\$ 2,821,293	\$ 2,886,714		
Cash & Investments	\$ 8,028,489	\$ 10,502,499	\$ 2,474,011	Revenues of \$8.82M and Expenses of 6.35M both on cash basis.
Accounts Receivable	\$ 11,645,474	\$ 8,711,461	\$ (2,934,012)	Payments of \$1.08M from FTA 5303, \$2.06M from FHWA PL, \$431k from SB1 & offset by billings of \$325K to ATP, \$176K to FHWA-PP, \$88K to VCTC & \$74K to FHWA-ATP.
Other Current Assets	\$ 1,823,536	\$ 2,228,256	\$ 404,719	Net additions of \$342K in prepaids expensed plus IC fund under-recovery of \$67K less decreases in A/R Other of \$4K.
Fixed Assets - Net Book Value	\$ 5,957,615	\$ 5,957,615	\$ -	No change.
Total Assets	\$ 27,455,113	\$ 27,399,831	\$ (55,282)	
	\$ (484,873)			
	\$ (4,062,579)			
Accounts Payable	\$ (4,547,452)	\$ (5,453,011)	\$ (905,559)	Receipt of FYE invoices
Employee-related Liabilities	\$ (320,517)	\$ (426,103)	\$ (105,586)	May had 5 unpaid working days while June had 7.
Deferred Revenue	\$ (797,064)	\$ (995,429)	\$ (198,365)	Membership revenue of \$99k, sponsorship revenue of \$45k & cash match revenue of \$55k.
Total Liabilities and Deferred Revenue	\$ (5,665,033)	\$ (6,874,544)	\$ (1,209,510)	
Fund Balance	\$ 21,790,080	\$ 20,525,288	\$ (1,264,792)	
WORKING CAPITAL				
	5/31/2020	6/30/2020	Incr (decr) to working capital	
Cash	\$ 8,028,489	\$ 10,502,499	\$ 2,474,011	
Accounts Receivable	\$ 11,645,474	\$ 8,711,461	\$ (2,934,012)	
Accounts Payable	\$ (4,547,452)	\$ (5,453,011)	\$ (905,559)	
Employee-related Liabilities	\$ (320,517)	\$ (426,103)	\$ (105,586)	
Working Capital	\$ 14,805,993	\$ 13,334,846	\$ (1,471,146)	



Office of the CFO
Fiscal Year-To-Date Expenditure Report Through June 30, 2020

COMPREHENSIVE BUDGET

		Adopted Budget	Amended Budget	Expenditures	Commitments	Budget Balance	% Budget Spent
1	Staff & Allocated Fringe Benefits	540,920	540,920	456,360	-	84,560	84.4%
2	51001 Allocated Indirect Costs	674,563	674,563	569,081	-	105,482	84.4%
3	54300 SCAG Consultants	291,400	316,602	140,304	62,875	113,423	44.3%
4	54340 Legal costs	120,000	128,200	96,318	31,882	0	75.1%
	54360 Pass-through Payments			140	-	(140)	#DIV/0!
5	55210 Software		74,000	73,851	149	0	99.8%
6	55441 Payroll, bank fees	12,500	12,500	13,573	0	(1,073)	108.6%
7	55600 SCAG Memberships	116,000	116,000	120,259	-	(4,259)	103.7%
8	55610 Professional Membership	11,500	11,500	7,627	556	3,317	66.3%
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	59,115	18,978	593,907	8.8%
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	62,114	31,386	(0)	66.4%
19	55925 RHNA Subgrl Delegation	500,000	432,000	-	-	432,000	0.0%
20	55xxx Miscellaneous other	101,966	59,866	49,126	0	10,740	82.1%
21	55940 Stipend - RC Meetings	210,485	207,485	198,550	-	8,935	95.7%
22	56100 Printing	30,000	30,000	302	397	29,301	1.0%
23	58100 Travel - outside SCAG region	92,500	93,500	76,324	-	17,176	81.6%
24	58101 Travel - local	36,500	37,000	37,802	-	(802)	102.2%
25	58110 Mileage - local	28,500	30,300	21,482	-	8,818	70.9%
26	58150 Travel Lodging	13,500	13,500	10,114	-	3,386	74.9%
27	58800 RC Sponsorships	200,000	200,000	87,885	34,570	77,545	43.9%
28	Total General Fund	3,945,334	3,945,334	2,222,997	180,803	1,541,534	56.3%
29							
30	Staff & Allocated Fringe Benefits	15,383,005	15,575,557	13,714,623	-	1,860,934	88.1%
31	51001 Allocated Indirect Costs	19,182,124	19,422,229	17,102,135	-	2,320,094	88.1%
32	54300 SCAG Consultants	29,075,454	32,855,561	5,832,386	16,631,639	10,391,536	17.8%
33	54302 Non-Profits/IHL	485,000	549,000	151,568	316,424	81,008	27.6%
34	54303 Consultants TC - FTA 5303	6,265,889	6,265,889	2,283,769	1,066,346	2,915,773	36.4%
35	54340 Legal Services - FTA 5303	200,000	200,000	153,097	32,598	14,305	76.5%
37	54360 Pass-through Payments	4,480,619	8,331,178	1,037,166	6,434,247	859,765	12.4%
38	55210 Software Support	250,000	250,000	155,311	60,710	33,979	62.1%
39	55250 Cloud Services	489,330	489,330	242,841	16,378	230,111	49.6%
40	5528x Third Party Contributions	5,739,013	5,621,011	3,571,526	-	2,049,485	63.5%
41	55284 Toll Credits	718,703	-	-	-	0	#DIV/0!
42	55310 F&F Principal	239,928	239,928	239,928	(20,441)	20,441	100.0%
43	55315 F&F Interest	27,635	27,635	27,636	(1,988)	1,987	100.0%
44	55320 AV Principal	133,703	133,703	133,702	1	(0)	100.0%
45	55325 AV Interest	6,390	6,390	6,390	0	(0)	100.0%
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	273,500	78,552	582,403	29.3%
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	3,453	-	50,547	6.4%
56	55930 Miscellaneous	294,228	2,476,027	150	233,663	2,242,214	0.0%
57	56100 Printing	15,000	15,000	-	-	15,000	0.0%
58	58xxx Travel	293,750	295,950	78,295	-	217,655	26.5%
59	58800 RC Sponsorships		-	10,000	-	(10,000)	#DIV/0!
60	59090 Exp - Local Other	6,268,529	9,113,397	369,505	-	8,743,892	4.1%
61	Total OWP & TDA Capital	90,956,755	103,277,452	45,468,845	24,919,859	32,888,748	44.0%
62							
63	Comprehensive Budget	94,902,089	107,222,786	47,691,841	25,100,662	34,430,282	44.5%

Attachment: CFO Monthly Status Report (CFO Monthly Report)



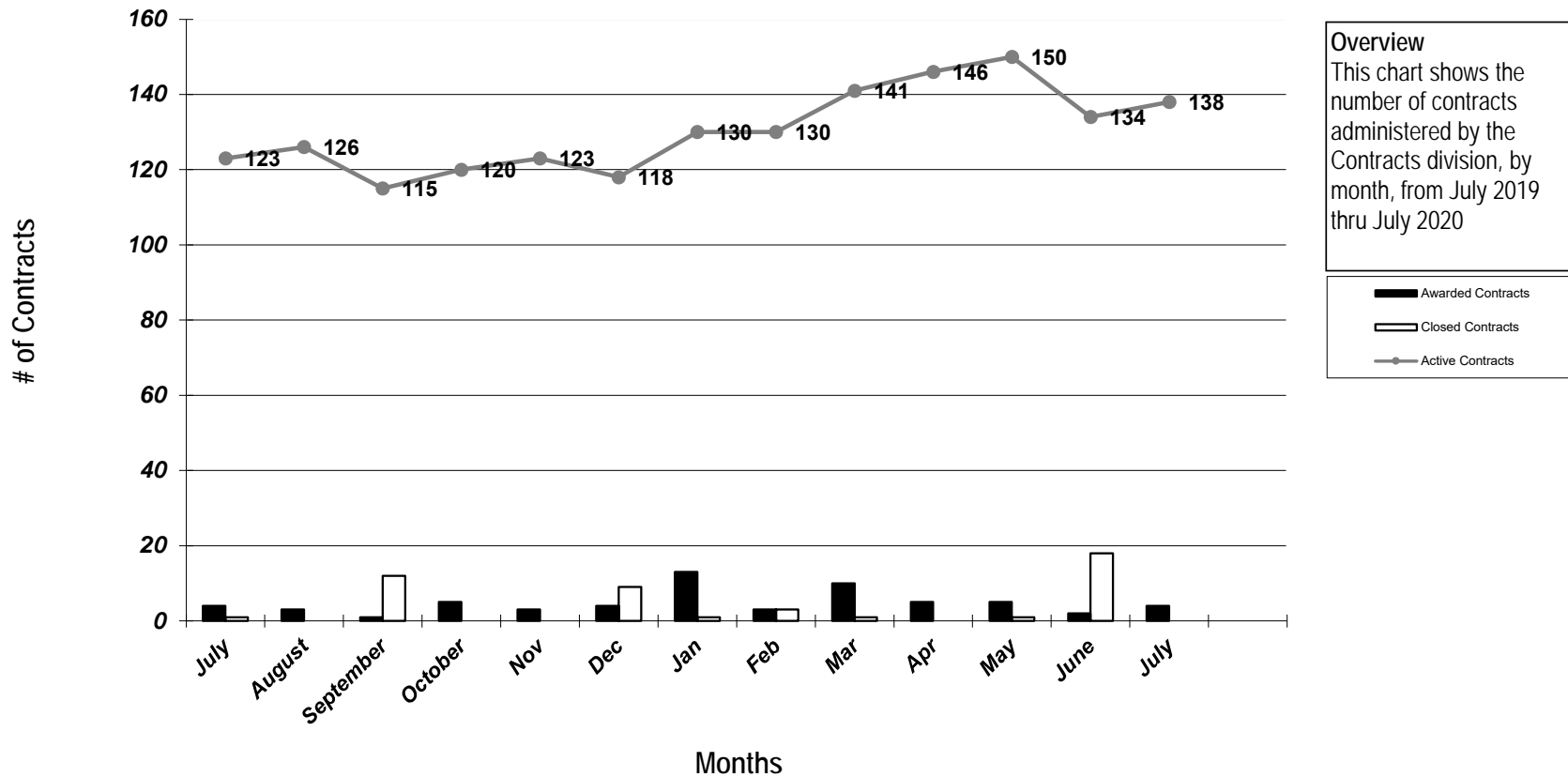
Office of the CFO
Fiscal Year-To-Date Expenditure Report Through June 30, 2020

INDIRECT COST EXPENDITURES

			Adopted Budget	Amended Budget	Expenditures	Commitments	Budget Balance	% Budget Spent
1	50010	Regular Staff	5,649,706	5,638,175	6,225,334		(587,159)	110.4%
2	50013	Regular OT	1,000	1,000	1,547		(547)	154.7%
3	50014	Interns, Temps, Annuit	75,000	77,500	123,429		(45,929)	159.3%
4	50030	Severance	80,000	48,500	88,804		(40,304)	183.1%
5	51xxx	Allocated Fringe Benefits	4,507,099	4,498,442	4,406,312	-	92,130	98.0%
6	54300	SCAG Consultants	292,150	302,150	82,918	107,348	111,884	27.4%
7	54301	Consultants - Other	1,041,600	904,398	488,848	170,188	245,362	54.1%
8	54340	Legal	40,000	40,000	40,133	-	(133)	100.3%
9	55210	Software Support	519,400	531,400	392,696	32,273	106,431	73.9%
10	55220	Hardware Supp	415,000	750,024	626,401	14,980	108,644	83.5%
11	55230	Computer Maintenance	250,000	-	-	-	0	#DIV/0!
12	55240	Repair & Maint Non-IT	26,500	56,500	53,467	3,033	0	94.6%
13	55270	Software Purchases		3,600	3,597	-	3	99.9%
14	55315	F&F Interest	11,604	11,604	11,603	-	1	100.0%
15	55325	AV Interest	19,745	19,745	19,745	-	0	100.0%
16	55400	Office Rent DTLA	1,538,000	1,538,000	1,527,707	10,292	0	99.3%
17	55410	Office Rent Satellite	260,000	260,000	182,077	77,924	(0)	70.0%
18	55415	Offsite Storage	5,000	7,500	3,870	293	3,337	51.6%
19	55420	Equip Leases	100,000	100,000	53,327	41,352	5,321	53.3%
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	300,755	-	(23,828)	108.6%
23	55441	Payroll / Bank Fees	15,000	15,000	10,503	4,497	0	70.0%
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	45,856	28,544	(0)	61.6%
27	55520	Graphic Supplies	2,500	2,036	2,036	-	0	100.0%
28	55530	Telephone	195,000	195,250	130,524	3,821	60,905	66.8%
29	55540	Postage	10,000	10,000	244	9,756	(0)	2.4%
30	55550	Delivery Svc	5,000	5,000	3,609	1,391	0	72.2%
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	43,342	8,860	18,748	61.1%
35	55700	Deprec - Furn & Fixt	185,000	185,000	170,183	-	14,817	92.0%
36	55715	Amortiz - Software	1,684	1,684	-	-	1,684	0.0%
37	55720	Amortiz - Leasehold Improvements	62,500	62,500	74,055	-	(11,555)	118.5%
38	55800	Recruitment Notices	25,000	25,000	11,222	-	13,778	44.9%
39	55801	Recruitment - other	45,000	65,000	28,296	16,491	20,213	43.5%
40	55810	Public Notices	2,500	2,500	-	-	2,500	0.0%
41	55820	In House Training	30,000	35,000	22,427	-	12,573	64.1%
42	55830	Networking Meetings/Special Events	22,500	18,500	5,758	-	12,742	31.1%
43	55840	Training Registration	65,000	65,000	37,559	-	27,441	57.8%
44	55920	Other Mtg Exp	2,500	2,500	25	-	2,475	1.0%
45	55950	Temp Help	105,000	105,000	34,792	-	70,208	33.1%
46	55xxx	Miscellaneous - other	6,500	17,688	475	-	17,213	2.7%
47	56100	Printing	23,000	23,000	9,400	-	13,600	40.9%
48	58100	Travel - Outside	82,800	82,100	29,779	-	52,321	36.3%
49	58101	Travel - Local	19,500	20,600	3,753	-	16,847	18.2%
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	15,407,977	558,114	430,232	94.0%

Attachment: CFO Monthly Status Report (CFO Monthly Report)

SCAG Contracts (Year to Date)



Summary

As illustrated on the chart, the Contracts Department is currently managing a total of 138 contracts. Fifty-nine (59) are Cost Plus Fee contracts; forty (40) are Lump Sum (formerly Fixed Price) contracts, and the remaining thirty-nine (39) are Time and Materials (T&M) contracts (includes Labor Hour and Retainer contracts). The Contracts Department anticipates issuing approximately eighty (80) contracts for FY 2020-21. 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 July 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	23	19	4
Policy & Public Affairs	19	19	0
Planning & Programs	69	66	3
Total	149	141	8

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	2	0	0	0
Planning & Programs	4	7	1	0
Total	6	9	2	0