Fiscal Year
2016-17

Orange County Transportation Authority

Approved Services Justifications

FISCAL YEAR 2016-17
LINE ITEM CONTROLLED SERVICES JUSTIFICATIONS

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OCTA

Division

Line Item Controlled Services

Org-Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
0017	Local Transport Auth M	7512	General On-Call Auditing Services	100,000	2
0017	Local Transport Auth M	7512	Price Review/Buy America/Audit	110,000	3
1100	CEO	7519	Strategic Management Services by M Ward & Associate	11,666	4
1120	Clerk of the Board	7629	Court Reporting Services	10,000	5
1120	Clerk of the Board	7629	Professional Photographer/Signage Services	2,200	6
1120	Clerk of the Board	7629	Publication of Official Meeting Notices	10,000	7
1120	Clerk of the Board	7629	Translation and Interpreter Service	2,500	8
1316	Security and Emergency	7519	Security Assessments	25,000	9
1316	Security and Emergency	7519	Threat Assessment	8,000	10
1316	Security and Emergency	7519	Transit System Vulnerability Assessment	300,000	11
1316	Security and Emergency	7519	Update Emergency Plans	100,000	12
1610	Internal Audit	7512	General On-call Auditing Services	75,000	13
1610	Internal Audit	7512	Price Review/Buy America/Audit	25,000	14
Subtotal Services - Executive Office				**$ 779,366**	

Division:	01	Executive Office
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7512	Prof Serv-Audit

Description	General On-Call Auditing Services	
Quantity/Cost:	1 @ $100,000	FY17-05004
Budget Request: $ 100,000		IFAS#: 0017-7512-M0201-KHL

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Qualified on-call consultants are needed to perform financial or other operational audit work and assist the Internal Audit Department in performance of audits requiring specialization and/or to supplement audit staff. Scope of work will be developed for services as required.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Consultants that perform financial or other operational audit work for OCTA should be certified public accounting firms with a license to practice in the State of California and should be able to demonstrate compliance with Government Auditing Standards.

Please explain how you arrived at the budgeted dollars requested.

General on-call auditing services are used on an as-needed basis and cannot be precisely determined. The requested budget for this line item is an estimate.

What phase of the project does this line item support?

This line item supports the second option term to be exercised for these contracted services in fiscal year 2016-17.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Internal Audit has used this account string for general auditing services for the past several years.

Division:	01	Executive Office
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7512	Prof Serv-Audit

Description	Price Review/Buy America/Audit	
Quantity/Cost:	1 @ $110,000	FY17-05005
Budget Request: $ 110,000		IFAS#: 0017-7512-M0201-KGK

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Qualified on-call consultants are needed to provide reviews of proposed pricing on OCTA contracts and Buy America audits for the Federal Transit Administration on an on-call Contract Task Order basis.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Consultants that perform price reviews or Buy America audits should be certified public accounting firms with a license to practice in the State of California and should be able to demonstrate compliance with Government Auditing Standards.

Please explain how you arrived at the budgeted dollars requested.

On-call consulting services are used on an as-needed basis and cannot be precisely determined. The requested budget for this line item is an estimate.

What phase of the project does this line item support?

This line item supports the procurement of a new contract for these services.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Internal Audit has used this account string for price reviews for the past several years.

Division:	01	Executive Office
OrgKey:	1100	CEO
Object:	7519	Prof Serv-Other Prof Services

Description — **Strategic Management Services by M Ward & Associates**

Quantity/Cost: 1 @ $11,666 — **FY17-03145**

Budget Request: $ 11,666 — **IFAS#: 1100-7519-A0001-0K2**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

1. Environmental Programs Committees make recommendations to the Board on the allocation of environmental freeway mitigation funds and monitor the implementation of a Conservation Plan between OCTA and state and federal resource agencies. The Environmental Cleanup Allocation Committee makes recommendations to the Board on the allocation of funds for water quality improvement projects. The Consultant provides advice and guidance to staff on the appropriate management of these committees, assists staff in planning meetings and setting the agenda, and shall also attend and participate in committee meetings.

2. Environmental Mitigation Program.   A) Finalize Conservation Plan and Implementing Agreement, B) Establish an Endowment to pay for long-term management and maintenance of the Preserves, and C) establish the allocation of future revenues to offset impacts of highway projects. Additionally provide advice and guidance to staff as well as providing financial forecasts and assumptions for future revenue streams.

3. Environmental Cleanup Program. The consultant will provide advice and guidance to manage the program.

4. General Administration. Consultant may provide support to the CEO/Executive Team and the Chair in developing the Strategic Business Plan

5. Miscellaneous Services. Consultant shall support efforts to ensure implementation of all elements of Ordinance No. 3 and requirements related to delivery of M2 projects and programs, in addition to assisting in the development and/or completion of the annual M2 reporting, M2020 Plan review, tri-annual performance review, and risk management.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Strategic Manager

Please explain how you arrived at the budgeted dollars requested.

Work is continuing for contract that was budgeted in prior year.

What phase of the project does this line item support?

Various

Division:	01	Executive Office
OrgKey:	1120	Clerk of the Board
Object:	7629	Other Services

Description	Court Reporting Services	
Quantity/Cost:	1 @ $10,000	**FY17-03183**
Budget Request: $ 10,000		**IFAS#: 1120-7629-A0001-QW4**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

These court reporting services will provide legal documents that are certified by a registered court reporter for approximately ten public hearings. These court reporting services are mandated by law for specific public hearings held by the OCTA Board of Directors.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert / certified court reporting services required.

Please explain how you arrived at the budgeted dollars requested.

Budgeted amount based on previous years' cost for services.

What phase of the project does this line item support?

N/A

Division:	01	Executive Office
OrgKey:	1120	Clerk of the Board
Object:	7629	Other Services

Description	**Professional Photographer/Signage Services**	
Quantity/Cost:	**1 @ $2,200**	**FY17-03182**
Budget Request: $ 2,200		**IFAS#: 1120-7629-A0001-QVD**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Professional photographer services for the OCTA Board of Directors and signage for Board and Committee meetings.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional photography services / signage services.

Please explain how you arrived at the budgeted dollars requested.

Budgeted amount is based on previous years' costs for similar services.

What phase of the project does this line item support?

N/A

Division:	**01**	**Executive Office**
OrgKey:	**1120**	**Clerk of the Board**
Object:	**7629**	**Other Services**

Description	**Publication of Official Meeting Notices**
Quantity/Cost:	**1 @ $10,000**
Budget Request: $ 10,000	

FY17-03181

IFAS#: 1120-7629-A0001-QV4

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Publications of approximately ten official meeting notices in the Orange County Register, Unidos, or newspapers of general circulation in Orange County. The law mandates publication of public hearing notices by the OCTA Board of Directors.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert periodical services to be in compliance with the mandates to notice a public hearing and action of the Board of Directors for an approved ordinance or amended ordinance.

Please explain how you arrived at the budgeted dollars requested.

Meeting notices vary between $300 to $2,400 per notice, depending on the newspaper circulation.

What phase of the project does this line item support?

N/A

Division:	**01**	**Executive Office**
OrgKey:	**1120**	**Clerk of the Board**
Object:	**7629**	**Other Services**

Description	**Translation and Interpreter Service**	
Quantity/Cost:	**1 @ $2,500**	**FY17-03184**
Budget Request: $ 2,500		**IFAS#: 1120-7629-A0001-QW5**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Professional language translation and sign language interpreter as requested by the public and required under the Americans with Disabilities Act for OCTA public meetings.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert-level translation / sign language services.

Please explain how you arrived at the budgeted dollars requested.

Budgeted amount based on previous years' cost for similar services.

What phase of the project does this line item support?

N/A

Division:	01	Executive Office
OrgKey:	1316	Security and Emergency Preparedness
Object:	7519	Prof Serv-Other Prof Services

Description	Security Assessments	
Quantity/Cost:	1 @ $25,000	FY17-04628
Budget Request: $ 25,000		IFAS#: 1316-7519-A0001-065

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Scope of work includes assessment of external lighting of bus bases, transit centers and administrative building. Assessment includes preparation, diagram, photograph and reporting of OCTA's security illumination.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Subject matter expert in security lighting using Crime Prevention Through Environmental Design (CPTED) and Illuminating Engineering Society (IES) lighting standards and principles

Please explain how you arrived at the budgeted dollars requested.

Estimate provided by subject matter expert

What phase of the project does this line item support?

N/A

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

new business need

Division:	01	Executive Office
OrgKey:	1316	Security and Emergency Preparedness
Object:	7519	Prof Serv-Other Prof Services

Description	Threat Assessment	
Quantity/Cost:	1 @ $8,000	FY17-03562
Budget Request:	$ 8,000	IFAS#: 1316-7519-D0001-TYJ

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

As-needed consultation from threat assessment expert(s), usually forensic psychologist(s), when requested by the Manager, Security and Emergency Preparedness to manage potential threats to OCTA employees.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Threat assessment expert(s) are typically forensic psychologist(s) and are needed to insure the safety of the staff.

Please explain how you arrived at the budgeted dollars requested.

This budget is an estimate based on staff's recommendation.

What phase of the project does this line item support?

Assessment phase.

Division:	01	Executive Office
OrgKey:	1316	Security and Emergency Preparedness
Object:	7519	Prof Serv-Other Prof Services

Description	Transit System Vulnerability Assessment	
Quantity/Cost:	1 @ $300,000	FY17-05680
Budget Request: $	300,000	IFAS#: 1316-7519-D4825-0KT

Grant Funded:	☑ Other Fed Financial Assistance	$300,000
Account:	0030-6036-D4825-XGJ	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Requesting budget authority to procure a qualified contractor to perform a technical security assessment of OCTA's industrial control systems and related networks, including its Bus Transit Technical Infrastructure and Communication System, at OCTA's Anaheim, Garden Grove base and Annex, Irvine Sand Canyon, Irvine Construction Circle and Santa Ana base facilities, as well as key communication facilities. This project will allow OCTA to identify previously unknown vulnerabilities and identify ways to mitigate those vulnerabilities.

In addition to the stationary systems located at OCTA's base facilities, there are several communication and network systems onboard OCTA's fleet of transit vehicles. The result of the assessment will include a summary of findings, a prioritized ranking of the vulnerabilities, and suggested mitigation steps.

Once completed, the assessment will support the development of table top exercises to assess OCTA's Cyber Incident Response Plan as it relates to bus transit infrastructure and business operation systems, develop improvements to the Response Plan, and identify areas for further remediation. The investment addresses the following National Preparedness Goals (NPG) Core capabilities by assessing OCTA's industrial control systems, related networks and OCTA's response to a Cyber Incident.

•Protection: Operational Coordination
•Protection: Access Control and Identity Verification
•Protection: Cyber Security
•Protection: Risk Management for Protection Programs and Activities
•Mitigation: Operational Coordination
•Mitigation: Critical Transportation
•Mitigation: Infrastructure Systems
•Response: Situational Assessment
•Recovery: Operational Coordination
•Recovery: Infrastructure Systems

This will be a federal procurement, utilizing a qualified firm to perform the assessment, document the findings, and conduct the table top exercise to ensure the cyber security of the OCTA's industrial control systems and related data and communications networks.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

OCTA will federally procure a qualified firm to perform the assessment, document the findings, and conduct the table top exercise to ensure the cyber security of the OCTA's industrial control systems and related data and communications networks

Please explain how you arrived at the budgeted dollars requested.

Budget was determined based on a rough estimate of a similar scoped project.

What phase of the project does this line item support?

Initial phase of the assessment.

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

No, however, OCTA's transit systems may be at risk and a target for future cyber attacks.

Division:	01	Executive Office
OrgKey:	1316	Security and Emergency Preparedness
Object:	7519	Prof Serv-Other Prof Services

Description	Update Emergency Plans	
Quantity/Cost:	1 @ $100,000	**FY17-03561**
Budget Request:	$ 100,000	**IFAS#: 1316-7519-D0001-0AF**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Federal and industry standards require that emergency plans be reviewed and updated every three years. Below is a list of the items that are included in this review, but are not all done every year. They are reviewed according to the review cycle applied to each one in three year intervals in order for OCTA to remain compliant to the rules.

- Emergency Operations Plan (EOP)
- System Security and Emergency Preparedness Plan (SSEPP)
- Emergency Recovery Plan (ERP)
- Continuity of Operations Plan (COOP)

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Subject matter expert in emergency preparedness.

Please explain how you arrived at the budgeted dollars requested.

Based on informal estimates provided by subject matter experts.

What phase of the project does this line item support?

Planning phase.

Division:	**01**	**Executive Office**
OrgKey:	**1610**	**Internal Audit**
Object:	**7512**	**Prof Serv-Audit**

Description	**General On-call Auditing Services**	
Quantity/Cost:	**1 @ $75,000**	**FY17-03827**
Budget Request: $ 75,000		**IFAS#: 1610-7512-A0001-KHL**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Qualified on-call consultants are needed to perform financial or other operational audit work and assist the Internal Audit Department in performance of audits requiring specialization and/or to supplement audit staff. Scope of work will be developed for services as required.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Consultants that perform financial or other operational audit work for OCTA should be certified public accounting firms with a license to practice in the state of California and should be able to demonstrate compliance with Government Auditing Standards.

Please explain how you arrived at the budgeted dollars requested.

General on-call auditing services are used on an as-needed basis and cannot be precisely determined. The requested budget for this line item is an estimate.

What phase of the project does this line item support?

This line item supports the second option term to be exercised for these contracted services in fiscal year 2016-17.

Division:	**01**	**Executive Office**
OrgKey:	**1610**	**Internal Audit**
Object:	**7512**	**Prof Serv-Audit**

Description	**Price Review/Buy America/Audit**	
Quantity/Cost:	**1 @ $25,000**	**FY17-03828**
Budget Request: $ 25,000		**IFAS#: 1610-7512-A1211-KGK**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Qualified on-call consultants are needed to provide reviews of proposed pricing on OCTA contracts and Buy America audits for the Federal Transit Administration on an on-call Contract Task Order basis.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Consultants that perform price reviews or Buy America audits should be certified public accounting firms with a license to practice in the state of California and should be able to demonstrate compliance with Government Auditing Standards.

Please explain how you arrived at the budgeted dollars requested.

On-call consulting services are used on an as-needed basis and cannot be precisely determined. The requested budget for this line item is an estimate.

What phase of the project does this line item support?

This line item supports the procurement of a new contract for these services.

Line Item Controlled Services

Org-Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
0011	Local Transportation Fu	7519	State Board of Equalization (SBOE) Fees	1,751,798	17
0012	Orange County Unified	7515	Investment Fees	9,876	18
0013	Svc Auth For Fwy Emer	7515	Investment Fees	4,731	19
0014	Svc Auth For Abandone	7515	Investment Fees	4	20
0017	Local Transport Auth M	7515	Investment Fees	949,373	21
0017	Local Transport Auth M	7519	Economic advisory services for taxable sales forecasting	40,000	22
0017	Local Transport Auth M	7519	Financial Advisory Services	300,000	23
0017	Local Transport Auth M	7519	Rating Agency Fees	300,000	24
0017	Local Transport Auth M	7519	Rebate Report	15,000	25
0017	Local Transport Auth M	7519	State Board of Equalization (SBOE) Fees	3,420,000	26
0017	Local Transport Auth M	7519	Trust Services for Long Term Debt	15,000	27
0030	Orange County Transit	7515	Investment Fees	449,831	28
0034	OCTAP	7515	Investment Fees	939	29
0036	91 Express Lanes	7515	Investment Fees	186,438	30
0036	91 Express Lanes	7519	91 Express Lanes Marketing Campaign	320,000	31
0036	91 Express Lanes	7519	Consultant / Financial Advisory Services	50,000	32
0036	91 Express Lanes	7519	Consultant / Operations & Technical Support Services	150,000	33
0036	91 Express Lanes	7519	Contract Telecom Technician	50,000	34
0036	91 Express Lanes	7519	Customer Newsletter and Annual Report	60,000	35
0036	91 Express Lanes	7519	Debt Rating Fees	60,000	36
0036	91 Express Lanes	7519	Marketing to Promote Statewide Interoperability	30,000	37
0036	91 Express Lanes	7519	Public Awareness Campaign for Pavement Rehabilitation	60,000	38
0036	91 Express Lanes	7519	Traffic and Revenue Analysis	100,000	39
0036	91 Express Lanes	7519	Trustee Services	6,500	40
0036	91 Express Lanes	7629	Armored Car Services	6,300	41
0036	91 Express Lanes	7629	Network Evaluation / PCI Compliance	13,500	42
0037	I-405 Express Lane	7519	Cost of Issuance Expenses	500,000	43
0037	I-405 Express Lane	7519	Financial Advisory Services	300,000	44
0037	I-405 Express Lane	7519	TIFIA Loan Fees	450,000	45
0040	Internal Service Fund -	7515	Investment Fees	18,296	46
0041	Int Ser Fund - Workers'	7515	Investment Fees	31,155	47
0093	CURE Orange Cty-Inlan	7515	Investment Fees	55,544	48
1210	Finance & Administratio	7519	Management Studies Fee	25,000	49
1230	Treasury & Public Finan	7519	Custodial Services	55,000	50
1230	Treasury & Public Finan	7519	Investment Advisory Fees	8,000	51
1240	Accounting & Financial	7519	Training for the Accounting system upgrade	50,000	52
1240	Accounting & Financial	7629	Banking Fees - Bank of the West	100,000	53
1241	Revenue Facility	7629	Armored Vehicle Service	196,890	54
1241	Revenue Facility	7629	Fare Collection Processing	207,398	55
1250	Financial Planning & An	7519	System Manager (Outsourced)	177,240	56

Finance and Administration Services

Org-Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
1270	Contracts Admin & Mtls	7519	Disadvantaged Business Enterprise Consulting Services	275,000	57
1270	Contracts Admin & Mtls	7629	Small Business Training	40,000	58
1275	Materials Management	7629	Freight Transportation Services	5,000	59
1281	IS Administration	7519	Security Information and Event Management Services (S	240,000	60
1281	IS Administration	7519	Technology Advisory Services	90,000	61
1281	IS Administration	7519	Two Factor Authentication	5,000	62
1281	IS Administration	7519	Unlimited Access to Tactical IT Documents	8,000	63
1282	Proj Mngt/Business Intel	7519	Enterprise Content Management	100,000	64
1282	Proj Mngt/Business Intel	7519	Full Time Contracted Business Computing Solutions Spe	185,000	65
1282	Proj Mngt/Business Intel	7519	Full Time Contracted Data Warehouse Architect	150,000	66
1282	Proj Mngt/Business Intel	7519	Full Time Contracted Project Manager	180,000	67
1282	Proj Mngt/Business Intel	7519	Full Time Contracted SharePoint Application Support Sp	150,000	68
1282	Proj Mngt/Business Intel	7519	Technical Consulting and Support	20,000	69
1283	IS Technology & User S	7519	Help Desk & Desktop Operations Services	165,000	70
1284	IS Technical Services	7519	Contract Computer Operator/Systems Engineer	235,000	71
1284	IS Technical Services	7519	Data Center Colocaton Services/Infrastructure as a Servi	360,000	72
1284	IS Technical Services	7519	Lync Classroom Training	15,000	73
1284	IS Technical Services	7519	Offsite Data Storage	25,000	74
1285	E'prise Comp Solut'n &	7519	Ellipse v8 Upgrade Support	90,000	75
1285	E'prise Comp Solut'n &	7519	Kronos version 8 Hosting	24,000	76
1285	E'prise Comp Solut'n &	7519	LawsonVersion 10 Hosting	240,000	77
1285	E'prise Comp Solut'n &	7519	Operations System Application Support and Administrati	150,000	78
1285	E'prise Comp Solut'n &	7519	Supplemental Technology Resource	5,000	79
1290	General Services	7519	Lost and Found	68,232	80
1290	General Services	7629	Office Equipment and Relocation Services	30,000	81
1313	Internal Communication	7519	Digital Asset Management System	30,000	82
1313	Internal Communication	7519	eForms	55,000	83
1313	Internal Communication	7519	Graphic Design Services	2,000	84
1313	Internal Communication	7519	Microsoft SharePoint	50,000	85
1313	Internal Communication	7519	Photography Services	12,000	86
Subtotal Services - Finance and Administration				**$ 13,528,045**	

Division:	02	Finance and Administration
OrgKey:	0011	Local Transportation Fund
Object:	7519	Prof Serv-Other Prof Services

Description	State Board of Equalization (SBOE) Fees	
Quantity/Cost:	1 @ $1,751,798	FY17-04473
Budget Request: $ 1,751,798		IFAS#: 0011-7519-A0001-F11

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

State Board of Equalization (SBOE) administrative fees for the Local Transportation Fund (LTF).

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

The amount is based on 1.1% of the FY 2016-17 LTF sales tax estimate.

What phase of the project does this line item support?

N/A

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

N/A

Division:	**02**	**Finance and Administration**
OrgKey:	**0012**	**Orange County Unified Transportation Trust**
Object:	**7515**	**Investment Fee - Port Mgr**

Description	**Investment Fees**	
Quantity/Cost:	**1 @ $9,876**	**FY17-05313**
Budget Request:	**$ 9,876**	**IFAS#: 0012-7515-A1004-F12**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

N/A

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

Investment fees are based on staff's estimated rates and cash balance for the upcoming fiscal year.

What phase of the project does this line item support?

N/A

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis

Division:	02	**Finance and Administration**
OrgKey:	**0013**	**Svc Auth For Fwy Emergencies**
Object:	**7515**	**Investment Fee - Port Mgr**

Description	**Investment Fees**	
Quantity/Cost:	**1 @ $4,731**	**FY17-05314**
Budget Request: $ 4,731		**IFAS#: 0013-7515-S1001-F13**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

  N/A

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

  N/A

Please explain how you arrived at the budgeted dollars requested.

  Investment fees are based on staff's estimated rates and the cash balances for the upcoming fiscal year.

What phase of the project does this line item support?

  N/A

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

  Budgeting for continuing work on an on-going basis

Division:	**02**	**Finance and Administration**
OrgKey:	**0014**	**Svc Auth For Abandoned Vehicle**
Object:	**7515**	**Investment Fee - Port Mgr**

Description	**Investment Fees**	
Quantity/Cost:	**1 @ $4**	**FY17-05315**
Budget Request: $ 4		**IFAS#: 0014-7515-S2001-F14**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

N/A

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

Investment fees are based on staff's estimated rates and the cash balances for the upcoming fiscal year.

What phase of the project does this line item support?

N/A

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis

Division:	02	Finance and Administration
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7515	Investment Fee - Port Mgr

Description	**Investment Fees**	
Quantity/Cost:	**1 @ $949,373**	**FY17-05316**
Budget Request: $	**949,373**	**IFAS#: 0017-7515-M0201-F17**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

 N/A

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

 N/A

Please explain how you arrived at the budgeted dollars requested.

 Investment fees are based on staff's estimated rates and the cash balances for the upcoming fiscal year.

What phase of the project does this line item support?

 N/A

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

 Budgeting for continuing work on an on-going basis

Division:	02	Finance and Administration
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Economic advisory services for taxable sales forecasting as well as other economic services	
Quantity/Cost:	4 @ $10,000	FY17-04471
Budget Request: $	40,000	IFAS#: 0017-7519-M0201-F5C

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The Orange County Transportation Authority requires a taxable sales/economic forecast for Orange County through the sunset of Measure M2 in 2041. This information will contain general economic data as well as projections of taxable sales transactions that serve as the main indicators of the Authority's future revenue streams.

The forecasted information obtained from the taxable sales/economic forecast is incorporated into all of the Authority's short and long term planning models. Authority documents utilizing the economic data include the Annual Budget, the Comprehensive Business Plan, rating agency/investor presentation books, and presentations to the Board of Directors. Since the information will be incorporated in the Authority's planning documents, the consultant may be referenced in various Authority official documents and public meetings.

The consultant shall provide the following specific elements for each contract year of forecast.

•Quarterly Orange County taxable sales projections through the fourth quarter of 2018

•Annual Orange County taxable sales projections through year 2041 for both calendar and OCTA fiscal year (July through June) including a baseline, optimistic, and pessimistic forecast

•Annual inflation and real taxable sales growth rates for each calendar and fiscal year forecasted

•Annual Orange County non-agricultural wage and salary employment forecasts through year 2041

•General narrative and explanation including major assumptions that drive the results of the forecast

•Explanation of any significant changes from the previous year's forecast (i.e. March benchmark employment numbers, etc.)

On an as needed basis, the consultant shall provide the Authority with opinions and evaluations for issues and events that may affect or change Orange County's economy. The consultant will also be required to conduct presentations to the Authority's Board of Directors and/or other Authority related committees.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert-level economist

Please explain how you arrived at the budgeted dollars requested.

The budgeted amounts are based on actual contracts from the past.

What phase of the project does this line item support?

This supports the revenue side of the program for all phases.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This is a budget for annual work. There are no current budget year funds.

Division:	02	Finance and Administration
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Financial Advisory Services	
Quantity/Cost:	1 @ $300,000	FY17-04476
Budget Request: $ 300,000		IFAS#: 0017-7519-M0201-GRV

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The financial advisor provides on-going financial advice to the OCTA and assists with existing and future financing needs. The financial advisor shall be available as determined by the OCTA to provide analysis, consultation and support for all financial and other related matters affecting the capital and operating finances of the OCTA. The financial advisor may be requested to assist staff in the following areas:
* Provide creative solutions to funding, financing, cash flow and other monetary challenges
* Evaluate potential bond issues, refunding, advance refunding, short-term financing mechanisms, leases and derivative products
* Assist staff in soliciting proposals for bond counsel, underwriter (s), issuing and paying agents, letter of credit providers, liquidity providers, trustees, printers etc., if necessary
* Assist in the structuring of Transportation Infrastructure Finance and Innovation Act (TIFIA) financing and Bond/Tax-Exempt Commercial Paper (TECP) issues including: rating agency / investor preparations, sizing and timing of sale, call ability, maturities, reserve funds, capitalized interest, and other matters which may assist in obtaining the lowest interest cost for the issue
* Provide advice, written analysis and assistance regarding the benefits of possible credit enhancements and/or the use of derivative products
* Prepare written reports before and after pricing indicating market comparables (including gross spread, management fee and takedown comparables) and overall market conditions
* Serve as the OCTA's agent with respect to the pricing of bonds and minimizing the cost of issuance
* Provide oral and/or written updates to the Board of Directors and sub-committees

Financial Advisory Services is to provide the following benefits to OCTA:
* Assist the OCTA staff in the review of all bond allocations to assure equity among the financing team and assist in the preparation of a written report supporting the bond allocation process
* Assist in the preparation of debt reports to the Board of Directors and/or sub-committees
* Assist with the annual rating agency/investor presentation meetings

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Extensive experience in debt and other public finance instruments.

Please explain how you arrived at the budgeted dollars requested.

The budgeted amount is based on historical costs as well as industry norms.

What phase of the project does this line item support?

The debt and investment phase of the project is supported by this item.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This budget is based on continuing work on an ongoing basis.

Division:	**02**	**Finance and Administration**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Rating Agency Fees**	
Quantity/Cost:	**1 @ $300,000**	**FY17-04477**
Budget Request: $ 300,000		**IFAS#: 0017-7519-FK101-TUX**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

OCTA's debt program must be rated by nationally recognized rating agency firms to be included in investor portfolios. OCTA currently has over $330 million outstanding in existing M2 debt. OCTA may issue additional M2 debt for the I-405 Improvement Project. The ratings will allow investors to make a credit determination on the existing and future securities.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The debt ratings can only be issued by recognized experts in this field.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on past cost experience for this service as well as additional funds that are budgeted for a potential future issuance.

What phase of the project does this line item support?

This line item supports the ongoing debt management phase of Measure M2.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

These funds are based on ongoing work.

Division:	02	Finance and Administration
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Rebate Report	
Quantity/Cost:	1 @ $15,000	FY17-04478
Budget Request: $ 15,000		IFAS#: 0017-7519-M0201-HP8

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

A rebate report is needed and will be prepared and distributed to the trustee and be made available to investors. The IRS will also get a copy of the calculations.

A separate arbitrage report will be required for the different series of bonds or Commercial Paper issuances and it must be performed every five years or when the final maturity occurs on the debt issuances. The report is required by the IRS and it will determine if the OCTA has to refund excess interest revenues to the IRS.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

A rebate report can only be prepared by a firm with knowledge of IRS rebate regulations.

Please explain how you arrived at the budgeted dollars requested.

The budgeted amount is based on past experience and market norms.

What phase of the project does this line item support?

This line item supports the debt/investment phase of Measure M2.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

These funds are based on continuing work.

Division:	02	Finance and Administration
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	State Board of Equalization (SBOE) Fees	
Quantity/Cost:	1 @ $3,420,000	**FY17-04474**
Budget Request: $ 3,420,000		**IFAS#: 0017-7519-M0200-F17**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

State Board of Equalization (SBOE) fees are for administration of Local Transportation Act (LTA).

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

SBOE fees are 1.1% of FY 2016-17 estimated LTA sales tax.

What phase of the project does this line item support?

N/A

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

N/A

Division:	02	Finance and Administration
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Trust Services for Long Term Debt	
Quantity/Cost:	1 @ $15,000	FY17-04479
Budget Request: $ 15,000		IFAS#: 0017-7519-M0201-TT7

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Trust Services are needed to manage the ongoing oversight of the OCTA's long-term debt. The purpose of a Trustee is to have a financial institution with trust powers to act in a fiduciary capacity for the benefit of the bondholders in enforcing the terms of the bond contract. Some of the services the Trustee provides include:

* Receive and hold in trust certain funds, including but not limited to, sales tax revenues and certain bond proceeds, and allocation of the funds to various accounts and to various parties, as provided by the bond documents.
* Maintain a system for registration, exchange and transfer of the bonds.
* Invest funds held in designated accounts in qualified investment securities, as defined in the bond documents, in accordance with direction from the OCTA.
* Pay principal and interest components to bondholders from designated accounts.

The current Trustee is responsible for all long-term Measure M2 debt.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

A Trust Management Company must perform this service.

Please explain how you arrived at the budgeted dollars requested.

The amount is based on past experience as well as industry norms.

What phase of the project does this line item support?

This line item supports the debt/investment phase of Measure M2.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

These funds are based on continuing work.

Division:	02	Finance and Administration
OrgKey:	0030	Orange County Transit District
Object:	7515	Investment Fee - Port Mgr

Description	Investment Fees	
Quantity/Cost:	1 @ $449,831	**FY17-05317**
Budget Request: $ 449,831		**IFAS#: 0030-7515-D0001-F30**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

   N/A

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

   N/A

Please explain how you arrived at the budgeted dollars requested.

   Investment fees are based on staff's estimated rates and the cash balances for the upcoming fiscal year.

What phase of the project does this line item support?

   N/A

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

   Budgeting for continuing work on an on-going basis

Division:	02	Finance and Administration
OrgKey:	0034	OCTAP
Object:	7515	Investment Fee - Port Mgr

Description	Investment Fees	
Quantity/Cost:	1 @ $939	FY17-05318
Budget Request: $ 939		IFAS#: 0034-7515-A4407-F34

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

N/A

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

Investment fees are based on staff's estimated rates and the cash balances for the upcoming fiscal year.

What phase of the project does this line item support?

N/A

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis

Division:	02	Finance and Administration
OrgKey:	0036	91 Express Lanes
Object:	7515	Investment Fee - Port Mgr

Description	Investment Fees	
Quantity/Cost:	1 @ $186,438	FY17-05319
Budget Request: $	186,438	IFAS#: 0036-7515-B0001-F36

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

N/A

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

Investment fees are based on staff's estimated rates and the cash balances for the upcoming fiscal year.

What phase of the project does this line item support?

N/A

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis

Division:	02	Finance and Administration
OrgKey:	0036	91 Express Lanes
Object:	7519	Prof Serv-Other Prof Services

Description	91 Express Lanes Marketing Campaign	
Quantity/Cost:	1 @ $320,000	FY17-04902
Budget Request: $ 320,000		IFAS#: 0036-7519-B0001-H2H

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The planning, development and execution of promotional marketing programs and materials to create awareness and trial usage for the 91 Express Lanes, increase new accounts and number of transponders in circulation, enhance the satisfaction and perceived value.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Marketing and design services

Please explain how you arrived at the budgeted dollars requested.

Estimate of the following:
$25K Design, $25K Print/Production, $60K Online ads, $50K Mobile ads, $60K Billboards, $25K Outreach/Partnerships, $25K Video and $50K Mobile app/website development.

What phase of the project does this line item support?

On-going

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

On-going basis

Division:	**02**	**Finance and Administration**
OrgKey:	**0036**	**91 Express Lanes**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Consultant / Financial Advisory Services**	
Quantity/Cost:	**1 @ $50,000**	**FY17-04808**
Budget Request: $ 50,000		**IFAS#: 0036-7519-B0001-AHA**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Financial advisory services for the debt associated with the 91 Express Lanes. The financial advisor will provide assistance with projects involving traffic and revenue studies of the 91 Express Lanes.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

Based upon upcoming projects impacting the 91 Express Lanes.

What phase of the project does this line item support?

N/A

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Services provided on on-going basis.

Division:	02	Finance and Administration
OrgKey:	0036	91 Express Lanes
Object:	7519	Prof Serv-Other Prof Services

Description	Consultant / Operations & Technical Support Services	
Quantity/Cost:	1 @ $150,000	FY17-04810
Budget Request: $	150,000	IFAS#: 0036-7519-B0001-CH2

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Consultants will provide operational, technical and strategic support for the 91 Express Lanes. Some projects may include: Engineering and technical support, operational studies, evaluating emerging technological enhancements and analyzing the feasibility, or potential impacts, of implementation.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Toll Road operations, tolling technologies, toll collection systems, system integration and installation, ITS (Intelligent Transportation System) planning, Design and Implementation.

Please explain how you arrived at the budgeted dollars requested.

Based upon contracted amount.

What phase of the project does this line item support?

N/A

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Services provided on as-needed basis.

Division:	02	Finance and Administration
OrgKey:	0036	91 Express Lanes
Object:	7519	Prof Serv-Other Prof Services

Description	Contract Telecom Technician	
Quantity/Cost:	1 @ $50,000	FY17-05986
Budget Request:	$ 50,000	IFAS#: 0036-7519-B0001-09U

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Help Desk ticket requests for telecommunications support needs increased over 50% from FY 2013-14 levels to FY 2014-15. In FY 2015-16, demand for desktop level telecom assistance remains high at 35% over previous years. Originally, Information Systems expected that this volume of telecom related Help Desk requests would decrease as employees became more familiar with the new Microsoft Lync Voice technology and features. However, as staff became more familiar with Lync, they requested assistance with Lync's more advanced collaborative features, which while increasing OCTA staff productivity, has resulted in the need for additional technical labor to support this need.

The contracted telecom technician is needed to support ongoing help desk tasks such as assisting end users with the use of Lync features, phone and voicemail functions, and warranty replacements and repair phone equipment.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Knowledge of, and experience with, telecommunications technology and Microsoft Windows, Outlook, and Lync.

Please explain how you arrived at the budgeted dollars requested.

Estimated $65 hourly rate, 4 months.

What phase of the project does this line item support?

The contract telecom technician is an ongoing need.

Division:	**02**	**Finance and Administration**
OrgKey:	**0036**	**91 Express Lanes**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Customer Newsletter and Annual Report**	
Quantity/Cost:	**1 @ $60,000**	**FY17-04901**
Budget Request: $ 60,000		**IFAS#: 0036-7519-B0001-H2F**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Development of quarterly customer newsletter and annual reports, which provide information on the 91 Express Lanes to customers and stakeholders.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Design and copywriting qualifications.

Please explain how you arrived at the budgeted dollars requested.

Based upon historical amounts.

What phase of the project does this line item support?

On-going

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

On-going basis.

Division:	02	Finance and Administration
OrgKey:	0036	91 Express Lanes
Object:	7519	Prof Serv-Other Prof Services

Description	Debt Rating Fees	
Quantity/Cost:	1 @ $60,000	FY17-04900
Budget Request:	$ 60,000	IFAS#: 0036-7519-B0050-AGQ

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Annual ratings on the 91 Express Lanes' debt. The OCTA's obligations must be rated by nationally recognized rating services to be able to trade in the secondary markets. The ratings will allow investors to make a determination of whether to include the OCTA's notes in their portfolios.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Nationally recognized rating services.

Please explain how you arrived at the budgeted dollars requested.

Based upon historical amounts.

What phase of the project does this line item support?

On-going

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

On-going basis.

Division:	**02**	**Finance and Administration**
OrgKey:	**0036**	**91 Express Lanes**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description **Marketing to Promote Statewide Interoperability**

Quantity/Cost: **1 @ $30,000** **FY17-05157**

Budget Request: $ 30,000 **IFAS#: 0036-7519-B0001-H2N**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

OCTA's share to promote statewide interoperability awareness for all California Toll Operators Committee.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Marketing, public relations qualifications.

Please explain how you arrived at the budgeted dollars requested.

Estimate based on staff's projected need.

What phase of the project does this line item support?

N/A

Division:	02	Finance and Administration
OrgKey:	0036	91 Express Lanes
Object:	7519	Prof Serv-Other Prof Services

Description	Public Awareness Campaign for Pavement Rehabilitation Project	
Quantity/Cost:	1 @ $60,000	FY17-04903
Budget Request: $	60,000	IFAS#: 0036-7519-B0001-N10

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Public communications and media relations program to communicate to customers and the travelers who use the SR-91 of the potential impact of the pavement project in order to minimize congestion and delay.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Public communications, advertising, media relations.

Please explain how you arrived at the budgeted dollars requested.

Estimate based on staff's projection.

What phase of the project does this line item support?

Pre-construction and construction phase

Division:	02	Finance and Administration
OrgKey:	0036	91 Express Lanes
Object:	7519	Prof Serv-Other Prof Services

Description	Traffic and Revenue Analysis	
Quantity/Cost:	1 @ $100,000	FY17-04899
Budget Request: $	100,000	IFAS#: 0036-7519-B0001-DXT

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Consultant assistance is required to conduct traffic and revenue analysis to the 91 Express Lanes. Consultant will take into consideration any capacity improvements identified in the State Route 91 Implementation Plan.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expertise and experience performing traffic and revenue study in the United States.

Please explain how you arrived at the budgeted dollars requested.

Based upon historical expenditure activity.

What phase of the project does this line item support?

On-going

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

On-going basis

Division:	**02**	**Finance and Administration**
OrgKey:	**0036**	**91 Express Lanes**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Trustee Services**	
Quantity/Cost:	**1 @ $6,500**	**FY17-04801**
Budget Request: $ 6,500		**IFAS#: 0036-7519-B0001-AGJ**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Ongoing oversight of the 91 Express Lanes' tax exempt bonds by the Trustee. The purpose of a Trustee is to have a financial institution with trust powers to act in a fiduciary capacity for the benefit of the bondholders by enforcing the terms of the bond contract.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

An outside agency must serve as a trustee.

Please explain how you arrived at the budgeted dollars requested.

Based on prior years' amounts.

What phase of the project does this line item support?

N/A

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Services provided on-going basis.

Division:	02	Finance and Administration
OrgKey:	0036	91 Express Lanes
Object:	7629	Other Services

Description	Armored Car Services	
Quantity/Cost:	1 @ $6,300	FY17-04891
Budget Request: $ 6,300		IFAS#: 0036-7629-B0001-DU4

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Armored car services for the 91 Express Lanes.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

Based upon contract value.

What phase of the project does this line item support?

On-going

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

On-going

Division:	02	Finance and Administration
OrgKey:	0036	91 Express Lanes
Object:	7629	Other Services

Description	Network Evaluation / PCI Compliance	
Quantity/Cost:	1 @ $13,500	**FY17-04890**
Budget Request: $	13,500	**IFAS#: 0036-7629-B0001-CJF**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

In order to achieve and maintain compliance with the Payment Card Industry Data Security Standards (PCI DSS), penetration tests including application layer testing and network layer penetration tests must be performed. In addition, internal vulnerability scans will be done.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Testing must be done by the qualified security assessor.

Please explain how you arrived at the budgeted dollars requested.

Based upon prior services performed.

What phase of the project does this line item support?

On-going

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

On-going

Division:	**02**	**Finance and Administration**
OrgKey:	**0037**	**I-405 Express Lane**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Cost of Issuance Expenses**	
Quantity/Cost:	**1 @ $500,000**	**FY17-05232**
Budget Request: $ 500,000		**IFAS#: 0037-7519-A9510-7YT**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Costs associated with the issuance of toll road revenue bonds for the 405 Express Lanes. These costs include rating agency fees, trustee fees, printing, and other miscellaneous costs.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

Estimated from prior debt transactions.

What phase of the project does this line item support?

N/A

Division:	02	Finance and Administration	
OrgKey:	0037	I-405 Express Lane	
Object:	7519	Prof Serv-Other Prof Services	

Description		**Financial Advisory Services**	
Quantity/Cost:		**1 @ $300,000**	**FY17-05234**
Budget Request:	**$ 300,000**		**IFAS#: 0037-7519-A9510-GRV**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The financial advisor provides on-going financial advice to the OCTA and assists with existing and future financing needs. The financial advisor shall be available as determined by the OCTA to provide analysis, consultation and support for the 405 Express Lanes. The financial advisor may be requested to assist staff in the following areas:

* Provide creative solutions to funding, financing, cash flow and other monetary challenges
* Evaluate potential bond issues, refunding, advance refunding, short-term financing mechanisms, leases and derivative products
* Assist staff in soliciting proposals for bond counsel, underwriter (s), issuing and paying agents, letter of credit providers, liquidity providers, trustees, printers etc., if necessary
* Assist in the structuring of Transportation Infrastructure Finance and Innovation Act (TIFIA) financing and Bond/Tax-Exempt Commercial Paper (TECP) issues including: rating agency / investor preparations, sizing and timing of sale, call ability, maturities, reserve funds, capitalized interest, and other matters which may assist in obtaining the lowest interest cost for the issue
* Provide advice, written analysis and assistance regarding the benefits of possible credit enhancements and/or the use of derivative products
* Prepare written reports before and after pricing indicating market comparables (including gross spread, management fee and takedown comparables) and overall market conditions
* Serve as the OCTA's agent with respect to the pricing of the bonds and minimizing the cost of issuance
* Provide oral and/or written updates to the Board of Directors and sub-committees

Financial Advisory Services is to provide the following benefits to OCTA:
* Assist the OCTA staff in the review of all bond allocations to assure equity among the financing team and assist in the preparation of a written report supporting the bond allocation process
* Assist in the preparation of debt reports to the Board of Directors and/or sub-committees
* Assist with the annual rating agency/investor presentation meetings

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

Historical averages

What phase of the project does this line item support?

N/A

Division:	02	Finance and Administration
OrgKey:	0037	I-405 Express Lane
Object:	7519	Prof Serv-Other Prof Services

Description	TIFIA Loan Fees	
Quantity/Cost:	1 @ $450,000	FY17-05228
Budget Request: $	450,000	IFAS#: 0037-7519-A9510-0LE

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Transportation Infrastructure Finance And Innovation Act (TIFIA) loan fees associated with the 405 Express Lanes. Fees will cover TIFIA's legal counsel, financial advisor, and traffic and revenue consultant.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

Estimated from other agencies

What phase of the project does this line item support?

All phases

Division:	**02**	**Finance and Administration**
OrgKey:	**0040**	**Internal Service Fund - PL&PD**
Object:	**7515**	**Investment Fee - Port Mgr**

Description	**Investment Fees**	
Quantity/Cost:	**1 @ $18,296**	**FY17-05320**
Budget Request: $ 18,296		**IFAS#: 0040-7515-A1004-F40**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Investment Fees that are based upon a percentage of the cash balance as of 11/30/15.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

Investment Fees are based on the cash balance from the previous fiscal year to determine the budget request for the proposed fiscal year.

What phase of the project does this line item support?

N/A

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis

Division:	02	Finance and Administration
OrgKey:	0041	Int Ser Fund - Workers' Comp
Object:	7515	Investment Fee - Port Mgr

Description	Investment Fees	
Quantity/Cost:	1 @ $31,155	FY17-05321
Budget Request:	$ 31,155	IFAS#: 0041-7515-A2311-F41

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Investment Fees that are based upon a percentage of the cash balance as of 11/30/15.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

Investment Fees are based on the cash balance from the previous fiscal year to determine the budget request for the proposed fiscal year.

What phase of the project does this line item support?

N/A

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis

Division:	02	Finance and Administration
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7515	Investment Fee - Port Mgr

Description	Investment Fees	
Quantity/Cost:	1 @ $55,544	FY17-05322
Budget Request:	$ 55,544	IFAS#: 0093-7515-A1004-F93

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Investment Fees that are based upon a percentage of the cash balance as of 11/30/15.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

Investment Fees are based on the cash balance from the previous fiscal year to determine the budget request for the proposed fiscal year.

What phase of the project does this line item support?

N/A

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis

Division:	**02**	**Finance and Administration**
OrgKey:	**1210**	**Finance & Administration**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Management Studies Fee**
Quantity/Cost:	**1 @ $25,000**
Budget Request: $ 25,000	

FY17-03261

IFAS#: 1210-7519-A0001-DN7

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Staff anticipates a need throughout the year for assistance with various management studies. Areas where consultants may be used include: financial consulting, appraisal services, and technology studies.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

Three-year fiscal year average.

What phase of the project does this line item support?

N/A

Division:	**02**	**Finance and Administration**
OrgKey:	**1230**	**Treasury & Public Finance**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Custodial Services**	
Quantity/Cost:	**1 @ $55,000**	**FY17-03276**
Budget Request: $ 55,000		**IFAS#: 1230-7519-A5400-F01**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Custodial services are needed for the on-going service of holding the OCTA's investment securities at a third party institution.
The custodial bank assumes responsibility for the physical holding and safekeeping of OCTA's securities.
They also execute portfolio transactions, collect interest income and the proceeds of sales, as well as process purchases, maturities and redemptions.
The custodial bank provides monthly reports for OCTA's investment holdings and transactions. Investment transactions are also retrieved through the bank's on-line banking system.
The custodial bank holds all non-trust related securities which include investments made by JP Morgan, Western Asset Mgmt., Payden & Rygel, and State Street Global.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

A bank must be the custodian.

Please explain how you arrived at the budgeted dollars requested.

The budgeted amount is based on past expenses as well as industry norms.

What phase of the project does this line item support?

This line item supports custodial services for investment for all of OCTA.

Division:	02	Finance and Administration
OrgKey:	1230	Treasury & Public Finance
Object:	7519	Prof Serv-Other Prof Services

Description	Investment Advisory Fees	
Quantity/Cost:	1 @ $8,000	FY17-03275
Budget Request:	$ 8,000	IFAS#: 1230-7519-A5400-E4E

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Ongoing general advice given by the investment advisor on the OCTA's investment portfolio and deferred compensation investments is needed.

The investment advisor is responsible for reviewing monthly and quarterly investment reports and assisting in their production. In addition to this, the advisor is responsible for assisting staff with the review of the funds included in the Deferred Compensation Program.

The investment advisor shall be available as determined by the OCTA to provide analysis, consultation, and support for all investment related matters affecting the finances of the OCTA.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert investment advisor

Please explain how you arrived at the budgeted dollars requested.

The budgeted amount is based on past expenses.

What phase of the project does this line item support?

This line item supports the debt and investments of OCTA.

Division:	02	Finance and Administration
OrgKey:	1240	Accounting & Financial Rptg
Object:	7519	Prof Serv-Other Prof Services

Description	Training for the Accounting system upgrade	
Quantity/Cost:	1 @ $50,000	FY17-04761
Budget Request:	$ 50,000	IFAS#: 1240-7519-A5110-0BG

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The accounting system is currently on an old version of IFAS. The new version is supported with the new internet operating system.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Sungard is the vendor/owner of the accounting system.

Please explain how you arrived at the budgeted dollars requested.

Quote from the vendor.

What phase of the project does this line item support?

This represents the training portion of the system upgrade.

Division:	**02**	**Finance and Administration**
OrgKey:	**1240**	**Accounting & Financial Rptg**
Object:	**7629**	**Other Services**

Description	**Banking Fees - Bank of the West**
Quantity/Cost:	**1 @ $100,000** **FY17-03299**
Budget Request: $ 100,000	**IFAS#: 1240-7629-A0001-9UW**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This item is for commercial banking fees with Bank of the West (BOW). We currently have a contract with a maximum payment of $500,000 over 5 years with 2 one year options to renew. We have recently added a new account for the flexible spending and will be adding services and costs when RCTC goes live with the 91 Express Lane (EL) extension. We will be using BOW to provide the custodial services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Commercial and custodial banking services.

Please explain how you arrived at the budgeted dollars requested.

We currently have a contract with the bank for these services.

What phase of the project does this line item support?

There is no phase for this project. This is for banking services.

Division:	02	Finance and Administration	
OrgKey:	1241	Revenue Facility	
Object:	7629	Other Services	

Description		Armored Vehicle Service	
Quantity/Cost:		1 @ $196,890	FY17-03324
Budget Request:	$	196,890	IFAS#: 1241-7629-A5105-DU4

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This is for transport fare collections and miscellaneous receipts between OCTA facilities and the bank. OCTA currently has a contract for this service.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional and secure armed security officer and vehicle.

Please explain how you arrived at the budgeted dollars requested.

Based on previous history and an increase in contracted costs.

What phase of the project does this line item support?

This is for a professional service of transporting fare collections.

Division:	02	Finance and Administration
OrgKey:	1241	Revenue Facility
Object:	7629	Other Services

Description	Fare Collection Processing	
Quantity/Cost:	1 @ $207,398	FY17-03325
Budget Request: $ 207,398		IFAS#: 1241-7629-A5105-DU4

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Fare collection currency, coin counting services and bank deposit preparation.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional and secure armed security officer and vehicle.

Please explain how you arrived at the budgeted dollars requested.

Based on previous history and increase in contracted costs.

What phase of the project does this line item support?

This is for professional services of counting the currency and coin along with preparing the deposit backup for the bank.

Division:	**02**	**Finance and Administration**
OrgKey:	**1250**	**Financial Planning & Analysis**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**System Manager (Outsourced)**	
Quantity/Cost:	**1 @ $177,240**	**FY17-03337**
Budget Request: $ 177,240		**IFAS#: 1250-7519-A5266-CAV**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Financial Planning and Analysis (FP&A) utilizes home-grown systems for budgeting, grants and requisitions management, tracking of the budget-to-actuals, revenue agreements, and performance measurements. The systems have resulted in a substantial improvement in OCTA's financial reporting and a reduction in the time required producing the reports. The systems have also allowed FP&A to handle additional responsibilities without the need for additional staffing. Due to the complex nature of each of the systems, it is necessary to retain a system manager consultant on an on-going basis for system support. The consultant will also be asked to provide high-level analysis when necessary.

The financial models currently utilized are:

1. Budget Development System
2. Budget Activity Reporting System
3. Revenue Tracking System
4. Requisition Tracking System

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert-level SQL and ACCESS programmer with an understanding of the following systems:

BUDBAR, IFAS, Ellipse, and Lawson.

Please explain how you arrived at the budgeted dollars requested.

Dollar amount is based on contractual obligation for the fiscal year.

What phase of the project does this line item support?

N/A

Division:	02	Finance and Administration
OrgKey:	1270	Contracts Admin & Mtls Mgmt
Object:	7519	Prof Serv-Other Prof Services

Description	Disadvantaged Business Enterprise Consulting Services	
Quantity/Cost:	1 @ $275,000	FY17-03354
Budget Request:	$ 275,000	IFAS#: 1270-7519-A0011-KHT

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Consultant provides Disadvantaged Business Enterprise (DBE) program support including design of a training program to address changes in DBE Federal regulations, assisting in review of goal setting for Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) funded projects, and assisting in community outreach as needed.

An amendment is necessary to the current consultant service contract that provides support to OCTA's Disadvantaged Business Enterprise (DBE) program. The amendment will allow the DBE consultant to provide the same services currently under contract to the upcoming I-405 Design Build Improvement Project. This $1.6 billion project will require substantial involvement of the DBE coordinator to ensure the selected team meets their DBE commitment through the entire length of the project. The consultant will act as an extension of OCTA staff to monitor compliance and resolve any subcontractor issues. The I-405 Improvement Project will be funded with federal dollars from the FTA. The DBE program is a FTA mandated program. Currently there is only one staff person that manages the DBE program. Consultant services will be needed for the entire term of the design build contract.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

DBE Consultant

Please explain how you arrived at the budgeted dollars requested.

$150,000 of budget was determined utilizing Contract No. C-4-1514.
$125,000 budgeted for Amendment to provide DBE support for the I-405 project.

What phase of the project does this line item support?

N/A

Division:	02	Finance and Administration
OrgKey:	1270	Contracts Admin & Mtls Mgmt
Object:	7629	Other Services

Description	Small Business Training	
Quantity/Cost:	1 @ $40,000	FY17-03355
Budget Request: $	40,000	IFAS#: 1270-7629-A5160-1J5

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

In years past Contracts Administration & Materials Management (CAMM) hosted a series of training seminars for small businesses. CAMM would like to host one training session next fiscal year. The cost for a training session will include room rental, printing of training materials and minor refreshments. Each training session is expected to draw 50 to 100 small businesses. This item will also be used to pay for staff to attend various industry and small business events such as: California Construction Expo, JPL, and Construction Management Association of America (CMAA) Owner's Night.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

Estimate based on historical data.

What phase of the project does this line item support?

N/A

Division:	**02**	**Finance and Administration**
OrgKey:	**1275**	**Materials Management Admin**
Object:	**7629**	**Other Services**

Description	**Freight Transportation Services**
Quantity/Cost:	**1 @ $5,000** **FY17-03378**
Budget Request: $ 5,000	**IFAS#: 1275-7629-A5165-1JM**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Funds required to establish a contract for the courier service used for receiving, shipping and transferring parts for emergency bus down situations required throughout the fiscal year. This is intended to cover all transfers between each of the bases.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

Budget amount was determined after review of prior fiscal years.

What phase of the project does this line item support?

Contract No. C41315 - ongoing expenses.

Division:	02	Finance and Administration
OrgKey:	1281	IS Administration
Object:	7519	Prof Serv-Other Prof Services

Description	Security Information and Event Management Services (SIEM)	
Quantity/Cost:	1 @ $240,000	FY17-03397
Budget Request: $	240,000	IFAS#: 1281-7519-IX061-0FI

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The Security function of the Information Systems' Department is responsible for protecting customer data, employee data, OCTA's computing resources and complying with various regulations and policies like the following:
•Payment Card Industry (PCI DSS v.3.0), Requirement 11: Regularly Test security systems and processes
•Health Insurance Portability and Accountability Act (HIPAA), Standard 45 CFR, Section 164.530: Safeguarding Health Information
•OCTA Information Systems Operations Security Policy (900.10), Section F: IS operations shall conduct technical vulnerability assessments on OCTA information systems on a regular basis.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

In order to better secure OCTA's computing environment, IS requires additional security services such as:
•Security monitoring of firewalls and all externally available resources e.g. DMZs
•Intrusion Detection System and Intrusion Prevention System (IDS/IPS)
•System Log retention
•Threat Intelligence
•Internal and External Vulnerability Scanning
•Annual Security Auditing, Penetration Testing and best practice review.

Please explain how you arrived at the budgeted dollars requested.

Based on previous amounts spent for similar services over the past three years.

What phase of the project does this line item support?

All phases of this project.

Division:	02	Finance and Administration
OrgKey:	1281	IS Administration
Object:	7519	Prof Serv-Other Prof Services

Description	Technology Advisory Services	
Quantity/Cost:	1 @ $90,000	FY17-03396
Budget Request: $ 90,000		IFAS#: 1281-7519-A5020-9HV

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This item is dedicated to payment for independent information technology industry advisory services and its continuation support. This is to ensure that OCTA's technical infrastructure and environment is in step with overall industry direction. The services will be used by Information Systems to ensure proper alignment of business, technology, and understanding the impact of the industry's best business practices. This request is the department's Information Technology Plan intended to proactively provide effective and innovative solutions for its users and customers to keep up with current technology.

The high speed of change in the technology industry makes it difficult to dedicate staff to perform this research. Information Systems currently uses advice from industry experts who conduct research on a wide range of technical and industry topics. This information is used to validate technical infrastructure decisions, support purchasing decisions, provide guidelines for policies and procedures, and plan for industry driven market trends. OCTA currently uses Gartner for these services. Gartner provides quick and concise analysis and research on technical topics needed by OCTA.

This service is the inclusion of a dedicated high level analyst to assist OCTA in specific technology and business oriented issues. The focus of the analyst is to determe the optimal software architecture and mix of applications that should be considered in our overall application portfolio. Research will be provided to ensure the appropriate timing and scope of OCTA's inclusion in the new "Cloud" technology arena. These decisions involve high level interaction of experienced analysts to ensure proper timing and planning. The decision will impact the effectiveness and efficiency of day to day operations at OCTA.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

TBD

Please explain how you arrived at the budgeted dollars requested.

For over 10 years Information Systems has been using technology advisory services, and the dollars requested are based on previous years' history, average, and patterns of expenditures.

What phase of the project does this line item support?

This budgetary item is not just supporting one particular project, but will provide the department with continuing advisory support throughout the entire fiscal year.

Division:	**02**	**Finance and Administration**
OrgKey:	**1281**	**IS Administration**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Two Factor Authentication**	
Quantity/Cost:	**1 @ $5,000**	**FY17-03398**
Budget Request:	**$ 5,000**	**IFAS#: 1281-7519-IX061-TA2**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This item is required in order to address the agency's compliance needs (OCTA Security Policies, Health Insurance Portability & Accountability (HIPAA), and Payment Card Industry(PCI)). Two factor authentication (authenticating with something you have and something you know) is required to access our internal pass sales environment from external locations such as Alta Resources, our current pass sales call center provider.

This is maintenance for the product that will be procured in fiscal year 2015/16

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications will be determined by the software we purchase.

Please explain how you arrived at the budgeted dollars requested.

Based on previous maintenance contracts.

What phase of the project does this line item support?

Post implementation support.

Division:	**02**	**Finance and Administration**
OrgKey:	**1281**	**IS Administration**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Unlimited Access to Tactical IT Documents**
Quantity/Cost:	**1 @ $8,000** **FY17-03395**
Budget Request: $ 8,000	**IFAS#: 1281-7519-A5020-03V**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

NOREX provides unlimited access to tactical IT documents created and used by peer agencies (i.e. policies, procedures, Request for Proposal (RFP), strategic plans), assistance with technology specific research questions and issues.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications would be the ability to understand the Authority's current IT software, infrastructure and/or the IT direction, so as to seek out, research and obtain the appropriate documents (information) that would provide new or ongoing benefit to the Authority.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollars is calculated based on the previous years' history, average, and patterns of expenditures.

What phase of the project does this line item support?

This budgetary item will support the beginning phases of the project predominantly through the progressive phase of the project.

Division:	02	Finance and Administration
OrgKey:	1282	Proj Mngt/Business Intel
Object:	7519	Prof Serv-Other Prof Services

Description	Enterprise Content Management	
Quantity/Cost:	1 @ $100,000	FY17-04538
Budget Request: $ 100,000		IFAS#: 1282-7519-A5354-9S6

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The goal of the Enterprise Content Management Project is to implement a solution that accomplishes the following goals:
•Provides the ability to scan and manage inactive records
•Flexible solutions to support the long-term enterprise content management needs, including configuring the system for additional departments' unique records, and migrating that data into the new system

The benefits of implementing this project include:
•Standardizing records management processes and procedures that can be leveraged by all departments within the OCTA
•Saving money, resource time, and physical space that is attributed to storing hard-copies of documentation
•Improving the controls related to managing records and adhering to a records retention policy

Phase two will shift to utilize our existing SharePoint functionality for records management.
The requested budget will be to support the phase two effort, and to provide funding for the ongoing configuration of the preferred solution and to provide funding for the scanning of existing documents into the preferred solution.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Skill set will vary. Services will be bid out as needed via Request for Proposal (RFP) or Invitation for Bid (IFB).

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollars requested is calculated based on the previous years' history, average, and patterns of expenditures.

What phase of the project does this line item support?

This budgetary item will support the beginning phases of the project predominantly through the progressive phase of the project.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

We are budgeting for continuing work on an on-going basis in support of the Enterprise Content Management (ECM) project.

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

This is a recurring business need supporting ECM.

Division:	02	Finance and Administration
OrgKey:	1282	Proj Mngt/Business Intel
Object:	7519	Prof Serv-Other Prof Services

Description	Full Time Contracted Business Computing Solutions Specialist for Enterprise Content Management
Quantity/Cost:	1 @ $185,000 FY17-04536
Budget Request: $ 185,000	IFAS#: 1282-7519-A5354-9S6

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This line item provides for technical and end-user support and administration services for the new Enterprise Records Management software and initiative. Since this is an Authority wide initiative this software system will be utilized by all divisions. The goals of the Enterprise Content Management system are to provide the ability to scan and manage inactive records (specifically focusing on converting hardcopies to softcopies & importing existing softcopies, and data from CDs), and to be flexible enough to support the long-term enterprise content management needs, including eventually (as part of subsequent projects) configuring the system for additional departments' unique records, and migrating that data into this new system.

The position requires coordinating the assistance of other technical support staff and performing hands-on application support. The objectives of this position are to be the resident technical support expert for Records Management, to ensure the health, maintenance and operation of the application, to be a resource to the business units that rely on this system in leveraging and extending their use of these application to meet their changing business needs. These objectives must be approached with a balance that meets the needs of the end-user/customer while adhering to the practices and standards of the information technology environment. They must be met in a way that is sensitive and coordinated with the activities in the overall IT project portfolio.

Information technology services are rendered in a centralized, shared services model at the Authority in which this position will function. Generally, work will be operational in nature. Work will sometimes be project oriented, such as when a major version changes or updates are planned for a system. During these times, this position will work closely with an Information Systems (IS) Project Manager, if one is assigned, to plan, control, monitor and report on the project. Otherwise, the position would take responsibility for these duties. The position will be an integrated team player of the IS department as well as a liaison between the user department and IS.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Strong working knowledge of Kofax, Collabware, Cosign and Nintex. Prior experience implementing an Enterprise Content Management (ECM) program.

Please explain how you arrived at the budgeted dollars requested.

Based on the previous years' history, average, and patterns of expenditures.

What phase of the project does this line item support?

This budgetary item will support the beginning phases of the project predominantly through the progressive phase of the project.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continued work on an on-going basis.

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

This is a recurring business need supporting ECM.

Division:	02	Finance and Administration
OrgKey:	1282	Proj Mngt/Business Intel
Object:	7519	Prof Serv-Other Prof Services

Description	Full Time Contracted Data Warehouse Architect	
Quantity/Cost:	1 @ $150,000	FY17-03407
Budget Request: $	150,000	IFAS#: 1282-7519-A5354-9S6

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The Data Warehouse Architect (DWA) develops long-term business architecture solutions and defines, designs, and builds complex dimensional databases. The Architect evaluates reusability of current data dimensions for additional uses and analyses. He/she develops data mappings, data extractions, and data transformations that support the agency's data warehouse environment in addition to confer with end-users to ensure alignment between the data warehouse environment and user needs. The Data Warehouse Architect plans and oversees the technical transitions between development, testing, and production phases of data warehouse deployment. He/she facilitates change control and problem management among data warehouse development and support teams. He/she expands, and improves the data warehouse environment to include data from all functions of the organization using data manipulation, transformations, and cleansing tools. The Data Warehouse Architect analyzes the specifications for end-users semantic layers and multi-dimensional models across all Business Intelligence tools and environments to meet user needs.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Any combination of education and experience equivalent to a bachelor's degree in the area of information systems with a minimum of approximately five years increasingly complex analysis in programming or system administration, most of which are in warehouse development and support, three of which are at the journey level. Certified Business Intelligence Professional (CBIP).

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollars requested is calculated based on the previous years' history, average, and patterns of expenditures

What phase of the project does this line item support?

This budgetary item will support the beginning phases of the project predominantly through the progressive phase of the project.

Division:	02	Finance and Administration
OrgKey:	1282	Proj Mngt/Business Intel
Object:	7519	Prof Serv-Other Prof Services

Description	Full Time Contracted Project Manager	
Quantity/Cost:	1 @ $180,000	FY17-03406
Budget Request: $ 180,000		IFAS#: 1282-7519-A5354-9S6

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The Project Management Office (PMO) has traditionally operated with three full time OCTA Project Managers (PM). In an effort to reduce costs, the PMO is now operating with two full time OCTA PM's. The third PM will be contracted on an as needed basis based on the needs of the PMO and the portfolio of projects. The project portfolio currently consists of 40 technology projects in excess of $10 million. For fiscal year 2016-17 there are several high profile projects underway including Enterprise Records Management, data center relocation, ACORS replacement, Ellipse Upgrade, Mobile Ticketing, Trapeze EZ and the BIA/COOP. Working through the project office, the contracted PM will be responsible for managing multiple projects which will include establishing multiple project schedules and timelines, assigning project tasks, and monitoring project completion. The contracted PM will manage project budgets and staffing requirements, report status of projects to sponsors and to the project steering committee.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Any combination of education and experience equivalent to a bachelor's degree in business, computer science, mathematics, or related field, with a minimum of approximately seven years professional level experience in computer systems analysis for business, accounting and business intelligence applications, four years of which are managing "cutting edge" projects with extensive Board and senior executive visibility. Current Project Management Professional (PMP) certification is required.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollars requested is calculated based on the previous years' history, average, and patterns of expenditures.

What phase of the project does this line item support?

This budgetary item will support the beginning phases of the project predominantly through the progressive phase of the project.

Division:	02	Finance and Administration
OrgKey:	1282	Proj Mngt/Business Intel
Object:	7519	Prof Serv-Other Prof Services

Description	Full Time Contracted SharePoint Application Support Specialist	
Quantity/Cost:	1 @ $150,000	FY17-03404
Budget Request: $	150,000	IFAS#: 1282-7519-A5354-9RS

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This line item provides for technical and end-user support and administration services for SharePoint. The focus of this role is SharePoint application support, championing SharePoint best practices and interfacing directly with business clients. The SharePoint Application Support Specialist will work with the business groups to leverage SharePoint for their business processes, develop, maintain new SharePoint portals, and provide general business support to all Authority divisions. The Specialist will be responsible for the definition and analysis of data needs, system problems, debugging, programming, diagnosing, and developing detailed functional specifications.

SharePoint applications to be supported include:
OC Bridges (OCB):
OCB serves as a document center that serves as a data/document repository in support of Measure M2 Grade Separation projects. These are large, long term projects that produce a high volume of documents which are stored and managed in this SharePoint application.

M2 Document Center:
All final documents related to M2 projects are stored and managed in this SharePoint application.

OCTA Today:
Company intranet providing OCTA departments with collaboration tools via this SharePoint web-based portal application.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Manages the operation of production, pilot, test, and development environments for SharePoint. Controls the application above the hardware to the Operating System (OS) level and help execute approved change requests.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollars requested is calculated based on the previous years' history, average, and patterns of expenditures.

What phase of the project does this line item support?

This budgetary item will support the beginning phases of the project predominantly through the progressive phase of the project.

Division:	02	Finance and Administration
OrgKey:	1282	Proj Mngt/Business Intel
Object:	7519	Prof Serv-Other Prof Services

Description	Technical Consulting and Support	
Quantity/Cost:	1 @ $20,000	**FY17-03405**
Budget Request: $ 20,000		**IFAS#: 1282-7519-A5354-9S6**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This line item is for specialized technical training and support for various projects along with end user training on Business Objects and Qlikview, the data warehouse and dashboard query tool used by OCTA. Information Systems establishes several contracts with various firms to assist in gathering technical requirements, develop data requirement documents, aid in the design of specialized Business Objects projects including dashboards and provide technical training.

As development and deployment of data marts for the Transit Division take place, these contracts will provide the necessary support to ensure their successful completion and subsequent training.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Excellent working knowledge of SAP Business Objects version 4.1 and Qlikview.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollars requested is calculated based on the previous years' history, average, and patterns of expenditures.

What phase of the project does this line item support?

This budgetary item will support the beginning phases of the project predominantly through the progressive phase of the project. This funding supports all divisions, but mainly Transit.

Division:	02	Finance and Administration
OrgKey:	1283	IS Technology & User Support
Object:	7519	Prof Serv-Other Prof Services

Description	**Help Desk & Desktop Operations Services**	
Quantity/Cost:	**1 @ $165,000**	**FY17-03418**
Budget Request:	**$ 165,000**	**IFAS#: 1283-7519-A5352-9TU**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This line item will have the capacity to fund two full-time technicians in FY 2016-17. These positions will support our desktop computer systems and required infrastructure in addition to the Help Desk function. The desktop contracted technician will supplement the three current staff supporting desktop computer operations. Desktop staff is responsible for supporting 1,000 computer systems, including hardware break-fix, software installation and updates, and general "How to?" questions for the entire OCTA. In addition, desktop is responsible for supporting the AV equipment in the board room and all of the conference rooms, printers, and copiers that are used throughout the OCTA.

The Help Desk position is filled by a contracted technician. There is only one Help Desk Technician and they are responsible for answering the Help Desk extension 5545 daily. They document and analyze the customers issue and will either resolve the issue or escalate the issue up to the next level of support for resolution. They are also responsible for updating inventory data to track desktop and laptop computers, monitors, printers, scanners, etc.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Senior Desktop Technician: Shall be able to work independently as well as in a team environment with the ability to work high level issues with desktop computers, printers, copiers, and various software systems including but not limited to Windows 7, Windows 8.1, Windows 10, Microsoft Office 2013, and Microsoft Office 2016. Be fluent in current trouble shooting techniques used in a sophisticated network environment.

Help Desk Technician: Shall be able to work extended periods of time on the phone with limited supervision to capture the essence of the issue being communicated by the caller. The technician shall be capable of accurately documenting the issue in the call tracking system and assigning the incident to the correct IS resources for speedy resolution. The technician shall also be capable of solving basic issues over the phone utilizing Microsoft System Center without passing on the issues to level 2 or 3 technicians.

Please explain how you arrived at the budgeted dollars requested.

The 5 year long term staffing contract was rebid in FY13/14 establishing the pricing for the entire 5 year contract. The staffing contract allows for 26 days (208 hours) of paid time off for the consultants. This time is not billed by the contractor. The annual hours billed would then be 1872 (2080-208).

The Senior Desktop Technician billable rate increases this year to $45.66 from $44.55.

The Help Desk billable rate will increase to $40.61 from $39.62

Desktop Technician: $45.66 x 1872 (hours per year) = $85,476

Help Desk Technician: 40.61 x 1872 (hours per year) = $76,022

Add incidental overtime of $3,502 for a grand total of $165,000

What phase of the project does this line item support?

This line item supports the ongoing maintenance and upkeep required for the approximately 1,000 computer systems supported by the Desktop Support team. Additionally, it supports the Help Desk function as the person answering the IS Help Desk phone for 8 hours Monday – Friday.

The amount you have requested is less than you have previously budgeted for this item. Please explain the decrease.

The temporary 6 month Desktop Technician that was identified to assist with moving people during the restructuring of departments across the floors of the OCTA Headquarters building will not be needed. This decreased the budget over last year's numbers.

Division:	**02**	**Finance and Administration**
OrgKey:	**1284**	**IS Technical Services**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Contract Computer Operator/Systems Engineer**	
Quantity/Cost:	**1 @ $235,000**	**FY17-03436**
Budget Request: $ 235,000		**IFAS#: 1284-7519-A5352-41A**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Contracted Computer Operator and a Senior Systems Engineer will support the OCTA's centralized data center and Windows server platform.

In order to extend the coverage of our existing full time staff, outsourced contracts have been put into place to keep up with the workload of our department.

The Senior Systems Engineer position will be involved more at the strategic/architect level.

The Senior Systems Engineer will also be involved with our departments' security initiatives, assisting our in-house administrators in applying all the recommended patches and fixes from the various vulnerability assessments.

The outsourced Senior Systems Engineer is also responsible for the support of our complex Microsoft Windows platform. The Senior Systems Engineer supports the HP Proliant server hardware along with other technologies such as Citrix and Vmware.

The contracted computer operator is needed to support all of the daily functions within the centralized data center. Duties include checking the health of all equipment, processing production runs, and making sure that all the daily backups are attended to.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Senior level Systems Engineer with 5 to 7 years of experience in support of a Windows based server network. Experience with VMWare virtualization and Citrix application publishing required as well.

Computer Operator with 3 to 5 years of experience. The position requires experience in a Windows based server network along with Unix.

Please explain how you arrived at the budgeted dollars requested.

Pricing based upon current contract rates.

What phase of the project does this line item support?

This is the production phase of the project.

Division:	02	Finance and Administration
OrgKey:	1284	IS Technical Services
Object:	7519	Prof Serv-Other Prof Services

Description	Data Center Colocaton Services/Infrastructure as a Service	
Quantity/Cost:	1 @ $360,000	FY17-03434
Budget Request: $ 360,000		IFAS#: 1284-7519-A5352-0EX

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The Information Systems Department has made the strategic decision to replace the on premise data center by moving the application server workload to a combination of cloud based Infrastructure as a Service (IaaS) and leased rack space at a colocation data center.

Our current data center was built in 1993. Even though the facility has served us well, it would require some costly capital improvements to the cooling systems if it was decided to keep it operational past two more years.

There are some great advantages in moving to an IaaS model and a colocation site. These top tier data centers have extremely flexible and adaptable high density infrastructure. They use the best of breed equipment and technology for the electrical, cooling, fire detection/suppression and physical access control systems to ensure resiliency and redundancy. Due to their constant expansion, we would never have to worry about outgrowing their facility. With a 24x7x365 onsite staff at every facility and extensive Payment Card Industry (PCI) and Health Insurance Portability &
Accountability (HIPAA) compliant security controls, our equipment would be protected around the clock.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Our requirements would be for a colocation site will be at a minimum a tier 3 data center, with tier 4 being the highest level. Our current data center in Orange is a tier 1 data center.

The definitions of the different tiers are:
•Tier 1: composed of a single path for power and cooling distribution, without redundant components, providing 99.671% availability.
•Tier 2: composed of a single path for power and cooling distribution, with redundant components, providing 99.741% availability.
•Tier 3: composed of multiple active power and cooling distribution paths, but only one path active, has redundant components, and is concurrently maintainable, providing 99.982% availability.
•Tier 4: composed of multiple active power and cooling distribution paths, has redundant components, and is fault tolerant, providing 99.995% availability.

The requirement for IaaS will be services provided from a tier 1 leader in the industry, vendors such as Microsoft with their Azure platform or Amazon with their web services platform. The platform will be decided as part of the FY16/17 budget.

Please explain how you arrived at the budgeted dollars requested.

Pricing based upon research done by speaking directly to the vendors along with guidance from the Gartner Group, our IT Advisory firm.

What phase of the project does this line item support?

This is the production phase of the project.

Division:	02	Finance and Administration
OrgKey:	1284	IS Technical Services
Object:	7519	Prof Serv-Other Prof Services

Description	Lync Classroom Training	
Quantity/Cost:	1 @ $15,000	**FY17-04697**
Budget Request: $ 15,000		**IFAS#: 1284-7519-A5352-04Y**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This budget provides an amount for recurring training needs to provide newly hired employees and those staff who are ready for intermediate training, the opportunity to attend hands-on training for Microsoft Lync/Skype for Business. Allows for 20 days of classroom training, typically 2 classes per day, and 20 days total for the year. The current contract for this training expired in FY 15/16.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional end user trainer, experienced in teaching hands-on workshops on Microsoft Lync/Skype for Business at a beginning and intermediate level.

Please explain how you arrived at the budgeted dollars requested.

Used the per day pricing from the Lync End User Training Contract resulting from an RFP. Allows for 20 days of classroom training, typically 2 classes per day, and 20 days total for the year.

What phase of the project does this line item support?

Ongoing training needs.

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

This is a new recurring business expense.

Division:	02	Finance and Administration
OrgKey:	1284	IS Technical Services
Object:	7519	Prof Serv-Other Prof Services

Description	Offsite Data Storage	
Quantity/Cost:	1 @ $25,000	FY17-03435
Budget Request: $ 25,000		IFAS#: 1284-7519-A5352-418

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Funding is requested for offsite storage of all the OCTA's data backup tapes along with the necessary manuals, documentation, special toner and signature cartridges that may be needed as part of the Business Resumption Plan.

As part of the OCTA's Business Resumption and Disaster Recovery Planning, all critical business applications and computer databases are backed up daily on magnetic media. The backup tapes are then transferred to an offsite vault storage center for safekeeping. This enables OCTA to continue conducting business should a disaster happen or a system completely fail. Using this type of offsite center has proven successful, the direct retrieval of lost data when minor hardware and/or software failures occurred have proven the offsite data center's effectiveness. If a system failure or natural/man-made disaster affects the data center facility, the OCTA will be able to retrieve the offsite backup tapes and restore all business applications to a pre-disaster condition.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The contracted firm's primary business must be offsite data storage, with facilities that meet the requirements that have been defined within our scope of work. This is a reccurring service that Information Systems has been using from various vendors for over twenty-five years.

Please explain how you arrived at the budgeted dollars requested.

Pricing based upon current contract rates.

What phase of the project does this line item support?

This is the production phase of the project.

Division:	02	Finance and Administration
OrgKey:	1285	E'prise Comp Solut'n & Suprt
Object:	7519	Prof Serv-Other Prof Services

Description	Ellipse v8 Upgrade Support	
Quantity/Cost:	1 @ $90,000	FY17-04998
Budget Request: $ 90,000		IFAS#: 1285-7519-A5359-9RS

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This contract position is to provide on-site support to the primary Ellipse Business Computing Solutions Specialist (BCSS) during the upgrade of Ellipse from version 5 to version 8 and on-going application support. The position will perform typical software application administration duties such as account and security management, configuration, and software management for the scheduling systems, and for integrated systems to some degree. The position will work closely with the business unit owners and users to ensure functional operation of the computing solutions in place. The position will function as a liaison between the various vendors of the systems to plan and conduct system enhancements and upgrades. The position will closely coordinate with Authority technical staff such as server and desktop administration teams, network engineers, database administrators and other business solution support specialists in the pursuit of supporting the assigned computing solutions.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Ellipse v8 expert level
Cobol expert level
Windows OS v 2012 R2 expert level
Expert level: C, C++, C#, .Cobol, NET, HTML, XML, Visual Basic, VB#.NET, CSS, ADA, SQL queries
Working level: MSSQL, PowerShell Script, file transfer protocols
Ability to understand and self learn new technologies used at the Authority.

Please explain how you arrived at the budgeted dollars requested.

This is calculated based on the previous years' history, average, and patterns of expenditures.

What phase of the project does this line item support?

This item will support the project through all phases starting with planning and going through project completion including release to operations.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This account code is being used for support services for Ellipse v8 upgrade.

Division:	**02**	**Finance and Administration**
OrgKey:	**1285**	**E'prise Comp Solut'n & Suprt**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Kronos version 8 Hosting**
Quantity/Cost:	**1 @ $24,000**
Budget Request:	**$ 24,000**

FY17-04700

IFAS#: 1285-7519-A5359-9RS

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

With the Kronos version 8 upgrade we will be moving into a hosted environment, which will include a Disaster Recovery (DR) component. The monthly hosting cost begins once our OCTA environment is setup. This is for 12 months of hosting fees. Kronos delivers application management service both hosted in their facilities or remote in our data center as well as managed IT services to give you visibility and control of all your IT assets.

IT Hosting Services provide:
 • Higher levels of application availability
 • Flexible deployment of hosted and on-demand applications
 • Reduced cost of IT operations and support
 • Scalability of IT application resources/capacity to business needs
 • Improved service levels to end users
 • Alignment of IT costs with business demands
 • Access to Lawson specialist applications and technical skill sets

Hosting Services offerings start with hosting and managing core application suite and extend to complete IT outsourcing services. Their services include:
 • On-demand and hosted Lawson application management and support services
 • Management of third-party and legacy applications
 • Global service desk
 • Facilities management and infrastructure services
 • Security and network management services
 • Desktop and onsite management
 • Systems integration and strategic IT consulting services

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Kronos Workforce Central v8 expert level
Windows OS v 2012 R2 expert level
SQL server v2012 expert level
SQL queries mid level

Please explain how you arrived at the budgeted dollars requested.

This is calculated based on the previous years' history, average, and patterns of expenditures.

What phase of the project does this line item support?

This item will support the project through all phases starting with planning and going through project completion including release to operations.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This account code is being used for hosting services for Lawson v10 upgrade.

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

This is a new line to support the Kronos v8 upgrade project. In future years this recurring expense will be in the IS Maintenance line item in org 1282.

Division:	02	Finance and Administration
OrgKey:	1285	E'prise Comp Solut'n & Suprt
Object:	7519	Prof Serv-Other Prof Services

Description	LawsonVersion 10 Hosting	
Quantity/Cost:	1 @ $240,000	FY17-03458
Budget Request: $ 240,000		IFAS#: 1285-7519-A5359-9RS

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

With the Lawson version 10 upgrade we will be moving into a hosted environment, which will include a Disaster Recovery (DR) component. The monthly hosting cost begins once our OCTA environment is setup. This is for 12 months of hosting fees.

Lawson delivers application management service both hosted in their facilities or our data center as well as managed IT services to give you visibility and control of all your IT assets.

IT Hosting Services provide:
 • Higher levels of application availability
 • Flexible deployment of hosted and on-demand applications
 • Reduced cost of IT operations and support
 • Scalability of IT application resources/capacity to business needs
 • Improved service levels to end users
 • Alignment of IT costs with business demands
 • Access to Lawson specialist applications and technical skill sets

Hosting Services offerings start with hosting and managing core application suite and extend to complete IT outsourcing services. Their services include:
 • On-demand and hosted Lawson application management and support services
 • Management of third-party and legacy applications
 • Global service desk
 • Facilities management and infrastructure services
 • Security and network management services
 • Desktop and onsite management
 • Systems integration and strategic IT consulting services

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Lawson v10 expert level
Cobol expert level
Windows OS v 2012 R2 expert level
SQL server v2012 expert level
SQL queries mid level

Please explain how you arrived at the budgeted dollars requested.

This is calculated based on the previous years' history, average, and patterns of expenditures.

What phase of the project does this line item support?

This item will support the project through all phases starting with planning and going through project completion including release to operations.

Division:	02	Finance and Administration
OrgKey:	1285	E'prise Comp Solut'n & Suprt
Object:	7519	Prof Serv-Other Prof Services

Description	Operations System Application Support and Administration	
Quantity/Cost:	1 @ $150,000	FY17-03457
Budget Request: $ 150,000		IFAS#: 1285-7519-A5359-9RS

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This line item provides for technical and end-user support and administration services for numerous in-house developed applications such as Across the Board, Occurrence Tracking System and TOPCAR used by Clerk of the Board, Risk Management and Field Supervision respectively.

This support role provides daily end user support, ongoing application issue fixes and new enhancements. This position will be integrated with team players in the IS department as well as liaisons between the user departments and IS.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert level: C, C++, C#, .NET, HTML, XML, Visual Basic, VB#.NET, VB Access, CSS, ADA, SQL queries
Working level: JAVA, JAVA Script, Objective-C, MSSQL, PowerShell Script, File encryption, file transfer protocols
Ability to understand and self learn new technologies being used by the Authority.

Please explain how you arrived at the budgeted dollars requested.

This is calculated based on the previous years' history, average, and patterns of expenditures.

What phase of the project does this line item support?

This item will support the project through all phases starting with planning and going through project completion including release to operations.

Division:	02	Finance and Administration
OrgKey:	1285	E'prise Comp Solut'n & Suprt
Object:	7519	Prof Serv-Other Prof Services

Description	Supplemental Technology Resource	
Quantity/Cost:	1 @ $5,000	FY17-03456
Budget Request: $ 5,000		IFAS#: 1285-7519-A5352-1L2

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

As technology continues to rapidly evolve, the demand to retrofit our current applications to the newer technologies will increase. This is to retain skilled Information Technology professionals for specific, short-term needs to fulfill resource demands that cannot be met internally. This year there will be more demand to adapt our current business applications to work with iPads, Tablets and Smart Phones.

Currently our field supervisors, field operations and board members rely heavily on mobile devices such as iPads or Android tablets to perform daily tasks or keep in touch with the Authority. Bringing in these specialized application developers will allow us to react to the requests to retrofit all or portions of their applications. This in turn will allow them to be more productive in their daily tasks.

Examples of applications prime for tablet apps are Occurrence Tracking System, used by field supervisors, C3 app used Authority wide for customer comments, complaints and compliments and PCR, our passenger counting application. Bringing some or all their functionality to mobile devices would allow for immediate input and eliminate paperwork. It will reduce the manual input error rate, increase tracking and trending and allow for quicker response time from management.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert level: C, C++, C#, .NET, HTML, XML, Visual Basic, VB#.NET, VB Access, CSS, ADA, SQL queries
Working level: JAVA, JAVA Script, Objective-C, MSSQL, PowerShell Script, File encryption, file transfer protocols
Ability to understand and self learn new technologies used at the Authority.

Please explain how you arrived at the budgeted dollars requested.

This is calculated based on the previous years' history, average, and patterns of expenditures.

What phase of the project does this line item support?

This item will support the project through all phases starting with planning and going through project completion including release to operations.

Division:	02	Finance and Administration
OrgKey:	1290	General Services
Object:	7519	Prof Serv-Other Prof Services

Description	Lost and Found	
Quantity/Cost:	1 @ $68,232	**FY17-04992**
Budget Request: $ 68,232		**IFAS#: 1290-7519-A0001-C24**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

In an effort to track items found on the Orange County Transportation Authority's (OCTA) fixed route bus system, Access Paratransit service and other OCTA operations facilities, a Firm shall manage the daily maintenance and tracking of items found. Tracking and maintenance of found items will be conducted by Firm in accordance with OCTA's Lost and Found Procedures.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Firm shall supply the facility, which should be a minimum of 1,650 square feet in size, as well as the manpower and responsibility to oversee all incoming lost and found items.

Please explain how you arrived at the budgeted dollars requested.

Current cost is $5,415 per month. An additional 5% increase was added for the fiscal year bringing the cost to $5,686 per month for a total of $68,232 per year.

What phase of the project does this line item support?

N/A

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

Budgeting for a recurring business need that General Services assumed from the Transit Division.

Division:	02	Finance and Administration
OrgKey:	1290	General Services
Object:	7629	Other Services

Description	Office Equipment and Relocation Services	
Quantity/Cost:	1 @ $30,000	FY17-03482
Budget Request: $ 30,000		IFAS#: 1290-7629-A5302-1P3

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Movement of all surplus items to storage areas and assisting base location with moves is included. This service is required because OCTA does not have the capability to perform these types of tasks. An increase in improvement projects include but is not limited to; moving divisions to another floor, relocation of copiers/printers and safes for the OTCA store.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional movers

Please explain how you arrived at the budgeted dollars requested.

With the new HQ improvements going on this year and into next year we are anticipating more help with moving of furniture and large items.

What phase of the project does this line item support?

This line item supports the HQ Improvement on going project.

Division:	02	Finance and Administration
OrgKey:	1313	Internal Communication
Object:	7519	Prof Serv-Other Prof Services

Description	Digital Asset Management System	
Quantity/Cost:	1 @ $30,000	**FY17-05076**
Budget Request:	$ 30,000	**IFAS#: 1313-7519-A2218-05J**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Allows us to upload, organize, secure and store all of our digital, scanned hardcopy photos and videos in one place. Annual subscription to store and maintain these items.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

An expert for consulting and training.

Please explain how you arrived at the budgeted dollars requested.

Current market pricing for this service.

What phase of the project does this line item support?

The whole life of the project

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Rebudgeting funds from the current year

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

N/A

Division:	02	Finance and Administration
OrgKey:	1313	Internal Communication
Object:	7519	Prof Serv-Other Prof Services

Description	eForms	
Quantity/Cost:	1 @ $55,000	FY17-03545
Budget Request:	$ 55,000	IFAS#: 1313-7519-A2218-CV2

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

To assist with the creation, modification and enhancements to the eForms programs, consultant services will be required in conjunction with implementation. Assistance will be required to integrate this with Nintax and workflow process.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

A professional consultant with knowledge of K-2 forms, Inintex, Workflow, using co-sign for digital signature within the SharePoint platform.

Please explain how you arrived at the budgeted dollars requested.

Current market pricing for consulting services.

What phase of the project does this line item support?

N/A

Division:	02	Finance and Administration
OrgKey:	1313	Internal Communication
Object:	7519	Prof Serv-Other Prof Services

Description	Graphic Design Services	
Quantity/Cost:	1 @ $2,000	FY17-03543
Budget Request: $ 2,000		IFAS#: 1313-7519-A2218-CL8

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Graphic Design services will be required to design new marketing materials for a variety of Employee Recreation Association (ERA) and Employee Programs including re-design of Employee of the Month and Employee of the Year resolutions, Information Board templates and items requested by Executive Management.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert Graphic Designers with Embossing knowledge.

Please explain how you arrived at the budgeted dollars requested.

By comparing several services.

What phase of the project does this line item support?

N/A

Division:	02	Finance and Administration
OrgKey:	1313	Internal Communication
Object:	7519	Prof Serv-Other Prof Services

Description	Microsoft SharePoint	
Quantity/Cost:	1 @ $50,000	FY17-03544
Budget Request: $ 50,000		IFAS#: 1313-7519-A2218-CV1

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Consulting services are required to assist with enhancements and upgrades to the Intranet (OCTA Today). General Services provides administrative governance for the structure, look and feel and training of OCTA Today which includes other Authority-wide services such as Policies and Procedures, eForms and OCTA Templates. The emphasis has been to provide an easy to use intranet for internal users.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

A professional consultant with expert knowledge in creating and maintaining a friendly interactive intranet.

Please explain how you arrived at the budgeted dollars requested.

Research on past upgrades and current market pricing.

What phase of the project does this line item support?

N/A

Division:	02	Finance and Administration
OrgKey:	1313	Internal Communication
Object:	7519	Prof Serv-Other Prof Services

Description	**Photography Services**	
Quantity/Cost:	**1 @ $12,000**	**FY17-03546**
Budget Request:	**$ 12,000**	**IFAS#: 1313-7519-A2218-JAP**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

There is a need for professional photography services and prints, ranging from digital, 5X7, 8X10 and other formats for a variety of events and activities at OCTA. Many of these requests are made by other departments to document events and activities. There is also a need for profile photos of Board of Directors or OCTA employees. Events needing this service are the After Work Connection (AWC), United Way Halloween event, softball, golf tournaments, Veteran Recognition event, Employee of the Month, Employee of the Year and the company picnic.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

A professional Photographer

Please explain how you arrived at the budgeted dollars requested.

Based on the current fees and anticipation of more events during the 16/17 Fiscal Year.

What phase of the project does this line item support?

N/A

Line Item Controlled Services

Org-Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
0040	Internal Service Fund -	7629	Actuarial Study Services	6,000	88
0040	Internal Service Fund -	7629	Insurance Services Office Index System	4,000	89
0040	Internal Service Fund -	7629	Other Claims Related Services	15,000	90
1141	Safety & Environmental	7519	First Aid CPR	3,350	91
1141	Safety & Environmental	7519	Fitness Center Staffing	23,400	92
1141	Safety & Environmental	7519	Flu Shots	6,900	93
1141	Safety & Environmental	7519	Health Awareness	2,400	94
1141	Safety & Environmental	7519	Health Risk Vendor	93,500	95
1141	Safety & Environmental	7519	OSHA Compliance Training/Hygiene Services	20,480	96
1141	Safety & Environmental	7519	Regulatory Refresher Training	8,000	97
1142	OCTD Safety & Environ	7519	Audio Metric Testing	7,600	98
1142	OCTD Safety & Environ	7519	Environmental Sustainability Consulting	15,600	99
1142	OCTD Safety & Environ	7519	Fitness Center Staffing	70,856	100
1142	OCTD Safety & Environ	7519	Health, Safety and Environmental Regulatory Consultatio	32,000	101
1142	OCTD Safety & Environ	7519	Transit Compliance Training	14,283	102
1321	Learning & Developmen	7519	General Training Delivery	10,000	103
1321	Learning & Developmen	7519	Online Training Creation	20,000	104
1321	Learning & Developmen	7519	Training Licenses	20,000	105
1321	Learning & Developmen	7519	Zenger Folkman Workshops	15,000	106
1340	Human Resources	7519	(Ergometrics) Customer Service Testing for Coach Oper	10,000	107
1340	Human Resources	7519	DMV Recertification/Alcohol/Drug Test	83,000	108
1340	Human Resources	7519	DOT/FTA Drug/Alcohol Testing/Vaccinations	52,000	109
1340	Human Resources	7519	HR Consulting Services	20,000	110
1340	Human Resources	7519	Pre-employment Background Checks	20,000	111
1340	Human Resources	7519	TALX License/Employment Verification	5,000	112
1342	Labor & Employee Relat	7513	Arbitration/Mediation Fees	10,000	113
1342	Labor & Employee Relat	7519	DMV Recertification Physicals	15,000	114
1342	Labor & Employee Relat	7519	Return to Duty Physicals	5,000	115
1342	Labor & Employee Relat	7519	Title VI, Affirmative Action Program Consultant	8,000	116
1342	Labor & Employee Relat	7629	Court Reporting Services	10,000	117
Subtotal Services - Human Resources and Organizational Development				**$ 626,369**	

Division:	**04**	**Human Resources and Organizational Development**
OrgKey:	**0040**	**Internal Service Fund - PL&PD**
Object:	**7629**	**Other Services**

Description	**Actuarial Study Services**	
Quantity/Cost:	**1 @ $6,000**	**FY17-04731**
Budget Request: $ 6,000		**IFAS#: 0040-7629-A0017-DX9**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Actuarial Study Services provides independent analysis of the workers' compensation and liability claims expenses and reserves to determine if OCTA's self-insured program is properly funded. The final product is an annual actuarial report which is used to determine appropriate funding for reserves to meet state requirements for permissibly self-insured public agencies. Contract# C-3-1663

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

In order to sign a professional actuarial opinion, the person will need to be an Associate of the Casualty Actuarial Society (ACAS) or Fellow of the Casualty Actuarial Society (FCAS) and/or Member of the American Academy of Actuaries (MAAA).

Please explain how you arrived at the budgeted dollars requested.

Three past fiscal years have been the same amount with no increase.

What phase of the project does this line item support?

NA

Division:	04	Human Resources and Organizational Development
OrgKey:	0040	Internal Service Fund - PL&PD
Object:	7629	Other Services

Description	**Insurance Services Office Index System**
Quantity/Cost:	**1 @ $4,000** **FY17-04806**
Budget Request: $ 4,000	**IFAS#: 0040-7629-A0001-P4G**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Insurance Services Office (ISO) Index Services is an industry-wide insurance claims database that provides essential information to assist our in-house adjusters to determine the validity of liability claims made against OCTA. ISO will provide information required by federal law to identify Medicare beneficiaries who receive a payment, settlement or ongoing medical payments, etc. from OCTA in order to avoid duplicate or unnecessary payments by Medicare to beneficiaries already paid by OCTA. There are significant federal penalties if OCTA does not comply with this law.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

NA

Please explain how you arrived at the budgeted dollars requested.

Projected $4,000 based on projected claims expected to be received in FY16/17.

What phase of the project does this line item support?

NA

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an ongoing basis.

Division:	04	Human Resources and Organizational Development
OrgKey:	0040	Internal Service Fund - PL&PD
Object:	7629	Other Services

Description	Other Claims Related Services	
Quantity/Cost:	1 @ $15,000	FY17-04886
Budget Request: $ 15,000		IFAS#: 0040-7629-A0017-DTW

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Other Claims Related Services include appraisals of property damage, accident reconstruction experts, investigation services, fees, and costs that will be expended on an as needed basis to resolve non-litigated Public Liability & Property Damage (PL/PD) and subrogation claims.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

NA

Please explain how you arrived at the budgeted dollars requested.

Projected based on current and expected claims to be received in FY16/17.

What phase of the project does this line item support?

NA

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing

Division:	04	Human Resources and Organizational Development
OrgKey:	1141	Safety & Environmental
Object:	7519	Prof Serv-Other Prof Services

Description	First Aid CPR	
Quantity/Cost:	1 @ $3,350	FY17-03215
Budget Request:	$ 3,350	IFAS#: 1141-7519-A2339-9HB

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The final product will be regulatory required First Aid/CPR/AED/Bloodborne Pathogen training/certification for Confined Space Entrants, Fall Rescue Team Members, Maintenance Supervisors, Field Supervisors, and Floor Wardens.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Certification from the American Heart Association or the American Red Cross

Please explain how you arrived at the budgeted dollars requested.

Budgetary allocation used in prior budgets and needed for future compliance activities/training

What phase of the project does this line item support?

All phases

Division:	04	Human Resources and Organizational Development
OrgKey:	1141	Safety & Environmental
Object:	7519	Prof Serv-Other Prof Services

Description	Fitness Center Staffing	
Quantity/Cost:	1 @ $23,400	FY17-03219
Budget Request: $ 23,400		IFAS#: 1141-7519-A2352-3WV

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Provide staffing support for the fitness centers located at the Orange location. Staff to help supervise fitness center usage and equipment. The staff is used by OCTA to deliver important physical activity and dietary direction of OCTA employees. These services aid OCTA in encouraging employees to participate in and practice healthy lifestyle behaviors with a goal of directly reducing OCTA healthcare costs and future insurance premiums.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Requires qualified and Certified employees in physical fitness, fitness training, and nutritional guidance.

Please explain how you arrived at the budgeted dollars requested.

This is the budgetary allocation needed to continue the existing contract (C-5-3607) and extend such services in the future.

What phase of the project does this line item support?

All phases

Division:	04	Human Resources and Organizational Development
OrgKey:	1141	Safety & Environmental
Object:	7519	Prof Serv-Other Prof Services

Description	Flu Shots	
Quantity/Cost:	1 @ $6,900	FY17-03217
Budget Request:	$ 6,900	IFAS#: 1141-7519-A2342-9HC

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Vaccination is the first line of defense against influenza. Providing workplace flu shot clinics is a cost effective decision to help keep all employees healthy and productive resulting in a reduction in absenteeism. A flu shot clinic can help prevent the spread of the seasonal flu and assist in reducing health care costs by decreasing the number of doctor visits for upper-respiratory ailments.

The flu shot program provides an on-site flu shot clinic that provides flu shots for at least 60 percent of administration employees. The purpose of offering the flu shot clinic at OCTA is to bring the opportunity for employees to receive a shot close to their work environment.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Authorized vaccination supplier with certified technicians to administer such vaccinations

Please explain how you arrived at the budgeted dollars requested.

Budgetary allocations used in previous years and needed for ongoing program offering to employees

What phase of the project does this line item support?

All phases

Human Resources & Organizational Development Services

Division:	**04**	**Human Resources and Organizational Development**
OrgKey:	**1141**	**Safety & Environmental**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description   **Health Awareness**

Quantity/Cost: **1 @ $2,400**   **FY17-03213**

Budget Request: $ 2,400   **IFAS#: 1141-7519-A2327-SC2**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This program is to provide information to promote healthy behaviors, achieve health oriented goals and ultimately becoming and maintaining a healthy employee. Attaining this goal is primarily done through education on personal health issues, thus allowing the employee to make informed decisions regarding his or her health. The health and wellness activities are designed to be an effective health benefit aimed at health care cost containment. The variability of services requires consultants with various health and wellness expertise.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Qualified wellness program manager/consultant

Please explain how you arrived at the budgeted dollars requested.

Budgetary allocations spent in previous years and is necessary to continue such offerings to the employees

What phase of the project does this line item support?

All phases

Division:	04	Human Resources and Organizational Development
OrgKey:	1141	Safety & Environmental
Object:	7519	Prof Serv-Other Prof Services

Description	Health Risk Vendor	
Quantity/Cost:	1 @ $93,500	FY17-03218
Budget Request: $ 93,500		IFAS#: 1141-7519-A2342-TKC

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

In May 2012, OCTA began the implementation of a health risk management program as a tool to lower healthcare costs by identifying modifiable health risk behaviors. OCTA Wellness will provide tools/resources and incentives to employees to help drive behavior change over time. OCTA will be using a third party administrator for the implementation of biometric screening and health risk appraisals for employees.

The success of this initiative can lower absenteeism, increase presentism, and raise employee morale all equating to a healthier more productive workforce while controlling health care costs.

These funds are allocated for all OCTA employees.
Health Incentive Program

2012	201 HRA taken	219 Biometrics completed	
2013	224 HRA taken	227 Biometrics completed	212 awards given
2014	332 HRA taken	313 Biometrics completed	304 awards given
2015	391 HRA taken	404 Biometrics completed	389 awards given

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Certified and qualified HRA and Biometric screening providers with experienced staff

Please explain how you arrived at the budgeted dollars requested.

Budget estimate includes alike participation as 2015, fees for biometric events, no shows, and shipping costs for reward cards. Allocation needed to continue such efforts and offerings to employees

What phase of the project does this line item support?

All phases

Division:	04	Human Resources and Organizational Development
OrgKey:	1141	Safety & Environmental
Object:	7519	Prof Serv-Other Prof Services

Description	OSHA Compliance Training/Hygiene Services	
Quantity/Cost:	1 @ $20,480	FY17-03214
Budget Request:	$ 20,480	IFAS#: 1141-7519-A2334-9HA

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The final product will be services and/or training to ensure OCTA is in compliance with Cal/Occupational Safety and Health Administration (OSHA) standards, codes, and regulations. The services or training will include:
-Compliance activities
-Investigations
-Consultant services
-First responder services
All OCTA activities and operations are covered under current laws and industry standards. These standards involve occupational health, occupational safety, environmental health, industrial hygiene, and construction safety compliance activities.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professionals with experience and qualifications in the subject matter

Please explain how you arrived at the budgeted dollars requested.

Budgetary allocations used in previous years and needed for ongoing compliance activities

What phase of the project does this line item support?

All phases

Division:	**04**	**Human Resources and Organizational Development**
OrgKey:	**1141**	**Safety & Environmental**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Regulatory Refresher Training**	
Quantity/Cost:	**1 @ $8,000**	**FY17-03216**
Budget Request: $ 8,000		**IFAS#: 1141-7519-A2339-GJE**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

OCTA is committed to providing a safe work environment. The top priority in this process is to provide training and knowledge to front-line employees, supervisors and managers. The training is necessary for ongoing compliance with Cal/Occupational Safety and Health Administration (OSHA) standards, codes, and regulations. All OCTA activities and operations are covered under current laws and industry standards. These standards involve occupational health, occupational safety, environmental health, industrial hygiene, and construction safety compliance activities. Regulatory required refresher training

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Subject matter experts with applicable experience

Please explain how you arrived at the budgeted dollars requested.

Budgetary allocations used in previous years and needed for ongoing compliance activities

What phase of the project does this line item support?

All phases

Division:	**04**	**Human Resources and Organizational Development**
OrgKey:	**1142**	**OCTD Safety & Environmental**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description **Audio Metric Testing**

Quantity/Cost: **1 @ $7,600** **FY17-03254**

Budget Request: $ 7,600 **IFAS#: 1142-7519-A2339-T3B**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Conduct mandatory required audiometric evaluations of OCTA employees in the Hearing Conservation Program.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Qualified technicians and employees to properly administer such tests in accordance with Cal/OSHA (Occupational Safety & Health Administration) standards

Please explain how you arrived at the budgeted dollars requested.

This is the monetary allocation needed to ensure compliance with Cal/OSHA

What phase of the project does this line item support?

All phases

Division:	04	Human Resources and Organizational Development
OrgKey:	1142	OCTD Safety & Environmental
Object:	7519	Prof Serv-Other Prof Services

Description	Environmental Sustainability Consulting	
Quantity/Cost:	1 @ $15,600	FY17-03256
Budget Request: $	15,600	IFAS#: 1142-7519-A2360-T31

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Services required for regulatory Greenhouse Gas (GG) emissions calculations and reporting. Also includes consulting services for third party GG verification processes and environmental sustainability assessments/opportunities.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Employees must have background and experience in Greenhouse Gas emission calculations, environmental sustainability, and environmental program management.

Please explain how you arrived at the budgeted dollars requested.

Annual Greenhouse Gas software fees and consulting services

What phase of the project does this line item support?

All phases

Division:	**04**	**Human Resources and Organizational Development**
OrgKey:	**1142**	**OCTD Safety & Environmental**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Fitness Center Staffing**	
Quantity/Cost:	**1 @ $70,856**	**FY17-03255**
Budget Request: $ 70,856		**IFAS#: 1142-7519-A2352-3WV**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Provide staffing support for the fitness centers located at the Santa Ana and Garden Grove base locations. Staff to help supervise fitness center usage and equipment. The staff is used by OCTA to deliver important physical activity and dietary direction of OCTA employees. These services aid OCTA in encouraging employees to participate and practice healthy lifestyle behaviors with a goal of directly reducing OCTA healthcare costs and future insurance premiums.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Requires qualified and Certified employees in physical fitness, fitness training, and nutritional guidance.

Please explain how you arrived at the budgeted dollars requested.

This is the budgetary allocation needed to continue the existing contract (C-5-3607) and extend such services in the future.

What phase of the project does this line item support?

All phases

Division:	04	Human Resources and Organizational Development
OrgKey:	1142	OCTD Safety & Environmental
Object:	7519	Prof Serv-Other Prof Services

Description Health, Safety and Environmental Regulatory Consultation

Quantity/Cost: 1 @ $32,000   **FY17-03253**

Budget Request: $ 32,000   **IFAS#: 1142-7519-A2339-PQ9**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Provides consultation services for compliance with Local, State, and Federal Environmental and Safety program management. Including but not limited to:
- Confined space monitoring/identification
- Industrial hygiene assessment/exposure testing
- Personal protective equipment reviews
- Lock-Out/Tag-out policy refinements/reviews
- Fall protection assessments
- Engineering reviews for safety program refinements
- Stormwater management
- Underground storage tanks
- Hazardous and Universal Waste management
- Fire and building code regulations

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Qualified safety and environmental professionals with subject matter knowledge and experience

Please explain how you arrived at the budgeted dollars requested.

These services are on an as needed basis for compliance assurance. Services rendered are dependent on budgetary allotments

What phase of the project does this line item support?

All phases

Division:	04	Human Resources and Organizational Development
OrgKey:	1142	OCTD Safety & Environmental
Object:	7519	Prof Serv-Other Prof Services

Description	Transit Compliance Training	
Quantity/Cost:	1 @ $14,283	FY17-03252
Budget Request:	$ 14,283	IFAS#: 1142-7519-A2334-9HE

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The final product and service would consist of training requirement for compliance with Cal/OSHA requirements. Such trainings include:
- Fall Protection
- Welding and Hot Work Safety
- Electrical Safety
- Bloodborne Pathogens
- Lock-out/Tag-out
- Confined Space
- Injury and Illness Prevention Program (IIPP)
- Safety Management Systems

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Qualified safety professional with subject matter knowledge and experience

Please explain how you arrived at the budgeted dollars requested.

This request is associated with multiple service and training requirements. Training opportunities are based on mandatory compliance requirements and budgetary allotment

What phase of the project does this line item support?

All phases

Division:	04	Human Resources and Organizational Development
OrgKey:	1321	Learning & Development-Admin
Object:	7519	Prof Serv-Other Prof Services

Description	General Training Delivery	
Quantity/Cost:	1 @ $10,000	FY17-03582
Budget Request: $	10,000	IFAS#: 1321-7519-A2006-P96

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Training materials for off-the-shelf training programs associated with core competency skills, such as communication, interpersonal skills, business acumen, and personal/professional development. May include such courses as VitalSmarts, Meyers-Briggs Type Indicator, Franklin Covey, or BlessingWhite.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Some training materials can only be purchased as proprietary materials directly from a licensed provider.

Please explain how you arrived at the budgeted dollars requested.

Previous years' usage and government pricing rates provided by the companies.

What phase of the project does this line item support?

Delivery phase of materials.

Division:	04	Human Resources and Organizational Development
OrgKey:	1321	Learning & Development-Admin
Object:	7519	Prof Serv-Other Prof Services

Description — **Online Training Creation**

Quantity/Cost: 1 @ $20,000   **FY17-03581**

Budget Request: $ 20,000   **IFAS#: 1321-7519-A2006-P95**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Assistance with online training creation, which may include instructional design, development of online learning, branding, or some modification and customization of off-the-shelf materials and technical writing. Consultant services will be needed for professional support in the design and development of online training content that meets OCTA requirements for compliance, competency development, and engagement. Objective is to transition all compliance training and appropriate elective training to an on-line format over a three-year span. This is the second year that we are working on this initiative. After that, the on-line training development will largely consist of maintaining and updating the existing library and occasionally producing a new module. Our department has the subject-matter and training development expertise but is less experienced in the tools and techniques specific to creative on-line eLearning and training development. Moreover, staff size (two full-time professionals) precludes development and production on a significant scale without compromising other important objectives.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert-level Storyline Articulate 2 programmer, professional video capability, professional voice acting ability, possible marketing ability and use of Adobe suite of publishing software.

Please explain how you arrived at the budgeted dollars requested.

Based on previous years' expenditures (projects done for Learning & Development and Health Safety Environmental Compliance) and upcoming projects as outlined by internal customers.

What phase of the project does this line item support?

Design and development of online eLearning modules

Division:	04	Human Resources and Organizational Development
OrgKey:	1321	Learning & Development-Admin
Object:	7519	Prof Serv-Other Prof Services

Description	Training Licenses	
Quantity/Cost:	1 @ $20,000	FY17-05020
Budget Request: $ 20,000		IFAS#: 1321-7519-A2006-0I0

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Licensing for training certification and materials that allows OCTA instructors to be certified to deliver content and print materials in-house at a significant savings over hiring external instructors.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Training must be purchased directly from the proprietary company under a sole source agreement and all terms of the contract must be followed. Training cannot be purchased from a third party vendor.

Please explain how you arrived at the budgeted dollars requested.

After consulting with several of our training providers, they have told us that they are moving away from a model where they send external instructors into companies, to a model where our instructors become certified and we are licensed to print our own materials.

What phase of the project does this line item support?

Development and delivery. This model allows OCTA to deliver training in customized formats and on-demand in a much more responsive way than having to arrange for an off-site instructor.

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

Breaking out a previously budgeted line item in a new way.

Division:	**04**	**Human Resources and Organizational Development**
OrgKey:	**1321**	**Learning & Development-Admin**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Zenger Folkman Workshops**
Quantity/Cost:	**1 @ $15,000**
Budget Request: $ 15,000	

FY17-03580

IFAS#: 1321-7519-A2006-08Q

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Conduct training programs involving 360-degree assessments for mid- and senior-level managers such as those in the Management Development Academies (MDA) and Leadership Development Academies (LDA). May include such courses as Extraordinary Leader (taught as a pre-requisite to the LDA) or Advancing the Extraordinary Leader (taught as a follow-up to the LDA).

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Licensing by Zenger Folkman (ZF) as a master certified training in their proprietary content. All of the Zenger Folkman workshops are proprietary and cannot be purchased from a third party nor can they be trained by anyone but ZF staff.

Please explain how you arrived at the budgeted dollars requested.

OCTA has been using Zenger Folkman competencies and content for more than eight years and is satisfied with their content and delivery. Government pricing has been negotiated with the firm.

What phase of the project does this line item support?

Delivery of workshops, as well as all materials.

Division:	04	Human Resources and Organizational Development
OrgKey:	1340	Human Resources
Object:	7519	Prof Serv-Other Prof Services

Description	(Ergometrics) Customer Service Testing for Coach Operator Applicants
Quantity/Cost:	1 @ $10,000	**FY17-03605**
Budget Request: $	10,000	**IFAS#: 1340-7519-A2207-062**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Validated testing to assist in the selection of coach operators. Testing will emphasize the skills and competencies necessary for a successful coach operator

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Ergometric testing assists in the selection of coach operators who will be successful on the job.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollars are based on current utilization.

What phase of the project does this line item support?

Coach Operator recruiting is ongoing and the Ergometric testing occurs early in the ongoing project.

Division:	04	Human Resources and Organizational Development
OrgKey:	1340	Human Resources
Object:	7519	Prof Serv-Other Prof Services

Description	DMV Recertification/Alcohol/Drug Test	
Quantity/Cost:	1 @ $83,000	FY17-03609
Budget Request:	$ 83,000	IFAS#: 1340-7519-A2312-EP6

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Alcohol and drug tests are required as part of the DMV recertification process for all current OCTA employees who need to have a commercial drivers license in order to perform their job responsibilities.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

OCTA contracts with medical clinics who provide the required drug and alcohol tests.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollars requested are based on independent comparisons, our current rates are 15% below the market rate for this service.

What phase of the project does this line item support?

Drug and alcohol tests for DMV recertification are ongoing as CDLs (Commercial Driver's Licenses) expire consistently throughout the year.

Division:	04	Human Resources and Organizational Development
OrgKey:	1340	Human Resources
Object:	7519	Prof Serv-Other Prof Services

Description	DOT/FTA Drug/Alcohol Testing/Vaccinations	
Quantity/Cost:	1 @ $52,000	FY17-03608
Budget Request: $ 52,000		IFAS#: 1340-7519-A2312-DWA

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Drug and alcohol testing for all safety sensitive positions is required by OCTA, the Department Of Transportation and the Federal Transit Administration regulations. Vaccinations are required by California Division of Occupational Safety and Health for those employees who could be at risk for exposure due to the nature of their job responsibilities.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

OCTA contracts with two medical clinics to provide all of the testing and vaccinations.

Please explain how you arrived at the budgeted dollars requested.

The requested dollars are based on the current costs plus 15%. The current contract expires in July and new contracts will be executed

What phase of the project does this line item support?

Drug and alcohol testing occurs on an on-going basis for safety sensitive positions; prior to hire, for reasonable suspicion, random testing, and/or as the result of an accident.

Division:	**04**	**Human Resources and Organizational Development**
OrgKey:	**1340**	**Human Resources**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**HR Consulting Services**	
Quantity/Cost:	**1 @ $20,000**	**FY17-03602**
Budget Request: $ 20,000		**IFAS#: 1340-7519-A2110-E8A**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

HR Consulting Services is used to procure Human Resources Consultant(s) on an as-needed basis. Some examples include an executive recruiter to assist with high level or difficult to fill positions and provide professional assistance in situations where there may be a conflict of interest if the decision is made internally to OCTA.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

A variety of HR consulting firms are available to assist as needed.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollars requested are based on the current fiscal year budget.

What phase of the project does this line item support?

This line item will support all phases of the project as needed.

Division:	04	Human Resources and Organizational Development
OrgKey:	1340	Human Resources
Object:	7519	Prof Serv-Other Prof Services

Description		**Pre-employment Background Checks**
Quantity/Cost:		1 @ $20,000	FY17-03606
Budget Request:	$ 20,000		IFAS#: 1340-7519-A2207-E3T

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Background checks are a best business practice in the selection of the most qualified and best possible candidate for open positions at OCTA.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

A background check company provides a vital service that ensures honesty and accuracy in applications and assists in the selection of the most qualified candidate for open positions at OCTA.

Please explain how you arrived at the budgeted dollars requested.

Budgeted dollars are based on current and projected utilization.

What phase of the project does this line item support?

Background checks occur near the end of the ongoing hiring project.

Division:	04	Human Resources and Organizational Development
OrgKey:	1340	Human Resources
Object:	7519	Prof Serv-Other Prof Services

Description	TALX License/Employment Verification	
Quantity/Cost:	1 @ $5,000	FY17-03603
Budget Request: $ 5,000		IFAS#: 1340-7519-A2110-E8A

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

TALX, a subsidiary of Equifax, Inc., is a third party administrator that provides all employment and salary verification requests that are made by external parties for current and terminated OCTA employees.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

TALX is a nationally recognized third party administrator for providing employment and salary verifications.

Please explain how you arrived at the budgeted dollars requested.

The requested dollars are based on the current fee with an estimated increase of 10%.

What phase of the project does this line item support?

Employment verification is an ongoing project and the line item supports the entire project.

Division:	04	Human Resources and Organizational Development
OrgKey:	1342	Labor & Employee Relations
Object:	7513	Prof Serv-Arbitration/Labr Rel

Description	**Arbitration/Mediation Fees**	
Quantity/Cost:	1 @ $10,000	**FY17-03624**
Budget Request: $ 10,000		**IFAS#: 1342-7513-A0001-GN2**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Arbitrators are used as third-party neutrals to resolve grievance disputes throughout the year. During calendar years 2014 and 2015, there were 98 and 80 grievances filed, respectively. Of the calendar year 2015 grievances, five were moved by the Union to arbitration. Typically, one-quarter of the grievances moved by the Union are actually heard at arbitration; however, the Department budget must prepare that each could be heard by an arbitrator or for possible cancellation fees.

Beginning in 2012, State Mediation & Conciliation Services (SMCS) began charging fees to users. SMCS assistance would be required for labor issues such as union decertifications, elections, or strikes.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Arbitrator/mediator to be used as a third-party neutral.

Please explain how you arrived at the budgeted dollars requested.

Arbitrator/mediators charge for their services rendered on the day of the arbitration hearing; preparation thereof, and for services rendered for their arbitration/mediation decision. These services can be anywhere from the sum of $2,500.00 to $4,000.00 for attendance at the hearing, plus day(s) of study and decision preparation; plus clerical fees, etc.

What phase of the project does this line item support?

N/A.

Division:	04	Human Resources and Organizational Development
OrgKey:	1342	Labor & Employee Relations
Object:	7519	Prof Serv-Other Prof Services

Description	DMV Recertification Physicals	
Quantity/Cost:	1 @ $15,000	FY17-03626
Budget Request:	$ 15,000	IFAS#: 1342-7519-A2344-F30

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Department of Motor Vehicles (DMV) Medical Examination Report DL 51's are required for employees to hold a commercial driver's license (Class B). When a commercial driver's license is part of an employee's job requirement, the employer is responsible for the cost of the examination. These funds will be used for reimbursements for DMV physical examinations performed by employees' physicians, instead of the medical clinic contracted by OCTA. These professional services are conducted on an as-needed basis. The number of employees utilizing this budgeted item has tripled during the past two-year period.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The above services can be performed by medical clinics with their medical staff such as Kaiser Permanente, Golden West Medical Center, private practice medical doctors, doctors of chiropractic care, etc.

Please explain how you arrived at the budgeted dollars requested.

These medical services can range anywhere in the amount of $53.00 to $115.00 per examination.

What phase of the project does this line item support?

N/A.

Division:	04	Human Resources and Organizational Development
OrgKey:	1342	Labor & Employee Relations
Object:	7519	Prof Serv-Other Prof Services

Description	Return to Duty Physicals	
Quantity/Cost:	1 @ $5,000	FY17-03625
Budget Request: $ 5,000		IFAS#: 1342-7519-A2344-E3X

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

As necessary, Return to Duty/Fit for Duty examinations may be required for employees. These medical and/or psychological examinations and evaluations by an independent third party professional are to determine an employee's ability to perform his/her job duties following an employee's medical leave of absence or due to a situation during the course of employment that alerts management of a need for an examination/evaluation. These professional services are conducted on an as-needed basis.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Qualifications are Licensed Psychologist or can be a representative from the Health and Human Resource Center, Inc. "Resources for Living," etc. for in-person consultation.

Please explain how you arrived at the budgeted dollars requested.

Services can include, but are not limited to, face to face evaluations, psychological testing, note/chart review and preparation, phone conversations with the psychiatrist/psychologist. These evaluations can be billed at $350.00 an hour or more based on the expertise and qualifications of the evaluator.

What phase of the project does this line item support?

N/A.

Human Resources & Organizational Development Services

Division:	**04**	**Human Resources and Organizational Development**
OrgKey:	**1342**	**Labor & Employee Relations**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Title VI, Affirmative Action Program Consultant**
Quantity/Cost:	**1 @ $8,000**
Budget Request: $ 8,000	

FY17-03628

IFAS#: 1342-7519-A2361-BD2

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Consulting services for various components of the Title VI Program and Equal Employment Opportunity/Affirmative Action Program reports, reviews and evaluations, as necessary. A Title VI Plan and an Affirmative Action Plan are Federal Transit Administration (FTA) requirements.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert-level Title VI, Affirmative Action Program Consultant to offer consulting services to Labor & Employee Relations Department.

Please explain how you arrived at the budgeted dollars requested.

Consultant hourly fees to be allocated based on experience, scope of work, etc., which will be determined at a later time.

What phase of the project does this line item support?

N/A.

Division:	04	Human Resources and Organizational Development
OrgKey:	1342	Labor & Employee Relations
Object:	7629	Other Services

Description	Court Reporting Services	
Quantity/Cost:	1 @ $10,000	FY17-03630
Budget Request: $	10,000	IFAS#: 1342-7629-A2325-E42

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Court reporting services are required for pre-discharge hearings, arbitrations, and depositions for litigated cases. Court reporting services provide documented transcripts of the proceedings by an unbiased third party.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

These services are completed under Purchase Order No. C-2-1379 with an effective date of April 1, 2012 through March 31, 2017. These expert-level court reporters are ordered through our court reporting service, Precise Golkow.

Please explain how you arrived at the budgeted dollars requested.

This contract is budged with a cumulative total of $50,000 for the duration of the contract with $10,000.00 per fiscal year budgeted for this five-year contract.

What phase of the project does this line item support?

N.A.

Line Item Controlled Services

Org-Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
0017	Local Transport Auth M	7519	Travel expenses for the vendor as per the contract	10,000	120
1412	Government Relations	7519	Federal Legislative Advocacy	480,000	121
1412	Government Relations	7519	FTA Compliance Review Consutant	243,000	122
1412	Government Relations	7519	Local Government Advocacy	60,000	123
1412	Government Relations	7519	State Legislative Advocacy - option term	508,000	124
1412	Government Relations	7629	Mail House Services	1,536	125
Subtotal Services - Government Relations				**$ 1,302,536**	

Division:	**13**	**Government Relations**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Travel expenses for the vendor as per the contract**	
Quantity/Cost:	**1 @ $10,000**	**FY17-05055**
Budget Request: $ 10,000		**IFAS#: 0017-7519-TS010-TYV**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

There are travel expenses incurred by the vendor that are part of the contract.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Vendor has expertise in various streetcar/fixed guideway projects

Please explain how you arrived at the budgeted dollars requested.

This is to cover various travel that may be required.

What phase of the project does this line item support?

Review and address items necessary for the project.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work

Division:	13	Government Relations
OrgKey:	1412	Government Relations
Object:	7519	Prof Serv-Other Prof Services

Description	Federal Legislative Advocacy	
Quantity/Cost:	1 @ $480,000	FY17-04985
Budget Request:	$ 480,000	IFAS#: 1412-7519-A3201-E58

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Contract for federal legislative advocacy for OCTA transportation items including appropriations for OCTA Board-adopted project lists, etc.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Superior knowledge of Orange County CA transportation issues and needs; advocacy for OCTA annual legislative platform, outreach to congressional delegation, House and Senate committee leadership and federal agencies.

Please explain how you arrived at the budgeted dollars requested.

This is the option term of the current contract

What phase of the project does this line item support?

All phases of Advocacy.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on a current contract; budgeting for an option term of the contract - a two-year option term

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

Budgeting for an option term for a current contract

Division:	**13**	**Government Relations**
OrgKey:	**1412**	**Government Relations**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**FTA Compliance Review Consutant**	
Quantity/Cost:	**9 @ $27,000**	**FY17-04979**
Budget Request: $ 243,000		**IFAS#: 1412-7519-A0001-N06**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Consultant will perform the compliance review of OCTA's subrecipients receiving federal transit funds as per Federal Transportation Administration (FTA) requirements.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Strong knowledge of FTA subrecipient requirements and process; expertise with FTA Triennials and current FTS requirements.

Please explain how you arrived at the budgeted dollars requested.

The dollar amount is based on an estimated average of $27K for each review, with three reviews per year for a three-year period. A NTE amount of $243K for three years, with one option year at $81K.

What phase of the project does this line item support?

Subrecipient review.

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

This is a new budget item for Government Relations. This item is required, and is a reallocation of responsibilities and an expansion of scope to the Government Relations Division from the Transit Division.

Division:	13	Government Relations
OrgKey:	1412	Government Relations
Object:	7519	Prof Serv-Other Prof Services

Description	Local Government Advocacy	
Quantity/Cost:	1 @ $60,000	FY17-03682
Budget Request: $ 60,000		IFAS#: 1412-7519-A0001-5KF

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Local government advocacy support regarding county and city issues. This is to cover the initial term and one, one-year option term of the contract, @ $60,000 per option term.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Strong local government understanding for the Orange County cities.

Please explain how you arrived at the budgeted dollars requested.

This amount is considered industry standard.

What phase of the project does this line item support?

A one-year performance.

Division:	13	Government Relations
OrgKey:	1412	Government Relations
Object:	7519	Prof Serv-Other Prof Services

Description	**State Legislative Advocacy - option term**
Quantity/Cost:	**1 @ $508,000**	**FY17-04990**
Budget Request: $ 508,000	**IFAS#: 1412-7519-A3202-K5H**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Advocacy for OCTA annual state legislative platform, outreach to the State Legislature delegation for both the Senate and Assembly.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Excellent knowledge of California State Legislative processes; details regarding bill analysis and processing.

Please explain how you arrived at the budgeted dollars requested.

This is a two-year option term for the current contract

What phase of the project does this line item support?

State Legislative items regarding all forms of transportation and transit items for OCTA.

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

This is for a two-year option term to the current contract for State Legislative Advocacy.

Division:	**13**	**Government Relations**
OrgKey:	**1412**	**Government Relations**
Object:	**7629**	**Other Services**

Description	**Mail House Services**	
Quantity/Cost:	**1 @ $1,536**	**FY17-03684**
Budget Request:	**$ 1,536**	**IFAS#: 1412-7629-A0001-1PE**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Mailing services for bulk letters for OCTA events.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Particular OCTA events that require community communications.

Please explain how you arrived at the budgeted dollars requested.

Via general postage rates and number of mailings

What phase of the project does this line item support?

Outreach

Org-Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
0017	Local Transport Auth M	7514	Environmental Mitigation Right of Way Support Services	40,000	129
0017	Local Transport Auth M	7519	Beach Boulevard Transit Priority Project Phase I	100,000	130
0017	Local Transport Auth M	7519	Consultant Services for ROADS Oversight	50,000	131
0017	Local Transport Auth M	7519	CTFP On Call Services	100,000	132
0017	Local Transport Auth M	7519	Eco Interactive Subscription Service for OC Fundtracker	87,000	133
0017	Local Transport Auth M	7519	Environmental Support and Program Management	50,000	134
0017	Local Transport Auth M	7519	FTA New Starts/STOPS Modeling Development Support	70,000	135
0017	Local Transport Auth M	7519	GIS Professional Services - Staff Augmentation - M2 Pro	70,000	136
0017	Local Transport Auth M	7519	Local Signal Synchronization Plan Updates	35,000	137
0017	Local Transport Auth M	7519	M2 Combined Transportation Funding Programs (CTFP)	13,000	138
0017	Local Transport Auth M	7519	M2 CTFP Final Report Review	100,000	139
0017	Local Transport Auth M	7519	M2 Document Center Support	160,000	140
0017	Local Transport Auth M	7519	M2 ECP data gathering for Tier 1 and Tier 2 funded proje	125,000	141
0017	Local Transport Auth M	7519	M2 ECP Support for Tier 1 and Tier 2 funding programs	7,500	142
0017	Local Transport Auth M	7519	M2 EMP Interim biological monitoring support services	80,000	143
0017	Local Transport Auth M	7519	M2 EMP Interim land management for Hayashi preserve	60,000	144
0017	Local Transport Auth M	7519	M2 EMP Interim land management, start-up cost for acq	150,000	145
0017	Local Transport Auth M	7519	M2 EMP Retain contractor to perform maintenance on ac	125,000	146
0017	Local Transport Auth M	7519	M2 EMP Retain interim land manager to perform biologic	55,000	147
0017	Local Transport Auth M	7519	M2 EMP Retain professional services for cultural resourc	120,000	148
0017	Local Transport Auth M	7519	M2 EMP Retain professional services to perform baselin	35,000	149
0017	Local Transport Auth M	7519	M2 EMP Retain professional services to perform biologic	15,000	150
0017	Local Transport Auth M	7519	M2 EMP Retain property patrol services	80,000	151
0017	Local Transport Auth M	7519	M2 EMP Unforeseen expenditures for NCCP/HCP	75,000	152
0017	Local Transport Auth M	7519	M2 EMP WRDA agreements to provide USAC staff reso	100,000	153
0017	Local Transport Auth M	7519	M2 SharePoint Project Development	100,000	154
0017	Local Transport Auth M	7519	M2EMP Interim land management and biological resourc	200,000	155
0017	Local Transport Auth M	7519	Measure M Awareness/Website	150,000	156
0017	Local Transport Auth M	7519	Measure M Eligibility Review	100,000	157
0017	Local Transport Auth M	7519	MPAH Complete Streets Plan	150,000	158
0017	Local Transport Auth M	7519	OC Fundtracker and Master Tracking Database Upgrade	35,000	159
0017	Local Transport Auth M	7519	OCTAM Improvements/Modeling Development Support	55,000	160
0017	Local Transport Auth M	7519	On-Call Measure M Strategic Advisory Services	115,000	161
0017	Local Transport Auth M	7519	On-Call Traffic Engineering Services	8,500,000	162
0017	Local Transport Auth M	7519	Pavement Control Sections	47,000	163
0017	Local Transport Auth M	7519	Pavement Software Training	48,000	164
0017	Local Transport Auth M	7519	Prof Svcs for Environmental Mitigation Program	50,000	165
0017	Local Transport Auth M	7519	Project V support services	75,000	166
0017	Local Transport Auth M	7519	Retain professional services to provide general environm	10,000	167
0017	Local Transport Auth M	7519	Retain professional services to provide general environm	10,000	168

Planning Services

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Subtotal Services - Planning				**$ 15,436,500**	

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7514	Prof Serv-Right of Way Service

Description	Environmental Mitigation Right of Way Support Services	
Quantity/Cost:	1 @ $40,000	FY17-04750
Budget Request: $	40,000	IFAS#: 0017-7514-FX001-00U

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Right of way services for environmental mitigation program appraisals, environmental site assessment and other services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Right of way expert

Please explain how you arrived at the budgeted dollars requested.

Previous work on other properties

What phase of the project does this line item support?

Various phases

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Beach Boulevard Transit Priority Project Phase I	
Quantity/Cost:	1 @ $100,000	FY17-04866
Budget Request: $	100,000	IFAS#: 0017-7519-SPF19-P2U

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The project will study applying a number of advanced Intelligent Transportation System and other improvements along Beach Boulevard to improve multi-modal traffic flow. Potential improvements include signal synchronization, signal phasing, communications, emergency vehicle preemption, transit signal priority, striping treatments, and others to be determine as part of the project. The project will also develop a pilot concept to be moved forward combining a number of recommended elements.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expertise in transit signal priority, traffic simulation, and bus rapid transit.

Please explain how you arrived at the budgeted dollars requested.

Budget based on previous studies.

What phase of the project does this line item support?

Project study of Phase I.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for new work on an on-going basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Consultant Services for ROADS Oversight	
Quantity/Cost:	1 @ $50,000	FY17-04864
Budget Request: $ 50,000		IFAS#: 0017-7519-SP001-P2U

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Retain professional services to ensure that all signal synchronization projects funded by Project P actively use the ROADS database.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expertise in signal synchronization and M2.

Please explain how you arrived at the budgeted dollars requested.

Budget based on previous projects.

What phase of the project does this line item support?

The second half of the project.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Rebudgeting funds from the current year, estimated underrun is approximately $25,000.

Division:	**14**	**Planning**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**CTFP On Call Services**
Quantity/Cost:	**1 @ $100,000** **FY17-04707**
Budget Request: $ 100,000	**IFAS#: 0017-7519-SO001-TGS**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Professional Services to assist OCTA in reviewing local agency applications submitted for the competitive Regional Capacity Program (RCP) and Regional Traffic Signal Synchronization Program (RTSSP). Applications are reviewed to ensure that proposed projects are eligible for the funding, meet minimum requirements set forth by the program guidelines and are correctly represented in the funding application.

Tasks:
Assistance with Application Workshop/Materials
Application Preparation Assistance for Local Agencies
Application Review for Cost Estimates, Traffic Volumes and Project Schedules
Technical Steering Committee Support

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Technical experience in performing work of a closely similar nature; experience working with public agencies; strength and stability of the firm; strength, stability, experience and technical competence of subcontractors; assessment by client references.

Please explain how you arrived at the budgeted dollars requested.

Based on the amount spent last year, inflation costs and expected number of applications for competitive programs that have increased overtime.

What phase of the project does this line item support?

Implementation Phase

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

The amount identified above will cover the work required on 2017 Call for Projects for the RCP and RTSSP. It is very similar to the work performed during 2016 Call for Projects for RCP and RTSSP and therefore is continuing work on an ongoing basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Eco Interactive Subscription Service for OC Fundtracker Database	
Quantity/Cost:	1 @ $87,000	FY17-04510
Budget Request:	$ 87,000	IFAS#: 0017-7519-SO002-TGZ

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This project is an annual sole source contract for IS subscription service. Please see the existing cooperative agreement number A32768 for your reference.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Already procured and will continue through sole source procurement

Please explain how you arrived at the budgeted dollars requested.

Based on prior year service rate, adjusted for inflation. Also includes potential for additional services that may be needed through this database.

What phase of the project does this line item support?

ongoing operations

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This is for continuing work that is provided on an ongoing basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Environmental Support and Program Management	
Quantity/Cost:	1 @ $50,000	**FY17-04800**
Budget Request: $ 50,000		**IFAS#: 0017-7519-MX001-T6S**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Support for Environmental Mitigation Program and Environmental Cleanup Program.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Engineer, Biologist, and Ecologist.

Please explain how you arrived at the budgeted dollars requested.

Current contract budgeted in prior year

What phase of the project does this line item support?

Various

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

continuing work on an on-going basis

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	FTA New Starts/STOPS Modeling Development Support	
Quantity/Cost:	1 @ $70,000	FY17-04854
Budget Request:	$ 70,000	IFAS#: 0017-7519-TS001-F17

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Retain professional services to help document FTA New Starts modeling changes, including STOPS modeling. Identify required updates to OCTAM output, implement changes, and provide training to OCTA staff.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expertise in OCTAM and FTA New Starts/STOPS model requirements.

Please explain how you arrived at the budgeted dollars requested.

Budgeted dollars requested is based on previous projects.

What phase of the project does this line item support?

FTA New Starts/STOPS analysis

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	**GIS Professional Services - Staff Augmentation - M2 Projects**
Quantity/Cost:	**1 @ $70,000** **FY17-04593**
Budget Request: $ 70,000	**IFAS#: 0017-7519-M0201-AT4**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Provide Geographic Information System (GIS) analyses, technical information products, related business process and workflow automation, databases and tools, and system development and maintenance to support multiple programs and projects throughout OCTA. Maintain a reasonable level of service and responsiveness by augmenting direct employees. Level workloads and provide specialized GIS-related capabilities the GIS Section does not maintain internally.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expertise in OCTA's ESRI-based GIS platform, including the use of ArcGIS Desktop and ArcGIS Server products, as well as Microsoft SQL Server databases and modern software and Web site application development tools and methods, including .NET, Python Javascript, and HTML5.

Please explain how you arrived at the budgeted dollars requested.

Budget request is based on several years of actual GIS professional services usage for the same purposes.

What phase of the project does this line item support?

The line item covers one-half of the GIS Section's professional services needs for staff augmentation. The other half is part of the departmental budget.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Local Signal Synchronization Plan Updates	
Quantity/Cost:	1 @ $35,000	FY17-04862
Budget Request: $ 35,000		IFAS#: 0017-7519-SP001-P2U

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Retain professional services as part of the upcoming eligibility process to update Local Signal Synchronization Plans by June 30, 2017.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expertise in the M2 eligibility process and Local Signal Synchronization Plans.

Please explain how you arrived at the budgeted dollars requested.

Budget based on previous projects.

What phase of the project does this line item support?

The entire project.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for new work on an on-going basis.

Division:	**14**	**Planning**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**M2 Combined Transportation Funding Programs (CTFP) Field Review CTFP**

Quantity/Cost:	**1 @ $13,000**	**FY17-04713**
Budget Request:	**$ 13,000**	**IFAS#: 0017-7519-SO001-TKJ**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Consultant services to assist OCTA staff with conducting field verifications for the M2 Regional Traffic Signal Synchronization Program, Regional Capacity Program and Environmental Cleanup Program.
Deliverables:
  Review of Reports
  Report Tracking Form
  Meetings as Needed

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Technical experience in performing work of a closely similar nature; experience working with public agencies; strength and stability of the firm; strength, stability, experience and technical competence of subcontractors; assessment by client references.

Please explain how you arrived at the budgeted dollars requested.

Amount requested during previous year and expected number of reviews next year.

What phase of the project does this line item support?

Implementation Phase

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing Work on an on-going basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	M2 CTFP Final Report Review	
Quantity/Cost:	1 @ $100,000	**FY17-04712**
Budget Request:	$ 100,000	**IFAS#: 0017-7519-SO001-TKJ**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Professional Engineering services to review project final reports for Comprehensive Transportation Funding Program (CTFP) funded projects. This includes review of project plans for consistency with OCTA guidelines, right-of-way acquisitions to determine any excess right-of-way and constructions costs including construction management and project administration cost to ensure consistency with CTFP guidelines and eligibility for Measure M funds.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Technical experience in performing work of a closely similar nature; experience working with public agencies; strength and stability of the firm; strength, stability, experience and technical competence of subcontractors; assessment by client references.

Please explain how you arrived at the budgeted dollars requested.

Based on the amount requested in previous years, inflation costs and increased number of projects.

What phase of the project does this line item support?

Implementation Phase

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This will support the same work on an on-going basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	M2 Document Center Support	
Quantity/Cost:	1 @ $160,000	**FY17-04491**
Budget Request: $ 160,000		**IFAS#: 0017-7519-M0201-N0E**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

To ensure OCTA has all of the required documentation in a centralized location and to validate that all elements of the Measure M2 Ordinance No. 3 are followed, an M2 Document Center was created. Measure M2 project and program related Staff reports as well as all project and program level documents are saved in this Document Center. Consultant services are required to maintain the document center to ensure the center works properly and that uploading of all required documents takes place in a timely manner. The existing contract is set to expire in FY 2015-16. This request is for the procurement of a new contract. The total contract value is anticipated to be $250,000, with $160,000 to be expensed in FY 2016-17 and the remainder in FY 2017-18.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert in SharePoint and some knowledge of programming

Please explain how you arrived at the budgeted dollars requested.

Based on existing contract

What phase of the project does this line item support?

Continuous process through the life of the 30-year Measure M2 Program which is set to sunset on March 31, 2041.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	M2 ECP data gathering for Tier 1 and Tier 2 funded projects	
Quantity/Cost:	1 @ $125,000	FY17-04715
Budget Request: $	125,000	IFAS#: 0017-7519-MX001-0B9

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Monitor the progress of the Tier 1 Environmental Cleanup Program projects and begin monitoring of the Tier 2 projects including trash volume captured, water savings and water quality achieved.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Engineers.

Please explain how you arrived at the budgeted dollars requested.

Currently in procurement, estimated budget based on anticipated work that will be done in current FY.

What phase of the project does this line item support?

Various

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	M2 ECP Support for Tier 1 and Tier 2 funding programs	
Quantity/Cost:	1 @ $7,500	FY17-04714
Budget Request:	$ 7,500	IFAS#: 0017-7519-MX001-T6S

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Environmental Cleanup Program support including updates to guidelines, scoring criteria and monitoring legislation that may affect the program.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Engineer.

Please explain how you arrived at the budgeted dollars requested.

Current contract budgeted in prior years and anticipated work for next FY.

What phase of the project does this line item support?

Various

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis.

Division:	14	Planning
Object:	7519	Prof Serv-Other Prof Services
OrgKey:	0017	Local Transport Auth Meas-M II

Description **M2 EMP Interim biological monitoring support services**

Quantity/Cost: 1 @ $80,000 FY17-04774

Budget Request: $ 80,000 IFAS#: 0017-7519-FX001-TGQ

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Maintain biological resources of the Environmental Mitigation Program (EMP) Preserves.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Biologist

Please explain how you arrived at the budgeted dollars requested.

Procurement in progress.

What phase of the project does this line item support?

Natural Community Conservation Plan/Habitat Conservation Plan (NCCP/HCP)

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	M2 EMP Interim land management for Hayashi preserve	
Quantity/Cost:	1 @ $60,000	**FY17-04766**
Budget Request: $ 60,000		**IFAS#: 0017-7519-FX001-TGQ**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Interim land management for Environmental Mitigation Program (EMP) Preserve Hayashi.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Land Manager

Please explain how you arrived at the budgeted dollars requested.

Current cooperative agreement amount approved in previous year budget

What phase of the project does this line item support?

Various

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis.

Division:	**14**	**Planning**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**M2 EMP Interim land management, start-up cost for acquired prop & preparation of a fire manage plan**
Quantity/Cost:	**1 @ $150,000** **FY17-04758**
Budget Request: **$ 150,000**	**IFAS#: 0017-7519-FX001-TGQ**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Interim land management and start up costs. Needs include patrol, fencing, weed abatement.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Land Manager

Please explain how you arrived at the budgeted dollars requested.

Prior experience with land management activities.

What phase of the project does this line item support?

Various

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

New budget item.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	**M2 EMP Retain contractor to perform maintenance on acquired properties**	
Quantity/Cost:	**1 @ $125,000**	**FY17-04771**
Budget Request:	**$ 125,000**	**IFAS#: 0017-7519-FX001-TGQ**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Maintain biological resources of Environmental Mitigation Program (EMP) Preserves, primarily Ferber Ranch and supplement for other Preserves.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Biologist

Please explain how you arrived at the budgeted dollars requested.

Work is on existing contract budgeted in prior year

What phase of the project does this line item support?

Various

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	**M2 EMP Retain interim land manager to perform biological monitoring**	
Quantity/Cost:	**1 @ $55,000**	**FY17-04773**
Budget Request:	**$ 55,000**	**IFAS#: 0017-7519-FX001-TGQ**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Maintain biological resources of Environmental Mitigation Program (EMP) Preserves, primarily Hafen, Saddle Creek South and O'Neill Oaks.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Biologist

Please explain how you arrived at the budgeted dollars requested.

Current agreement was budgeted in prior year

What phase of the project does this line item support?

Various

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	M2 EMP Retain professional services for cultural resources support for USACE permitting processes	
Quantity/Cost:	1 @ $120,000	FY17-04753
Budget Request: $	120,000	IFAS#: 0017-7519-FX001-P5A

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Current contract with LSA Associates, Inc. to perform cultural resources work on the Environmental Mitigation Program Preserves.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Culural Resources Specialist

Please explain how you arrived at the budgeted dollars requested.

Continuing work of contract from previous year budget.

What phase of the project does this line item support?

Various

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis.

Division:	**14**	**Planning**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**M2 EMP Retain professional services to perform baseline biological resources surveys**
Quantity/Cost:	**1 @ $35,000** **FY17-04783**
Budget Request: $ 35,000	**IFAS#: 0017-7519-FX001-TGQ**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Perform baseline biological surveys to be integrated into the Environmental Mitigation Program (EMP) conservation plan and resource management plans.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Biologist

Please explain how you arrived at the budgeted dollars requested.

Existing contract budgeted in prior year.

What phase of the project does this line item support?

Various

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	M2 EMP Retain professional services to perform biological monitoring on acquired properties	
Quantity/Cost:	1 @ $15,000	FY17-04840
Budget Request: $	15,000	IFAS#: 0017-7519-FX001-TGQ

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Perform biological monitoring on OCTA Environmental Mitigation Program (EMP) conservation properties.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Field biologists who are well-versed with state and federal listing of endangered plant and animal species.

Please explain how you arrived at the budgeted dollars requested.

This is an existing time and materials contract (C-3-1441) that was budgeted in prior fiscal years.

What phase of the project does this line item support?

Various

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	M2 EMP Retain property patrol services	
Quantity/Cost:	1 @ $80,000	FY17-04759
Budget Request: $ 80,000		IFAS#: 0017-7519-FX001-TGQ

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Property patrol services to reduce trespassing and degradation of biological resources on Environmental Mitigation Program (EMP) preserves.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Patrol officer

Please explain how you arrived at the budgeted dollars requested.

Current contract budgeted in prior year.

What phase of the project does this line item support?

Various

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis.

Division:	**14**	**Planning**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**M2 EMP Unforeseen expenditures for NCCP/HCP**	
Quantity/Cost:	**1 @ $75,000**	**FY17-04784**
Budget Request: $ 75,000		**IFAS#: 0017-7519-FX001-P5A**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Complete the Environmental Mitigation Program (EMP) conservation plan and establish the endowment.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Please explain how you arrived at the budgeted dollars requested.

Recurring expense.

What phase of the project does this line item support?

Natural Community Conservation Plan/Habitat Conservation Plan (NCCP/HCP)

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

New budget item.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	M2 EMP WRDA agreements to provide USAC staff resources for Section 404 and 408 permit processes

Quantity/Cost:	1 @ $100,000	FY17-04754
Budget Request:	$ 100,000	IFAS#: 0017-7519-FX001-T51

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Funding for staff resources from Army Corps of Engineers via Water Resources Development Act (WRDA) agreements (404 and 408)

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Army Corps of Engineers staff

Please explain how you arrived at the budgeted dollars requested.

Estimate based on previous amendments to the agreements

What phase of the project does this line item support?

Various

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	**M2 SharePoint Project Development**	
Quantity/Cost:	**1 @ $100,000**	**FY17-04729**
Budget Request:	**$ 100,000**	**IFAS#: 0017-7519-M0201-S3X**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This line item provides for technical and end-user support and administration services for SharePoint which will primarily be responsible for development and support of all Measure M2 (M2)project document management sites during FY 2016-17.   Two mission critical divisions, Planning and Capital Programs, will directly benefit from these services as well as other departments who contribute to M2 related document creation. A thorough analysis is required in order to ensure the existing M2 document center in SharePoint is effective, searchable, user friendly, and comprehensive.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert in SharePoint Project Development

Please explain how you arrived at the budgeted dollars requested.

Based on prior year budget and discussions with the Information Systems (IS) project team.

What phase of the project does this line item support?

The M2 document center supports the 30-year Measure M2 program.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Re-budgeted funds from the current year. At this time, it is anticipated that the current year budget will underrun by 80%.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	M2EMP Interim land management and biological resources monitoring	
Quantity/Cost:	1 @ $200,000	FY17-04874
Budget Request: $	200,000	IFAS#: 0017-7519-FX001-TGQ

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Maintain biological resources of the Environmental Mitigation Program (EMP) Preserves

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Biologist

Please explain how you arrived at the budgeted dollars requested.

Procurement in progress

What phase of the project does this line item support?

Natural Community Conservation Plan/Habitat Conservation Plan (NCCP/HCP)

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Measure M Awareness/Website	
Quantity/Cost:	1 @ $150,000	FY17-04490
Budget Request: $ 150,000		IFAS#: 0017-7519-M0201-03T

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The design and development of digital communications to increase Measure M awareness are desired. A firm that offers expertise in the areas of interactive web design and development is required. The focus will be developing cost-effective, web-based communications tools and approaches with a visually appealing aesthetic to meet the user's needs and achieve greater Measure M awareness. Digital communications strategies, tools and techniques change rapidly, and working together with OCTA, the contractor will assist with development to optimize user experience, educate and enhance public awareness of Measure M as a whole. The following goals should be achieved:

• Boost public confidence in OCTA with new tools that clearly communicate and, in some cases, educate the public as to how OCTA is spending Measure M tax dollars.

• Enhance communications with the public about Measure M projects and programs, and who to contact for assistance.

• Empower the internal team to have resources to ensure Measure M is given the support needed.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert in interactive web design and development.

Please explain how you arrived at the budgeted dollars requested.

Estimate based on prior online marketing enhancement contracts in External Affairs.

What phase of the project does this line item support?

Continuous process through the life of the 30-year Measure M2 Program which is set to sunset on March 31, 2041.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Measure M Eligibility Review	
Quantity/Cost:	1 @ $100,000	FY17-04792
Budget Request: $	100,000	IFAS#: 0017-7519-M2050-S96

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Consultant services to provide technical assistance to OCTA staff to review Measure M2 Eligibility Packages submitted by 35 local agencies in Orange County and make recommendations of changes to the Eligibility Guidelines and Web Smart CIP Guidelines.

Tasks Include:
Review Local Agency Eligibility Packages
Coordinate Schedules and Milestones with Project Managers
Prepare Report and Recommendations for Annual Eligibility Review Committee
Provide Support for the Tax Payers Oversight Committee

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Technical experience in performing work of a closely similar nature; experience working with public agencies; strength and stability of the firm; strength, stability, experience and technical competence of subcontractors; assessment by client references.

Please explain how you arrived at the budgeted dollars requested.

Budget needed in previous years and inflation costs.

What phase of the project does this line item support?

Implementation Phase

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing Work from previous year on-going basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	MPAH Complete Streets Plan	
Quantity/Cost:	1 @ $150,000	FY17-04643
Budget Request: $	150,000	IFAS#: 0017-7519-SO001-00H

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Develop a plan that integrates planned roadway widening projects, new class 2 and 3 bike routes, signal system upgrades, and pedestrian improvements into one area plan that will be used to update the Master Plan of Arterial Highways (MPAH) Guidelines in order to account for multi-modal improvements.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Transportation Planning Project Manager with a full cadre of transportation planning support staff.

Please explain how you arrived at the budgeted dollars requested.

Consistent with previous study efforts with similar scopes.

What phase of the project does this line item support?

Planning.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	OC Fundtracker and Master Tracking Database Upgrades	
Quantity/Cost:	1 @ $35,000	FY17-04509
Budget Request: $ 35,000		IFAS#: 0017-7519-SO001-S96

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This funding will provide on-call support for the OC Fundtracker database, the ACCESS based Master Tracking Database and the Capital Improvements Program (CIP) Database. Generally the funding will support beginning the development of a new CIP database, and adding data features or adapting reports for the existing databases. Some specific changes that may be requested are establishing versions of the database to maintain a better history of changes, narrative data feature to define why changes were made to the database, and ability to establish obligation authority plan through the database which requires considerably complex equations.

Due to limitations of the existing CIP database, it will only be available through the next eligibility cycle and the information will need to transitioned into a new platform.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

ACCESS and Excel knowledge and understanding of basic computer programming.

Please explain how you arrived at the budgeted dollars requested.

Through discussions with the IS Department and IS consultant with the Finance Department.

What phase of the project does this line item support?

This is not a phased project. It would support development, implementation and some ongoing support.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	OCTAM Improvements/Modeling Development Support	
Quantity/Cost:	1 @ $55,000	FY17-04856
Budget Request: $ 55,000		IFAS#: 0017-7519-F0001-F17

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Retain professional services to help improve the OCTAM TransCAD model run stream. Identify required updates to OCTAM components including toll treatments, transit sketch modeling, and tools/ minor enhancements.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expertise in TransCAD modeling and OCTAM.

Please explain how you arrived at the budgeted dollars requested.

Budget is based on the likely tasks including toll treatments, transit sketch modeling, and tools/ minor enhancements.

What phase of the project does this line item support?

This funds the full project.

Division:	**14**	**Planning**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**On-Call Measure M Strategic Advisory Services**
Quantity/Cost:	**1 @ $115,000** **FY17-04489**
Budget Request: $ 115,000	**IFAS#: 0017-7519-M0201-03R**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

As we move forward in the delivery of Measure M we continue to break new ground and find areas that we need to monitor, research, and analyze further. To assist us with our performance/delivery of Measure M, consultant services will be sought on an "On-Call" or as-needed basis when issues or concerns are raised that require resources above or outside of current staff expertise.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

A bench of consulting firms to provide strategic advisory services for research and analysis on the performance/delivery of Measure M.

Please explain how you arrived at the budgeted dollars requested.

Based on prior agreements for strategic advisory services and lessons learned on limitations.

What phase of the project does this line item support?

On-going monitoring of the Measure M2 30-year program that is set to sunset on March 31, 2041

Planning Services

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	On-Call Traffic Engineering Services	
Quantity/Cost:	1 @ $8,500,000	FY17-04865
Budget Request: $	8,500,000	IFAS#: 0017-7519-SP001-P57

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Traffic Engineering Consulting services to implement signal synchronization projects designated to be run by OCTA. These are larger, multi-agency projects funded by Measure M2 as part of the Call for Projects and agreed upon by the OCTA Board of Directors.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expertise in traffic engineering and signal synchronization.

Please explain how you arrived at the budgeted dollars requested.

Budget based on 2016 Call for Projects submissions as part of the Signal Synchronization Program.

What phase of the project does this line item support?

Supports all phases of three projects.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for new work on an on-going basis

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Pavement Control Sections	
Quantity/Cost:	1 @ $47,000	FY17-04780
Budget Request: $ 47,000		IFAS#: 0017-7519-SQ002-TH1

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Work consists of establishing pavement management pre-qualification sites, determining the pavement condition indices based on MicroPaver methodology in accordance with the Paver Pavement Distress Identification Manuals for Asphalt Concrete and Portland Cement Concrete Pavement, and pre-qualifying calibrating consultant/vendor/local agency inspection personnel (agency inspectors).

Tasks:
Selection of Pre-Qualification Sites
Inspection of the Sites
Inspector Test Instructions/Worksheets
Calibration/Pre-Qualification of the Agency Inspectors
Statistical Analysis of the Stress Data
Details Analysis of Variance from "ground truth"
Final Report

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Familiarity with the MicroPaver
Experience in developing performance predictions models based on MicroPaver deterioration Model
Practical Knowledge of implementing MicroPaver concepts in cities and counties
Knowledge of pavement technology
Experience in analyzing distress data from selected vendors for pre-qualification tests.

Please explain how you arrived at the budgeted dollars requested.

Based on the previous year levels and inflation costs .

What phase of the project does this line item support?

Implementation Phase

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budget for continuing work on an on-going basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Pavement Software Training	
Quantity/Cost:	1 @ $48,000	FY17-04725
Budget Request:	$ 48,000	IFAS#: 0017-7519-SQ002-TH1

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Consultant Services to provide training to local agency staff for MicroPaver and StreetSaver software.

Tasks:
1. To provide instructions on MicroPaver and StreetSaver to two staff members from each local agency to submit pavement management plans in compliance with OCTA Countywide Pavement Management Plan Guidelines

2. To Train users of MicroPaver and StreetSaver with the skills necessary for database development of; street inventories, treatment descriptions, management sections, inspection unit data, and calculation of Pavement Condition Index (PCI)

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Familiarity with the MicroPaver and StreetSaver including concept documents for PCI calculations, experience with developing technical training manuals, experience with delivering technical training workshops and knowledge of pavement technology.

Please explain how you arrived at the budgeted dollars requested.

Budget amount is based on the funds listed in previous years and inflations costs.

What phase of the project does this line item support?

Implementation Phase

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing Works necessary to be performed on an ongoing basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Prof Svcs for Environmental Mitigation Program	
Quantity/Cost:	1 @ $50,000	**FY17-04799**
Budget Request: $ 50,000		**IFAS#: 0017-7519-FX001-TGQ**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Support for Environmental Mitigation Program and Environmental Cleanup Program.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Engineer, Biologist, and Ecologist.

Please explain how you arrived at the budgeted dollars requested.

Current contract budgeted in prior year.

What phase of the project does this line item support?

Various

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Project V support services	
Quantity/Cost:	1 @ $75,000	**FY17-05231**
Budget Request: $ 75,000		**IFAS#: 0017-7519-TV001-0DD**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Consultant support for Project V implementation.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Transit planning and operations experience.

Please explain how you arrived at the budgeted dollars requested.

Consistent with prior procurements.

What phase of the project does this line item support?

n/a

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

New budget item.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Retain professional services to provide general environmental support for Anaheim fixed guideway	
Quantity/Cost:	1 @ $10,000	FY17-04791
Budget Request: $	10,000	IFAS#: 0017-7519-TS020-04L

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

General environmental support for Anaheim fixed guideway.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Environmental Planner

Please explain how you arrived at the budgeted dollars requested.

Anticipated work based on current contract which was approved in prior year.

What phase of the project does this line item support?

Various

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Retain professional services to provide general environmental support for Interstate 5

Quantity/Cost: 1 @ $10,000   **FY17-04786**

Budget Request: $ 10,000   **IFAS#: 0017-7519-FB101-04L**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Existing contract with Psomas/Bonterra for general environmental support including environmental document review.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Environmental Planner, Biologist

Please explain how you arrived at the budgeted dollars requested.

Existing contract budget

What phase of the project does this line item support?

Various

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Retain professional services to provide general environmental support for Santa Ana fixed guideway	
Quantity/Cost:	1 @ $10,000	FY17-04790
Budget Request:	$ 10,000	IFAS#: 0017-7519-TS010-04L

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

General environmental support for Santa Ana Fixed Guideway.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Environmental Planner

Please explain how you arrived at the budgeted dollars requested.

Anticipated work based on current contract which was approved in prior year.

What phase of the project does this line item support?

Various

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Retain professional services to provide general environmental support for State Route 55	
Quantity/Cost:	1 @ $10,000	FY17-04787
Budget Request:	$ 10,000	IFAS#: 0017-7519-FF102-04L

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This is an existing contract with Psomas/Bonterra for general environmental support.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Environmental Planner, Biologist

Please explain how you arrived at the budgeted dollars requested.

Continuing work from previous year.

What phase of the project does this line item support?

Various

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis.

Division:	**14**	**Planning**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Retain professional services to provide general environmental support for State Route 57**
Quantity/Cost:	**1 @ $10,000** **FY17-04788**
Budget Request: $ 10,000	**IFAS#: 0017-7519-FG105-04L**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Existing contract with Psomas/Bonterra for general environmental support.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Environmental Planner, Biologist

Please explain how you arrived at the budgeted dollars requested.

Continuing work from last year's budget.

What phase of the project does this line item support?

Various

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	RFA (E76) Technical Review Service	
Quantity/Cost:	1 @ $80,000	FY17-04511
Budget Request:	$ 80,000	IFAS#: 0017-7519-SQ001-TJ3

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This is work being provided through an existing contract.   The Orange County Transportation Authority (OCTA) requires "on call" consultant services to assist local agencies and OCTA, in processing and submittal of preliminary engineering, right-of-way, and construction authorization documents that will meet the requirement of the California Department of Transportation (Caltrans) and the Federal Highway Administration (FHWA) Authorization to Proceed (E-76) approval process. The existing contract number is C-5-3622.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The consulting firm has to have experience and technical expertise in preparing E76 forms which are submitted through Caltrans for FHWA to approve funding for a project.

Please explain how you arrived at the budgeted dollars requested.

Based on the assumption that the amount of funding required to support this work in previous years will continue.

What phase of the project does this line item support?

N/A

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This is for continuing work.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	SB 375, SCS, and Air Quality Support	
Quantity/Cost:	1 @ $50,000	FY17-04858
Budget Request:	$ 50,000	IFAS#: 0017-7519-M0201-F17

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Retain professional services to help address special technical needs and analysis related to new requirements from SB375 and SB 743 as developed by the State of California's Office of Planning and Research.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expertise in new requirements from SB375 and SB 743 as developed by the State of California's Office of Planning and Research.

Please explain how you arrived at the budgeted dollars requested.

Current contract obligation.

What phase of the project does this line item support?

Final phase

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Rebudgeting funds from the current year, estimated the amount the current contract will be underrun is $25,000 for this line item.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Signal Synchronization Project Management Oversight	
Quantity/Cost:	1 @ $250,000	FY17-04863
Budget Request:	$ 250,000	IFAS#: 0017-7519-SP001-P33

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The traffic operations section is expected to undertake multiple Measure M2 Project P (Regional Traffic Signal Synchronization Program) signal timing projects using on-call traffic engineering consultants. The requested amount will be used to provide project management support for these projects in the coming fiscal year with the aim of balancing peak workloads and providing technical expertise not available with in-house staff.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expertise in project management, signal synchronization, and M2.

Please explain how you arrived at the budgeted dollars requested.

Budgeted amount supports a current contract.

What phase of the project does this line item support?

This supports the majority of the project.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Rebudgeting funds from the current year with the underrun estimated at over $200,000.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Simulation Strategies and Technical Support	
Quantity/Cost:	1 @ $50,000	FY17-04857
Budget Request:	$ 50,000	IFAS#: 0017-7519-F0001-F17

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Retain professional services to help accelerate OCTA projects requiring simulation strategies. Key focus of the project is to find a replacement simulation tool for FREQ.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expertise in FREQ, TransModeler, and VISSIM simulation modeling.

Please explain how you arrived at the budgeted dollars requested.

Budget based on past work.

What phase of the project does this line item support?

This funding supports the entire project.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Strategic Management Services	
Quantity/Cost:	1 @ $7,000	FY17-04816
Budget Request: $ 7,000		IFAS#: 0017-7519-MX001-0K2

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Existing contract with M. Ward & Associates to provide strategic management for the Environmental Cleanup Program

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Strategic Manager

Please explain how you arrived at the budgeted dollars requested.

Work is continuing for contract that was budgeted in prior year

What phase of the project does this line item support?

Various

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Strategic Management Services	
Quantity/Cost:	1 @ $27,000	FY17-04817
Budget Request: $ 27,000		IFAS#: 0017-7519-FX001-0K2

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Existing contract with M. Ward & Associates to provide strategic management for the Environmental Cleanup Program

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Strategic Manager

Please explain how you arrived at the budgeted dollars requested.

Continuing work from previous budget year.

What phase of the project does this line item support?

Various

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Strategic Management Services	
Quantity/Cost:	1 @ $25,000	FY17-04818
Budget Request: $ 25,000		IFAS#: 0017-7519-M0201-0K2

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Existing contract with M. Ward & Associates to provide strategic management for the Program Management Office.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Strategic Manager

Please explain how you arrived at the budgeted dollars requested.

Current contract budgeted in prior year.

What phase of the project does this line item support?

Various

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Strategic Technology Plan	
Quantity/Cost:	1 @ $150,000	FY17-04867
Budget Request: $ 150,000		IFAS#: 0017-7519-SP001-P2U

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Develop integrated technology plan that incorporates elements of the Orange County Intelligent Transportation Systems (ITS) Strategic Deployment Plan including traffic signal and transit management; incident and emergency response; traveler information; and performance monitoring. Includes all relevant travel modes.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expertise in advanced technology and ITS.

Please explain how you arrived at the budgeted dollars requested.

Budget based on previous projects.

What phase of the project does this line item support?

Budgeted amount supports the entire project.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for new work on an on-going basis.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Support the development of Orange County Projections (OCP) as input into OCTAM. Agreement with CSUF.	
Quantity/Cost:	1 @ $100,000	FY17-04829
Budget Request: $ 100,000		IFAS#: 0017-7519-M0201-F5F

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Professional services to update the Orange County Projections (OCP) data to 2018. This data serves as input to OCTAM TransCAD and will help meet SB 375 requirements.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Understanding of Orange County projections process.

Please explain how you arrived at the budgeted dollars requested.

This effort is part of a current memorandum of understanding (MOU) with the Center for Demographic Research at CSUF.

What phase of the project does this line item support?

This will support the third year in a three year MOU.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis

Division:	**14**	**Planning**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Traffic Data Collection Related to the 2017 Congestion Management Program**
Quantity/Cost:	**1 @ $180,000** **FY17-04861**
Budget Request:	**$ 180,000** **IFAS#: 0017-7519-SO001-P35**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Professional services for a biennial traffic data collection effort along Master Plan of Arterial Highways (MPAH) streets, roads, and intersections in support of the Congestion Management Program.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expertise in traffic data collection.

Please explain how you arrived at the budgeted dollars requested.

Budget based on previous projects.

What phase of the project does this line item support?

The entire project.

Division:	14	**Planning**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Traffic Data Collection Related to the Regional Traffic Signal Synchronization Program**	
Quantity/Cost:	**1 @ $180,000**	**FY17-04860**
Budget Request: $ 180,000		**IFAS#: 0017-7519-SP001-P35**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Professional services for a biennial traffic data collection effort along Signal Synchronization network.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expertise in traffic data collection.

Please explain how you arrived at the budgeted dollars requested.

Budget based on previous studies.

What phase of the project does this line item support?

The budget supports the full project.

Division:	14	Planning
OrgKey:	1531	Planning & Analysis
Object:	7519	Prof Serv-Other Prof Services

Description	Air Quality Support	
Quantity/Cost:	1 @ $75,000	FY17-04597
Budget Request: $ 75,000		IFAS#: 1531-7519-A4301-P5V

Grant Funded:	☑ STIP Operating Assistance	$75,000
Account:	0001-6026-A4301-XGT	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Technical support needed to represent OCTA's interests with respect to air quality issues at regulatory agencies.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Senior Level/Project Manager for air quality planning/policy analysis.

Please explain how you arrived at the budgeted dollars requested.

Historical average of previous expenditures plus inflation.

What phase of the project does this line item support?

Budget would cover the entire cost of the project for FY 16-17--planning and policy analysis.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

Yes. Ramifications would include not having air quality technical support required to augment staff during Fiscal Year 16-17. This staff augmentation will be particularly important in Fiscal Year 16-17 as the Southern California Air Quality Management District (SCAQMD) will be working to develop and finalize the SIP.

Division:	**14**	**Planning**
OrgKey:	**1531**	**Planning & Analysis**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Corridor Technical Studies**	
Quantity/Cost:	**1 @ $200,000**	**FY17-04604**
Budget Request:	**$ 200,000**	**IFAS#: 1531-7519-A4461-P5V**

Grant Funded:	☑ STIP Operating Assistance	$200,000
Account:	0001-6026-A4461-XGT	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The Pacific Coast Highway (PCH) Corridor Study will require subsequent feasibility studies as identified in the PCH Corridor Study.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Transportation Planning project manager and appropriate technical staff to develop, implement, and manage subsequent PCH Corridor Study feasibility studies.

Please explain how you arrived at the budgeted dollars requested.

Historic expenditures for minor feasibility studies.

What phase of the project does this line item support?

Feasibility Studies--Planning.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

No not in this fiscal year.

Division:	14	Planning
OrgKey:	1531	Planning & Analysis
Object:	7519	Prof Serv-Other Prof Services

Description	HOV 3+ Pilot Project Definition	
Quantity/Cost:	1 @ $125,000	**FY17-04598**
Budget Request: $	125,000	**IFAS#: 1531-7519-A0001-TUR**

Grant Funded:	☑ STIP Operating Assistance	$125,000
Account:	0001-6026-A0001-XGT	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Orange County's High Occupancy Vehicle (HOV) system is largely built-out and at capacity in the peak hour. This project will define strategies to improve HOV system speeds and travel time when combined with other freeway strategies.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Transportation Planning/Engineering Project Manager with a strong bench of technical expert assistance in freeway and HOV operations and planning.

Please explain how you arrived at the budgeted dollars requested.

Based upon past project costs with consistent scopes.

What phase of the project does this line item support?

Pilot Project Definition--Planning.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

No.

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

Yes. This is an Long Range Transportation Plan (LRTP) Action Plan follow-on item. So the ramifications would be not implementing a crucial piece of the LRTP Action Plan.

Division:	14	Planning
OrgKey:	1531	Planning & Analysis
Object:	7519	Prof Serv-Other Prof Services

Description	I-405 Implementation Plan	
Quantity/Cost:	1 @ $150,000	FY17-04603
Budget Request: $	150,000	IFAS#: 1531-7519-A4461-06M

Grant Funded:	☑ STIP Operating Assistance	$150,000
Account:	0001-6026-A4461-XGT	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Evaluate potential improvements in the vicinity of the I-405 Corridor similar to the SR-91 Implementation Plan.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Transportation Planning project manager supported by a staff of transportation planners.

Please explain how you arrived at the budgeted dollars requested.

Based on historic expenditures of studies that are similar in nature.

What phase of the project does this line item support?

Planning

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

Yes. This was a Board directive.

Division:	**14**	**Planning**
OrgKey:	**1531**	**Planning & Analysis**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Planning Support Bench**	
Quantity/Cost:	**1 @ $200,000**	**FY17-04620**
Budget Request:	**$ 200,000**	**IFAS#: 1531-7519-A4461-TUR**

Grant Funded:	☑ STIP Operating Assistance	$200,000
Account:	0001-6026-A4461-XGT	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Technical Planning support for various project studies related to the Long Range Transportation Plan.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Transportation Planning Project Manager and full cadre of transportation planning support staff.

Please explain how you arrived at the budgeted dollars requested.

Consistent with previous expenditures.

What phase of the project does this line item support?

Planning.

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

No.

Division:	14	Planning
OrgKey:	1532	Programming
Object:	7519	Prof Serv-Other Prof Services

Description	State and Federal Programming Support	
Quantity/Cost:	1 @ $45,000	FY17-04544
Budget Request:	$ 45,000	IFAS#: 1532-7519-A4461-P2J

Grant Funded:	☑ STIP Operating Assistance	$45,000
Account:	0001-6026-A4461-XGT	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Please see contract # C-3-1741. OCTA staff is seeking consultant assistance to provide technical support in the preparation of funding program amendments, funding program allocation requests, air quality and environmental submittals, overall State Transportation Improvement Program (STIP) development, Federal Transportation Improvement Program (FTIP) development and amendments,
MAP-21 and the internal tracking databases. The consultant will also track above documents through all relevant divisions of the California Department of Transportation (Caltrans) (local district, headquarters, etc.), the California Transportation Commission (CTC) and the Southern California Association of Governments (SCAG) as required.

Consultant assistance may be requested to augment staff work to update or reconfigure internal OCTA tracking documents and programming guides. This would require expertise in Microsoft Access, Microsoft Excel and Microsoft Word programs as well as familiarity with funding programs and requirements

The consultant shall augment staff work on the preparation and review of the Bicycle Corridor Improvement Program (BCIP)/Transportation Alternatives Program (TAP) call for projects. The consultant shall prepare all work requested in accordance with BCIP/TAP guidelines currently in effect at the time of work assignment.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Experience with state and federal funding programs, programming of funds and basic understanding of air quality analysis.

Please explain how you arrived at the budgeted dollars requested.

Budget is based on actual use of existing contract and anticipated work load for FY 2016/17.

What phase of the project does this line item support?

N/A

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This will continue the services provided through C-3-1741 on an ongoing basis.

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

If external funding were not available, we would analyze the Department needs and determine how we could reduce the cost and the overall priority of this project in relation to other planning projects that are funded with STIP PPM. I believe we would proceed with the project.

Division:	**14**	**Planning**
OrgKey:	**1535**	**Transit Service Planning**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Active Transportation Law Enforcement Training**	
Quantity/Cost:	**1 @ $250,000**	**FY17-04834**
Budget Request:	**$ 250,000**	**IFAS#: 1535-7519-A4530-0CT**

Grant Funded:	☑	Reimb From Caltrans	$250,000
Account:		0001-6061-A4530-YHO	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

A consultant-led training program will be developed for law enforcement officers (LEOs) to issues related to walking and bicycling. The training will address three things; identify the most dangerous behaviors by motorists, pedestrians, and bicyclists, review vehicle rules and regulations related to active transportation (AT), and will discuss misconceptions and confusing areas related to travel. Areas for clarification include items such as lane positioning by bicyclists, group bicycling, riding on sidewalks, riding without safety lights, jaywalking and other topics. The training will be developed collaboratively with LEOs to ensure support and ownership of the program content. Upon continuing education certification, up to four (4) in-person trainings would be offered with course duration of 4 hours.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Consultant with experience in training and active transportation laws. Experience working with law enforcement would be helpful.

Please explain how you arrived at the budgeted dollars requested.

A cost estimate was developed as part of a grant application.

What phase of the project does this line item support?

This scope would include program development and implementation.

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

No.

Division:	**14**	**Planning**
OrgKey:	**1535**	**Transit Service Planning**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Active Transportation Plan Update**	
Quantity/Cost:	**1 @ $350,000**	**FY17-04832**
Budget Request:	**$ 350,000**	**IFAS#: 1535-7519-A4530-0A6**

Grant Funded:	☑	STIP Operating Assistance	$70,000
Account:		0001-6026-A4530-XGT	
Grant Funded:	☑	Reimb From Caltrans	$280,000
Account:		0001-6061-A4530-XIS	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Develop annual and five-year service plans to prioritize service adjustments, implementations, and other changes.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional consultant with experience in Active Transportation Planning include an emphases on pedestrian planning. The scope includes outreach which would need to be provided by prime or a subconsultant.

Please explain how you arrived at the budgeted dollars requested.

Funding for this project is from a State Active Transportation Grant. A detailed scope of work was developed for this application and includes a cost-estimate. A copy is available upon request.

What phase of the project does this line item support?

Project development and conceptual design.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

The scope of the project has expanded and OCTA received a grant to fund this project.

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

Yes. Not completing the Active Transportation may leave some local cities ineligible to receive state Active Transportation grants.

Division:	14	Planning
OrgKey:	1535	Transit Service Planning
Object:	7519	Prof Serv-Other Prof Services

Description	Active Transportation Support Services	
Quantity/Cost:	1 @ $75,000	FY17-04831
Budget Request: $ 75,000		IFAS#: 1535-7519-A4530-P5V

Grant Funded:	☑ STIP Operating Assistance	$75,000
Account:	0001-6026-A4530-XGT	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

On-call consultant services in support of active transportation initiatives including pedestrian active plan, regional bikeways, grant pursuit, and OCTA capital project design review.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional consultant with experience in active transportation, traffic engineering, and presentation graphics.

Please explain how you arrived at the budgeted dollars requested.

Assumed approximately 10hrs per week of consultant services needed.

What phase of the project does this line item support?

Project develop and design review.

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

Yes. On-call support services are needed to advance active transportation planning projects including the Pedestrian Action Plan.

Division:	14	Planning
OrgKey:	1535	Transit Service Planning
Object:	7519	Prof Serv-Other Prof Services

Description	Fullerton Transportation Center-Bus Facility Alternatives Study	
Quantity/Cost:	1 @ $400,000	FY17-05612
Budget Request: $	400,000	IFAS#: 1535-7519-A1408-TV1

Grant Funded:	☑ FTA Other Operating Assistance	$354,120
Account:	0001-6037-T5432-XB3	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The Orange County Transportation Authority (OCTA) and the City of Fullerton (City) have prepared the following Scope of Work for an initial planning study to enhance the Fullerton Transportation Center (FTC). Planned land use changes in the vicinity of the FTC create an opportunity to coordinate land use and transportation plans to enhance the utility and efficiency of the multi-modal facilities. Therefore, the purpose of the study is to enhance access to transit, and increase connectivity between the bus and rail transit system. This will be accomplished by identifying current and future needs at the FTC site, and developing conceptual alternatives that address those needs.

OCTA will be the lead agency on the study, and coordinate closely with the City, to ensure compatibility with the adopted Fullerton Transportation Center Specific Plan (FTC-SP). The Specific Plan was adopted by the City in 2010, and provides the planned land use context for the area around the FTC. This study will provide a set of conceptual alternatives that could be considered in a subsequent, more detailed, design and operations analysis, as well as a formal environmental analysis.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Scope requires initial planning and site assessment for Fullerton Transportation Center with architectural and engineering support.

Please explain how you arrived at the budgeted dollars requested.

An Independent Cost Estimate (ICE) was prepared which estimated hours for each task described in the Scope.

What phase of the project does this line item support?

This is the initial phase of the project, an initial planning study.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Funds were budgeted in FY15-16 ($875,000) for the first two phases of this project, and were later removed. We are requesting that funds for the initial planning phase ($400,000) be included in the FY16-17 budget.

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

This project is funded by FTA planning grant funds. The project must be initiated during this federal fiscal year (by 10/1/2016) or OCTA may be at risk of losing the planning grant.

Division:	14	Planning
OrgKey:	1535	Transit Service Planning
Object:	7519	Prof Serv-Other Prof Services

Description	OC Loop Segments Project Study Report	
Quantity/Cost:	1 @ $250,000	**FY17-04835**
Budget Request: $	250,000	**IFAS#: 1535-7519-A4530-0CU**

Grant Funded:	☑ CMAQ	$221,325
Account:	0001-6045-A4530-XHB	
Grant Funded:	☑ STIP Operating Assistance	$28,675
Account:	0001-6026-A4530-XGT	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Develop a Project Study Report to evaluate implementation of a Class IV Separated Bikeway on Segment L (PCH) and implementing a Class II Buffered Bike Lane, Class IV Separated Bikeway, or some combination thereof on Segment T (Beach Blvd).

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Consultant with Caltrans Project Study Report experience and Active Transportation design expertise.

Please explain how you arrived at the budgeted dollars requested.

Estimate developed based on prior Active Transportation Project Study Reports conduced at other agencies.

What phase of the project does this line item support?

Project development.

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

No.

Division:	14	Planning
OrgKey:	1535	Transit Service Planning
Object:	7519	Prof Serv-Other Prof Services

Description	Orange County Active Transportation Count Program	
Quantity/Cost:	1 @ $200,000	**FY17-04833**
Budget Request:	$ 200,000	**IFAS#: 1535-7519-A4530-0CN**

Grant Funded:	☑ Reimb From Caltrans	$177,000
Account:	0001-6061-A4530-YHN	
Grant Funded:	☑ STIP Operating Assistance	$23,000
Account:	0001-6026-A4530-XGT	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Define process and technology for bike and pedestrian counts at key locations in Orange County.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Consultant with experience in Active Transportation planning and bike/pedestrian counting.

Please explain how you arrived at the budgeted dollars requested.

A detailed scope of work and cost estimate was developed for the Caltrans planning grant application.

What phase of the project does this line item support?

Project development and project evaluation.

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

No. This project can be delayed to FY17-18 if grant funds are not received.

Division:	14	Planning
OrgKey:	1539	Transit Planning Ops Support
Object:	7519	Prof Serv-Other Prof Services

Description	**Bus Capital Plan Update**	
Quantity/Cost:	**1 @ $35,000**	**FY17-03798**
Budget Request:	**$ 35,000**	**IFAS#: 1539-7519-A0001-TQV**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

OCTA will be required to establish and use an asset management system to develop capital asset inventories and condition assessments, also referred to as a Transit Assessment Management Plan. The Asset Management Plan includes asset inventories, condition assessments, and investment prioritization. Consultant support services are needed to assist in the development of this plan.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Consultant with expertise in Transit Asset Management and project management.

Please explain how you arrived at the budgeted dollars requested.

This is an existing time and expense contract.

What phase of the project does this line item support?

Program management.

Division:	14	Planning
OrgKey:	1539	Transit Planning Ops Support
Object:	7519	Prof Serv-Other Prof Services

Description	**Short-Range Transit Plan Update**	
Quantity/Cost:	**1 @ $40,000**	**FY17-03797**
Budget Request:	**$ 40,000**	**IFAS#: 1539-7519-A0001-TQV**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Develop annual and five-year service plans to prioritize service adjustments, implementations, and other changes.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Consultant with transit planning experience.

Please explain how you arrived at the budgeted dollars requested.

Assumed 10 hours per week for consultant services.

What phase of the project does this line item support?

Project development

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

No.

Division:	14	Planning
OrgKey:	1551	Program Development
Object:	7519	Prof Serv-Other Prof Services

Description	Programming Analysis and Monitoring	
Quantity/Cost:	1 @ $160,000	FY17-04585
Budget Request:	$ 160,000	IFAS#: 1551-7519-A0001-TJ4

Grant Funded:	☑ STIP Operating Assistance	$160,000
Account:	0001-6026-A0001-XGT	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

See agreement #C-5-3490. Consultant shall provide on an as needed basis state, federal and local programming support services including competitive grant and formula funding program coordination; monitoring and assistance with funding strategies for OCTA and Metrolink rail capital projects, as well as Los Angeles/San Diego Rail Corridor (LOSSAN) Agency projects and programs; preparation and tracking of funding program documentation and submittals; activities related to funding programs identified in Proposition 1A, Proposition 1B, the Federal Transportation Improvement Program (FTIP), and State Transportation Improvement Program (STIP); review and analysis of CTC actions and the next Federal Transportation Reauthorization Bill.   As needed services shall include but not be limited to the following:

• Consultant shall prepare all work in accordance with approved guidelines and required documentation in effect at the time of work assignment. Consultant shall assist in the analysis of state, federal and local program guidelines and relevant legislation.
• Consultant shall track programming documents and submittals internally and through all relevant division of Caltrans (local district, headquarters, etc.), the CTC, Southern California Association of Governments (SCAG), Metrolink, Federal Highways Administration (FHWA), Federal Transit Administration (FTA), Federal Rail Administration and local or regional agencies as required.
• Consultant shall prepare applications templates and scoring documents for future calls for projects administered by OCTA.
• Consultant shall work with local agencies that receive grants through an OCTA call for projects. The consultant shall monitor the CTC allocation schedule or other funding program schedule, work with the local agencies to understand and submit required information to Caltrans through a quarterly report process and collect supporting documentation required for invoicing state and / or federal funds. This includes but is not limited to assisting in the preparation of the quarterly milestone and/or financial status reports.
• Consultant shall monitor STIP guidelines and identifies potential impacts to OCTA projects.
• Consultant shall review CTC agendas and provide analysis and review of the CTC action.
• Consultant shall assist in the analysis of funding program guidelines and analysis of potential projects for submittal. Work in this area may also include completing transfer paper work to transfer Congestion Mitigation & Air Quality (CMAQ) and RSTP funds to FTA.
• Consultant shall augment staff work to assist in coordination and monitoring of programming and funding for transit projects, including but not limited to Metrolink Positive Train Control, Capital Projects with Metrolink Service Expansion Program, Orange County Grade Crossing Safety Enhancement Projects, Metrolink Rolling Stock Acquisition, LOSSAN Agency capital projects and others.
• Consultant shall assist in preparing grant applications for state and federal grant programs for rail projects and programs on the LOSSAN Rail Corridor.
• Consultant shall assist with research and preparation of annual LOSSAN business plan and other rail planning and programming documents related to the LOSSAN Rail Corridor.
• Consultant assistance is needed to augment staff work to maintain programming reports that reflect either individual project programming or funding information or provide summary information on project programming.
• Consultant assistance may be requested to augment staff work to update or reconfigure internal OCTA tracking documents and programming guides

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Knowledge and experience with Federal Transit Administration funding and grant programs, the California

Transportation Commission (CTC) actions, California Department of Transportation (Caltrans) processes and requirements related to programming and funding, Southern California Association of Governments (SCAG) FTIP Processing, Southern California Regional Rail Authority (Metrolink) use of funding and grants and member agency contributions, and the OCTA programming process is required. A minimum of 5-8 years of experience in funding, grant and programming processes is required.

Please explain how you arrived at the budgeted dollars requested.

Based on average monthly cost of services provided.

What phase of the project does this line item support?

N/A

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This is for continuing work on an ongoing basis.

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

If external funding were not evaluated, this consultant along with other consultants funded with STIP PPM would be prioritized. Based on the service and level of experience that is provided, OCTA would likely continue to fund this consultant. There would be a significant impact in delaying this consultant's work as it is provided on an ongoing basis.

Division:	**14**	**Planning**
OrgKey:	**1552**	**TA - Transportation Modeling**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Prof. services to update Mobility Indicators Report**	
Quantity/Cost:	**1 @ $75,000**	**FY17-04823**
Budget Request:	**$ 75,000**	**IFAS#: 1552-7519-A4398-P36**

Grant Funded:	☑ STIP Operating Assistance	$75,000
Account:	0001-6026-A4398-XGT	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Retain professional services to help update biennial report to compile and summarize Orange County performance metrics across socio-economic and traffic variables. Use Congestion Management Program (CMP), Regional Transportation Plan (RTSP), and other reports.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Understanding of socio-economic, demographic, and travel data and the changes associated.

Please explain how you arrived at the budgeted dollars requested.

Previous projects have provided a template for this budget cycle.

What phase of the project does this line item support?

Supports an update of an earlier project.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis.

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

No.

Division:	14	Planning
OrgKey:	1553	TA - GIS
Object:	7519	Prof Serv-Other Prof Services

Description	GIS Professional Services - Staff Augmentation	
Quantity/Cost:	1 @ $70,000	FY17-03822
Budget Request:	$ 70,000	IFAS#: 1553-7519-A4465-AT4

Grant Funded:	☑ STIP Operating Assistance	$70,000
Account:	0001-6026-A4465-XGT	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Provide Geographic Information System (GIS) analyses, technical information products, related business process and workflow automation, databases and tools, and system development and maintenance to support multiple programs and projects throughout OCTA. Maintain a reasonable level of service and responsiveness by augmenting direct employees. Level workloads and provide specialized GIS-related capabilities the GIS Section does not maintain internally.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expertise in OCTA's ESRI-based GIS platform, including the use of ArcGIS Desktop and ArcGIS Server products, as well as Mircosoft SQL Server databases and modern software and Web site application development tools and methods, including .NET, Python, Javascript, and HTML5.

Please explain how you arrived at the budgeted dollars requested.

Budget request is based on several years of actual GIS professional services usage for the same purposes.

What phase of the project does this line item support?

The line item covers one-half of the GIS Section's professional services needs for staff augmentation. The other half is M2 program specific.

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

The level of service and responsiveness to user requests for GIS products would be adversely impacted.

Division:	14	Planning
OrgKey:	1553	TA - GIS
Object:	7519	Prof Serv-Other Prof Services

Description	GIS Transit Analysis Toolkit to plan bus route service changes and generate resource estimates

Quantity/Cost:	1 @ $60,000	FY17-04567
Budget Request: $ 60,000		IFAS#: 1553-7519-A1408-04T

Grant Funded:	☑ STIP Operating Assistance	$60,000
Account:	0001-6026-A0001-XGT	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Implement a map-based tool for defining and editing bus route patterns, defining levels of service, and estimating resources required to run the changed service. OCTA and the consultant will more fully develop the project concept, determine and document the high-level and then detailed requirements of the tool, develop or procure the toolkit, and deploy the toolkit in OCTA's environment.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expertise in ESRI-based or compatible GIS platforms and customizations, along with experience developing and delivering map-based, technical Web sites using Javascript, HTML5, the .NET Framework and Python (or similar technologies), as well as supporting back-end databases around MS SQL Server, and workflow and business automation within those environments. Knowledge of transit data models and transit planning would be helpful.

Please explain how you arrived at the budgeted dollars requested.

Rough order of magnitude estimate based on past GIS business system development projects of similar size and scope.

What phase of the project does this line item support?

Includes the design, development (or procurement), and deployment of route editing and resource estimation tools and could include ridership or Title VI analysis functions.

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

Delays would require short range transit planning to be performed using more manual methods that would increase staff time and effort, and somewhat reduce planning's responsiveness.

Org-Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
0001	General Fund	7514	I-5 North ROW Support Services	120,000	207
0001	General Fund	7514	ROW support for Placentia station	50,000	208
0001	General Fund	7514	SR-22, ROW Support Services	150,000	209
0001	General Fund	7519	Assist PM with implementation of Placentia Metrolink Sta	204,000	210
0001	General Fund	7519	BNSF agreement for engineering/support related to Plac	1,000,000	211
0001	General Fund	7519	Design revisions to Placentia Metrolink	650,000	212
0001	General Fund	7519	I-405/I-605 HOV Connector Project - Design Contingency	100,000	213
0001	General Fund	7519	SR-22, Design-Build Project Management Services	50,000	214
0001	General Fund	7519	WCC Replacement Planting Project - Caltrans Cooperati	760,000	215
0017	Local Transport Auth M	7514	I-405, SR-55 to I-605 - ROW Support Services	4,875,000	216
0017	Local Transport Auth M	7514	I-5 HOV, Avenida Pico to Avenida Vista Hermosa - ROW	200,000	217
0017	Local Transport Auth M	7514	I-5 Widening, Segment 2- costs associated with Right of	200,000	218
0017	Local Transport Auth M	7514	I-5 Widening, Segment 3 - costs associated with Right-of	100,000	219
0017	Local Transport Auth M	7514	I-5 Widening, SR-73 to Oso Parkway - ROW Support	200,000	220
0017	Local Transport Auth M	7514	Lakeview Avenue Grade Separation - ROW Support Ser	100,000	221
0017	Local Transport Auth M	7514	Orangethorpe Avenue Grade Separation - ROW Support	100,000	222
0017	Local Transport Auth M	7514	Placentia Avenue Grade Separation - ROW Support Ser	50,000	223
0017	Local Transport Auth M	7514	Raymond Avenue Grade Separation - ROW Support Ser	100,000	224
0017	Local Transport Auth M	7514	San Juan Creek Bridge ROW Support	250,000	225
0017	Local Transport Auth M	7514	SR-55 I-405 to I-5, RW Support	100,000	226
0017	Local Transport Auth M	7514	SR9-1 WB (I-5 to SR-57) R/W Support	70,000	227
0017	Local Transport Auth M	7514	SR-91 WB (I-5 to SR-57), Landscape R/W	5,000	228
0017	Local Transport Auth M	7514	State College Boulevard Grade Separation - ROW Supp	100,000	229
0017	Local Transport Auth M	7514	Tustin Avenue/Rose Drive - ROW Support Services	100,000	230
0017	Local Transport Auth M	7519	17th Street Grade Separation - Design / Environmental S	190,000	231
0017	Local Transport Auth M	7519	5% Design contingency for I-5, Alicia to El Toro	370,000	232
0017	Local Transport Auth M	7519	5% Design contingency I-5, Oso to Alicia	500,000	233
0017	Local Transport Auth M	7519	Assist PM with Grant Evaluation	20,000	234
0017	Local Transport Auth M	7519	Assist PM with implementation of 17th Street Grade Sep	35,000	235
0017	Local Transport Auth M	7519	Assist PM with implementation of Control Point 4th Street	50,000	236
0017	Local Transport Auth M	7519	Assist PM with Implementation of San Juan Creek Bridge	38,000	237
0017	Local Transport Auth M	7519	Harbor Boulevard Environmental Studies	750,000	238
0017	Local Transport Auth M	7519	I-405 Improvements (I-5 to SR-55) Consultant PA/ED Se	500,000	239
0017	Local Transport Auth M	7519	I-405 Southbound (SR-133 to University Dr.) Aux. Lane	20,000	240
0017	Local Transport Auth M	7519	I-405, SR-55 to I-605 - Caltrans Coop	150,000	241
0017	Local Transport Auth M	7519	I-405, SR-55 to I-605 - Contingency for PA/ED Phase	25,000	242
0017	Local Transport Auth M	7519	I-405, SR-55 to I-605 - Permits	37,500	243
0017	Local Transport Auth M	7519	I-405, SR-55 to I-605 - PMC Support Services	14,400,000	244
0017	Local Transport Auth M	7519	I-405, SR-55 to I-605 - Program Management Consultant	1,575,000	245
0017	Local Transport Auth M	7519	I-5 HOV SR-55 to SR-57, PS&E	200,000	246

Line Item Controlled Services

Org-Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
0017	Local Transport Auth M	7519	I-5 HOV, Avenida Pico to Avenida Vista Hermosa - Desig	250,000	247
0017	Local Transport Auth M	7519	I-5 HOV, Avenida Vista Hermosa to PCH - Design Contin	250,000	248
0017	Local Transport Auth M	7519	I-5 HOV, PCH to San Juan Creek Road-Design Continge	250,000	249
0017	Local Transport Auth M	7519	I-5 Improvements (I-405 to SR-55) Consultant PA/ED Se	500,000	250
0017	Local Transport Auth M	7519	I-5 Widening, SR-73 to Oso Parkway - Design Contingen	425,000	251
0017	Local Transport Auth M	7519	I-605/Katella Ave. Interchange Consultant PA/ED Service	1,200,000	252
0017	Local Transport Auth M	7519	Kraemer Boulevard Grade Separation - Program Manag	25,000	253
0017	Local Transport Auth M	7519	Lakeview Avenue Grade Separation - Design Contingenc	300,000	254
0017	Local Transport Auth M	7519	Lakeview Avenue Grade Separation - Program Manage	200,000	255
0017	Local Transport Auth M	7519	M2 Rail Program Support	740,000	256
0017	Local Transport Auth M	7519	Orangethorpe Avenue Grade Separation - Design Contin	100,000	257
0017	Local Transport Auth M	7519	Orangethorpe Avenue Grade Separation - Program Man	150,000	258
0017	Local Transport Auth M	7519	Placentia Avenue Grade Separation - Program Manage	25,000	259
0017	Local Transport Auth M	7519	Raymond Avenue Grade Separation - Program Manage	300,000	260
0017	Local Transport Auth M	7519	SR-55 I-405 to I-5, PAED	100,000	261
0017	Local Transport Auth M	7519	SR-55 I-405 to I-5, PS&E	12,000,000	262
0017	Local Transport Auth M	7519	SR-55 I-5 to SR-91, PAED	5,000,000	263
0017	Local Transport Auth M	7519	SR-57 Katella to Lincoln, Landscape PS&E	50,000	264
0017	Local Transport Auth M	7519	SR-57 Katella to Lincoln, Landscaping AA	125,000	265
0017	Local Transport Auth M	7519	SR-57 NB Orangewood to Katella, PAED Services	100,000	266
0017	Local Transport Auth M	7519	SR-57 Orangethorpe to Lambert, Landscaping AA	125,000	267
0017	Local Transport Auth M	7519	SR-57 Orangethorpe to Lambert, Landscaping PS&E	50,000	268
0017	Local Transport Auth M	7519	SR91 EB (SR57 to SR55) PA-ED CCO	500,000	269
0017	Local Transport Auth M	7519	SR91 WB (I5 to SR57) Landscape PS&E	100,000	270
0017	Local Transport Auth M	7519	SR91 WB (SR57 to I5) PS&E Construction Support	100,000	271
0017	Local Transport Auth M	7519	State College Boulevard Grade Separation - Program Ma	150,000	272
0017	Local Transport Auth M	7519	Tustin Avenue/Rose Drive Grade Separation - Design Co	100,000	273
0017	Local Transport Auth M	7519	Tustin Avenue/Rose Drive Grade Separation - Program	150,000	274
0017	Local Transport Auth M	7629	Excess Land Maintenance - Orangethorpe Avenue Grad	110,000	275
0017	Local Transport Auth M	7629	Excess Land Maintenance - Placentia Avenue Grade Se	5,000	276
0017	Local Transport Auth M	7629	Excess Land Maintenance - Raymond Avenue Grade Se	10,000	277
0017	Local Transport Auth M	7629	Excess Land Maintenance - State College Boulevard Gra	50,000	278
0017	Local Transport Auth M	7629	Excess Land Maintenance - Tustin Avenue/Rose Drive	5,000	279
0017	Local Transport Auth M	7629	Excess Land Maintenance -Lakeview Avenue Grade Sep	30,000	280
0018	Measure M - Cure	7514	ROW support for Orange Paking Structure	50,000	281
0018	Measure M - Cure	7519	Assist PM with Implementation of Rail Capital Project	160,000	282
0018	Measure M - Cure	7519	Project Management Consultant Services: Anaheim Rapi	325,000	283
0036	91 Express Lanes	7519	91 Express Lanes Pavm't Rehab & VMS PS&E	200,000	284
0036	91 Express Lanes	7519	91 Express Lanes PS&E Caltrans Review	200,000	285
0036	91 Express Lanes	7519	91 Express Lanes/SR241 Connector PA-ED	1,200,000	286

Org-Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
0037	I-405 Express Lane	7514	I-405, SR-55 to I-605 - ROW Support Services (Express	1,625,000	287
0037	I-405 Express Lane	7519	I-405, SR-55 to I-605 - Contingency for PA/ED Phase (Ex	100,000	288
0037	I-405 Express Lane	7519	I-405, SR-55 to I-605 - PMC Support Services (Express	4,800,000	289
0037	I-405 Express Lane	7519	I-405, SR-55 to I-605 - Program Management Consultant	425,000	290
0037	I-405 Express Lane	7519	I-405, SR-55 to I-605 -Permits (Express Lanes)	12,500	291
0051	Transit Development Ca	7514	OC Streetcar Right of Way Services	400,000	292
0051	Transit Development Ca	7519	OC Streetcar Design Services	750,000	293
0051	Transit Development Ca	7519	OC Streetcar Permit Fees	100,000	294
0051	Transit Development Ca	7519	OC Streetcar Project Management Consultant Services	5,000,000	295
0051	Transit Development Ca	7519	OC Streetcar Station and Urban Design Services	20,000	296
0093	CURE Orange Cty-Inlan	7514	Anaheim Canyon ROW support	50,000	297
0093	CURE Orange Cty-Inlan	7514	Appraisal Services for LOSSAN Corridor	25,000	298
0093	CURE Orange Cty-Inlan	7514	Engineering Services for LOSSAN Corridor	25,000	299
0093	CURE Orange Cty-Inlan	7514	LN/MV Metrolink Station Improvements - ROW Support	50,000	300
0093	CURE Orange Cty-Inlan	7514	LN-SJC Passing Siding - ROW Support	165,000	301
0093	CURE Orange Cty-Inlan	7514	Pacific Electric Tenant Review Services	22,500	302
0093	CURE Orange Cty-Inlan	7514	Slope Stabilization (R/W) Support	50,000	303
0093	CURE Orange Cty-Inlan	7514	Tenant Review Services for LOSSAN Corridor	150,000	304
0093	CURE Orange Cty-Inlan	7517	New fencing Irvine maintenance facility and rail corridor	250,000	305
0093	CURE Orange Cty-Inlan	7517	OCTA owned right of way maintenance within the LOSS	1,500,000	306
0093	CURE Orange Cty-Inlan	7517	Paciic Electric Right of Way (R/W) Maintenance Services	100,000	307
0093	CURE Orange Cty-Inlan	7519	Anaheim Canyon Design/Environmental - Amendments	62,000	308
0093	CURE Orange Cty-Inlan	7519	Anaheim Emergency Driveway - Design Services	15,000	309
0093	CURE Orange Cty-Inlan	7519	Assist PM With Evaluating Ootential Impacts to Right of	20,000	310
0093	CURE Orange Cty-Inlan	7519	Assist PM With Implementation of Anaheim Access Proj	105,000	311
0093	CURE Orange Cty-Inlan	7519	Assist PM With Implementation of Anaheim Canyon Stati	125,000	312
0093	CURE Orange Cty-Inlan	7519	Assist PM With Implementation of Fullerton Stair Repair	12,000	313
0093	CURE Orange Cty-Inlan	7519	Assist PM With Implementation of Laguna Niguel to San	78,000	314
0093	CURE Orange Cty-Inlan	7519	Assist PM With Implementation of Laguna Niguel/Missio	50,000	315
0093	CURE Orange Cty-Inlan	7519	Assist PM With Implementation of San Clemente Station	10,000	316
0093	CURE Orange Cty-Inlan	7519	Assist PM With Implementation of Slope Stabilization Pro	61,000	317
0093	CURE Orange Cty-Inlan	7519	LN/MV Metrolink Station Improvements - Design Service	25,000	318
0093	CURE Orange Cty-Inlan	7519	LN-SJC Passing Siding - Design Services	200,000	319
0093	CURE Orange Cty-Inlan	7519	LOSSAN ROW Slope Stabilization Engineering and Desi	75,000	320
0093	CURE Orange Cty-Inlan	7519	Metrolink Capital Project Support	5,000	321
0093	CURE Orange Cty-Inlan	7519	On-call Planning for Orange County Passenger Rail	300,000	322
0093	CURE Orange Cty-Inlan	7519	San Clemente Pier station lighting Design support during	25,000	323
0093	CURE Orange Cty-Inlan	7519	Video Surveillance System contract for Placentia Station	750,000	324
0093	CURE Orange Cty-Inlan	7629	Metrolink Angels Express Operations	69,288	325
0093	CURE Orange Cty-Inlan	7629	Metrolink Lease of BNSF Locomotives	1,265,075	326

Line Item Controlled Services

Org-Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
0093	CURE Orange Cty-Inlan	7629	Metrolink Operating Subsidy	26,919,000	327
0093	CURE Orange Cty-Inlan	7629	Metrolink Special Event Services	50,000	328
0093	CURE Orange Cty-Inlan	7629	Rail Safety Outreach	15,000	329
1722	Facilities Engineering	7512	Facilities Audit at Bus Bases, Park and Rides, and Trans	150,000	330
1722	Facilities Engineering	7514	On-Call Appraisal and Engineering Right-of-Way Service	50,000	331
1722	Facilities Engineering	7517	Pacific Electric Right-of-Way Maintenance (PE1)	175,000	332
1722	Facilities Engineering	7517	Pacific Electric Right-of-Way Tenant Review Services	22,500	333
1722	Facilities Engineering	7519	On-Call Environmental Services	25,000	334
1722	Facilities Engineering	7629	On-Call Architectural/Engineering Design Services	300,000	335
1722	Facilities Engineering	7629	On-Call Testing and Inspection Services	75,000	336
1901	Lossan Staff Admin	7629	Court Reporting Services - LOSSAN	1,200	337
1901	Lossan Staff Admin	7629	Professional Photographer/Signage Services - LOSSAN	2,200	338
1901	Lossan Staff Admin	7629	Publication of Official Meeting Notices - LOSSAN	1,000	339
1901	Lossan Staff Admin	7629	Translation and Interpreter Service - LOSSAN	2,500	340
Subtotal Services - Capital Programs				**$ 100,865,263**	

Division:	15	Capital Programs
OrgKey:	0001	General Fund
Object:	7514	Prof Serv-Right of Way Service

Description	I-5 North ROW Support Services	
Quantity/Cost:	1 @ $120,000	FY17-05945
Budget Request: $	120,000	IFAS#: 0001-7514-F1110-F01

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Right of way services for relocation of personal property, appraisals of movable furniture, fixtures, other equipment and business good will appraisals.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualification required for this line item are qualified right-of-way, appraisal, and real estate professionals.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support the right-of-way and construction phases.

Division:	**15**	**Capital Programs**
OrgKey:	**0001**	**General Fund**
Object:	**7514**	**Prof Serv-Right of Way Service**

Description	**ROW support for Placentia station**	
Quantity/Cost:	**1 @ $50,000**	**FY17-04987**
Budget Request:	**$ 50,000**	**IFAS#: 0001-7514-A4472-HH1**

Grant Funded: ☑ Transfers in from MMII $50,000

Account: 0001-6524-A4472-HH1

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Right of Way (ROW) certification of City owned property for the Placentia Metrolink station.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional ROW consultant

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

Construction

Division:	15	Capital Programs
OrgKey:	0001	General Fund
Object:	7514	Prof Serv-Right of Way Service

Description	SR-22, ROW Support Services	
Quantity/Cost:	1 @ $150,000	FY17-05621
Budget Request: $ 150,000		IFAS#: 0001-7514-F7100-5DK

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Consultant to provide right of way support services for the SR-22 Design-Build Improvement Project. The budget is for costs associated with the coordination activities of on-call right-of-way consultants, the Orange County Flood Control District (OCFCD), and Caltrans to closeout the project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified right-of-way consultants.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

The line item will support the right-of-way phase.

Division:	15	Capital Programs
OrgKey:	0001	General Fund
Object:	7519	Prof Serv-Other Prof Services

Description	Assist PM with implementation of Placentia Metrolink Station	
Quantity/Cost:	1 @ $204,000	FY17-05160
Budget Request: $	204,000	IFAS#: 0001-7519-A4472-HH1

Grant Funded: ☑ Transfers in from MMII $204,000

Account: 0001-6524-A4472-HH1

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This is an existing agreement with Hatch Mott MacDonald to provide project management support for the rail capital by assisting the Project Manager (PM) with implementation of project, Design Review, and provide rail/transit support, etc. Contract C-3-1587.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Experienced person with a successful history in managing complex projects and working with various groups and agencies.

Please explain how you arrived at the budgeted dollars requested.

Using Microsoft Projects and discussions with Project PM to estimate a level of effort in hours for a one year duration

What phase of the project does this line item support?

This program supports the project for all phases.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work

Division:	15	Capital Programs
OrgKey:	0001	General Fund
Object:	7519	Prof Serv-Other Prof Services

Description	BNSF agreement for engineering/support related to Placentia Metrolink station

Quantity/Cost:	1 @ $1,000,000	FY17-04962
Budget Request: $	1,000,000	IFAS#: 0001-7519-A4472-HH1

Grant Funded:	☑ Transfers in from MMII	$1,000,000
Account:	0001-6524-A4472-HH1	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The construction of the new Placentia Metrolink station will be within BNSF owned right of way. The design of the signalization and rail work will be completed by BNSF and they will provide flagging during the construction of the project. A Construction and Maintenance agreement between OCTA and BNSF is needed to fund the engineering and administrative costs related to the Placentia Metrolink station.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

BNSF employee

Please explain how you arrived at the budgeted dollars requested.

Engineers estimate

What phase of the project does this line item support?

Construction and review of plans

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Rebudgeted. Amount of underrun will be $1M

Division:	15	Capital Programs
OrgKey:	0001	General Fund
Object:	7519	Prof Serv-Other Prof Services

Description	Design revisions to Placentia Metrolink	
Quantity/Cost:	1 @ $650,000	FY17-04963
Budget Request: $	650,000	IFAS#: 0001-7519-A4472-HH1

Grant Funded:	☑ Transfers in from MMII	$650,000
Account:	0001-6524-A4472-HH1	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

OCTA has an existing contract with Willdan for the design of the Placentia Metrolink station (C-7-1294). Design was completed in 2013, but the city of Placentia is requesting revisions to the plans to accommodate a transit oriented development project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional engineer

Please explain how you arrived at the budgeted dollars requested.

Estimate from consultant

What phase of the project does this line item support?

Design

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This line item is rebudgeted and increased from the current fiscal year. The underrun will be the whole amount budgeted in the current FY.

Division:	**15**	**Capital Programs**
OrgKey:	**0001**	**General Fund**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**I-405/I-605 HOV Connector Project - Design Contingency for Landscape**
Quantity/Cost:	**1 @ $100,000** **FY17-04995**
Budget Request: $ 100,000	**IFAS#: 0001-7519-F7210-HEE**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Estimated change orders for the West County Connectors (WCC) landscape construction phase design support.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Engineering and Landscape expertise.

Please explain how you arrived at the budgeted dollars requested.

Potential change orders estimated for Construction Phase Design Support.

What phase of the project does this line item support?

Construction

Division:	15	Capital Programs
OrgKey:	0001	General Fund
Object:	7519	Prof Serv-Other Prof Services

Description	SR-22, Design-Build Project Management Services	
Quantity/Cost:	1 @ $50,000	**FY17-05192**
Budget Request:	$ 50,000	**IFAS#: 0001-7519-F7100-5DK**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Consultant to provide program management support services for the SR- 22 Design-Build Improvement Project. The budget is for costs associated with the coordination activities of on-call right-of-way consultants, the Orange County Flood Control District (OCFCD), and Caltrans to closeout the project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified right-of-way consultants.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

The line item will support the project closeout phase.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0001	General Fund
Object:	7519	Prof Serv-Other Prof Services

Description	WCC Replacement Planting Project - Caltrans Cooperative Agreement No. C-3-2093	
Quantity/Cost:	1 @ $760,000	**FY17-04993**
Budget Request: $	760,000	**IFAS#: 0001-7519-F7200-F10**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Estimated change orders during construction for Caltrans Cooperative Agreement No. C-3-2093 with the West County Connectors (WCC) Replacement Planting project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Caltrans Landscape/Construction experience.

Please explain how you arrived at the budgeted dollars requested.

Potential change orders estimated during construction.

What phase of the project does this line item support?

Construction

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7514	Prof Serv-Right of Way Service

Description	I-405, SR-55 to I-605 - ROW Support Services	
Quantity/Cost:	1 @ $4,875,000	FY17-05039
Budget Request: $ 4,875,000		IFAS#: 0017-7514-FK101-TZF

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The project management consultant shall assist the OCTA in providing staff assistance and technical expertise to help manage the I-405, SR-55 to I-605 project. Consultant shall assist the OCTA's Highway programs in planning, managing, and controlling the overall project environmental to construction completion, including right-of-way. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified right-of-way professionals.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on 75% of the projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support all phases of the project (from environmental phase through construction phase).

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7514	Prof Serv-Right of Way Service

Description	I-5 HOV, Avenida Pico to Avenida Vista Hermosa - ROW Support
Quantity/Cost:	1 @ $200,000	FY17-05270
Budget Request: $ 200,000		IFAS#: 0017-7514-FC101-N5R

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Acquisition and relocation of property, environmental, title and escrow, appraisal and appraisal review, excess land deposition, right-of-way engineering, negotiations, relocation assistance, and real estate property services for the project. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified right-of-way, appraisal, and real estate professionals.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support the right-of-way and construction phases.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7514	Prof Serv-Right of Way Service

Description	I-5 Widening, Segment 2- costs associated with Right of Way Support	
Quantity/Cost:	1 @ $200,000	FY17-05098
Budget Request: $	200,000	IFAS#: 0017-7514-FC105-0KP

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

To provide Right-of-Way (ROW) services associated with the I-5 Widening Project, Segment 2. Services include ROW documentation, appraisals and acquisition support.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

ROW Certification required.

Please explain how you arrived at the budgeted dollars requested.

Based on the amount of the overall budget as described in the OCTA/Caltrans co-operative agreement and the amount required for fiscal year 2016/17

What phase of the project does this line item support?

Final design phase

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Current year budget is $100,000. Estimate that we will underrun by approx. $70,000.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7514	Prof Serv-Right of Way Service

Description	I-5 Widening, Segment 3 - costs associated with Right-of-Way support
Quantity/Cost:	1 @ $100,000	FY17-05109
Budget Request: $	100,000	IFAS#: 0017-7514-FC106-0KP

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

To provide Right-of-Way (ROW) services associated with the I-5 Widening Project, Segment 3. Services include ROW documentation, appraisal and acquisition support.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

ROW Certification required.

Please explain how you arrived at the budgeted dollars requested.

Based on the amount of the overall budget as described in the OCTA/Caltrans Co-op Agreement (C-5-3661) and the amount required for fiscal year 2016/17

What phase of the project does this line item support?

Final design phase.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Current budget is $100,000. Estimate that we will underrun by approx. $70,000.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7514	Prof Serv-Right of Way Service

Description	**I-5 Widening, SR-73 to Oso Parkway - ROW Support**
Quantity/Cost:	**1 @ $200,000** **FY17-05271**
Budget Request: $ 200,000	**IFAS#: 0017-7514-FC102-0KP**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Acquisition and relocation of property, environmental, title and escrow, appraisal and appraisal review, excess land deposition, right-of-way engineering, negotiations, relocation assistance, and real estate property services for the project. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified right-of-way, appraisal, and real estate professionals.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support the right-of-way and construction phases.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7514	Prof Serv-Right of Way Service

Description	Lakeview Avenue Grade Separation - ROW Support Services
Quantity/Cost:	1 @ $100,000	FY17-05249
Budget Request: $ 100,000		IFAS#: 0017-7514-SO205-PK4

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Acquisition and relocation of property, environmental, title and escrow, appraisal and appraisal review, excess land deposition, right-of-way engineering, negotiations, relocation assistance, and real estate property services for the project. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified right-of-way, appraisal, and real estate professionals.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support the right-of-way and construction phases.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7514	Prof Serv-Right of Way Service

Description	**Orangethorpe Avenue Grade Separation - ROW Support Services**
Quantity/Cost:	**1 @ $100,000** **FY17-05247**
Budget Request: $ 100,000	**IFAS#: 0017-7514-SO206-PK4**

Grant Funded:	☑ CMAQ	$100,000
Account:	0017-6045-SO206-XBD	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Acquisition and relocation of property, environmental, title and escrow, appraisal and appraisal review, excess land deposition, right-of-way engineering, negotiations, relocation assistance, and real estate property services for the project. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified right-of-way, appraisal, and real estate professionals.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support the right-of-way and construction phases.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7514	Prof Serv-Right of Way Service

Description	Placentia Avenue Grade Separation - ROW Support Services	
Quantity/Cost:	1 @ $50,000	FY17-05246
Budget Request: $ 50,000		IFAS#: 0017-7514-SO203-PK4

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Acquisition and relocation of property, environmental, title and escrow, appraisal and appraisal review, excess land deposition, right-of-way engineering, negotiations, relocation assistance, and real estate property services for the project. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified right-of-way, appraisal, and real estate professionals.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support the right-of-way and construction phases.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	**15**	**Capital Programs**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7514**	**Prof Serv-Right of Way Service**

Description   **Raymond Avenue Grade Separation - ROW Support Services**

Quantity/Cost: **1 @ $100,000**   **FY17-05251**

Budget Request: **$ 100,000**   **IFAS#: 0017-7514-SO208-PK4**

Grant Funded: ☑ Prop 1B Capital $100,000

Account: 0017-6020-SO208-XDP

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Acquisition and relocation of property, environmental, title and escrow, appraisal and appraisal review, excess land deposition, right-of-way engineering, negotiations, relocation assistance, and real estate property services for the project. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified right-of-way, appraisal, and real estate professionals.

Please explain how you arrived at the budgeted dollars requested.

budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support the right-of-way and construction phases.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7514	Prof Serv-Right of Way Service

Description	San Juan Creek Bridge ROW Support	
Quantity/Cost:	1 @ $250,000	FY17-05913
Budget Request: $ 250,000		IFAS#: 0017-7514-TR022-0DM

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Acquisition and relocation of property, environmental, and right-of-way engineering services for the project. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified right-of-way professionals.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support the right-of-way phase.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7514	Prof Serv-Right of Way Service

Description	SR-55 I-405 to I-5, RW Support	
Quantity/Cost:	1 @ $100,000	FY17-05119
Budget Request: $	100,000	IFAS#: 0017-7514-FF101-0KS

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Right of Way support services to clear right of way and relocate utilities

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Right of Way professional services

Please explain how you arrived at the budgeted dollars requested.

Environmental studies, right of way data sheets

What phase of the project does this line item support?

Right of Way

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Rollover from FY16 budget

Division:	**15**	**Capital Programs**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7514**	**Prof Serv-Right of Way Service**

Description	**SR9-1 WB (I-5 to SR-57) R/W Support**
Quantity/Cost:	**1 @ $70,000** **FY17-05363**
Budget Request: $ 70,000	**IFAS#: 0017-7514-FH101-RW6**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Right of Way support provided by Caltrans for the SR-91 WB (I-5 to SR-57) project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

Construction phase

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7514	Prof Serv-Right of Way Service

Description	SR-91 WB (I-5 to SR-57), Landscape R/W	
Quantity/Cost:	1 @ $5,000	FY17-04912
Budget Request: $ 5,000		IFAS#: 0017-7514-FH101-RW6

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Caltrans provided Right of Way (R/W) services for the SR-91 WB (I-5 to SR-57) Landscape project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

Plans, Specifications, and Estimates (PS&E) phase.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work

Division:	**15**	**Capital Programs**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7514**	**Prof Serv-Right of Way Service**

Description	**State College Boulevard Grade Separation - ROW Support Services**
Quantity/Cost:	**1 @ $100,000** **FY17-05250**
Budget Request: $ 100,000	**IFAS#: 0017-7514-SO207-PK4**

Grant Funded: ☑ Reimb From Cities $100,000

Account: 0017-6062-SO207-XH1

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Acquisition and relocation of property, environmental, title and escrow, appraisal and appraisal review, excess land deposition, right-of-way engineering, negotiations, relocation assistance, and real estate property services for the project. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified right-of-way, appraisal, and real estate professionals.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support the right-of-way and construction phases.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7514	Prof Serv-Right of Way Service

Description	Tustin Avenue/Rose Drive - ROW Support Services	
Quantity/Cost:	1 @ $100,000	**FY17-05248**
Budget Request:	$ 100,000	**IFAS#: 0017-7514-SO204-PK4**

Grant Funded:	☑ RSTP Funds	$88,530
Account:	0017-6048-SO204-XCD	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Acquisition and relocation of property, environmental, title and escrow, appraisal and appraisal review, excess land deposition, right-of-way engineering, negotiations, relocation assistance, and real estate property services for the project. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified right-of-way, appraisal, and real estate professionals.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support the right-of-way and construction phases.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	17th Street Grade Separation - Design / Environmental Services	
Quantity/Cost:	1 @ $190,000	FY17-04813
Budget Request: $	190,000	IFAS#: 0017-7519-TR204-F17

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The project includes preliminary engineering (35%) design and environmental clearance for California Emergency Quality Act (CEQA) and National Environmental Policy Act (NEPA). This is an existing contract C-3-2002.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The consultant should have grade separation design and environmental clearance experiences.

Please explain how you arrived at the budgeted dollars requested.

This is 10% of the contract value.

What phase of the project does this line item support?

Project Approval and Environmental Document (PA&ED), preliminary engineering and environmental clearance.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Rebudgeting funds from current year. The estimated underrun is $190,000.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	5% Design contingency for I-5, Alicia to El Toro	
Quantity/Cost:	1 @ $370,000	FY17-05112
Budget Request:	$ 370,000	IFAS#: 0017-7519-FC106-06W

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Professional services for civil/roadway/structures design. Project management services and experience with coordinating a highway project with Caltrans, local and state agencies. C-4-1426.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional engineering license in the State of California in civil or other related field.

Please explain how you arrived at the budgeted dollars requested.

$370,000 is approximately 5% of the total contract value and is the design contingency.

What phase of the project does this line item support?

Final Design

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Rebudgeting funds from the current year. Of this year's budget of $370,000 I expect to underrun by $270,000.

Division:	**15**	**Capital Programs**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**5% Design contingency I-5, Oso to Alicia**	
Quantity/Cost:	**1 @ $500,000**	**FY17-05103**
Budget Request:	**$ 500,000**	**IFAS#: 0017-7519-FC105-06W**

Grant Funded:	☑ RSTP Funds	$434,750
Account:	0017-6048-FC105-XFD	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Professional services for civil/roadway/structures design. Project management services and experience with coordinating a highway project with Caltrans, local and other agencies. C-3-2091

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

A professional engineer license in civil engineering, or other related discipline, in the State of California.

Please explain how you arrived at the budgeted dollars requested.

$500,000 is approx. 5% of total contract value and is the design contingency.

What phase of the project does this line item support?

Final design.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	**Assist PM with Grant Evaluation**	
Quantity/Cost:	**1 @ $20,000**	**FY17-05159**
Budget Request:	**$ 20,000**	**IFAS#: 0017-7519-TR213-06P**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This is an existing agreement with Hatch Mott MacDonald to provide project management support and assist the Project Manager with evaluating potential grants and assist with outside agency coordination.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Experienced personnel with a successful history in writing and preparing grant proposals, and working with various groups and agencies.

Please explain how you arrived at the budgeted dollars requested.

Using Microsoft Projects and discussions with Project PM to estimate a level of effort in hours for a one year duration

What phase of the project does this line item support?

This program supports the project for all phases.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Assist PM with implementation of 17th Street Grade Separation Project
Quantity/Cost:	1 @ $35,000

FY17-05152

Budget Request: $ 35,000

IFAS#: 0017-7519-TR204-F17

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This is an existing agreement with Hatch Mott MacDonald to provide project management support for the rail capital by assisting the Project Manager with implementation of project, Design Review, and provide rail/transit support, etc. Contract C-3-1587

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Experienced personnel with a successful history in managing complex projects and working with various groups and agencies.

Please explain how you arrived at the budgeted dollars requested.

Using Microsoft Projects and discussions with Project PM to estimate a level of effort in hours for a one year duration

What phase of the project does this line item support?

This program supports the project for all phases.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Assist PM with implementation of Control Point 4th Street	
Quantity/Cost:	1 @ $50,000	FY17-05156
Budget Request: $	50,000	IFAS#: 0017-7519-TR024-0KO

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This is an existing agreement with Hatch Mott MacDonald to provide project management support for the rail capital by assisting the Project Manager with implementation of project, Design Review, and provide rail/transit support, etc. Contract C-3-1587

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Experienced personnel with a successful history in managing complex projects and working with various groups and agencies.

Please explain how you arrived at the budgeted dollars requested.

Using Microsoft Projects and discussions with Project PM to estimate a level of effort in hours for a one year duration.

What phase of the project does this line item support?

This program supports the project for all phases.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Assist PM with Implementation of San Juan Creek Bridge Project	
Quantity/Cost:	1 @ $38,000	FY17-05155
Budget Request: $ 38,000		IFAS#: 0017-7519-TR022-0DM

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This is an existing agreement with Hatch Mott MacDonald to provide project management support for the rail capital by assisting the Project Manager with implementation of project, Design Review, and provide rail/transit support, etc. Contract C-3-1587

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Experienced personnel with a successful history in managing complex projects and working with various groups and agencies.

Please explain how you arrived at the budgeted dollars requested.

Using Microsoft Projects and discussions with the PM to estimate a level of effort in hours for a one year duration.

What phase of the project does this line item support?

This program supports the project for all phases.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Harbor Boulevard Environmental Studies	
Quantity/Cost:	1 @ $750,000	**FY17-05035**
Budget Request: $	750,000	**IFAS#: 0017-7519-TS022-0I1**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Prepare California Emergency Quality Act (CEQA)/National Environmental Policy Act (NEPA) environmental document for the Harbor Blvd. corridor. Scope will include project definition, technical reports, traffic studies, public noticing and outreach for potentially two alternatives. Consultant will prepare draft and final deliverables for review and comments.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

CEQA practitioner.

Please explain how you arrived at the budgeted dollars requested.

Based upon similar projects of comparable size.

What phase of the project does this line item support?

Environmental

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	I-405 Improvements (I-5 to SR-55) Consultant PA/ED Services	
Quantity/Cost:	1 @ $500,000	FY17-04980
Budget Request: $	500,000	IFAS#: 0017-7519-FL101-013

Grant Funded:	☑ RSTP Funds	$500,000
Account:	0017-6048-FL101-XGD	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Estimated change orders for environmental consultant services related to the I-405 Improvement (I-5 to SR-55) project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Engineering & Environmental technical expertise.

Please explain how you arrived at the budgeted dollars requested.

Potential change orders estimated due to changes in design guidelines & criteria (i.e. SB743, bio surveys, etc.)

What phase of the project does this line item support?

Project Approval and Environmental Document (PA&ED) phase

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Rebudgeting funds from the current year.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	I-405 Southbound (SR-133 to University Dr.) Aux. Lane Consultant PA/ED	
Quantity/Cost:	1 @ $20,000	FY17-04978
Budget Request:	$ 20,000	IFAS#: 0017-7519-FL103-06D

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Estimated change orders for the Environmental Consultant Services related to the I-405 Southbound (SR-133 to University Dr.) Aux. Lane Project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Engineering and environmental technical expertise.

Please explain how you arrived at the budgeted dollars requested.

Estimated change orders if State Transit Improvement Program (STIP) changes do not get approved.

What phase of the project does this line item support?

Project Approval and Environmental Document (PA&ED) phase.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Rebudgeting funds from the current year.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	I-405, SR-55 to I-605 - Caltrans Coop	
Quantity/Cost:	1 @ $150,000	FY17-05034
Budget Request: $ 150,000		IFAS#: 0017-7519-FK101-0KM

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Cooperative agreement with Caltrans to provide enhanced oversight and reimbursed work for the I-405, SR-55 to I-605 design-build project, including construction inspection services and right-of-way support services to certify the project. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

The budget is based on budgeted amount allocated in coop agreement for this line item.

What phase of the project does this line item support?

This line item will support all phases of the project (environmental to construction completion).

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	**15**	**Capital Programs**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description **I-405, SR-55 to I-605 - Contingency for PA/ED Phase**

Quantity/Cost: **1 @ $25,000** **FY17-05050**

Budget Request: $ 25,000 **IFAS#: 0017-7519-FK101-N2Y**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Consultant to provide project report and environmental document for the I-405, SR-55 to I-605 design-build project. The budget request is for costs associated with unforeseen changes during the preparation of the project report and environmental document for the project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified environmental professionals for design-build projects.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support the environmental phase.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	I-405, SR-55 to I-605 - Permits	
Quantity/Cost:	1 @ $37,500	FY17-05048
Budget Request: $ 37,500		IFAS#: 0017-7519-FK101-0I3

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

During environmental phase, various permits are required by various federal agencies. Permits 401, 404, 408, and 1602, are required for the design and construction of the I-405, SR-55 to I-605 design-build project. The budget request is for fees associated with obtaining these permits for the project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected fees required for the permit applications for the fiscal year.

What phase of the project does this line item support?

This line item will support the environmental phase.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	I-405, SR-55 to I-605 - PMC Support Services	
Quantity/Cost:	1 @ $14,400,000	FY17-05012
Budget Request: $ 14,400,000		IFAS#: 0017-7519-FK101-TZF

Grant Funded:	☑ RSTP Funds	$12,748,320
Account:	0017-6048-FK101-XHD	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The program management consultant shall assist the OCTA in providing staff assistance and technical expertise to help manage the I-405, SR-55 to I-605 design-build project. Consultant shall assist the OCTA's Highway Programs in planning, managing, and controlling the overall project from environmental to construction completion. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified right-of-way and program management professionals.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on 75% of the projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support all phases of the project (from environmental phase to construction phase).

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Rebudgeting for continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	I-405, SR-55 to I-605 - Program Management Consultant	
Quantity/Cost:	1 @ $1,575,000	FY17-05127
Budget Request: $	1,575,000	IFAS#: 0017-7519-FK101-HGL

Grant Funded:	☑ RSTP Funds	$1,394,348
Account:	0017-6048-FK101-XHD	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

OCTA is responsible for managing a large number of transportation projects in Orange County including projects associated with freeway, highway, and transit facilities. The OCTA's management of these projects include oversight of environmental clearance, engineering, right-of-way acquisition, and construction activities. The projects include those funded by Measure M2, state and federal funding sources. The project management consultant shall assist the OCTA in this challenging by providing staff assistance and technical expertise to help manage its capital development projects. Consultant shall assist the OCTA's Highway programs in planning, managing, and controlling the overall capital development program. The Consultant shall also provide the OCTA additional project management staff to assist in managing individual projects. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified project managers, engineers, and right-of-way professionals.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on the level of effort from consultants to manage these project for the fiscal year.

What phase of the project does this line item support?

This line item will support all phases of the project (from environmental phase to construction phase)

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an-going basis.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	I-5 HOV SR-55 to SR-57, PS&E	
Quantity/Cost:	1 @ $200,000	FY17-05094
Budget Request: $	200,000	IFAS#: 0017-7519-FA101-06R

Grant Funded:	☑ CMAQ	$130,480
Account:	0017-6045-FA101-XGB	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Additional services to complete Plans, Specifications, and Estimates (PS&E) for I-5 HOV SR-55 to SR-57 project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional engineering.

Please explain how you arrived at the budgeted dollars requested.

Contingency to complete PS&E.

What phase of the project does this line item support?

Final Design

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

New item for ongoing project.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	I-5 HOV, Avenida Pico to Avenida Vista Hermosa - Design Contingency

Quantity/Cost:	1 @ $250,000	FY17-05260
Budget Request:	$ 250,000	IFAS#: 0017-7519-FC101-N5R

Grant Funded:	☑ CMAQ	$205,475
Account:	0017-6045-FC101-XDB	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Consultant to provide design support services during design and construction support services during construction of the project. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified engineering professionals to prepare plans, specifications, and estimates.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support the design and construction phases.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	**I-5 HOV, Avenida Vista Hermosa to PCH - Design Contingency**
Quantity/Cost:	**1 @ $250,000** **FY17-05261**
Budget Request: $ 250,000	**IFAS#: 0017-7519-FC103-N5R**

Grant Funded:	☑ CMAQ	$179,825
Account:	0017-6045-FC103-XDB	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Consultant to provide design support services during design and construction support services during construction of the project. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified engineering professionals to prepare plans, specifications, and estimates.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support the design and construction phases.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	**15**	**Capital Programs**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**I-5 HOV, PCH to San Juan Creek Road-Design Contingency**
Quantity/Cost:	**1 @ $250,000** **FY17-05262**
Budget Request: $ 250,000	**IFAS#: 0017-7519-FC104-N5R**

Grant Funded:	☑ CMAQ	$190,025
Account:	0017-6045-FC104-XDB	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Consultant to provide design support services during design and construction support services during construction of the project. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified engineering professionals to prepare plans, specifications, and estimates.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support the design and construction phases.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	**15**	**Capital Programs**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description   **I-5 Improvements (I-405 to SR-55) Consultant PA/ED Services, CCO**

Quantity/Cost: **1 @ $500,000**   **FY17-04970**

Budget Request: $ 500,000   **IFAS#: 0017-7519-FB101-N09**

Grant Funded:	☑ RSTP Funds	$500,000
Account:	0017-6048-FB101-XFD	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Change orders for the Project Approval and Environmental Document (PA&ED) related to the I-5 Improvements (I-405 to SR-55) project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Engineering and environmental technical expertise.

Please explain how you arrived at the budgeted dollars requested.

Potential change orders estimated due to changes in design guidelines & criteria (i.e. SB 743, bio surveys, etc.)

What phase of the project does this line item support?

PA/ED (environmental) phase

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Rebudgeting funds from the current year.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	I-5 Widening, SR-73 to Oso Parkway - Design Contingency	
Quantity/Cost:	1 @ $425,000	FY17-05266
Budget Request: $	425,000	IFAS#: 0017-7519-FC102-06W

Grant Funded: ☑ RSTP Funds $375,530

Account: 0017-6048-FC102-XGD

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Consultant to prepare plans, specifications, and estimates (PS&E) for the project. The budget request is for costs associated with unforeseen design changes during the PS&E phase.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified engineering professionals to prepare PS&E.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on the projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support the design phase.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Capital Programs Services

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	**I-605/Katella Ave. Interchange Consultant PA/ED Services**	
Quantity/Cost:	**1 @ $1,200,000**	**FY17-04982**
Budget Request:	**$ 1,200,000**	**IFAS#: 0017-7519-FM003-0E7**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Estimated change orders for the Project Approval and Environmental Document (PA&ED) phase of the I-605/Katella Ave. Interchange.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Engineering and environmental technical expertise.

Please explain how you arrived at the budgeted dollars requested.

Anticipated execution of contract is in FY16-17.

What phase of the project does this line item support?

PA/ED (environmental) phase.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Rebudgeting funds from the current year.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Kraemer Boulevard Grade Separation - Program Management Consultant	
Quantity/Cost:	1 @ $25,000	FY17-05218
Budget Request:	$ 25,000	IFAS#: 0017-7519-SO202-HGL

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

OCTA is responsible for managing a large number of transportation projects in Orange County including projects associated with freeway, highway, and transit projects. The OCTA's management of these projects include oversight of environmental clearance, engineering, right-of-way acquisition, and construction activities. The projects include those funded by Measure M2, state and federal funding sources. The program management consultant shall assist the OCTA in this challenge by providing staff assistance and technical expertise to help manage its capital development projects. Consultant shall assist the OCTA's Highway Programs in planning, managing, and controlling the overall capital development program. The Consultant shall also provide the OCTA additional program management staff to assist in managing individual projects. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are engineering and technical expertise in program management support services.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support all phases of the project (from environmental phase to construction phase)

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	**15**	**Capital Programs**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Lakeview Avenue Grade Separation - Design Contingency**
Quantity/Cost:	**1 @ $300,000**
Budget Request: $ 300,000	

FY17-05191

IFAS#: 0017-7519-SO205-PPJ

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Consultant to provide design support services during design and construction support services during construction for the Lakeview Avenue Grade Separation Project. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified design professionals.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support the design and construction phases.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Lakeview Avenue Grade Separation - Program Management Consultant	
Quantity/Cost:	1 @ $200,000	FY17-05221
Budget Request:	$ 200,000	IFAS#: 0017-7519-SO205-HGL

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

OCTA is responsible for managing a large number of transportation projects in Orange County including projects associated with freeway, highway, and transit projects. The OCTA's management of these projects include oversight of environmental clearance, engineering, right-of-way acquisition, and construction activities. The projects include those funded by Measure M2, state and federal funding sources. The program management consultant shall assist the OCTA in this challenge by providing staff assistance and technical expertise to help manage its capital development projects. Consultant shall assist the OCTA's Highway Programs in planning, managing, and controlling the overall capital development program. The Consultant shall also provide the OCTA additional program management staff to assist in managing individual projects. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are engineering and technical expertise in program management support services.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support all phases of the project (from environmental phase to construction phase).

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	M2 Rail Program Support	
Quantity/Cost:	1 @ $740,000	FY17-05108
Budget Request:	$ 740,000	IFAS#: 0017-7519-TR212-06P

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Contract C-3-1587 w/ HMM as the Program Management Consultant. Assist Project Manager with implementation of project, review and process project invoices, write various Co-op Agreements, Work Orders, Request for Purchase (RFP), Design, Surveying, and provide rail/transit support, etc.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Experienced personnel with a successful history in managing complex projects and getting them delivered.

Please explain how you arrived at the budgeted dollars requested.

Using Microsoft Projects to estimate a level of effort in hours for a one year duration.

What phase of the project does this line item support?

This program supports the project for all phases.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on going basis.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Orangethorpe Avenue Grade Separation - Design Contingency	
Quantity/Cost:	1 @ $100,000	FY17-05187
Budget Request:	$ 100,000	IFAS#: 0017-7519-SO206-PPJ

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Consultant to provide design support services during design and construction support services during construction for the Orangethorpe Avenue Grade Separation Project. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified design professionals.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on the projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support the design and construction phases of the project.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	**15**	**Capital Programs**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description   **Orangethorpe Avenue Grade Separation - Program Management Consultant**

Quantity/Cost: **1 @ $150,000**   **FY17-05219**

Budget Request: $ 150,000   **IFAS#: 0017-7519-SO206-HGL**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

OCTA is responsible for managing a large number of transportation projects in Orange County including projects associated with freeway, highway, and transit projects. The OCTA's management of these projects include oversight of environmental clearance, engineering, right-of-way acquisition, and construction activities. The projects include those funded by Measure M2, state and federal funding sources. The program management consultant shall assist the OCTA in this challenge by providing staff assistance and technical expertise to help manage its capital development projects. Consultant shall assist the OCTA's Highway Programs in planning, managing, and controlling the overall capital development program. The Consultant shall also provide the OCTA additional program management staff to assist in managing individual projects. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are engineering and technical expertise in program management support services.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support all phases of the project (from environmental phase to construction phase).

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	**15**	**Capital Programs**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Placentia Avenue Grade Separation - Program Management Consultant**
Quantity/Cost:	**1 @ $25,000**
Budget Request:	**$ 25,000**

FY17-05215

IFAS#: 0017-7519-SO203-HGL

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

OCTA is responsible for managing a large number of transportation projects in Orange County including projects associated with freeway, highway, and transit projects. The OCTA's management of these projects include oversight of environmental clearance, engineering, right-of-way acquisition, and construction activities. The projects include those funded by Measure M2, state and federal funding sources. The program management consultant shall assist the OCTA in this challenge by providing staff assistance and technical expertise to help manage its capital development projects. Consultant shall assist the OCTA's Highway Programs in planning, managing, and controlling the overall capital development program. The Consultant shall also provide the OCTA additional program management staff to assist in managing individual projects. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are engineering and technical expertise in program management support services.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support all phases of the project (from environmental phase to construction phase).

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Capital Programs Services

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Raymond Avenue Grade Separation - Program Management Consultant	
Quantity/Cost:	1 @ $300,000	FY17-05224
Budget Request:	$ 300,000	IFAS#: 0017-7519-SO208-HGL

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

OCTA is responsible for managing a large number of transportation projects in Orange County including projects associated with freeway, highway, and transit projects. The OCTA's management of these projects include oversight of environmental clearance, engineering, right-of-way acquisition, and construction activities. The projects include those funded by Measure M2, state and federal funding sources. The program management consultant shall assist the OCTA in this challenge by providing staff assistance and technical expertise to help manage its capital development projects. Consultant shall assist the OCTA's Highway Programs in planning, managing, and controlling the overall capital development program. The Consultant shall also provide the OCTA additional program management staff to assist in managing individual projects. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are engineering and technical expertise in program management support services.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support all phases of the project (from environmental phase to construction phase).

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	SR-55 I-405 to I-5, PAED	
Quantity/Cost:	1 @ $100,000	FY17-05091
Budget Request: $	100,000	IFAS#: 0017-7519-FF101-T7U

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Services to complete Project Approval and Environmental Document (PA&ED) phase of SR-55 I-405 to I-5 project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional engineering services

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

Environmental studies

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Additional services for ongoing contract

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	SR-55 I-405 to I-5, PS&E	
Quantity/Cost:	1 @ $12,000,000	FY17-05092
Budget Request: $	12,000,000	IFAS#: 0017-7519-FF101-T7U

Grant Funded:	☑ RSTP Funds	$12,000,000
Account:	0017-6048-FF101-XHD	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Professional engineering services to complete Plans, Specifications, and Estimates (PS&E) phase of project. Consultant services will be required to develop final engineering plans and specifications for the selected preferred alternative identified in the Final Environmental Document. Widening between I-405 and I-5 is consistent with Measure M2 project F and included in the M2020 Plan for completion of construction by 2023. Release of Request for Purchase (RFP) for consultant services is scheduled for late 2016. Deliverable: Final Engineering Plans.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional engineering

Please explain how you arrived at the budgeted dollars requested.

Estimates developed in Project Approval and Environmental Document (PA&ED) phase of project.

What phase of the project does this line item support?

PS&E phase.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Rollover from FY16 budget

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	SR-55 I-5 to SR-91, PAED	
Quantity/Cost:	1 @ $5,000,000	FY17-05093
Budget Request: $	5,000,000	IFAS#: 0017-7519-FF102-07H

Grant Funded:	☑ RSTP Funds	$5,000,000
Account:	0017-6048-FF102-XHD	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Professional engineering services to complete Project Approval and Environmental Document (PA&ED). Studies impacts of feasible alternatives identified in the Project Study Report for the SR-55 widening project. Widening between I-5 and SR-22 and operational improvements between SR-22 and SR-91 is consistent with Measure M2 project F and included in the M2020 Plan for completion of environmental phase by 2020.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional engineering

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

Environmental phase.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Rollover from FY16 budget.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	SR-57 Katella to Lincoln, Landscape PS&E	
Quantity/Cost:	1 @ $50,000	FY17-05086
Budget Request: $	50,000	IFAS#: 0017-7519-FG101-HGT

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Engineering services to complete landscaping Plans, Specifications, and Estimates (PS&E) for SR-57 Katella to Lincoln project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional engineering services.

Please explain how you arrived at the budgeted dollars requested.

Contingency estimate

What phase of the project does this line item support?

Replacement planting after construction PS&E.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Ongoing work.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	SR-57 Katella to Lincoln, Landscaping AA	
Quantity/Cost:	1 @ $125,000	FY17-05087
Budget Request: $	125,000	IFAS#: 0017-7519-FG101-0DN

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Reimburse Caltrans for advertise and award costs related to SR-57 Katella to Lincoln landscaping contract.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

NA

Please explain how you arrived at the budgeted dollars requested.

Coop agreement

What phase of the project does this line item support?

Replacement planting.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Rollover $125,000 from FY16 budget.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	SR-57 NB Orangewood to Katella, PAED Services	
Quantity/Cost:	1 @ $100,000	**FY17-05085**
Budget Request: $	100,000	**IFAS#: 0017-7519-FG104-N5S**

Grant Funded:	☑ RSTP Funds	$100,000
Account:	0017-6048-FG104-XHD	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Additional engineering services to complete Project Approval and Environmental Document (PA&ED) phase for SR-57 NB Orangewood to Katella project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional engineering services

Please explain how you arrived at the budgeted dollars requested.

Contingency estimate

What phase of the project does this line item support?

Environmental studies

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	SR-57 Orangethorpe to Lambert, Landscaping AA	
Quantity/Cost:	1 @ $125,000	FY17-05089
Budget Request: $	125,000	IFAS#: 0017-7519-FG103-HGU

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Reimburse Caltrans for landscaping advertise and award services related to SR-57 Orangethorpe to Lambert project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

NA

Please explain how you arrived at the budgeted dollars requested.

Executed coop

What phase of the project does this line item support?

Replacement planting

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

New budget item.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	SR-57 Orangethorpe to Lambert, Landscaping PS&E	
Quantity/Cost:	1 @ $50,000	**FY17-05088**
Budget Request: $	50,000	**IFAS#: 0017-7519-FG103-HGU**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Plans, Specifications, and Estimates (PS&E) phase services related to SR-57 Orangethorpe to Lambert project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional engineering services

Please explain how you arrived at the budgeted dollars requested.

Existing contract contingency

What phase of the project does this line item support?

Replacement planting

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Ongoing work

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	SR91 EB (SR57 to SR55) PA-ED CCO	
Quantity/Cost:	1 @ $500,000	FY17-05366
Budget Request:	$ 500,000	IFAS#: 0017-7519-FI103-N08

Grant Funded:	☑ RSTP Funds	$388,850
Account:	0017-6048-FI103-XFD	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Change orders for work requested by Caltrans for the SR91 EB (SR57 to SR55) project during the environmental design phase.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

Environmental phase.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	SR91 WB (I5 to SR57) Landscape PS&E	
Quantity/Cost:	1 @ $100,000	FY17-05364
Budget Request:	$ 100,000	IFAS#: 0017-7519-FH101-RWT

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Landscape Plans, Specifications, and Estimates (PS&E) design services provided by Caltrans for SR91 WB (I5 to SR57) project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

Design phase

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	SR91 WB (SR57 to I5) PS&E Construction Support	
Quantity/Cost:	1 @ $100,000	FY17-05365
Budget Request:	$ 100,000	IFAS#: 0017-7519-FH101-RWT

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Consultant to provide Plans, Specifications, and Estimates (PS&E) design support during construction of the SR91 WB (SR57 to I5) project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

Construction phase

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	State College Boulevard Grade Separation - Program Management Consultant
Quantity/Cost:	1 @ $150,000
Budget Request: $ 150,000	

FY17-05222

IFAS#: 0017-7519-SO207-HGL

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

OCTA is responsible for managing a large number of transportation projects in Orange County including projects associated with freeway, highway, and transit projects. The OCTA's management of these projects include oversight of environmental clearance, engineering, right-of-way acquisition, and construction activities. The projects include those funded by Measure M2, state and federal funding sources. The program management consultant shall assist the OCTA in this challenge by providing staff assistance and technical expertise to help manage its capital development projects. Consultant shall assist the OCTA's Highway Programs in planning, managing, and controlling the overall capital development program. The Consultant shall also provide the OCTA additional program management staff to assist in managing individual projects. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are engineering and technical expertise in program management support services.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support all phases of the project (from environmental phase to construction phase).

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Tustin Avenue/Rose Drive Grade Separation - Design Contingency
Quantity/Cost:	1 @ $100,000	FY17-05189
Budget Request: $	100,000	IFAS#: 0017-7519-SO204-PPJ

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Consultant to provide design support services during design and construction support services during construction for the Tustin Avenue/Rose Drive Grade Separation Project. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified design professionals.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

The line item will support the design and construction phases.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Tustin Avenue/Rose Drive Grade Separation - Program Management Consultant	
Quantity/Cost:	1 @ $150,000	FY17-05220
Budget Request: $	150,000	IFAS#: 0017-7519-SO204-HGL

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

OCTA is responsible for managing a large number of transportation projects in Orange County including projects associated with freeway, highway, and transit projects. The OCTA's management of these projects include oversight of environmental clearance, engineering, right-of-way acquisition, and construction activities. The projects include those funded by Measure M2, state and federal funding sources. The program management consultant shall assist the OCTA in this challenge by providing staff assistance and technical expertise to help manage its capital development projects. Consultant shall assist the OCTA's Highway Programs in planning, managing, and controlling the overall capital development program. The Consultant shall also provide the OCTA additional program management staff to assist in managing individual projects. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are engineering and technical expertise in program management support services.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support all phases of the project (from environmental phase to construction phase).

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7629	Other Services

Description	Excess Land Maintenance - Orangethorpe Avenue Grade Separation	
Quantity/Cost:	1 @ $110,000	FY17-05302
Budget Request: $	110,000	IFAS#: 0017-7629-SO206-SKQ

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Provide maintenance services on an as-needed basis to remove debris and weeds from OCTA-owned excess and future use property. To ensure OCTA's liability is kept to a minimum and comply with federal, state and local regulations for the maintenance of its property for various projects, including the grade separation projects. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified landscape maintenance services.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item support the construction phase.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7629	Other Services

Description	Excess Land Maintenance - Placentia Avenue Grade Separation	
Quantity/Cost:	1 @ $5,000	FY17-05299
Budget Request: $ 5,000		IFAS#: 0017-7629-SO203-SKQ

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Provide maintenance services on an as-needed basis to remove debris and weeds from OCTA-owned excess and future use property. To ensure OCTA's liability is kept to a minimum and comply with federal, state and local regulations for the maintenance of its property for various projects, including the grade separation projects. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified landscape maintenance services.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item support the construction phase.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7629	Other Services

Description	Excess Land Maintenance - Raymond Avenue Grade Separation	
Quantity/Cost:	1 @ $10,000	FY17-05304
Budget Request: $	10,000	IFAS#: 0017-7629-SO208-SKQ

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Provide maintenance services on an as-needed basis to remove debris and weeds from OCTA-owned excess and future use property. To ensure OCTA's liability is kept to a minimum and comply with federal, state and local regulations for the maintenance of its property for various projects, including the grade separation projects. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified landscape maintenance services.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item support the construction phase.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7629	Other Services

Description	Excess Land Maintenance - State College Boulevard Grade Separation	
Quantity/Cost:	1 @ $50,000	FY17-05303
Budget Request: $ 50,000		IFAS#: 0017-7629-SO207-SKQ

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Provide maintenance services on an as-needed basis to remove debris and weeds from OCTA-owned excess and future use property. To ensure OCTA's liability is kept to a minimum and comply with federal, state and local regulations for the maintenance of its property for various projects, including the grade separation projects. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified landscape maintenance services.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item support the construction phase.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7629	Other Services

Description	Excess Land Maintenance - Tustin Avenue/Rose Drive	
Quantity/Cost:	1 @ $5,000	FY17-05300
Budget Request: $ 5,000		IFAS#: 0017-7629-SO204-SKQ

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Provide maintenance services on an as-needed basis to remove debris and weeds from OCTA-owned excess and future use property. To ensure OCTA's liability is kept to a minimum and comply with federal, state and local regulations for the maintenance of its property for various projects, including the grade separation projects. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified landscape maintenance services.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item support the construction phase.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7629	Other Services

Description	Excess Land Maintenance -Lakeview Avenue Grade Separation	
Quantity/Cost:	1 @ $30,000	FY17-05301
Budget Request: $	30,000	IFAS#: 0017-7629-SO205-SKQ

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Provide maintenance services on an as-needed basis to remove debris and weeds from OCTA-owned excess and future use property. To ensure OCTA's liability is kept to a minimum and comply with federal, state and local regulations for the maintenance of its property for various projects, including the grade separation projects. The budget request is for costs associated with these services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified landscape maintenance services.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item support the construction phase.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7514	Prof Serv-Right of Way Service

Description	ROW support for Orange Paking Structure	
Quantity/Cost:	1 @ $50,000	**FY17-05003**
Budget Request: $ 50,000		**IFAS#: 0018-7514-T5422-P3F**

Grant Funded:	☑ Reimb From Cities	$50,000
Account:	0018-6062-T5422-XI1	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Right of Way (R/W) support related to the Orange Parking structure. The city is the lead on ROW with OCTA seeking City's certification.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional ROW consultant.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

Construction

Division:	**15**	**Capital Programs**
OrgKey:	**0018**	**Measure M - Cure**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Assist PM with Implementation of Rail Capital Project**	
Quantity/Cost:	**1 @ $160,000**	**FY17-05190**
Budget Request: $ 160,000		**IFAS#: 0018-7519-T5422-P3F**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This is an existing agreement with Hatch Mott MacDonald to provide project management support for the rail capital by assisting the Project Manager with implementation of project, Design Review, and provide rail/transit support, etc. Contract C-3-1587

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Experienced personnel with a successful history in managing complex projects and working with various groups and agencies.

Please explain how you arrived at the budgeted dollars requested.

Using Microsoft Projects and discussions with Project PM to estimate a level of effort in hours for a one year duration

What phase of the project does this line item support?

This program supports the project for final design and construction.

Division:	**15**	**Capital Programs**
OrgKey:	**0018**	**Measure M - Cure**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Project Management Consultant Services: Anaheim Rapid Connection**
Quantity/Cost:	**1 @ $325,000** **FY17-05056**
Budget Request: $ **325,000**	**IFAS#: 0018-7519-T5412-3SB**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Ongoing project management oversight of the Anaheim Rapid Connection project. Work plan includes review and comment on all ARC project deliverables submitted to OCTA by the City of Anaheim.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Planning and environmental clearance expertise.

Please explain how you arrived at the budgeted dollars requested.

Historical burn rates.

What phase of the project does this line item support?

Environmental.

Division:	15	Capital Programs
OrgKey:	0036	91 Express Lanes
Object:	7519	Prof Serv-Other Prof Services

Description	**91 Express Lanes Pavm't Rehab & VMS PS&E**	
Quantity/Cost:	**1 @ $200,000**	**FY17-04916**
Budget Request: $ 200,000		**IFAS#: 0036-7519-B3250-TDV**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Consultant amendments for Scope of Work (SOW) changes for the 91 Express Lanes pavement rehabilitation and Variable Message Sign (VMS) replacement design.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

Design phase.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work.

Division:	15	Capital Programs
OrgKey:	0036	91 Express Lanes
Object:	7519	Prof Serv-Other Prof Services

Description	91 Express Lanes PS&E Caltrans Review	
Quantity/Cost:	1 @ $200,000	FY17-04917
Budget Request: $ 200,000		IFAS#: 0036-7519-B3250-0EH

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Plan Specification and Estimate (PS&E) review services provided by Caltrans for the 91 Express Lanes pavement rehabilitation and Variable Message Sign (VMS) replacement project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

Design

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work.

Division:	15	Capital Programs
OrgKey:	0036	91 Express Lanes
Object:	7519	Prof Serv-Other Prof Services

Description	91 Express Lanes/SR241 Connector PA-ED	
Quantity/Cost:	1 @ $1,200,000	FY17-05030
Budget Request: $	1,200,000	IFAS#: 0036-7519-B3260-TAJ

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Reimburse Transportation Corridor Agencies (TCA) for a share of the environmental design phase costs for the 91 Express Lanes/SR241 Connector project and share of Plans Specifications and Estimates (PS&E) phase.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

Estimated per the terms of Agreement 1-2386 and Amendment 1 plus estimated share of PS&E phase

What phase of the project does this line item support?

Environmental phase plus possible PS&E phase

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work

Division:	15	Capital Programs
OrgKey:	0037	I-405 Express Lane
Object:	7514	Prof Serv-Right of Way Service

Description	I-405, SR-55 to I-605 - ROW Support Services (Express Lanes)	
Quantity/Cost:	1 @ $1,625,000	FY17-05134
Budget Request:	$ 1,625,000	IFAS#: 0037-7514-A9510-TZF

Grant Funded:	☑ Other State Capital Assistance	$1,625,000
Account:	0037-6013-A9510-YHP	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

To provide right-of-way support services to certify the I-405, SR-55 to I-605 design-build project. The budget request is for costs associated with these services related to the Express Lanes for the project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified right-of-way professionals.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support the right-of-way phase.

Division:	15	Capital Programs
OrgKey:	0037	I-405 Express Lane
Object:	7519	Prof Serv-Other Prof Services

Description	I-405, SR-55 to I-605 - Contingency for PA/ED Phase (Express Lanes)	
Quantity/Cost:	1 @ $100,000	FY17-05051
Budget Request: $ 100,000		IFAS#: 0037-7519-A9510-N2Y

Grant Funded: ☑ Other State Capital Assistance $100,000

Account: 0037-6013-A9510-YHP

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Consultant to provide project report (PR) and environmental document (ED) for the I-405, SR-55 to I-605 design-build project. The budget request is for costs associated with unforeseen changes during the preparation of the PA/ED phase related to Express Lanes for the project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are professional and environmental experiences with design-build projects.

Please explain how you arrived at the budgeted dollars requested.

Budget is based on projected costs for unforeseen changes during the fiscal year.

What phase of the project does this line item support?

This line item will support the environmental phase.

Division:	15	Capital Programs
OrgKey:	0037	I-405 Express Lane
Object:	7519	Prof Serv-Other Prof Services

Description	I-405, SR-55 to I-605 - PMC Support Services (Express Lane)
Quantity/Cost:	1 @ $4,800,000
Budget Request: $	4,800,000

FY17-05009

IFAS#: 0037-7519-A9510-TZF

Grant Funded:	☑ Other Fed Financial Assistance	$2,620,478
Account:	0037-6036-A9510-XEE	
Grant Funded:	☑ Other State Capital Assistance	$2,179,522
Account:	0037-6013-A9510-YHP	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The program management consultant shall assist the OCTA in providing staff assistance and technical expertise to help manage the I-405, SR-55 to I-605 design-build project. Consultant shall assist the OCTA's Highway Programs in planning, managing, and controlling the overall project from environmental to construction completion. The budget request is for costs associated with these services related to the Express Lanes for the project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are qualified right-of-way and program management professionals.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on 25% of projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support all phases of the project (from environmental phase to construction phase).

Division:	15	Capital Programs
OrgKey:	0037	I-405 Express Lane
Object:	7519	Prof Serv-Other Prof Services

Description	I-405, SR-55 to I-605 - Program Management Consultant	
Quantity/Cost:	1 @ $425,000	FY17-05011
Budget Request:	$ 425,000	IFAS#: 0037-7519-A9510-HGL

Grant Funded:	☑ Other Fed Financial Assistance	$93,355
Account:	0037-6036-A9510-XEE	
Grant Funded:	☑ Other State Capital Assistance	$331,645
Account:	0037-6013-A9510-YHP	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

OCTA is responsible for managing a large number of transportation projects in Orange County including projects associated with freeway, highway, and transit facilities. The OCTA's management of these projects include oversight of environmental clearance, engineering, right-of-way acquisition, and construction activities. The projects include those funded by Measure M2, state and federal funding sources. The project management consultant shall assist the OCTA in this challenging by providing staff assistance and technical expertise to help manage its capital development projects. Consultant shall assist the OCTA's Highway programs in planning, managing, and controlling the overall capital development program. The Consultant shall also provide the OCTA additional project management staff to assist in managing individual projects. The budget request is for costs associated with these services related to the Express Lanes for the project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The qualifications required for this line item are professional services related to program management consultant support for design-build projects.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on 25% of the total cost for program management consultant for the project.

What phase of the project does this line item support?

This line item will support all phases of the project (from environmental phase to construction phase).

Division:	15	Capital Programs
OrgKey:	0037	I-405 Express Lane
Object:	7519	Prof Serv-Other Prof Services

Description	**I-405, SR-55 to I-605 -Permits (Express Lanes)**	
Quantity/Cost:	**1 @ $12,500**	**FY17-05054**
Budget Request: $ 12,500		**IFAS#: 0037-7519-A9510-0I3**

| Grant Funded: | ☑ Other State Capital Assistance | $12,500 |
| Account: | 0037-6013-A9510-YHP | |

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

During environmental phase permits are required by various federal agencies such as Permits 401, 404, 408, and 1602 for the I-405, SR-55 to I-605 design-build project. The budget request is for fees associated with obtaining these permits related to the express lanes for the project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

The budget is based on estimated fees required for the permit applications.

What phase of the project does this line item support?

This line item will support the environmental phase.

Division:	15	Capital Programs
OrgKey:	0051	Transit Development Cap Proj
Object:	7514	Prof Serv-Right of Way Service

Description	OC Streetcar Right of Way Services	
Quantity/Cost:	1 @ $400,000	FY17-05046
Budget Request: $ 400,000		IFAS#: 0051-7514-TS010-0JZ

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Consultant services to perform appraisals and review appraisals of properties needed for the project as well as to negotiate agreements with property owners.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Federal right of way appraisal and acquisition experience

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

Design & Right of Way.

Division:	15	Capital Programs
OrgKey:	0051	Transit Development Cap Proj
Object:	7519	Prof Serv-Other Prof Services

Description	OC Streetcar Design Services	
Quantity/Cost:	1 @ $750,000	FY17-05082
Budget Request: $ 750,000		IFAS#: 0051-7519-TS010-000

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Engineering services to develop plans, specifications and cost estimates for the streetcar project. The work will include the track, overhead power system, stations, and vehicle maintenance and storage system. The funds would be used to cover potential additional design fees for work that was not included in the design contract scope.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Engineers, architects and other professional staff with experience in rail projects to design the project, prepare cost estimates and develop specifications.

Please explain how you arrived at the budgeted dollars requested.

Budget request is ten percent of estimated fiscal year design cost.

What phase of the project does this line item support?

Engineering

Division:	15	Capital Programs
OrgKey:	0051	Transit Development Cap Proj
Object:	7519	Prof Serv-Other Prof Services

Description	**OC Streetcar Permit Fees**
Quantity/Cost:	**1 @ $100,000** **FY17-05166**
Budget Request: $ 100,000	**IFAS#: 0051-7519-TS010-000**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Cost of obtaining permits that are required for the construction of the OC Streetcar project. The permits are required by several agencies, including the Orange County Flood Control District, and California Fish and Wildlife.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Permits required by agencies having jurisdiction over the streetcar project, including the crossing of the Santa Ana River.

Please explain how you arrived at the budgeted dollars requested.

Budget request developed by engineer on the OC Streetcar Project Management contract.

What phase of the project does this line item support?

Engineering

Division:	**15**	**Capital Programs**
OrgKey:	**0051**	**Transit Development Cap Proj**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**OC Streetcar Project Management Consultant Services**	
Quantity/Cost:	**1 @ $5,000,000**	**FY17-05075**
Budget Request: $ 5,000,000		**IFAS#: 0051-7519-TS010-0JZ**

Grant Funded:	☑ FTA Sec 5307 Operating Assist	$2,248,924
Account:	0051-6032-TS010-LC1	
Grant Funded:	☑ Transfers in from MMII	$813,292
Account:	0051-6524-TS010-0JZ	
Grant Funded:	☑ FTA Sec 5307 Operating Assist	$1,937,784
Account:	0051-6032-TS010-LH0	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Provision of program management services to support the implementation of the streetcar project.   Services include assistance in overseeing the engineering work, developing and updating plans and procedures, developing and monitoring the project budget and schedule, preparing reports to federal and state agencies, as well as outreach and procurement support.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Transit safety and security professionals to assist in developing the required safety and security documentation, engineers with experience in rail project implementation to oversee the design consultant, staff with federal New Starts Program experience to prepare submissions, cost estimator to update the project budget , project controls staff to monitor and report the schedule and budget, staff with experience in state and federal environmental requirements to undertake environmental work and update environmental studies.

Please explain how you arrived at the budgeted dollars requested.

Request was developed from contract cost schedule (one year professional service cost)

What phase of the project does this line item support?

Engineering

Division:	15	Capital Programs
OrgKey:	0051	Transit Development Cap Proj
Object:	7519	Prof Serv-Other Prof Services

Description	OC Streetcar Station and Urban Design Services	
Quantity/Cost:	1 @ $20,000	FY17-05158
Budget Request: $	20,000	IFAS#: 0051-7519-TS010-000

Grant Funded:	☑ Transfers in from MMII	$2,294
Account:	0051-6524-TS010-000	
Grant Funded:	☑ FTA Sec 5307 Operating Assist	$17,706
Account:	0051-6032-TS010-LH0	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Development of 'Aesthetic Design Concepts' for station stops and urban design features associated with the installation of the streetcar system.   The deliverables include drawings, renderings, sketches and other visual materials that will illustrate the design concepts. The funds would be used to cover potential additional fees for work that was not included in the contract scope.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Staff with qualifications in architectural design, graphic design, landscape architecture, and engineering,

Please explain how you arrived at the budgeted dollars requested.

Budget request is ten percent of estimated fiscal year cost for the station and urban design services.

What phase of the project does this line item support?

Engineering

Division:	**15**	**Capital Programs**
OrgKey:	**0093**	**CURE Orange Cty-Inland Empire**
Object:	**7514**	**Prof Serv-Right of Way Service**

Description	**Anaheim Canyon ROW support**	
Quantity/Cost:	**1 @ $50,000**	**FY17-04942**
Budget Request: $ 50,000		**IFAS#: 0093-7514-C5061-TXD**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Right of Way (R/W) professional services including appraisal and relocation of driveways at Railroad crossings.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional right of way consultant.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

Environmental

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7514	Prof Serv-Right of Way Service

Description	Appraisal Services for LOSSAN Corridor	
Quantity/Cost:	1 @ $25,000	FY17-05069
Budget Request: $ 25,000		IFAS#: 0093-7514-D4803-QC1

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Appraisal services are necessary for the Los Angeles - San Diego - San Luis Obispo Rail Corridor to determine rental values for tenant uses on portions of property, on an as-needed basis.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

NA

Please explain how you arrived at the budgeted dollars requested.

Based off previous year's actuals

What phase of the project does this line item support?

NA

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work

Division:	**15**	**Capital Programs**
OrgKey:	**0093**	**CURE Orange Cty-Inland Empire**
Object:	**7514**	**Prof Serv-Right of Way Service**

Description	**Engineering Services for LOSSAN Corridor**
Quantity/Cost:	**1 @ $25,000**
Budget Request: $ 25,000	

FY17-05068

IFAS#: 0093-7514-D4803-QBZ

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Engineering services necessary for the Los Angeles - San Diego - San Luis Obispo Rail Corridor on an as-needed basis; includes surveying to delineate right-of-way boundaries where property encroachments may exist.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

NA

Please explain how you arrived at the budgeted dollars requested.

Based off previous year's actuals

What phase of the project does this line item support?

NA

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work

Division:	**15**	**Capital Programs**
OrgKey:	**0093**	**CURE Orange Cty-Inland Empire**
Object:	**7514**	**Prof Serv-Right of Way Service**

Description   **LN/MV Metrolink Station Improvements - ROW Support**

Quantity/Cost: **1 @ $50,000**   **FY17-04838**

Budget Request: $ 50,000   **IFAS#: 0093-7514-C5066-N0H**

Grant Funded: ☑ FTA Sec 5307 Operating Assist $50,000

Account: 0093-6032-C5066-XFB

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The scope includes right of way support for the Laguna Niguel/Mission Viejo (LN/MV) station improvements project. Right of Way (R/W) for the proposed relocation of a sewer line will need additional work.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The firm should have experiences in dealing with right of way acquisition on public projects

Please explain how you arrived at the budgeted dollars requested.

Approximately 1.5% of construction costs

What phase of the project does this line item support?

Supports the construction phase

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7514	Prof Serv-Right of Way Service

Description	LN-SJC Passing Siding - ROW Support	
Quantity/Cost:	1 @ $165,000	FY17-04841
Budget Request: $	165,000	IFAS#: 0093-7514-C5051-TZ2

Grant Funded:	☑ FTA Sec 5307 Operating Assist	$165,000
Account:	0093-6032-C5051-XGB	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Scope includes Right of Way (R/W) consulting support for temporary and permanent easements for the Laguna Niguel/San Juan Capistrano (LN/SJC) passing siding project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Should have experiences in appraisal and acquisition of right of way for the passing siding project

Please explain how you arrived at the budgeted dollars requested.

Approximately 1% of the construction costs

What phase of the project does this line item support?

The construction phase

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This is a rebudgeted item and the underrun is expected to be $165,000

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7514	Prof Serv-Right of Way Service

Description	Pacific Electric Tenant Review Services	
Quantity/Cost:	1 @ $22,500	FY17-04934
Budget Request: $	22,500	IFAS#: 0093-7514-T1000-0JS

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Contract C-4-1786 to provide tenant review services, reviewing revenue, and lease agreements for the Pacific Electric Right of Way (R/W).

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Qualified reviewing service.

Please explain how you arrived at the budgeted dollars requested.

Estimate

What phase of the project does this line item support?

Contract C-4-1786

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7514	Prof Serv-Right of Way Service

Description	Slope Stabilization (R/W) Support	
Quantity/Cost:	1 @ $50,000	FY17-04932
Budget Request: $ 50,000		IFAS#: 0093-7514-C5052-0G6

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Scope will include Right of Way (R/W) support for the slope stabilization project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Should have experiences in appraisal and acquisition of right of way.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

Construction phase

Division:	**15**	**Capital Programs**
OrgKey:	**0093**	**CURE Orange Cty-Inland Empire**
Object:	**7514**	**Prof Serv-Right of Way Service**

Description   **Tenant Review Services for LOSSAN Corridor**

Quantity/Cost: **1 @ $150,000**   **FY17-05067**

Budget Request: $ 150,000   **IFAS#: 0093-7514-D4803-DKM**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Tenant review services for Los Angeles - San Diego - San Luis Obispo Rail Corridor to review and audit approximately 1,000 tenant files, obtain tenant insurance, negotiate leases and perform field inspections of tenant use, as needed. The services assist in reducing OCTA liability.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

NA

Please explain how you arrived at the budgeted dollars requested.

Based off previous year's actuals

What phase of the project does this line item support?

NA

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7517	ROW Maintenance Services

Description New fencing Irvine maintenance facility and rail corridor

Quantity/Cost: 1 @ $250,000 FY17-04870

Budget Request: $ 250,000 IFAS#: 0093-7517-D2601-06G

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Installation of new fencing within the OCTA railroad corridor.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

Price per (Lineal foot x Area) for the fencing.

What phase of the project does this line item support?

NA

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This item is rebudgeted from FY 2015-16. Estimated underrun in FY 2015-16 is $250,000.

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7517	ROW Maintenance Services

Description	OCTA owned right of way maintenance within the LOSSAN corridor	
Quantity/Cost:	1 @ $1,500,000	FY17-04868
Budget Request: $	1,500,000	IFAS#: 0093-7517-D2601-AB9

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

OCTA owned railroad right of way maintenance, weed abatement and vegetation removal, drainage and erosion repair, sign and fence installation, tree trimming, trash and debris removal

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Contract with Joshua Grading and Excavating C-4-1361

Please explain how you arrived at the budgeted dollars requested.

Contract value

What phase of the project does this line item support?

ongoing maintenance

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7517	ROW Maintenance Services

Description	Paciic Electric Right of Way (R/W) Maintenance Services
Quantity/Cost:	1 @ $100,000
Budget Request:	$ 100,000

FY17-04869

IFAS#: 0093-7517-T1000-ASA

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Pacific Electric Right of Way (R/W) maintenance services to include weed and vegetation removal, tree trimming, drainage repair, trash and debris removal.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Existing contracts- SoCal Sandbag C-3-1428, RPW Services C-3-1391 and Mariposa Landscaping C-1-2501.

Please explain how you arrived at the budgeted dollars requested.

Estimated annual maintenance cost

What phase of the project does this line item support?

Multiple year contracts, ongoing maintenance.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work on an on-going basis.

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7519	Prof Serv-Other Prof Services

Description	Anaheim Canyon Design/Environmental - Amendments	
Quantity/Cost:	1 @ $62,000	FY17-04935
Budget Request:	$ 62,000	IFAS#: 0093-7519-C5061-0JR

Grant Funded:	☑ FTA Other Operating Assistance	$62,000
Account:	0093-6037-C5061-LD1	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Revisions to existing contract C-4-1977 for environmental/ prelim. Eng. Related to Anaheim Canyon Metrolink station improvements.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional engineering with railroad experience

Please explain how you arrived at the budgeted dollars requested.

10% of the original contracted amount

What phase of the project does this line item support?

Preliminary Engineering / Environmental.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work. Even though the current contract is encumbered, there may be unforeseen issues with this phase of the project that will require additional work outside the current Scope of Work (SOW).

Division:	**15**	**Capital Programs**
OrgKey:	**0093**	**CURE Orange Cty-Inland Empire**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Anaheim Emergency Driveway - Design Services**
Quantity/Cost:	**1 @ $15,000**
Budget Request: $ 15,000	

FY17-04855

IFAS#: 0093-7519-C5067-07D

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The scope includes additional design services to support construction of the emergency driveway in Anaheim. During construction, we may encounter unknown conditions that will need additional design to resolve. May need to amend existing contract C-0-1629.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The designer needs to have experience in designing roads and walls.

Please explain how you arrived at the budgeted dollars requested.

Approximately 2% of construction costs

What phase of the project does this line item support?

Supports construction phase

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This is a rebudgeted item and is anticipated to underrun by $15,000 in FY 2015-16.

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7519	Prof Serv-Other Prof Services

Description	Assist PM With Evaluating Ootential Impacts to Right of Way (R/W)
Quantity/Cost:	1 @ $20,000	FY17-05178
Budget Request: $ 20,000		IFAS#: 0093-7519-D2601-AB9

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This is an existing agreement with Hatch Mott MacDonald to provide project management support for the rail capital by assisting the Project Manager with evaluating potential impacts to Right of Way (R/W) due to weather or other, assist with agency coordination. Contract C-3-1587.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Experienced personnel with a successful history in dealing with environment and Right of Way (R/W) issues and be able to work with various groups and agencies.

Please explain how you arrived at the budgeted dollars requested.

This programs supports the project for all phases.

What phase of the project does this line item support?

Budgeting for continuing work

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7519	Prof Serv-Other Prof Services

Description	Assist PM With Implementation of Anaheim Access Project	
Quantity/Cost:	1 @ $105,000	FY17-05185
Budget Request: $	105,000	IFAS#: 0093-7519-C5067-0IJ

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This is an existing agreement with Hatch Mott MacDonald to provide project management support by assisting the Project Manager with implementation of project, write various Co-op Agreements, Work Orders, and Provide Construction Management and Inspection support during construction. Contract C-3-1587

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Experienced personnel with a successful history in managing complex projects and working with various groups and agencies

Please explain how you arrived at the budgeted dollars requested.

Using Microsoft Projects and discussions with Project PM to estimate a level of effort in hours for a one year duration

What phase of the project does this line item support?

This programs supports the project for all phases

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work

Capital Programs Services

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7519	Prof Serv-Other Prof Services

Description	Assist PM With Implementation of Anaheim Canyon Station Project
Quantity/Cost:	1 @ $125,000	FY17-05175
Budget Request: $ 125,000		IFAS#: 0093-7519-C5061-TXD

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This is an existing agreement with Hatch Mott MacDonald to provide project management support for the rail capital by assisting the Project Manager (PM) with implementation of project, Design Review, and provide rail/transit support, etc. Contract C-3-1587

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Experienced personnel with a successful history in managing complex projects and working with various groups and agencies.

Please explain how you arrived at the budgeted dollars requested.

Using Microsoft Projects and discussions with Project PM to estimate a level of effort in hours for a one year duration

What phase of the project does this line item support?

This programs supports the project for all phases.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work

Division:	**15**	**Capital Programs**
OrgKey:	**0093**	**CURE Orange Cty-Inland Empire**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Assist PM With Implementation of Fullerton Stair Repair Project**
Quantity/Cost:	**1 @ $12,000**
Budget Request: $ 12,000	

FY17-05188

IFAS#: 0093-7519-C5069-0GX

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This is an existing agreement with Hatch Mott MacDonald to provide project management support for the rail capital by assisting the Project Manager (PM) with implementation of project, Provide Design, CM support, etc. Contract C-3-1587

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Experienced personnel with a successful history in managing complex projects and working with various groups and agencies.

Please explain how you arrived at the budgeted dollars requested.

Using Microsoft Projects and discussions with Project PM to estimate a level of effort in hours for a one year duration

What phase of the project does this line item support?

This programs supports the project for design and construction

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7519	Prof Serv-Other Prof Services

Description	Assist PM With Implementation of Laguna Niguel to San Juan Capistrano Passing Siding Project

Quantity/Cost: 1 @ $78,000   **FY17-05176**

Budget Request: $ 78,000   **IFAS#: 0093-7519-C5051-TZ2**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This is an existing agreement with Hatch Mott MacDonald to provide project management support for the rail capital by assisting the Project Manager (PM) with implementation of project, Design Review, and provide rail/transit support, etc. Contract C-3-1587

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Experienced personnel with a successful history in managing complex projects and working with various groups and agencies.

Please explain how you arrived at the budgeted dollars requested.

Using Microsoft Projects and discussions with Project PM to estimate a level of effort in hours for a one year duration

What phase of the project does this line item support?

This programs supports the project for all phases.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7519	Prof Serv-Other Prof Services

Description	Assist PM With Implementation of Laguna Niguel/Mission Viejo ADA Ramp Project
Quantity/Cost:	1 @ $50,000	FY17-05184
Budget Request: $ 50,000		IFAS#: 0093-7519-C5066-N0H

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This is an existing agreement with Hatch Mott MacDonald to provide project management support for the rail capital by assisting the (Project Manager) PM with implementation of project, Design Review, and provide rail/transit support, etc. Contract C-3-1587

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Experienced personnel with a successful history in managing complex projects and working with various groups and agencies.

Please explain how you arrived at the budgeted dollars requested.

Using Microsoft Projects and discussions with Project PM to estimate a level of effort in hours for a one year duration.

What phase of the project does this line item support?

This programs supports the project for all phases.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work.

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7519	Prof Serv-Other Prof Services

Description	Assist PM With Implementation of San Clemente Station Lighting Project

Quantity/Cost:	1 @ $10,000	FY17-05186
Budget Request: $	10,000	IFAS#: 0093-7519-C5053-0GJ

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This is an existing agreement with Hatch Mott MacDonald to provide project management support for the rail capital by assisting the Project Manager (PM) with implementation of project, Design Review, and provide rail/transit support, etc. Contract C-3-1587

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Experienced personnel with a successful history in managing complex projects and working with various groups and agencies.

Please explain how you arrived at the budgeted dollars requested.

Using Microsoft Projects and discussions with Project PM to estimate a level of effort in hours for a one year duration.

What phase of the project does this line item support?

Supports the project through construction only.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work.

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7519	Prof Serv-Other Prof Services

Description	Assist PM With Implementation of Slope Stabilization Project	
Quantity/Cost:	1 @ $61,000	FY17-05183
Budget Request:	$ 61,000	IFAS#: 0093-7519-C5052-TYR

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This is an existing agreement with Hatch Mott MacDonald to provide project management support for the rail capital by assisting the Project Manager (PM) with implementation of project, Design Review, and provide rail/transit support, etc. Contract C-3-1587

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Experienced personnel with a successful history in managing complex projects and working with various groups and agencies

Please explain how you arrived at the budgeted dollars requested.

Using Microsoft Projects and discussions with Project PM to estimate a level of effort in hours for a one year duration

What phase of the project does this line item support?

This programs supports the project for all phases

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7519	Prof Serv-Other Prof Services

Description	LN/MV Metrolink Station Improvements - Design Services	
Quantity/Cost:	1 @ $25,000	FY17-04859
Budget Request:	$ 25,000	IFAS#: 0093-7519-C5066-N0H

Grant Funded:	☑ FTA Sec 5307 Operating Assist	$25,000
Account:	0093-6032-C5066-XFB	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The scope includes additional design services during construction. Unanticipated construction conflicts may require additional design support. May need to amend existing contract C-0-1629.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The firm shall have design experience related to station facilities, pedestrian underpass, and architecture features for a typical rail station.

Please explain how you arrived at the budgeted dollars requested.

Approximately 1% of construction costs

What phase of the project does this line item support?

Supports the construction phase

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This is a rebudget item and it's anticipated the underrun will be $10,000

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7519	Prof Serv-Other Prof Services

Description	LN-SJC Passing Siding - Design Services	
Quantity/Cost:	1 @ $200,000	**FY17-04875**
Budget Request: $	200,000	**IFAS#: 0093-7519-C5051-TZ2**

Grant Funded:	☑ FTA Sec 5307 Operating Assist	$200,000
Account:	0093-6032-C5051-XFB	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The scope includes additional unanticipated design and environmental work to support the Laguna Niguel/San Juan Capistrano Passing Siding project. Amendment to existing contract C-4-1370.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The firm should have experience in designing railroads, bridges, and other support facilities.

Please explain how you arrived at the budgeted dollars requested.

Approximately 10% of the current contract value

What phase of the project does this line item support?

Supports the design and part of the construction phase

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This is a rebudget item and it's anticipated that underrun will be $100,000.

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7519	Prof Serv-Other Prof Services

Description	LOSSAN ROW Slope Stabilization Engineering and Design OCTA owned ROW	
Quantity/Cost:	1 @ $75,000	FY17-04871
Budget Request:	$ 75,000	IFAS#: 0093-7519-C5052-0JU

Grant Funded:	☑ FTA Other Operating Assistance	$75,000
Account:	0093-6037-C5052-MD3	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Existing contract C-5-3086 for preliminary engineering, development of final plans, specifications and estimates, environmental and construction support services for the slope stabilization project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional services.

Please explain how you arrived at the budgeted dollars requested.

10% anticipated change design and engineering for the Slope Stabilization project.

What phase of the project does this line item support?

Supports design phase

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work ongoing.

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7519	Prof Serv-Other Prof Services

Description	Metrolink Capital Project Support	
Quantity/Cost:	1 @ $5,000	FY17-05180
Budget Request: $ 5,000		IFAS#: 0093-7519-C5071-F93

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Agreement C-5-3273 already exists for on-call rail planning and engineering support. This line item is a budget placeholder to allow access to this contract for planning studies.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Specific study criteria will be developed when a specific project or study is identified.

Please explain how you arrived at the budgeted dollars requested.

The estimate is based on a minimal amount in order to create this line item within the budget. Actual project estimates will be developed as necessary.

What phase of the project does this line item support?

Use of these funds will typically support the planning/project definition portion of a project.

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7519	Prof Serv-Other Prof Services

Description On-call Planning for Orange County Passenger Rail

Quantity/Cost: 1 @ $300,000 **FY17-05038**

Budget Request: $ 300,000 **IFAS#: 0093-7519-A0001-DH6**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Planning, engineering and technical services to support commuter and intercity rail planning efforts. Services provided include, but are not limited to, rail planning and technical studies, preliminary rail engineering and conceptual design, rail operation and capital funding subsidy, rail operating and capital projects, right-of-way and general support. Contract C-5-3273 was awarded to Parsons Brinkerhoff in 2015.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

NA

Please explain how you arrived at the budgeted dollars requested.

Based on potential planning projects.

What phase of the project does this line item support?

NA

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Rebudgeting funds from the current year, as they will not all be used.

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7519	Prof Serv-Other Prof Services

Description	San Clemente Pier station lighting Design support during construction

Quantity/Cost:	1 @ $25,000	FY17-04939
Budget Request: $ 25,000		IFAS#: 0093-7519-C5053-0GJ

Grant Funded: ☑ FTA Sec 5307 Operating Assist $25,000

Account: 0093-6032-C5053-LD9

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Design support during construction for lighting project at San Clemente pier station under Contract Task Order (CTO) No. 4 (A31506) to Agreement No. C-0-1629 J.L. Patterson.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional engineer and electrical engineering.

Please explain how you arrived at the budgeted dollars requested.

Per the consultants existing agreement.

What phase of the project does this line item support?

Construction

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Rebudgeting funds from the current year. The underrun for the current year budget is $25,000.

Capital Programs Services

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7519	Prof Serv-Other Prof Services

Description	Video Surveillance System contract for Placentia Station	
Quantity/Cost:	1 @ $750,000	FY17-04936
Budget Request:	$ 750,000	IFAS#: 0093-7519-A4459-TXJ

Grant Funded:	☑ FTA Sec 5307 Operating Assist	$600,000
Account:	0093-6032-A4459-M8P	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Professional services contract for procurement and installation of video cameras for the Placentia Metrolink station.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Electrical contract with experience in video recording and data storage systems.

Please explain how you arrived at the budgeted dollars requested.

Based on previous Metrolink stations that have had Video Surveillance Systems (VSS) installed.

What phase of the project does this line item support?

Design and installation of the system.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Rebudgeting from the current year. The amount of underrun for the current year will be the whole budgeted amount as there have been delays in the construction of the Placentia Metrolink station.

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7629	Other Services

Description	Metrolink Angels Express Operations	
Quantity/Cost:	1 @ $69,288	FY17-05060
Budget Request: $ 69,288		IFAS#: 0093-7629-D2141-F93

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Metrolink will operate special Angels Express service to only to Friday home games on the Inland Empire/Orange County Line from Riverside for the 2016 season. No Mobile Source Air Pollution Reduction Review Committee (MSRC) grant funds are available due to mandatory use of BNSF locomotives (not Tier 2).

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

NA

Please explain how you arrived at the budgeted dollars requested.

Metrolink cost estimate

What phase of the project does this line item support?

Operations

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

New budget for new season.

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7629	Other Services

Description	Metrolink Lease of BNSF Locomotives	
Quantity/Cost:	1 @ $1,265,075	**FY17-05066**
Budget Request: $	1,265,075	**IFAS#: 0093-7629-A0001-DS2**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Metrolink is leasing 40 BNSF locomotives for reliability and safety. OCTA's share in fiscal year 2016-17 is just under $1.3 million. This estimate is per DCEO Elissa Konove from the 10/9/15 Metrolink Board report.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

NA

Please explain how you arrived at the budgeted dollars requested.

Metrolink cost estimate.

What phase of the project does this line item support?

NA

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Continuing work

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7629	Other Services

Description	Metrolink Operating Subsidy	
Quantity/Cost:	1 @ $26,919,000	FY17-05059
Budget Request: $	26,919,000	IFAS#: 0093-7629-A0001-DS2

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Metrolink operating subsidy is OCTA's share of commuter rail service in Orange County. OCTA's share of the FY17 Metrolink operating subsidy has been increased compared to last year, mainly due to costs associated with equipment (rail car) and facilities (Los Angeles Union Station) maintenance, mobile ticketing and operating salaries.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

NA

Please explain how you arrived at the budgeted dollars requested.

Assumes 60 weekday trains based on FY17 forecast in FY16 Metrolink budget.

What phase of the project does this line item support?

Operations

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

New amount for new fiscal year.

Division:	**15**	**Capital Programs**
OrgKey:	**0093**	**CURE Orange Cty-Inland Empire**
Object:	**7629**	**Other Services**

Description	**Metrolink Special Event Services**
Quantity/Cost:	**1 @ $50,000**
Budget Request: $ 50,000	

FY17-05061

IFAS#: 0093-7629-C5070-0LW

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Metrolink special event service requests and events for Lunar New Year, Los Angeles event trains, Honda Center and Angel stadium (Anaheim) events.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

NA

Please explain how you arrived at the budgeted dollars requested.

Metrolink cost estimate

What phase of the project does this line item support?

Operations

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

New budget for new fiscal year.

Division:	15	Capital Programs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7629	Other Services

Description	Rail Safety Outreach	
Quantity/Cost:	1 @ $15,000	FY17-05064
Budget Request: $ 15,000		IFAS#: 0093-7629-A0001-0LV

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Support for California Operation Lifesaver and general rail safety outreach efforts in Orange County.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

NA

Please explain how you arrived at the budgeted dollars requested.

The budget is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

NA

Division:	15	Capital Programs
OrgKey:	1722	Facilities Engineering
Object:	7512	Prof Serv-Audit

Description	Facilities Audit at Bus Bases, Park and Rides, and Transportation Centers	
Quantity/Cost:	1 @ $150,000	FY17-04675
Budget Request: $	150,000	IFAS#: 1722-7512-D3107-TKB

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This project is for independent audit of OCTA transit facilities including five bus bases, two park and rides, and five transportation centers. The audit is needed to determine the condition rating of facilities and essential maintenance required to maintain facilities in a state of good repair under latest FTA guidance. The work includes evaluating primary, secondary and service systems of facilities and assigning condition ratings to facility elements, and also to determine essential maintenance and related costs to maintain OCTA transit assets in a state of good repair condition index, including required phasing of work and traffic control shown in the Request for Purchase (RFP)

Please explain how you arrived at the budgeted dollars requested.

The cost was arrived at using cost history from similar past projects based on scope of work.

When is this phase expected to be complete?

Need to do Request for Purchase (RFP) procurement first, facility audit and reporting will follow, this project will be completed by June 2017.

What is the total cost of this phase and how much has been expensed to-date?

Total cost of this phase $150,000, no funds expensed to date.

Division:	15	Capital Programs
OrgKey:	1722	Facilities Engineering
Object:	7514	Prof Serv-Right of Way Service

Description	On-Call Appraisal and Engineering Right-of-Way Services	
Quantity/Cost:	1 @ $50,000	FY17-03872
Budget Request:	$ 50,000	IFAS#: 1722-7514-D2601-AR7

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This is for professional services related to property. This work is needed for licensing properties and property encroachments to protect OCTA's property rights. The work includes property appraisal, engineering, and management services for licensing properties and land surveying work required for encroachments.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

This is a request for professional consulting for property appraisal and engineering right-of-way services. The consultant firms must be professional design firms using professional engineering, real estate, and land surveyor staff licensed in California. The consulting firms are procured through a qualifications based selection process.

Please explain how you arrived at the budgeted dollars requested.

The cost was arrived at using cost history from similar past projects based on scope of work.

What phase of the project does this line item support?

This line item mainly supports the design development and construction phase, however there is also some minor support during the bidding phase and the construction phase with respect to questions during bidding, and design related questions during construction and final acceptance of the work.

Division:	15	Capital Programs
OrgKey:	1722	Facilities Engineering
Object:	7517	ROW Maintenance Services

Description	**Pacific Electric Right-of-Way Maintenance (PE1)**
Quantity/Cost:	**1 @ $175,000** **FY17-03874**
Budget Request: $ 175,000	**IFAS#: 1722-7517-D2601-AR7**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This is for annual maintenance work in the Pacific Electric right-of way. OCTA needs to maintain the PE right-of-way on an ongoing basis so that the property is properly maintained. The work includes landscape work, weed and vegetation abatement, herbicide application, clean-up of debris and trash, fence and sign installation, and tree trimming in the pacific electric right of way.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Licensed contractors under contracts, C-3-1391 RPW Services, C-3-1348 SoCal Sandbags and C-1-2501

Please explain how you arrived at the budgeted dollars requested.

Estimated annual maintenance cost for Pacific Electric/ PE02 Right of Way, Contracts C-3-1391 R.P.W, C-3-1428 SoCal Sandbags and Mariposa Landscaping

What phase of the project does this line item support?

On-going PE right of way maintenance.

Division:	15	Capital Programs
OrgKey:	1722	Facilities Engineering
Object:	7517	ROW Maintenance Services

Description	Pacific Electric Right-of-Way Tenant Review Services	
Quantity/Cost:	1 @ $22,500	FY17-03873
Budget Request:	$ 22,500	IFAS#: 1722-7517-D2601-0DK

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This is for professional services related to the Pacific Electric right-of-way. This work is needed for tenant contract agreement compliance. The work includes tenant review services for reviewing tenant revenue, insurance, agreements, and the right-of- way, in the Pacific Electric right-of-way.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

This is a request for Professional Services for Pacific Electric right-of-way services. The consultant firms must be professional consulting firms with engineers and real-estate professional using staff currently licensed in California. The firms are procured through a qualifications based selection process.

Please explain how you arrived at the budgeted dollars requested.

The cost was arrived at using cost history from similar past projects based on scope of work.

What phase of the project does this line item support?

This line item mainly supports the ongoing property maintenance phase.

Division:	**15**	**Capital Programs**
OrgKey:	**1722**	**Facilities Engineering**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description   **On-Call Environmental Services**

Quantity/Cost: **1 @ $25,000**   **FY17-03875**

Budget Request: $ 25,000   **IFAS#: 1722-7519-D3121-G1B**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This budget line item is for environmental services for facility modifications and upgrades at OCTA's transit facilities including five bus bases, two park and rides, and five transportation centers.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

This is a request for Professional Environmental Services for new facility projects, and expansion of or modifications to existing facilities. The consultant firms must be professional design firms using staff currently licensed by the California department of consumer affairs board of professional engineers, and hold active civil, geotechnical, environmental licenses in California, along with personnel with certifications in industrial hygienist (CIH), asbestos/lead/mold (CAC/CDPH/IA). The design firms are procured through a qualifications based selection process.

Please explain how you arrived at the budgeted dollars requested.

The cost was arrived at using cost history from similar past projects based on scope of work.

What phase of the project does this line item support?

This line item mainly supports the design development and construction phase, however there is also some minor support during the bidding phase and the construction phase with respect to questions during bidding, and design related questions during construction, new and foreseen environmental issues discovered during construction, and final acceptance of the work.

Division:	15	Capital Programs
OrgKey:	1722	Facilities Engineering
Object:	7629	Other Services

Description	On-Call Architectural/Engineering Design Services	
Quantity/Cost:	1 @ $300,000	**FY17-03876**
Budget Request:	$ 300,000	**IFAS#: 1722-7629-D3107-2BT**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This budget line item is for design services for facility modifications and upgrades at OCTA's transit facilities including five bus bases, two park and rides, and five transportation centers.

The OCTA is requesting a cost proposal from the Consultant (CONSULTANT) to provide design and construction monitoring services for evaluating and replacing the existing heating/ventilation units in the maintenance building at the Garden Grove Base.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

This is a request for Professional Architectural/Engineering Design Services for new facility projects, and expansion of or modifications to existing facilities. The consultant firms must be professional design firms using staff currently licensed by the California department of consumer affairs board of professional engineers, and hold active mechanical engineer, electrical engineer, structural engineer, civil engineer licenses, along with being registered architects in California. The design firms are procured through a qualifications based selection process.

Please explain how you arrived at the budgeted dollars requested.

This request in the amount of $500,000 was estimated based on six projects at $55,000 plus two project at $110,000, which equals $550,000 (rounded down to $500,000). Projects include Replace metal siding and framing at bus wash building at Irvine Construction Circle bus base, Bus wash building interior surface rehabilitation at Anaheim, Garden Grove, Santa Ana bus bases, Building canopy for steam clean area at Garden Grove bus base, Bus Parking Concrete Wheel Stops and Chain Link Fence Repair at Anaheim bus base, Concrete Repairs at Irvine Base and Replace asphalt pavement at Irvine Construction Circle bus base, Replace Tile at Restrooms, and Signs and tactile warning tile for Bus Docks/Routes, Maintenance shop floor restoration at Garden Grove bus base, Modify ventilation and gas detection systems at maintenance bays at Santa Ana bus base for hydrogen fuel compliance, LNG fuel tank removal at Anaheim and Garden Grove bus bases.

What phase of the project does this line item support?

This line item mainly supports the design development and construction documents phase, however there is also some minor support during the bidding phase and the construction phase with respect to questions during bidding, and design related questions during construction and final acceptance of the work.

Division:	15	Capital Programs
OrgKey:	1722	Facilities Engineering
Object:	7629	Other Services

Description	On-Call Testing and Inspection Services	
Quantity/Cost:	1 @ $75,000	**FY17-03877**
Budget Request: $ 75,000		**IFAS#: 1722-7629-D3107-2BW**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The consultant shall provide Soil and Material Testing and Inspection services on an on-call basis with no guaranteed usage.

Consultant shall provide all labor, materials, equipment, and facilities to perform soils and materials testing and inspection services, as required by the authority during the construction of various projects. These services may include, but not be limited to, performing required testing of soils, asphalt concrete, masonry, Portland cement concrete, and structural steel. In addition, special deputy inspection services for welding, reinforcing steel, masonry, concrete placement, and roofing installation inspection may be required, on an as-needed basis. Soil Technician and Special Deputy Inspector shall submit a field report of the work inspected or tested at the end of workday. The contemplated tests required are listed as part of the Offer Form (Exhibit C) of this Request for Purchase (RFP).

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The independent Laboratory performing testing and special inspection must be a State certified Laboratory and have professional on staff such as professional geologists, civil engineers, and certified laboratory technicians to perform testing per State standards.

All testing shall be performed in accordance with the California Test Methods as specified in Caltrans "Manual of Testing" and shall meet the latest requirements. Field Inspectors /Material Testers are required to be certified in the specific field for which they are engaged in and must have a good knowledge of current construction practices. (Certifications should be valid in Orange County and in the City where project is under construction).

Please explain how you arrived at the budgeted dollars requested.

This request in the amount of $100,000 was arrived at based on estimating inspection and testing fees on projects over a two year period in an amount of $200,000 and dividing by two which equals $100,000.

What phase of the project does this line item support?

This request mainly supports the construction phase of facility projects.

Division:	15	Capital Programs
OrgKey:	1901	Lossan Staff Admin
Object:	7629	Other Services

Description	Court Reporting Services - LOSSAN	
Quantity/Cost:	1 @ $1,200	FY17-03187
Budget Request: $ 1,200		IFAS#: 1901-7629-X0001-QW4

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The court reporting service will provide professional legal documents that are certified by a registered court reporter for public hearings. The court reporting service is mandated by law for public hearings held by the Los Angeles - San Diego - San Luis Obispo (LOSSAN) Rail Corridor Agency Board.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert / certified court reporting services required.

Please explain how you arrived at the budgeted dollars requested.

Budgeted amount is based on previous years' costs for similar services.

What phase of the project does this line item support?

N/A

Division:	15	Capital Programs
OrgKey:	1901	Lossan Staff Admin
Object:	7629	Other Services

Description	Professional Photographer/Signage Services - LOSSAN	
Quantity/Cost:	1 @ $2,200	FY17-03186
Budget Request:	$ 2,200	IFAS#: 1901-7629-X0001-QVD

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Professional photographer services for the Los Angeles - San Diego - San Luis Obispo (LOSSAN) Rail Corridor Agency Board of Directors and signage for the LOSSAN Rail Corridor Agency Board Members.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert professional photography/signage services.

Please explain how you arrived at the budgeted dollars requested.

Budgeted amount is based on previous years' costs for similar services.

What phase of the project does this line item support?

N/A

Division:	15	Capital Programs
OrgKey:	1901	Lossan Staff Admin
Object:	7629	Other Services

Description	Publication of Official Meeting Notices - LOSSAN	
Quantity/Cost:	1 @ $1,000	FY17-03185
Budget Request:	$ 1,000	IFAS#: 1901-7629-X0001-QV4

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Publication of a public hearing notice for the Los Angeles - San Diego - San Luis Obispo (LOSSAN) Rail Corridor Agency five-county periodicals. The law mandates publication of public hearing notices by the LOSSAN Rail Corridor Agency Board.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert-level services to be in compliance with law mandates.

Please explain how you arrived at the budgeted dollars requested.

Budgeted amount is based on other publications / periodicals requested.

What phase of the project does this line item support?

N/A

Division:	15	Capital Programs
OrgKey:	1901	Lossan Staff Admin
Object:	7629	Other Services

Description	Translation and Interpreter Service - LOSSAN	
Quantity/Cost:	1 @ $2,500	FY17-03188
Budget Request: $ 2,500		IFAS#: 1901-7629-X0001-QW5

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Professional language translation and sign language interpreter as requested by the public and required under the Americans with Disabilities Act for the Los Angeles - San Diego - San Luis Obispo (LOSSAN) Rail Corridor Agency public meetings.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert-level translation / sign language services.

Please explain how you arrived at the budgeted dollars requested.

Budgeted amount based on previous years' cost for similar services.

What phase of the project does this line item support?

N/A

Org-Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
0001	General Fund	7519	Placentia Metrolink Station Public Outreach	5,000	343
0017	Local Transport Auth M	7519	Development of Website Tools and Enhancements	145,000	344
0017	Local Transport Auth M	7519	Environmental Mitigation Program Outreach	35,000	345
0017	Local Transport Auth M	7519	Grade Separation Outreach Consultant / Raymond Aven	28,000	346
0017	Local Transport Auth M	7519	Grade Separation Outreach Consultant / State College	28,000	347
0017	Local Transport Auth M	7519	Grade Separations Outreach Consultant/Lakeview	25,000	348
0017	Local Transport Auth M	7519	Grade Separations Outreach Consultant/Orangethorpe	3,300	349
0017	Local Transport Auth M	7519	Grade Separations Outreach Consultant/Tustin/Rose	3,300	350
0017	Local Transport Auth M	7519	I-405 (I-5 to SR-55) Public Outreach	65,000	351
0017	Local Transport Auth M	7519	I-405 Improvement (SR-55 to I-605) Public Outreach	453,750	352
0017	Local Transport Auth M	7519	I-5 (Alicia to El Toro) Public Outreach	24,000	353
0017	Local Transport Auth M	7519	I-5 (I-405 to SR-55) Public Outreach	60,000	354
0017	Local Transport Auth M	7519	I-5 (Oso to Alicia) Public Outreach	48,000	355
0017	Local Transport Auth M	7519	I-5 (PCH to San Juan Creek Rd) Public Outreach	50,000	356
0017	Local Transport Auth M	7519	I-5 (Pico to Vista Hermosa) Public Outreach	70,000	357
0017	Local Transport Auth M	7519	I-5 (SR-55 to SR-57) Public Outreach	125,000	358
0017	Local Transport Auth M	7519	I-5 (SR-73 to Oso) Public Outreach	48,000	359
0017	Local Transport Auth M	7519	I-5 (Vista Hermosa to PCH) Outreach	50,000	360
0017	Local Transport Auth M	7519	I-605 / Katella Interchange Public Outreach	50,000	361
0017	Local Transport Auth M	7519	Media Public Service Announcements (M2)	40,000	362
0017	Local Transport Auth M	7519	Project V Diverse Communities Outreach	50,000	363
0017	Local Transport Auth M	7519	Public Awareness Campaign Industry Review	25,000	364
0017	Local Transport Auth M	7519	San Clemente Metrolink Projects Public Outreach	8,000	365
0017	Local Transport Auth M	7519	Senior/Reduced Fare Identification Outreach Communic	25,000	366
0017	Local Transport Auth M	7519	SR-55 (I-405 to I-5) Public Outreach	75,000	367
0017	Local Transport Auth M	7519	SR-55 (I-5 to SR-91) Public Outreach	75,000	368
0017	Local Transport Auth M	7519	SR-57 (Lambert to Tonner Canyon) Public Outreach	8,250	369
0017	Local Transport Auth M	7519	SR-57 (Orangewood to Katella) Public Outreach	100,000	370
0017	Local Transport Auth M	7519	SR-91 (SR-57 to SR-55) Public Outreach	100,000	371
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Line Item Controlled Services

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Subtotal Services - External Affairs				**$ 6,485,700**	

Division:	03	External Affairs
OrgKey:	0001	General Fund
Object:	7519	Prof Serv-Other Prof Services

Description	Placentia Metrolink Station Public Outreach	
Quantity/Cost:	1 @ $5,000	FY17-05080
Budget Request: $ 5,000		IFAS#: 0001-7519-A4472-0I8

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

OCTA is planning to construct a surface parking lot to accommodate approximately 300 spaces. Construction is expected to begin by February 2017 and continue for approximately one year. Within the year, outreach (notices, public meetings and city council presentations) is required for neighborhood notifications and ongoing communication about construction activities. A groundbreaking ceremony will be included in the activities planned.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional services

Please explain how you arrived at the budgeted dollars requested.

Based on costs for similar projects

What phase of the project does this line item support?

Construction

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Development of Website Tools and Enhancements	
Quantity/Cost:	1 @ $145,000	FY17-05975
Budget Request: $ 145,000		IFAS#: 0017-7519-M0201-0KG

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

OCTA wishes to continue this cooperation with an digital communications vendor that offers expertise in the areas of web design and development.

As part of the recent OCTA.net web redesign, a task list for future developments was developed through a stakeholder discovery. These tasks include both required and requested enhancements to the Measure M program and project online public information and webpages. These enhancements include:

• A required upgrade of the content management platform (CMS) that hosts the Measure M webpages, which is needed in order to keep the CMS current with security and usability upgrades.
• An improved and updated online Measure M project map and related scheduling information.
• Improved search results that improve the accessibility of Measure M information for site visitors.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert-level ASP.NET framework, server-side code, and front end design including HTML5, JavaScript, JQuery, CSS3, Frameworks and Databases

Please explain how you arrived at the budgeted dollars requested.

Based on cost estimates for provided task list.

What phase of the project does this line item support?

Measure M programs and projects.

Division:	**03**	**External Affairs**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Environmental Mitigation Program Outreach**	
Quantity/Cost:	**1 @ $35,000**	**FY17-04726**
Budget Request:	**$ 35,000**	**IFAS#: 0017-7519-FX001-SGA**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

These funds have been designated to continue consultant services to plan and implement a Public Awareness Campaign with the completion of the Resource Management Plans, which includes public access and extensive public outreach to various groups including: land owners, environmental and agriculture communities, development industry and public agencies.

The objective of the outreach is to inform target audiences about the Environmental Mitigation Program need, status, schedule and benefits. The primary focus would be to promote awareness and to support OCTA's outreach activities, with tasks including coordinating public meetings, property hiking/riding tours, educational activities, Speakers Bureau efforts, and outreach materials and communications. The consultant would also coordinate all printed materials, projects boards, and ad placement. This contract is time and expense - $125,000 over two years plus two option years. Approximately $35,000 will be spent in FY 2016-17.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional public outreach services.

Please explain how you arrived at the budgeted dollars requested.

The budget for this item was based on actual expenses in the current fiscal year, along with planned outreach for FY 2016-17.

What phase of the project does this line item support?

Ongoing environmental outreach as part of Measure M.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Designated to continue consultant services to plan and implement a Public Awareness Campaign. This is being budgeted for continuing work on an on-going basis.

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Grade Separation Outreach Consultant / Raymond Avenue	
Quantity/Cost:	1 @ $28,000	FY17-04959
Budget Request:	$ 28,000	IFAS#: 0017-7519-SO208-PPG

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

M2 - Project O: OC Bridges Program - Seven Grade Separation projects (Raymond Avenue, State College, Placentia, Kraemer, Orangethorpe, Tustin/Rose and Lakeview) along the BNSF rail corridor in the cities of Fullerton, Placentia and Anaheim.

The Raymond Avenue undercrossing project includes construction of a vehicular underpass at BNSF tracks that cross at Raymond Avenue, between Walnut Avenue and Ash Avenue, to alleviate the current and potential traffic impacts and to enhance safety at existing at-grade rail crossings.

The current plan includes lowering Raymond under the BNSF tracks and Valencia Drive. Two separate bridges will be constructed, one for the railroad and one for the road traffic. Connector roads on the west side of Raymond Avenue will provide a connection for Valencia Drive south of the crossing and Truslow Avenue north of the crossing. Raymond Avenue will be shifted 10 feet to the west to minimize impact to businesses on the east side of Raymond Avenue.

The project will continue construction throughout this fiscal year. Ongoing outreach efforts will continue.

Outreach activities to support the project include, but are not limited to:

1. Database Development & Maintenance

2. Project Briefings

3. Web-based Communication

4. Presentations and Public Meetings

5. Construction Notifications and Alerts

6. Completion Event Planning and Logistical Support

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional outreach services

Please explain how you arrived at the budgeted dollars requested.

Based on budgeted amounts for contract C90250.

What phase of the project does this line item support?

Construction

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Ongoing project

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Grade Separation Outreach Consultant / State College	
Quantity/Cost:	1 @ $28,000	FY17-04958
Budget Request:	$ 28,000	IFAS#: 0017-7519-SO207-PPG

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

M2 - Project O: OC Bridges Program - Seven Grade Separation projects (Raymond Avenue, State College, Placentia, Kraemer, Orangethorpe, Tustin/Rose and Lakeview) along the BNSF rail corridor in the cities of Fullerton, Placentia and Anaheim.

The State College Boulevard corridor is a route that carries heavy commuter traffic due to commercial and industrial zoning. The route also serves as one of the primary accesses to California State Fullerton and the primary alternate route when SR-57 is congested.

The State College Boulevard grade separation project aims to construct a vehicular undercrossing at State College Boulevard and BNSF railroad crossing. The project limit extends from Santa Fe Avenue at the northerly terminus, and approximately 700 feet south of East Valencia Drive at the southerly terminus. State College Boulevard will be depressed under the BNSF railroad; therefore, Walnut Avenue, Valencia Drive and Fender Avenue would need to be lowered to meet the depressed State College Boulevard.

The project will continue construction throughout this fiscal year. Ongoing outreach efforts will continue.

Outreach activities to support the project include, but are not limited to:

1. Database Development & Maintenance

2. Project Briefings

3. Web-based Communication

4. Presentations and Public Meetings

5. Construction Notifications and Alerts

6. Completion Event Planning and Logistical Support

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional outreach services

Please explain how you arrived at the budgeted dollars requested.

Based budgeted funds for contract C90250.

What phase of the project does this line item support?

Construction

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Ongoing project

Division:	**03**	**External Affairs**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Grade Separations Outreach Consultant/Lakeview**	
Quantity/Cost:	**1 @ $25,000**	**FY17-04957**
Budget Request: $ 25,000		**IFAS#: 0017-7519-SO205-PPG**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

M2 - Project O: OC Bridges Program - Seven Grade Separation projects (Raymond Avenue, State College, Placentia, Kraemer, Orangethorpe, Tustin/Rose and Lakeview) along the BNSF rail corridor in the cities of Fullerton, Placentia and Anaheim.

The Lakeview overcrossing will be constructed approximately between 240 ft south of Eisenhower Circle and at the North end of Orchard Dr., in the cities of Placentia and Anaheim. This project will include construction of a vehicular overpass on the BNSF mainline tracks. Also included is a connector road from Orangethorpe to the new Lakeview overpass. The connector will allow traffic to flow from Orangethorpe to Lakeview as it was prior to the improvements.

Due to Lakeview's proximity to the Atwood Channel, a bridge over the channel and flood control improvements along the channel are essential. The project will add connector road between Lakeview and Eisenhower Circle to provide access to the industrial complex. Lakeview will be closed to traffic during construction and will be constructed simultaneously with Raymond and State College.

Construction is scheduled to conclude in Spring 2017; however, it is unclear whether that timeline is achievable. It's anticipated that outreach activities will extend until the end of the fiscal year.

Outreach activities to support the project include, but are not limited to:

1. Database Development & Maintenance

2. Project Briefings

3. Web-based Communication

4. Presentations and Public Meetings

5. Construction Notifications and Alerts

6. Completion Event Planning and Logistical Support

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional outreach support

Please explain how you arrived at the budgeted dollars requested.

Based on budgeted amounts in contract C90250

What phase of the project does this line item support?

Construction

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Ongoing project

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Grade Separations Outreach Consultant/Orangethorpe	
Quantity/Cost:	1 @ $3,300	FY17-04955
Budget Request:	$ 3,300	IFAS#: 0017-7519-SO206-PPG

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

M2 - Project O: OC Bridges Program - Seven Grade Separation projects (Raymond Avenue, State College, Placentia, Kraemer, Orangethorpe, Tustin/Rose and Lakeview) along the BNSF rail corridor in the Cities of Fullerton, Placentia and Anaheim.

In FY 2016-17 the project will be wrapping up construction activities and the plant establishment period begins. Outreach activities will be winding down for this project and activities will be limited to responding to stakeholder concerns and may include presentations to City Councils of Anaheim and/or Placentia to recap project activities.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional outreach support

Please explain how you arrived at the budgeted dollars requested.

Based on budgeted amounts for contract C90250

What phase of the project does this line item support?

Construction

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Ongoing project

Division:	**03**	**External Affairs**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Grade Separations Outreach Consultant/Tustin/Rose**	
Quantity/Cost:	**1 @ $3,300**	**FY17-04956**
Budget Request: $ 3,300		**IFAS#: 0017-7519-SO204-PPG**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

M2 - Project O: OC Bridges Program - Seven Grade Separation projects (Raymond Avenue, State College, Placentia, Kraemer, Orangethorpe, Tustin/Rose and Lakeview) along the BNSF rail corridor in the Cities of Fullerton, Placentia and Anaheim.

In FY 2016-17 the project will be wrapping up construction activities and the plant establishment period begins. Outreach activities will be winding down for this project and activities will be limited to responding to stakeholder concerns and may include presentations to City Councils of Anaheim and/or Placentia to recap project activities.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional outreach services

Please explain how you arrived at the budgeted dollars requested.

Based on budgeted amounts for contract C90250.

What phase of the project does this line item support?

Construction

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Ongoing project

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	I-405 (I-5 to SR-55) Public Outreach	
Quantity/Cost:	1 @ $65,000	FY17-04611
Budget Request: $ 65,000		IFAS#: 0017-7519-FL101-0CB

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The I-405 Freeway Improvement Project from I-5 to SR-55 is 8.5 miles long and affects the cities of Irvine, Santa Ana and Costa Mesa. This is a 3-year time and expense contract with a total estimated value of $200,000. In FY 2016-17, $65,000 will be expended.

During FY 2016-17, the capital outreach projects team will develop and implement a communications and outreach program that leads to conducting a legally mandated/supported public hearing(s) in April 2017. During the interim period, outreach will update stakeholders and the public on the preliminary engineering work being conducted by the technical team, as well as environmental studies, particularly noise and air quality studies. Additionally, outreach will promote opportunities for the public to comment on the draft environmental document, which is scheduled to be circulated between March 2017 and May 2017. Deliverables during this period will include, but not be limited to:

1) project webpage updates;
2) presentation updates;
3) community briefings and presentations;
4) direct mail plan;
5) advertising, noticing, canvassing plan;
6) public hearing;
7) court reporters, if necessary/required;
8) project report.

This project stretches between I-5 on the south and SR-55 on the north. As such, it is adjacent to numerous residential communities that are represented by homeowners associations (HOA) as well as various business centers, universities, hospitals, among other groups. Public communications and outreach during the period leading up to the public hearing will be key.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Outreach Consultant/Professional Services

Please explain how you arrived at the budgeted dollars requested.

Budget reflects previous spending amounts and provides for slightly higher per month expenditures leading up to public hearing.

What phase of the project does this line item support?

Project Approval/Environmental Document

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Ongoing

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	I-405 Improvement (SR-55 to I-605) Public Outreach	
Quantity/Cost:	1 @ $453,750	FY17-04574
Budget Request: $ 453,750		IFAS#: 0017-7519-FK101-N31

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The 405 Improvement Project's Pre-Construction and Construction Phase Public Awareness Campaign (PAC) proactively provides information about the 405 Improvement Project (Measure M2 (M2) Project K) via written and digital communication media as well as quick responses and resolutions to community concerns. The project corridor is 16 miles and will impact thousands of residents and businesses in central Orange County as well as those commuting to/from Los Angeles County on this major regional facility.

The consultant assists OCTA staff in developing and conducting a comprehensive public outreach program working in tandem with the technical team / program management and construction management consultants leading up to and through the approximately $1.7 billion construction phase of the 405 Improvement Project. This portion is strictly for the general purpose part of the project.

The public outreach program shares with stakeholders the current project status and details regarding the selected project delivery method. Two consultant staff members are working in-house at OCTA full-time. Two consultant interns will be working part-time on the contract in FY 2016-17.

The PAC consultant, under OCTA direction, will continue to conduct a detailed ascertainment of current project sentiment, misconceptions, challenges, opportunities and preferred methods of communication regarding the 405 Improvement Project in FY 2016-17.

The PAC consultant will continue to produce detailed business profiles for all businesses located within a 1/4 mile radius of the project corridor and conduct an analysis of potential impacts during bridge overcrossing reconstruction. The consultant will assist OCTA with meeting with numerous project stakeholders who live or work along the project corridor as well as each local city impacted by construction. Furthermore, the consultant will coordinate meeting logistics and create written and digital collateral content.

This contract is time and expense and $3,576,400 over six years. Approximately $605,000 will be spent in FY 2016-17.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert public outreach support services.

Please explain how you arrived at the budgeted dollars requested.

The estimate is based on expected expenditures on contract C22053.

What phase of the project does this line item support?

Final design and pre-construction.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This is an ongoing project expense. Expenditures in FY 2015-16 were lower than expected based on delays in project approval.

Division:	**03**	**External Affairs**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**I-5 (Alicia to El Toro) Public Outreach**
Quantity/Cost:	**1 @ $24,000** **FY17-04614**
Budget Request: $ 24,000	**IFAS#: 0017-7519-FC106-TKH**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Segment 3 of the I-5 Freeway Improvement Project from SR-73 to El Toro Road spans 1.7 miles and affects the Cities of Lake Forest and Laguna Hills. The 3-year contract is time and expense. The total contract value is $332,500, with a total segment value of $83,125, $24,000 of which is estimated to be spent in FY 2016-17.

During the FY 2016-17 funding period, capital projects outreach will conduct public communications and outreach for Segment #3 of the I-5 Project. During this period, the project is anticipated to reach 65% of the design plans. Therefore, staff will be conveying general information on key roadway and ramp layout points, overall aesthetic plans, bridge plans, retaining walls and sound walls, traffic management plan highlights, and other major design elements. As part of this effort, outreach will also update collateral materials, including fact sheets, presentations, and online information. Depending on direction and collaboration with cities, outreach will likely identify opportunities to hold neighborhood meetings to update adjacent communities on the progress of design.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Outreach Consultant/Professional Services

Please explain how you arrived at the budgeted dollars requested.

Based on previously identified/approved budget. Reflects a minor reduction that accounts for efficiencies/savings generated from Segment 1 and 2

What phase of the project does this line item support?

Final design

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	I-5 (I-405 to SR-55) Public Outreach	
Quantity/Cost:	1 @ $60,000	**FY17-04610**
Budget Request:	$ 60,000	**IFAS#: 0017-7519-FB101-07R**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The I-5 Freeway Improvement Project spans 9 miles and most directly affects the Cities of Irvine and Tustin, as well as lies on the outskirts of the Cities of Lake Forest and Santa Ana. The contract is time and expense and approximately $300,000 over three years. During the FY 2016-17 funding period, capital projects outreach will carry-out public communications and outreach intended to provide very general updates to the public on preliminary engineering and environmental studies being conducted by the technical team. Major deliverables will include updating the project webpage, producing a revised PowerPoint presentation, presenting update briefings to key stakeholders, including Five Point Communities, Irvine Unified School District and the Irvine Company, as well as creating e-blasts, holding neighborhood update meetings in key communities, and updating social media accounts.

As part of this effort, the capital projects outreach team also anticipates doing outreach work around noise and air quality studies, two points of interest to the communities of Irvine and Tustin. Additionally, the capital projects outreach team will revise key maps, graphics and images in preparation for the public meeting/public hearing that is scheduled to take place in FY 2017-18. Finally, the team will begin developing a canvassing/noticing/advertising plan.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Outreach Consultant/Professional Services Consultant

Please explain how you arrived at the budgeted dollars requested.

The requested budget represents about a 50 percent reduction from FY 2015-16 given that studies will be ongoing and no major public meetings are anticipated to take place.

What phase of the project does this line item support?

Project Approval/Environmental Document

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Ongoing

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	I-5 (Oso to Alicia) Public Outreach	
Quantity/Cost:	1 @ $48,000	FY17-04613
Budget Request: $ 48,000		IFAS#: 0017-7519-FC105-TKH

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Segment 2 of the I-5 Freeway Improvement Project from SR-73 to El Toro Road spans 2.6 miles and affects the Cities of Mission Viejo, Laguna Niguel and Lake Forest. The 3-year contract is time and expense. The total contract value is $332,500, with a total segment value of $125,687, $48,000 of which is estimated to be spent in FY 2016-17.

During the FY 2016-17 funding period, capital projects outreach will conduct public communications and outreach for Segment 2 (Oso to Alicia) of the I-5 Project. During this period, the project will be working toward 100% completion of the design plans. As such, staff will be producing communication materials that provide a major overview of the design for Segment 2, the largest and most complex segment of the project. Communications will focus on roadway layout plans, bridge plans and sound wall plans. To a lesser degree, staff will convey anticipated aesthetic treatments for both freeway and community facing walls.

Overviews will also cover anticipated traffic management plans, lighting plans and other similar operational elements. Throughout this period, staff will be coordinating with the technical team and local cities to coordinate communications and messages.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Outreach Consultant/Professional Services

Please explain how you arrived at the budgeted dollars requested.

Based on historical budgets and actuals for contract C41767.

What phase of the project does this line item support?

Final design

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	I-5 (PCH to San Juan Creek Rd) Public Outreach	
Quantity/Cost:	1 @ $50,000	FY17-04579
Budget Request: $	50,000	IFAS#: 0017-7519-FC104-N9F

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The I-5 South Improvement Project (M2 Project C) is a 5.7-mile project that adds a carpool lane in both directions on I-5 from Avenida Pico to San Juan Creek Road and reconstructs the Avenida Pico interchange.

The project is divided into three segments. This segment, from Pacific Coast Highway (PCH) to San Juan Creek, includes reconstruction of on- and off-ramps at Camino Las Ramblas/PCH, widening of one connector and one undercrossing, and construction of two major retaining walls and three sound walls.

The construction phase Public Awareness Campaign (PAC) proactively provides outreach to residents, school officials, community organizations, business owners and local elected officials. The outreach consultants assist with developing presentation exhibits, compiling a project contact database, tracking issues, setting up and promoting meetings, and producing ad copy and mailers.

The primary objective of the program during this phase is to ensure the public is aware of the noise and traffic impacts of construction activities and to help mitigate those impacts to the extent possible. That awareness is built through written and electronic media, community meetings and neighborhood-level outreach.

Issues and activities in this segment include: significant impact on residents because of close proximity of wall and undercrossing construction to homes and a hotel, and significant noise from pile driving.

This contract is time and expense and approximately $727,000 over four years for all three segments. Approximately $50,000 will be spent in FY 2016-17 in the PCH to San Juan Creek Road segment.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert public outreach professional services

Please explain how you arrived at the budgeted dollars requested.

Costs are based on expected expenses on contract C31971.

What phase of the project does this line item support?

Construction

Division:	**03**	**External Affairs**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**I-5 (Pico to Vista Hermosa) Public Outreach**	
Quantity/Cost:	**1 @ $70,000**	**FY17-04577**
Budget Request: $ 70,000		**IFAS#: 0017-7519-FC101-SHQ**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The I-5 South Improvement Project (M2 Project C) is a 5.7-mile project that adds a carpool lane in both directions on I-5 from Avenida Pico to San Juan Creek Road and reconstructs the Avenida Pico interchange. The project is divided into three segments. This segment, from Avenida Pico to Avenida Vista Hermosa, includes reconstruction of the Pico interchange, widening the northbound Pico on-ramp and widening of Avenida Pico.

The construction phase Public Awareness Campaign (PAC) proactively provides outreach to residents, school officials, community organizations, business owners and local elected officials. The outreach consultants assist with developing presentation exhibits, compiling a project contact database, tracking issues, setting up and promoting meetings, and producing ad copy and mailers.

The primary objective of the program during this phase is to ensure the public is aware of the noise and traffic impacts of construction activities and to help mitigate those impacts to the extent possible. That awareness is built through written and electronic media, community meetings and neighborhood-level outreach.

Issues and activities in this segment are: significant noise because the construction site is in a shallow canyon area, and noise travels significant distances up to area homes and businesses; bridge demolition; pile driving; and closure of two businesses, including a restaurant with a strong local following.

This contract is time and expense and approximately $727,000 over four years for all three segments. Approximately $70,000 will be spent in FY 2016-17 in the Pico to Vista Hermosa segment.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert public outreach professional services

Please explain how you arrived at the budgeted dollars requested.

Costs are based on expected expenses on contract C31971.

What phase of the project does this line item support?

Construction

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This item is budgeted for ongoing project work.

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	I-5 (SR-55 to SR-57) Public Outreach	
Quantity/Cost:	1 @ $125,000	FY17-04576
Budget Request: $ 125,000		IFAS#: 0017-7519-FA101-TKG

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The I-5 Central County project (M2 Project A) is nearly 4 miles and affects the corridor cities of Santa Ana, Orange and Tustin, as well as commuters traveling through San Diego, Orange and Los Angeles counties. OCTA and California Department of Transportation (Caltrans) are in the Final Design phase of the project, which will add a second high-occupancy vehicle (HOV) lane in each direction on I-5 between SR-55 and SR-57 and remove the Main Street HOV on- and off-ramps.

A public outreach contract for the Final Design and Construction phases was executed in late August 2015. The consultant's primary responsibility is to support OCTA in the implementation of the project outreach plan to, among other things: generate public awareness of the project; encourage public comment and public meeting attendance; and to create understanding and confidence in the Final Design and Construction phases.

Among the deliverables: re-establish community relationships initiated during the Project Approval/Environmental Design (PA/ED) phase; enhance the database of community members and leaders, emergency responders and other stakeholders; in particular, identify and build relationships with diverse community organizations; organize and execute briefings with stakeholders; produce material for the public that will explain the project purpose, process and timeline as well as technical team efforts.

This contract is time and expense and approximately $400,000 over five years. Approximately $125,000 will be spent in FY 2016-17.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert public outreach professional services

Please explain how you arrived at the budgeted dollars requested.

Costs are based on expected expenses for contract C53207.

What phase of the project does this line item support?

Final design

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This item is budgeted for ongoing project work.

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	I-5 (SR-73 to Oso) Public Outreach	
Quantity/Cost:	1 @ $48,000	FY17-04612
Budget Request: $ 48,000		IFAS#: 0017-7519-FC102-TKH

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Segment 1 of the I-5 Freeway Improvement Project from SR-73 to El Toro Road spans 2.2 miles and affects the Cities of Laguna Niguel, Mission Viejo and Laguna Hills. The 3-year contract is time and expense. The total contract value is $332,500, with a per segment value of $125,687, $48,000 of which is estimated to be spent in FY 2016-17.

During the FY 2016-17 funding period, capital projects outreach will conduct public communications and outreach for Segment 1 (SR-73 to Oso) of the I-5 Project. During this period, the project is anticipated to reach 65% design plans. Therefore, staff will be conveying general information on key roadway and ramp layout points, overall aesthetic plans, bridge plans, retaining walls and sound walls, traffic management plan highlights, and other major design elements. As part of this effort, outreach will also update collateral materials, including fact sheets, presentations, and online information. Depending on direction and collaboration with cities, outreach will likely identify opportunities to hold neighborhood meetings to update adjacent communities on the progress of design.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Outreach Consultant/Professional Services

Please explain how you arrived at the budgeted dollars requested.

Based on original budget request; however project anticipated to reach 65% design and is expected to require greater communication with stakeholders and public.

What phase of the project does this line item support?

Design

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	I-5 (Vista Hermosa to PCH) Outreach	
Quantity/Cost:	1 @ $50,000	FY17-04578
Budget Request: $	50,000	IFAS#: 0017-7519-FC103-07S

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The I-5 South Improvement Project (M2 Project C) is a 5.7-mile project that adds a carpool lane in both directions on I-5 from Avenida Pico to San Juan Creek Road and reconstructs the Avenida Pico interchange.

The project is divided into three segments. This segment, from Avenida Vista Hermosa to Pacific Coast Highway (PCH), includes reconstruction of on- and off-ramps at Avenida Vista Hermosa and Camino de Estrella, widening of one undercrossing, and construction of several retaining walls and sound walls.

The construction phase Public Awareness Campaign (PAC) proactively provides outreach to residents, school officials, community organizations, business owners and local elected officials. The outreach consultants assist with developing presentation exhibits, compiling a project contact database, tracking issues, setting up and promoting meetings, and producing ad copy and mailers.

The primary objective of the program during this phase is to ensure the public is aware of the noise and traffic impacts of construction activities and to help mitigate those impacts to the extent possible. That awareness is built through written and electronic media, community meetings and neighborhood-level outreach.

Issues and activities in this segment include: significant impact on residents because of close proximity of wall construction to homes; significant traffic impacts at Avenida Vista Hermosa, which provides primary access for students to and from a local middle school; and intermittent lane reductions and closures on local streets to accommodate widening of the undercrossing.

This contract is time and expense and approximately $727,000 over four years for all three segments. Approximately $50,000 will be spent in FY 2016-17 on the Vista Hermosa to PCH segment.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert public outreach professional services

Please explain how you arrived at the budgeted dollars requested.

Costs are based on expected expenses on contract C31971.

What phase of the project does this line item support?

Construction

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This item is budgeted for ongoing project work.

Division:	**03**	**External Affairs**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**I-605 / Katella Interchange Public Outreach**
Quantity/Cost:	**1 @ $50,000** **FY17-04581**
Budget Request: **$ 50,000**	**IFAS#: 0017-7519-FM003-0ID**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The I-605/Katella Interchange project (M2 Project M) will improve freeway access and reduce arterial congestion at the I-605/Katella Avenue interchange, which serves Los Alamitos and Cypress. OCTA and California Department of Transportation (Caltrans) will be beginning the Project Approval/Environmental Document (PA/ED) phase in July 2016.

There are three build alternatives that will be analyzed, which include modifications to ramps and Katella Avenue, removal of a ramp entrance and construction of braiding ramps.
A consultant will assist OCTA staff in developing and conducting a comprehensive public outreach program for the environmental phase of the project. The program will share the general scope of the project and the technical team's work. The program will help the public understand issues and the technical process required, while also informing them about the project benefits.

The program also will identify key stakeholders and their constituents, gauge community perceptions about proposed improvements and begin building relationships and two-way communication that will result in a thorough database. One to two public workshops will be held to inform the community about the environmental documentation phase.

The outreach program also will include development of presentation exhibits, promotion activities for the meetings, production of ad copy and mailers, and set up and staffing of meetings. This contract will be time and expense and approximately $150,000 over three years. Approximately $50,000 will be spent in FY 2016-17.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert public outreach professional services

Please explain how you arrived at the budgeted dollars requested.

Budget is based on RFP53729.

What phase of the project does this line item support?

PA/ED

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This item is budgeted for ongoing project work.

External Affairs Services

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Media Public Service Announcements (M2)	
Quantity/Cost:	1 @ $40,000	FY17-04915
Budget Request: $ 40,000		IFAS#: 0017-7519-M0201-5WV

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Rotating 30-second public service announcements that will appear before and after the PBS News Hour on PBS SoCal, as well as additional airings on PBS SoCal and PBS Plus in Orange County. The announcements will air before and after a transportation-related news segment on Saturdays during the PBS News Hour. The purpose is to communicate transportation information to the public. This is a very effective way to reach large audiences at a low unit cost. These low-cost PSAs can also be reused on the OCTA.net website, at public presentations, or in other project information.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

News broadcaster in Orange County area

Please explain how you arrived at the budgeted dollars requested.

The budget is based on historical budget and actuals for contract C53550.

What phase of the project does this line item support?

Ongoing media relations support of current M2 capital projects.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Ongoing

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Project V Public Information Support	
Quantity/Cost:	1 @ $50,000	FY17-05976
Budget Request: $ 50,000		IFAS#: 0017-7519-TV001-0JH

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This line item will fund incidental marketing support for Project V services. It is intended not to replace the service marketing (which will be performed by the recipients of Project V funds), but to provide collaborative marketing and customer communications support that may be needed. Examples include sharing public information on Project V services using OCTA channels, such as including scheduling information in the Bus Book, OCTA website, social media and other channels.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Marketing and public outreach support

Please explain how you arrived at the budgeted dollars requested.

Budget amount is estimated based on the number of Project V recipients and past support requests for similar projects.

What phase of the project does this line item support?

Service launch and as yet to be determined ongoing support.

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Public Awareness Campaign Industry Review	
Quantity/Cost:	1 @ $25,000	**FY17-04575**
Budget Request:	$ 25,000	**IFAS#: 0017-7519-M0201-05U**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This contract is to analyze and assess community outreach campaigns for large transportation infrastructure projects in California. The consultant will document best practices and metrics of other regional transportation agencies and make recommendations to OCTA on ways its current communication tactics and methods can be enhanced by adopting similar practices. The consultant will also make recommendations to OCTA on how to track the agency's current return on investment (ROI) regarding various traditional communication media and recommend ways to track ROI more effectively in the future.

This new contract will be firm-fixed and $25,000 over one year. Approximately $25,000 will be spent in FY 2016-17.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

A firm specializing in business analysis and experience with community outreach / public relations.

Please explain how you arrived at the budgeted dollars requested.

The contract would be awarded shortly after the beginning of the fiscal year. Similar business analysis contracts have been successfully delivered with a comparable budget.

What phase of the project does this line item support?

N/A

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	San Clemente Metrolink Projects Public Outreach	
Quantity/Cost:	1 @ $8,000	FY17-05074
Budget Request: $ 8,000		IFAS#: 0017-7519-TR021-0JK

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The project proposes the addition of 1.8 miles of new passing siding track adjacent to the existing main track in the City of San Juan Capistrano and the City of Laguna Niguel which will result in reducing congestion and improving reliability.

Outreach to the car dealers near Camino Capistrano and Saddleback Church will be required during the construction phase of the project. In addition, general project information will be provided to the residential properties east of the project area.

It may also be necessary to provide updates to the San Juan Capistrano City Council at key milestones.

A two-year contract procured in FY 2015-16 will extend into FY 2016-17 to support outreach activities to notify stakeholders about upcoming activities.

Activities in the scope are expected to include, but are not limited to:

1. Doorhanger / flyer design (includes map design)

2. Doorhanger delivery services

3. Slides for closed circuit television for City use

4. Signage

5. Community / address identification (mailhouse)

6. Postage

7. Event / community meeting and logistical support

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional outreach services

Please explain how you arrived at the budgeted dollars requested.

Need more detail

What phase of the project does this line item support?

Construction

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Ongoing project

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	Senior/Reduced Fare Identification Outreach Communications	
Quantity/Cost:	1 @ $25,000	FY17-05002
Budget Request: $ 25,000		IFAS#: 0017-7519-TU002-0DX

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The passage of Measure M2 (M2), Orange County's 1/2-cent transportation sales tax, provides continued funding for the stabilization of senior and disabled passenger fares, but M2 implemented a definition of a senior as age 60 or greater. OCTA's policy defined seniors as age 65 or greater. To be compliant with the new measure's definition, the senior age for bus riders was reduced to age 60 or greater as part of the June 2011 Fare Policy Adjustment, to coincide with the receipt of sales tax revenues from M2 beginning that month.

As part of OCTA's bus riding policy, when boarding a bus with a Senior Bus Pass, bus customers must show proof of age identification with valid driver's license, California DMV ID card, Medicare card or OCTA senior reduced fare ID card. As a result of this age change, the past two years have seen a greater increase in senior ridership. In efforts to provide education and awareness of this requirement, an agency is needed to help develop and execute a Senior Pass Education and Reduced Fare ID (RFID) Outreach Program targeting seniors.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional outreach and support services

Please explain how you arrived at the budgeted dollars requested.

Based on costs of similarly sized outreach efforts.

What phase of the project does this line item support?

Ongoing

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Ongoing project

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	SR-55 (I-405 to I-5) Public Outreach	
Quantity/Cost:	1 @ $75,000	FY17-04580
Budget Request:	$ 75,000	IFAS#: 0017-7519-FF101-TYP

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The SR-55 (I-405 to I-5) project (M2 Project F) is a 4-mile project that proposes to widen SR-55 between I-405 and I-5. OCTA and Caltrans are in the Project Approval/Environmental Document (PA/ED) phase for this project. The Final Design phase is expected to begin in late 2016.

There are four build alternatives under consideration: add merging lanes between on- and off-ramps; add a fifth general-purpose lane in each direction; add both merging and general-purpose lanes; or add merging lanes and an additional HOV lane in each direction.

A consultant will assist OCTA staff in developing and conducting a comprehensive SR-55 corridor public outreach program. The program will share the general scope of both projects and the technical teams' work. The program helps the public understand issues and the technical process required, while also informing them about the project benefits.

The program will include comprehensive ascertainments along the SR-55 corridor and other research to identify key stakeholders and/or their constituents, gauge community perceptions about proposed improvements and begin building relationships and two-way communication that will result in a thorough database.

The public outreach program will share with the public a locally preferred alternative SR-55 (I-405 to I-5) project, selected by Caltrans and OCTA as well as the project delivery and funding methods.

One to two public meetings will be held to inform the local community about the environmental documentation phase for the SR-55 (I-5 to SR-91) project.

The outreach program also will include development of presentation exhibits, promotion activities for the meetings, production of ad copy and mailers, and the set up and staffing of meetings.

This contract will be time and expense and approximately $600,000 over four years with one year option term for both segments. Approximately $75,000 will be spent in FY 2016-17 on this segment

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert public outreach professional services

Please explain how you arrived at the budgeted dollars requested.

Budget is based on RFP53777.

What phase of the project does this line item support?

PA/ED, Final Design and Pre-Construction

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This item is budgeted for an ongoing project.

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	SR-55 (I-5 to SR-91) Public Outreach	
Quantity/Cost:	1 @ $75,000	FY17-05015
Budget Request: $ 75,000		IFAS#: 0017-7519-FF102-0IC

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The SR-55 (I-5 to SR-91) project (M2 Project F) is a 7.5-mile project that proposes to widen SR-55 between I-5 and SR-91. OCTA and Caltrans are entering the Project Approval/Environmental Document (PA/ED) phase for this project.

There are three build alternatives that will be analyzed that include the addition of general-purpose lanes and ramp improvements. A consultant will assist OCTA staff in developing and conducting a comprehensive SR-55 corridor public outreach program. The program will share the general scope of both projects and the technical teams' work. The program helps the public understand issues and the technical process required, while also informing them about the project benefits.

The program will include comprehensive ascertainments along the SR-55 corridor and other research to identify key stakeholders and/or their constituents, gauge community perceptions about proposed improvements and begin building relationships and two-way communication that will result in a thorough database.

The public outreach program will share with the public a locally preferred alternative SR-55 (I-405 to I-5) project, selected by Caltrans and OCTA as well as the project delivery and funding methods. One to two public meetings will be held to inform the local community about the environmental documentation phase for the SR-55 (I-5 to SR-91) project.

The outreach program also will include development of presentation exhibits, promotion activities for the meetings, production of ad copy and mailers, and the set up and staffing of meetings.

This contract will be time and expense and approximately $600,000 over four years with one year option term for both segments. Approximately $75,000 will be spent in FY 2016-17 on this segment.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Thorough understanding of PA/ED process and associated requirements. Familiarity with and ability to decipher technical information and communicate it in an understandable and relevant manner. Ability to identify potential problems for early resolution, to manage multimedia communications, and to establish rapport and relationships with members of the project team, stakeholders and members of the public.

Please explain how you arrived at the budgeted dollars requested.

Budget is based on RFP 5-3777. We looked at contracts and budgets for other projects that are in or recently were in these phases. We analyzed major task/staffing categories, hours needed per category, price summary sheets and other direct cost details. We evaluated this information against an outline of milestones for the PA/ED phase and the communication needs for those milestones.

What phase of the project does this line item support?

PA/ED

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Ongoing project

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	SR-57 (Lambert to Tonner Canyon) Public Outreach	
Quantity/Cost:	1 @ $8,250	FY17-05019
Budget Request: $	8,250	IFAS#: 0017-7519-FG105-0H3

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The on-call public awareness campaign (PAC) consultant will proactively provide information about the El Toro Interchange Project Acceptance & Environmental Design (PA/ED), SR-57 Truck Climbing Lane (PA/ED), I-5 HOV Lane Extension to the county line Project Study Report (PSR) and HOV 3+ pilot projects through written and electronic communication methods. The consultant will assist OCTA internal staff in developing and conducting a comprehensive public outreach program working in tandem with the technical team / program management and construction management consultants for the aforementioned projects. The consultant will assist OCTA staff with providing quick responses and resolutions to community concerns. The consultant will provide graphic design, collateral creation and information dissemination support.

In FY 2016-17, $8,250 will be spent on SR-57 Truck Climbing Lane project

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Community relations firm with experience executing outreach campaigns during all phases of project development

Please explain how you arrived at the budgeted dollars requested.

The contract would be awarded shortly after the beginning of the fiscal year. The consultant will spend the first few months writing communication and implementation plans and establish an identity for each project.

What phase of the project does this line item support?

PSR and PA/ED

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	SR-57 (Orangewood to Katella) Public Outreach	
Quantity/Cost:	1 @ $100,000	FY17-04616
Budget Request: $	100,000	IFAS#: 0017-7519-FG104-0IB

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The SR-57 Freeway Improvement Project from Orangewood to Katella spans 1 mile and affects the City of Anaheim and the City of Orange. The project is also relevant to major destinations and employers, including Honda Center, Anaheim Stadium, and the Grove as well as surrounding business parks. This time and expense contract has a duration of 3 years and a total estimated value of $215,500, of which approximately $100,000 is anticipated to be expended in FY 2016-17. The requested funds will be used to generate public awareness of this Measure M project, communicate the purpose and value of the environmental process and promote opportunities for the public to participate in the environmental process as mandated/supported by the National Environmental Policy Act (NEPA) and/or California Environmental Quality Act (CEQA).

During FY 2016-17, capital projects outreach staff and consultant support will produce:
1) a project webpage;
2) collateral materials (i.e., fact sheet, FAQ, map, illustrations, presentations, etc.);
3) project database;
4) public outreach plan;
5) direct mail plan;
6) advertising/noticing plan;
7) canvassing plan;
8) presentation boards;
9) public information meeting/open house.

As part of this effort, capital projects outreach will communicate with the City of Anaheim, City of Orange, the Orange County Flood Control District, Orange County Fire Authority, the Anaheim Chamber of Commerce, Honda Center, Anaheim Stadium and The Grove as well as numerous other stakeholders, businesses, residential communities and destinations.

It is important to note that communications and outreach will be important given the recent completion of the multi-year Northbound 57 Freeway Improvement Project. Public communications and outreach is mandated and/or supported by NEPA and CEQA. A major milestone during this funding period will be holding a public information meeting/open house and documenting the public initial comments, questions and concerns on the proposed project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Outreach/professional services consultant

Please explain how you arrived at the budgeted dollars requested.

Based on historical budget and actuals on contract C53174.

What phase of the project does this line item support?

Project Approval/Environmental Document

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This item is budgeted for an ongoing project.

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description	SR-91 (SR-57 to SR-55) Public Outreach	
Quantity/Cost:	1 @ $100,000	FY17-04615
Budget Request:	$ 100,000	IFAS#: 0017-7519-FI103-0CX

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The SR-91 Freeway Improvement Project from SR-57 to SR-55 spans approximately 5 miles and affects the Cities of Anaheim and minor portions of Orange and Yorba Linda. The contract duration is 3 years and the maximum obligation is $200,000. Approximately $100,000 will be used in FY 2016-17.

The requested funds will be invested to generate public awareness of this Measure M project, communicate the purpose and value of the environmental process and promote opportunities for the public to participate in the environmental process as mandated/supported by the National Environmental Policy Act (NEPA) and/or California Environmental Quality Act (CEQA).

During FY 2016-17, capital projects outreach staff and consultant support will produce:

1) a project webpage;
2) collateral materials (i.e., fact sheet, FAQ, map, illustrations, presentations, etc.);
3) project database;
4) public outreach plan;
5) direct mail plan;
6) advertising/noticing plan;
7) canvassing plan;
8) presentation boards;
9) public information meeting/open house.

In addition, capital projects outreach will provide ongoing proactive and reactive outreach to local cities, stakeholders and residential communities. Public communications and outreach is mandated and/or supported by NEPA and CEQA. The project's major milestone during this funding period will be conducting a public information meeting/open house and documenting public comment, questions and concerns regarding the project and potential build alternatives, including the recently added alternative to modify the SR-55 and SR-91 interchange. (Currently, the project is only funded through the environmental process.)

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Outreach/professional services consultant

Please explain how you arrived at the budgeted dollars requested.

Budget represents previously identified/approved $70,000 for FY 2016-17, plus $30,000 from FY 2015-16, which was not used as expected due to ongoing OCTA and Caltrans studies and negotiations.

What phase of the project does this line item support?

Project Approval/Environmental Document

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Some funds from FY 2015-16 are being re-budgeted due to lower than expected expenditures.

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description **Taxpayer Oversight Committee Consultant**

Quantity/Cost: **1 @ $10,000** **FY17-04722**

Budget Request: $ 10,000 **IFAS#: 0017-7519-M0201-JR6**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The Taxpayer Oversight Committee (TOC) is mandated in the M2 Ordinance, which allows the TOC to contract for services to assist with its oversight responsibilities. A contract is not needed as this time; however, $10,000 is identified as a placeholder if needed.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

To be determined based on TOC need. This item is a placeholder for services that OCTA may need to provide.

Please explain how you arrived at the budgeted dollars requested.

The estimated amount has been consistent since the inception of Measure M1.

What phase of the project does this line item support?

N/A

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This is an ongoing placeholder for possible expenses.

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7629	Other Services

Description	As Needed Translation Services for Measure M2	
Quantity/Cost:	1 @ $5,000	FY17-04720
Budget Request: $ 5,000		IFAS#: 0017-7629-M0201-0AR

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Communications for Measure M and its various projects and services are necessary to keep key stakeholders and the general public updated and informed. Communication with surrounding communities, which includes diverse communities, needs to be translated in language and be culturally sensitive. Translation services are needed to produce documents in a variety of languages to reach the stakeholders and general public that are affected by projects, while adhering to Title VI requirements. The amount budgeted for this item has been increased due to the substantial need for OCTA to communicate in multiple languages, with many documents now being translated, at minimum, in both Spanish and Vietnamese.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional translation services

Please explain how you arrived at the budgeted dollars requested.

Estimated based on translation costs

What phase of the project does this line item support?

Ongoing projects as needed

Division:	**03**	**External Affairs**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7629**	**Other Services**

Description	**Measure M Website Enhancement**	
Quantity/Cost:	**1 @ $100,000**	**FY17-05010**
Budget Request: $ 100,000		**IFAS#: 0017-7629-M0201-N3J**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

OCTA wishes to enhance the existing Measure M information for Measure M2 (M2). To conduct effective online communications, along with M2 project information, the website must facilitate the aggregation, organization, presentation, and dissemination of multiple sources of project and agency data. Consultant assistance is needed to develop, enhance and maintain an up-to-date web presence using best-practices for layout and design, interactive tools such as dashboards, and other data management.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional web design services

Please explain how you arrived at the budgeted dollars requested.

Estimated based on similar work

What phase of the project does this line item support?

Ongoing Measure M public information

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Ongoing project

Division:	**03**	**External Affairs**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7629**	**Other Services**

Description	**Measure M2 Progress Report**	
Quantity/Cost:	**1 @ $25,000**	**FY17-04724**
Budget Request:	**$ 25,000**	**IFAS#: 0017-7629-M0201-13V**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The Measure M2 Annual Report is a publication highlighting Measure M's progress for the year. According to the M2 Ordinance, OCTA is required to publish an annual report on how revenues have been spent and on the progress in implementing the M2 projects. The M2 Annual Report will be developed as an infographic to run as a newspaper ad as well as an online, interactive digital publication. The primary task is digital creative development and the deliverables include designing a printed and interactive online version of the annual report infographic, a Facebook ad, website banners, and drafting web content.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

An outside agency is needed for creative concept, design services, production and digital programing of the report as well as placing the newspaper ads.

Please explain how you arrived at the budgeted dollars requested.

This is based on the previous year's costs for executing a similar annual report.

What phase of the project does this line item support?

This is an annual report, which shows Measure M's progress for the year.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This is an ongoing annual expense.

Division:	**03**	**External Affairs**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7629**	**Other Services**

Description	**Other printing**	
Quantity/Cost:	**1 @ $10,000**	**FY17-04717**
Budget Request:	**$ 10,000**	**IFAS#: 0017-7629-M0201-KHD**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Specialized printing / reprographics services are needed to reproduce fact sheets, flyers, handouts, etc. for various projects and Measure M awareness. Due to large quantities of flyers with multiple color designs with short production times, some print jobs can only be handled effectively by outside vendors with multiple capabilities.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional printing services

Please explain how you arrived at the budgeted dollars requested.

Based on past years expenses

What phase of the project does this line item support?

Annual reporting

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This is an ongoing, recurring item.

Division:	**03**	**External Affairs**
OrgKey:	**0017**	**Local Transport Auth Meas-M II**
Object:	**7629**	**Other Services**

Description	**Taxpayer Oversight Grand Juror Consult**	
Quantity/Cost:	**1 @ $9,500**	**FY17-04723**
Budget Request: $ 9,500		**IFAS#: 0017-7629-M0201-JR8**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

From the Measure M2 Ordinance: For Grand Jurors Association of Orange County (GJAOC), full and complete performance of its obligations under the Agreement and subject to the maximum cumulative payment obligation provisions set forth in Article 6, OCTA shall pay GJAOC a $6,000.00 fee annually and a per meeting fee of $50.00 plus approved expenses for each GJAOC member panelist.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The Measure M Ordinance states: The Authority shall contract with the Orange County Grand Jurors' Association for the formation of a committee membership recommendation panel ("Panel") to perform the duties set forth in this subsection Ill A.

If the Orange County Grand Jurors' Association refuses or fails to act in such capacity, the Authority shall contract with another independent organization selected by the Authority for the formation of the Panel.

Please explain how you arrived at the budgeted dollars requested.

For GJAOC full and complete performance of its obligations under the Agreement and subject to the maximum cumulative payment obligation provisions set forth in Article 6, OCTA shall pay GJAOC a $6,000.00 fee annually and a per meeting fee of $50.00 plus approved expenses for each GJAOC member panelist.

What phase of the project does this line item support?

TOC new member recruitment

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This is an ongoing annual expense.

Division:	03	External Affairs
OrgKey:	0037	I-405 Express Lane
Object:	7519	Prof Serv-Other Prof Services

Description	I-405 Pre-Construction and Construction Phase Public Awareness Campaign	
Quantity/Cost:	1 @ $151,250	FY17-04967
Budget Request:	$ 151,250	IFAS#: 0037-7519-A9510-0GG

	Grant Funded:	☑ Other State Capital Assistance	$151,250
	Account:	0037-6013-A9510-YHP	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The 405 Improvement Project's Pre-Construction and Construction Phase Public Awareness Campaign (PAC) proactively provides information about the 405 Improvement Project (Measure M2 (M2) Project K) via written and digital communication media as well as quick responses and resolutions to community concerns. The project corridor is 16 miles and will impact thousands of residents and businesses in central Orange County as well as those commuting to/from Los Angeles County on this major regional facility. The consultant assists OCTA staff in developing and conducting a comprehensive public outreach program working in tandem with the technical team / program management and construction management consultants leading up to and through the approximately $1.7 billion construction phase of the 405 Improvement Project. The public outreach program shares with stakeholders the current project status and details regarding the selected project delivery method. Two consultant staff members are working in-house at OCTA full-time. Two consultant interns will be working part-time on the contract in FY 2016-17. This request is only for the express lanes portion of the project.

The PAC consultant, under OCTA direction, will continue to conduct a detailed ascertainment of current project sentiment, misconceptions, challenges, opportunities and preferred methods of communication regarding the 405 Improvement Project in FY 2016-17. The PAC consultant will continue to produce detailed business profiles for all businesses located within a 1/4 mile radius of the project corridor and conduct an analysis of potential impacts during bridge overcrossing reconstruction. The consultant will assist OCTA with meeting with numerous project stakeholders who live or work along the project corridor as well as each local city impacted by construction. Furthermore, the consultant will coordinate meeting logistics and create written and digital collateral content. This contract will be time and expense and $3,576,400 over six years. Approximately $151,250 will be spent in FY 2016-17.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional outreach services

Please explain how you arrived at the budgeted dollars requested.

In the next fiscal year the communications consultant will be ramping up efforts as the project moves forward towards construction. This estimate is based on current expenditures for one full time consultant in-house and anticipated communication efforts needed to continue the business ascertainment effort.

What phase of the project does this line item support?

Final design and pre-construction

Division:	03	External Affairs
OrgKey:	0051	Transit Development Cap Proj
Object:	7519	Prof Serv-Other Prof Services

Description	OC Streetcar Marketing Support	
Quantity/Cost:	1 @ $130,000	FY17-05083
Budget Request: $	130,000	IFAS#: 0051-7519-TS010-0IF

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

As OCTA's first modern streetcar, OC Streetcar will connect the community from the Santa Ana Regional Transportation Center (SARTC), which provides regional rail, OCTA bus, and intercity and international bus services, through Santa Ana's central business district and Civic Center, and northwest on the former path of the Pacific Electric Streetcar over the Santa Ana River to Garden Grove, where it will meet OCTA's busiest bus line on Harbor Boulevard. OCTA is the agency responsible for planning, designing, building and operating the OC Streetcar.

The Santa Ana and Garden Grove area is home to a diverse population, including a Spanish-speaking majority and significant number of Vietnamese speakers. It is important to consider that traditional marketing methods are not always the best method of reaching target audiences. Developing in-language information and managing multicultural tools, both traditional media and digital media, will be critical in reaching and communicating with all levels of stakeholders along the OC Streetcar alignment. With the diverse and expansive geography of Orange County, the greatest challenge faced overall is creating and building brand awareness for the OC Streetcar.

As the demographics and communication behaviors of residents of Orange County and those in close proximity to the alignment continue to change, marketing the OC Streetcar is becoming increasingly complex. In an effort to address these changes and implement comprehensive marketing activities, OCTA is planning to retain a full-service firm (Prime Contractor) to perform various marketing activities to meet the goals and objectives of the OC Streetcar program.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional marketing services

Please explain how you arrived at the budgeted dollars requested.

Based on expected amounts on contract C53554.

What phase of the project does this line item support?

Ongoing / Construction

Division:	03	External Affairs
OrgKey:	0051	Transit Development Cap Proj
Object:	7519	Prof Serv-Other Prof Services

Description	Santa Ana/Garden Grove Streetcar Public Awareness Campaign	
Quantity/Cost:	1 @ $90,000	FY17-04727
Budget Request: $ 90,000		IFAS#: 0051-7519-TS010-0HQ

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The OC Streetcar (M2 Project S) is the first modern streetcar project to be built in Orange County. Construction is scheduled to begin in early 2018 on a 4.15-mile alignment from the Santa Ana Regional Transportation Center, through downtown Santa Ana, along the PR Right-of-Way (ROW), ending at Harbor Blvd & Westminster Blvd in Garden Grove. Construction and testing is anticipated to be complete in mid-2020.

An outreach consultant is required to develop and implement a comprehensive, multi-lingual Public Awareness Campaign (PAC) for the pre-construction, construction and testing phases of the project. The PAC will proactively provide outreach to residents, school officials, community organizations, business owners and local elected officials. During pre-construction, the outreach consultant will develop presentation exhibits, compile a project contact database, track issues, set up and promote meetings, and produce ad copy, email blasts and mailers in addition to managing the project website, digital communications and social media. Once the project moves into the construction phase, the consultant shall be responsible for regular, ongoing communication regarding upcoming construction activities and assist staff in being "boots on the ground" in helping to identify and mitigate issues. Prior to and during the testing phase, the PAC consultant shall develop and implement a safety campaign.

The primary objective of the campaign is to ensure the public is aware of the traffic, parking and noise impacts of construction activities and to help mitigate those impacts to the extent possible. That awareness is built through written and electronic media, walking flyers throughout the downtown area, community meetings and neighborhood-level outreach.

This contract will be time and expense and $1,170,000 over five years. Approximately $90,000 will be spent in FY 2016-17.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional outreach services

Please explain how you arrived at the budgeted dollars requested.

More detail needed

What phase of the project does this line item support?

More detail needed

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

More detail needed

Division:	03	External Affairs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7519	Prof Serv-Other Prof Services

Description	Anaheim Station Parking Public Outreach	
Quantity/Cost:	1 @ $4,000	FY17-05077
Budget Request: $ 4,000		IFAS#: 0093-7519-C5061-0JK

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The project proposes to construct approximately 3400 linear feet. of new second station track, a new 680 foot second platform, extend the existing platform to meet the current Metrolink's standards, improvements to the existing at-grade crossings, and upgrades to the parking lot to meet ADA D156 compliance.

The Station will be a multi-modal transit center that will accommodate expanded Metrolink commuter rail service, OCTA local and community bus service, Stationlink rail feeder service and Anaheim resort Transit. OCTA is the lead agency on the project.

Outreach support for the environmental phase is expected, but not limited to, include:

•Community meetings and logistical support
•Slides for closed circuit TV
•Community address identification (i.e.. mailhouse)
•Delivery services

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Project manager and support staff to execute outreach plan

Please explain how you arrived at the budgeted dollars requested.

Assumes staff attendance at monthly meetings and event logistical support for one public meeting.

What phase of the project does this line item support?

Environmental

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Ongoing project

Division:	03	External Affairs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7519	Prof Serv-Other Prof Services

Description	Fullerton Station Installation Public Outreach	
Quantity/Cost:	1 @ $3,000	FY17-05078
Budget Request: $ 3,000		IFAS#: 0093-7519-C5062-0JK

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The Fullerton Transportation Centre is a Metrolink and Amtrak Station located on east Walnut Ave. between Harbor Blvd. and Lemon St. Currently, there are two existing hydraulic elevators, one on each side of the tracks to transport commuters up to the overpass bridge to access the platforms.

This project proposes to modify the existing pedestrian bridge and its landings as well as other surrounding infrastructure to add two new traction elevators, resulting in one new and one existing elevator on each side of the railroad tracks for a total of four elevators (two new and two existing).

Outreach support to surrounding businesses and residents about the duration of construction activities is anticipated. The project is expected to begin in the first quarter of 2016 and run for approximately one year.

Outreach support is expected to include, but not be limited to flyer development and distribution at the residential properties across the platform from the station.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional outreach services

Please explain how you arrived at the budgeted dollars requested.

Based on estimated costs

What phase of the project does this line item support?

Construction

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Ongoing project

Division:	03	External Affairs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7519	Prof Serv-Other Prof Services

Description	LN / MV Metrolink Station ADA Ramp Public Outreach	
Quantity/Cost:	1 @ $2,000	FY17-05081
Budget Request: $	2,000	IFAS#: 0093-7519-C5066-0IE

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The Orange County Transportation Authority (OCTA), in cooperation with the Cities of Laguna Niguel and Mission Viejo, proposes to reconstruct facilities at the Laguna Niguel/Mission Viejo Metrolink Station in Orange County to enhance accessibility for persons covered by the Americans with Disabilities Act (ADA). The proposed project would provide the public with reliable station access and fewer delays by constructing an ADA Ramp on either side of the existing pedestrian undercrossing. The ADA access ramps will replace the existing elevators which are frequently out of service, requiring bus service to transport passengers from one side of the station to the other. The project includes new passenger shelters, a unisex ADA compliant restroom, vending machine space and City maintenance storage as additional station amenities.

Outreach to car dealers across Camino Capistrano to address limited lane restrictions on roadway will be necessary. Also flyers for passengers alerting them to new access will be necessary. A celebration event at the conclusion of activities is anticipated.

A two-year contract procured in FY 2015-16 will extend into FY 2016-17 to support outreach activities to notify stakeholders about upcoming activities.

Activities in the scope are expected to include, but are not limited to:

1. Flyer design (includes map design)

2. Slides for closed circuit TV for city use

3. Signage

4. Event / community meeting and logistical support

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional outreach services

Please explain how you arrived at the budgeted dollars requested.

Based on expenses for similar scale outreach projects

What phase of the project does this line item support?

Construction

Division:	03	External Affairs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7519	Prof Serv-Other Prof Services

Description	Marketing/Media and Operations Public Outreach	
Quantity/Cost:	1 @ $495,000	**FY17-04609**
Budget Request: $	495,000	**IFAS#: 0093-7519-A0001-PQ5**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Funding will allow for marketing to provide high quality customer communications; provide updates on current Metrolink programs and services, such as new fares, mobile ticketing and extended train service; and increase rail safety awareness. Funding will also be used to create ridership programs focusing on OC Metrolink weekday and weekend awareness and ridership campaigns, such as the summer and winter weekend campaigns; destination and special events promotions, such as the Lunar New Year, Festival of Whales, Swallows Day Parade, and Ocean Festival; and special services such as the Angels Express. These funds will also help support OCTA's strategic plan for creating awareness and trial use of transit. To increase awareness and promote usage of Metrolink service, a professional marketing agency is needed to assist staff to develop and create a strategic marketing / communication program.

Funding will allow for the development and implementation of customer communications materials, proactive marketing, public information and outreach services for Metrolink rail service during FY 2016-17.

Development and implementation of the programs include marketing and media planning, creative design and layout (online and offline), copywriting, photography, videography, translation, media buys, digital communications, printing, and distribution of program collateral materials, and evaluation of program effectiveness as well as other functions needed to carry out the requirements of the plan.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Marketing professional services

Please explain how you arrived at the budgeted dollars requested.

Based on historical budget and actuals.

What phase of the project does this line item support?

Ongoing marketing and public information support for Metrolink services

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This is an ongoing program.

Division:	03	External Affairs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7519	Prof Serv-Other Prof Services

Description	Metrolink Passing and Siding Enhancements Public Outreach	
Quantity/Cost:	1 @ $4,000	FY17-05909
Budget Request: $ 4,000		IFAS#: 0093-7519-C5051-0LD

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The project scope includes public outreach to support the passing siding project.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The resources needed are Professional outreach services.

Please explain how you arrived at the budgeted dollars requested.

The requested amount is based on a proportion of expected work for similarly sized rail capital outreach projects.

What phase of the project does this line item support?

The project phase is construction.

Division:	03	External Affairs
OrgKey:	0093	CURE Orange Cty-Inland Empire
Object:	7519	Prof Serv-Other Prof Services

Description	Orange Parking Structure Public Outreach	
Quantity/Cost:	1 @ $44,000	FY17-05079
Budget Request: $ 44,000		IFAS#: 0093-7519-T5422-0JK

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The City of Orange is planning to construct a parking structure at the Orange Metrolink station. The project is a 611 space, 5 level shared use parking structure that will be located on Lemon Street between Chapman Ave. and Maple St. Of the newly built spaces, 500 of the spaces will be for transit use and 111 spaces will be for the City of Orange general purpose use.

The construction phase is expected to run from the second quarter of 2016 to the second quarter of 2017.

OCTA's activities may include outreach support to the City of Orange to keep stakeholders aware of the project's activities.

A two-year contract procured in FY 2015-16 will extend into FY 2016-17 to support outreach activities to notify stakeholders about upcoming activities.

Activities in the scope are expected to include, but are not limited to:

1. Doorhanger / flyer design (includes map design)

2. Doorhanger delivery services

3. Slides for closed circuit television for City use

4. Signage

5. Community / address identification (mailhouse)

6. Postage

7. Event / community meeting and logistical support

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional outreach services

Please explain how you arrived at the budgeted dollars requested.

Based on estimated costs

What phase of the project does this line item support?

Construction

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Ongoing project

Division:	03	External Affairs
OrgKey:	1820	Media Relations
Object:	7519	Prof Serv-Other Prof Services

Description	Media Public Service Announcements	
Quantity/Cost:	1 @ $10,000	**FY17-03939**
Budget Request:	$ 10,000	**IFAS#: 1820-7519-A0001-5WV**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Rotating 30-second public service announcements that will appear before and after the PBS News Hour on PBS SoCal, as well as additional airings on PBS SoCal and PBS Plus in Orange County. The announcements will air before and after a transportation-related news segment on Saturdays during the PBS News Hour. The purpose is to communicate transportation information to the public. This is a very effective way to reach large audiences at a low unit cost. These low-cost public service announcements (PSAs) can also be reused on the OCTA.net website, at public presentations, or in other project information.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Public broadcaster in Orange County area

Please explain how you arrived at the budgeted dollars requested.

The budget is based on past actuals under contract C53550.

What phase of the project does this line item support?

Ongoing media relations support of both general projects as well as Measure M2 capital projects.

Division:	03	External Affairs
OrgKey:	1820	Media Relations
Object:	7629	Other Services

Description	Media Tracking	
Quantity/Cost:	1 @ $38,400	**FY17-03940**
Budget Request:	$ 38,400	**IFAS#: 1820-7629-A0001-4AW**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Monitoring and analyzing media coverage regarding OCTA is a key way to gather quantitative and qualitative information pertaining to the effectiveness of OCTA's media relations efforts. This work enables the agency to monitor and track media coverage on a daily, weekly and monthly basis. Media coverage is reviewed to gain a better understanding of the public's perception and awareness of OCTA and to ensure accurate reporting on OCTA's projects, programs and services. This request is for funds to hire a media monitoring, analytics and distribution contractor. The contractor will monitor local, state and national traditional media and social media for items related to OCTA specifically and transportation items of interest in general. A daily media report will be provided for distribution to internal audiences and metrics will be provided to determine media value, tone and reach of the news coverage or mentions. In addition, this contract would replace the Press Release Wire Service contract. Wire service distribution will be included with this contract.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional newswire and media monitoring service

Please explain how you arrived at the budgeted dollars requested.

Budget is based on actuals from contract C49154.

What phase of the project does this line item support?

Ongoing media relations

Division:	03	External Affairs
OrgKey:	1831	Marketing and Customer Relations
Object:	7519	Prof Serv-Other Prof Services

Description	Marketing Services Agency	
Quantity/Cost:	1 @ $25,000	FY17-03951
Budget Request:	$ 25,000	IFAS#: 1831-7519-A0001-PKW

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

To keep the general public and stakeholders informed about OCTA's programs, design and production services are needed to produce online and offline communication materials including but not limited to:

OCTA Annual Report – The Annual Report is a publication highlighting OCTA's accomplishments for the year. In previous years, this report was produced as a stand-alone printed document and distributed to stakeholders. This fiscal year, the OCTA Annual Report will be combined with OCTA's other annual reports (Measure M and 91 Express Lanes) and will be developed as an online, interactive publication only. An outside agency is needed for creative concept, design services, production and digital programing of the report. - Cost $5,000

As Needed Production Services – This line item will support outsourced printing, mounting and other production services of routine information materials, including OCTA "Fast Facts," folders, vinyl wall mounts and other materials that the in-house printer is not capable of printing. Additionally, this budget includes costs for photo mounting for new board members/executive management displays and other large format printing as needed.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert creative designer and marketing production

Please explain how you arrived at the budgeted dollars requested.

Budget is based on previous year's expenses and the anticipated requirements for FY 2016-17

What phase of the project does this line item support?

Ongoing OCTA projects, including the OCTA Annual Report

Division:	03	External Affairs
OrgKey:	1831	Marketing and Customer Relations
Object:	7519	Prof Serv-Other Prof Services

Description	Online Marketing Enhancement/Maintenance and Technical Services	
Quantity/Cost:	1 @ $100,000	**FY17-03950**
Budget Request:	$ 100,000	**IFAS#: 1831-7519-A0001-G82**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The design and development of digital communications have been conducted through collaboration between OCTA staff and external vendors. OCTA wishes to continue this cooperation with a full-service digital communications firm that offers expertise in the areas of web design and development. The focus will be developing cost-effective, web-based communications tools and approaches with a visually appealing aesthetic to meet the user's needs and achieve marketing and organizational goals. Digital communications strategies, tools and techniques change rapidly, and working together with OCTA, the contractor will assist with development to optimize user experience, educate and enhance public awareness of transportation projects. The following goals should be achieved:

• Boost public confidence in OCTA with new tools that clearly communicate and, in some cases, educate the public as to how OCTA is spending tax dollars.

• Communicate one consolidated transportation network so the public can learn about all OCTA's activities in one global instance (at-a-glance).

• Increase ridership by educating, changing perceptions and motivating the public to take advantage of public transportation.

• Enhance communications with commuters about up-to-date schedules, service alerts, upcoming events, and promotional giveaways.

• Enhance communications with the public about project impacts, such as construction impacts, road closures, changed schedules, and who to contact for assistance.

• Empower the internal team to have better control over web and social properties.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert-level API development, SEO strategy, Mobile design and development, ASP.NET framework, server-side code, front-end including HTML5, Javascript, Jquery, CSS3, Frameworks and Dabases

Please explain how you arrived at the budgeted dollars requested.

Cost estimates based on prior work.

What phase of the project does this line item support?

Ongoing support for OCTA.net and related websites

Division:	03	External Affairs
OrgKey:	**1837**	**OCTD Marketing and Customer Relations**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Baseline Public Information**	
Quantity/Cost:	**1 @ $50,000**	**FY17-03967**
Budget Request: $ 50,000		**IFAS#: 1837-7519-A3311-B2K**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

General baseline communications are necessary to provide current OCTA bus riders, as well as potential new riders, basic bus related information which will allow them to navigate OCTA's bus system. A firm is needed to develop user-friendly bus system "how-to-ride" guide and route maps, fare and ticketing information, to educate public OCTA's bus system to increase ridership. The firm will design and produce multi-language service-related collaterals such as brochures, bus ads, online information, videos, apps, promotional items, etc. This also supports any new fare changes that are implemented as a result of the FY15-16 Fare Study.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert creative designer & marketing production.

Please explain how you arrived at the budgeted dollars requested.

Direct costs required to design & produce collateral as described.

What phase of the project does this line item support?

Ongoing bus public information

Division:	**03**	**External Affairs**
OrgKey:	**1837**	**OCTD Marketing and Customer Relations**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Bravo Route 560 Marketing**	
Quantity/Cost:	**1 @ $50,000**	**FY17-05161**
Budget Request:	**$ 50,000**	**IFAS#: 1837-7519-D0512-U18**

Grant Funded:	☑ FTA Sec 5307 Operating Assist	$50,000
Account:	0030-6032-D0512-LGX	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

OCTA launched a new type of bus service called Bravo in June 2013. This new service type provides limited stop service along an existing bus corridor. Ridership on Bravo Route 543 has performed well in the past three years. As a result of the successful new service launch and to provide the faster service options customers are asking for, a new Bravo route will begin operation on bus Route 60 in June 2016. New Bravo Route 560 will be launched with a full scale marketing plan, but will need ongoing marketing support throughout the first year to maintain education and awareness.

This line item will be used to continue education and awareness of Route 560, as well as encourage new riders to the system. An agency will be used to develop and execute a ridership program. This firm will be responsible for the creative development, design, production, printing and distribution of all marketing materials (flyers, brochures, direct mail, signage, etc.) In addition, use of paid media such as print ads, direct mail and online banner ads will be required.

This line item is grant funded through the Congestion Mitigation and Air Quality Improvement (CMAQ) funding for the Transit System Study Pilot Project. Project fund code: 0030-6032-D0512-LEP.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Well established marketing firm, preferably with bus transportation experience.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on expenditure patterns of marketing actuals for Route 543. The largest budget is required at the launch, with a smaller budget for support post launch.

What phase of the project does this line item support?

This line item will provide ongoing marketing support of the service launch.

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

Yes. Without this funding, there would be less marketing support for the BRAVO 560 route launch.

Division:	03	External Affairs
OrgKey:	**1837**	**OCTD Marketing and Customer Relations**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Customer Information Center**	
Quantity/Cost:	**1 @ $1,110,900**	**FY17-03970**
Budget Request: $ 1,110,900		**IFAS#: 1837-7519-D4601-1E4**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The Orange County Transportation Authority (OCTA) currently operates 77 fixed-route bus lines, with average weekday bus boardings of approximately 150,000. Additional services provided by OCTA include ACCESS operations, the 91 Express Lanes, Freeway Service Patrol, rideshare and active transportation services. All of these services generate questions from the public and require operational functions that provide information and access. OCTA provides a telephone call center for customers to receive routing assistance, answer questions about OCTA programs, services and products and receive, code and enter customer comments, complaints, and compliments into a database. The representatives also receive pass orders, and provide assistance for reduced fare programs and ACCESS service.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

Based on projected costs using existing contract C31895, which includes tiered costs based on call volume. Call volume may increase based on the results of the pending Bus 360 system changes.

What phase of the project does this line item support?

N/A. This is an ongoing expense.

Division:	03	External Affairs
OrgKey:	1837	OCTD Marketing and Customer Relations
Object:	7519	Prof Serv-Other Prof Services

Description	Diversity Outreach Program (Asian)	
Quantity/Cost:	1 @ $75,000	**FY17-04768**
Budget Request:	$ 75,000	**IFAS#: 1837-7519-A3311-0C5**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

As a follow-up to the recent 2015 Bus Service Plan, staff is implementing targeted marketing programs to build a positive perception of bus service to attract and retain new and existing ridership. The goal of this campaign is to increase awareness of the OCTA bus system among Orange County residents, including ethnic populations, as well as increase the sale of pre-paid passes. Marketing tactics will include direct mailing to Asian communities and work-sites, website information, bus ads, bus wraps, TV and print ads within the Asian market, email and social media distribution. A marketing plan will be developed and implemented to include culturally relevant and in-language campaigns.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert creative designer and marketing production and supporting staff.

Please explain how you arrived at the budgeted dollars requested.

Direct costs for printing, direct mail, and various avenues of advertising to meet the demand for the Asian community. According to OCTA's GIS mapping, there are nearly 7,000 Asian (Vietnamese, Korean, and Chinese) people age 25-29, living in the core service area of which are served by 11 high frequency bus routes.

What phase of the project does this line item support?

2015 Bus Service Plan / Bus Ridership

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

Bus marketing items have been reorganized.

Division:	03	External Affairs
OrgKey:	1837	OCTD Marketing and Customer Relations
Object:	7519	Prof Serv-Other Prof Services

Description	Diversity Outreach Program (Hispanic)	
Quantity/Cost:	1 @ $200,000	FY17-04767
Budget Request: $ 200,000		IFAS#: 1837-7519-A3311-0C4

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

As a follow-up to the recent 2015 Bus Market Study, staff is implementing targeted marketing programs to build a positive perception of services to attract and retain new and existing ridership. The goal of this campaign is to increase awareness of the OCTA bus system among Orange County residents, including ethnic populations, as well as increase the sale of pre-paid passes. Marketing tactics will include direct mailing to Hispanic communities and work-sites, website information, bus ads, bus wraps, TV and print ads within the Hispanic market, and email and social media distribution. A marketing plan will be developed and implemented to include culturally relevant and in-language campaigns.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert creative designer and marketing production and supporting staff.

Please explain how you arrived at the budgeted dollars requested.

Direct costs for printing, direct mail, and various avenues of advertising to meet the demand for the Hispanic community. According to GIS mapping, there are more than 30,000 Hispanic people age 25-29, living in the core service area of which are served by 11 high frequency bus routes.

What phase of the project does this line item support?

2015 Bus Service Plan / Bus Ridership

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

Bus marketing items have been reorganized.

Division:	03	External Affairs
OrgKey:	1837	OCTD Marketing and Customer Relations
Object:	7519	Prof Serv-Other Prof Services

Description	**Millennial Marketing & Outreach**	
Quantity/Cost:	**1 @ $180,000**	**FY17-04763**
Budget Request: $ 180,000		**IFAS#: 1837-7519-A3311-0BR**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The millennial segment of the market within Orange County holds high potential to adopt OCBus as a reasonable method of transit. This market is composed of high school and college students as well as recent college graduates or young working professionals. In order to increase and retain ridership of OCBus within the millennial market, marketing needs to position OCBus as a reliable, affordable, simple, and sustainable way to travel within Orange County and build stronger relationships between OCTA and local college students.

The objectives of the program are to create awareness of bus, create a positive perception of the services among youth and their parents, as well as increase ridership among youth, college, and young working professionals; and increase on-site pass sales at high schools served by transit routes. Also, to improve OCTA's relationship with local schools and campuses, create greater integration between OCTA and current transit apps, gather further insight as to the needs of OC millennial segment, and to learn how OCTA can facilitate these needs, as well as educate OC's millennial of the resources at their disposal and allow a trial of resources. Marketing tactics will include OCTA's website for digital exposure, on-site signage, grassroots / in person outreach, social media campaigns, as well as utilize current transit apps, and collaborate with student bodies to create a customer reward system.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert creative designer, marketing production.

Please explain how you arrived at the budgeted dollars requested.

Budget is based on expected costs for direct mail costs, creative design and production, advertising and printing costs.

What phase of the project does this line item support?

Implementation of 2015 Bus Service Plan ridership actions.

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

Bus marketing items have been reorganized for improved clarity.

Division:	03	External Affairs
OrgKey:	1837	OCTD Marketing and Customer Relations
Object:	7519	Prof Serv-Other Prof Services

Description	OC Bus Awareness & Perception Campaign	
Quantity/Cost:	1 @ $50,000	**FY17-06005**
Budget Request: $ 50,000		**IFAS#: 1837-7519-A3311-0B0**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

A bus branding program including repainting and renaming OCTA's Bus service was started in FY 2014-15.

In addition to a stand-alone launch campaign, all existing communication materials need to incorporate the new branding. An external firm is needed to provide creative design, messaging and production support to create online and offline materials and campaigns to ensure a successful launch of the new bus brand. The proposed budget also includes purchasing online and print advertising. Some of the marketing tactics include, but are not limited to installing new OC Bus stop signage and decals on existing fleets, as well as bus wraps, distributing web ads and social posts, print ads, bus ads, and grassroots outreach.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert creative designer and marketing production.

Please explain how you arrived at the budgeted dollars requested.

Direct costs for creative design, marketing production, & ads.

What phase of the project does this line item support?

Implementation of 2015 Bus Service plan to increase ridership.

External Affairs Services

Division:	03	External Affairs
OrgKey:	1837	OCTD Marketing and Customer Relations
Object:	7519	Prof Serv-Other Prof Services

Description	Pre-paid Fare / Pass Sales	
Quantity/Cost:	1 @ $80,000	FY17-04739
Budget Request: $ 80,000		IFAS#: 1837-7519-A3311-0LL

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Annual revenue of about $12 million is generated through a variety of pre-paid bus pass programs. Marketing staff are responsible to communicate and promote the pre-paid passes to various target markets. OCTA contracts with an external firm to provide creative design, messaging, production, and advertising services to provide online and print materials and campaigns to accomplish business goals. This proposed budget includes purchase of paid advertising media.

A Fare Study is scheduled to be completed in FY 2015-16. Any adopted recommendations from the study regarding new passes or changes to existing passes will need to be marketed to the public.

OCTA pass programs include:

• Retail Pass Sales - To increase pass sales, and help alleviate dwell time associated with onboard cash sales, a two tiered Pass Sales   Education Program needs to be maintained to convert cash-paying customers into customers with pre-paid fare media. This program will provide a "push" program educating customers on the benefits of using pre-paid passes and a "pull" program providing retail outlets (Ralphs, Vons, Pavilions, Northgate) with point-of-purchase materials promoting the sales of OCTA bus passes.

• College Pass Program - In January 2015, a new College 30-Day pass was introduced. Ongoing support of this program is necessary throughout the year to reach new students entering colleges each semester. Online and on-campus advertising campaigns will be continued to encourage more college students to take the bus.

• University Pass program - Promotion and communications materials are necessary to reach new students and retain current students at UCI, CSUF, and Chapman University.

• Regular Youth Pass and Youth Summer Pass - Many OCTA routes serve high schools throughout Orange County. A discounted youth 30-day pass valid throughout the year priced at $40 as well as a new 30-day youth summer pass priced at $20 are well positioned to attract the millennials with a targeted campaign. The campaign will include online and offline materials and advertising that are designed and messaged to appeal to the high school students in Orange County.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert Creative Designer, marketing production

Please explain how you arrived at the budgeted dollars requested.

Direct costs required to design & produce collateral as described and accounting for an increase if marketing requirements because of the Fare Study.

What phase of the project does this line item support?

Ongoing support for the bus pass sale

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Bus marketing and outreach expenses are being reorganized, for both ease of reporting and increased detail.

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

This is an ongoing recurring item.

Division:	03	**External Affairs**
OrgKey:	**1837**	**OCTD Marketing and Customer Relations**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Promotion of Mobile Ticketing**	
Quantity/Cost:	**1 @ $100,000**	**FY17-04755**
Budget Request:	**$ 100,000**	**IFAS#: 1837-7519-A3311-0AZ**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The purpose of this budget item is to increase awareness and usage of a new mobile method to purchase prepaid fare media using a smartphone or mobile device. The ongoing program will increase awareness of the types of multi-day and prepaid fare media available, create awareness of the customer benefits from pre-paid fare media, and increase public awareness of prepaid fare purchase options.

Marketing department staff will support the mobile app soft launch (Express and C-pass), and a system-wide mobile app launch. Marketing tactics will include online videos, ads, printed material, and outreach.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert creative design, strategic marketing, & video production.

Please explain how you arrived at the budgeted dollars requested.

Total costs directly related to support the mobile ticketing program, creative design, marketing production, and printing.

What phase of the project does this line item support?

The implementation and ongoing support for mobile ticketing app.

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

The bus marketing expenses have been reorganized for improved clarity and new projects.

Division:	03	External Affairs
OrgKey:	1837	OCTD Marketing and Customer Relations
Object:	7519	Prof Serv-Other Prof Services

Description	Reduced Fare Identification Card Data Entry	
Quantity/Cost:	1 @ $10,000	**FY17-03969**
Budget Request: $ 10,000		**IFAS#: 1837-7519-A3311-TXA**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

A Reduced Fair ID (RFID) is provided to customers to provide a reduced fare when riding OCTA fixed route bus service. Processing of the applications is performed by a contractor who reviews the application eligibility based on criteria provided by OCTA, processes, and enters RFID applications in Ultrabadge software system. Data for each applicant is entered into a database and approval or denial letters are generated for each applicant.

Measure M provides subsidies for seniors and persons with disabilities to ride the OCTA fixed route service at a reduced fare. The number of eligible customers is expected to increase because OCTA will be expanding this program to college students who also receive reduced fares which are not subsidized by Measure M.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

N/A

What phase of the project does this line item support?

N/A. This expense is ongoing.

Division:	03	External Affairs
OrgKey:	1837	OCTD Marketing and Customer Relations
Object:	7519	Prof Serv-Other Prof Services

Description	Summer Youth Program	
Quantity/Cost:	1 @ $40,000	**FY17-04765**
Budget Request: $ 40,000		**IFAS#: 1837-7519-A3311-0BZ**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The Summer Youth Program offers affordable summer transportation to youths as well as increases a positive perception of bus service among all audiences which in turn is designed to generate youth ridership and Summer Youth bus pass sales. The program is targeted to youth ages 7-18, parents of youth, current riders, the general public, and schools. This campaign supports and promotes the sale of OCTA's summer youth passes. A marketing plan will be developed and implemented to include video, print ads, and grassroots outreach. Marketing tactics will include direct mail, website information, bus ads, bus wraps, print ads, email & social online distribution.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert creative designer, marketing production.

Please explain how you arrived at the budgeted dollars requested.

Budget based on expected costs for direct costs for advertising, direct mail, printed material.

What phase of the project does this line item support?

Ongoing support of Summer Youth Pass program.

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

Bus marketing items have been reorganized for increased clarity.

Division:	03	External Affairs
OrgKey:	1837	OCTD Marketing and Customer Relations
Object:	7519	Prof Serv-Other Prof Services

Description	Targeted Route Promotions	
Quantity/Cost:	1 @ $210,000	FY17-04760
Budget Request: $	210,000	IFAS#: 1837-7519-A3311-0B6

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

To conduct cost-effective ridership marketing, targeted efforts will be implemented on individual or a group of routes based on their unique selling points and potential markets.

This will include identifying and promoting low performing routes and new routes to increase ridership; increasing awareness among residents and businesses along each route promoted building a positive perception of bus service, inducing trial usage among non-users of the bus system, and creating awareness of the OCTA bus system and its benefits to the community.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert creative designer and supporting functions.

Please explain how you arrived at the budgeted dollars requested.

Direct mail costs, creative design & production, advertising costs for existing routes & new routes such as Bravo and 7 new high frequency services.

What phase of the project does this line item support?

Implementation of 2015 Service Plan to increase ridership.

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

Bus marketing items have been reorganized to improve clarity.

Division:	**03**	**External Affairs**
OrgKey:	**1837**	**OCTD Marketing and Customer Relations**
Object:	**7629**	**Other Services**

Description	**Bus Book Design Service**
Quantity/Cost:	**1 @ $40,000** **FY17-03974**
Budget Request: $ 40,000	**IFAS#: 1837-7629-A3311-JGG**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

A design firm is required to provide graphic design and production support to update OCTA's bus service change materials three times a year. These services will be used to update the following materials: bus book, system map, individual route maps, service change highlights, website graphics, and other service change public information as needed.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert graphic designer support to design bus service change material.

Please explain how you arrived at the budgeted dollars requested.

Direct costs required to design the required bus service change material, with an expected increase in printed material due to the changes in the bus service.

What phase of the project does this line item support?

Regularly scheduled bus service changes

Division:	**03**	**External Affairs**
OrgKey:	**1837**	**OCTD Marketing and Customer Relations**
Object:	**7629**	**Other Services**

Description	**Color Copying & Mounting Service**
Quantity/Cost:	**1 @ $4,000** **FY17-03971**
Budget Request: $ 4,000	**IFAS#: 1837-7629-A3311-1EL**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Various printing and poster mounting services are needed to support the bus customer information, outreach activities and bus operational support that cannot be produced in-house, including large format color printing for vinyl banners and printing/mounting of large format posters for various outreach events. The vendor will provide large format color printing and mounting of posters-sized materials needed for outreach events or bus customer communications. Printing may also include various sized vinyl banners for support bus programs and outreach.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert printing services and specialized printing equipment.

Please explain how you arrived at the budgeted dollars requested.

Based on historical actuals.

What phase of the project does this line item support?

Ongoing marketing support

Division:	03	External Affairs
OrgKey:	1837	OCTD Marketing and Customer Relations
Object:	7629	Other Services

Description	Marketing Preparation	
Quantity/Cost:	1 @ $5,500	FY17-05998
Budget Request:	$ 5,500	IFAS#: 1837-7629-A3311-F30

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Bus marketing efforts to including preperation for events and outreach activities.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Experience in professional marketing outreach support.

Please explain how you arrived at the budgeted dollars requested.

Based on projected outreach activities for FY 2016-17.

What phase of the project does this line item support?

Preparation.

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

No

Division:	03	External Affairs
OrgKey:	1837	OCTD Marketing and Customer Relations
Object:	7629	Other Services

Description	On-Hold Recording	
Quantity/Cost:	1 @ $1,000	FY17-03973
Budget Request:	$ 1,000	IFAS#: 1837-7629-A3311-AG5

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The contracted service provider records program and service information provided and updated by OCTA. Recordings are heard when customers are placed on hold. Recorded information includes but is not limited to construction projects; 91 Express Lanes; ACCESS service; bus information services such as Text4Next, eBusbook and the Customer Information Center; bus fare media; Title VI; railroad safety messages; and 511.

The scope of work includes recordings written by OCTA staff. The recording service provides a mix of short paragraphs of information that are repeated in a continual loop interspersed with short musical interludes. Recordings are updated on a quarterly basis or as requested by the OCTA. The text and music are recorded by the recording service provider in a digital archive, and are downloaded and installed by the OCTA's Information Systems department.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Ability to record messages for telephone customers.

Please explain how you arrived at the budgeted dollars requested.

Amount is based on historical budget on contract C41525.

What phase of the project does this line item support?

N/A. This expense is ongoing.

Division:	03	External Affairs
OrgKey:	1837	OCTD Marketing and Customer Relations
Object:	7629	Other Services

Description	Service Change Shipping	
Quantity/Cost:	1 @ $12,000	**FY17-03972**
Budget Request:	$ 12,000	**IFAS#: 1837-7629-A3311-4QC**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

A service is needed to assist in the shipping and mailing of various service change materials such as individual maps, bus books, and service change information as well as other pertinent bus customer communications to support OCTA's bus system.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional shipping services

Please explain how you arrived at the budgeted dollars requested.

Anticipated shipping costs with the changes to the bus service.

What phase of the project does this line item support?

Regularly scheduled service changes

Division:	03	External Affairs
OrgKey:	1837	OCTD Marketing and Customer Relations
Object:	7629	Other Services

Description	Translation Services/ Bus Customer Information	
Quantity/Cost:	1 @ $30,000	FY17-03975
Budget Request: $	30,000	IFAS#: 1837-7629-A3311-TKR

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

To help OCTA maintain compliance with Limited English Proficiency (LEP) requirements, many of the core bus communications (bus schedules, routing, how to ride, and pass sales information) and/or bus marketing materials are required to be translated into various languages, based on need and proximity. Based on the communication piece and regulations, these materials may require translation, producing and printing in up to six different languages. Some languages require special characters that in-house systems do not support, and in addition to translation, a contracted service provider is required to provide design and layout of some materials.

Additionally, the planned target ridership campaigns include implementing materials in various specific messages and languages. With increased attention on ridership and diversity marketing, additional funds are needed to provide translation for marketing materials, as well as development of culturally relevant website content for the Hispanic and Asian communities.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert translation services

Please explain how you arrived at the budgeted dollars requested.

Direct costs for multi-language translation. Costs may increase over previous years as a result of increase in material being produced.

What phase of the project does this line item support?

Ongoing bus outreach

Division:	03	External Affairs
OrgKey:	1841	Rideshare PDC
Object:	7519	Prof Serv-Other Prof Services

Description	Active Transportation Safety Videos	
Quantity/Cost:	1 @ $400,000	**FY17-04924**
Budget Request:	$ 400,000	**IFAS#: 1841-7519-A3342-0E9**

Grant Funded: ☑ Reimb From Caltrans $400,000

Account: 0001-6061-A3342-YHO

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Collisions affecting bicyclists and pedestrians affect Orange County residents at rates double the national averages. Improvements in safety for people walking and bicycling can be addressed through engineering, education, and enforcement efforts. OCTA has led safety campaigns with innovative video production to address common crash causes, receiving awards and recognition statewide at national organizations.

While past campaigns have been successful, they have focused on a single topic. Police reports can identify 26 different reasons for a crash involving people biking or walking. The need exists to address many more of the reasons that crashes occur to provide a comprehensive campaign that can address many issues through a unified theme.

Without a large-scale safety/education campaign comprehensively addressing bicycling and pedestrian collisions, severe injuries and fatalities will continue to affect people biking and walking.

A series of educational videos will be developed to use as a tool to raise awareness for specific active transportation issues and increase safety for bicyclists and pedestrians. The video series will address safety issues related to people who walk and bike. In addition, the videos will identify the most dangerous behaviors exhibited by motorists, pedestrians, and bicyclists, and will address misconceptions and confusing areas related to active travel. The campaign will address behavioral issues as well as new infrastructure such as the use of sharrows (shared lane markings indicating preferred lane for cyclists) throughout the county. A consultant will be used to develop the videos with guidance from OCTA staff.

OCTA will produce approximately 15-20 single-issue specific videos to clearly address the most dangerous behaviors leading to injuries and fatalities for bicyclists and pedestrians. The series of videos will be oriented towards social media, online sharing, and viewing via mobile electronic devices. The videos will align with a common theme and will be 10-20 seconds in length. The videos will also clearly demonstrate safe bicycling and walking practices in an easy-to-understand format that will be easily accessible for many different types of audiences.

The video series aligns with three of the Board-approved Pedestrian Action Plan (April 2015) efforts. Increased education will lead to fewer injuries and deaths for active transportation users.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expert videography services.

Please explain how you arrived at the budgeted dollars requested.

An estimate was developed based on prior video projects.

What phase of the project does this line item support?

N/A

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

No. The project is contingent upon funding through the Office of Transportation Safety (OTS).

Division:	03	External Affairs
OrgKey:	1841	Rideshare PDC
Object:	7519	Prof Serv-Other Prof Services

Description	Employer Rideshare Outreach	
Quantity/Cost:	1 @ $200,000	FY17-04607
Budget Request:	$ 200,000	IFAS#: 1841-7519-A2235-L75

Grant Funded:	✔ CMAQ	$200,000
Account:	0001-6045-A2235-LDQ	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Employers with 250 + employees must comply with local air quality mandates. OCTA provides assistance to employers that allow access to their worksites to develop rideshare programs and increase usage of OCTA bus service, Metrolink ridership, vanpools, carpools and active transportation modes. As part of this strategy, this contract provides an extension of staff for business to business outreach to employers.

The goal is to increase the number of employers in Orange County providing rideshare programs at their worksites. To assist employers, a transportation plan is developed and provided to an employer incorporating the most effective programs based on actual employee commute data.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional services to support outreach to local large employers and prospective riarsharers.

Please explain how you arrived at the budgeted dollars requested.

Based on current procurement budget.

What phase of the project does this line item support?

Ongoing

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This is a recurring, externally funding item for an ongoing program.

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

This is a recurring, externally funding item for an ongoing program.

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

No. Employer outreach would have to use other means.

Division:	03	External Affairs
OrgKey:	1841	Rideshare PDC
Object:	7519	Prof Serv-Other Prof Services

Description	Regional Rideshare Database	
Quantity/Cost:	1 @ $70,000	FY17-04606
Budget Request: $ 70,000		IFAS#: 1841-7519-A2236-L75

Grant Funded:	☑ CMAQ	$70,000
Account:	0001-6045-A2236-LDQ	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The OCTA participates with neighboring California Transportation Commission's (CTC) including Los Angeles County Metropolitan Transportation Authority (LACMTA), San Bernardino Associated Governments (SANBAG) and Ventura County Transportation Commission (VCTC) to create synergy and economies of scale by working together to deliver programs and services that include recognition and media events, newsletters for Employee Transportation Coordinators (ETCs) and commuters, and Guaranteed Ride Home reimbursement in addition to providing a regional database for ridematching and assisting employers with compliance to Air Quality Management District (AQMD) Rule 2202.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Regional rideshare database

Please explain how you arrived at the budgeted dollars requested.

Budget is based on costs agreed upon within contract C41723.

What phase of the project does this line item support?

Ongoing

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This item is a recurring, externally funded item for an ongoing program.

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

This item is an recurring, externally funded item for an ongoing program.

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

No. There would be no coordination with the multi-county database.

Division:	03	External Affairs
OrgKey:	1841	Rideshare PDC
Object:	7519	Prof Serv-Other Prof Services

Description	Rideshare Design Agency	
Quantity/Cost:	1 @ $130,000	**FY17-04589**
Budget Request:	$ 130,000	**IFAS#: 1841-7519-A2217-L75**

Grant Funded:	☑ CMAQ	$130,000
Account:	0001-6045-A2217-LDQ	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The OCTA Rideshare Program supports regional air quality conformity goals and includes a wide array of services and traditional rideshare programs including a vanpool program, carpool matching, bus and rail services marketing, and employer assistance with transportation plans. The program also supports active transportation use, encouraging pedestrian and bicycle commutes. The target audience for OCTA's Rideshare Program includes large employers and their employees as well as other home-to-work commuters. OCTA's Rideshare Program is branded "Share the Ride." Promotions will include:
• Secure tie-in sponsorships for prizes and even expenses
• Conduct Employee Transportation Coordinator (ETC) marketing class - provide Rideshare Week tool-kit
• Create e-communication tools to maximize appropriate social media tools
• Promotional campaigns that coincide with national efforts to raise awareness and participation
• Rideshare Week – September/October
• Bike to Work Week – April/May
• Dump the Pump Week – May/June

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional services to support the growth of the Rideshare program.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on historical budget and actual figures.

What phase of the project does this line item support?

Ongoing

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This is a recurring budget item for an externally funded item.

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

This is an recurring budget item for an externally funded item.

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

No. The elimination of this item would impact ongoing rideshare campaigns.

Division:	03	External Affairs
OrgKey:	1841	Rideshare PDC
Object:	7519	Prof Serv-Other Prof Services

Description	Rideshare Survey Processing	
Quantity/Cost:	1 @ $125,000	**FY17-04608**
Budget Request:	$ 125,000	**IFAS#: 1841-7519-A2237-L75**

Grant Funded:	☑ CMAQ	$125,000
Account:	0001-6045-A2237-LDQ	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Support Orange County Employers who cannot conduct Average Vehicle Ridership (AVR) surveys on their own. Provide call taking services, ridesharing match lists for rideshare and ride guides. Provide AVR transportation survey support services to employers for compliance to South Coast Air Quality Management District (SCAQMD) Rule 2202 by scheduling annual surveys and providing materials, support, follow-up and reports.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Rideshare matching and assistance professional services.

Please explain how you arrived at the budgeted dollars requested.

The costs are based on historical budgets and actuals for contract C41430.

What phase of the project does this line item support?

Ongoing

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This item is a recurring, externally funded item for an ongoing program.

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

This item is a recurring, externally funded item for an ongoing program.

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

No. Businesses would not have assistance for entering or processing Air Quality Management District (AQMD) Rule 2202 surveys.

Division:	03	External Affairs
OrgKey:	1842	Vanpool Program
Object:	7519	Prof Serv-Other Prof Services

Description — **Vanpool Marketing and Outreach**

Quantity/Cost: 1 @ $120,000   **FY17-04558**

Budget Request: $ 120,000   **IFAS#: 1842-7519-D4621-0HM**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The OCTA Transit System Study and Long Range Transportation Plan (LRTP) projects show the need for increased usage of vanpools in the county. To support the growth of vanpool programs, OCTA will engage a marketing agency with expertise in market research, analysis, planning, implementation and advertising as well as capabilities in the following areas:
1) Marketing and Advertising Planning and Execution
2) Creative Development, Graphic Design, Copywriting and Production
3) Event Planning and Execution/POP Installation
4) Promotional Items
5) Mail house Services
6) Printing
7) Website enhancement, design, development

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expertise in graphic design, marketing/advertising planning, creative development, copywriting and production

Please explain how you arrived at the budgeted dollars requested.

Based on current vanpool outreach contract and actuals.

What phase of the project does this line item support?

N/A. This is an ongoing project.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

This item is continuing work on an ongoing basis.

Division:	03	External Affairs
OrgKey:	1842	Vanpool Program
Object:	7519	Prof Serv-Other Prof Services

Description	Vanpool Program Professional Services	
Quantity/Cost:	1 @ $50,000	FY17-05084
Budget Request: $	50,000	IFAS#: 1842-7519-D4621-L76

Grant Funded:	☑ FTA Sec 5307 Operating Assist	$50,000
Account:	0030-6032-D4621-L76	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The OCTA Vanpool Program is responsible for reporting transit information through the National Transit Database (NTD) to meet federal requirements. A vanpool consultant will assist in the long-term strategy plan by providing analysis for the development of long-term vanpool strategies and strategic plan. Consultant will also review NTD reporting requirements and assist with implementation of changes for required reporting. Consultant will also validate long-term growth estimates.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional management and NTD reporting services

Please explain how you arrived at the budgeted dollars requested.

Based on existing contract

What phase of the project does this line item support?

Ongoing reporting

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Ongoing item

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

This is an existing, recurring item.

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

Yes. A delay would impact vanpool reporting required, with possible impacts to FTA 5307 funding.

Division:	**03**	**External Affairs**
OrgKey:	**1861**	**Community and Media Relations**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description   **Planning Studies Support**

Quantity/Cost: **1 @ $40,000**   **FY17-04728**

Budget Request: $ 40,000   **IFAS#: 1861-7519-A0001-0LM**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

A consultant is needed to assist with outreach activities in support of OCTA's various planning efforts and studies, including the Harbor Boulevard Corridor Transit Study, the Transit Master Plan, the Fullerton Transportation Study, and others to educate and gain input from affected constituents. Outreach deliverables include coordination of stakeholder workshops, public meetings, and mailings; production of public information materials, such as board presentations and handouts; and development of web content and databases. This contract will be time and expenses and approximately $120,000 over three years. Approximately $40,000 will be spent in FY 2016-17.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional outreach services

Please explain how you arrived at the budgeted dollars requested.

Estimated amount based on pending support requests

What phase of the project does this line item support?

Varies depending on the project.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Existing item was nonrecurring, but the item is budgeted for continuing work on an on-going basis.

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

This is not a new line item, it was just tagged as non-recurring in the FY16 budget.

Division:	03	External Affairs
OrgKey:	**1861**	**Community and Media Relations**
Object:	**7629**	**Other Services**

Description	**CALCON Business Expo**	
Quantity/Cost:	**1 @ $2,200**	**FY17-04975**
Budget Request:	**$ 2,200**	**IFAS#: 1861-7629-A5160-0GN**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The California Construction Expo (CALCON) is an annual event that helps government agencies share information about the increasing and upcoming opportunities in public work programs. This year's event will be located in Long Beach, California in July.

This budget line item funds OCTA's event registration costs and pays for a corner booth at the Expo.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

Based on event registration and participation costs at CALCON.

What phase of the project does this line item support?

CALCON event

Division:	03	External Affairs
OrgKey:	1861	Community and Media Relations
Object:	7629	Other Services

Description	Small Business Outreach	
Quantity/Cost:	1 @ $20,350	FY17-04000
Budget Request: $	20,350	IFAS#: 1861-7629-A5160-1J5

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

OCTA continues to increase awareness of business opportunities with itself and other government agencies to small business, disadvantaged business enterprises, and local firms. In order to meet with prospective businesses, staff attends community and business vendor outreach events to represent OCTA and provide business information.

In order to maintain visibility and effectively communicate opportunities at OCTA for small business, OCTA staff participates in diverse community events. The budget covers the event fee to exhibit and/or have exhibit space to share materials, displays and other information.

This line item will support an OCTA information booth at 15 to 20 planned small business and diversity outreach events hosted by area chambers of commerce. These fees range from $200 to $1,200 per event, and usually include event registration, attendance costs, and recognition of OCTA as a partner.

Funds will also be used for quarterly vendor orientation meetings and informational materials/ flyers for distribution.

This item has increased based on an planned increase in attended events.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

Costs are based on attending and participating for a year's calendar worth of events.

What phase of the project does this line item support?

Ongoing outreach for diverse community and economic opportunity section.

Division:	03	External Affairs
OrgKey:	**1861**	**Community and Media Relations**
Object:	**7629**	**Other Services**

Description	**Translations**	
Quantity/Cost:	**1 @ $1,000**	**FY17-03998**
Budget Request: $ 1,000		**IFAS#: 1861-7629-A0001-GBG**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Communications for various projects and services are necessary to keep key stakeholders and the general public updated and informed. Communication with surrounding communities, which includes diverse communities, needs to be translated in language and be culturally sensitive. Translation services are needed to produce documents in a variety of languages to reach the stakeholders and general public that are affected by projects, while adhering to Title VI requirements. The amount budgeted for this item has been increased due to the substantial need for OCTA to communicate in multiple languages, with many documents now being translated, at minimum, in both Spanish and Vietnamese.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional translation services

Please explain how you arrived at the budgeted dollars requested.

Based on estimates for as needed services

What phase of the project does this line item support?

Ongoing

Org-Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
0013	Svc Auth For Fwy Emer	7519	511 Program Marketing	100,000	422
0013	Svc Auth For Fwy Emer	7519	Freeway Service Patrol Tracking and Data Collection Ap	50,000	423
0013	Svc Auth For Fwy Emer	7519	Freeway Service Patrol Tracking Application Hosting and	6,097	424
0013	Svc Auth For Fwy Emer	7519	Motorist Services Outreach	20,000	425
0013	Svc Auth For Fwy Emer	7519	Program Management and Operation and Development	62,328	426
0013	Svc Auth For Fwy Emer	7629	Call Box Call Center Services	90,000	427
0013	Svc Auth For Fwy Emer	7629	CHP State Call Box Liaison (SAFE Coordination)	6,000	428
0013	Svc Auth For Fwy Emer	7629	FSP CHP Overtime	67,032	429
0013	Svc Auth For Fwy Emer	7629	FSP Drop Zone - Leased Space	12,000	430
0013	Svc Auth For Fwy Emer	7629	FSP Tow Service Costs	4,338,400	431
0013	Svc Auth For Fwy Emer	7629	M2 Funded CHP Support (Dispatcher)	91,396	432
0013	Svc Auth For Fwy Emer	7629	M2 Funded FSP service	998,725	433
0014	Svc Auth For Abandone	7519	SAAV Website Domain Name Registration	45	434
2107	Operations Support	7519	Notifications System - Web Based (Software as Service)	25,000	435
2114	Transit Technical Servic	7519	Contracted Technical Expertise	10,000	436
2128	Ops Planning & Schedul	7519	HASTUS Training	3,000	437
2128	Ops Planning & Schedul	7519	Manual Ridecheck Data Collection	261,249	438
2128	Ops Planning & Schedul	7629	Improved Bus Customer Amenities Program	500,000	439
2147	Paratransit Support	7519	ACCESS In-Person Assessment/Certification	627,000	440
2147	Paratransit Support	7519	Graphic Design Services	25,000	441
2147	Paratransit Support	7519	Travel Training Program	75,000	442
2147	Paratransit Support	7629	Mail House - Postage and Stuffing	20,000	443
2162	Maintenance-Garden Gr	7519	Tool Calibration	10,000	444
2168	Maintenance Santa Ana	7519	Tool Calibration	15,000	445
2169	Maintenance Training	7519	Contracted Training - CNG Tank Inspector Training	32,000	446
2194	Maint-Specialty Shops A	7519	CNC Plasma Cutter and Brake Lathe Service	10,240	447
2194	Maint-Specialty Shops A	7519	Machine Shop Service	50,000	448
Subtotal Services - Transit				**$ 7,505,512**	

Division:	11	Transit
OrgKey:	0013	Svc Auth For Fwy Emergencies
Object:	7519	Prof Serv-Other Prof Services

Description	511 Program Marketing	
Quantity/Cost:	1 @ $100,000	**FY17-04515**
Budget Request: $ 100,000		**IFAS#: 0013-7519-S1011-FA3**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This line item is for the continued installation of 511 program signage on Orange County freeways, toll roads, and designated freeway onramps. The Scope of Work is currently being developed, with the initial procurement being completed in the latter part of FY 2016. Program deliverable will include the installation of 511 program signs, based on California Department of Transportation (Caltrans) guidelines.

Initial funding for phase one was included and approved in the FY 2016 budget. This item will be used to fund phase 2, additional installation of signs, under an agreement that will be procured in late FY 2016.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Licensed contractor able to put up freeway signs to code specifications.

Please explain how you arrived at the budgeted dollars requested.

Based on similar projects, Motorist Services is estimating installation costs between $600 and $800 on approximately 125 to 166 additional signs on a project that began in late FY 2016.

What phase of the project does this line item support?

The project is continuing from FY 2016.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting is for continuing work until project completion there is no anticipation of a cost underrun from FY 2016.

Division:	**11**	**Transit**
OrgKey:	**0013**	**Svc Auth For Fwy Emergencies**
Object:	**7519**	**Prof Serv-Other Prof Services**

Description	**Freeway Service Patrol Tracking and Data Collection Application Development**
Quantity/Cost:	**1 @ $50,000** **FY17-04483**
Budget Request: $ 50,000	**IFAS#: 0013-7519-S1002-06S**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Costs associated with the continued development and support of the Freeway Service Patrol (FSP) Tracking Application.

Continued development may include items like migration to a newer version with more functionality, electronic driver logs and other items.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The expertise of Los Alamos Technical Associates (LATA) is outlined in contract number C2-1447. The software provided by LATA is proprietary and must be changed by them.

Please explain how you arrived at the budgeted dollars requested.

Based on estimates provided by LATA $50,000 is required to complete changes to the LATA software required by OCTA.

What phase of the project does this line item support?

The project is continuing from FY 2016.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Motorist Services is rebudgeting this amount from FY 2016 due to delays in accepting the product.

Transit Services

Division:	11	Transit
OrgKey:	0013	Svc Auth For Fwy Emergencies
Object:	7519	Prof Serv-Other Prof Services

Description	Freeway Service Patrol Tracking Application Hosting and Maintenance	
Quantity/Cost:	1 @ $6,097	**FY17-04482**
Budget Request: $	6,097	**IFAS#: 0013-7519-S1002-TC2**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This request is for the second year of annual hosting and maintenance fees associated with the Freeway Service Patrol (FSP) tracking application.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The expertise of Los Alamos Technical Associates is outlined in contract number C2-1447.

Please explain how you arrived at the budgeted dollars requested.

Per contract number C2-1447 the second year of recurring and maintenance costs are $6,097.

What phase of the project does this line item support?

The project is continuing from FY 2016.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Motorist Services is budgeting for continuing work.

Division:	11	Transit
OrgKey:	0013	Svc Auth For Fwy Emergencies
Object:	7519	Prof Serv-Other Prof Services

Description	Motorist Services Outreach	
Quantity/Cost:	1 @ $20,000	FY17-04542
Budget Request: $	20,000	IFAS#: 0013-7519-S1001-FAS

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The purpose of this project is the development of brochures, web content, and other quality items designed to keep the public informed of motorist services' programs and services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expertise in the development of brochures, web content, and other quality items designed to keep the public informed of motorist services' programs and services.

Please explain how you arrived at the budgeted dollars requested.

Motorist Services, requires $20,000 for the following services;

•$5,000 for the design of updated brochures, Public, Service Announcements (PSA's), inclusion in OCTA corporate materials, E-marketing and other materials as needed.
•$3,000 for web updates and web design related to the OCTA web pages
•$7,000 for the design of specialized materials to promote the 511 phone number, 511 website and update and maintain the 511 section on OCTA's website
•$5,000 to produce promotional materials for 511, go511.com and the go511 mobile app.

Budget amounts provided by OCTA marketing department.

What phase of the project does this line item support?

The project is continuing from FY 2016.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Motorist Services is budgeting for continuing work.

Division:	11	Transit
OrgKey:	0013	Svc Auth For Fwy Emergencies
Object:	7519	Prof Serv-Other Prof Services

Description	Program Management and Operation and Development	
Quantity/Cost:	1 @ $62,328	FY17-04472
Budget Request: $ 62,328		IFAS#: 0013-7519-S1011-AQF

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

For management and operation of the County 511 Motorist Assistance and Traveler Information System (MATIS) developed in cooperation with the Los Angeles County Service Authority for Freeway Emergencies (LA SAFE).

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Expertise based cooperative agreement C9-0434 with LA SAFE.

Please explain how you arrived at the budgeted dollars requested.

Budgeted dollars based cooperative agreement C9-0434 with LA SAFE.

What phase of the project does this line item support?

The project is continuing from FY 2016.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Motorist Services is budgeting for continuing work.

Division:	**11**	**Transit**
OrgKey:	**0013**	**Svc Auth For Fwy Emergencies**
Object:	**7629**	**Other Services**

Description	**Call Box Call Center Services**
Quantity/Cost:	**12 @ $7,500**
Budget Request: $ 90,000	

FY17-04486

IFAS#: 0013-7629-S1001-CGA

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Call Center services to answer freeway call box calls and 511 program motorist aid calls. Call center agents provide appropriate assistance to motorists by contacting the California Highway Patrol communications center to dispatch a Freeway Service Patrol tow truck if available, contact the motorists' club towing or other tow provider, contacting a family member or other person who may provide assistance to the motorist, contacting the CHP communications center to dispatch CHP rotation tow services, or provide other assistance as appropriate.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Call center services were procured through a joint procurement with the Riverside County Transportation Commission and the San Bernardino Associated Governments (SANBAG). As SANBAG was the lead agency for the procurement, the required expertise is outlined in cooperative agreement C1-3101 between OCTA and SANBAG.

Please explain how you arrived at the budgeted dollars requested.

Utilized forecasts from previous year's actual data and estimated increased costs of larger call volumes due to increased awareness from the Call 511 project.

What phase of the project does this line item support?

Continuing project on an ongoing basis.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an ongoing basis.

Transit Services

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Division:	11	Transit
OrgKey:	0013	Svc Auth For Fwy Emergencies
Object:	7629	Other Services

Description	CHP State Call Box Liaison (SAFE Coordination)	
Quantity/Cost:	1 @ $6,000	FY17-04556
Budget Request: $ 6,000		IFAS#: 0013-7629-S1001-CGL

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Agreement C5-3262 is in place for fiscal years 2015 to 2017. The cost is associated with required contributions to the state's designated call box program liaison at the California Highway Patrol (CHP). Funding this liaison is a requirement for all Service Authority for Freeway Emergencies programs in the state.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Cooperative Agreement with the California Highway Patrol.

Please explain how you arrived at the budgeted dollars requested.

Based on agreement.

What phase of the project does this line item support?

Continuing project on an on-going basis.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	**11**	**Transit**
OrgKey:	**0013**	**Svc Auth For Fwy Emergencies**
Object:	**7629**	**Other Services**

Description	**FSP CHP Overtime**	
Quantity/Cost:	**1 @ $67,032**	**FY17-04555**
Budget Request: $ 67,032		**IFAS#: 0013-7629-S1002-AVW**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Agreement C5-3134 is in place for Fiscal years 2016 to 2018. This line item is for California Highway Patrol (CHP) Officer overtime associated with the administration of the Freeway Service Patrol Program (FSP). Overtime is necessary because of the FSP service span, CHP shift configurations, and the need to provide consistent oversight and support for the FSP drivers. Overtime hours are an essential asset allowing officers to spend valuable time in the field providing direct support and supervision to FSP operators, occasional late night construction beats and weekend hours.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Cooperative Agreement with the California Highway Patrol.

Please explain how you arrived at the budgeted dollars requested.

Based on agreement.

What phase of the project does this line item support?

Continuing project on an ongoing basis.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an ongoing basis.

Division:	**11**	**Transit**
OrgKey:	**0013**	**Svc Auth For Fwy Emergencies**
Object:	**7629**	**Other Services**

Description	**FSP Drop Zone - Leased Space**
Quantity/Cost:	**1 @ $12,000**
Budget Request: $ 12,000	

FY17-04488

IFAS#: 0013-7629-S1002-TSU

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Leased space for Freeway Service Patrol (FSP) drop zones. The FSP program will not allow vehicles to be dropped on private property, and utilizes California Highway Patrol (CHP) designated drop zones that are on public streets. As cities continue to re-zone streets and neighborhoods for no parking, sometimes as the result of vehicles being dropped at the location, the availability of FSP drop zones has been decreasing.

This is a problem that has impacted almost every program across the state. Motorist Services is exploring the possibility of leasing space throughout the county that may be designated for FSP drop locations.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Motorist Services is actively searching for property owners willing to lease space for towed constituent FSP vehicles.

Please explain how you arrived at the budgeted dollars requested.

Previous fiscal year number.

What phase of the project does this line item support?

The project is continuing from FY 2016.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Motorist Services is rebudgeting this item as we continue to identify viable drop zones.

Division:	11	Transit
OrgKey:	0013	Svc Auth For Fwy Emergencies
Object:	7629	Other Services

Description	**FSP Tow Service Costs**	
Quantity/Cost:	**68,000 @ $64**	**FY17-04484**
Budget Request:	**$ 4,338,400**	**IFAS#: 0013-7629-S1002-AVX**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Contract costs associated with providing peak hour Freeway Service Patrol services. These services have already been procured with the scopes of work contained in agreement numbers C5-3109, C3-1825, C3-1449, C0-1986, C3-1714 and C5-3374.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Qualifications are identified in each of the agreements.

Please explain how you arrived at the budgeted dollars requested.

Assumptions:
• 68,000 scheduled service hours
• Contracted service rates, based on $3.00 to $4.00 per gallon fuel cost for the first 6 months and average $4.00 to $5.00 per gallon fuel cost for last 6 months.
• New (TBD) contract rates for areas 5 and 9 starting December 2016. Used 10% above most recent procured service rates.
• New construction beat service (402 and 403) beginning December 2016.
• An extra holiday day on 1/2/2017 because 1/1/2017 is a Sunday.

What phase of the project does this line item support?

Continuing project on an ongoing basis.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an ongoing basis.

Division:	11	Transit
OrgKey:	0013	Svc Auth For Fwy Emergencies
Object:	7629	Other Services

Description	**M2 Funded CHP Support (Dispatcher)**	
Quantity/Cost:	1 @ $91,396	**FY17-05357**
Budget Request:	$ 91,396	**IFAS#: 0013-7629-FN001-AVW**

Grant Funded: ☑ Transfers in from MMII $91,396

Account: 0013-6524-FN001-000

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Agreement C5-3134 is in place for Fiscal Years 2016 to 2018. This line item is for a full-time California Highway Patrol (CHP) Dispatcher, to support the Freeway Service Patrol (FSP) program and provide adequate supervision and oversight.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Cooperative Agreement with the California Highway Patrol.

Please explain how you arrived at the budgeted dollars requested.

Based on agreement.

What phase of the project does this line item support?

Continuing project on an on-going basis.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an on-going basis.

Division:	**11**	**Transit**
OrgKey:	**0013**	**Svc Auth For Fwy Emergencies**
Object:	**7629**	**Other Services**

Description	**M2 Funded FSP service**	
Quantity/Cost:	**15,654 @ $64**	**FY17-04485**
Budget Request: $ 998,725		**IFAS#: 0013-7629-FN001-AVX**

Grant Funded:	☑ Transfers in from MMII	$998,725
Account:	0013-6524-FN001-000	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Contract costs associated with providing Measure M2 funded midday, weekend and construction Freeway Service Patrol services. These services have already been procured with the scopes of work contained in agreement numbers C5-3109, C3-1825, C3-1449, C0-1986, C3-1714 and C5-3374.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Qualifications are identified in each of the agreements.

Please explain how you arrived at the budgeted dollars requested.

Assumptions:
• 15,654 scheduled service hours
• Contracted service rates, based on $3.00 to $4.00 per gallon fuel cost for the first 6 months and average $4.00 to $5.00 per gallon fuel cost for last 6 months.
• New (TBD) contract rates for areas 5 and 9 starting December 2016. Used 10% above most recent procured service rates.
• New construction beat service (402 and 403) beginning December 2016.
• An extra holiday day on 1/2/2017 because 1/1/2017 is a Sunday.

What phase of the project does this line item support?

Continuing project on an ongoing basis.

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Budgeting for continuing work on an ongoing basis.

Division:	11	Transit
OrgKey:	0014	Svc Auth For Abandoned Vehicle
Object:	7519	Prof Serv-Other Prof Services

Description	SAAV Website Domain Name Registration	
Quantity/Cost:	1 @ $45	**FY17-05359**
Budget Request: $ 45		**IFAS#: 0014-7519-S2001-F4B**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

This is for the SAAV.net domain name registration fees.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Not applicable.

Please explain how you arrived at the budgeted dollars requested.

Current rate.

What phase of the project does this line item support?

Not applicable

BUDBAR has detected this same account string in the current budget. Are you rebudgeting funds from the current year, or budgeting for continuing work on an on-going basis? If you are rebudgeting funds from the current year, please estimate the amount you will underrun the current year budget for this line item.

Rebudgeting to maintain SAAV website.

Division:	11	Transit
OrgKey:	2107	Operations Support
Object:	7519	Prof Serv-Other Prof Services

Description	Notifications System - Web Based (Software as Service) Renewal	
Quantity/Cost:	1 @ $25,000	FY17-04641
Budget Request:	$ 25,000	IFAS#: 2107-7519-D1111-06O

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The notification system actively provides notification service to Central Communications and other key departments allowing for alerting and advisories to be sent to key OCTA officials.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

This is a renewal of an existing service originally purchased in FY 14/15.

What phase of the project does this line item support?

Implemented

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

This is a previously budgeted item.

Division:	11	Transit
OrgKey:	2114	Transit Technical Services
Object:	7519	Prof Serv-Other Prof Services

Description	Contracted Technical Expertise	
Quantity/Cost:	1 @ $10,000	FY17-04060
Budget Request: $	10,000	IFAS#: 2114-7519-D2103-K1N

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The Orange County Transportation Authority (OCTA) contracts for material testing and forensic analysis services; these services are intended to aid in the identification of the failures or malfunctions of systems, components, fluids and materials commonly found on OCTA equipment. The contracted professional technical expertise is not available within the existing OCTA staff in the areas of metallurgical analysis, thermal evaluations, dynamic assessments and other fields related to vehicle technology and mostly associated with premature failure of components.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

International Standard ISO/IEC 17025:2005 General requirements for the competence of testing and calibration laboratories.

Fatigue Testing Services, standards, and methods of fatigue testing, including: mechanical fatigue, structural mechanics, strain gaging, multi-axial fatigue testing, stress corrosion cracking, low-cycle and high-cycle fatigue testing, life-prediction methodology, stress analysis services and residual stress measurement.

Please explain how you arrived at the budgeted dollars requested.

Based on past history and expenditures and also awarded to existing Contractor via competitive Bids. Existing Purchase Order C53062; Exp. April 30, 2018

What phase of the project does this line item support?

Mostly metallurgical failure analysis as result of accidents, premature failure of components, bus fires and others similar in nature that do impact the normal operation of the OCTA bus fleet and vehicle pool.

Division:	11	Transit
OrgKey:	2128	Ops Planning & Scheduling
Object:	7519	Prof Serv-Other Prof Services

Description	HASTUS Training	
Quantity/Cost:	1 @ $3,000	FY17-04103
Budget Request: $ 3,000		IFAS#: 2128-7519-D4106-055

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The complexity of on-going HASTUS software upgrades necessitates annual HASTUS training. The expenses budgeted here are for Airfare and hotel (per diem). The training itself is paid for out of "Bank" days.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

HASTUS expertise

Please explain how you arrived at the budgeted dollars requested.

Airfare, hotel, and per diem for HASTUS trainer

What phase of the project does this line item support?

Recurring training

Division:	11	Transit
OrgKey:	2128	Ops Planning & Scheduling
Object:	7519	Prof Serv-Other Prof Services

Description	Manual Ridecheck Data Collection	
Quantity/Cost:	1 @ $261,249	FY17-04104
Budget Request: $ 261,249		IFAS#: 2128-7519-D4106-97S

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Passenger counts and schedule adherence documentation of Authority revenue vehicles. A schedule checking contract is required for several reasons. The Federal Transit Administration does not accept Section 15 (NTD) data from mixed sources; Automatic Passenger Counters (APC's) and manual ride checks. OCTA's fleet is not completely outfitted with APC's, and the data collected requires specialized software for analysis. Thus, OCTA will need to continue to collect this information manually for the time being, pending the completion of APC installation and data analysis software acquisition. Although the contract checkers will primarily gather Section 15 (NTD) data, they will also be needed to conduct street corner checks and supplement data collected by the Extra Help Checkers.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

N/A

Please explain how you arrived at the budgeted dollars requested.

Annual cost based on contract value.

What phase of the project does this line item support?

N/A

Division:	11	Transit
OrgKey:	2128	Ops Planning & Scheduling
Object:	7629	Other Services

Description	Improved Bus Customer Amenities Program	
Quantity/Cost:	1 @ $500,000	**FY17-05252**
Budget Request:	$ 500,000	**IFAS#: 2128-7629-D4901-N5A**

Grant Funded:	☑ FTA Sec 5307 Operating Assist	$400,000
Account:	0030-6032-D4901-LEJ	

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The Improved Customer Amenities Program is designed to enhance public transportation service or use and includes projects that are related to public transportation facilities. The Associated Transit Enhancement Project is grant funded through a FTA Section 5307 grant (FTA Section 5307 Associated Transit Enhancement Funds). These funds are a mandatory 1 percent setback for transit projects, and are included in the Program of Projects (POP).

Permitted uses of these funds include "projects or project elements that are designed to enhance public transportation service or use and are physically or functionally related to public transportation facilities." Permitted uses include:
•Operation and Maintenance of Historic Public Transportation Buildings
•Bus Shelters
•Landscaping, benches, trash receptacles, and street lights
•Pedestrian access and walkways
•Bicycle access, bicycle storage facilities, and equipment to transport bikes on public transportation
•Signage
•Enhanced ADA access for public transportation
•Bicycle and pedestrian paths (if eligible)

The proposed use for these funds in FY 2016-17 is to replace, update and re-brand existing bus and ACCESS street signage, and improve transit center kiosks. OCTA has approximately 6,000 bus stops and 500 ACCESS bus stops. The use of these funds will improve the ridership and public information available at bus stop locations and encourage public transportation use.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Professional and technical development and design of bus stop signs, testing and usability testing, production of signage, and installation of bus and ACCESS signage.

Please explain how you arrived at the budgeted dollars requested.

Budget is based on 6,000 bus stops and 500 ACCESS stops. More detail about the specific costs will be provided shortly.

What phase of the project does this line item support?

Design, Production and Implementation

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

Yes, but the implementation would be phased in gradually as funds became available.

Division:	11	Transit
OrgKey:	2147	Paratransit Support
Object:	7519	Prof Serv-Other Prof Services

Description	ACCESS In-Person Assessment/Certification	
Quantity/Cost:	6,600 @ $95	FY17-04191
Budget Request: $ 627,000		IFAS#: 2147-7519-D1208-8T7

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The Americans with Disabilities Act (ADA) requires that public entities operating fixed route transit services also provide complementary paratransit services for individuals unable to use the fixed-route service. The regulations issued by the United States Department of Transportation (US DOT) specify to whom and under what circumstances paratransit service is to be provided. In addition, the regulations require that providers of complementary paratransit services develop and administer an eligibility process to determine whether individuals who request the service meet the regulatory criteria for eligibility. For OCTA, a contractor provides these certification services.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The contractor must be knowledgeable in the ADA paratransit eligibility process required to determine whether individuals meet the regulatory criteria for service eligibility. In addition, the contractor will recruit, hire, train, and employ various specialists with two-years minimum experience working with persons with disabilities.

Please explain how you arrived at the budgeted dollars requested.

Projected FY16 assessments of 6,600 assuming no change for FY17, and assumed FY17 rate of $95.00 per assessment.

What phase of the project does this line item support?

This line item will support the first year of an initial four-year contract term.

Division:	11	Transit
OrgKey:	2147	Paratransit Support
Object:	7519	Prof Serv-Other Prof Services

Description	Graphic Design Services	
Quantity/Cost:	1 @ $25,000	**FY17-04192**
Budget Request: $ 25,000		**IFAS#: 2147-7519-D4302-FP6**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Community Transportation Services (CTS) maintains an on-call consultant for graphic design and direct mail services to assist with the development of newsletters, flyers, direct mail, and other customer correspondence in support of ACCESS and other community transportation programs.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The contractor shall provide graphic design services for OCTA's "The Transit Connection" newsletter and may also be asked to provide graphic design services for other projects and assignments on an as-needed basis such as brochures, fliers, fact sheets, signage, advertising, letters, etc.

Please explain how you arrived at the budgeted dollars requested.

Budget based on the two-year option term of $50,000.00 exercised on 07/01/15; $25,000.00 per year.

What phase of the project does this line item support?

Final year of the two-year option term.

Division:	11	Transit
OrgKey:	2147	Paratransit Support
Object:	7519	Prof Serv-Other Prof Services

Description	Travel Training Program	
Quantity/Cost:	1 @ $75,000	**FY17-04565**
Budget Request:	$ 75,000	**IFAS#: 2147-7519-D1208-THP**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

A scope of work will be completed at a later date but preliminary requirements can be detailed in the qualifications for this line item (see next question).

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The contractor must have knowledge of (American with Disabilities Act) ADA bus stop methodology and be able to design specific training to OCTA consumer needs; provide classroom training to address accessibility issues, safety and transfers of attendees; provide field mobility training aboard revenue vehicles, covering all aspects of the trip; and encourage and promote travel-training services.

Please explain how you arrived at the budgeted dollars requested.

Budget is based upon a $150,000.00 FTA (Federal Transmit Administration) Section 5310 grant fund for a full fiscal year; since the grant will not be awarded until the second quarter along with the RFP (Request for Proposal) required to acquire this service, it is anticipated that only half of the funding will be required for FY17.

What phase of the project does this line item support?

This line item will support six-months of the service.

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

This line item was previously a recurring business need in the past but was suspended during budget cutbacks. CTS (Community Transportation Services), depending on the grant funding, anticipates to have this program occur continually.

If the external funding were not available, would you proceed with the project? If yes, what would be the ramifications of delaying the project until FY 2017-18?

If external funding was not available, the project would be delayed which may impact ACCESS ridership management strategies.

Division:	**11**	**Transit**
OrgKey:	**2147**	**Paratransit Support**
Object:	**7629**	**Other Services**

Description	**Mail House - Postage and Stuffing**	
Quantity/Cost:	**1 @ $20,000**	**FY17-04193**
Budget Request: $ 20,000		**IFAS#: 2147-7629-D4302-8RH**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Mail house services and postage fees are expensed in association with the quarterly Transit Connection Newsletter for active ACCESS customers (over 14,000 clients) and additional information pieces that may be necessary to inform all ACCESS clients (over 30,000 customers) of service changes or issues.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Mail house services include, but are not limited to, the following: addressing printed pieces from a database format; collating, stuffing and folding a variety of mail pieces; providing pick-up and delivery services; providing rush services as needed; and using OCTA indicia and delivering mail pieces to the post office.

Please explain how you arrived at the budgeted dollars requested.

Assumed no change in budget estimate from prior year.

What phase of the project does this line item support?

This line item supports the continuation of the project.

Division:	11	Transit
OrgKey:	2162	Maintenance-Garden Grove Admin
Object:	7519	Prof Serv-Other Prof Services

Description	Tool Calibration	
Quantity/Cost:	1 @ $10,000	**FY17-04230**
Budget Request: $	10,000	**IFAS#: 2162-7519-D2108-Q59**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Test, Measurement & Diagnostic Equipment Calibration Service

1.0 General

The intent of the Calibration Service is to ensure the accuracy of all Test, Measurement and Diagnostic Equipment (TMDE) in support of the repair of all the Orange County Transportation Authority fleet of vehicles, facilities and their components. Testing shall include, but is not limited to, calibrating, repairing, cleaning and certifying that the TMDE meets the original equipment manufacturers (OEM) specifications.

1.1 Certifications and Regulatory Requirements
a) The Contractor and all sub-contractors shall comply with ISO/IEC 17025:2005 standards for calibration, testing and repairs, and have ISO/IEC 17025 accreditation; and provide proof of the accreditation with submittal of bid.
B) The Contractor shall also comply with the latest version of ANSI/NSCL Z540.3.
C) Contractor measurement reference standards shall be traceable to the National Institute of Standards and Technology (NIST), other nationally recognized standards, and/or acceptable value of natural physical constant.
D) The Contractor shall have a Quality Assurance Program that is certified by a third party (ISO), a copy of the current quality manual and their certification shall be part of the bid submittal.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

All testing protocols shall be conducted following the current International Calibration Standards (ISO/IEC 17025:2005 standard); and U.S. National Calibration Standards (ANSI/NSCL Z540.3).

Please explain how you arrived at the budgeted dollars requested.

Expenditures identified in IFAS.

What phase of the project does this line item support?

N/A

Division:	11	Transit
OrgKey:	2168	Maintenance Santa Ana Admin
Object:	7519	Prof Serv-Other Prof Services

Description	Tool Calibration	
Quantity/Cost:	1 @ $15,000	FY17-04314
Budget Request: $	15,000	IFAS#: 2168-7519-D2108-Q59

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Test, Measurement & Diagnostic Equipment Calibration Service

1.0 General

The intent of the Calibration Service is to ensure the accuracy of all Test, Measurement and Diagnostic Equipment (TMDE) in support of the repair of all the Orange County Transportation Authority fleet of vehicles, facilities and their components. Testing shall include, but is not limited to, calibrating, repairing, cleaning and certifying that the TMDE meets the original equipment manufacturers (OEM) specifications.

1.1 Certifications and Regulatory Requirements
A) The Contractor and all sub-contractors shall comply with ISO/IEC 17025:2005 standards for calibration, testing and repairs, and have ISO/IEC 17025 accreditation; and provide proof of the accreditation with submittal of bid.
B) The Contractor shall also comply with the latest version of ANSI/NSCL Z540.3.
C) Contractor measurement reference standards shall be traceable to the National Institute of Standards and Technology (NIST), other nationally recognized standards, and/or acceptable value of natural physical constant.
D) The Contractor shall have a Quality Assurance Program that is certified by a third party (ISO), a copy of the current quality manual and their certification shall be part of the bid submittal.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

All testing protocols shall be conducted following the current International Calibration Standards (ISO/IEC 17025:2005 standard); and U.S. National Calibration Standards (ANSI/NSCL Z540.3).

Please explain how you arrived at the budgeted dollars requested.

Expenditures identified in IFAS

What phase of the project does this line item support?

N/A

Division:	11	Transit
OrgKey:	2169	Maintenance Training
Object:	7519	Prof Serv-Other Prof Services

Description	Contracted Training - CNG Tank Inspector Training	
Quantity/Cost:	16 @ $2,000	**FY17-05603**
Budget Request: $ 32,000		**IFAS#: 2169-7519-D2114-F30**

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

CNG (Compressed Natural Gas) Tank Inspector Training and Certification @$2,000 per inspector ($32,000). This training and certification is required to perform the mandated 36k mile tank inspections on our fixed-route fleet of CNG buses. This training is to certify new tank inspectors and re-certify existing tank inspectors whose certification has expired.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

Instructor must be certified to train and certify employees to complete tank inspections and sign off tank certification paperwork.

Please explain how you arrived at the budgeted dollars requested.

Current cost for training is $2,000 per inspector times 16 employees.

What phase of the project does this line item support?

Ongoing training required as long as the OCTA utilizes CNG fuel systems.

BUDBAR has detected that this is a new recurring line item. Please explain if you are budgeting for a new recurring business need or are budgeting previously budgeted items in a different way.

It was previously budgeted as a non-recurring item in error.

Division:	11	Transit
OrgKey:	2194	Maint-Specialty Shops Admin
Object:	7519	Prof Serv-Other Prof Services

Description	CNC Plasma Cutter and Brake Lathe Service	
Quantity/Cost:	1 @ $10,240	FY17-04359
Budget Request:	$ 10,240	IFAS#: 2194-7519-D2108-09Q

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

Computer numerical control (CNC) Plasma cutter and Brake Lathe require annual calibrations based on an audit.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The manufacturer of the CNC machines recommends that these machines be calibrated for accuracy and offer a maintenance program to do this work.

Please explain how you arrived at the budgeted dollars requested.

Based on a quote from the manufactures of the CNC machines

What phase of the project does this line item support?

This contract will be annual to ensure proper calibration of equipment.

Division:	11	Transit
OrgKey:	2194	Maint-Specialty Shops Admin
Object:	7519	Prof Serv-Other Prof Services

Description	Machine Shop Service	
Quantity/Cost:	1 @ $50,000	FY17-04358
Budget Request: $ 50,000		IFAS#: 2194-7519-D2108-09P

Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.

The contract will cover engine block line bore, sleeve machining, and pressure testing. The OCTA's machine shop is not capable of performing these repairs because we don't have a line bore machine, cylinder bore machines and a mill to resurface heads as well as any other tooling required for the pressure testing of these components.

What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website

The OCTA's machine shop does not have a line bore machine, cylinder bore machines or a mill to resurface heads, as well as any other tooling required for the pressure testing of these components.

Please explain how you arrived at the budgeted dollars requested.

Based on C21441 we derived at the amount using the maximum obligation plus one month after contract ends 05/31/2017.

What phase of the project does this line item support?

N/A

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OCTA