



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

REGIONAL COUNCIL OFFICERS

President  
Alan D. Wapner, San Bernardino  
County Transportation Authority

First Vice President  
Bill Jahn, Big Bear Lake

Second Vice President  
Randon Lane, Murrieta

Immediate Past President  
Margaret E. Finlay, Duarte

COMMITTEE CHAIRS

Executive/Administration  
Alan D. Wapner, San Bernardino  
County Transportation Authority

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

Energy & Environment  
Linda Parks, Ventura County

Transportation  
Curt Hagman, San Bernardino  
County

## SPECIAL MEETING

# EXECUTIVE/ ADMINISTRATION COMMITTEE

***Please Note Date and Time***  
***Monday, August 20, 2018***  
***11:00 a.m. – 12:00 p.m.***

**SCAG MAIN OFFICE**  
**900 Wilshire Blvd., Ste. 1700**  
**Policy Room B**  
**Los Angeles, CA 90017**  
**(213) 236-1800**

***See Next Page for Other Meeting Locations***

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Tess Rey-Chaput at (213) 236-1908 or via email at REY@scag.ca.gov. Agendas & Minutes for the Executive/Administration Committee are also available at: [www.scag.ca.gov/committees](http://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) 236-1908. 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.

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**Special Meeting of the Executive/Administration Committee  
EAC Members Participating at SCAG Offices\* and Other Meeting Locations**

Date: Monday, August 20, 2018

Time: 11AM – 12PM

Location: 900 Wilshire Boulevard, Suite 1700 – Policy Room B  
Los Angeles, CA 90017

- 
1. **Hon. Alan D. Wapner, SBCTA**  
President/Chair  
900 Wilshire, Suite 1700  
Los Angeles, CA 90017\*
  2. **Hon. Bill Jahn, Big Bear Lake, District 11**  
1<sup>st</sup> Vice President/1<sup>st</sup> Vice Chair  
43115 Plymouth Road  
Big Bear Lake, CA 92315
  3. **Hon. Randon Lane, Murrieta, District 5**  
2<sup>nd</sup> Vice President/2<sup>nd</sup> Vice Chair
  4. **Hon. Margaret E. Finlay, Duarte, District 35**  
Immediate Past President /Immediate Past Chair  
900 Wilshire, Suite 1700  
Los Angeles, CA 90017\*
  5. **Hon. Peggy Huang, TCA**  
Chair, Community, Economic, and Human  
Development  
900 Wilshire, Suite 1700  
Los Angeles, CA 90017\*
  6. **[VACANT]**  
Vice Chair, Community, Economic and Human  
Development
  7. **Supervisor Linda Parks, Ventura County**  
Chair, Energy and Environment Committee  
625 W. Hillcrest Drive  
Thousand Oaks, CA 91360
  8. **Supervisor Luis Plancarte, Imperial County**  
Vice Chair, Energy and Environment Committee  
1503 N. Imperial Avenue, Suite 104  
El Centro, CA 92243\*
  9. **Supervisor Curt Hagman, San Bernardino County**  
Chair, Transportation Committee  
Chino Hills District Office  
14010 City Center Drive, Chino Hills
  10. **Hon. Cheryl Viegas-Walker, El Centro, District 1**  
Vice Chair, Transportation Committee  
14118 2nd Avenue NW  
Marysville, WA 98271
  11. **Hon. Clint Lorimore, Eastvale, District 5**  
Chair, Legislative/Comm. & Membership Committee  
3403 10th Street, Suite 805  
Riverside, CA 92501\*
  12. **Hon. Greg Pettis, Cathedral City, District 2**  
Vice Chair, Legislative/Comm. & Membership  
Committee  
38083 Chris Drive  
Cathedral City, CA 92234



**Special Meeting of the Executive/Administration Committee  
EAC Members Participating at SCAG Offices\* and Other Meeting Locations**

Date: Monday, August 20, 2018

Time: 11AM – 12PM

Location: 900 Wilshire Boulevard, Suite 1700 – Policy Room B  
Los Angeles, CA 90017

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|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| 13. <b>Hon. Frank Navarro, Colton, District 6</b><br>President's Appointment (San Bernardino County)                                | 1170 West 3rd Street, Suite 140<br>San Bernardino, CA 92410*     |
| 14. <b>Hon. Michele Martinez, Santa Ana, District 6</b><br>President's Appointment (Orange County)                                  | 900 Wilshire, Suite 1700<br>Los Angeles, CA 90017*               |
| 15. <b>Hon. Judy Mitchell, Rolling Hills Estates, District 40</b><br>President's Appointment (Los Angeles County)                   | 4045 Palos Verdes Drive North<br>Rolling Hills Estates, CA 90274 |
| 16. <b>Hon. Carmen Ramirez, Oxnard, District 45</b><br>President's Appointment (Ventura County)                                     | 950 County Square Drive, Suite 101<br>Ventura, CA 93003*         |
| 17. <b>Hon. Sabrina LeRoy, San Manuel Band of<br/>Mission Indians</b> - Tribal Government Regional<br>Planning Board Representative |                                                                  |
| 18. <b>Mr. Randall Lewis, Lewis Group of Companies</b><br>Business Representative                                                   | 1156 N. Mountain Avenue<br>Upland, CA 91786                      |



# EXECUTIVE/ADMINISTRATION COMMITTEE

## SPECIAL MEETING AGENDA

Southern California Association of Governments  
900 Wilshire Boulevard, Suite 1700 – Policy Room B  
Los Angeles, CA 90017  
**Monday, August 20, 2018**  
**11:00 a.m. – 12:00 p.m.**

In accordance with the SCAG Bylaws, Article V, Section C, the Executive/Administration Committee (EAC) may act on behalf of the Regional Council. The EAC may consider and act upon any of the items listed on the Special Meeting Agenda regardless of whether they are listed as Information or Action Items.

### **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

*(The Honorable Alan D. Wapner, Chair)*

### **PUBLIC COMMENT PERIOD**

Members of the public desiring to speak on items on the Special Meeting agenda, or items not on the agenda, but within the purview of the EAC, must fill out and present a Public Comment Card to the Assistant prior to speaking. Comments will be limited to three (3) minutes per speaker. The Chair has the discretion to reduce the time limit based upon the number of speakers and may limit the total time for all public comments to twenty (20) minutes.

### **REVIEW AND PRIORITIZE AGENDA ITEMS**

### **CONSENT CALENDAR**

<b><u>Approval Items</u></b>		<b><u>Page No.</u></b>
1. Minutes of the Special Meeting – July 9, 2018	<b>Attachment</b>	<b>1</b>
2. Approval for Additional Stipend Payments	<b>Attachment</b>	<b>7</b>
3. Contracts \$200,000 or Greater: Contract No. 18-031-C01 Scenario Outreach Services (Envisioning and Engagement Strategist)	<b>Attachment</b>	<b>9</b>
4. Contracts \$200,000 or Greater: 18-026-C01, 2020 Program Environmental Impact Report (PEIR) for the 2020-2045 Regional Transportation Plan/Sustainable Communities Strategy (2020 RTP/SCS)	<b>Attachment</b>	<b>26</b>
5. Contracts \$200,000 or Greater: 18-034A-C01, Santa Ana Bike and Pedestrian Safety Education Campaign	<b>Attachment</b>	<b>44</b>



**CONSENT CALENDAR- continued**

**Page No.**

- |                                                                                                                 |                   |           |
|-----------------------------------------------------------------------------------------------------------------|-------------------|-----------|
| 6. Contracts \$200,000 or Greater: 18-017A-C01, Media Consultant Services                                       | <b>Attachment</b> | <b>54</b> |
| 7. Legal Services Contract                                                                                      | <b>Attachment</b> | <b>65</b> |
| 8. SCAG Participation at the Sixth Annual Shenzhen International Low Carbon City Forum, September 17 – 22, 2018 | <b>Attachment</b> | <b>66</b> |

**Receive and File**

- |                                                                                                                                                                   |                   |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------|
| 9. Purchase Orders more than \$5,000 but less than \$200,000; Contracts more than \$25,000 but less than \$200,000; and Amendments \$5,000 but less than \$75,000 | <b>Attachment</b> | <b>68</b> |
| 10. CFO Monthly Report                                                                                                                                            | <b>Attachment</b> | <b>76</b> |

**Information Item**

- |                                                                              |                   |           |
|------------------------------------------------------------------------------|-------------------|-----------|
| 11. Proposed 2019 Schedule of Regional Council and Policy Committee Meetings | <b>Attachment</b> | <b>88</b> |
|------------------------------------------------------------------------------|-------------------|-----------|

**PRESIDENT'S REPORT**

- President's Memo

**EXECUTIVE DIRECTOR'S REPORT**

**FUTURE AGENDA ITEM/S**

**ANNOUNCEMENT/S**

**ADJOURNMENT**

*The next regular meeting of the EAC is scheduled for Thursday, September 6, 2018, at the Wilshire Grand Center, 900 Wilshire Boulevard, Suite 1700, Los Angeles, CA 90017.*

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Southern California Association of Governments
900 Wilshire Blvd., Suite 1700, Los Angeles, CA 90017
Agenda Item No. 1
August 20, 2018

MINUTES OF THE SPECIAL MEETING
EXECUTIVE/ADMINISTRATION COMMITTEE (EAC)
MONDAY, JULY 9, 2018

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE EXECUTIVE/ ADMINISTRATION COMMITTEE (EAC).

The Executive/Administration Committee (EAC) of the Southern California Association of Governments (SCAG) held its Special Meeting at 900 Wilshire Boulevard, Suite 1700, Los Angeles, CA 90017 and at various teleconference and videoconference locations. A quorum was present.

Members Present

Table with 3 columns: Name/Title, Location, and District/Representation. Includes members like Alan Wapner (Chair, Ontario, SBCTA), Bill Jahn (1st Vice Chair, Big Bear Lake, District 11), and others.

Members Not Present

Table with 3 columns: Name/Title, Location, and District/Representation. Includes members like Curt Hagman (Chair, TC, San Bernardino County), Michele Martinez (President's Appt., Santa Ana, District 16), and others.

**Staff Present**

Darin Chidsey, Chief Operating Officer  
Debbie Dillon, Deputy Executive Director of Administration  
Kome Ajise, Director of Planning  
Art Yoon, Director of Policy and Public Affairs  
Basil Panas, Chief Financial Officer  
Julie Loats, Chief Information Officer  
Frank J. Lizarraga, Jr., General Counsel  
Joann Africa, Chief Legal Counsel/Director of Legal Services  
Tess Rey-Chaput, Office of Regional Council Support

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The Honorable Alan D. Wapner, called the meeting to order at 10:00 a.m. and led the Pledge of Allegiance.

**PUBLIC COMMENT PERIOD**

There was no public comment speaker.

**REVIEW AND PRIORITIZE AGENDA ITEMS**

There was no prioritization of agenda items.

**ACTION/DISCUSSION ITEMS**

1. Proposed Release of the Draft 2019 Federal Transportation Improvement Program (FTIP) and the Draft 2016 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) Amendment #3.

A MOTION was made (Jahn) to authorize the release of the Draft 2019 FTIP and the Draft 2016 RTP/SCS Amendment #3 consistency amendment including the associated transportation conformity analysis for public review and comment, beginning July 10, 2018 and ending August 8, 2018. Motion was SECONDED (Lane) and passed by the following votes:

**FOR:** Finlay, Huang, Jahn, Lane, Lorimore, Navarro, Parks, Pettis, Plancarte, Viegas-Walker and Wapner (11).

**AGAINST:** None (0).

**ABSTAIN:** Ramirez (1).

2. Resolution No. 18-602-1 Regarding the 2019 Active Transportation Program (ATP) Regional Guidelines

A MOTION was made (Navarro) to adopt Resolution No. 18-602-1 approving the 2019 Active Transportation Program Regional Guidelines on behalf of the Regional Council. Motion was SECONDED (Finlay) and passed by the following votes:



**FOR:** Finlay, Huang, Jahn, Lane, Lorimore, Navarro, Parks, Pettis, Plancarte, Ramirez, Viegas-Walker and Wapner (12).

**AGAINST:** None (0).

**ABSTAIN:** None (0).

**CONSENT CALENDAR**

**Approval Items**

4. Minutes of the Regular Meeting – June 7, 2018
5. Approval for Additional Stipend Payments
6. Memberships and Sponsorships
7. AB 2548 (Friedman) Commute Benefit Policies: Los Angeles County Metropolitan Transportation Authority
8. SB 828 (Wiener) Land Use: Housing Element
9. Contracts \$200,000 or Greater: Contract No. 18-032-C01, Paths to Clean Vehicle Technology and Alternative Fuels Implementation
10. Investment Policy 2018

**Receive and File**

11. Addendum #3 to the 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) Program Environmental Impact Report (PEIR)
12. Purchase Orders more than \$5,000 but less than \$200,000; Contracts more than \$25,000 but less than \$200,000; and Amendments \$5,000 but less than \$75,000
13. CFO Monthly Report

A MOTION was made (Finlay) to approve the Consent Calendar, Agenda Item Nos. 4 through 13. Motion was SECONDED (Huang) and passed by the following votes:

**FOR:** Finlay, Huang, Jahn, Lane, Lorimore, Navarro, Parks, Pettis, Plancarte, Ramirez, Viegas-Walker and Wapner (12).

**AGAINST:** None (0).

**ABSTAIN:** None (0).

In reference to Agenda Item No. 6, Memberships and Sponsorships, LCMC Vice Chair Greg Pettis asked staff to ensure that SCAG's membership support will not be used for the organization's election/campaign activities. Darin Chidsey, Chief Operating Officer, responded that SCAG is cautious with maintaining memberships for these types of organizations who likewise understand the need to separate membership funds from public agencies and be used specifically for membership purposes and information sharing-related activities and not be used for political campaign activities.

TC Chair Viegas-Walker requested for an update regarding the evaluation of SCAG's continuing membership with the National Association of Regional Councils (NARC). Art Yoon, Director of Policy and Public Affairs, responded that SCAG's continuing membership with NARC is valuable as they are the leading advocate for metropolitan planning organizations (MPOs) and serve as SCAG's voice in Washington, DC. President Wapner commented that SCAG takes on a leadership role any time it is a member of such national organizations. Darin Chidsey, Chief Operating Officer, stated if there is an interest in serving NARC as an at-large capacity, the next election will be held in June 2019. President Wapner announced to let him know should a member wish to serve in that capacity.

Councilmember Frank Navarro asked for information be shared regarding the benefits of SCAG's continuing membership with NARC and its impact to the agency throughout the years. Art Yoon, Director of Policy and Public Affairs, acknowledged the request.

EEC Chair Linda Parks commented regarding Agenda Item No. 8, SCAG's opposition to SB 828 (Wiener), and noted the need to protect farmlands in Ventura County when developing the next Regional Housing Needs Assessment (RHNA). She emphasized that legislative bills may not always recognize the differences within jurisdictions, and noted how the matter of agricultural lands is a sensitive one especially in the unincorporated areas in Ventura County. President Wapner acknowledged and expressed appreciation for the comment by EEC Chair Parks and stated that although there were amendments made to SB 828, the agency continues to maintain its oppose position on the bill.

### **PRESIDENT'S REPORT**

- President's Memo

In reference to the President's Memo, containing appointments to various committees that had been distributed to the members, President Wapner announced the removal of the appointment of Councilmember Laura Rosenthal, City of Malibu, to the Legislative/Communications and Memberships Committee (LCMC) who will be termed-out in the next few months.

### **EXECUTIVE DIRECTOR'S REPORT**

Darin Chidsey, Chief Operating Officer, provided a report on behalf of Hasan Ikhata, Executive Director, who is currently on vacation. He expressed appreciation for the committee's participation at today's Special Meeting and announced that another Special Meeting of the EAC will be convened in August due to a time-sensitive item that cannot wait until the next regularly scheduled meeting in September. He also announced new legislation [AB 179, Cervantes] requires the California Air Resources Board (ARB) and the California Transportation Commissions (CTCs) to convene at least two (2) joint meetings per calendar year to coordinate implementation of transportation policies. Mr. Chidsey informed the committee that he attended the recently-

held joint meeting of ARB and the CTCs and announced a future meeting in December is currently being scheduled.

**ANNOUNCEMENTS**

President Wapner welcomed and acknowledged Marc Hanson from Senator Lara’s office who was in the audience for today’s meeting.

**FUTURE AGENDA ITEMS**

None.

**ADJOURNMENT**

There being no further business, Chair Wapner adjourned the meeting at 10:21 a.m.

[MINUTES ARE UNOFFICIAL UNTIL APPROVED BY THE EAC]

Executive/Administration Committee (EAC) Attendance Report

2018

MEMBERS	CITY	Representing	Jan (SpM)	Feb	Mar	Apr	May	Jun	Jun (Retreat)	Jul (SpM)	Aug (SpM)	Aug	Sept	Oct	Nov	Dec	Total Mtgs Attended To Date
Alan D. Wapner (CHAIR)	Ontario	SBCTA	1	1	1	1		1	1	1							7
Bill Jahn (1st VICE CHAIR)	Big Bear Lake	District 11	1	1	1	1		1	1	1							7
Randon Lane (2nd VICE CHAIR)	Murrieta	District 5	0	1	1	1		1	1	1							6
Margaret E. Finlay (IMM. PAST CHAIR)	Duarte	District 35	1	1	1	1		1	1	1							7
Peggy Huang (CEHD Chair)	Yorba Linda	TCA						1	1	1							3
VACANT (CEHD Vice Chair)								0	0	0							0
Linda Parks (EEC Chair)		Ventura County	1	1	1	1		1	1	1							7
Luis Plancarte (EEC Vice Chair)		Imperial County						1	1	1							3
Curt Hagman (TC Chair)		San Bernardino County	1	1	1	1		1	1	0							6
Cheryl Viegas-Walker (TC Vice Chair)	El Centro	District 1	1	1	1	1		1	1	1							7
Clint Lorimore (LCMC Chair)	Eastvale	District 4	1	1	1	1		1	1	1							7
Greg Pettis (LCMC Vice Chair)	Cathedral City	District 2	1	1	1	1		1	0	1							6
Frank Navarro (Pres. Appointment)	Colton	District 6						1	1	1							3
Michele Martinez (Pres. Appointment)	Santa Ana	District 16	1	1	1	1		1	0	0							5
Judy Mitchell (Pres. Appointment)	Rolling Hills Estates	District 40						1	0	0							1
Carmen Ramirez (Pres. Appointment)	Oxnard	District 45	1	1	1	1		1	1	1							7
Randall Lewis (Ex-Officio Member)		Business Representative	1	1	1	1		1	1	1							7
Sabrina LeRoy (Tribal Govt Plng Board)		San Manuel Band of MI	0	1	1	0		0	0	0							2

Southern California Association of Governments  
900 Wilshire Blvd., Suite 1700, Los Angeles, California 90017

**Agenda Item No. 2**  
**August, 20, 2018**

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**To:** Executive/Administration Committee (EAC)

**EXECUTIVE DIRECTOR'S  
APPROVAL**

**From:** Darin Chidsey, Chief Operating Officer; [chidsey@scga.ca.gov](mailto:chidsey@scga.ca.gov)

**Subject:** Approval for Additional Stipend Payments

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**RECOMMENDED ACTION:**

Acting on behalf of the Regional Council in accordance with the SCAG Bylaws, Article V, Section C, that the Executive/Administration Committee (EAC) approve additional stipend payments for President Alan D. Wapner, SBCTA; and Immediate Past President Margaret Finlay, Duarte, District 35, who, over the past months, attended and represented SCAG at several meetings and agency-sponsored events and is eligible to receive stipends pursuant to the Regional Council Stipend Policy, Article VIII, Section B (4).

**EXECUTIVE SUMMARY:**

***Pursuant to the Regional Council Stipend Policy [adopted May 2018], staff is seeking Regional Council approval for President Alan D. Wapner, SBCTA; and Immediate Past President Margaret Finlay, Duarte, District 35, for additional stipend payments, as requested, for attending and representing SCAG at several meetings and agency-sponsored events.***

**STRATEGIC PLAN:**

This item supports SCAG's Strategic Plan, Goal 7: Secure funding to support agency priorities to effectively and efficiently deliver work products.

**BACKGROUND:**

In accordance with the Regional Council Policy, Article VIII, Section B (4) [adopted May 2018] "Regional Council members are eligible to receive up to six (6) per diem stipends per month. The President may authorize up to two (2) additional per diem stipends in a single month on a case-by-case basis. SCAG's First Vice President; Second Vice President; and Immediate Past President may receive up to nine (9) stipends per month. SCAG's President may receive up to twelve (12) stipends per month. Approval by the Regional Council is required for payment of any stipends in excess of the limits identified herein."

For the month of June 2018, President Wapner attended the following which will count towards his 13<sup>th</sup> – 15<sup>th</sup> stipend requests:

- June 21 – WRCOG General Assembly
- June 23 – Panelist for Housing Summit Conference Sen. Bradford/Beall
- June 25 – CVAG General Assembly

For the month of April 2018, Past President Finlay attended the following which will count towards her 16th stipend request:

- April 27 – Meeting with SCAG Executive Director and COO regarding SCAG General Assembly

**FISCAL IMPACT:**

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

**ATTACHMENT/S:**

None

Southern California Association of Governments  
900 Wilshire Blvd., Suite 1700, Los Angeles, CA 90017

**Agenda Item No. 3**  
**August 20, 2018**

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**To:** Executive/Administration Committee (EAC)

**EXECUTIVE DIRECTOR'S  
APPROVAL**

**From:** Basil Panas, Chief Financial Officer, (213) 236-1817,  
[panas@scag.ca.gov](mailto:panas@scag.ca.gov)



**Subject:** Contracts \$200,000 or Greater: Contract No. 18-031-C01  
Scenario Outreach Services (Envisioning and Engagement  
Strategist)

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**RECOMMENDED ACTION:**

Acting on behalf of the Regional Council in accordance with Article V, Section C, (3)(a) of the SCAG Bylaws, approve Contract No. No. 18-31 in the amount not to exceed \$771,021 to provide support to SCAG staff in developing a robust envisioning process for scenario development by crafting an outreach strategy and by coordinating outreach activities with multiple stakeholder groups; and to provide guidance for effective communications of the complex interwoven strategies related to regional transportation planning.

**EXECUTIVE SUMMARY:**

*In preparation of the 2020 Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS), SCAG will develop scenarios to evaluate impacts of alternative investments and policies and identify potential strategies to incorporate into the RTP/SCS. The Consultant will support SCAG staff in developing a robust envisioning process for scenario development by crafting an outreach strategy and by coordinating outreach activities with multiple stakeholder groups. The Consultant will also develop guidance for effective communication of the complex and interwoven strategies related to regional transportation planning.*

**STRATEGIC PLAN:**

This item supports SCAG's Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians; Objective: e) Facilitate inclusive and meaningful engagement with diverse stakeholders to produce plans that are effective and responsive to community needs.

**BACKGROUND:**

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

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<b><u>Consultant/Contract #</u></b>	<b><u>Contract Purpose</u></b>	<b><u>Contract Amount</u></b>
Estolano LeSar Advisor (18-031-C01)	The consultant shall to provide support to SCAG staff in developing a robust envisioning process for scenario development by crafting an outreach strategy and by coordinating outreach activities with multiple stakeholder groups; and to provide guidance for effective communications of the complex interwoven strategies related to regional transportation planning.	<b>\$771,021</b>

**FISCAL IMPACT:**

The funding source for this grant is SB1 Sustainable Communities Formula Grant (SB1) and Transportation Development Act (TDA).

Funding of \$769,186 is available in the FY 2018-19 budget and the remaining \$1,835 will be included in a future amendment of the FY 2018-2019 budget in Project Number 290.4826.01.

**ATTACHMENT/S:**

Consultant Contract No. 18-031-C01



**CONSULTANT CONTRACT 18-031-C01**

**Recommended Consultant:** Estolano LeSar Advisor

**Background & Scope of Work:** In preparation of the 2020 Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS), SCAG will develop scenarios to evaluate impacts of alternative investments and policies and identify potential strategies to incorporate into the RTP/SCS. While SCAG has conducted scenario exercises for past plans, a more comprehensive and participatory process is now needed to confront the increased challenges for the next RTP/SCS including, but not limited to: transformative and disruptive technologies, increased greenhouse gas (GHG) reduction targets per California Senate Bill (SB) 375, new Federal Highway Administration planning requirements, and a concurrent Regional Housing Needs Assessment (RHNA) cycle.

The consultant will support SCAG staff in developing a robust envisioning process for scenario development by crafting an outreach strategy and by coordinating outreach activities with multiple stakeholder groups. The consultant will also develop guidance for effective communication of the complex and interwoven strategies related to regional transportation planning. This work will assist SCAG in developing more robust and well vetted scenarios which will then be used to support analysis and decision making for the draft and final RTP/SCS.

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

- Scenario Development Engagement Strategy;
- Public Engagement Tool;
- Community Based Organization Partnerships; and
- Draft Scenarios.

**Strategic Plan:** This item supports SCAG's Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians; Objective: e) Facilitate inclusive and meaningful engagement with diverse stakeholders to produce plans that are effective and responsive to community needs.

<b>Contract Amount:</b>	<b>Total not to exceed</b>	<b>\$771,021</b>
	Estolano LeSar Advisors (prime consultant)	\$541,974
	Nelson\Nygaard (subconsultant)	\$101,104
	Investing in Place (subconsultant)	\$73,272
	Neighborland	\$54,671

Note: Estolano LeSar Advisors originally proposed \$854,153, but staff negotiated the price down to \$771,021 without reducing the scope of work (primarily via direct labor rate reductions).

**Contract Period:** Notice-to-Proceed through September 30, 2019

**Project Number(s):** 290.4826U3.01      \$682,584 (SB1)  
290.4826E.01      \$88,437 (TDA)

Funding source(s): SB 1 Sustainable Communities Formula Grant (SB1) and Transportation Development Act (TDA).

Funding of \$769,186 is available in the FY 2018-19 budget and the remaining \$1,835 will be included in a future amendment of the FY 2018-2019 budget in Project Number 290.4826.01.

**Request for Proposal (RFP):**

SCAG staff notified 3,522 firms of the release of RFP 18-031 via SCAG’s Solicitation Management System. A total of 54 firms downloaded the RFP. SCAG received the following three (3) proposals in response to the solicitation. However, one proposal was non-responsive (it was a marketing brochure for temporary staffing services) and therefore not considered.

**Estolano LeSar Advisors (3 subconsultants) \$854,153**

Moore Iacofano Goltsman (7 subconsultants) \$1,739,486

**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:

Jason Greenspan, Manager of Sustainability, SCAG  
Sarah Dominguez, Associate Regional Planner, SCAG  
Joseph Briglio, Regional Affairs Officer, SCAG  
Jane Clough, Ph.D., Senior Regional Planner, SANDAG

**Basis for Selection:**

The PRC recommended Estolano LeSar Advisors for the contract award because the consultant:

- Demonstrated the best understanding of the need to engage with diverse constituencies and to ensure that the feedback received through multiple outreach activities can be integrated into SCAG’s existing modeling capabilities;
- Provided the best technical approach to develop buy-in for a “shared vision” through developing common ground, which will be important for developing succinct scenarios;
- Demonstrated the most relevant past experience in communicating planning concepts to Limited English Proficient populations and in hosting multi-sector convenings to discuss transportation policy and finance topics; and
- Provided the best overall value for the level of effort proposed and proposed the lowest price.

### Conflict Of Interest (COI) Form - Attachment

Approve Contract No. No. 18-31-C01 in the amount not to exceed \$771,021 to provide support to SCAG staff in developing a robust envisioning process for scenario development by crafting an outreach strategy and by coordinating outreach activities with multiple stakeholder groups; and to provide guidance for effective communications of the complex interwoven strategies related to regional transportation planning.

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)?
Estolano LeSar Advisors (prime consultant)	No - form attached
Nelson\Nygaard (subconsultant)	No - form attached
Investing in Place (subconsultant)	No - form attached
Neighborland (subconsultant)	No - form attached

# SCAG CONFLICT OF INTEREST FORM

RFP No. 18-031

## 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](http://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: Estolano LeSar Advisors

Name of Preparer: Cecilia V. Estolano

Project Title: Scenario Outreach Services (Envisioning and Engagement Strategist)

RFP Number: No. 18-031 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) Cecilia V. Estolano, hereby declare that I am the (position or title) Co-CEO of (firm name) Estolano LeSar Advisors, 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.


5/7/18  
 \_\_\_\_\_  
 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. 18-031

## 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: Nelson\Nygaard Consulting Associates, Inc.

Name of Preparer: \_\_\_\_\_

Project Title: Scenario Outreach Services (Envisioning and Engagement Strategist)

RFP Number: 18-031 Date Submitted: 05/08/18

## 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:

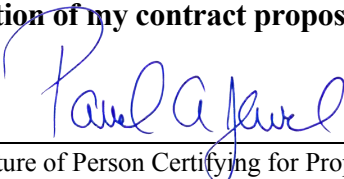
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

**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) Paul Jewel, hereby declare that I am the (position or title) Managing Director of (firm name) Nelson\Nygaard Consulting Associates, Inc., and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 05/08/18 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>05/08/18</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. 18-031

## 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: Investing in Place  
Name of Preparer: JESSICA MEANEY  
Project Title: RFP 18-031 Scenario Outreach Services  
RFP Number: 18-031 Date Submitted: 5-9-18

## SECTION II: QUESTIONS

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

YES  NO

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

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

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

YES       NO

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

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

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

YES       NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____

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

YES       NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____

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

YES  NO

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

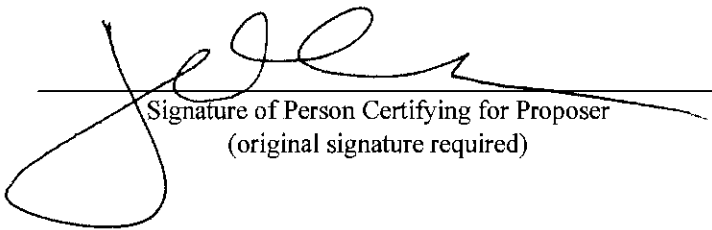
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

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

**DECLARATION**

I, (printed full name) Jessica Meaney, hereby declare that I am the (position or title) Executive Director of (firm name) Investing in Place, 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 05/09/18 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)

05/09/18  
\_\_\_\_\_  
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. 18-031

## 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](http://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:** Neighborland, Inc.  
**Name of Preparer:** Daniel C. Parham, CEO  
**Project Title:** Scenario Outreach Services (Envisioning and Engagement Strategist)  
**RFP Number:** No. 18-031      **Date Submitted:** 5/1/18

## 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, Daniel C. Parham, hereby declare that I am the CEO of Neighborland 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 5/1/18 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.**



5/1/18

\_\_\_\_\_  
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.

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Southern California Association of Governments  
900 Wilshire Blvd., Suite 1700, Los Angeles, CA 90017

**Agenda Item No. 4**  
**August 20, 2018**

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**To:** Executive/Administration Committee (EAC)

**EXECUTIVE DIRECTOR'S  
APPROVAL**

**From:** Basil Panas, Chief Financial Officer, (213) 236-1817,  
[panas@scag.ca.gov](mailto:panas@scag.ca.gov)



**Subject:** Contracts \$200,000 or Greater: 18-026-C01, 2020 Program  
Environmental Impact Report (PEIR) for the 2020-2045  
Regional Transportation Plan/Sustainable Communities  
Strategy (2020 RTP/SCS)

---

**RECOMMENDED ACTION:**

Acting on behalf of the Regional Council in accordance with Article V, Section C, (3)(a) of the SCAG Bylaws, approve contract 18-026-C01 in the amount of \$720,821 to develop a complete, environmentally compliant, and legally-defensible Program Environmental Impact Report (PEIR) for the 2020-2045 Regional Transportation Plan (RTP) / Sustainable Communities Strategy (SCS).

**EXECUTIVE SUMMARY:**

*The 2020 RTP is a long-term plan for the development and preservation of the region's transportation system. For a transportation project to become eligible for federal and state funding, it must be included in the financially-constrained portion of the RTP. In addition, per state law, , the 2020 RTP must include a Sustainable Communities Strategy (SCS) that demonstrates compliance with California Air Resources Board greenhouse gas (GHG) emission reduction targets from cars and light duty trucks.*

*The PEIR or the 2020 RTP/SCS is required by the California Environmental Quality Act (CEQA) to describe any environmental impacts from the plan. Without a certified environmental impact report, the 2020 RTP/SCS and transportation strategies in the 2020 RTP/SCS cannot move forward. The consultant shall write the PEIR and provide services to ensure that environmental compliance procedures under CEQA, Moving Ahead for Progress in the 21st Century (MAP 21) Performance Requirements as well as other federal and state environmental laws are adequately addressed and fulfilled in the 2020 PEIR.*

**STRATEGIC PLAN:**

This item supports SCAG's Strategic Plan; Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians; Objective A: Create plans that enhance the region's strength, economy, resilience and adaptability by reducing greenhouse gas emissions and air pollution; Objective E: Facilitate inclusive and meaningful engagement with diverse stakeholders to produce plans that are effective and responsive to community needs.

**BACKGROUND:**

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

<b><u>Consultant/Contract #</u></b>	<b><u>Contract Purpose</u></b>	<b><u>Contract Amount</u></b>
Impact Sciences, LLC (18-011A-C01)	The consultant shall be responsible for developing a complete, environmentally compliant, and legally-defensible 2020 RTP/SCS PEIR.	<b>\$720,821</b>

**FISCAL IMPACT:**

Funding of \$650,000 is available in the FY 2018-19 budget, and the remaining \$70,820.53 is expected to be available in the FY 2019-20 budget in Project Number 020.0161.04, subject to budget availability.

**ATTACHMENT/S:**

Consultant Contract No. 18-026-C01

## **CONSULTANT CONTRACT 18-026-C01**

### **Recommended Consultant:**

Impact Sciences

### **Background & Scope of Work:**

The Southern California Association of Governments is responsible for developing a 2020 Program Environmental Impact Report (PEIR) for the 2020-2045 Regional Transportation Plan (RTP) / Sustainable Communities Strategy (SCS) (2020 RTP/SCS). The 2020 RTP is a long-term plan for the development and preservation of the region's transportation system. For a transportation project to become eligible for federal and state funding, it must be included in the financially-constrained portion of the RTP. In addition, per state law, the 2020 RTP must include a Sustainable Communities Strategy (SCS) that demonstrates compliance with California Air Resources Board greenhouse gas (GHG) emission reduction targets from cars and light duty trucks.

The PEIR or the 2020 RTP/SCS is required by the California Environmental Quality Act (CEQA) to describe any environmental impacts from the plan. Without a certified environmental impact report, the 2020 RTP/SCS and transportation strategies in the 2020 RTP/SCS cannot move forward. The 2020 RTP/SCS PEIR will serve as a first-tier, programmatic document that provides a region-wide assessment of the potential significant environmental effects of implementing the projects, programs, and policies included in the proposed 2020 RTP/SCS. The PEIR must effectively evaluate regional-scale impacts, propose effective and feasible mitigation measures and address CEQA streamlining.

The selected consultant shall write the PEIR and provide services to ensure that environmental compliance procedures under CEQA, Moving Ahead for Progress in the 21st Century (MAP 21) Performance Requirements as well as other federal and state environmental laws are adequately addressed and fulfilled in the 2020 PEIR. The consultant shall be responsible for developing a complete, environmentally compliant, and legally-defensible 2020 RTP/SCS PEIR.

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

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

- A completed, environmentally compliant, and legally defensible PEIR for the 2020 RTP/SCS;
- A CEQA compliant public notification and consultation process with all the appropriate stakeholders; and
- Delivery of 2020 RTP/SCS PEIR (and associated appendices), a first-tier, programmatic document that provides a region-wide assessment of the potential significant environmental effects of implementing the projects, programs, and policies included in the 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; Objective A: Create plans that enhance the region’s strength, economy, resilience and adaptability by reducing greenhouse gas emissions and air pollution; Objective E: Facilitate inclusive and meaningful engagement with diverse stakeholders to produce plans that are effective and responsive to community needs.

<b>Contract Amount:</b>	<b>Total not to exceed</b>	<b>\$720,821</b>
	Impact Sciences, Inc. (prime consultant)	\$417,708
	Sirius Environmental (subconsultant)	\$165,907
	SWCA (subconsultant)	\$63,431
	Veneklasen Associates (subconsultant)	\$73,775

Note: Impact Sciences originally proposed \$892,017, but staff negotiated the price down to \$720,821 without reducing the scope of work (primarily via direct labor rate reductions).

**Contract Period:** Notice-to-Proceed through May 31, 2020

**Project Number(s):** 020.0161.04 \$720,821

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

Funding of \$650,000 is available in the FY 2018-19 budget, and the remaining \$70,820.53 is expected to be available in the FY 2019-20 budget in Project Number 020.0161.04, subject to budget availability.

**Request for Proposal (RFP):** SCAG staff notified approximately 3,165 firms regarding the release of RFP No. 18-026 via SCAG’s Solicitation Management System and the California Association of Environmental Planners website. A total of 32 firms downloaded the RFP. SCAG received the following three (3) proposals in response to the solicitation:

<b>Impact Sciences, Inc. (3 subconsultants)</b>	<b>\$892,017</b>
Sapphos Environmental, Inc. (3 subconsultants)	\$984,581
Meridian Consultants, LLC (2 subconsultants)	\$591,263

**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) offerors.

The PRC consisted of the following individuals:

Joann Africa, Chief Counsel, SCAG  
Justine Block, Deputy Legal Counsel, SCAG

Ping Chang, Acting Manager, Compliance and Performance Monitoring, SCAG  
Roland Ok, Senior Regional Planner, SCAG  
Lijin Sun, CEQA Program Supervisor, South Coast Air Quality Management District (SCAQMD)

**Basis for Selection:**

The PRC recommended Impact Sciences, Inc., for the contract award because the consultant's team:

- Described the best technical approach as to how it would accomplish the required tasks, including details on the aspects of the proposed technical methodology. Specifically, the consultant team presented ways to address CEQA sensitivities due to recent developments on CEQA legislation, including SB 375, AB 32, SB 32 and SB 743, and case laws. The team also demonstrated the clearest understanding of the importance of developing a workable framework for the PEIR to optimize both SB 375, SB 743, and other CEQA streamlining opportunities;
- Demonstrated the clearest approach to provide updated noise contour map with respect to aviation activities throughout the region;
- Demonstrated the most extensive, successful experience in creating legally defensible and program-level environmental reviews, and proposed in the interview the best plan to work with SCAG staff to prepare a legally defensible document for this project as well allocating work efforts between the prime and sub-consultants with clearly defined roles ; and
- Demonstrated the best understanding of the public outreach requirement set forth under the State CEQA Guidelines and AB 52, and best demonstrated a comprehensive, thoughtful approach to public outreach during the interview.

Although another firm proposed a lower price (when compared to the selected consultant), the PRC did not recommend them for contract award because they did not demonstrate a well-defined approach as to how they would allocate their work effort among their three (3) subconsultants and more importantly, how they would complete and fulfill all necessary tasks in the RFP. The PRC noted that the other firm did not specifically address how they would assist SCAG in analyzing GHG impacts, transportation impacts as well as other topics related to tiering/CEQA streamlining and tribal resources outreach.

### Conflict Of Interest (COI) Form - Attachment

Approve contract 18-026-C01 in the amount of \$720,821 to develop a complete, environmentally compliant, and legally-defensible Program Environmental Impact Report (PEIR) for the 2020-2045 Regional Transportation Plan (RTP) / Sustainable Communities Strategy (SCS).

The consultant team for this contract includes:

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

# SCAG CONFLICT OF INTEREST FORM

RFP No. 18-026

## 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](http://www.scag.ca.gov). The SCAG Conflict of Interest Policy is located under "OPPORTUNITIES", then "Doing Business with SCAG" and scroll down under the "CONTRACTS" tab; whereas the SCAG staff may be found under "ABOUT" then "Employee Directory"; and Regional Council members can be found under "ABOUT", then scroll down to "ELECTED OFFICIALS" on the left side of the page and click on "See the list of SCAG representative and their Districts."

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

**Name of Firm:** Impact Sciences, Inc.

**Name of Preparer:** Jessica Kirchner Flores, AICP Managing Principal

**Project Title:** SCAG 2020 RTP EIR

**RFP Number:** RFP - 18- 026      **Date Submitted:** March 22, 2018

## 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:

<b>Name</b>	<b>Position</b>	<b>Dates of Service</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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:

<b>Name</b>	<b>Relationship</b>
_____	_____
_____	_____
_____	_____
_____	_____

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:

<b>Name</b>	<b>Relationship</b>
_____	_____
_____	_____
_____	_____
_____	_____



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

YES       NO

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

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

**SECTION III: VALIDATION STATEMENT**

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

**DECLARATION**

I, (printed full name) Jessica Kirchner Flores, hereby declare that I am the (position or title) Managing Principal of (firm name) Impact Sciences, 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 March 16, 2018 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.

      March 16, 2018  
 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. 18-026

## 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: Sirius Environmental  
Name of Preparer: Wendy Lockwood  
Project Title: SCAG 2020 RTP/SCS Program EIR  
RFP Number: 18-026 Date Submitted: March 22, 2018

## SECTION II: QUESTIONS

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

YES  NO

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

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

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

YES       NO

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

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

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

YES       NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES       NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES       NO

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

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

**SECTION III: VALIDATION STATEMENT**

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

**DECLARATION**

**I, (printed full name) Wendy Lockwood, hereby declare that I am the (position or title) Principal of (firm name) Sirius Environmental, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated March 14, 2018 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.**

      March 14, 2018  
 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. 18-026

## 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](http://www.scag.ca.gov). The SCAG Conflict of Interest Policy is located under "OPPORTUNITIES", then "Doing Business with SCAG" and scroll down under the "CONTRACTS" tab; whereas the SCAG staff may be found under "ABOUT" then "Employee Directory"; and Regional Council members can be found under "ABOUT", then scroll down to "ELECTED OFFICIALS" on the left side of the page and click on "See the list of SCAG representative and their Districts."

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

Name of Firm: Veneklasen Associates, Inc.  
Name of Preparer: Mahabir S. Atwal, Ph.D.  
Project Title: SCAG Regional Transportation Plan SCS 2040 Program EIR  
RFP Number: 18-026 Date Submitted: March 19, 2018

## 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) Mahabir S. Atwal, Ph.D., hereby declare that I am the (position or title) Managing Principal of (firm name) Veneklasen Associates, Inc., and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated March 19, 2018 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.

*Mahabir S. Atwal*

March 19, 2018

\_\_\_\_\_  
Signature of Person Certifying for Proposer  
(original signature required)

\_\_\_\_\_  
Date

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# SCAG CONFLICT OF INTEREST FORM

RFP No. 18-026

## SECTION I: INSTRUCTIONS

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

Name of Firm: SWCA Environmental Consultants

Name of Preparer: John Dietler, Principal

Project Title: SCAG 2020 RTP/SCS PEIR

RFP Number: 18-026 Date Submitted: 3/22/18

## 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
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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:

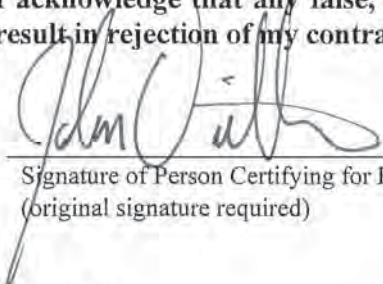
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**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) John Dietler, hereby declare that I am the (position or title) Principal of (firm name) SWCA Environmental Consultants, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 3/22/18 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)

3/22/18  
Date

**NOTICE**

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Southern California Association of Governments  
 900 Wilshire Blvd., Suite 1700, Los Angeles, CA 90017

**Agenda Item No. 5**  
**August 20, 2018**

**To:** Executive/Administration Committee (EAC)

EXECUTIVE DIRECTOR'S  
 APPROVAL

**From:** Basil Panas, Chief Financial Officer, (213) 236-1817,  
[panas@scag.ca.gov](mailto:panas@scag.ca.gov)



**Subject:** Contracts \$200,000 or Greater: 18-034A-C01, Santa Ana Bike and Pedestrian Safety Education Campaign

**RECOMMENDED ACTION:**

Acting on behalf of the Regional Council in accordance with Article V, Section C, (3)(a) of the SCAG Bylaws, approve Contract No. 18-034A-C01 in an amount not to exceed \$382,554 with Latino Health Access to provide services associated with SCAG's Santa Ana Bike and Pedestrian Safety Education Campaign.

**EXECUTIVE SUMMARY:**

*The City of Santa Ana received a Sustainability Planning Grant from SCAG as part of the 2017 Active Transportation Call for Proposals to implement the Santa Ana Bike and Pedestrian Safety Education Campaign. SCAG is conducting the procurement for the project in collaboration with the City of Santa Ana. The selected consultant shall conduct a yearlong bicycle and pedestrian educational and outreach campaign in the City of Santa Ana. The consultant shall implement a series of bicycle safety classes, school outreach activities, and media purchases as part of this project.*

**STRATEGIC PLAN:**

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

**BACKGROUND:**

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

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Contract Amount</u>
Latino Health Access (18-034A-C01)	The Consultant shall provide services associated with SCAG's Santa Ana Bike and Pedestrian Safety Education Campaign.	\$382,554

**FISCAL IMPACT:**

Funding of \$382,554 is available in the FY 2018-19 Overall Work Program (OWP) budget in Project Number 225.3564.11 (SCAG 2017 Active Transportation Safety & Encouragement Campaign).

**ATTACHMENT/S:**

Consultant Contract No. 18-034A-C01

## CONSULTANT CONTRACT 18-034A-C01

<b>Recommended Consultant:</b>	Latino Health Access						
<b>Background &amp; Scope of Work:</b>	Consistent with the requirements of the Active Transportation Program that funds this project, the consultant shall conduct a yearlong bicycle and pedestrian educational and outreach campaign in the City of Santa Ana. The consultant shall implement a series of bicycle safety classes, school outreach activities, and media purchases as part of this project.						
<b>Project's Benefits &amp; Key Deliverables:</b>	<p>The project's benefits and key deliverables include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Educating youth and community members within the City of Santa Ana about how to safely walk and bicycle on their streets;</li><li>• Encouraging walking and bicycling to reduce vehicle miles traveled, improving public health as well as air quality within the City of Santa Ana; and</li><li>• Implementing the 2016 Regional Transportation Plan and Sustainable Communities Strategy by improving safety and reducing greenhouse gas emissions.</li></ul>						
<b>Strategic Plan:</b>	This item supports SCAG's Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians						
<b>Contract Amount:</b>	<table><tr><td><b>Total not to exceed</b></td><td style="text-align: right;">\$382,554</td></tr><tr><td>Latino Health Access</td><td style="text-align: right;">\$344,974</td></tr><tr><td>Santa Ana Active Streets Coalition (SAAS)</td><td style="text-align: right;">\$37,580</td></tr></table> <p>Note: Latino Health Access originally proposed \$449,698, but staff negotiated the price down to \$382,554 without reducing the scope of work.</p>	<b>Total not to exceed</b>	\$382,554	Latino Health Access	\$344,974	Santa Ana Active Streets Coalition (SAAS)	\$37,580
<b>Total not to exceed</b>	\$382,554						
Latino Health Access	\$344,974						
Santa Ana Active Streets Coalition (SAAS)	\$37,580						
<b>Contract Period:</b>	Notice-to-Proceed through December 31, 2019						
<b>Project Number(s):</b>	225-3564J2.11    \$382,554						
	Funding source(s): Active Transportation Program						
	Funding of \$382,554 is available in the FY 2018-19 Overall Work Program (OWP) budget in Project Number 225.3564.11(SCAG 2017 Active Transportation Safety & Encouragement Campaign).						
<b>Request for Proposal (RFP):</b>	SCAG staff initially notified 3,072 firms of the release of RFP 18-034 via SCAG's Solicitation Management System. A total of 40 firms downloaded the RFP. SCAG received two (2) proposals in response to the solicitation. One from Main Hire Staffing & Outsourcing, and it was non responsive because it was a marketing brochure and did not respond to the scope of work; and the other from Latino Health Access, a non-profit organization. Staff subsequently re-released the RFP (as 18-034A) notifying 4,096 firms via SCAG's Solicitation Management System. A total of 35 firms downloaded the RFP. Latino Health Access submitted the only proposal in response to the second solicitation.						

Staff surveyed the 35 firms that downloaded the RFP the second time to determine why each did not submit a proposal. Ten (10) firms responded to staff's inquiry, which disclosed the main reason the firms did not respond was lacked the staff or ability to perform the scope of work. Note staff advertised the RFP twice, for four (4) weeks each time as required by SCAG's Procurement Manual (Section 6.6.3)

**Selection Process:**

The Proposal Review Committee (PRC) evaluated the proposal in accordance with the criteria set forth in the RFP, and conducted the selection process in a manner consistent with all applicable federal and state contracting regulations. The PRC reviewed the consultant's proposal and found it to be of high quality and reasonable cost. 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:

Rye Baerg, Senior Regional Planner, SCAG  
Cole Iwamasa, Associate Transportation Planner, Caltrans  
Lindsey Hansen, Community Engagement Specialist, SCAG  
Sam Sharvini, Associate Transportation Analyst, OCTA  
Cory Wilkerson, Active Transportation Coordinator, Santa Ana

**Basis for Selection:**

The PRC recommended Latino Health Access for the contract award because the consultant:

- Provided a clear scope of work that met all the project objectives and required elements and provided a sound technical approach for completing the work required by the RFP;
- Has extensive experience with the community and completing similar outreach and engagement activities;
- Provided a reasonable cost proposal and large number of hours at reasonable cost with which to complete the work; and
- Demonstrated the capacity and capability to complete the work on time and within budget through their completion of previous similar projects.

### Conflict Of Interest (COI) Form - Attachment

Approve Contract No. 18-034A-C01 in an amount not to exceed \$382,554 with Latino Health Access to provide services associated with SCAG's Santa Ana Bike and Pedestrian Safety Education Campaign.

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)?
Latino Health Access (prime consultant)	No - form attached
Santa Ana Active Streets Coalition (SAAS) (subconsultant)	No - form attached

# SCAG CONFLICT OF INTEREST FORM

RFP No. 18-034A

## 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](http://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:** Latino Health Access

**Name of Preparer:** Gloria I. Montiel, Ph.D., Grants & Contracts Coordinator

**Project Title:** Outreach and Educational Campaign to Improve Bicyclist and Pedestrian Safety in the City of Santa Ana

**RFP Number:** 18-034A      **Date Submitted:** June 4, 2018

## SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees or 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:

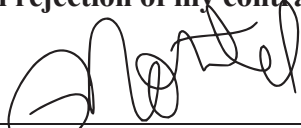
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**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) Gloria I. Montiel, hereby declare that I am the (position or title) Grants & Contracts Coordinator of (firm name) Latino Health Access, 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 4, 2018 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 4, 2018

\_\_\_\_\_  
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. 18-034A

## 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](http://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: NWOC

Name of Preparer: Anna Reynoso

Project Title: Outreach + Educational Campaign to Improve Bicyclist + Pedestrian Safety in the City of Santa Ana

RFP Number: 18-034A Date Submitted: August 6, 2018

## 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:

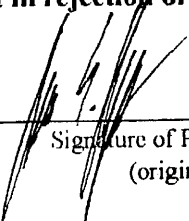
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

**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) Anna Reynoso, hereby declare that I am the (position or title) VP, Community Impact of (firm name) NWOC, 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 6, 2018 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 6, 2018  
 \_\_\_\_\_  
 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.

Southern California Association of Governments  
 900 Wilshire Blvd., Suite 1700, Los Angeles, CA 90017

**Agenda Item No. 6**  
**August 20, 2018**

**To:** Executive/Administration Committee (EAC)

**From:** Basil Panas, Chief Financial Officer, (213) 236-1817,  
[panas@scag.ca.gov](mailto:panas@scag.ca.gov)

**Subject:** Contracts \$200,000 or Greater: 18-017A-C01, Media  
 Consultant Services

EXECUTIVE DIRECTOR'S  
 APPROVAL



**RECOMMENDED ACTION:**

Acting on behalf of the Regional Council in accordance with Article V, Section C, (3)(a) of the SCAG Bylaws, approve Contract No. 18-017A-C01 in an amount not to exceed \$395,460 with The 20/20 Network to provide media engagement around major SCAG events and programs, and promote a strong media message supporting SCAG’s legislative priorities and solutions to key regional land use and transportation issues.

**EXECUTIVE SUMMARY:**

*The consultant shall collaborate with SCAG management and staff to inform the general public and various interested parties about key regional planning issues and SCAG’s role in addressing them. Strong strategic engagement of media is crucial to accomplishing SCAG’s mission and goals. Staff has recommended engaging the consulting services of the 20/20 Network for a period of three years.*

**STRATEGIC PLAN:**

This item supports Goals 4 and 6 of the agency’s Strategic Plan – Advance Southern California’s policy interests and planning priorities through regional, statewide, and national engagement and advocacy and Deploy strategic communications to further agency priorities and foster public understanding of long-range regional planning.

**BACKGROUND:**

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

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Contract Amount</u>
The 20/20 Network	The selected consultants shall provide support to maximize media involvement and coverage of SCAG activities and priorities.	\$395,460

**FISCAL IMPACT:**

Funding of \$131,820 is available in the FY 2018-19 Overall Work Program (OWP) in project 090-0148.02, Media Support for Planning Activities. Funding for the second and third year of this contract will be included in the FY 2019-20 and FY 2020-21 OWP, subject to budget approval.

**CONSULTANT CONTRACT 18-017A-C01**

**Recommended Consultant:** The 20/20 Network

**Background & Scope of Work:** As part of the Southern California Associations of Governments (SCAG) overall effort to inform the general public and various interested parties about key regional planning issues and SCAG’s role in addressing them, SCAG requires a strong and continuous relationship with the media that provide strategies for creating and developing media opportunities that supports SCAG’s role as the unified voice of Southern California’s land use and transportation planning community.

The consultant shall obtain media coverage for SCAG with a variety of clients in major newspapers, radio, broadcast and web media with a strong knowledge and experience working in the fields of transportation planning, land use and other Southern California-specific issues. The consultant shall work to make SCAG a greater influencer, raising SCAG’s importance in the eyes of key regional, state and national leaders as well as the general public.

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

- Developing media plans and individual storylines drawing from key SCAG programs and events;
- Drafting of press releases, media advisories, quotes from SCAG’s Executive Director and/or Regional Council (RC) members to include in releases;
- Arranging editorial board meetings with regional/local newspapers focusing on SCAG’s primary legislative priorities; and
- Preparing translated press releases, media advisories, and talking-points for SCAG leadership inclusive of local ethnic media in Southern California for communities such as Hispanic/Latino, Chinese, Korean and Vietnamese.

**Strategic Plan:** This item supports Goals 4 and 6 of the agency’s Strategic Plan – Advance Southern California’s policy interests and planning priorities through regional, statewide, and national engagement and advocacy and Deploy strategic communications to further agency priorities and foster public understanding of long-range regional planning.

<b>Contract Amount:</b>	<b>Total not to exceed</b>	<b>\$395,460</b>
	The 20/20 Network (prime consultant)	\$351,750
	David Lang and Associates (subconsultant)	\$43,710

**Contract Period:** Notice-to-Proceed through June 30, 2021

**Project Number(s):** 090-0148B.02 \$116,700  
090-0148E.02 \$15,120

Funding of \$131,820 is available in the FY 2018-19 Overall Work Program (OWP) in project 090-0148.02, Media Support for Planning Activities. Funding for the second and third year of this contract will be included in the FY 2019-20 and FY 2020-21 OWP, subject to budget approval.

**Request for Proposal (RFP):**

SCAG staff notified 1,749 firms of the release of RFP 18-017A via SCAG’s Solicitation Management System website. A total of 30 firms downloaded the RFP. SCAG received the following two (2) proposals in response to the solicitation:

**The 20/20 Network (1 subconsultant) \$395,460**

Burke Rix (1 subconsultant) \$359,970

**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:

Margaret de Larios, Public Affairs Specialist, SCAG

Jeff Liu, Manager of Media and Communications, SCAG

Art Yoon, Director of Policy and Public Affairs, SCAG

**Basis for Selection:**

The PRC recommended The 20/20 Network for the contract award because the consultant:

- Provided the best understanding of the proposed scope of work and the key elements involved. Specifically, they demonstrated a complete knowledge of SCAG’s priority issues, signature projects, and areas of opportunity including a strong understanding of the many potential public relation challenges facing SCAG;
- Provided an appropriately-sized team of qualified and knowledgeable consultants, each with specific strengths and expertise; and
- Demonstrated a proven record of successfully engaging a broad range of media and public-facing outlets (such as, the Los Angeles Times and Sacramento Bee) to reach the geographically and culturally diverse audiences of the SCAG region; and
- Provided a detailed step-by-step strategy for achieving SCAG’s strategic goals and addressing issues that may arise.

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

- Did not provide detailed strategies for media engagement and a path toward key outcomes, such as raising SCAG’s profile, as required in the scope of work. Their proposed technical approach included non-value-added services in marketing, events and government affairs which were not relevant to the scope of work;
- Did not demonstrate the same level of knowledge of SCAG’s key messages and priority issues in their proposed technical approach. Specifically, they provided tasks unrelated to the scope of work events that did not make a clear connection between tasks and deliverables; and
- Did not demonstrate an understanding of SCAG’s audiences, omitting any mention of either Orange County or Imperial County, which are essential regional markets that include geographically and culturally diverse audiences.



### Conflict Of Interest (COI) Form - Attachment

Approve Contract No. 18-017A-C01 in an amount not to exceed \$395,460 with The 20/20 Network to provide media engagement around major SCAG events and programs, and promote a strong media message supporting SCAG's legislative priorities and solutions to key regional land use and transportation issues.

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)?
The 20/20 Network (prime consultant)	No - form attached
David Lang and Associates (subconsultant)	No – form attached

# SCAG CONFLICT OF INTEREST FORM

RFP No. 18-017

## 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](http://www.scag.ca.gov). The SCAG Conflict of Interest Policy is located under "OPPORTUNITIES", then "Doing Business with SCAG" and scroll down under the "CONTRACTS" tab; whereas the SCAG staff may be found under "ABOUT" then "Employee Directory"; and Regional Council members can be found under "ABOUT", then scroll down to "ELECTED OFFICIALS" on the left side of the page and click on "See the list of SCAG representative and their Districts."

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

Name of Firm: The 20/20 Network LLC  
Name of Preparer: Steve Lambert  
Project Title: Media Consulting Services  
RFP Number: 18-017 Date Submitted: 3/20/18

## SECTION II: QUESTIONS

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

YES  NO

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

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

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

YES  NO

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

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

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

YES  NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES  NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES       NO

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


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

**SECTION III: VALIDATION STATEMENT**

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

**DECLARATION**

I, (printed full name) Stephen J. Lambert, hereby declare that I am the (position or title) Partner of (firm name) The 20/20 Network 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 3/20/18 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.


3/20/18

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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. 18-017

## 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](http://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: DAVID LANG & ASSOCIATES  
Name of Preparer: DAVID LANG  
Project Title: Media Consultant Services  
RFP Number: 18-017 Date Submitted: 3/19/2018

## 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) DAVID LANG, hereby declare that I am the (position or title) PRESIDENT of (firm name) DAVID LANG & 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 3/15/2018 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)

3/15/2018  
 \_\_\_\_\_  
 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.

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Southern California Association of Governments  
900 Wilshire Blvd., Suite 1700, Los Angeles, CA 90017

**Agenda Item No. 7**  
**August 20, 2018**

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**To:** Executive Administration Committee (EAC)  
**From:** Joann Africa, Chief Counsel/Director of Legal Services  
**Subject:** Legal Services Contract

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EXECUTIVE DIRECTOR'S  
APPROVAL



**RECOMMENDED ACTION:**

Recommend that the EAC, acting on behalf of the Regional Council in accordance with Article V, Section C, (3) (a) of the SCAG's Bylaws, approve the amendment to the legal services contract with Reddock Law Group for an additional \$29,625.

**EXECUTIVE SUMMARY:**

*Staff seeks to amend the contract of the Reddock Law Group to increase its contract value in order to make the final payment for legal services rendered related to a confidential matter. SCAG's policy provides that the Chief Counsel may enter into contracts for legal services on behalf of the agency provided the services are under \$25,000, with said services requiring Regional Council approval should they exceed \$25,000.*

*The subject contract was initially authorized by the Chief Counsel for \$25,000, and an increase of \$10,000 was approved by the Regional Council on June 7, 2018. The investigation has since been completed and a final invoice was submitted to SCAG above the contract total of \$35,000, thus requiring the approval of additional funds to pay for the final invoice. Staff therefore seeks approval by the EAC, acting on behalf of the Regional Council, to increase the contract value by an additional \$29,625.*

**STRATEGIC PLAN:**

This item supports SCAG's Strategic Plan, Goal 7, secure ample funding to support agency priorities and use best practices to effectively and efficiently deliver work products.

**BACKGROUND:**

SCAG retained the legal services of the Reddock Law Group in January 2018 for services related to a confidential matter. After completion of its thorough and comprehensive investigation in mid-June 2018, the final services rendered by the firm exceeded the previously approved contract total of \$35,000. For this reason, staff is requesting that the EAC, acting on behalf of the Regional Council, approve an increase of the legal services contract with the Reddock Law Group by \$29,625 in order to make payment on the final invoice.

**FISCAL IMPACT:**

Funding to increase the contract amount for the Reddock Law Group will be allocated from the Legal Department's General Fund budget for FY 2017-18.

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Southern California Association of Governments  
900 Wilshire Blvd., Suite 1700, Los Angeles, California 90017

**Agenda Item No. 8**  
**August, 20, 2018**

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**To:** Executive/Administration Committee (EAC)

**EXECUTIVE DIRECTOR'S  
APPROVAL**

**From:** Darin Chidsey, Chief Operating Officer; [chidsey@scga.ca.gov](mailto:chidsey@scga.ca.gov)

**Subject:** SCAG Participation at the Sixth Annual Shenzhen International Low Carbon City Forum, from September 17 – 22, 2018 in Shenzhen and Beijing, China



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**RECOMMENDED ACTION:**

Recommend that the EAC, acting on behalf of the Regional Council in accordance with Article V, Section C, (3) (a) of the SCAG's Bylaws, to approve the: 1) participation of the following SCAG representatives at the Sixth Annual Shenzhen International Low Carbon City Forum, from September 17 – 22, 2018 in Shenzhen and Beijing, China: First Vice President Bill Jahn; Second Vice President Randon Lane; Kome Ajise, Director of Planning; and Ping Wang, SCAG staff; and 2) expenditure of a total combined cost of approximately \$9,525 which will be allocated from SCAG's FY18-19 General Fund Budget.

**EXECUTIVE SUMMARY:**

***Supported by the United Nations Industrial Development Organization, the Sixth Annual Shenzhen International Low Carbon City Forum invited SCAG to speak at the event regarding transportation, air quality and other matters. As part of the invitation, the conference organizers have agreed to cover the cost of conference registration; meals; local/ground transportation; five (5) nights of hotel accommodation in Shenzhen and Beijing; and round-trip economy airfare for two (2) SCAG Officers. SCAG will cover travel-related costs for two (2) SCAG staff and the remaining two (2) nights in China for the SCAG Officers. Per SCAG Travel Policy, foreign travel requires Regional Council approval.***

**BACKGROUND:**

In 2012, SCAG signed a Memorandum of Understanding with Institute of Policy and Management (IPM), Chinese Academy of Sciences on the establishment of a strategic partnership, joint innovation and enhanced cooperation through academic, planning and cultural exchanges, economic development and intergovernmental cooperation. This collaboration has manifested in numerous accomplishments especially with SCAG's 2012 and 2016 RTP/SCS, trainings and applications of SCAG technical planning tools, such as Scenario Planning Model (SPM) and Regional Transportation models to assist both countries in sustainable development of economic growth, reduction of GHG emissions, and transportation planning. Participation at the conference includes IPM, SCAG's key planning partner in China, and other Chinese national, provincial agencies, and many other similar planning agencies from European countries.

Supported by the United Nations Industrial Development Organization, the Sixth Annual Shenzhen International Low Carbon City Forum invited SCAG to speak at the event regarding transportation, air quality and other matters. As part of the invitation, the conference organizers have agreed to cover the cost of conference registration; meals; local/ground transportation; five (5) nights of hotel accommodation in Shenzhen and Beijing; and round-trip economy airfare for two (2) SCAG Officers. SCAG will cover travel-related costs for two (2) SCAG staff who will be accompanying the SCAG Officers. Per SCAG Travel Policy, foreign travel requires Regional Council approval.

The SCAG delegates who will be participating at the conference are: First Vice President Bill Jahn; Second Vice President Randon Lane; Kome Ajise, Director of Planning; and Ping Wang, SCAG staff. Per SCAG Travel Policy, foreign travel requires Regional Council approval. Therefore, SCAG staff is seeking approval for the participation of the four (4) SCAG delegates and associated travel costs.

For more information regarding the conference, please follow this link: <http://www.silccforum/?l=en-us>

**FISCAL IMPACT:**

The proposed total combined expenditure of approximately \$9,525 which will be allocated from SCAG's FY18-19 General Fund Budget:

Hotel: \$2,700 = \$150 for 2 SCAG Staff for 7 nights + \$150 x 2 remaining nights for 2 SCAG Officers

Ground transportation : \$1,865 = \$565 for all SCAG Delegates tickets for High-Speed Rail + \$600 (Shanghai) + \$200 (Shenzhen) + \$500 (Beijing)

Meals: \$1,100 (SCAG Delegates)

China Visa Fee: \$560 = \$140 x 4 SCAG Delegates

Flight: \$1,800 = \$900 x 2 SCAG staff

Stipend for 2 Elected Officials for 5 conference days (\$120 x 5 days = \$600 x 2 = \$1200)

Incidentals for 2 Elected Officials (\$150 x 2 = \$300)

**ATTACHMENT/S:**

None



Southern California Association of Governments  
900 Wilshire Blvd., Suite 1700, Los Angeles, CA 90017

**Agenda Item No. 9**  
**August 20, 2018**

**To:** Executive/Administration Committee (EAC)

**EXECUTIVE DIRECTOR'S  
APPROVAL**

**From:** Basil Panas, Chief Financial Officer, (213) 236-1817,  
[panas@scag.ca.gov](mailto:panas@scag.ca.gov)

**Subject:** Purchase Orders more than \$5,000 but less than \$200,000;  
Contracts more than \$25,000 but less than \$200,000; and  
Amendments \$5,000 but less than \$75,000

**RECOMMENDED ACTION:**

For Information Only - No Action Required

**STRATEGIC PLAN:**

This item supports SCAG's 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>
Qwest Communications Corp. dba Century Link	FY19 Centurylink Software	\$112,400
JW Marriott Desert Springs Resort & Spa	Deposit For 2019 General Assembly	\$60,001
Household and Consumption	FY19 Profamy Software Update	\$26,575
Metrans-USC	FY19 Metrans/USC Membership	\$25,000
Doubletree by Hilton Ontario Airport	2018 EAC Retreat	\$7,372
CDW Government, Inc.	FY19 Surface Pro Keyboard and Accessories	\$7,246
American Public Transp Assoc.	FY19 APTA Membership Dues	\$5,772

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

<b><u>Consultant/Contract #</u></b>	<b><u>Contract's Purpose</u></b>	<b><u>Contract Amount</u></b>
Design Workshop, Inc. (18-001-B22)	The consultant shall provide services for a Sustainability Planning Grant (SPG) for the City of Fontana. SPG projects provide SCAG member jurisdictions the resources to implement regional policies at the local level, focusing on voluntary efforts that will meet local needs and contribute to implementing the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).	\$186,485
Nelson Nygaard (18-018-C01)	The consultant shall conduct research and serve as a technical advisor on the development of the Future Communities Pilot Program, a new grant program available to cities and counties in Los Angeles, Orange, Riverside and San Bernardino.	\$150,066
Lizarraga Law Firm, APC	The consultant shall provide advice to SCAG's staff, the Regional Council and its committees on various legal matters.	\$84,000
Vector Resources, Inc. (18-041-C01)	The consultants shall install, test and provide maintenance service as well as removal of exiting videoconferencing endpoint equipment including displays to provide state of the art video conferencing services.	\$73,018

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

<b><u>Consultant/Contract #</u></b>	<b><u>Amendment's Purpose</u></b>	<b><u>Amendment Amount</u></b>
N/A	N/A	N/A

**ATTACHMENT:**  
Contract Summaries

## **CONSULTANT CONTRACT 18-001-B22**

<b>Recommended Consultant:</b>	Design Workshop, Inc.										
<b>Background &amp; Scope of Work:</b>	<p>The consultant shall provide services for a Sustainability Planning Grant (SPG) for the City of Fontana. SPG projects provide SCAG member jurisdictions the resources to implement regional policies at the local level, focusing on voluntary efforts that will meet local needs and contribute to implementing the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).</p> <p>The consultant shall develop an Urban Greening Landscape Plan (Plan) for the City of Fontana. The Plan creates a vibrant and energetic mixed-use corridors includes a well landscaped environment, with ample shade to encourage maximum pedestrian and bicycle use opportunities, improve air quality, and ultimately reduce vehicle miles travelled. This project will provide a model for other jurisdictions of similar size and demographics in the region.</p>										
<b>Project's Benefits &amp; Key Deliverables:</b>	<p>The project's benefits and key deliverables include but are not limited to:</p> <ul style="list-style-type: none"><li>• A detailed list of energy and water efficient plants and trees;</li><li>• A Plan with landscaped cross-sections for a variety of roadway types (major highways, primary highways, neighborhood streets); and</li><li>• A Plan with residential, commercial, and industrial landscape borders to encourage maximum pedestrian and bicycle use opportunities, improve air quality, and reduce vehicle miles traveled.</li></ul>										
<b>Strategic Plan:</b>	This item supports SCAG's Strategic Plan Goal 4: Provide Innovative Information and Value-Added Services to Enhance Member Agencies' Planning and Operations and Promote Regional Collaboration.										
<b>Contract Amount:</b>	<table><tr><td><b>Total not to exceed</b></td><td style="text-align: right;"><b>\$186,485</b></td></tr><tr><td>Design Workshop, Inc. (prime consultant)</td><td style="text-align: right;">\$133,415</td></tr><tr><td>Nelson Nygaard Consulting Associates, Inc. (subconsultant)</td><td style="text-align: right;">\$29,668</td></tr><tr><td>Hines, Inc. (subconsultant)</td><td style="text-align: right;">\$13,458</td></tr><tr><td>Class One Arboriculture (subconsultant)</td><td style="text-align: right;">\$9,944</td></tr></table> <p>Prime originally proposed \$199,678, but staff negotiated the price down to \$186,485 without reducing the scope of work.</p>	<b>Total not to exceed</b>	<b>\$186,485</b>	Design Workshop, Inc. (prime consultant)	\$133,415	Nelson Nygaard Consulting Associates, Inc. (subconsultant)	\$29,668	Hines, Inc. (subconsultant)	\$13,458	Class One Arboriculture (subconsultant)	\$9,944
<b>Total not to exceed</b>	<b>\$186,485</b>										
Design Workshop, Inc. (prime consultant)	\$133,415										
Nelson Nygaard Consulting Associates, Inc. (subconsultant)	\$29,668										
Hines, Inc. (subconsultant)	\$13,458										
Class One Arboriculture (subconsultant)	\$9,944										
<b>Contract Period:</b>	July 16, 2018 through June 30, 2019										
<b>Project Number(s):</b>	150-4590B.01 \$165,095 150-4590E.01 \$21,390 Funding source(s): Consolidated Planning Grant (CPG) – Federal Transit Administration (FTA) Transportation Development Act (TDA).										
<b>Request for Proposal (RFP):</b>	SCAG staff notified 1,813 firms of the release of RFP 18-001-B22 via SCAG's Solicitation Management System. A total of 49 firms downloaded the RFP. SCAG received the following eight (8) proposals in response to the solicitation:										

<b>Design Workshop, Inc. (3 subconsultants)</b>	<b>\$199,678</b>
KTU+A (no subconsultants)	\$196,425
Meridian Consultants LLC (2 subconsultants)	\$199,943
Alta Planning + Design (1 subconsultant)	\$199,999
IBI Group (1 subconsultant)	\$199,999
GGLO Design (4 subconsultants)	\$211,952
PlaceWorks (no subconsultants)	\$218,715
RJM Design Group, Inc. (3 subconsultants)	\$349,047

**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 two (2) offerors.

The PRC consisted of the following individuals:

Caitlin Sims, Management Analyst (Project Manager), SCAG  
 Shannon J. Casey, Senior Engineer, Engineering Department, City of Fontana  
 Paul Gonzales, Senior Planner, Planning Department, City of Fontana  
 Dan West, Public Works Manager, Public Works Department, City of Fontana

**Basis for Selection:**

The PRC recommended Design Workshop for the contract award because the consultant:

- Demonstrated the best understanding of the connection between urban greening and walkability/active transportation and how urban greening is essential to creating more walkable and bicycle use streets;
- Provided the most effective plan to develop a detailed list of energy and water efficient plants and trees for different types of streets (regional highways, passageways, neighborhood streets) to encourage active transportation and create a sustainable plan; and
- Provided the best technical approach. Specifically, the consultant proposed alternative approaches (performance measures, research, and innovative outreach approaches) to incorporate urban greening into Fontana’s existing General Plan and Active Transportation Plan.

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

- Did not demonstrate the importance of urban greening on neighborhood streets and other smaller streets (not just on regional transportation highways);
- Did not demonstrate the familiarity and breadth of experience as did the selected consultant with establishing a detailed list of water and energy efficient types of plants and trees; and
- Did not provide a clear understanding of the connection between the Plan and the City’s existing General Plan and Active Transportation Plan.



## **CONSULTANT CONTRACT 18-018-C01**

<b>Recommended Consultant:</b>	Nelson Nygaard
<b>Background &amp; Scope of Work:</b>	<p>The consultant shall conduct research and serve as a technical advisor on the development of the Future Communities Pilot Program, a new grant program available to cities and counties in Los Angeles, Orange, Riverside and San Bernardino. The consultant will be responsible for:</p> <ul style="list-style-type: none"><li>• Conducting initial research into promising practices for reducing vehicle miles traveled (VMT) through the application of new technologies and enhanced data analytics;</li><li>• Developing guidelines and an application for a call for projects;</li><li>• Developing an evaluation framework to measure the success of each project selected;</li><li>• Refining the scope of successful applications to ensure they meet the program goals and requirements prior to consultant selection for each project.</li></ul>
<b>Project's Benefits &amp; Key Deliverables:</b>	<p>The project's benefits and key deliverables include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Reducing VMT from local travel and municipal operations to improve air quality;</li><li>• Improving the efficiency and reducing cost of county and municipal services;</li><li>• Testing innovative approaches in a variety of contexts (large, small, urban, rural communities) for reducing VMT through the application of new technologies and data analytics; and</li><li>• Identifying and quantifying the relative impact of strategies to promote replication of best practices and policy development to facilitate wide-scale adoption of the most promising strategies.</li></ul>
<b>Strategic Plan:</b>	This item supports SCAG's Strategic Plan Goals 1 & 3: Produce innovative solutions that improve the quality of life for Southern Californians, and Be the foremost data information hub for the region.
<b>Contract Amount:</b>	<b>Total not to exceed</b> <span style="float: right;"><b>\$150,066</b></span> Nelson Nygaard
	Note: Nelson Nygaard originally proposed \$150,111, but staff negotiated the price down to \$150,066 without reducing the scope of work.
<b>Contract Period:</b>	July 5, 2018 through January, 31, 2019
<b>Project Number(s):</b>	280-4824U3.01 280-4824E.01
	Funding source(s): Senate Bill (SB) 1 Sustainable Communities Formula Grant and Transportation Development Act (TDA)
<b>Request for Proposal (RFP):</b>	SCAG staff notified 1,828 firms of the release of RFP 18-018 via SCAG's Solicitation Management System. A total of 65 firms downloaded the RFP. SCAG received the following three (3) proposals in response to the solicitation:

<b>Nelson Nygaard (no subconsultants)</b>	<b>\$150,111</b>
Impact Sciences <b>(no subconsultants)</b>	\$109,633
Rand Corporation <b>(no subconsultants)</b>	\$249,695

**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:

Rye Baerg, Senior Regional Planner, SCAG  
 Sarah Jepson, Manager of Active Transportation and Special Programs, SCAG  
 Kevin Kane, Associate Regional Planner, SCAG  
 Stephen Fox, Senior Regional Planner, SCAG

**Basis for Selection:** The PRC recommended Nelson Nygaard for the contract award because the consultant:

- Demonstrated the best understanding of the project, specifically provided an innovative approach to Transportation Demand Management that would engage the private sector and shift the paradigm needed for engaging big and open data;
- Provided the best technical approach, for example the consultant had a good range of staff expertise to complete the stakeholder outreach and evaluation components necessary for the project; and
- Provided the best overall value for the level of effort proposed given their range of expertise combined with the proposed price.

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

- Did not clearly demonstrate a understanding of the project and their proposals lacked sufficient detail related to the evaluation of the program;
- Did not have a applicable mix of practical experience and technical skills to meet the stated goals of the RFP; and
- Did not demonstrate the same level of creativity and innovation within their proposed technical approach. They did not provide detail related to conducting outreach to the private sector.

## CONSULTANT CONTRACT 18-048-C01

<b>Recommended Consultant:</b>	Lizarraga, Law Firm, APC
<b>Background &amp; Scope of Work:</b>	<p>The position of General Counsel was re-established in July 2012 to help provide legal support to the agency. Given the increased activities of the Regional Council there is an on-going need for these services.</p> <p>Services in connection with this engagement include, but are not limited to: advising and consulting with the SCAG's Regional Council and its committees on legal matters; attending Metropolitan Planning Organization (MPO) Executive Director's meetings with other MPO legal counsels; attending meetings and pursuing specific assignments as directed by SCAG's Executive Director; collaborating, as needed, on items of Regional Council interest; and reviewing, as necessary, the SCAG Bylaws and Regional Council policies for future opportunities to improve clarity and understanding.</p>
<b>Project's Benefits &amp; Key Deliverables:</b>	The project's benefits and key deliverables include, but are not limited to: providing legal guidance and/or services to SCAG's Executive Director, Chief Counsel, Executive Team members, and SCAG's Regional Council, as requested.
<b>Strategic Plan:</b>	This item supports SCAG's Strategic Plan, Goal 1: Produce innovative plans that increase sustainability and improve the quality of life for Southern Californians; and Goal 4: Advance Southern California's policy interests and planning priorities through regional, statewide, and national engagement and advocacy.
<b>Contract Amount:</b>	<b>Total not to exceed</b> <span style="float: right;"><b>\$84,000</b></span> Lizarraga, Law Firm, APC (no subconsultants)
<b>Contract Period:</b>	June 29, 2018 through June 30, 2019
<b>Project Number(s):</b>	800-0160.01 \$84,000 Funding source(s): General Fund
<b>Request for Proposal (RFP)</b>	Not Applicable
<b>Selection Process:</b>	Not Applicable
<b>Basis for Selection:</b>	The subject contract award is in accordance with the Regional Council Policy Manual, Article VIII, Section 1.2 (updated September 2009, pg. 26), and the SCAG Procurement Manual (sections 3.3. and 3.4) which authorizes the Executive Director or his designee (the Chief Financial Officer) to approve a consultant contract without competition, if the contract is less than \$200,000 and paid for from the General Fund. The sole source selection was made based upon Lizarraga Law Firm's extensive knowledge and legal expertise with advising public agencies, and staff's determination that retaining the firm's services is in the best interests of the agency.

## **CONSULTANT CONTRACT 18-041-C01**

<b>Recommended Consultant:</b>	Vector Resources, Inc.				
<b>Background &amp; Scope of Work:</b>	The Southern California Association of Governments (SCAG) solicited quotes for a vendor to install, test and provide maintenance service as well as removal of existing videoconferencing endpoint equipment including displays to provide state of the art video conferencing services.				
<b>Project's Benefits &amp; Key Deliverables:</b>	The project's benefits and key deliverables include, but are not limited to obtaining: <ul style="list-style-type: none"><li>• State of the art video conferencing services to support outreach and encourage participation throughout the SCAG region.</li></ul>				
<b>Strategic Plan:</b>	This item supports SCAG's Strategic Plan Goal 4 and 7: Provide innovative information and value-added services to enhance member agencies' planning and operations and promote regional collaboration and secure funding to support agency priorities to effectively and efficiently deliver work products.				
<b>Contract Amount:</b>	<b>Total not to exceed</b> <span style="float: right;"><b>\$73,018</b></span> Vector Resources, Inc.				
<b>Contract Period:</b>	June 6, 2018 through June 30, 2021				
<b>Project Number(s):</b>	700.4743.03 <b>\$73,018</b> Funding source(s): Other Specify.				
<b>Request for Quote (RFQ):</b>	SCAG staff notified 896 firms of the release of RFQ 18-041 via SCAG's Solicitation Management System website. A total of sixteen (16) firms downloaded the RFQ. SCAG received the following two (2) bids in response to the solicitation:  <table><tr><td><b>Vector Resources, Inc. (no subconsultants)</b></td><td style="text-align: right;"><b>\$73,018</b></td></tr><tr><td>Golden Star Technology</td><td style="text-align: right;">\$80,222</td></tr></table>	<b>Vector Resources, Inc. (no subconsultants)</b>	<b>\$73,018</b>	Golden Star Technology	\$80,222
<b>Vector Resources, Inc. (no subconsultants)</b>	<b>\$73,018</b>				
Golden Star Technology	\$80,222				
<b>Selection Process:</b>	<p>The Proposal Review Committee (PRC) evaluated each bid in accordance with the criteria set forth in the RFQ, and conducted the selection process in a manner consistent with all applicable federal and state contracting regulations. After evaluating both bids the PRC did not conduct interviews because the bids contained sufficient information on which to base a contract award.</p> <p>The PRC consisted of the following individuals:</p> <p>Leigh Guannu, Project Manager, SCAG David Milner, Operations Technician II, SCAG Ted Dorjee, Purchasing Assistant, SCAG</p>				
<b>Basis for Selection:</b>	The PRC recommended Vector Resources, Inc. for the contract award because the consultant submitted the lowest responsive and responsible offer, for this low bid solicitation.				

Southern California Association of Governments  
900 Wilshire Blvd., Suite 1700, Los Angeles, CA 90017

**Agenda Item No. 10**  
**August 20, 2018**

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**To:** Executive/Administration Committee (EAC)

**EXECUTIVE DIRECTOR'S  
APPROVAL**

**From:** Basil Panas, Chief Financial Officer; (213) 236-1817;  
[panas@scag.ca.gov](mailto:panas@scag.ca.gov)



**Subject:** CFO Monthly Report

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**RECOMMENDED ACTION:**

For Information Only - No Action Required

**STRATEGIC PLAN:**

This item supports SCAG's Strategic Plan Goal 7, Objective B: Maximize Efficiency and Effectiveness in Resource Allocation to Maintain Adequate Working Capital, Appropriate Reserves, and Investments, and Utilize Resources in a Timely and Responsible Fashion.

**AUDITS**

SCAG staff are working with Caltrans to wrap up the incurred cost and Indirect Cost Allocation Plan audit.

SCAG's outside independent auditors, Vavrinek, Trine, Day and Co., performed their interim audit work in April and will return in September to perform their fieldwork.

**MEMBERSHIP DUES:**

As of July 27, 2018, 94 cities and 2 counties had paid their FY19 dues. This represents about 35.6% of the assessment and is line with prior years. 95 cities and 4 counties have yet to pay. Two cities are being recruited for membership.

**BUDGET & GRANTS (B&G):**

On June 22, 2018, SCAG was awarded a Senate Bill 1 Sustainable Communities Formula Grant of \$5,170,390 for transportation planning projects. The grant funds have been programmed in the FY 2018-19 (FY18) Overall Work Program (OWP).

On June 26, 2018, the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) approved SCAG's FY18 OWP for FTA Section 5303, 5304 and FHWA metropolitan planning funding. The OWP Agreement between SCAG and Caltrans was approved on July 11, 2018.

On July 9, 2018, the Executive Administration Committee (EAC), acting on behalf of the Regional Council (RC), approved an administrative amendment to the FY18 OWP which increased the budget by \$50,000.

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On July 31, 2018, staff submitted the FY18 OWP 4<sup>th</sup> Quarter Progress Report with preliminary expenditures to Caltrans. The 4<sup>th</sup> Quarter Progress Report with final expenditures will be delivered to Caltrans by August 30, 2018. Additionally, staff is in the process of collecting the FY18 OWP Products and will be submitting them to Caltrans by August 30, 2018.

**CONTRACTS:**

In July 2018, the Contracts Department issued five (5) Request for Proposals (RFP's); awarded thirteen (13) contracts; issued one (1) contract amendment; and processed 152 Purchase Orders to support ongoing business and enterprise operations. Staff also administered 88 consultant contracts. Contracts staff continued to negotiate better pricing and reduced costs for services. During July 2018 over \$175,108 in budget savings was realized. It should also be noted that during FY18 staff realized \$402,393 in budget savings.

**ATTACHMENT:**

June 2018 CFO Monthly Status Report



# Office of the Chief Financial Officer

## Monthly Status Report

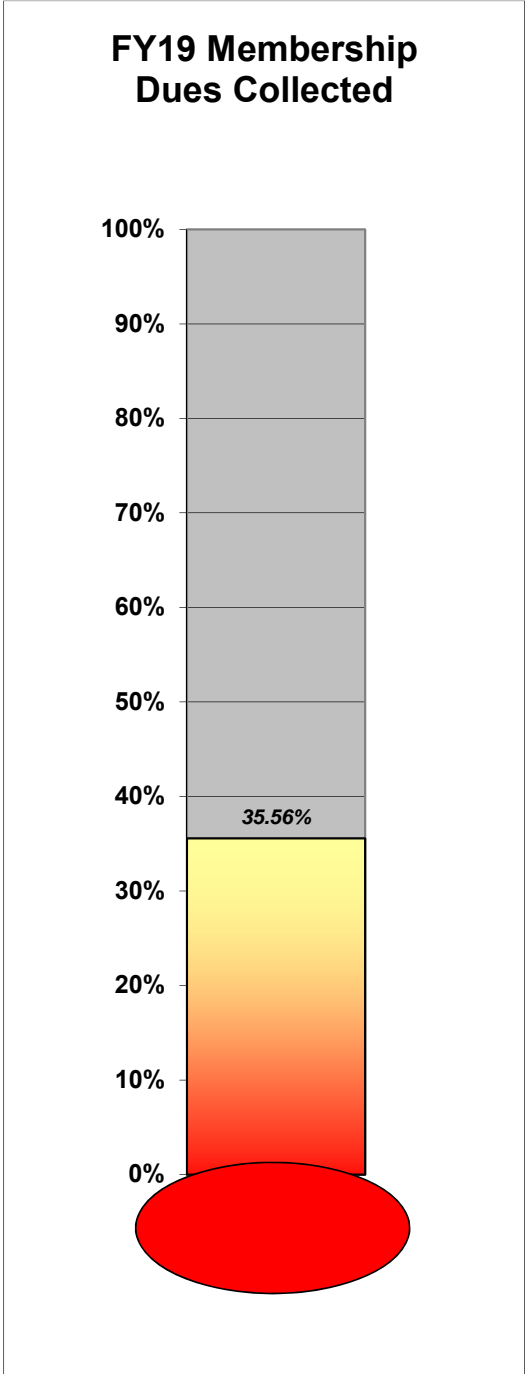
**JUNE 2018**

**OVERVIEW**

As of July 27, 2018, 94 cities and two counties had paid their FY19 dues. This represents 35.6% of the dues assessment. 95 cities and 4 counties had yet to pay their dues. Two cities are being recruited for membership.

**SUMMARY**

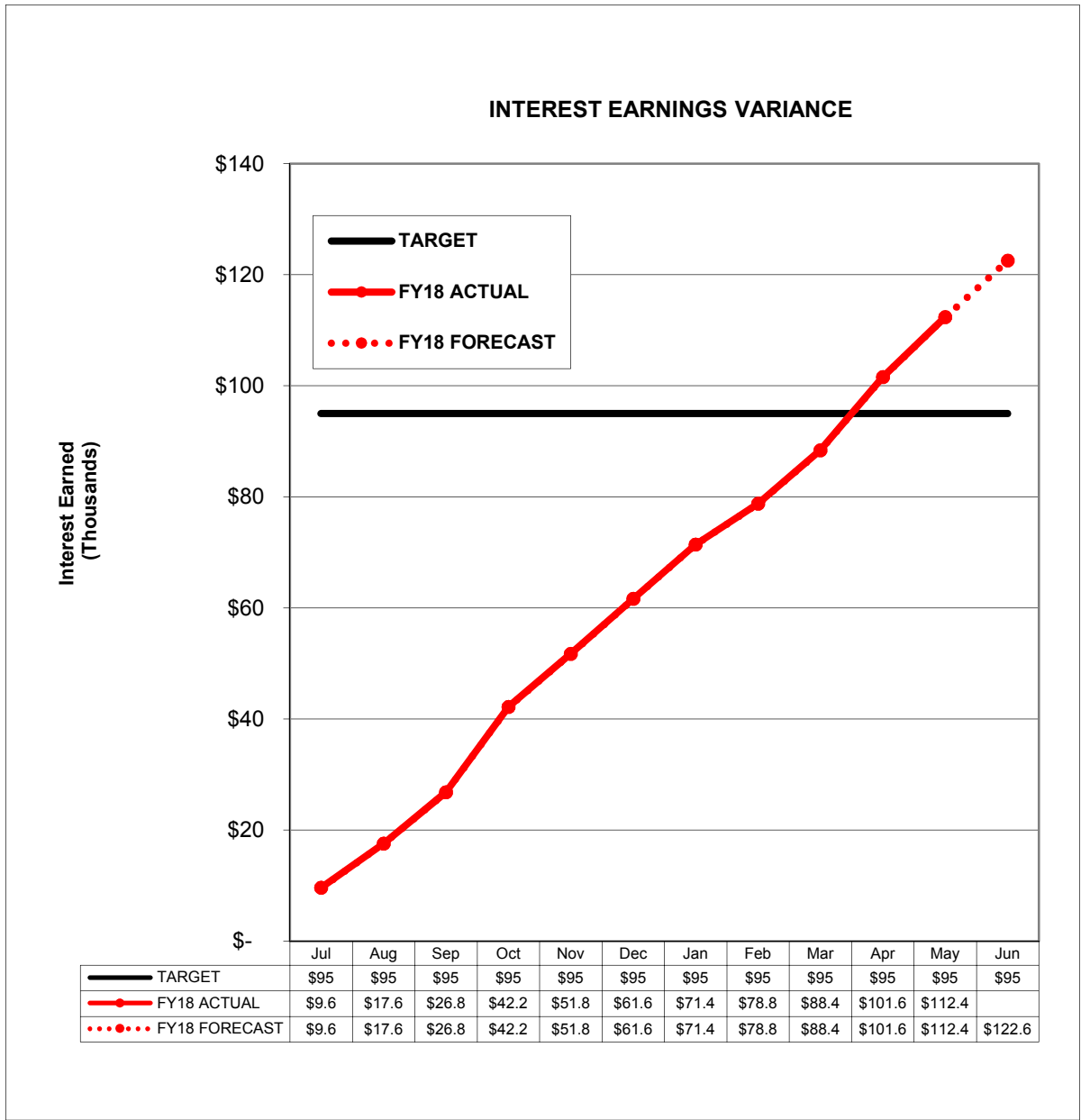
FY19 Membership Dues	<u>\$ 2,053,962</u>
Total Collected	<u>\$ 730,352</u>
Percentage Collected *	<u>35.56%</u>







**Office of the CFO**  
*Interest Earnings Variance*



**OVERVIEW**

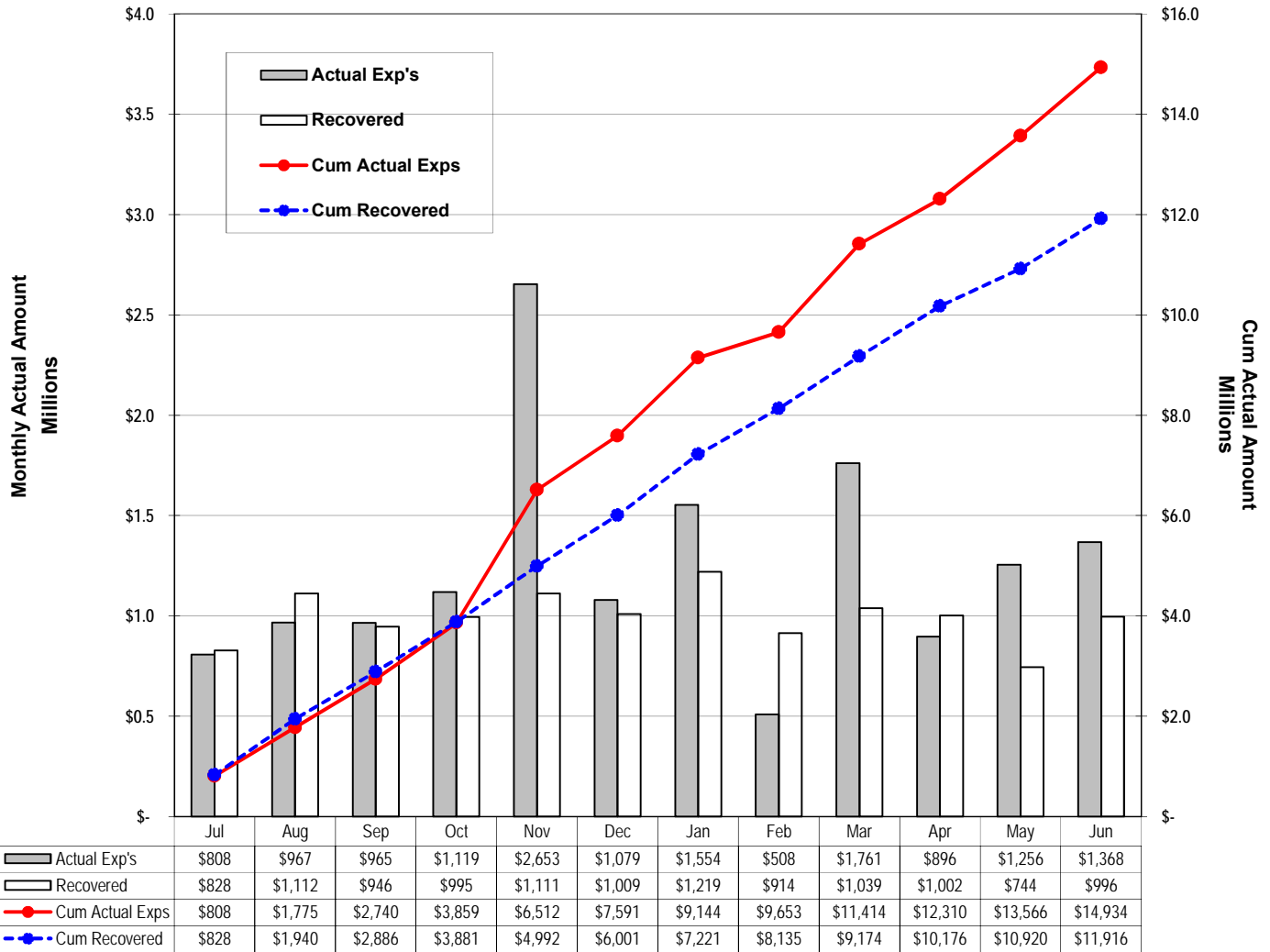
Actual interest income is plotted against the target amount. The amount credited to SCAG's account through May was \$112,358. The LA County Pool earned 1.87% in May.

**SUMMARY**

The amount projected for FY18 is \$122,573, which is \$27,573 more than the target.



### FY18 INDIRECT COST & RECOVERY



#### OVERVIEW

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

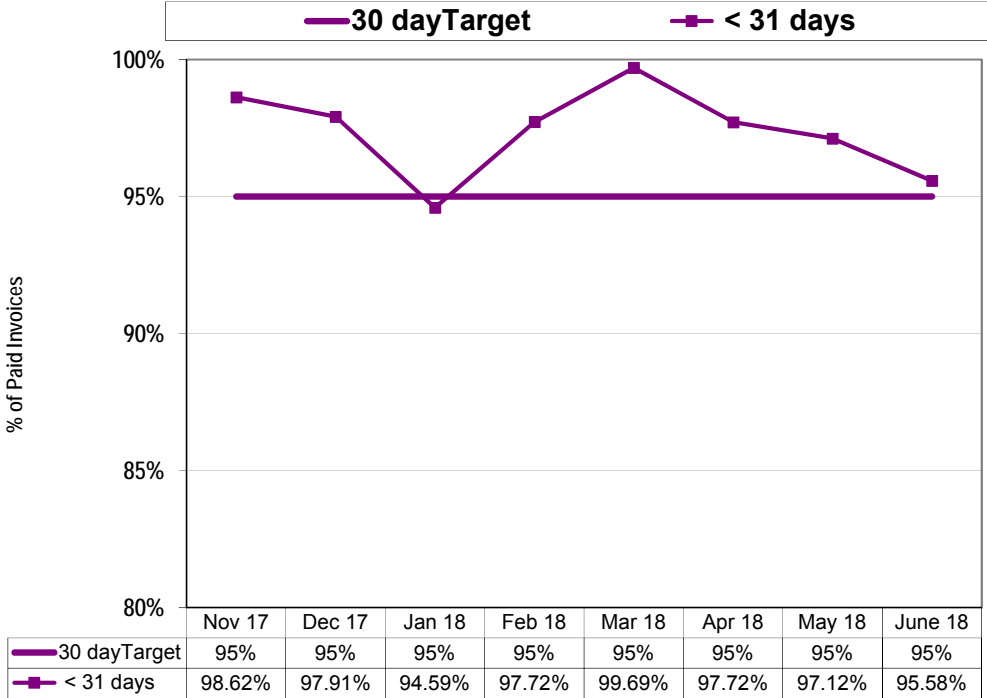
#### SUMMARY

Through June 2018, SCAG was under-recovered by \$3,018,430. This was because the IC budget was overspent by \$1.2 million (due mainly to the expensed portions of the furniture and AV equipment for 900 Wilshire) and also because of agency labor & related fringe benefit budget under-runs that caused \$1.8 million of IC under-recovery.

**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 met.

**SUMMARY**

**95.58% of June 2018's payments were made within 30 days of invoice receipt.**

**At month-end, 48 invoices remained unpaid less than 30 days.**

Actual

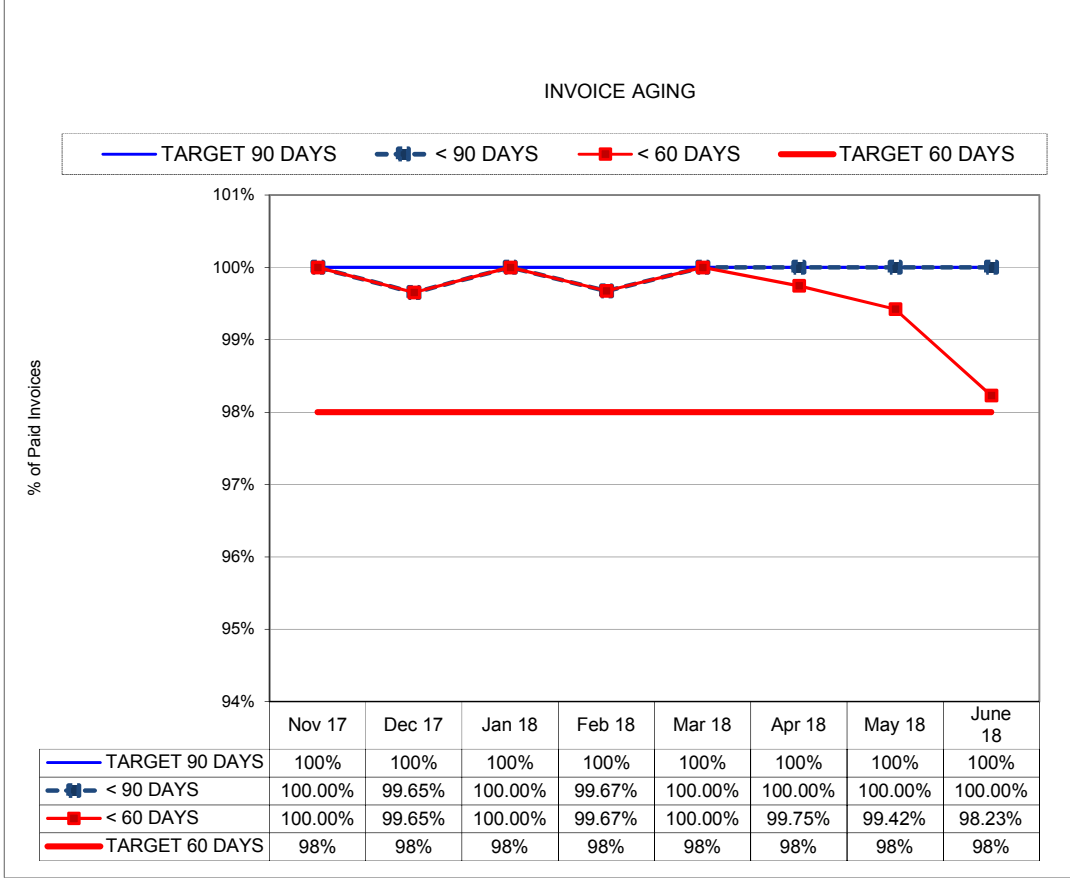
**OVERVIEW**

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 met during this period.

**98.23% of June 2018's payments were within 60 days of invoice receipt and 100.00% within 90 days. Invoices unpaid 30-60 days totaled 14; 60-90 days: 1; >90 days: 4.**





**Office of the CFO**  
Consolidated Balance Sheet

	5/31/2018	6/30/2018	Incr (decr) to equity	COMMENTS
Cash at Bank of the West	\$ 4,145,262	\$ 828,560		
LA County Investment Pool	\$ 4,971,082	\$ 7,481,846		
Cash & Investments	\$ 9,116,344	\$ 8,310,406	\$ (805,938)	Paid GA bills of \$500K and spent \$281K in TDA labor
Accounts Receivable	\$ 5,393,230	\$ 6,087,881	\$ 694,651	Reflects higher billing activity at year-end
Other Current Assets	\$ 4,856,152	\$ 5,635,228	\$ 779,075	Mostly the \$556K in tenant improvements now owed to SCAG;
Fixed Assets - Net Book Value	\$ 1,231,475	\$ 1,231,475	\$ -	No change (balance shown is as of previous year-end as full fixed asset accounting is done annually)
<b>Total Assets</b>	<b>\$ 20,597,201</b>	<b>\$ 21,264,989</b>	<b>\$ 667,788</b>	
Accounts Payable	\$ (316,546)	\$ (1,867,383)	\$ (1,550,836)	Reflects higher invoice activity at year-end
Employee-related Liabilities	\$ (286,866)	\$ (328,915)	\$ (42,049)	May had four unpaid workdays, June had five
Deferred Revenue	\$ (238,323)	\$ (513,296)	\$ (274,973)	Received \$263K in FY19 dues in June
<b>Total Liabilities and Deferred Revenue</b>	<b>\$ (841,735)</b>	<b>\$ (2,709,594)</b>	<b>\$ (1,867,858)</b>	
<b>Fund Balance</b>	<b>\$ 19,755,466</b>	<b>\$ 18,555,395</b>	<b>\$ (1,200,070)</b>	
<b>WORKING CAPITAL</b>				
	5/31/2018	6/30/2018	Incr (decr) to working capital	
Cash	\$ 9,116,344	\$ 8,310,406	\$ (805,938)	
Accounts Receivable	\$ 5,393,230	\$ 6,087,881	\$ 694,651	
Accounts Payable	\$ (316,546)	\$ (1,867,383)	\$ (1,550,836)	
Employee-related Liabilities	\$ (286,866)	\$ (328,915)	\$ (42,049)	
<b>Working Capital</b>	<b>\$ 13,906,162</b>	<b>\$ 12,201,989</b>	<b>\$ (1,704,173)</b>	



**Office of the CFO**  
*Fiscal Year-To-Date Expenditure Report Through June 30, 2018*

**COMPREHENSIVE BUDGET**

		<b>Adopted Budget</b>	<b>Amended Budget</b>	<b>Expenditures</b>	<b>Commitments</b>	<b>Budget Balance</b>	<b>% Budget Spent</b>
1	Staff & Allocated Fringe Benefits	406,555	193,400	143,599		49,801	74.2%
2	51001 Allocated Indirect Costs	335,223	173,120	128,535		44,585	74.2%
3	54300 SCAG Consultants	295,850	541,531	534,223	0	7,308	98.7%
4	54340 Legal costs	105,000	116,500	114,943	0	1,557	98.7%
5	55310 F&F Principal	-	98,150	97,023	0	1,127	98.9%
6	55315 F&F Interest	-	20,434	19,464	0	970	95.3%
7	55320 AV Principal	-	35,163	33,766	0	1,397	96.0%
8	55325 AV Interest	-	6,882	6,193	0	689	90.0%
9	55441 Payroll, bank fees	12,500	12,500	11,661	839	-	93.3%
10	55510 Office Supplies	25,000	16,000	15,904	0	96	99.4%
11	55600 SCAG Memberships	21,250	51,250	50,217	600	433	98.0%
12	55610 Professional Membership	11,500	11,500	10,323	619	559	89.8%
13	55725 Fixed Asset Write-Down	-	36,000	35,743	0	257	99.3%
14	55730 Capital Outlay	1,300,000	979,448	751,872	0	227,576	76.8%
15	55830 Conference - Registration	15,000	500	495		5	99.0%
16	55860 Scholarships	32,000	36,000	36,000		-	100.0%
17	55910 RC/Committee Mtgs	25,000	22,500	22,032		468	97.9%
18	55912 RC Retreat	5,000	500	166	5	329	33.3%
19	55914 RC General Assembly	500,000	546,500	544,907	0	1,593	99.7%
21	55915 Demographic Workshop	18,000	25,500	25,037	0	463	98.2%
22	55916 Economic Summit	80,000	100,500	100,378		122	99.9%
23	55918 Housing Summit	40,000	-	-		-	
24	55920 Other Meeting Expense	45,000	123,500	123,427	0	73	99.9%
25	55930 Miscellaneous other	12,000	56,500	56,076	0	424	99.2%
26	55940 Stipend - RC Meetings	215,925	191,925	191,350	0	575	99.7%
27	56100 Printing	10,500	8,500	8,119		381	95.5%
28	58100 Travel - outside SCAG region	44,500	85,500	85,027	0	473	99.4%
29	58101 Travel - local	25,500	38,000	37,914	0	86	99.8%
30	58110 Mileage - local	21,500	26,000	25,048	0	952	96.3%
31	58200 Travel - Reg Fees	1,000	8,000	7,708		292	96.3%
32	58800 RC Sponsorships	135,000	177,000	176,596	0	404	99.8%
33	<b>Total General Fund</b>	<b>3,738,803</b>	<b>3,738,803</b>	<b>3,393,749</b>	<b>2,063</b>	<b>342,992</b>	<b>90.8%</b>
34				-			
35	Staff & Fringe Benefits	14,739,246	15,224,155	13,168,457		2,055,698	86.5%
36	51001 Allocated Indirect Costs	12,153,156	13,627,541	11,787,086		1,840,455	86.5%
37	54300 SCAG Consultants	11,184,241	27,228,396	5,794,573	6,733,880	14,699,943	21.3%
38	54360 Pass-through Payments	3,525,186	18,880,791	8,424,962	5,374,384	5,081,446	44.6%
39	55210 Software Support	247,231	297,231	231,087	66,144	-	77.7%
40	55280 Third Party Contribution	3,250,173	3,489,808	2,866,141		623,667	82.1%
41	55620 Resource Materials - subscrib	653,040	653,040	323,221	232,306	97,513	49.5%
42	55730 Capital Outlay		1,100,000	796,982	720	302,298	72.5%
43	55810 Public Notices	-	3,500	3,415		85	97.6%
44	55920 Other Meeting Expense	36,158	36,158	1,219		34,939	3.4%
45	55930 Miscellaneous - other	766,300	382,505	66,406	4,015	312,085	17.4%
46	56100 Printing	23,000	23,000	3,844		19,156	16.7%
47	58100 Travel	185,000	190,000	153,467		36,533	80.8%
48	59090 Exp - Local Other		11,170,663	1,585,353		9,585,310	14.2%
49	<b>Total OWP &amp; TDA Capital</b>	<b>46,762,731</b>	<b>92,306,788</b>	<b>45,206,211</b>	<b>12,411,448</b>	<b>34,689,129</b>	<b>49.0%</b>
50				-			
51	<b>Comprehensive Budget</b>	<b>50,501,534</b>	<b>96,045,591</b>	<b>48,599,959</b>	<b>12,413,511</b>	<b>35,032,121</b>	<b>50.6%</b>



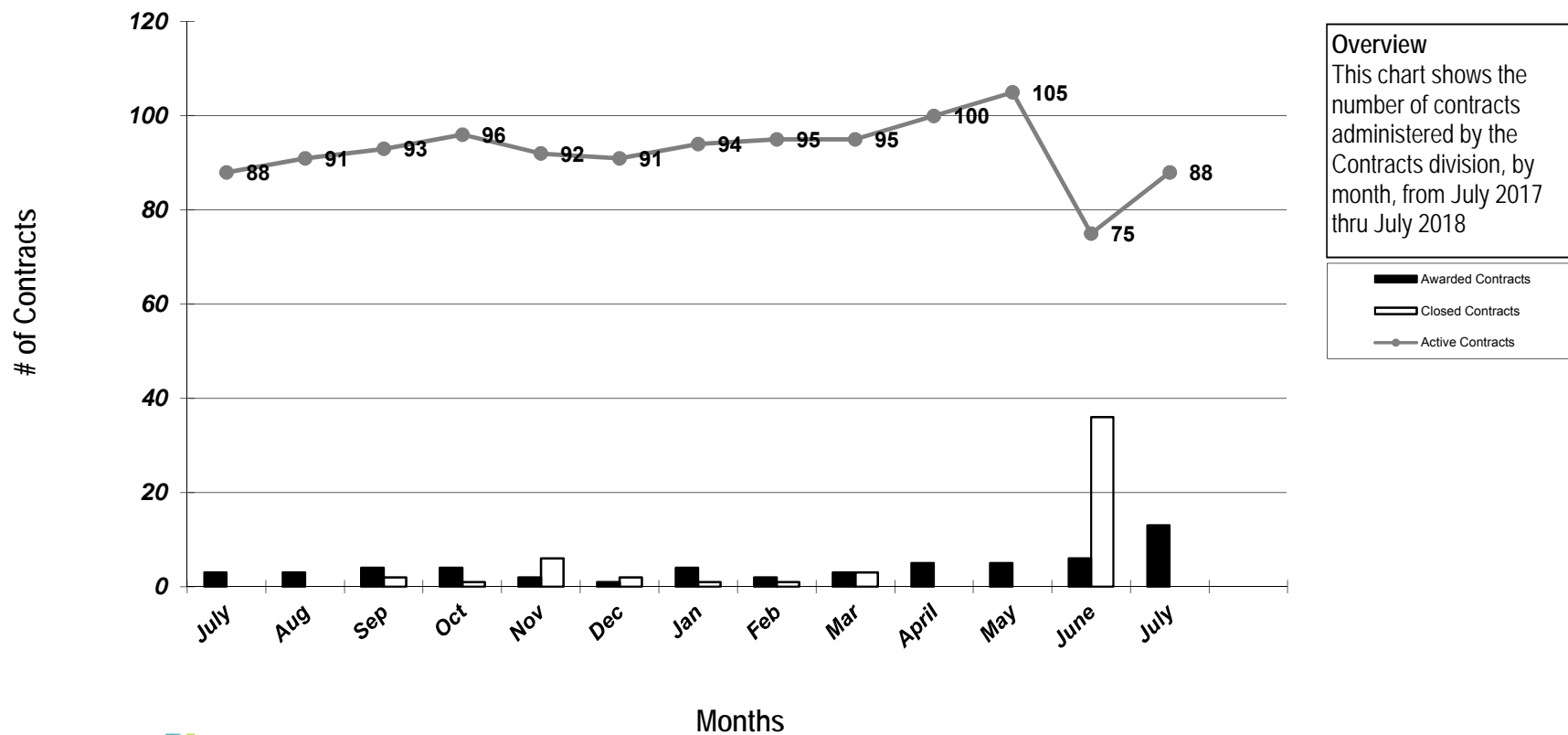
**Office of the CFO**  
*Fiscal Year-To-Date Expenditure Report Through June 30, 2018*

**INDIRECT COST EXPENDITURES**

			<b>Adopted Budget</b>	<b>Amended Budget</b>	<b>Expenditures</b>	<b>Commitments</b>	<b>Budget Balance</b>	<b>% Budget Spent</b>
1	50010	Regular Staff	3,848,626	3,857,614	4,438,819		(581,205)	115.1%
2	50013	Regular OT	-	6,500	6,433		67	99.0%
3	50014	Interns, Temps, Annuit	119,000	53,000	39,939		13,061	75.4%
4	50030	Severance	-	25,500	25,258		242	99.1%
5	51000	Allocated Fringe Benefits	2,962,884	2,961,447	3,433,760		(472,313)	115.9%
6	54300	SCAG Consultants	240,200	152,700	94,734	2,923	55,043	62.0%
7	54301	Consultants - Other	1,328,995	1,359,750	1,157,812	201,938	0	85.1%
8	54340	Legal	50,000	55,500	55,180	0	321	99.4%
9	55210	Software Support	442,916	386,416	296,289	1,949	88,178	76.7%
10	55220	Hardware Supp	66,250	121,754	120,313	1,441	0	98.8%
11	55240	Repair & Maint Non-IT	15,000	18,500	18,373	0	127	99.3%
12	55400	Office Rent 818 Offices	1,230,000	976,000	975,887	0	113	100.0%
13	55410	Office Rent Satellite	245,883	156,383	150,042	5,933	408	95.9%
14	55420	Equip Leases	120,000	120,000	77,756	20,054	22,190	64.8%
15	55425	Lease Obligation Payment	-	1,555,787	1,555,787		0	100.0%
16	55430	Equip Repairs & Maint	28,500	40,000	39,706	0	294	99.3%
17	55435	Security Services	100,000	75,000	64,218	10,782	0	85.6%
18	55440	Insurance	183,373	199,089	150,011		49,078	75.3%
19	55441	Payroll / Bank Fees	17,000	17,000	11,774	2,333	2,893	69.3%
20	55445	Taxes	6,200	8,200	5,575	1,237	1,388	68.0%
21	55460	Mater & Equip < \$5,000 *	14,000	65,500	1,378,341	0	(1,312,841)	2104.3%
22	55510	Office Supplies	74,300	67,800	65,221	2,579	0	96.2%
23	55520	Graphic Supplies	2,500	2,500	1,265	1,235	0	50.6%
24	55530	Telephone	170,000	174,500	174,390	0	110	99.9%
25	55540	Postage	10,000	5,500	251	5,249	0	4.6%
26	55600	SCAG Memberships	194,900	160,900	101,179	3,833	55,888	62.9%
27	55620	Res Mats/Subscrip	54,800	53,800	41,715	0	12,085	77.5%
28	55700	Deprec - Furn & Fixt	10,000	75,500	75,276		224	99.7%
29	55710	Deprec - Computer Equipment	120,000	75,000	-		75,000	0.0%
30	55715	Amortiz - Software	250,000	213,500	-		213,500	0.0%
31	55720	Amortiz - Leasehold Improvements	37,500	37,500	5,128		32,372	13.7%
32	55725	Fixed Asset Write-Down	-	16,000	15,548		452	97.2%
33	55800	Recruitment Notices	20,000	20,000	11,957		8,043	59.8%
34	55801	Recruitment - other	38,000	38,000	19,346	18,654	-	50.9%
35	55810	Public Notices	2,500	2,500	-		2,500	0.0%
36	55820	Training	81,500	31,500	-		31,500	0.0%
37	55830	Conference/workshops	15,000	23,250	15,126	1,069	7,054	65.1%
38	55920	Other Mtg Exp	2,500	2,500	490		2,010	19.6%
39	55930	Miscellaneous - other	1,500	24,021	10,661	411	12,949	44.4%
40	55950	Temp Help	38,500	175,000	174,768	0	232	99.9%
41	56100	Printing	30,000	29,500	15,995	5,697	7,808	54.2%
42	58100	Travel - Outside	90,500	50,750	44,423		6,327	87.5%
43	58101	Travel - Local	13,300	16,800	12,401		4,399	73.8%
44	58110	Mileage - Local	18,300	32,300	28,485		3,815	88.2%
45	58200	Travel - Reg Fees	-	30,000	24,417		5,583	81.4%
46		<b>Total Indirect Cost</b>	<b>12,294,427</b>	<b>13,570,261</b>	<b>14,934,051</b>	<b>287,317</b>	<b>(1,651,107)</b>	<b>110.0%</b>

\* Furniture and AV equipment purchased for 900 Wilshire which did not qualify for capitalization

## SCAG Contracts (Year to Date)



### Summary

The chart shows that the Contracts Department is managing Eighty-eight contracts. Thirty-seven are Cost Plus Fixed Fee contracts, 14 are fixed price contracts, and the remaining 37 are Time and Materials (T&M) contracts (includes Labor Hour and Retainer contracts). The Contracts Department anticipates issuing approximately 50 contracts for FY 2018-19. 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, 2018



<b>GROUPS</b>	<b>Authorized Positions</b>	<b>Filled Positions</b>	<b>Vacant Positions</b>
<b>Executive</b>	7	5	2
<b>Legal</b>	2	2	0
<b>Policy &amp; Public Affairs</b>	18	12	5
<b>Administration</b>	41	36	5
<b>Planning &amp; Programs</b>	64	61	3
<b>Total</b>	<b>132</b>	<b>116</b>	<b>15</b>

**OTHER POSITIONS**

<b>GROUPS</b>	<b>Limited Term Positions</b>	<b>Interns or Volunteers</b>	<b>Temp Positions</b>	<b>Agency Temps</b>
<b>Executive</b>	1	0	0	1
<b>Legal</b>	0	0	0	0
<b>Policy &amp; Public Affairs</b>	4	0	0	0
<b>Administration</b>	4	2	0	0
<b>Planning &amp; Programs</b>	8	14	0	0
<b>Total</b>	<b>17</b>	<b>16</b>	<b>0</b>	<b>1</b>





**2019 REGULAR MEETING SCHEDULE OF THE  
REGIONAL COUNCIL AND POLICY COMMITTEES**  
(APPROVED BY THE REGIONAL COUNCIL: \_\_\_\_\_)

**ALL REGULAR MEETINGS ARE SCHEDULED ON THE 1<sup>ST</sup> THURSDAY OF EACH MONTH.**

**Unless otherwise noted, all meetings will be held at:  
SCAG Headquarters Office, Wilshire Grand Center  
900 Wilshire Boulevard, Suite 1700, Los Angeles, CA 90017**

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

**REGIONAL COUNCIL OFFICERS**

President  
Alan D. Wapner, San Bernardino  
County Transportation Authority

First Vice President  
Bill Jahn, Big Bear Lake

Second Vice President  
Randon Lane, Murrieta

Immediate Past President  
Margaret E. Finlay, Duarte

**COMMITTEE CHAIRS**

Executive/Administration  
Alan D. Wapner, San Bernardino  
County Transportation Authority

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

Energy & Environment  
Linda Parks, Ventura County

Transportation  
Curt Hagman, San Bernardino  
County

<b>Executive/ Administration Committee (EAC)</b>	<b>Community, Economic and Human Development Committee (CEHD)</b>	<b>Energy and Environment Committee (EEC)</b>	<b>Transportation Committee (TC)</b>	<b>Regional Council (RC)</b>
<b>Policy Room B 9AM – 10AM</b>	<b>Policy Room B 10AM – 12PM</b>	<b>Policy Room A 10AM – 12PM</b>	<b>Board Room 10AM – 12PM</b>	<b>Board Room 12:15PM – 2PM</b>
<b>January 3, 2019</b>				
February 7, 2019				
<b>March 7, 2019</b>				
April 4, 2019				
<b>May 2 - 3, 2019</b> <b>SCAG 2019 REGIONAL CONFERENCE AND GENERAL ASSEMBLY</b> <b>LOCATION: JW MARRIOTT DESERT SPRINGS RESORT &amp; SPA, 74-855 COUNTRY CLUB DRIVE, PALM DESERT, CA 92260</b>				
June 6, 2019				
<b>July 4, 2019 ( HOLIDAY / Dark)</b>				
August 1, 2019				
September 5, 2019				
October 3, 2019 [Note: League of CA Cities Annual Conference, Long Beach, CA; Oct. 16 - 18]				
November 7, 2019				
December 5, 2019 <b>[NOTE: SCAG 9<sup>TH</sup> ANNUAL ECONOMIC SUMMIT, IN LIEU OF THE REGULARLY SCHEDULED MEETINGS LOCATION: INTERCONTINENTAL DOWNTOWN LOS ANGELES HOTEL]</b>				