Fiscal Year 2017-18

Approved Services Justifications

Orange County Transportation Authority

OCTA

FISCAL YEAR 2017-18
LINE ITEM CONTROLLED SERVICES JUSTIFICATIONS

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OCTA

Division

Line Item Controlled Services

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Subtotal Services - Executive Office				$ 904,588	

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 @ $50,000	FY18-01181
Budget Request:	$ 50,000	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 performance audits to assist the Internal Audit Department with 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 performance audits for OCTA 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 first year for a newly procured contract for these services.

What phase of the project is this line item currently in, as of January 2, 2017?

This line item is currently in its last year of the contract.

Is this line item re-budgeted from a prior fiscal year?

No.

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 @ $75,000	FY18-01180
Budget Request:	$ 75,000	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 agreed-upon procedure reviews 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 reviews 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 second year for contracted services.

What phase of the project is this line item currently in, as of January 2, 2017?

This line item is currently in its first year of the contract.

Is this line item re-budgeted from a prior fiscal year?

No.

Division:	01	Executive Office
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	FY18-01192
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.

TV station that produces and airs PSAs throughout Southern California.

Please explain how you arrived at the budgeted dollars requested.

Based on prior contract

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

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 @ $8,500
Budget Request:	$ 8,500

FY18-094

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. Support the CEO and/or executive management in the development and integration of OCTA's Strategic Plan. Facilitate with the delivery of various transportation projects (i.e. rail, highway, and transit) as well as supporting environmental sustainability.

2. 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.

3. 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.

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

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

6. 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 management, familiarity with the M2 program, OCTA Strategic Plan.

Please explain how you arrived at the budgeted dollars requested.

Budget is determined based on utilization of this line item from past years.

What phase of the project does this line item support?

N/A. This line item supports programs (M2 EMP, ECP and PMO) which do not have phases and multiple transportation projects in various phases of development.

What phase of the project is this line item currently in, as of January 2, 2017?

N/A; see question 3 above.

Is this line item re-budgeted from a prior fiscal year?

Yes.

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

Description:	Court Reporting Services	
Quantity/Cost:	1 @ $10,000	FY18-018
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.

Court reporting services will provide professional legal documents that are certified by a registered court reporter for approximately ten public hearings. The 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.

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

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes.

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

Description:	Court Reporting Services - LOSSAN	
Quantity/Cost:	1 @ $2,300	FY18-02118
Budget Request:	$ 2,300	IFAS#: 1120-7629-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.

Court reporting services will provide professional legal documents that are certified by a registered court reporter for public hearings. These reporting services are mandated by law for specific public hearings held by the Los Angeles-San Diego-San Luis Obispo (LOSSAN) Rail Corridor Agency 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.

Please explain how you arrived at the budgeted dollars requested.

Budgeted amount was increased due to the updated costs for these services, which vary between $700 to $1,000 per public hearing.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes.

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

Description:	Professional Photographer/Signage Services	
Quantity/Cost:	1 @ $2,200	FY18-017
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 are used for the OCTA Board of Directors meetings and events. Signage is required to direct participants 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

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

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	FY18-016
Budget Request:	$ 10,000	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 in order for OCTA to be in compliance with mandates for noticing of public hearings and action by the Board of Directors for approved ordinances or amended ordinances.

Please explain how you arrived at the budgeted dollars requested.

Meeting notice costs 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

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes.

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

Description:	Publication of Official Meeting Notices - LOSSAN	
Quantity/Cost:	1 @ $1,000	FY18-02114
Budget Request:	$ 1,000	IFAS#: 1120-7629-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.

The law mandates publication of public hearing notices by the LOSSAN Rail Corridor Agency Board of Directors. OCTA publishes approximately ten official meeting notice(s) for the Los Angeles-San Diego-San Luis Obispo (LOSSAN) Rail Corridor Agency in five-county periodicals.

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

Publications must meet standards required for compliance with legal mandates regarding the noticing of public hearings.

Please explain how you arrived at the budgeted dollars requested.

Budgeted amount is based on similar publication/periodical costs.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes.

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

Description:	Signage Services - LOSSAN	
Quantity/Cost:	1 @ $1,100	FY18-02116
Budget Request:	$ 1,100	IFAS#: 1120-7629-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.

Signage services for the Los Angeles-San Diego-San Luis Obispo (LOSSAN) Rail Corridor Agency Board of Directors.

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

Expert professional signage services.

Please explain how you arrived at the budgeted dollars requested.

While OCTA Board meetings require services of a photographer, the LOSSAN requirements are limited to signage. The cost was estimated from prior year expenses for both LOSSAN and OCTA Board signage costs.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes.

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

Description:	Translation and Interpreter Service - LOSSAN	
Quantity/Cost:	1 @ $2,500	FY18-02120
Budget Request:	$ 2,500	IFAS#: 1120-7629-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 services, as requested by the public and required under the Americans with Disabilities Act, for 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' costs for similar services.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes.

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

Description:	Translation and Interpreter Services	
Quantity/Cost:	1 @ $2,500	FY18-019
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 services 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 is based on previous year's costs for similar services.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes.

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

Description:	All Hazards Training and Exercise Program	
Quantity/Cost:	1 @ $150,000	FY18-01788
Budget Request:	$ 150,000	IFAS#: 1316-7519-A0001-0AC

Grant Funded:	☑ Other Fed Financial Assistance	$150,000
Account:	0030-6036-D4825-XIH	

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

Emergency management training and an emergency management exercise program are required for compliance with federal and state laws, and for compliance with American Public Transportation Association (APTA) SS-SEM-S-004-09 standards.

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

Contractor should be an expert in disaster exercise design based on the Homeland Security Exercise and Evaluation Program.

Please explain how you arrived at the budgeted dollars requested.

Based on previous grant funded projects with neighboring transportation partners.

What phase of the project does this line item support?

NA

What phase of the project is this line item currently in, as of January 2, 2017?

NA

Is this line item re-budgeted from a prior fiscal year?

No

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

Description:	Behavioral Intervention Consultation	
Quantity/Cost:	1 @ $8,000	FY18-0374
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 (SEP) to manage potential threats to OCTA employees.

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

Forensic psychologist

Please explain how you arrived at the budgeted dollars requested.

Industry standard

What phase of the project does this line item support?

All

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

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

Description:	Cyber Asset Lifecycle Planning and Management project to support a System Security	
Quantity/Cost:	1 @ $150,000	FY18-02273
Budget Request:	$ 150,000	IFAS#: 1316-7519-A0001-0MW

Grant Funded:	✔ Other Fed Financial Assistance	$150,000
Account:	0030-6036-D4825-XIH	

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 houses cyber assets similar to many organizations including employee personal data, customer personal data, point of sale systems, computing resources, and financial assets. As part of ongoing security assessments and improvements, OCTA is seeking an IT Consulting Firm to provide Cyber Asset Lifecycle Planning and Management consulting services.   The Firm will develop an understanding of OCTA's IS infrastructure, systems, data, regulatory environment, processes, and resource constraints. The Firm will develop and document a Cyber Asset Management plan to catalogue and manage the cyber asset lifecycle. The Firm will then work with OCTA to train and implement the plan.

OCTA is currently conducting an inventory of Industrial Control System assets that support the physical operation of transit services. That inventory, along with the Cyber Asset Lifecycle Planning and Management effort noted above will then be used to develop an overall System Security Plan for all of OCTAs computing assets.

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

Professional service firm to provide cyber security resources and systems.

Please explain how you arrived at the budgeted dollars requested.

Based on previous projects related to this project.

What phase of the project does this line item support?

All Phases

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

No

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

Description:	Master Security Plan	
Quantity/Cost:	1 @ $150,000	FY18-0373
Budget Request:	$ 150,000	IFAS#: 1316-7519-D0001-0AF

Grant Funded:	☑ Other Fed Financial Assistance	$150,000
Account:	0030-6036-D4825-XIH	

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 requires the creation of a Master Security Plan ("Plan"). The Plan should include: inspection of all security related systems and associated functions with emphasis on the interoperability between systems; review and creation of security categories based sensitivity; review of access control measures, policies and level of authorization; CCTV measures, policies and level of authorization; security aids such as fences, gates, bollards; protective lighting types and standards; security service provided and levels; coordination with law enforcement agencies; review of current threat management policies; coordination with current OCTA emergency plans to include cyber. Plan should include concepts and principles of CPTED. Plan should include roles and responsibilities and a priority listing of recommendations and improvements.

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

Contractor should be an expert in physical security and highly desirable certifications in ASIS, ATAP, CPTED.

Please explain how you arrived at the budgeted dollars requested.

Based on peer to peer recommendation for similar work.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

No

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

Description:	OCTA Public Awareness Program	
Quantity/Cost:	1 @ $75,000	FY18-02285
Budget Request:	$ 75,000	IFAS#: 1316-7519-A0001-0MY

Grant Funded:	☑ Other Fed Financial Assistance	$75,000
Account:	0030-6036-D4825-XIH	

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 continue OCTA's public awareness campaign to include a multimedia (on-board, web-based and social media) awareness program for OCTA's customers addressing crime prevention, anti-terrorism, disaster preparedness, and human trafficking prevention.

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

Vendor with similar project experience.

Please explain how you arrived at the budgeted dollars requested.

Based on previous project completed within OCTA and external partners.

What phase of the project does this line item support?

All

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

No

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

Description:	General On-call Auditing Services	
Quantity/Cost:	1 @ $100,000	FY18-0584
Budget Request:	$ 100,000	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 performance audits to assist the Internal Audit Department with 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 performance audits for OCTA 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 first year for newly procured contracted services in fiscal year 2017-18.

What phase of the project is this line item currently in, as of January 2, 2017?

The last year of the current contract.

Is this line item re-budgeted from a prior fiscal year?

No.

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

Description:	Price Review/Buy America/Audit	
Quantity/Cost:	1 @ $25,000	FY18-0585
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 agreed-upon procedures reviews 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 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 second year of the contract for these services.

What phase of the project is this line item currently in, as of January 2, 2017?

Currently, this contract is in it's first year.

Is this line item re-budgeted from a prior fiscal year?

No.

Division:	01	Executive Office
OrgKey:	1820	Media Relations
Object:	7519	Prof Serv-Other Prof Services

Description:	Media Public Service Announcements	
Quantity/Cost:	1 @ $10,000	FY18-0676
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 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.

TV station that produces and airs PSAs throughout Southern California.

Please explain how you arrived at the budgeted dollars requested.

Based on prior contracts

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

Division:	01	Executive Office
OrgKey:	1820	Media Relations
Object:	7629	Other Services

Description: Media Tracking

Quantity/Cost: 1 @ $31,488   FY18-0677

Budget Request: $ 31,488   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 pay for 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.

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

Print, online, broadcast and social media monitoring and analysis abilities.

Please explain how you arrived at the budgeted dollars requested.

Based on current contract

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

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	1,764,952	25
0012	Orange County Unified	7515	Investment Fees	11,423	26
0013	Svc Auth For Fwy Emer	7515	Investment Fees	1,549	27
0017	Local Transport Auth M	7515	Investment Fees	1,112,497	28
0017	Local Transport Auth M	7519	Economic advisory services for taxable sales forecasting	55,000	29
0017	Local Transport Auth M	7519	Financial Advisory Services	150,000	30
0017	Local Transport Auth M	7519	Letter of Credit for Services of Interstate 405 Improveme	2,840,000	31
0017	Local Transport Auth M	7519	State Board of Equalization (SBOE) Fees	3,453,679	32
0017	Local Transport Auth M	7519	Trust Services for Long Term Debt	15,000	33
0018	Measure M - Cure	7515	Investment Fees	2,509	34
0030	Orange County Transit	7515	Investment Fees	516,527	35
0034	OCTAP	7515	Investment Fees	490	36
0036	91 Express Lanes	7515	Investment Fees	210,460	37
0036	91 Express Lanes	7519	Consultant / Financial Advisory Services	50,000	38
0036	91 Express Lanes	7519	Consultant / Operations & Technical Support Services	150,000	39
0036	91 Express Lanes	7519	Debt Rating Fees	20,000	40
0036	91 Express Lanes	7519	Marketing to Promote Statewide Interoperability	25,000	41
0036	91 Express Lanes	7519	Pavement Management Plan	500,000	42
0036	91 Express Lanes	7519	Project and Construction Management Services	1,000,000	43
0036	91 Express Lanes	7519	SR-91 Implementation Plan	175,000	44
0036	91 Express Lanes	7519	Traffic and Revenue Analysis	100,000	45
0036	91 Express Lanes	7519	Trustee Services	4,000	46
0036	91 Express Lanes	7629	Armored Car Services	8,325	47
0036	91 Express Lanes	7629	Network Evaluation / PCI Compliance	20,000	48
0037	I-405 Express Lane	7519	Annual Monitoring Fees for Rating Agencies	40,000	49
0037	I-405 Express Lane	7519	Cost of Issuance Expenses	200,000	50
0037	I-405 Express Lane	7519	Financial Advisory Fees	100,000	51
0037	I-405 Express Lane	7519	TIFIA Loan/Servicing Fees	12,000	52
0040	Internal Service Fund -	7515	Investment Fees	27,649	53
0040	Internal Service Fund -	7629	Broker Services	600,000	54
0041	Int Ser Fund - Workers'	7515	Investment Fees	34,388	55
1210	Finance & Administratio	7519	Asset Scan and Monetization Opportunities	129,000	56
1210	Finance & Administratio	7519	Management Studies Fee	70,000	57
1230	Treasury & Public Finan	7519	Custodial Services	65,000	58
1240	Accounting & Financial	7519	Biennial ARBA Actuarial Study	27,000	59
1240	Accounting & Financial	7629	Banking Fees - Bank of the West	100,000	60
1241	Revenue Facility	7629	Armored Vehicle Service	199,645	61
1241	Revenue Facility	7629	Fare Collection Processing	181,440	62
1250	Financial Planning & An	7519	System Manager (Outsourced)	177,240	63
1270	Contracts Admin & Mtls	7519	Disadvantaged Business Enterprise Consulting Services	325,000	64

Line Item Controlled Services

Org-Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
1270	Contracts Admin & Mtls	7629	Small Business Training	40,000	65
1275	Materials Management	7629	Freight Transportation Services	5,000	66
1281	IS Administration	7519	ERP Consultant	400,000	67
1281	IS Administration	7519	Phishing Test	20,000	68
1281	IS Administration	7519	Security Information and Event Management Services (S	265,000	69
1281	IS Administration	7519	Technology Advisory Services	93,000	70
1282	Proj Mngt/Business Intel	7519	Enterprise Content Management Projects	100,000	71
1282	Proj Mngt/Business Intel	7519	Full Time Contracted Business Intelligence Architect.	185,000	72
1282	Proj Mngt/Business Intel	7519	Full Time Contracted Data Warehouse Architect	150,000	73
1282	Proj Mngt/Business Intel	7519	Full Time Contracted Enterprise Content Management A	120,000	74
1282	Proj Mngt/Business Intel	7519	Full Time Contracted Project Manager	185,000	75
1282	Proj Mngt/Business Intel	7519	Full Time Contracted Project Manager	185,000	76
1282	Proj Mngt/Business Intel	7519	Full Time Contracted Project Manager for Enterprise Con	185,000	77
1282	Proj Mngt/Business Intel	7519	Innovation Projects	50,000	78
1283	IS Technology & User S	7519	Help Desk & Desktop Operations Services	180,000	79
1283	IS Technology & User S	7519	Supplemental Desktop Support for PC Migration	80,000	80
1284	IS Technical Services	7519	Contract Systems Engineer	200,000	81
1284	IS Technical Services	7519	Data Center Colocaton Services/Infrastructure as a Servi	360,000	82
1284	IS Technical Services	7519	Data Center Decommissioning	50,000	83
1284	IS Technical Services	7519	Offsite Data Storage	21,000	84
1285	E'prise Comp Solut'n &	7519	Ellipse v8 Post Upgrade Support	100,000	85
1285	E'prise Comp Solut'n &	7519	Mobile Ticketing and EZ Wallet test charges	5,000	86
1285	E'prise Comp Solut'n &	7519	Operations System Application Support and Administrati	156,000	87
1285	E'prise Comp Solut'n &	7519	SharePoint eForms Support	55,000	88
1285	E'prise Comp Solut'n &	7519	Unlimited Access to Tactical IT Documents	8,500	89
1290	General Services	7519	Lost and Found	70,920	90
1290	General Services	7629	Office Equipment and Relocation Services	15,000	91
1313	Internal Communication	7519	Digital Asset Management System	5,000	92
1313	Internal Communication	7519	Graphic Design Services	2,000	93
1313	Internal Communication	7519	Photography Services	12,000	94
Subtotal Services - Finance and Administration				**$ 17,778,193**	

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 @ $1,764,952	FY18-01137
Budget Request:	$ 1,764,952	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) fees for administering the 1/4 cent state sales tax for the Local Transportation Fund. The fee charged by the SBOE is approximately 1.1 percent of total sales tax collections. The SBOE fees are withheld before revenues are sent.

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 2017-18 LTF sales tax estimate.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

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

Description:		Investment Fees	
Quantity/Cost:		1 @ $11,423	FY18-01141
Budget Request:	$ 11,423		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.

Investment fees that are based upon a percentage of the cash balance as of 11/30/16.

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

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

Description: Investment Fees

Quantity/Cost: 1 @ $1,549   FY18-01142

Budget Request: $ 1,549   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.

   Investment fees that are based upon a percentage of the cash balance as of 11/30/16.

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

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 @ $1,112,497	FY18-01183
Budget Request:	$	1,112,497	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.

Investment fees that are based upon a percentage of the cash balance as of 11/30/16.

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

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:	5 @ $11,000	FY18-01195
Budget Request:	$ 55,000	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 also provide specific forecasted elements for each contract year including taxable sales projections, annual inflation rate, taxable sales growth, major assumptions, and significant changes from the previous forecast.

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.

An economist or taxable sales expert is needed to calculate the forecasts for taxable sales.

Please explain how you arrived at the budgeted dollars requested.

The budgeted amounts are based on contract history.

What phase of the project does this line item support?

This project supports the revenue forecasting for Measure M2.

What phase of the project is this line item currently in, as of January 2, 2017?

This project is ongoing.

Is this line item re-budgeted from a prior fiscal year?

This item is budgeted annually.

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 @ $150,000	FY18-01197
Budget Request:	$ 150,000	**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.

Expert level financial services background.

Please explain how you arrived at the budgeted dollars requested.

The budgeted amount is based on actuals from previous years as well as anticipated advisory needs.

What phase of the project does this line item support?

This supports the investment management phase which is applicable throughout the life of Measure M2.

What phase of the project is this line item currently in, as of January 2, 2017?

This project is ongoing.

Is this line item re-budgeted from a prior fiscal year?

This item is budgeted annually.

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

Description:	Letter of Credit for Services of Interstate 405 Improvement Project
Quantity/Cost:	1 @ $2,840,000 FY18-02962
Budget Request:	$ 2,840,000 IFAS#: 0017-7519-M0201-5RT

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

Letter of credit in the amount of $4.5 million required for Transportation Infrastructure Finance and Innovation Act loan.

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

Expert in providing bond counsel services.

Please explain how you arrived at the budgeted dollars requested.

Staff projections.

What phase of the project does this line item support?

Financing.

What phase of the project is this line item currently in, as of January 2, 2017?

Design.

Is this line item rebudgeted from a prior fiscal year?

No.

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 @ $3,453,679	FY18-01186
Budget Request:	$ 3,453,679	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 for administering the Measure M2 local sales tax fund. Fees include the cost of collecting, identifying, and distributing local sales taxes to OCTA. The SBOE fees are computed at 1.1 percent of estimated M2 sales tax revenues.

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 2017-18 estimated LTA sales tax.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

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	FY18-01202
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.

What phase of the project is this line item currently in, as of January 2, 2017?

This is an ongoing service.

Is this line item re-budgeted from a prior fiscal year?

This item is budgeted annually.

Division:	02	Finance and Administration
OrgKey:	0018	Measure M - Cure
Object:	7515	Investment Fee - Port Mgr

Description:	Investment Fees	
Quantity/Cost:	1 @ $2,509	FY18-01487
Budget Request:	$ 2,509	IFAS#: 0018-7515-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 11/30/16.

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

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

Description:	Investment Fees	
Quantity/Cost:	1 @ $516,527	FY18-01347
Budget Request:	$ 516,527	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.

Investment fees that are based upon a percentage of the cash balance as of 11/30/16.

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

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

Description:	Investment Fees	
Quantity/Cost:	1 @ $490	FY18-01360
Budget Request:	$ 490	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.

Investment fees that are based upon a percentage of the cash balance as of 11/30/16.

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

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

Description:	Investment Fees	
Quantity/Cost:	1 @ $210,460	FY18-01381
Budget Request:	$ 210,460	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.

Investment fees that are based upon a percentage of the cash balance as of 11/30/16.

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

N/A

Is this line item re-budgeted from a prior fiscal year?

No

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	FY18-01384
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?

On-going

What phase of the project is this line item currently in, as of January 2, 2017?

On-going

Is this line item re-budgeted from a prior fiscal year?

No

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	FY18-01385
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.

Please explain how you arrived at the budgeted dollars requested.

Based upon prior years' amounts.

What phase of the project does this line item support?

Service provided on as-needed basis.

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

No

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

Description:	Debt Rating Fees	
Quantity/Cost:	1 @ $20,000	FY18-01391
Budget Request:	$ 20,000	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

What phase of the project is this line item currently in, as of January 2, 2017?

On-going

Is this line item re-budgeted from a prior fiscal year?

No

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 @ $25,000	FY18-02604
Budget Request:	$ 25,000	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.

Based upon prior years' amounts.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

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

Description:	Pavement Management Plan	
Quantity/Cost:	1 @ $500,000	FY18-02150
Budget Request:	$ 500,000	IFAS#: 0036-7519-B0001-0IY

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 required to prepare the pavement management plan for the 91 Express Lanes.

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

Engineering knowledge of pavement condition.

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

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

No

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

Description:	Project and Construction Management Services	
Quantity/Cost:	1 @ $1,000,000	FY18-02020
Budget Request:	$ 1,000,000	IFAS#: 0036-7519-B0001-0D4

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

Project and construction management services for the integration of procurement items with the 405 Express Lanes. Services will include the development of functional requirements, design and specifications, and system integration and installation contracts.

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

Expertise in tolling technologies and integration, toll road operations, and toll collection systems.

Please explain how you arrived at the budgeted dollars requested.

Based upon historical amounts.

What phase of the project does this line item support?

All phases

What phase of the project is this line item currently in, as of January 2, 2017?

Development

Is this line item re-budgeted from a prior fiscal year?

No

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

Description:	SR-91 Implementation Plan	
Quantity/Cost:	1 @ $175,000	FY18-02568
Budget Request:	$ 175,000	IFAS#: 0036-7519-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.

Consultant services to prepare the State Route 91 Implementation Plan.

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

Consultant capable of project management, data collection, traffic analysis and stakeholder coordination for the annual State Route 91 Implementation Plan.

Please explain how you arrived at the budgeted dollars requested.

Based on the past three years' plan update cost plus 3% increase. It is envisioned that this contract will be for three years with two one-year option terms.

What phase of the project does this line item support?

This is a compilation document of projects in the State Route 91 corridor.

What phase of the project is this line item currently in, as of January 2, 2017?

This is a compilation document of projects in the State Route 91 corridor.

Is this line item re-budgeted from a prior fiscal year?

No.

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	FY18-01386
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.

Must have performed traffic and revenue studies in the United States.

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

What phase of the project is this line item currently in, as of January 2, 2017?

On-going

Is this line item re-budgeted from a prior fiscal year?

No

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

Description:	Trustee Services	
Quantity/Cost:	1 @ $4,000	FY18-01383
Budget Request:	$ 4,000	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

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

No

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

Description:	Armored Car Services	
Quantity/Cost:	1 @ $8,325	FY18-01405
Budget Request:	$ 8,325	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 historical amounts.

What phase of the project does this line item support?

On-going

What phase of the project is this line item currently in, as of January 2, 2017?

On-going

Is this line item re-budgeted from a prior fiscal year?

No

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

Description:	Network Evaluation / PCI Compliance	
Quantity/Cost:	1 @ $20,000	FY18-01404
Budget Request:	$ 20,000	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 a qualified security assessor.

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

What phase of the project is this line item currently in, as of January 2, 2017?

On-going

Is this line item re-budgeted from a prior fiscal year?

No

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

Description:	Annual Monitoring Fees for Rating Agencies	
Quantity/Cost:	1 @ $40,000	FY18-02434
Budget Request:	$ 40,000	IFAS#: 0037-7519-A9510-0O0

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 rating fees for the TIFIA loan associated with the 405 Express Lanes. The TIFIA loan requires two investment grade ratings by nationally recognized rating services.

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 published quotes.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

No

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 @ $200,000	FY18-02433
Budget Request:	$ 200,000	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 potential issuance of toll road revenue bonds for a debt service reserve fund 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.

The budgeted dollar amount requested is based on the total projected expenditures to cover costs necessary to implement the express lanes.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

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

Description:		Financial Advisory Fees	
Quantity/Cost:		1 @ $100,000	FY18-02164
Budget Request:	$ 100,000		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 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.

Expert level financial services background.

Please explain how you arrived at the budgeted dollars requested.

The budgeted amount is based on anticipated advisory needs.

What phase of the project does this line item support?

This supports the investment management phase which is applicable throughout the life of the project.

What phase of the project is this line item currently in, as of January 2, 2017?

This project is ongoing.

Is this line item re-budgeted from a prior fiscal year?

No

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

Description:	TIFIA Loan/Servicing Fees	
Quantity/Cost:	1 @ $12,000	FY18-02432
Budget Request:	$ 12,000	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.

The Dept. of Transportation will charge a servicing fee for a TIFIA loan. This is the estimated amount for a $627 million loan.

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.

An estimation from the TIFIA website.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

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

Description:	Investment Fees	
Quantity/Cost:	1 @ $27,649	FY18-01432
Budget Request:	$ 27,649	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 11/30/16.

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

Division:	02	Finance and Administration
OrgKey:	0040	Internal Service Fund - PL&PD
Object:	7629	Other Services

Description:	Broker Services	
Quantity/Cost:	1 @ $600,000	FY18-02569
Budget Request:	$ 600,000	IFAS#: 0040-7629-A0017-DTV

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's Risk Management Department is responsible for working to eliminate or reduce all exposures to loss for OCTA. We do this by transferring risk, pursuing recovery of our losses due to the actions of others, investigating accidents, effectively handling Workers' Compensation and Liability claims made against OCTA, and make every effort to keep litigation to a minimum. In an effort to meet these responsibilities, the Consultant shall provide insurance brokerage services to assist with the operations insurance program. Specifically, the consultant shall market, evaluate, negotiate, and place the operations insurance program; provide on-going account and support services; provide continuing education and training seminars; and provide annual reports.

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

Licensed insurance broker.

Please explain how you arrived at the budgeted dollars requested.

The amount requested in the budget reflects a reasonable increase in broker costs and expected increase due to additional services that will be included for the first time in this procurement. An example is that we will be looking for the broker services to include insurance certificate tracking.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

New procurement starting FY-18

Is this line item re-budgeted from a prior fiscal year?

No

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

Description:	Investment Fees	
Quantity/Cost:	1 @ $34,388	FY18-01443
Budget Request:	$ 34,388	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 11/30/16.

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

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

Description:	Asset Scan and Monetization Opportunities	
Quantity/Cost:	1 @ $129,000	FY18-02302
Budget Request:	$ 129,000	IFAS#: 1210-7519-A0001-1ST

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

Two phases for this project with phase II as optional. Phase I is to develop a list of assets to potentially monetize. Phase II will be to develop a list of 10 recommendations, quantify the additional revenue or cost reductions, discuss constraints, risks, and limitations due to legal or policy considerations, and to develop a timeline for implementation.

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

Financial consultant services with a prior experience with asset monetization.

Please explain how you arrived at the budgeted dollars requested.

Based on independent cost estimate developed for the procurement (RFP# 20959)

What phase of the project does this line item support?

Phase II

What phase of the project is this line item currently in, as of January 2, 2017?

Procurement is complete and phase I will occur in fiscal year 2017. The project will be in phase II in fiscal year 2018.

Is this line item re-budgeted from a prior fiscal year?

No.

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

Description:	Management Studies Fee	
Quantity/Cost:	1 @ $70,000	**FY18-086**
Budget Request:	$ 70,000	**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.

Increased from $25k per year to cover consultant cost to study the implementation of an OCTA smart card given the deployment of readers on OCTA fixed-route buses.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes, used as needed for financial needs.

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

Description:	Custodial Services	
Quantity/Cost:	1 @ $65,000	FY18-0118
Budget Request:	$ 65,000	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.

The services need to be provided by a qualified custodial bank.

Please explain how you arrived at the budgeted dollars requested.

Budget is based on previous year's expenses.

What phase of the project does this line item support?

This project is for OCTA's investment securities.

What phase of the project is this line item currently in, as of January 2, 2017?

This project is ongoing.

Is this line item re-budgeted from a prior fiscal year?

This item is budgeted annually.

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

Description:	Biennial ARBA Actuarial Study	
Quantity/Cost:	1 @ $27,000	FY18-01939
Budget Request:	$ 27,000	IFAS#: 1240-7519-A5100-B7K

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 a Biennial Study, the scope of work has already been written. The information needed from the study will be used for CAFR reporting purposes for Fiscal Year ending June 2018.

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

Pension Actuary

Please explain how you arrived at the budgeted dollars requested.

Previous experience with the desire to have multiple proposals.

What phase of the project does this line item support?

Just one phase.

What phase of the project is this line item currently in, as of January 2, 2017?

Have not yet submitted the RFP.

Is this line item re-budgeted from a prior fiscal year?

No

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	FY18-0128
Budget Request:	$ 100,000	IFAS#: 1240-7629-A0001-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.

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.

NA

Please explain how you arrived at the budgeted dollars requested.

Per the contract

What phase of the project does this line item support?

NA

What phase of the project is this line item currently in, as of January 2, 2017?

NA

Is this line item re-budgeted from a prior fiscal year?

Yes

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

Description:	Armored Vehicle Service	
Quantity/Cost:	1 @ $199,645	FY18-0154
Budget Request:	$ 199,645	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.

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

Please explain how you arrived at the budgeted dollars requested.

Calculation of previous actuals and planned changes.

What phase of the project does this line item support?

Armored vehicle service.

What phase of the project is this line item currently in, as of January 2, 2017?

Armored vehicle service.

Is this line item re-budgeted from a prior fiscal year?

This item is budgeted every year.

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

Description:	Fare Collection Processing	
Quantity/Cost:	1 @ $181,440	FY18-0155
Budget Request:	$ 181,440	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.

This is an existing contract.

Please explain how you arrived at the budgeted dollars requested.

Analysis of previous years and planned future.

What phase of the project does this line item support?

Fare collection processing.

What phase of the project is this line item currently in, as of January 2, 2017?

Fare collection processing.

Is this line item re-budgeted from a prior fiscal year?

This item is budgeted every year.

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	FY18-0164
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

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

No

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 @ $325,000	FY18-0185
Budget Request:	$ 325,000	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 was approved by the Board of Directors on November 14, 2016 to the current consultant service contract 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 Design/Build 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 the budget was determined utilizing Contract No. C-4-1514
$175,000 budgeted for Amendment to provide DBE support for the I-405 project

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

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

Description:	Small Business Training	
Quantity/Cost:	1 @ $40,000	FY18-0186
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

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

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

Description:	Freight Transportation Services	
Quantity/Cost:	1 @ $5,000	FY18-0208
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

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

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

Description:	ERP Consultant	
Quantity/Cost:	1 @ $400,000	FY18-02953
Budget Request:	$ 400,000	IFAS#: 1281-7519-A0001-9HV

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

OCTA has adopted a 'Best of Suite' philosophy toward the procurement and implementation of its core financial, human resource and materials management systems.   Best of Suite means that individual business units find a system that is best suited towards its business needs. Core business systems must transfer or integrate data from one to another on a real time basis. Although a Best of Suite environment does have benefits to a particular business unit, complex integration programs must be written and maintained in order to have these systems communicate.   Every time one of these systems is upgraded, all integration programs must be updated and tested.   OCTA has a philosophy of not being more than two versions behind the most current software version so upgrades to each system can occur on a yearly basis. Each upgrade is complex and takes staff (IT and business unit) and consulting resources to plan, implement, test and put in production.

Modern cloud technologies have matured to where it makes business sense to host core systems and pay for what is needed.   Using a Software As A Service (SAAS) model in which the software is no longer licensed to OCTA, but rented. This model would allow OCTA to only pay for what is used while having the vendor responsible for the software to upgrade the software.

OCTA's information systems department is leading a process to determine the viability of an integrated Enterprise Resources Planning (ERP) to replace its current 'Best of Suite' to a hosted (SAAS) Best of Breed environment where core financial systems are already integrated and updates occur with much less disruption to OCTA's business.

This is a large project that may take six months to a year to complete. Once a vendor is selected, the implementation would involve dedicated IT and business unit staff for this to be successful. Typical ERP implementations of OCTA's size can take 3 years to complete.

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

The IS department is looking for consulting help and support to:
Document the current state of Core Financial systems, determine the future state, determine gaps, risks and benefits, quantify the Benefits and risks, determine feasibility of Best of Breed or stay with Best of Suite, study marketplace vendor options, develop Scope of work, participate in vendor selection

Please explain how you arrived at the budgeted dollars requested.

Research and conversation with current vendors.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

No

Division: 02   Finance and Administration

OrgKey: 1281   IS Administration

Object: 7519   Prof Serv-Other Prof Services

Description: Phishing Test

Quantity/Cost: 1 @ $20,000   FY18-02019

Budget Request: $ 20,000   IFAS#: 1281-7519-IX061-0DA

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 will engage a third party service provider to perform a phishing test at OCTA to evaluate the effectiveness of OCTA cyber security training.

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

Vendor with detailed experience in phishing simulation and social engineering.

Please explain how you arrived at the budgeted dollars requested.

Based on previous cyber security related engagements.

What phase of the project does this line item support?

All phases.

What phase of the project is this line item currently in, as of January 2, 2017?

Not started

Is this line item re-budgeted from a prior fiscal year?

No

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 @ $265,000	FY18-0226
Budget Request:	$ 265,000	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.

Professional service firm to provide cyber security resources and systems

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.

What phase of the project is this line item currently in, as of January 2, 2017?

Operation

Is this line item re-budgeted from a prior fiscal year?

No

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

Description:	Technology Advisory Services	
Quantity/Cost:	1 @ $93,000	FY18-0225
Budget Request:	$ 93,000	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 determine 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.

N/A

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?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

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

Is this line item re-budgeted from a prior fiscal year?

Yes, the item is re-budgeted yearly for the renewal of the advisory services.

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

Description:	Enterprise Content Management Projects	
Quantity/Cost:	1 @ $100,000	FY18-02137
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.

We currently have six temporary employees operating the scanning center located on the tenth floor supporting numerous ECM projects.

ECM Projects Include:

Payroll: Each Month we collect about 5,000 timesheets for GG and SA Bases to scan and index based on badge number and we collect and scan the dispatch logs by pay period and output to network folder.

Stops and Zones: There are approximately 8,000 Bus Stop Paper Archive files stored on the 8th floor in multiple filing cabinets by Stop Number. There are 2,000 inactive stops and 6,000 active stops within this collection. Most new bus stop documentation is captured electronically and added directly to the database the department uses to manage their data. We are converting all the paper to images and storing in SharePoint.

IFAS Image storage and Document Capture. The AP team has been scanning invoices directly into IFAS for the past 3 years using the IFAS capture module. Images are currently captured in Grayscale due to recommendations from the Vendor however this has increased the size of the IFAS database to over 300GB. The ECM team will migrate and store this content in SharePoint instead of the IFAS database, options for improved capture are also being evaluated.   AP processes approximately 2500 invoices a month mostly by routing paper and then scanning paper after invoices have been approved. The next contract to upgrade IFAS will also include workflow that could automate this process however the ECM team will present options to use the Nintex workflow and images stored in SharePoint. If acceptable to AP the workflow component of IFAS upgrade would be cancelled

Employee Reimbursements. The ECM team has completed the travel authorization forms using ECM workflow, a new eForm and SharePoint.

HR-   Currently scanning Employee, Benefit, FMLA, Medical, and Recruitment Files. Terminated employees going back five years and all active. We are also working on creating a workflow to streamline the onboarding process.

CAMM Contracts - Procured a dedicated scanner for scanning contracts. The ECM team has completed a scanning program and repository to allow for the easy scanning of closed contracts files and we are in the process of clearing out the file room located on the fourth floor.   We are looking at M2 potentially as having a good use case to start with those contracts.

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.

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?

Phase 2.

What phase of the project is this line item currently in, as of January 2, 2017?

Phase 2.

Is this line item re-budgeted from a prior fiscal year?

Yes.

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

Description:	Full Time Contracted Business Intelligence Architect.	
Quantity/Cost:	1 @ $185,000	FY18-02128
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 position is being filled by Christine Lee. The Business Intelligence Architect develops long-term business architecture solutions and defines, designs, and builds complex reports and dashboards. 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 Business Objects 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 Business Intelligence 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 report 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?

Phase 2.

What phase of the project is this line item currently in, as of January 2, 2017?

Phase 2.

Is this line item re-budgeted from a prior fiscal year?

Yes.

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	FY18-0234
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?

Phase 2.

What phase of the project is this line item currently in, as of January 2, 2017?

Phase 2.

Is this line item re-budgeted from a prior fiscal year?

Yes.

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

Description:	Full Time Contracted Enterprise Content Management Application Support Specialist	
Quantity/Cost:	1 @ $120,000	FY18-0231
Budget Request:	$ 120,000	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 ECM. The focus of this role is ECM application support, championing ECM best practices and interfacing directly with business clients. The ECM Application Support Specialist will work with the business groups to leverage ECM for their business processes, develop, maintain new ECM 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.

ECM 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 ECM.

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 ECM. 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?

Phase 2.

What phase of the project is this line item currently in, as of January 2, 2017?

Phase 2.

Is this line item re-budgeted from a prior fiscal year?

Yes.

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 @ $185,000	FY18-0233
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.

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 PMs. Additional PMs will be contracted on an as needed basis based on the needs of the PMO and the portfolio of projects. 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.

What phase of the project is this line item currently in, as of January 2, 2017?

Phase 2.

Is this line item re-budgeted from a prior fiscal year?

Yes.

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 @ $185,000	FY18-0236
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.

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. Additional PM's will be contracted on an as needed basis based on the needs of the PMO and the portfolio of projects. 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?

Phase 2.

What phase of the project is this line item currently in, as of January 2, 2017?

Phase 2.

Is this line item re-budgeted from a prior fiscal year?

Yes.

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

Description:	Full Time Contracted Project Manager for Enterprise Content Management Program.	
Quantity/Cost:	1 @ $185,000	FY18-0235
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.

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 PMs. Other PMs are contracted on an as needed basis based on the needs of the PMO and the portfolio of projects. 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.

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.

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

What phase of the project does this line item support?

Phase 2.

What phase of the project is this line item currently in, as of January 2, 2017?

Phase 2.

Is this line item re-budgeted from a prior fiscal year?

Yes.

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

Description:	Innovation Projects	
Quantity/Cost:	1 @ $50,000	FY18-02133
Budget Request:	$ 50,000	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 Office of Innovation was created in 2016 when Information Systems restructured into a Bi-Model department. The mission of the Office of Innovation is to identify new ideas in transportation and help to test, refine, and implement them at OCTA. The Office of innovation is focused on exploring new ways of thinking and exploring new methods and approaches to bring convenient, affordable, and effective mobility solutions to Orange County.

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.

The requested funding is to assist the Office of Innovation in finding and piloting leading-edge ideas that have potential to improve mobility for Orange County. Pilots may include public private partnerships and the testing of new technologies.

What phase of the project does this line item support?

Proof of Concept.

What phase of the project is this line item currently in, as of January 2, 2017?

Planning.

Is this line item re-budgeted from a prior fiscal year?

No.

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:	2 @ $90,000	FY18-0245
Budget Request:	$ 180,000	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 2017-18. 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: 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.
Help Desk Technician: 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.

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 and Help Desk Technician billable rate increases this year to $46.80 from $45.66.

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.

What phase of the project is this line item currently in, as of January 2, 2017?

This project is ongoing to assist in the support of approximately 1000 computer systems.

Is this line item re-budgeted from a prior fiscal year?

No.

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

Description:	Supplemental Desktop Support for PC Migration	
Quantity/Cost:	1 @ $80,000	FY18-02049
Budget Request:	$ 80,000	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 one full-time Desktop Support technician in FY 2017-18 to supplement existing OCTA staff and contracted positions during a PC Migration project. The project will replace 800 computers that will be 5 years old in June.   This project will be spread-out over 2 fiscal years. Given that a dedicated resource could build 1.5 computers per day including time to image, install specialized software, transfer necessary settings and files, delivery and setup at desktop, and removal of existing computer. With existing staff providing remedial support, it would take approximately 106 weeks to complete this project.

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

The 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, installation and configuration of miscellaneous software titles, extremely knowledgeable with 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 to determine software conflicts within a desktop environment.

Please explain how you arrived at the budgeted dollars requested.

Past experience shows 1 desktop technicians ability to build, configure, deliver, setup, and remove old computer to storage is about 1.5 per day. With 2 technicians, that would 15 computers per week. 800 computers divided by 15 equals 53.3 weeks.

What phase of the project does this line item support?

This line item supports 1 year of an FTE. This project will requires 2 years of a single FTE to complete this project.

What phase of the project is this line item currently in, as of January 2, 2017?

This project is in the budgeting/planning stage. With approved budget the procurement of the computers will start in June for a July delivery.

Is this line item re-budgeted from a prior fiscal year?

No.

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

Description:		Contract Systems Engineer	
Quantity/Cost:		1 @ $200,000	FY18-0261
Budget Request:	$ 200,000		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 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 and Office 365 platform. The Senior Systems Engineer supports the HP ProLiant server hardware along with other technologies such as Citrix and VMWare.

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 Microsoft Windows based server network. Experience with Microsoft Office 365, VMWare virtualization, and Citrix XenApp desktop application publishing required as well.

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.

What phase of the project is this line item currently in, as of January 2, 2017?

Production phase.

Is this line item re-budgeted from a prior fiscal year?

No.

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	FY18-0259
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 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 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.

What phase of the project is this line item currently in, as of January 2, 2017?

Planning.

Is this line item re-budgeted from a prior fiscal year?

No.

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

Description:	Data Center Decommissioning	
Quantity/Cost:	1 @ $50,000	FY18-02016
Budget Request:	$ 50,000	IFAS#: 1284-7519-A5352-0CW

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 part of Information Systems strategic plan of relocating the on premise data center to a colocation data center, services will be required to decommission the on premise data center in making the area re-usable for office space.

Services will include the removal of the air conditioning units, fire suppression system, electrical circuits, and the raised floor.

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

The vendor must have experience with all aspects of office space demolition, specializing in the removal of data center infrastructure.

Please explain how you arrived at the budgeted dollars requested.

Pricing was based upon similar demolition projects that have been done over the past few years at the Authority.

What phase of the project does this line item support?

The production phase.

What phase of the project is this line item currently in, as of January 2, 2017?

Planning.

Is this line item re-budgeted from a prior fiscal year?

No.

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

Description:	Offsite Data Storage	
Quantity/Cost:	1 @ $21,000	FY18-0260
Budget Request:	$ 21,000	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 storage 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 recurring 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.

What phase of the project is this line item currently in, as of January 2, 2017?

Production phase.

Is this line item re-budgeted from a prior fiscal year?

No.

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

Description:	Ellipse v8 Post Upgrade Support	
Quantity/Cost:	1 @ $100,000	FY18-01799
Budget Request:	$ 100,000	IFAS#: 1285-7519-A5359-1C8

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) post upgradeof Ellipse from version 5 to version 8 and on-going application support. The position will perform typical software application administratio 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 post upgrade operations phase. Since this is a newly redesigned application, there will be a need for addition application support for the first six months after we are live on version 8.

What phase of the project is this line item currently in, as of January 2, 2017?

The Ellipse v8 Upgrade is currently in the execution phase.

Is this line item re-budgeted from a prior fiscal year?

No.

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

Description:	Mobile Ticketing and EZ Wallet test charges	
Quantity/Cost:	1 @ $5,000	FY18-01839
Budget Request:	$ 5,000	IFAS#: 1285-7519-A5104-7F3

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 to capture the expenses related to testing the Mobile Ticketing and EZ Wallet applications. Due to the nature of the applications, there are credit card costs associated with accurate testing the systems. This line item is to capture those testing costs. This will be on ongoing line item.

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

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?

Testing phase.

What phase of the project is this line item currently in, as of January 2, 2017?

Testing.

Is this line item re-budgeted from a prior fiscal year?

No, it is new based on need.

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 @ $156,000	FY18-0278
Budget Request:	$ 156,000	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 Granicus Legistar, 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 along with legacy application rewrites. Consultant will also be responsible for SharePoint Administration and devolvement. This position will be integrated with team players in the IS department.

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, SharePoint v2013 and newer. 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.

What phase of the project is this line item currently in, as of January 2, 2017?

Operations.

Is this line item re-budgeted from a prior fiscal year?

No, it is ongoing operations support.

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

Description:	SharePoint eForms Support	
Quantity/Cost:	1 @ $55,000	FY18-02021
Budget Request:	$ 55,000	IFAS#: 1285-7519-A5359-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.

The resource will provide assistance with the creation, modification and enhancements to the SharePoint eForms program. Consultant services will be required in conjunction with possible Nintex implementation and workflow integration. In addition the resource will review our current SharePoint v2013 environment, provide improvement recommendations and implement them.

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

SharePoint v2013 and newer versions: expert level
Nintex and SharePoint workflow: expert level
MS SQL: expert level
Windows OS v 2012 R an newer: 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.

What phase of the project is this line item currently in, as of January 2, 2017?

Operations.

Is this line item re-budgeted from a prior fiscal year?

Yes, from General Services.

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

Description:	Unlimited Access to Tactical IT Documents	
Quantity/Cost:	1 @ $8,500	FY18-01833
Budget Request:	$ 8,500	IFAS#: 1285-7519-A5050-03V

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?

Operations.

What phase of the project is this line item currently in, as of January 2, 2017?

Operations.

Is this line item re-budgeted from a prior fiscal year?

This is an recurring line item moved from 1281.

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

Description:	Lost and Found	
Quantity/Cost:	12 @ $5,910	FY18-0300
Budget Request:	$ 70,920	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 OCTA fixed bus route 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 policy and procedures.

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

The 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 $5,910 per month for the next 2 years.

What phase of the project does this line item support?

All of it.

What phase of the project is this line item currently in, as of January 2, 2017?

This is an ongoing project

Is this line item re-budgeted from a prior fiscal year?

Yes

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

Description:	Office Equipment and Relocation Services	
Quantity/Cost:	1 @ $15,000	FY18-0305
Budget Request:	$ 15,000	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 locations with moves or relocation. This service is required because OCTA does not have the capability to perform these types of tasks. The headquarter improvement projects include but are not limited to: moving divisions to another floor, relocation of copiers/printers and safes for the OCTA 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.

Previous charges and anticipated projects.

What phase of the project does this line item support?

This is ongoing.

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

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

Description:	Digital Asset Management System	
Quantity/Cost:	1 @ $5,000	FY18-0357
Budget Request:	$ 5,000	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 digital images of 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.

Software and scanning abilities.

Please explain how you arrived at the budgeted dollars requested.

By comparing several services

What phase of the project does this line item support?

All of the project

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

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	FY18-0358
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.

Graphic design services with experience and knowledge of embossing required

Please explain how you arrived at the budgeted dollars requested.

By comparing several services.

What phase of the project does this line item support?

All of the project

What phase of the project is this line item currently in, as of January 2, 2017?

Same

Is this line item re-budgeted from a prior fiscal year?

Yes

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

Description:	Photography Services	
Quantity/Cost:	1 @ $12,000	FY18-0361
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, sports events, 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.

Professional Photographer

Please explain how you arrived at the budgeted dollars requested.

Based on the current fees and anticipation of more events during the 17/18 fiscal year.

What phase of the project does this line item support?

The whole project

What phase of the project is this line item currently in, as of January 2, 2017?

Same

Is this line item re-budgeted from a prior fiscal year?

Yes

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	96
0040	Internal Service Fund -	7629	Insurance Services Office Index System	2,500	97
0040	Internal Service Fund -	7629	Other Claims Related Services	15,000	98
1141	Safety & Environmental	7519	First Aid CPR	3,350	99
1141	Safety & Environmental	7519	Fitness Center Staffing	23,400	100
1141	Safety & Environmental	7519	Flu Shots	6,900	101
1141	Safety & Environmental	7519	Health Awareness	2,400	102
1141	Safety & Environmental	7519	Health Risk Vendor	100,000	103
1141	Safety & Environmental	7519	OSHA Compliance Training/Hygiene Services	11,500	104
1141	Safety & Environmental	7519	Regulatory Refresher Training	8,000	105
1142	OCTD Safety & Environ	7519	Audio Metric Testing	7,600	106
1142	OCTD Safety & Environ	7519	Environmental Sustainability Consulting	10,000	107
1142	OCTD Safety & Environ	7519	Fitness Center Staffing	70,856	108
1142	OCTD Safety & Environ	7519	Health, Safety and Environmental Regulatory Consultatio	32,000	109
1142	OCTD Safety & Environ	7519	Transit Compliance Training	14,283	110
1321	Learning & Developmen	7519	Online Training Creation	5,000	111
1321	Learning & Developmen	7519	Training Licenses	20,000	112
1321	Learning & Developmen	7519	Training Materials	1,000	113
1340	Human Resources	7519	(Ergometrics) Customer Service Testing for Coach Oper	15,000	114
1340	Human Resources	7519	DMV Recertification/Alcohol/Drug Test	80,000	115
1340	Human Resources	7519	DOT/FTA Drug/Alcohol Testing/Vaccinations	50,000	116
1340	Human Resources	7519	Executive Recruitment Firm	70,000	117
1340	Human Resources	7519	Flexible Spending Account- Discovery Benefits	17,000	118
1340	Human Resources	7519	Health Insurance Broker	70,000	119
1340	Human Resources	7519	HR Consulting Services	20,000	120
1340	Human Resources	7519	Pre-employment Background Checks	30,000	121
1340	Human Resources	7519	Procure and Obtain Compensation System	30,000	122
1340	Human Resources	7519	System Functional Support Contract	10,000	123
1340	Human Resources	7519	TALX License/Employment Verification	5,000	124
1342	Labor & Employee Relat	7513	Arbitration/Mediation Fees	10,000	125
1342	Labor & Employee Relat	7519	DMV Recertification Physicals	15,000	126
1342	Labor & Employee Relat	7519	Return to Duty Physicals	5,000	127
1342	Labor & Employee Relat	7519	Title VI, Affirmative Action Program Consultant	8,000	128
1342	Labor & Employee Relat	7629	Court Reporting Services	10,000	129
Subtotal Services - Human Resources and Organizational Development				**$ 784,789**	

| Division: | 04 | Human Resources and Organizational Development |
| Object: | 7629 | Other Services |

OrgKey:	0040	Internal Service Fund - PL&PD

Description: Actuarial Study Services

Quantity/Cost: 1 @ $6,000   FY18-01442

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.

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

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

No.

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 @ $2,500	FY18-01440
Budget Request:	$ 2,500	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.

N/A

Please explain how you arrived at the budgeted dollars requested.

Projected $2,500 based on projected claims expected to be received in FY 17/18.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

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
Budget Request:	$ 15,000

FY18-01441

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.

N/A

Please explain how you arrived at the budgeted dollars requested.

Projected based on current and expected claims to be received in FY17/18.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

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   FY18-038

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/Blood borne 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

What phase of the project is this line item currently in, as of January 2, 2017?

Line item requires ongoing management throughout the entire fiscal year. Not a one time project allocation. (recurring budget line item)

Is this line item re-budgeted from a prior fiscal year?

All items are re-budgeted (recurring) from prior fiscal year.

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	FY18-042
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 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 the 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

What phase of the project is this line item currently in, as of January 2, 2017?

Line item requires ongoing management throughout the entire fiscal year. Not a one time project allocation. (Reoccurring budget line item)

Is this line item re-budgeted from a prior fiscal year?

All items are re-budgeted (reoccurring) from prior fiscal year.

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	FY18-040
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.

Providing workplace flu shot clinics is 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

What phase of the project is this line item currently in, as of January 2, 2017?

Line item requires ongoing management throughout the entire fiscal year. Not a one time project allocation. (recurring budget line item)

Is this line item re-budgeted from a prior fiscal year?

All items are re-budgeted (recurring) from prior fiscal year.

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	FY18-036
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 health 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

What phase of the project is this line item currently in, as of January 2, 2017?

Line item requires ongoing management throughout the entire fiscal year. Not a one time project allocation. (Reoccurring budget line item).

Is this line item re-budgeted from a prior fiscal year?

All items are re-budgeted (reoccurring) from prior fiscal year.

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 @ $100,000	FY18-041
Budget Request:	$ 100,000	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 and raise employee morale, 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   416 HRA taken   518 Biometrics completed   389 awards given
2016   490 HRA taken   407 Biometrics completed   485 awards given
2017 increase with 40 more awards

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

Certified and qualified Health Risk Assessment and Biometric screening providers with experienced staff

Please explain how you arrived at the budgeted dollars requested.

Budget estimate includes alike participation as 2016, 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

What phase of the project is this line item currently in, as of January 2, 2017?

Line item requires ongoing management throughout the entire fiscal year. Not a one time project allocation. (Recurring budget line item)

Is this line item re-budgeted from a prior fiscal year?

All items are re-budgeted (recurring) from prior fiscal year.

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 @ $11,500	FY18-037
Budget Request:	$ 11,500	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 in previous years

What phase of the project does this line item support?

All phases

What phase of the project is this line item currently in, as of January 2, 2017?

Line item requires ongoing management throughout the entire fiscal year. Not a one time project allocation. (Reoccurring budget line item)

Is this line item re-budgeted from a prior fiscal year?

All items are re-budgeted (reoccurring) from prior fiscal year.

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	FY18-039
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

What phase of the project is this line item currently in, as of January 2, 2017?

Line item requires ongoing management throughout the entire fiscal year. Not a one time project allocation. (recurring budget line item)

Is this line item re-budgeted from a prior fiscal year?

All items are re-budgeted (recurring) from prior fiscal year.

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	FY18-076
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 tests in accordance with Cal/OSHA (Occupational Safety & Health Administration) standards.

Please explain how you arrived at the budgeted dollars requested.

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

What phase of the project does this line item support?

All phases

What phase of the project is this line item currently in, as of January 2, 2017?

Line item requires ongoing management throughout the entire fiscal year. Not a one time project allocation. (recurring budget line item)

Is this line item re-budgeted from a prior fiscal year?

All items are re-budgeted (recurring) from prior fiscal year.

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 @ $10,000	FY18-078
Budget Request:	$ 10,000	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

What phase of the project is this line item currently in, as of January 2, 2017?

Line item requires ongoing management throughout the entire fiscal year. Not a one time project allocation. (recurring budget line item)

Is this line item re-budgeted from a prior fiscal year?

All items are re-budgeted (recurring) from prior fiscal year.

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 FY18-077

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

What phase of the project is this line item currently in, as of January 2, 2017?

Line item requires ongoing management throughout the entire fiscal year. Not a one time project allocation. (recurring budget line item)

Is this line item re-budgeted from a prior fiscal year?

All items are re-budgeted (recurring) from prior fiscal year.

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	FY18-075
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
• Storm water management
• Underground storage leaks
• 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

What phase of the project is this line item currently in, as of January 2, 2017?

Line item requires ongoing management throughout the entire fiscal year. Not a one time project allocation. (recurring budget line item)

Is this line item re-budgeted from a prior fiscal year?

All items are re-budgeted (recurring) from prior fiscal year.

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	FY18-074
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
• Blood borne 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 professionals with subject matter knowledge and experience.

Please explain how you arrived at the budgeted dollars requested.

The 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

What phase of the project is this line item currently in, as of January 2, 2017?

Line item requires ongoing management throughout the entire fiscal year. Not a one time project allocation. (recurring budget line item)

Is this line item re-budgeted from a prior fiscal year?

All items are re-budgeted (recurring) from prior fiscal year.

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 @ $5,000	FY18-0397
Budget Request:	$ 5,000	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. The objective is to transition all compliance training and appropriate elective training to an on-line format over a three-year span. This is the third year that we are working on this initiative. After that, the on-line training development will largely consist of maintaining 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 the previous years' expenditures (projects 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.

What phase of the project is this line item currently in, as of January 2, 2017?

All phases

Is this line item re-budgeted from a prior fiscal year?

This line item is not re-budgeted from a prior fiscal year.

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	FY18-0396
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.

What phase of the project is this line item currently in, as of January 2, 2017?

All phases

Is this line item re-budgeted from a prior fiscal year?

All items are re-budgeted (recurring) from prior fiscal year.

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

Description:	Training Materials	
Quantity/Cost:	1 @ $1,000	FY18-01938
Budget Request:	$ 1,000	IFAS#: 1321-7519-A2006-07X

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 personal and professional development, including courses such as Meyers-Briggs Type Indicator, and Strength Deployment Inventory (SDI).

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

The 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 rates provided by the companies.

What phase of the project does this line item support?

Delivery phase of materials.

What phase of the project is this line item currently in, as of January 2, 2017?

All phases

Is this line item re-budgeted from a prior fiscal year?

This line item is not re-budgeted from a prior fiscal year.

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 @ $15,000   FY18-0414

Budget Request: $ 15,000   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.

Coach Operator testing.

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

A vendor that can provide a validated test specifically designed to test the aptitude of candidates applying to a Coach Operator position in the following areas:

Public Relations: Sensitive with regard to public relations and how operator actions are seen by others. Responsive to customer needs, considerate, helpful.

Customers With Special Needs: Shows sensitivity, courtesy and professionalism when customers have special needs, including disabilities.

Ability to Work Independently (Independence): Can work independently, with initiative, interacting with the public about customer expectations. Willing to make decisions and deal with problems without unnecessary supervisory involvement. Takes responsibility for how situations are handled.

Critical Thinking and Outcome Orientation (Critical Thinking): Thinks situations through logically, considers safety, liability, schedule and expected outcome before acting. Appropriately considers circumstances when enforcing rules.

Teens and Student Customers (Working with Youth): Effective with teens and student customers.

Teamwork: Supports co-workers and adds to positive work environment.

Attitude Toward Management (Organizational Attitude) – Loyal to the organization. Cooperative and reasonable with management. Supportive of management policies and directives. Accepts normal work conditions and customer behaviors.

Please explain how you arrived at the budgeted dollars requested.

Minimum yearly amount is $9,500. $25 per test per Coach Operator with 20 being tested every month.

What phase of the project does this line item support?

Coach Operator employment testing.

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

Yes.

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 @ $80,000	FY18-0417
Budget Request:	$ 80,000	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.

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

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 @ $50,000	FY18-0416
Budget Request:	$ 50,000	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.

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

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

Description:	**Executive Recruitment Firm**	
Quantity/Cost:	1 @ $70,000	**FY18-01947**
Budget Request:	$ 70,000	**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.

Use an Executive Recruitment Firm to recruit for Executive Director positions as well as upper management positions.

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

SME - HR Manager

Please explain how you arrived at the budgeted dollars requested.

Based on previous actuals.

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

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

Description:	Flexible Spending Account- Discovery Benefits	
Quantity/Cost:	1 @ $17,000	FY18-01930
Budget Request:	$ 17,000	IFAS#: 1340-7519-A2307-T5Q

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

Flexible Spending Account budget for maintenance on Discovery Benefits.

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

SME - Benefits Manager

Please explain how you arrived at the budgeted dollars requested.

Budgeted from previous years.

What phase of the project does this line item support?

All

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

Yes.

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

Description:	Health Insurance Broker	
Quantity/Cost:	1 @ $70,000	FY18-01926
Budget Request:	$ 70,000	IFAS#: 1340-7519-A2307-FBE

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

Health Insurance Broker fees expected during the fiscal year to provide Health Insurance services.

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

SME - Benefits Manager

Please explain how you arrived at the budgeted dollars requested.

Budget from previous fiscal year.

What phase of the project does this line item support?

All

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

Yes

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   FY18-0412

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 search firm that has extensive experience filling Executive Level positions in the Transportation Industry.

Please explain how you arrived at the budgeted dollars requested.

The requested amount is industry standard which is to pay twenty-five percent of the annual salary for a successful placement of a Section Manager position with an annual salary of $80,000.

What phase of the project does this line item support?

Determined by business need as positions become vacant.

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

Yes

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 @ $30,000	FY18-0415
Budget Request:	$ 30,000	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 Firm that has the ability to conduct all background investigative activities in compliance with the current practices of the Fair Credit Reporting Act.

Please explain how you arrived at the budgeted dollars requested.

Amount requested is based on current contract, C-4-1599, where the authority has agreed to an amount of $90k over a three year period equating to $30k per year.

What phase of the project does this line item support?

Submit background checks to Firm weekly as part of the onboarding process for the Authority.

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

Yes

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

Description:	Procure and Obtain Compensation System	
Quantity/Cost:	1 @ $30,000	FY18-01923
Budget Request:	$ 30,000	IFAS#: 1340-7519-A0001-06U

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 to obtain a contract with a real time compensation market data & compensation system.

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

SME Compensation manager.

Please explain how you arrived at the budgeted dollars requested.

Previously quoted amount from PayScale.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

Has not started.

Is this line item re-budgeted from a prior fiscal year?

Yes

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

Description:	System Functional Support Contract	
Quantity/Cost:	1 @ $10,000	FY18-01948
Budget Request:	$ 10,000	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.

Additional system support for Lawson, ICIMS, Talentwise and Halogen.

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

Expertise in applicable system software.

Please explain how you arrived at the budgeted dollars requested.

Recommendation from IS Department.

What phase of the project does this line item support?

Additional professional system support.

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

Yes

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	FY18-0413
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.

This contract covers all responses (from mortgage lenders) for employment or income verification of OCTA employees. The service provides automated responses 7 days a week, 24 hours a day. The vendor guarantees accuracy and confidentiality of all information, including released information. It complies with state and federal laws and assists in educating employees on the automated response service.

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

SME - HR Manager

Please explain how you arrived at the budgeted dollars requested.

Previous budget years.

What phase of the project does this line item support?

All

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

Yes

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	FY18-0432
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 2015 and 2016, there were 80 and 81 grievances filed, respectively. Of the calendar year 2016 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 anticipate that each could be heard by an arbitrator or for possible cancellation fees.

The State Mediation & Conciliation Service (SMCS) charges 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.

What phase of the project is this line item currently in, as of January 2, 2017?

N/A.

Is this line item re-budgeted from a prior fiscal year?

Yes, this line item is re-budgeted from prior fiscal year 2016/2017.

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	FY18-0434
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.

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.

What phase of the project is this line item currently in, as of January 2, 2017?

N/A.

Is this line item re-budgeted from a prior fiscal year?

Yes, this line item is re-budgeted from prior fiscal year 2016/2017.

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	FY18-0433
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.

What phase of the project is this line item currently in, as of January 2, 2017?

N/A.

Is this line item re-budgeted from a prior fiscal year?

Yes, this line item is re-budgeted from prior fiscal year 2016/2017.

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	FY18-0435
Budget Request:	$ 8,000	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.

What phase of the project is this line item currently in, as of January 2, 2017?

N/A.

Is this line item re-budgeted from a prior fiscal year?

Yes, this line item is re-budgeted from prior fiscal year 2016/2017.

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	FY18-0437
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. A Request for Proposals has been assigned to CAMM and we anticipate a new contract and purchase order number to be in place shortly with an effective date of April 1, 2017.

These expert-level court reporters are ordered through our court reporting service, Precise Golkow whose contract is in place through March 31, 2017. We will have additional information as our RFP is completed and in place.

Please explain how you arrived at the budgeted dollars requested.

This contract is budgeted with a cumulative total of $50,000.00 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.

What phase of the project is this line item currently in, as of January 2, 2017?

N/A.

Is this line item re-budgeted from a prior fiscal year?

This line item is re-budgeted from prior fiscal year 2016/2017.

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Planning Services

Org-Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
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1535	Transit Service Plannin	7519	Transit Corridor Study	550,000	193
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1539	Transit Planning Ops S	7519	Transit Asset Management Plan Development	200,000	195
Subtotal Services - Planning				**$ 15,795,000**	

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7514	Prof Serv-Right of Way Service

Description:	Environmental Mitigation Program Right of Way Support Services	
Quantity/Cost:	1 @ $15,000	FY18-01919
Budget Request:	$ 15,000	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.

See agreement C-4-1786. Right of Way (ROW) support is needed to provide assistance on the acquisition of open space properties. ROW support services include appraisals, environmental site assessments and surveys.

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

Appraiser and surveyor knowledge.

Please explain how you arrived at the budgeted dollars requested.

Based on anticipated acquisitions in the upcoming fiscal year.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	2018 Measure M2 Freeway Plan Update	
Quantity/Cost:	1 @ $80,000	FY18-02166
Budget Request:	$ 80,000	IFAS#: 0017-7519-A4461-0KF

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 Measure M2 Freeway Plan and cash flow to reflect the latest planning assumptions, construction schedules, actuals, existing and future volumes, and the M2 Next 10 Plan.

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

Transportation Planning project manager(s) with strong knowledge of the Measure M2 Freeway Program, freeway project costs, construction cost escalation, cash flow development, and project phasing.

Please explain how you arrived at the budgeted dollars requested.

Escalation from previous M2 Freeway Plan study efforts.

What phase of the project does this line item support?

Planning and Project Development.

What phase of the project is this line item currently in, as of January 2, 2017?

Planning and Project Development.

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	CIP Database Update	
Quantity/Cost:	1 @ $100,000	FY18-02241
Budget Request:	$ 100,000	IFAS#: 0017-7519-M2050-0MQ

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 current system has limitations that is making these programs increasingly complex to manage. A need has arose for a more efficient and effective database to help manage and report the outcomes. Since future versions of Silverlight are uncertain, it is now necessary to start adopting new and emerging technology. The Authority has a set of requirements and outcomes that will be used to redesign an existing platform to streamline the process for an agency to prepare and submit a CIP and give the Authority the ability to generate reports.

The following scope of work outlines required functions:

Re-design, development, testing, consolidation of systems, and deployment of new module.

Operational Support services necessary to continue on-going operations of existing CIP systems.

Corrective Maintenance services, including application bug fixes, fixes to reports that are inaccurate, correcting business rules that contain bad logic, and/or assistance in completion upgrades as identified.

Re-design, development, testing, consolidation of systems, and deployment of new module.

Operational Support services necessary to continue on-going operations of existing CIP systems.

May also include development of future systems, integration of systems for improved data sharing, and/or the expansion of the existing systems to support other programs or in response to regulatory and statutory changes.

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

Technical Abilities to prepare, manage and monitor a database that can enable local agencies to input their Capital Improvements Program projects online and submit to OCTA on an annual basis.

Please explain how you arrived at the budgeted dollars requested.

Internal Cost Estimate and comparison to existing database.

What phase of the project does this line item support?

Implementation

What phase of the project is this line item currently in, as of January 2, 2017?

Implementation.

Is this line item re-budgeted from a prior fiscal year?

No

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Comprehensive Transportation Funding Programs Application Review	
Quantity/Cost:	1 @ $200,000	FY18-02237
Budget Request:	$ 200,000	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 and Regional Traffic Signal Synchronization Program. 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 Include:
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.

Amount identified in the existing contract C-41686 and cost to encumber a new contract in FY 17/18.

What phase of the project does this line item support?

Implementation

What phase of the project is this line item currently in, as of January 2, 2017?

Implementation

Is this line item re-budgeted from a prior fiscal year?

Yes and to encumber a new contract in FY 17/18.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	CTFP Final Payments Review	
Quantity/Cost:	1 @ $200,000	FY18-02238
Budget Request:	$ 200,000	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 Programs (CTFP) 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.

Professional engineering license, understating on Measure M2 ordinance. Knowledge of CTFP guidelines and OCTA Board approved policies to implement Measure M2 projects funded through CTFP. Ability to analyze engineering documents and alternative build no build options.

Please explain how you arrived at the budgeted dollars requested.

Current contract amount identified in C-4-1581 and future needs to review approximately 300 + projects funded through CTFP.

What phase of the project does this line item support?

Implementation

What phase of the project is this line item currently in, as of January 2, 2017?

Implementation

Is this line item re-budgeted from a prior fiscal year?

Yes and Cost to procure a new contract in FY 17/18.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description: Cultural Resources Support for Army Corps of Engineers Permitting Process for M2 Freeway Projects

Quantity/Cost: 1 @ $60,000   FY18-01924

Budget Request: $ 60,000   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.

See agreement C-4-1441. Ensure that the OCTA M2 restoration projects and freeway projects are in compliance with the State Historic Preservation Office requirements. This is necessary for Army Corps of Engineers to provide a Section 404 permit (Clean Water Act). This scope also includes an archaeological component. Archaeological assessments are important to identify future management activities.

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

Cultural resources specialist, archaeologist, environmental planner.

Please explain how you arrived at the budgeted dollars requested.

Anticipated needs for upcoming M2 freeway projects, restoration projects and acquisitions properties.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Eco Interactive Subscription - OC Fundtracker	
Quantity/Cost:	1 @ $90,000	FY18-01789
Budget Request:	$ 90,000	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. Existing cooperative agreement number A32768.

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

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

Yes.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description: Environmental Cleanup Program Data Gathering for Tier 1 and Tier 2 Funded Projects

Quantity/Cost: 1 @ $50,000   FY18-01910

Budget Request: $ 50,000   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.

See agreement C-6-0940. Professional services will be needed to assist in monitoring the effectiveness of funded Tier 1 and Tier 2 projects. For example, the approximate weight of trash and debris collected by funded Tier 1 projects will be estimated. Tier 2 projects will be analyzed to estimate the effectiveness in improving water quality and/or volume of water saved and/or diverted.

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

Engineer with water quality specialty.

Please explain how you arrived at the budgeted dollars requested.

Based on previous year budget expenditure and anticipated Tier 1 and Tier 2 project completions.

What phase of the project does this line item support?

N/A, this is a grant program

What phase of the project is this line item currently in, as of January 2, 2017?

N/A, this is a grant program

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
Org Key:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Freeway Chokepoint and Operational Analysis	
Quantity/Cost:	1 @ $175,000	FY18-02169
Budget Request:	$ 175,000	IFAS#: 0017-7519-A4461-0L3

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 follow up on the 2016 Freeway Study, to develop freeway operational chokepoint analyses and improvement strategies.

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

Transportation planning project manager(s) with extensive experience in freeway planning, operational assessments, and development of freeway improvement(s)/geometrics.

Please explain how you arrived at the budgeted dollars requested.

Escalation of 2016 Freeway Study project cost, with additional scope to develop initial geometrics for recommended operational improvements.

What phase of the project does this line item support?

Planning and Project Development

What phase of the project is this line item currently in, as of January 2, 2017?

Planning

Is this line item re-budgeted from a prior fiscal year?

No

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	General Environmental Support for Interstate 5 (I-5)	
Quantity/Cost:	1 @ $7,500	FY18-01909
Budget Request:	$ 7,500	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.

See Agreement #C-4-1310. Retain Professional Services to provide general environmental support for Interstate 5. Procurement underway to provide environmental support for highway, transit, and rail projects.

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

Engineering and planning experience.

Please explain how you arrived at the budgeted dollars requested.

Based on previous year budget expenditure.

What phase of the project does this line item support?

Various

What phase of the project is this line item currently in, as of January 2, 2017?

Various

Is this line item re-budgeted from a prior fiscal year?

Yes

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 @ $150,000	FY18-01876
Budget Request:	$ 150,000	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 work flow 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 and customization of ArcGIS Desktop and ArcGIS Server products, as well as MS SQL Server databases, and modern GIS software and map-based 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 expenditures and usage for the same purposes.

What phase of the project does this line item support?

This is for the GIS Section's needs for ongoing staff augmentation, rather than any specific project or phase.

What phase of the project is this line item currently in, as of January 2, 2017?

This is for the GIS Section's needs for ongoing staff augmentation, rather than any specific project or phase.

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	GIS Transit O-D Survey 2018	
Quantity/Cost:	1 @ $250,000	FY18-01882
Budget Request:	$ 250,000	IFAS#: 0017-7519-TS001-P36

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 support OCTAM model development and validation, streetcar planning, project analyses, long-range planning studies, and federal reporting requirements, OCTA periodically administers large-scale onboard bus passenger surveys to acquire data about bus passengers, their trip characteristics, and travel patterns. To meet federal guidelines, OCTA attempts to conduct such surveys each four to five years. The most recent survey was completed early in 2014 and OCTA anticipates conducting its next survey in 2018. This line item will cover data collection, management and administration of the survey, data entry and processing, and a project report.

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

Access to a pool of local field data collectors capable of interacting with OCTA's bus patrons in a positive manner. Expertise in origin-destination survey design and administration, as well the post-processing raw data and transforming that data into a useable product representative of OCTA bus ridership.

Please explain how you arrived at the budgeted dollars requested.

The budget request is based on average annual costs from OCTA's most recent survey, which was a multiyear effort completed in 2014.

What phase of the project does this line item support?

This budget request will cover all elements of the project to be completed by consultants.

What phase of the project is this line item currently in, as of January 2, 2017?

Concept development and scoping.

Is this line item re-budgeted from a prior fiscal year?

No

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description: Interim Biological Monitoring for the M2 Environmental Mitigation Program (EMP) Preserves

Quantity/Cost: 1 @ $100,000   FY18-02184

Budget Request: $ 100,000   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.

See Agreement #C-6-1039. Services include routine biological monitoring as well as focused surveys for rare and endangered species. This is a requirement of the OCTA Conservation Plan to ensure that the Preserves purchased by OCTA are being managed appropriately. Deliverables include monitoring reports on a routine basis (changes based on season) as well as an annual monitoring report. Will also include an invasive species mapping and management plan for the Preserves.

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

Project manager, wildlife biologist (permitted by the U.S. Fish and Wildlife Service), restoration ecologist, and Geographical Information System (GIS) specialist.

Please explain how you arrived at the budgeted dollars requested.

Amount of agreement is based on a five year contract to cover 5 years. Anticipated to be a bit more that 1/5 in the first year due to the need of invasive species mapping and eradication plan.

What phase of the project does this line item support?

Various

What phase of the project is this line item currently in, as of January 2, 2017?

Various

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Interim Biological Monitoring Support Services	
Quantity/Cost:	1 @ $80,000	FY18-02195
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.

See Agreement #C-5-3687. Services include biological monitoring for the OCTA Ferber Ranch Preserve. Consultant provides ongoing monitoring, photo documentation, checking fence lines, providing reports (including data and management recommendations), focused species surveys, invasive species mapping and development of treatment plan, statistical sampling, and assistance during public outreach events.

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

Project manager, regulatory specialist, monitoring biologist, botanist, wildlife biologist, restoration ecologist, certified arborist, GIS specialist, and senior advisor.

Please explain how you arrived at the budgeted dollars requested.

Based on previous years expenditures and hourly rates multiplied by anticipated hours needed to complete specific reports/surveys.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Interim Land Management for Hayashi Preserve	
Quantity/Cost:	1 @ $60,000	FY18-02190
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.

See Agreement #C-4-1570. Services include patrol and management of the OCTA Hayashi Preserve. Agreement is with the Department of Parks and Recreation and enables the staff from the adjacent Chino Hills State Park staff to monitor and manage the Hayashi Preserve on an interim basis which is a requirement of the OCTA Conservation Plan. Work will include removing trash and debris, maintaining trails and fences, erecting fencing and signage, and implementing security programs to enforce no trespassing. Work also entails invasive species mapping and abatement.

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

Environmental scientist, state park ranger, state park supervisor.

Please explain how you arrived at the budgeted dollars requested.

Based on previous year budget expenditure.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Interim Land Management Including Maintenance for the M2 Preserves.	
Quantity/Cost:	1 @ $100,000	FY18-01932
Budget Request:	$ 100,000	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.

See agreement C-6-1046. Provide interim land management including maintenance of M2 Preserves (Hafen, O'Neill Oaks, Saddle Creek South, Aliso Canyon and MacPherson). Assistance of similar duties may be needed on Ferber Ranch and/or Hayashi. Duties will include weed abatement, tree trimming, trash removal, signage, road maintenance, fuel modification and potential emergency response for natural disasters.

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

Project manager, restoration ecologist, foreman, equipment operator.

Please explain how you arrived at the budgeted dollars requested.

This is a five year contract in the amount of $500,000. One year of work equates to $100,000. Budget needs may change based on weather other unpredictable factors.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	M2 - State and Federal Programming Support	
Quantity/Cost:	1 @ $60,000	FY18-01899
Budget Request:	$ 60,000	IFAS#: 0017-7519-A4461-P2J

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 will seek similar 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. Hiring this consultant is necessary to deliver the M2 freeway program, and in particular, to meet the ordinance requirement that every effort is made to maximize state and federal funds. This consultant will also be required to provide a sub-consultant that can assist in further development of the Access based master tracking database which retains funding information for M2 projects.

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 including the additional sub-consultant for FY 2016/17.

What phase of the project does this line item support?

This will continue the services provided through C-3-1741 on an ongoing basis.

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

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	FY18-01200
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.

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.

What phase of the project is this line item currently in, as of January 2, 2017?

Continuous process through the life of the 30-year Measure M2 Program which is set to sunset on March 31, 2041.

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	M2 Environmental Mitigation Program Inclement Weather Property Damage	
Quantity/Cost:	1 @ $250,000	FY18-02610
Budget Request:	$ 250,000	IFAS#: 0017-7519-FX001-0O2

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 a budget line item to address property damages due to inclement weather conditions (i.e., floods, cleanup, etc.) of storm season 2016/17 on the existing M2 Environmental Mitigation Program (EMP) Preserves.

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

Licensed contractor to perform maintenance work.

Please explain how you arrived at the budgeted dollars requested.

Based on cost from previous similar work performed on Preserves and engineer's cost estimate.

What phase of the project does this line item support?

Interim land management of OCTA Preserves.

What phase of the project is this line item currently in, as of January 2, 2017?

Interim land management of OCTA Preserves.

Is this line item re-budgeted from a prior fiscal year?

No.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description: M2 Environmental Mitigation Program Professional Service for Baseline Biological Surveys

Quantity/Cost: 1 @ $51,000   FY18-02232

Budget Request: $ 51,000   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.

See Agreement #C-1-3004. Services to provide biological baseline surveys for any newly acquired OCTA Preserves. Additional Preserves may be added to the program and will need to be evaluated and documented for the biological resources and Natural Community Conservation Planning (NCCP)/Habitat Conservation Plans (HCP) covered species.

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

Project manager, botanist, wildlife biologist, GIS specialist.

Please explain how you arrived at the budgeted dollars requested.

Based on previous years expenditures.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

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	FY18-01201
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 2017-18. 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.

What phase of the project is this line item currently in, as of January 2, 2017?

The M2 document center supports the 30-year Measure M2 program.

Is this line item re-budgeted from a prior fiscal year?

Yes

Planning Services

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 @ $150,000	FY18-01203
Budget Request:	$ 150,000	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 Capital Improvement Program (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.

Understanding of Measure M2 ordinance and M2 Eligibility requirements is very important. In addition, technical experience in reviewing documents such as Capital Improvement Programs, Maintenance of Effort calculations and City's compliance reports with the M2 Ordinance.

Please explain how you arrived at the budgeted dollars requested.

Based on the scope of work identified for the work and contract amount identified to complete all the work.

What phase of the project does this line item support?

Implementation

What phase of the project is this line item currently in, as of January 2, 2017?

Implementation

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Measure M2 Technical Studies	
Quantity/Cost:	1 @ $100,000	FY18-01188
Budget Request:	$ 100,000	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.

As we move forward in the delivery of the Measure M Next 10 Delivery Plan, 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 M2, 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. Some examples include: Market Conditions Analysis, Federal Compliance, and Performance Assessment.

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 M2.

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

What phase of the project is this line item currently in, as of January 2, 2017?

On-going monitoring of the Measure M2 30-year program that is set to sunset on March 31, 2041

Is this line item re-budgeted from a prior fiscal year?

No

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Mobility Indicators Report Data Collection and Compilation	
Quantity/Cost:	1 @ $50,000	FY18-02227
Budget Request:	$ 50,000	IFAS#: 0017-7519-M0201-P36

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 streamline the data collection and compilation for the Mobility Indicators Report scheduled to be updated in 2018. Supports the 2018 Long Range Transportation Plan (LRTP) baseline conditions analysis.

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

Consultant must be proficient in the collection and compilation of demographic and socio-economic data.

Please explain how you arrived at the budgeted dollars requested.

This budget is based on previous work done.

What phase of the project does this line item support?

The full project.

What phase of the project is this line item currently in, as of January 2, 2017?

The project has not started yet.

Is this line item re-budgeted from a prior fiscal year?

No.

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	
Quantity/Cost:	1 @ $25,000	FY18-01785
Budget Request:	$ 25,000	IFAS#: 0017-7519-SO001-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 funding will provide on-call support for the OC Fundtracker database and the ACCESS based Master Tracking Database. 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.

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.

What phase of the project is this line item currently in, as of January 2, 2017?

This is not a phased project. It would support development, implementation and some ongoing support.

Is this line item re-budgeted from a prior fiscal year?

Yes.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description: OC Sheriff Dept (Mounted Unit) to Perform Interim Land Management (5 year contract)

Quantity/Cost: 1 @ $100,000   FY18-02196

Budget Request: $ 100,000   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.

See Agreement #C-5-3342. This line item covers the cost to deploy Orange County Sheriff Deputies (Mounted Enforcement Unit) to patrol the OCTA Preserves. They coordinate and supplement the OCTA private patrol contractor and are able to get to trails and locations that are not accessible by vehicle on the Preserves via horseback.

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

Orange County Sheriff Deputies (Mounted Unit), Orange County Sheriff Sergeant

Please explain how you arrived at the budgeted dollars requested.

Based of previous years expenditures

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	OCTAM Improvements/Model Development	
Quantity/Cost:	1 @ $125,000	FY18-02022
Budget Request:	$ 125,000	IFAS#: 0017-7519-M0201-0DF

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 would be to improve the modeling of streetcar systems and other modes in OCTAM. It would also include further calibration improvements, tweaks, and tools for the model.

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

Expert-level regional travel demand modeling experience including development, calibration, validation, and application.

Please explain how you arrived at the budgeted dollars requested.

Based on the expert opinion of the modeling expert relative to the necessary time and experience level of the consultants.

What phase of the project does this line item support?

This supports the development phase of OCTAM.

What phase of the project is this line item currently in, as of January 2, 2017?

Currently the project is awaiting funding.

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	On-call Environmental Services for Environmental Mitigation Program	
Quantity/Cost:	1 @ $100,000	FY18-02233
Budget Request:	$ 100,000	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.

New contract to help support the Environmental Mitigation Program (EMP) for various services including, but not limited to development of the final and remaining Preserve resource management plans, review and consistency check for the M2 freeway projects and the Natural Community Conservation Plan (NCCP)/Habitat Conservation Plan (HCP), and support for drafting the annual reports which are required as part of the OCTA NCCP/HCP.

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

Project manager, environmental planner (natural sciences or biologist), regulatory specialist, Graphical Information System (GIS) analyst.

Please explain how you arrived at the budgeted dollars requested.

based on previous years expenditures

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

No

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	On-Call Measure M2 Strategic Advisory Services	
Quantity/Cost:	1 @ $115,000	FY18-01187
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 M2 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 M2.

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

What phase of the project is this line item currently in, as of January 2, 2017?

On-going monitoring of the Measure M2 30-year program that is set to sunset on March 31, 2041

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Pavement Management Plan On-Call Services	
Quantity/Cost:	1 @ $87,000	FY18-02236
Budget Request:	$ 87,000	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. Works consist 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).

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.

Amount needed in the past to complete all tasks, current contract amount and inflation.

What phase of the project does this line item support?

Implementation

What phase of the project is this line item currently in, as of January 2, 2017?

Implementation

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Private Patrol (High Level Security) for M2 EMP Conservation Properties	
Quantity/Cost:	1 @ $75,000	FY18-02189
Budget Request:	$ 75,000	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.

See Agreement #C-6-1535. Services are needed to conduct routine patrol checks on OCTA Preserves in order to prevent trespassers and illegal activities. Services will consist of roving patrol to deter potential crimes in progress and various trespassers, as well as patrol checks of main access gates. Private patrol is also required to escort OCTA staff whenever they visit the Preserves.

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

Services require a trained patrol officer (at least 5 years experience) in full uniform, a clearly marked all-terrain patrol vehicle with spotlights, and cell phone for emergency contact. Patrol Manager, Patrol Supervisor and Patrol Officer.

Please explain how you arrived at the budgeted dollars requested.

Budgeted based on previous years experience

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Professional Services for Fire Management Plan for the M2 Preserves
Quantity/Cost:	1 @ $75,000 FY18-01929
Budget Request: $ 75,000	IFAS#: 0017-7519-FX001-07Q

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 fire management plan will be needed to cover all seven of the OCTA Preserves. This is a requirement of the wildlife agencies and is committed to within the OCTA resource management plans. The fire management plan will be developed by a consultant that specializes in these types of plans. The plans will be Preserve specific and will include existing vegetation types and cultural resources, fire prevention recommendations, fire attach plan, safety /access related tasks, fire history, compliance with various programs, laws, etc., standards, guidelines, assessment of fire threat, factors that increase threat, fire suppression support, framework to carry out the plan, and wild land fire management options. The deliverable will be seven separate fire management plans/documents.

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

Very specific environmental consultant with experience in producing fire management plans for wild land properties.

Please explain how you arrived at the budgeted dollars requested.

Budget developed off of general consultant rate multiplied by the amount of hours anticipated to complete the plans.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

No

Division:	14	Planning
Orgkey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Programming and Analysis	
Quantity/Cost:	1 @ $160,000	FY18-01904
Budget Request:	$ 160,000	IFAS#: 0017-7519-A0001-TJ4

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 OC Streetcar and other project S and project V 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); FTA, programs including new starts; review and analysis of California Transportation Commission (CTC) actions and the next Federal Transportation Reauthorization Bill.

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 in order to maximize state and federal funds in place of M2 program funds. Knowledge and experience with Federal Transit Administration funding and grant programs, the 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.

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?

Ongoing planning

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing planning

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Provide General Environmental Support for San Juan Creek Bridge	
Quantity/Cost:	1 @ $7,500	FY18-01921
Budget Request:	$ 7,500	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.

Retain professional services to provide general environmental support for San Juan Creek Bridge replacement project.

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

Engineering and planning experience.

Please explain how you arrived at the budgeted dollars requested.

Based on previous year budget expenditures.

What phase of the project does this line item support?

Various

What phase of the project is this line item currently in, as of January 2, 2017?

Various

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Provide General Environmental Support for State Route 55 (SR-55)	
Quantity/Cost:	1 @ $7,500	FY18-01913
Budget Request:	$ 7,500	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.

See Agreement #C-4-1310. Retain professional services to provide general environmental support for State Route 55. Procurement underway to provide environmental support for highway, transit and rail projects.

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

Engineering and planning experience.

Please explain how you arrived at the budgeted dollars requested.

Based on previous year budget expenditure.

What phase of the project does this line item support?

Various

What phase of the project is this line item currently in, as of January 2, 2017?

Various

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Provide General Environmental Support for State Route 57 (SR-57)	
Quantity/Cost:	1 @ $7,500	FY18-01916
Budget Request:	$ 7,500	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.

See Agreement #C-4-1310. Retain professional services to provide general environmental support to State Route 57. Procurement underway to provide environmental support for highway, transit, and rail projects.

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

Engineering and planning experience.

Please explain how you arrived at the budgeted dollars requested.

Based on previous year budget expenditure.

What phase of the project does this line item support?

Various

What phase of the project is this line item currently in, as of January 2, 2017?

Various

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:		Retain Contractor to Perform Maintenance on Acquired Properties (Ferber Ranch)	
Quantity/Cost:		1 @ $60,000	FY18-02192
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.

See Agreement #C-5-3182. Services include maintaining the existing operational infrastructure of the Ferber Preserve while maintaining the safety and biological integrity. Services also include weed abatement, vegetation control, herbicide and pesticide application, removal of debris and trash, installation and maintenance of fencing and gates, inspection of access roads and trails.

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

Foreman, equipment operator, biologist, botanist, GIS specialist, and certified arborist.

Please explain how you arrived at the budgeted dollars requested.

Based on previous years expenditures.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

Planning Services

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description: Retain Interim Land Manager to Perform Biological Monitoring on Hafen, SCS, and O'Neill Oaks

Quantity/Cost: 1 @ $60,000   FY18-02193

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.

See Agreement #C-5-3711. Services include vegetation sampling to collect quantitative and qualitative biological monitoring of a subset (Hafen, Saddle Creek South, and O'Neill Oaks) of the OCTA Preserves. Work will include project planning, transect surveys, photo points, data summaries, and reports. Higher level of vegetation assessment needed as part of the Conservation Plan requirements.

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

Field supervisor (Lead biologist) and field assistant (biologist).

Please explain how you arrived at the budgeted dollars requested.

Based on previous years expenditure and estimated hours of work needed.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
Object:	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	FY18-01787
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.

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 budget in existing contract.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	SB-375 and Air Quality Support	
Quantity/Cost:	1 @ $50,000	FY18-01194
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 modeling technical needs and analysis related to new requirements from SB-375 and SB-743 as developed by the State of California's Office of Planning and Research. Deliverables include a detailed plan and modeling tools to address SB-743.

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

Expertise in air quality modeling, including new requirements as part of California law.

Please explain how you arrived at the budgeted dollars requested.

The budget dollars are based on a time and expense contract that is currently in effect.

What phase of the project does this line item support?

This line item supports the environmental phase of M2 freeway, street, and rail projects.

What phase of the project is this line item currently in, as of January 2, 2017?

Currently, the project is under contract and awaiting guidance from the State of California OPR.

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Signal Synchronization Project Management	
Quantity/Cost:	1 @ $400,000	FY18-02048
Budget Request:	$ 400,000	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 is based on previous experience.

What phase of the project does this line item support?

This supports all of the project.

What phase of the project is this line item currently in, as of January 2, 2017?

The project has not started yet.

Is this line item re-budgeted from a prior fiscal year?

No

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Simulation Technical Support	
Quantity/Cost:	1 @ $100,000	FY18-02228
Budget Request:	$ 100,000	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.

Support staff with microsimulation expertise. Microsimulation is a category of computerized analytical tools that perform highly detailed analysis of activities such as highway traffic flowing.

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

Knowledge of VISSIM, Transmodeler, and Paramics.

Please explain how you arrived at the budgeted dollars requested.

Budget based on proposed work.

What phase of the project does this line item support?

Supports the entire project.

What phase of the project is this line item currently in, as of January 2, 2017?

Project not started.

Is this line item re-budgeted from a prior fiscal year?

No.

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	FY18-01190
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.

See Agreement C-5-3226. To support efforts related to the goals and objectives of OCTA. The Program Management Office (PMO) is responsible for achieving fully integrated and coordinated Measure M Program delivery consistent with the requirements of OCTA's constituents and stakeholders.

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

Environmental Consultant

Please explain how you arrived at the budgeted dollars requested.

Based on previous year budget expenditure

What phase of the project does this line item support?

Various

What phase of the project is this line item currently in, as of January 2, 2017?

Various

Is this line item re-budgeted from a prior fiscal year?

Yes

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	FY18-01931
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.

See Agreement C-5-3226. To Mitigate the environmental impacts of freeway improvement through the Mitigation and Resource Protection Program and additional funding has been dedicated to provide a competitive grants process through the Environmental Cleanup Program to assist local agencies in cleaning up roadway runoff to meet Clean Water Act standards. Two oversight committees were formed as part of the M2 legislation: Environmental Oversight Committee and Environmental Cleanup Allocation Committee (ECAC).

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

Environmental Consultant

Please explain how you arrived at the budgeted dollars requested.

Based on previous year budget expenditure

What phase of the project does this line item support?

Various

What phase of the project is this line item currently in, as of January 2, 2017?

Various

Is this line item re-budgeted from a prior fiscal year?

Yes

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	FY18-01960
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.

See Agreement C-5-3226. To provide advice and guidance on policies and procedures necessary to appropriately manage the aforementioned tasks and ensure that OCTA maintains consistency with the M2 Ordinance that governs this program. The consultant will provide different financial forecasts and assumptions in establishing the endowment or other work related to future revenue streams. The work related to financial forecasting is anticipated to constitute a small portion of the overall efforts.

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

Environmental Consultant

Please explain how you arrived at the budgeted dollars requested.

Based on previous year budget expenditure

What phase of the project does this line item support?

Various

What phase of the project is this line item currently in, as of January 2, 2017?

Various

Is this line item re-budgeted from a prior fiscal year?

Yes

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 @ $283,000	FY18-01196
Budget Request:	$ 283,000	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.

Development of socio-economic and demographics projections process, including demographic modeling with an understanding of Orange County.

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 California State University, Fullerton (CSUF).

What phase of the project does this line item support?

This will support a three year MOU.

What phase of the project is this line item currently in, as of January 2, 2017?

The MOU is currently being developed.

Is this line item re-budgeted from a prior fiscal year?

No

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Support to Implement Signal Synchronization Along Three Orange County Corridors	
Quantity/Cost:	1 @ $8,500,000	FY18-02225
Budget Request:	$ 8,500,000	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 start three signal synchronization projects as part of M2. Traffic Signal Synchronization is a traffic engineering technique of matching the green light times for a series of intersections to enable the maximum number of vehicles to pass through, thereby reducing stops and delays experienced by motorists. Synchronizing traffic signals ensures a better flow of traffic and minimizes gas consumption and pollutant emissions. The goal of synchronization is to get the greatest number of vehicles through the intersections with the fewest stops.

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

Expertise in managing signal synchronization projects.

Please explain how you arrived at the budgeted dollars requested.

Budgeted amount is based on projects that were funded by Project P and identified as OCTA-led.

What phase of the project does this line item support?

This supports all of the project.

What phase of the project is this line item currently in, as of January 2, 2017?

The project has not started yet.

Is this line item re-budgeted from a prior fiscal year?

No.

Division:	14	Planning
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Update the Intelligent Transportation System Stategic Deployment Plan Update on 5 Year Cycle

Quantity/Cost:	1 @ $105,000	FY18-02028
Budget Request:	$ 105,000	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.

Intelligent Transportation System (ITS) Strategic Deployment Plan Update on 5 year cycle per Federal guidelines.

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

Consultant must have a detailed understanding of Intelligent Transportation Systems including traffic signal systems, communications, and synchronization.

Please explain how you arrived at the budgeted dollars requested.

The budget was derived based on past work required to update the ITS Strategic Deployment Plan

What phase of the project does this line item support?

This line item supports the ITS Deployment Plan update, a federal requirement.

What phase of the project is this line item currently in, as of January 2, 2017?

Currently the project is being planned out.

Is this line item re-budgeted from a prior fiscal year?

No

Division:	14	Planning
OrgKey:	1531	Planning & Analysis
Object:	7519	Prof Serv-Other Prof Services

Description:	2018 Long Range Transportation Plan	
Quantity/Cost:	1 @ $200,000	FY18-02420
Budget Request:	$ 200,000	IFAS#: 1531-7519-A4461-T8R

Grant Funded:	☑ STIP Operating Assistance	$200,000
Account:	0001-6026-A4461-XHT	

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 support to develop the 2018 Long Range Transportation Plan (LRTP), which will be used as OCTA's input to Southern California Association of Governments' (SCAG) 2020 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).

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

Experienced transportation planning project manager(s) that are familiar with existing (and emerging) state and federal long-range planning laws, regulations, and policies; as well as strong familiarity with OCTA's previous LRTP and the Measure M2 program of projects.

Please explain how you arrived at the budgeted dollars requested.

Escalation from previous LRTP efforts, with additional input from SCAG on recent 2016 RTP/SCS development costs.

What phase of the project does this line item support?

Planning and project development

What phase of the project is this line item currently in, as of January 2, 2017?

Planning

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	1531	Planning & Analysis
Object:	7519	Prof Serv-Other Prof Services

Description:	Active Transportation Support Services	
Quantity/Cost:	1 @ $75,000	FY18-02247
Budget Request:	$ 75,000	IFAS#: 1531-7519-A4530-P5V

Grant Funded:	☑ STIP Operating Assistance	$75,000
Account:	0001-6026-A4530-XHT	

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 10 hours per week of consultant services needed.

What phase of the project does this line item support?

Project develop and design review.

What phase of the project is this line item currently in, as of January 2, 2017?

None

Is this line item re-budgeted from a prior fiscal year?

No

Division:	14	Planning
OrgKey:	1531	Planning & Analysis
Object:	7519	Prof Serv-Other Prof Services

Description:	Air Quality Planning Support Services	
Quantity/Cost:	1 @ $125,000	FY18-02153
Budget Request:	$ 125,000	IFAS#: 1531-7519-A4301-P5V

Grant Funded:	☑ STIP Operating Assistance	$125,000
Account:	0001-6026-A4301-XHT	

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 identify, monitor, and provide solutions to regional air quality requirements and challenges, especially with regard to the Air Quality Management Plan (AQMP) and 2020 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) development.

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

Project manager/senior level analyst with extensive experience in Air Quality Planning (especially in Southern California), who also possesses a strong knowledge of existing and emerging state and federal air quality planning laws, regulations, and policies.

Please explain how you arrived at the budgeted dollars requested.

Escalation from previous years, with a limited increase to support analysis of the California Air Resources Board's (CARB) upcoming release of new greenhouse gas (GHG) reduction targets, and AQMP and State Implementation Plan (SIP) finalization.

What phase of the project does this line item support?

Planning

What phase of the project is this line item currently in, as of January 2, 2017?

Planning

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	1531	Planning & Analysis
Object:	7519	Prof Serv-Other Prof Services

Description:	Bicycle Safety Education Classes	
Quantity/Cost:	1 @ $100,000	FY18-02245
Budget Request:	$ 100,000	IFAS#: 1531-7519-A4530-0MT

Grant Funded:	☑ Reimb From Caltrans	$100,000
Account:	0001-6061-A4530-YIO	

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 19 adult bike safety education classes for active transportation.

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

Active transportation training consultant

Please explain how you arrived at the budgeted dollars requested.

Detailed scope of work for grant application.

What phase of the project does this line item support?

Implementation

What phase of the project is this line item currently in, as of January 2, 2017?

No

Is this line item re-budgeted from a prior fiscal year?

No

Division:	14	Planning
OrgKey:	1531	Planning & Analysis
Object:	7519	Prof Serv-Other Prof Services

Description:	Corridor Technical Studies	
Quantity/Cost:	1 @ $100,000	FY18-02156
Budget Request:	$ 100,000	IFAS#: 1531-7519-A4461-P5V

| Grant Funded: | ☑ STIP Operating Assistance | $100,000 |
| Account: | 0001-6026-A4461-XHT | |

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 Corridor Studies and Long Range Planning Support-primarily addressing Master Plan of Arterial Highways (MPAH), Congestion Management Program (CMP), and other mobility and corridor planning issues that may arise during the fiscal year.

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

Transportation planning project management professional(s) with experience in Orange County performing corridor studies, long range planning, and active transportation planning efforts.

Please explain how you arrived at the budgeted dollars requested.

Budget request is the same as the last fiscal year.

What phase of the project does this line item support?

Planning and project development.

What phase of the project is this line item currently in, as of January 2, 2017?

Planning

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	1531	Planning & Analysis
Object:	7519	Prof Serv-Other Prof Services

Description:	Fullerton Park and Ride Lot Joint Development Assessment	
Quantity/Cost:	1 @ $150,000	FY18-02159
Budget Request:	$ 150,000	IFAS#: 1531-7519-A4461-0M2

Grant Funded:	☑ CMAQ	$150,000
Account:	0001-6045-A4461-XIB	

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 conduct a joint development opportunity assessment at OCTA's Fullerton Park and Ride lot.

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

Project manager(s) with strong land-use and transportation planning skills sets, which are also familiar with real estate development assessments and pro formas.

Please explain how you arrived at the budgeted dollars requested.

Escalation of the Laguna Hills Transportation Center Joint Development Assessment Study's cost.

What phase of the project does this line item support?

Planning

What phase of the project is this line item currently in, as of January 2, 2017?

Planning

Is this line item re-budgeted from a prior fiscal year?

No

Division:	14	Planning
OrgKey:	1531	Planning & Analysis
Object:	7519	Prof Serv-Other Prof Services

Description:	Multimodal Interchanges	
Quantity/Cost:	1 @ $200,000	FY18-02243
Budget Request:	$ 200,000	IFAS#: 1531-7519-A4530-0MR

| Grant Funded: | ☑ Reimb From Caltrans | $150,000 |
| Account: | 0001-6061-A4530-YJN | |

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 will work with a Project Development Team (PDT) to identify up to 5 freeway interchanges throughout the County for comprehensive evaluation of multi-modal accommodation. The study would identify challenges and opportunities to improve the interchange design to better serve active transportation needs. (Submitted for Caltrans Planning grant, waiting to see if awarded)

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

Engineering consultant with experience in highway, roadway, and active transportation design.

Please explain how you arrived at the budgeted dollars requested.

Detailed scope of work developed for grant application.

What phase of the project does this line item support?

Feasibility study

What phase of the project is this line item currently in, as of January 2, 2017?

None

Is this line item re-budgeted from a prior fiscal year?

No

Division:	14	Planning
OrgKey:	1531	Planning & Analysis
Object:	7519	Prof Serv-Other Prof Services

Description:	Orange County Transportation Demand Management Program	
Quantity/Cost:	1 @ $150,000	FY18-02158
Budget Request:	$ 150,000	IFAS#: 1531-7519-A4461-TUR

Grant Funded:	☑ CMAQ	$150,000
Account:	0001-6045-A4461-XIB	

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 conduct an evaluation of Transportation Demand Management (TDM) programs and strategies in Orange County and develop recommendations to increase their effectiveness; especially in light of SB 743, the State's evolving Greenhouse Gas (GHG) mandates, and Caltrans District 12's and Southern California Association of Governments' (SCAG) proposed Managed Lanes network recommendations.

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

Transportation planning project manager(s) with strong knowledge of Orange County's transportation systems, TDM strategies, and TDM assessment techniques.

Please explain how you arrived at the budgeted dollars requested.

Staff developed Independent Cost Estimate (ICE).

What phase of the project does this line item support?

Planning

What phase of the project is this line item currently in, as of January 2, 2017?

Planning

Is this line item re-budgeted from a prior fiscal year?

No

Division:	14	Planning
Object:	1531	Planning & Analysis
Object:	7519	Prof Serv-Other Prof Services

Description:	Partnerships with Police	
Quantity/Cost:	1 @ $100,000	FY18-02244
Budget Request:	$ 100,000	IFAS#: 1531-7519-A4530-0MS

| Grant Funded: | ☑ Reimbursement Fr Other Agencys | $100,000 |
| Account: | 0001-6053-A4530-YIR | |

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 training to strengthen officer knowledge related to active transportation laws, regulations, and common collision types. Also, create Go Human branded promotional materials that spotlight positive efforts by police departments to improve active transportation safety (Submitted for Southern California Association of Governments (SCAG) grant, waiting to see if awarded).

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

Consultant with experience in active transportation training.

Please explain how you arrived at the budgeted dollars requested.

Developed detailed scope of work for grant application.

What phase of the project does this line item support?

Project development

What phase of the project is this line item currently in, as of January 2, 2017?

NA

Is this line item re-budgeted from a prior fiscal year?

No

Division:	14	Planning
OrgKey:	1531	Planning & Analysis
Object:	7519	Prof Serv-Other Prof Services

Description:	Planning Support Bench	
Quantity/Cost:	1 @ $100,000	FY18-02161
Budget Request:	$ 100,000	IFAS#: 1531-7519-A4461-TUR

Grant Funded:	✔ STIP Operating Assistance	$100,000
Account:	0001-6026-A4461-XHT	

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 support/augment staff for various and ongoing planning activities that typically emerge in the course of a fiscal year. These efforts will primarily support Long Range Transportation Plan (LRTP), and Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) development and Active Transportation Planning efforts.

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

Transportation planning project manager(s) with a generalist background in transportation planning skill sets.

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

What phase of the project is this line item currently in, as of January 2, 2017?

Planning

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	14	Planning
OrgKey:	1531	Planning & Analysis
Object:	7519	Prof Serv-Other Prof Services

Description:	Strategic Plan and Metrics Update	
Quantity/Cost:	1 @ $125,000	FY18-02162
Budget Request:	$ 125,000	IFAS#: 1531-7519-A0001-0KD

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 support to complete an update to OCTA's Strategic Plan and develop appropriate reporting metrics.

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

Project manager(s) with strong strategic planning and metrics assessment skills sets in the public sector.

Please explain how you arrived at the budgeted dollars requested.

Project manager developed Independent Cost Estimate (ICE).

What phase of the project does this line item support?

Strategic Planning and organizational development

What phase of the project is this line item currently in, as of January 2, 2017?

Strategic Planning and organizational development.

Is this line item re-budgeted from a prior fiscal year?

No

Division:	14	Planning
OrgKey:	1531	Planning & Analysis
Object:	7519	Prof Serv-Other Prof Services

Description:	Systemic Safety Study	
Quantity/Cost:	1 @ $350,000	FY18-02301
Budget Request:	$ 350,000	IFAS#: 1531-7519-A4530-0N4

Grant Funded:	☑ Reimb From Caltrans	$350,000
Account:	0001-6061-A4530-YIO	

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

Study will analyze countywide bicycle and pedestrian collisions to develop recommendations and position cities for funding opportunities.

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

Consultant with experience in collision analysis and civil engineering.

Please explain how you arrived at the budgeted dollars requested.

Independent cost estimate has been prepared.

What phase of the project does this line item support?

Planning

What phase of the project is this line item currently in, as of January 2, 2017?

NA

Is this line item re-budgeted from a prior fiscal year?

No

Division:	14	Planning
OrgKey:	1535	Transit Service Planning
Object:	7519	Prof Serv-Other Prof Services

Description:	Transit Corridor Study	
Quantity/Cost:	1 @ $550,000	FY18-02229
Budget Request:	$ 550,000	IFAS#: 1535-7519-A1408-TV1

| Grant Funded: | ☑ CMAQ | $550,000 |
| Account: | 0001-6045-A1408-XIB | |

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 an alternatives analysis for a transit corridor as prioritized by the OC Transit Vision. In the coming years, public transit is expected to have an increasing role in Orange County. Changes in demographics, environmental policy, and development will require additional transportation options for residents, employees, and visitors.

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

Professional planning consultant with experience in developing transit alternatives.

Please explain how you arrived at the budgeted dollars requested.

Based on cost for Central Harbor Transit Study

What phase of the project does this line item support?

Alternatives analysis

What phase of the project is this line item currently in, as of January 2, 2017?

None

Is this line item re-budgeted from a prior fiscal year?

No

Planning Services

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 @ $50,000	FY18-0562
Budget Request:	$ 50,000	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 experience in transit service planning and scheduling.

Please explain how you arrived at the budgeted dollars requested.

Estimated 5-10 hours per week.

What phase of the project does this line item support?

Project development

What phase of the project is this line item currently in, as of January 2, 2017?

None

Is this line item re-budgeted from a prior fiscal year?

No

Division:	14	Planning
OrgKey:	1539	Transit Planning Ops Support
Object:	7519	Prof Serv-Other Prof Services

Description:	Transit Asset Management Plan Development	
Quantity/Cost:	1 @ $200,000	FY18-0563
Budget Request:	$ 200,000	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 a Transit Asset Management Plan (facilities, fleet, etc.) for OCTA as required in the Moving Ahead for Progress in the 21st Century Act (MAP-21). Effort will build on existing Bus Capital Plan and conduct some facility assessment as needed. MAP-21 creates a streamlined and performance-based surface transportation program and builds on many of the highway, transit, bike, and pedestrian programs and policies.

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

Consultant with experience in transit asset management and federal requirements.

Please explain how you arrived at the budgeted dollars requested.

Estimated based on other agencies.

What phase of the project does this line item support?

Project development

What phase of the project is this line item currently in, as of January 2, 2017?

No

Is this line item re-budgeted from a prior fiscal year?

No

Org-Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
0001	General Fund	7514	SR-22 Design-Build - Right of Way Support Services	100,000	200
0001	General Fund	7514	SR-73/I-405 (Connector B) - ROW Support Services	35,000	201
0001	General Fund	7517	Excess Land Maintenance - I-5, SR-91 to LA County Lin	10,000	202
0001	General Fund	7519	I-405/I-605 HOV Connector Project - Construction Suppo	100,000	203
0001	General Fund	7519	SR-22, Design-Build Project Management Services	25,000	204
0017	Local Transport Auth M	7514	Costs associated with Right-of-Way Support	350,000	205
0017	Local Transport Auth M	7514	I-405 Improvement Project - Right of Way Support Servic	4,875,000	206
0017	Local Transport Auth M	7514	I-5 HOV (SR-55 to SR-57) Right of Way Support	20,000	207
0017	Local Transport Auth M	7514	Lakeview Avenue Grade Separation - Right of Way Supp	50,000	208
0017	Local Transport Auth M	7514	Orangethorpe Avenue Grade Separation - Right of Way	10,000	209
0017	Local Transport Auth M	7514	Pico to Vista Hermosa (Segment 1) - Right of Way Supp	50,000	210
0017	Local Transport Auth M	7514	Provide Right of Way Services	350,000	211
0017	Local Transport Auth M	7514	Raymond Avenue Grade Separation - Right of Way Sup	50,000	212
0017	Local Transport Auth M	7514	San Juan Creek Bridge Replacement - Right of Way Sup	250,000	213
0017	Local Transport Auth M	7514	SR-55 (I-405 to I-5) Right of Way Support	500,000	214
0017	Local Transport Auth M	7514	SR-73 to Oso Parkway (Segment 1) - Right of Way Supp	500,000	215
0017	Local Transport Auth M	7514	SR91 WB (I5 to SR57) Right of Way Support	70,000	216
0017	Local Transport Auth M	7514	SR91 WB (I5 to SR57), Landscape Right of Way	5,000	217
0017	Local Transport Auth M	7514	State College Boulevard Grade Separation - Right of Wa	50,000	218
0017	Local Transport Auth M	7514	Tustin Avenue/Rose Drive Grade Separation - Right of	10,000	219
0017	Local Transport Auth M	7519	17th Street Grade Separation - Design / Environmental S	190,000	220
0017	Local Transport Auth M	7519	17th Street Grade Separation for Project Management C	15,000	221
0017	Local Transport Auth M	7519	Additional support for TRC Contract C-4-1426	500,000	222
0017	Local Transport Auth M	7519	Assist Project Manager with Grant Evaluation	20,000	223
0017	Local Transport Auth M	7519	Control Point 4th - Assist Project Manager with Impleme	50,000	224
0017	Local Transport Auth M	7519	Harbor Blvd LPA Selection and Environmental Review	750,000	225
0017	Local Transport Auth M	7519	I-405 Improvement Project - Permits	39,000	226
0017	Local Transport Auth M	7519	I-405 Improvement Project - Project Approval / Environm	75,000	227
0017	Local Transport Auth M	7519	I-405 Improvement Project - Project Manager Support Se	2,000,000	228
0017	Local Transport Auth M	7519	I-405 Improvements (I-5 to SR-55) Consultant Project Ap	500,000	229
0017	Local Transport Auth M	7519	I-5 HOV (SR-55 to SR-57) Plan, Specification and Estim	200,000	230
0017	Local Transport Auth M	7519	I-5 HOV (SR-55 to SR-57) PS&E	250,000	231
0017	Local Transport Auth M	7519	I-5 Improvement (I-405 to SR-55) Consultant PA/ED Ser	500,000	232
0017	Local Transport Auth M	7519	I-605/Katella Ave. Interchange Improvements Consultant	100,000	233
0017	Local Transport Auth M	7519	Kraemer Boulevard Grade Separation - Project Manage	15,000	234
0017	Local Transport Auth M	7519	Lakeview Avenue Grade Separation - Design Contingen	100,000	235
0017	Local Transport Auth M	7519	Lakeview Avenue Grade Separation - Project Manageme	180,000	236
0017	Local Transport Auth M	7519	M2 Rail Program Support - Department Assistance	850,000	237
0017	Local Transport Auth M	7519	Orangethorpe Avenue Grade Separation - Project Manag	60,000	238
0017	Local Transport Auth M	7519	PCH to San Juan Creek Road (Segment 3) - Design Con	100,000	239

Line Item Controlled Services

Org-Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
0017	Local Transport Auth M	7519	Pico to Vista Hermosa (Segment 1)- Design Contingency	50,000	240
0017	Local Transport Auth M	7519	Placentia Avenue Grade Separation - Project Manageme	15,000	241
0017	Local Transport Auth M	7519	Raymond Avenue Grade Separation - Project Managem	120,000	242
0017	Local Transport Auth M	7519	San Juan Creek Bridge Replacement for Project Manage	50,000	243
0017	Local Transport Auth M	7519	SR-55 (I-405 to I-5) Plan, Specification and Estimate	13,000,000	244
0017	Local Transport Auth M	7519	SR-55 (I-405 to I-5) Project Approval / Environmental Do	25,000	245
0017	Local Transport Auth M	7519	SR-55 (I-5 to SR-91) Project Approval / Environmental D	500,000	246
0017	Local Transport Auth M	7519	SR-57 (Katella to Lincoln) Landscape Advertise & Award	120,000	247
0017	Local Transport Auth M	7519	SR-57 (Katella to Lincoln) Landscape Plan, Specification	25,000	248
0017	Local Transport Auth M	7519	SR-57 (Orangethorpe to Lambert) Landscape Plan, Spec	50,000	249
0017	Local Transport Auth M	7519	SR-57 (Orangewood to Katella) Project Approval / Enviro	50,000	250
0017	Local Transport Auth M	7519	SR-73 to Oso Parkway (Segment 1) - Design Contingenc	425,000	251
0017	Local Transport Auth M	7519	SR91 EB (SR57 to SR55), Project Approval / Environme	500,000	252
0017	Local Transport Auth M	7519	SR91 WB (I5 to SR57), Landscape Plan, Specification a	50,000	253
0017	Local Transport Auth M	7519	State College Boulevard Grade Separation - Project Man	120,000	254
0017	Local Transport Auth M	7519	TranSystems Agreement C-3-2091, Plan, Specification a	500,000	255
0017	Local Transport Auth M	7519	Tustin Avenue/Rose Drive Grade Separation - Project M	60,000	256
0017	Local Transport Auth M	7519	Vista Hermosa to PCH (Segment 2) - Design Contingenc	50,000	257
0017	Local Transport Auth M	7629	Excess Land Maintenance - Interstate 405 Improvement	25,000	258
0017	Local Transport Auth M	7629	Excess Land Maintenance - Raymond Avenue Grade Se	10,000	259
0017	Local Transport Auth M	7629	Excess Land Maintenance - State College Boulevard GS	5,000	260
0018	Measure M - Cure	7514	Appraisal Services for LOSSAN Corridor	25,000	261
0018	Measure M - Cure	7514	Engineering Services for LOSSAN Corridor	25,000	262
0018	Measure M - Cure	7514	LN/MV Metrolink Station Improvements - Right of Way S	20,000	263
0018	Measure M - Cure	7514	LN-SJC Passing Siding - Right of Way Support Services	165,000	264
0018	Measure M - Cure	7514	On-call Tenant Services PE02	22,500	265
0018	Measure M - Cure	7514	Placentia Right of Way Support	50,000	266
0018	Measure M - Cure	7514	Right of Way Support for Anaheim Canyon Metrolink Stat	50,000	267
0018	Measure M - Cure	7514	Right of Way Support Services	50,000	268
0018	Measure M - Cure	7514	Tenant Review Services for LOSSAN Corridor	150,000	269
0018	Measure M - Cure	7517	New Fencing - Irvine Maintenance Facility and Rail Corri	250,000	270
0018	Measure M - Cure	7517	OCTA Owned Active Railroad Right of Way Maintenance	1,640,000	271
0018	Measure M - Cure	7517	Pacific Electric 02 Right of Way Maintenance Services	205,000	272
0018	Measure M - Cure	7517	Retain Services for General Environmental Support for M	7,500	273
0018	Measure M - Cure	7519	Anaheim Canyon Plan Specfications & Estimate	1,675,000	274
0018	Measure M - Cure	7519	Anaheim Canyon Station - Assist Project Manager with I	60,000	275
0018	Measure M - Cure	7519	Design Revisions to Placentia Metrolink Station	100,000	276
0018	Measure M - Cure	7519	Laguna Niguel / Mission Viejo Station ADA Ramps Assis	3,500	277
0018	Measure M - Cure	7519	LN/MV Metrolink Station Improvements - Design Service	25,000	278
0018	Measure M - Cure	7519	LN-SJC Passing Siding - Assist Project Manager with Im	100,000	279

Org-Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
0018	Measure M - Cure	7519	LN-SJC Passing Siding - Design Services	200,000	280
0018	Measure M - Cure	7519	On-call Planning for Orange County Passenger Rail	195,000	281
0018	Measure M - Cure	7519	Orange Oarking Structure - Assist Project Manager with I	200,000	282
0018	Measure M - Cure	7519	Placentia Cooperative Agreement w BNSF for Engineeri	1,000,000	283
0018	Measure M - Cure	7519	Placentia Station, Assist Project Manager with Implemen	140,000	284
0018	Measure M - Cure	7519	Rail ROW Maintenance Assist Project Manager with Impl	10,000	285
0018	Measure M - Cure	7519	Retain Services for Environmental Support for Anaheim	7,500	286
0018	Measure M - Cure	7519	Retain Services for Environmental Support for Passing S	7,500	287
0018	Measure M - Cure	7519	Right of Way Slope Stabilization Assist PM with Impleme	80,000	288
0018	Measure M - Cure	7519	Video Surveillance System Placentia Contract	750,000	289
0018	Measure M - Cure	7629	Metrolink Angels Express Operations	251,636	290
0018	Measure M - Cure	7629	Metrolink Annual Operating Subsidy	22,238,881	291
0018	Measure M - Cure	7629	Metrolink Special Event Services	75,000	292
0018	Measure M - Cure	7629	Rail Safety Outreach	15,000	293
0036	91 Express Lanes	7519	91 Express Lanes Pav Rehab & CMS PS&E	50,000	294
0037	I-405 Express Lane	7514	I-405 Improvement Project - ROW Support Services (Ex	1,625,000	295
0037	I-405 Express Lane	7519	I-405 Improvement - Permits (Express Lanes)	11,000	296
0037	I-405 Express Lane	7519	I-405 Improvement Project - PA/ED Phase	25,000	297
0037	I-405 Express Lane	7519	I-405 Improvement Project - PM Support Services (Expr	500,000	298
0051	Transit Development Ca	7514	OC Streetcar Right of Way Services	250,000	299
0051	Transit Development Ca	7519	OC Streetcar Design Services	800,000	300
0051	Transit Development Ca	7519	OC Streetcar Permit Fees	175,000	301
0051	Transit Development Ca	7519	OC Streetcar Project Management Services	4,700,000	302
0051	Transit Development Ca	7519	OC Streetcar Project Management Vehicles	341,506	303
0051	Transit Development Ca	7519	OC Streetcar Quality Manager Consultant	109,996	304
0051	Transit Development Ca	7519	OC Streetcar Station and Urban Design	20,000	305
0051	Transit Development Ca	7519	OC Streetcar Station Personalization	25,000	306
0051	Transit Development Ca	7519	OC Streetcar Vehicle Inspection	100,000	307
0051	Transit Development Ca	7629	Excess Land Maintenance - OC Streetcar	25,000	308
1722	Facilities Engineering	7512	Facilities Audit at Bus Bases, Park and Rides, and Trans	175,000	309
1722	Facilities Engineering	7514	On-Call Appraisal and Engineering Right-of-Way Service	50,000	310
1722	Facilities Engineering	7517	Pacific Electric Right-of-Way Maintenance (PE1)	169,000	311
1722	Facilities Engineering	7517	Pacific Electric Right-of-Way Tenant Review Services	30,000	312
1722	Facilities Engineering	7519	Construction Management Services - Facilities Engineeri	180,000	313
1722	Facilities Engineering	7519	On-Call Environmental Services	50,000	314
1722	Facilities Engineering	7629	On-Call Architectural/Engineering Design Services	500,000	315
1722	Facilities Engineering	7629	On-Call Testing and Inspection Services	80,000	316
Subtotal Services - Capital Programs				**$ 69,439,519**	

Division:	15	Capital Programs
OrgKey:	0001	General Fund
Object:	7514	Prof Serv-Right of Way Service

Description:	SR-22 Design-Build - Right of Way Support Services	
Quantity/Cost:	1 @ $100,000	FY18-02353
Budget Request:	$ 100,000	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.

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 for the SR-73/I-405 (Connector B) Project.

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

Qualified real estate agents, appraisers, and right-of-way professionals to acquire various properties for the project.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested 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 right-of-way phase of work.

What phase of the project is this line item currently in, as of January 2, 2017?

Project closeout phase

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0001	General Fund
Object:	7514	Prof Serv-Right of Way Service

Description:	SR-73/I-405 (Connector B) - ROW Support Services	
Quantity/Cost:	1 @ $35,000	FY18-02351
Budget Request:	$ 35,000	IFAS#: 0001-7514-A9111-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.

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 for the SR-73/I-405 (Connector B) Project.

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

Qualified real estate agents, appraisers, and right-of-way professionals to acquire various properties for the project.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested 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 right-of-way phase of work.

What phase of the project is this line item currently in, as of January 2, 2017?

Project closeout phase.

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0001	General Fund
Object:	7517	ROW Maintenance Services

Description:	Excess Land Maintenance - I-5, SR-91 to LA County Line	
Quantity/Cost:	1 @ $10,000	FY18-02596
Budget Request:	$ 10,000	IFAS#: 0001-7517-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.

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, maintenance by trained and certified personnel is necessary for various highway projects. This 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.

In compliance with federal and state requirements and OCTA policies, maintenance will be performed by personnel with the requisite training and certifications.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested is based on the projected expenditures for the fiscal year.

What phase of the project does this line item support?

The Project has been completed. As part of the completion of the Project, this line item will support the maintenance of the structures and land on the property.

What phase of the project is this line item currently in, as of January 2, 2017?

The Project has been completed. This line item will support the maintenance of the structures and land on the property.

Is this line item re-budgeted from a prior fiscal year?

Yes.

Division:	15	Capital Programs
OrgKey:	0001	General Fund
Object:	7519	Prof Serv-Other Prof Services

Description: I-405/I-605 HOV Connector Project - Construction Support for Landscape

Quantity/Cost: 1 @ $100,000 FY18-02267

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 construction support services.

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

Engineering technical expertise.

Please explain how you arrived at the budgeted dollars requested.

Change order estimated.

What phase of the project does this line item support?

Construction.

What phase of the project is this line item currently in, as of January 2, 2017?

Construction.

Is this line item re-budgeted from a prior fiscal year?

No.

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 @ $25,000	FY18-01800
Budget Request:	$ 25,000	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 coordinate with Orange County Flood Control District and Caltrans to perform post documentation for several parcels related to the Lewis Channel for the project.

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

Professional right-of-way agents to perform the work.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount is based on projected expenditures to complete the work for this fiscal year.

What phase of the project does this line item support?

This line item will support the project closeout phase.

What phase of the project is this line item currently in, as of January 2, 2017?

Project closeout phase

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7514	Prof Serv-Right of Way Service

Description:	Costs associated with Right-of-Way Support	
Quantity/Cost:	1 @ $350,000	FY18-02380
Budget Request:	$ 350,000	IFAS#: 0017-7514-FC105-06W

Grant Funded:	☑ STBG/RSTP Funds	$350,000
Account:	0017-6048-FC105-XID	

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.

Right of way agent certification.

Please explain how you arrived at the budgeted dollars requested.

From OCTA/Caltrans Co-op and project schedule.

What phase of the project does this line item support?

Final design.

What phase of the project is this line item currently in, as of January 2, 2017?

Final design.

Is this line item re-budgeted from a prior fiscal year?

No.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7514	Prof Serv-Right of Way Service

Description:	I-405 Improvement Project - Right of Way Support Services	
Quantity/Cost:	1 @ $4,875,000	FY18-01868
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.

Consultant shall provide overall coordination and management of the Authority, Caltrans, FHWA, and the contractor and assist with the development and implementation of the right-of-way (ROW) program, including the developing and preparing a comprehensive ROW Acquisition Plan, updating the current project ROW data sheets, cost estimate and prepare a budget for project ROW costs, securing ROW entry agreements, licenses and permits from affected owners for purposes of performing hazardous waste, geotechnical, survey, utility potholing, appraisal inspections, securing preliminary title reports, obtaining appraisal and review appraisal services for all properties and property interests required, performing internal review of appraisals, ordering Phase I Environmental Soil Assessment Reports, and performing all other ROW services as required. The budget request is for costs associated with these services related to the general purpose lanes of the I-405 Improvement 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 right-of-way professionals to appraise and acquire properties impacted by the project.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested is based on the total projected expenditures for the fiscal year at a rate of 75% of the M2 funding to cover costs related to the M2 Project K scope.

What phase of the project does this line item support?

This line item will support the design, right-of-way, and construction phase of work.

What phase of the project is this line item currently in, as of January 2, 2017?

Design, right-of-way, and construction phases.

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7514	Prof Serv-Right of Way Service

Description:	I-5 HOV (SR-55 to SR-57) Right of Way Support	
Quantity/Cost:	1 @ $20,000	FY18-02423
Budget Request:	$ 20,000	IFAS#: 0017-7514-FA101-0IU

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 as necessary with SCRRA. Pending Coop with SCRRA to review design plans.

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

None.

Please explain how you arrived at the budgeted dollars requested.

Estimate based on current project risks.

What phase of the project does this line item support?

Final design / right of way.

What phase of the project is this line item currently in, as of January 2, 2017?

Final design.

Is this line item re-budgeted from a prior fiscal year?

No.

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 - Right of Way Support Services	
Quantity/Cost:	1 @ $50,000	FY18-01830
Budget Request:	$ 50,000	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.

Qualified real estate agents, appraisers, and right-of-way professionals to acquire various properties for the project.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested 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 both the right-of-way and construction phase of work.

What phase of the project is this line item currently in, as of January 2, 2017?

Construction phase

Is this line item re-budgeted from a prior fiscal year?

Yes

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 - Right of Way Support Services	
Quantity/Cost:	1 @ $10,000	FY18-01828
Budget Request:	$ 10,000	IFAS#: 0017-7514-SO206-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.

Qualified real estate agents, appraisers, and right-of-way professionals to acquire various properties for the project.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested 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 both the right-of-way and construction phase of work.

What phase of the project is this line item currently in, as of January 2, 2017?

Construction phase

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7514	Prof Serv-Right of Way Service

Description:	Pico to Vista Hermosa (Segment 1) - Right of Way Support Services	
Quantity/Cost:	1 @ $50,000	FY18-01903
Budget Request:	$ 50,000	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.

Qualified real estate agents, appraisers, and right-of-way professionals to acquire various properties for the project.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested 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 both the right-of-way and construction phase of work.

What phase of the project is this line item currently in, as of January 2, 2017?

Construction phase

Is this line item re-budgeted from a prior fiscal year?

Yes

| Division: | 15 | Capital Programs |
| Description: | | |

Division: 15 Capital Programs

OrgKey: 0017 Local Transport Auth Meas-M II

Object: 7514 Prof Serv-Right of Way Service

Description: Provide Right of Way Services

Quantity/Cost: 1 @ $350,000 FY18-02381

Budget Request: $ 350,000 IFAS#: 0017-7514-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.

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.

Right of Way agent certification.

Please explain how you arrived at the budgeted dollars requested.

Compared OCTA/Caltrans Co-op and project schedule.

What phase of the project does this line item support?

Final Design.

What phase of the project is this line item currently in, as of January 2, 2017?

Final design.

Is this line item re-budgeted from a prior fiscal year?

No.

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 - Right of Way Support Services	
Quantity/Cost:	1 @ $50,000	FY18-01832
Budget Request:	$ 50,000	IFAS#: 0017-7514-SO208-PK4

Grant Funded:	☑ Prop 1B Capital	$50,000
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.

Qualified real estate agents, appraisers, and right-of-way professionals to acquire various properties for the project.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested 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 both the right-of-way and construction phase of work.

What phase of the project is this line item currently in, as of January 2, 2017?

Construction phase

Is this line item re-budgeted from a prior fiscal year?

Yes

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 Replacement - Right of Way Support Services	
Quantity/Cost:	1 @ $250,000	FY18-01978
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, 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.

Certified real estate agents, appraisers, and other right of way professionals.

Please explain how you arrived at the budgeted dollars requested.

Real estate department provided estimate.

What phase of the project does this line item support?

Right-of-Way (ROW) and construction

What phase of the project is this line item currently in, as of January 2, 2017?

Design

Is this line item re-budgeted from a prior fiscal year?

Yes

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) Right of Way Support	
Quantity/Cost:	1 @ $500,000	FY18-02422
Budget Request:	$ 500,000	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.

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.

Professional real estate services.

Please explain how you arrived at the budgeted dollars requested.

Estimate based on right of way efforts necessary in early design phase.

What phase of the project does this line item support?

Design / right of way.

What phase of the project is this line item currently in, as of January 2, 2017?

Environmental study.

Is this line item re-budgeted from a prior fiscal year?

Yes.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7514	Prof Serv-Right of Way Service

Description:	SR-73 to Oso Parkway (Segment 1) - Right of Way Support Services	
Quantity/Cost:	1 @ $500,000	FY18-01914
Budget Request:	$ 500,000	IFAS#: 0017-7514-FC102-06W

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

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.

Qualified real estate agents, appraisers, and right-of-way professionals to acquire various properties for the project.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested 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 right-of-way phase of work.

What phase of the project is this line item currently in, as of January 2, 2017?

Design phase

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7514	Prof Serv-Right of Way Service

Description:	SR91 WB (I5 to SR57) Right of Way Support	
Quantity/Cost:	1 @ $70,000	FY18-01758
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.

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. Funding foreseeable increased scope of work for Caltrans right of way processing inverse right of way case.

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

What phase of the project does this line item support?

Design

What phase of the project is this line item currently in, as of January 2, 2017?

Construction

Is this line item re-budgeted from a prior fiscal year?

No

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7514	Prof Serv-Right of Way Service

Description:	SR91 WB (I5 to SR57), Landscape Right of Way	
Quantity/Cost:	1 @ $5,000	FY18-01754
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.

Per the terms of the existing cooperative agreement (C-4-1347) the funds are required as reimbursement of Caltrans right of way expenditures. 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.

N/A.

Please explain how you arrived at the budgeted dollars requested.

Value in the existing cooperative agreement.

What phase of the project does this line item support?

Design and construction.

What phase of the project is this line item currently in, as of January 2, 2017?

Design.

Is this line item re-budgeted from a prior fiscal year?

Yes.

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 - Right of Way Support Services
Quantity/Cost:	1 @ $50,000
Budget Request:	$ 50,000

FY18-01831

IFAS#: 0017-7514-SO207-PK4

Grant Funded:	☑ Reimb From Cities	$50,000
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.

Qualified real estate agents, appraisers, and right-of-way professionals to acquire various properties for the project.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested 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 both the right-of-way and construction phase of work.

What phase of the project is this line item currently in, as of January 2, 2017?

Construction phase

Is this line item re-budgeted from a prior fiscal year?

Yes

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 Grade Separation - Right of Way Support Services
Quantity/Cost:		1 @ $10,000
Budget Request:	$ 10,000	

FY18-01829

IFAS#: 0017-7514-SO204-PK4

Grant Funded:	☑ STBG/RSTP Funds		$8,853
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.

Qualified real estate agents, appraisers, and right-of-way professionals to acquire various properties for the project.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested 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 both the right-of-way and construction phase of work.

What phase of the project is this line item currently in, as of January 2, 2017?

Construction phase

Is this line item re-budgeted from a prior fiscal year?

Yes

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	FY18-02111
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.

Professional design firm who has experience with designing rail-highway grade separations for a public agency using federal funds. Services include preparing the plans, specifications and environmental documents.

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

Licensed and certified professionals to prepare the plans, specifications and environmental documents.

Please explain how you arrived at the budgeted dollars requested.

Approximately 10% of the contract value.

What phase of the project does this line item support?

Design / Environmental

What phase of the project is this line item currently in, as of January 2, 2017?

Design / Environmental

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:		17th Street Grade Separation for Project Management Consultant Services
Quantity/Cost:	1 @ $15,000	FY18-02305
Budget Request:	$ 15,000	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.

17th Street Grade Separation Project will be using a Project Management Consultant (PMC) to provide project management support for rail capital to assist the project manager with implementation of the project. Services provided will be design review, rail/transit support and third party coordination.

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

A mixture of professional services for engineering, document control, project controls, cost estimating and construction management.

Please explain how you arrived at the budgeted dollars requested.

Budget is based on an estimate level of effort of staff hours.

What phase of the project does this line item support?

This supports the design efforts for Project Approval / Environmental Document (PA/ED).

What phase of the project is this line item currently in, as of January 2, 2017?

PA/ED

Is this line item re-budgeted from a prior fiscal year?

Yes

Capital Programs Services

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Additional support for TRC Contract C-4-1426	
Quantity/Cost:	1 @ $500,000	FY18-02382
Budget Request:	$ 500,000	IFAS#: 0017-7519-FC106-06W

Grant Funded:	☑ STBG/RSTP Funds	$442,000
Account:	0017-6048-FC106-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.

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 Engineer.

Please explain how you arrived at the budgeted dollars requested.

5% of the total contract value and is the design contingency.

What phase of the project does this line item support?

Final Design.

What phase of the project is this line item currently in, as of January 2, 2017?

Final Design.

Is this line item re-budgeted from a prior fiscal year?

No

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Assist Project Manager with Grant Evaluation	
Quantity/Cost:	1 @ $20,000	FY18-02309
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.

Support will used in assisting the project manager with evaluating potential grants and assisting with outside agency coordination.

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

Experience evaluating and writing potential grants and assist with outside agency coordination.

Please explain how you arrived at the budgeted dollars requested.

Budget is based on an estimate level of effort of staff hours.

What phase of the project does this line item support?

There is a continuous need.

What phase of the project is this line item currently in, as of January 2, 2017?

Grants are on-going.

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:		Control Point 4th - Assist Project Manager with Implementation of Project
Quantity/Cost:	1 @ $50,000	FY18-02308
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.

The Control Point 4th project will be using a project management consultant (PMC) to provide project management support for rail capital to assist the project manager with implementation of the project. Services provided will be design review, rail/transit support and third party coordination.

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

A mixture of professional services from engineering, document control, project controls, cost estimating and construction management.

Please explain how you arrived at the budgeted dollars requested.

Budget is based on an estimate level of effort of staff hours.

What phase of the project does this line item support?

All phases until delivery the projects is completed.

What phase of the project is this line item currently in, as of January 2, 2017?

Design

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Harbor Blvd LPA Selection and Environmental Review

Quantity/Cost: 1 @ $750,000 FY18-02142

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.

Utilizing the recommendations from the Central Harbor Boulevard Transit Corridor Study, consultant services are needed to identify a Locally Preferred Alternative (LPA) and conduct state and federal environmental clearance for the LPA.

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

Expertise in corridor planning as well as National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) requirements.

Please explain how you arrived at the budgeted dollars requested.

Estimated level of effort for first year of detailed planning and initial studies.

What phase of the project does this line item support?

AA and EA/EIR

What phase of the project is this line item currently in, as of January 2, 2017?

Initial planning and corridor evaluation.

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	I-405 Improvement Project - Permits	
Quantity/Cost:	1 @ $39,000	FY18-01891
Budget Request:	$ 39,000	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.

To expedite permit application review process by the U.S. Corps of Engineers, Los Angeles District, Permits 404 and 214 through a memorandum of agreement. The budget request is for costs associated with these services for the general purpose lanes of the I-405 Improvement Project.

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.

The budgeted dollar amount requested is based on the total projected expenditures at a rate of 78% of the M2 funding to cover costs related to the M2 Project K scope.

What phase of the project does this line item support?

This line item will support the design and construction phase of work.

What phase of the project is this line item currently in, as of January 2, 2017?

Design and construction phases (design-build contract)

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description: I-405 Improvement Project - Project Approval / Environmental Document Phase

Quantity/Cost: 1 @ $75,000   FY18-02294

Budget Request: $ 75,000   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.

This work is being provided by a Consultant under an existing agreement to provide project approval and environmental document (PA/ED) phase of the I-405 Improvement Project. The budget request is for additional costs associated with the Traffic & Revenue (T&R) Study, Construction Operations, and TIFIA loan pursuit efforts for the project.

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

Licensed professional engineers.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested is based on the total projected expenditures at a rate of 75% of M2 funding to cover costs related to the M2 Project K scope.

What phase of the project does this line item support?

This line item will support the environmental phase of work.

What phase of the project is this line item currently in, as of January 2, 2017?

Environmental phase

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs		
OrgKey:	0017	Local Transport Auth Meas-M II		
Object:	7519	Prof Serv-Other Prof Services		

Description:	I-405 Improvement Project - Project Manager Support Services	
Quantity/Cost:	1 @ $2,000,000	FY18-01850
Budget Request:	$ 2,000,000	IFAS#: 0017-7519-FK101-HGL

Grant Funded:	☑ Prop 1B Capital	$18,000
Account:	0017-6020-FK101-XI4	

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 for the general purpose lanes of the I-405 Improvement Project.

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

Engineering and technical expertise in program management support services for highway and rail related projects.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested is based on the total projected expenditures at a rate of 75% of M2 funding to cover costs related to the M2 Project K scope.

What phase of the project does this line item support?

This line item will support the environmental, design, right-of-way, and construction phases.

What phase of the project is this line item currently in, as of January 2, 2017?

Design, right-of-way, and construction phases (design-build contract)

Is this line item re-budgeted from a prior fiscal year?

Yes

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 Project Approval / Environmental Document Services	
Quantity/Cost:	1 @ $500,000	FY18-02264
Budget Request:	$ 500,000	IFAS#: 0017-7519-FL101-013

| Grant Funded: | ☑ STBG/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 based on changes in design guidelines and criteria.

What phase of the project does this line item support?

PA/ED (environmental) phase.

What phase of the project is this line item currently in, as of January 2, 2017?

PA/ED (environmental) phase.

Is this line item re-budgeted from a prior fiscal year?

No.

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) Plan, Specification and Estimate	
Quantity/Cost:	1 @ $200,000	FY18-02300
Budget Request:	$ 200,000	IFAS#: 0017-7519-FA101-0N3

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.

New cooperative agreement with City of Santa Any to review TMP and install wayfinding signs (Discovery Cube) on city streets.

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.

Estimate based on proposed scope of work.

What phase of the project does this line item support?

Final design.

What phase of the project is this line item currently in, as of January 2, 2017?

Final design.

Is this line item re-budgeted from a prior fiscal year?

No.

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 @ $250,000	FY18-02299
Budget Request:	$ 250,000	IFAS#: 0017-7519-FA101-06R

Grant Funded:	☑ CMAQ	$32,620
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.

Existing contract C-4-1778 with TY Lin.

Please explain how you arrived at the budgeted dollars requested.

Estimate based on current project risks.

What phase of the project does this line item support?

Final design.

What phase of the project is this line item currently in, as of January 2, 2017?

Final design.

Is this line item re-budgeted from a prior fiscal year?

Yes.

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	I-5 Improvement (I-405 to SR-55) Consultant PA/ED Services, CCO	
Quantity/Cost:	1 @ $500,000	FY18-02263
Budget Request:	$ 500,000	IFAS#: 0017-7519-FB101-N09

Grant Funded:	☑ STBG/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.

Estimated 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 & environmental technical expertise.

Please explain how you arrived at the budgeted dollars requested.

Potential change order estimated based on changes in design guidelines and criteria.

What phase of the project does this line item support?

PA/ED (environmental) phase

What phase of the project is this line item currently in, as of January 2, 2017?

PA/ED (environmental) phase

Is this line item re-budgeted from a prior fiscal year?

No

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 Improvements Consultant PA/ED Services	
Quantity/Cost:	1 @ $100,000	FY18-02265
Budget Request:	$ 100,000	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 environmental consultant services.

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 based on changes in design guideline and criteria.

What phase of the project does this line item support?

Project Approval / Environmental Document (environmental) phase.

What phase of the project is this line item currently in, as of January 2, 2017?

PA/ED (environmental) phase.

Is this line item re-budgeted from a prior fiscal year?

No

Capital Programs Services

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Kraemer Boulevard Grade Separation - Project Management Consultant Services

Quantity/Cost:	1 @ $15,000	FY18-01813
Budget Request:	$ 15,000	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.

Engineering and technical expertise in program management support services for highway and rail related projects. (Program managers, project managers, quality managers, project engineers, right-of-way support, and administrative assistants)

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested 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 various phases of the project, from environmental phase to construction phase.

What phase of the project is this line item currently in, as of January 2, 2017?

Various phases

Is this line item re-budgeted from a prior fiscal year?

Yes

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 @ $100,000	FY18-01801
Budget Request:	$ 100,000	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.

The Consultant is providing design support services during construction, including reviewing design requests for information and contractor submittals, preparation of change directives and attending meetings, as needed. 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.

Licensed Professional Engineers to prepare plans, specifications, and estimates (PS&E).

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested 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 construction phase.

What phase of the project is this line item currently in, as of January 2, 2017?

Construction phase

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Lakeview Avenue Grade Separation - Project Management Consultant Services	
Quantity/Cost:	1 @ $180,000	FY18-01816
Budget Request:	$ 180,000	IFAS#: 0017-7519-SO205-HGL

Grant Funded:	☑ Other Federal Capital Assist.	$50,094
Account:	0017-6044-SO205-XE4	

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.

Engineering and technical expertise in program management support services for highway and rail related projects.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested 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 various phases of the project, from environmental phase to construction phase.

What phase of the project is this line item currently in, as of January 2, 2017?

Various phases

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	M2 Rail Program Support - Department Assistance	
Quantity/Cost:	1 @ $850,000	FY18-02304
Budget Request:	$ 850,000	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.

M2 Rail Program Support will use a Project Management Consultant (PMC) to provide project support needs for the rail department to assist the project manager with document control, coordination, invoicing budget management, etc.

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

A mixture of professional services from engineering, document control, project controls, cost estimating and construction management.

Please explain how you arrived at the budgeted dollars requested.

Budget is based on an estimate level of effort of staff hours.

What phase of the project does this line item support?

There is a continuous need until delivery of active projects are completed.

What phase of the project is this line item currently in, as of January 2, 2017?

There are several active project with similar needs that will continue through 2022.

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description: Orangethorpe Avenue Grade Separation - Project Management Consultant Services

Quantity/Cost: 1 @ $60,000   FY18-01815

Budget Request: $ 60,000   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.

Engineering and technical expertise in program management support services for highway and rail related projects.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested 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 various phases of the project, from environmental phase to construction phase.

What phase of the project is this line item currently in, as of January 2, 2017?

Various phases

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	PCH to San Juan Creek Road (Segment 3) - Design Contingency	
Quantity/Cost:	1 @ $100,000	FY18-01894
Budget Request:	$ 100,000	IFAS#: 0017-7519-FC104-N5R

Grant Funded:	✔ CMAQ	$76,010
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.

The Consultant is providing design support services during construction, including reviewing design requests for information and contractor submittals, preparation of change directives and attending meetings, as needed. 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.

Licensed Professional Engineer to prepare plans, specifications, and estimates (PS&E)

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested 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 construction phase of work.

What phase of the project is this line item currently in, as of January 2, 2017?

Construction phase

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Pico to Vista Hermosa (Segment 1)- Design Contingency	
Quantity/Cost:	1 @ $50,000	FY18-01892
Budget Request:	$ 50,000	IFAS#: 0017-7519-FC101-N5R

Grant Funded:	☑ CMAQ	$41,095
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.

The Consultant is providing design support services during construction, including reviewing design requests for information and contractor submittals, preparation of change directives and attending meetings, as needed. 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.

Licensed Professional Engineer to prepare plans, specifications, and estimates (PS&E)

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested 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 construction phase of work.

What phase of the project is this line item currently in, as of January 2, 2017?

Construction phase

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:		Placentia Avenue Grade Separation - Project Management Consultant Services

Quantity/Cost:	1 @ $15,000	FY18-01812
Budget Request:	$ 15,000	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.

Engineering and technical expertise in program management support services for highway and rail related projects.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested is based on projected expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support various phases of the project, from environmental phase to construction phase.

What phase of the project is this line item currently in, as of January 2, 2017?

Various phases

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Raymond Avenue Grade Separation - Project Management Consultant Services	
Quantity/Cost:	1 @ $120,000	FY18-01818
Budget Request:	$ 120,000	IFAS#: 0017-7519-SO208-HGL

Grant Funded:	☑ Reimb From Cities	$120,000
Account:	0017-6062-SO208-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.

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.

Engineering and technical expertise in program management support services for highway and rail related projects.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested 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 various phases of the project, from environmental phase to construction phase.

What phase of the project is this line item currently in, as of January 2, 2017?

Various phases

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	San Juan Creek Bridge Replacement for Project Management Consultant Services

Quantity/Cost:	1 @ $50,000	FY18-02306
Budget Request:	$ 50,000	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.

San Juan Creek Bridge Replacement Project will be using a Project Management Consultant (PMC) to provide project management support for the rail capital to assist the project manager with implementation of the project. Services provided will be design review, rail/transit support and third party coordination.

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

A mixture of professional services from engineering, document control, project controls, cost estimating and construction management.

Please explain how you arrived at the budgeted dollars requested.

Budget is based on an estimate level of effort of staff hours.

What phase of the project does this line item support?

Current phase of the project is design.

What phase of the project is this line item currently in, as of January 2, 2017?

Final design

Is this line item re-budgeted from a prior fiscal year?

Yes

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) Plan, Specification and Estimate	
Quantity/Cost:	1 @ $13,000,000	FY18-02295
Budget Request:	$ 13,000,000	IFAS#: 0017-7519-FF101-0KU

Grant Funded:	☑ STBG/RSTP Funds		$13,000,000
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.

New request for proposal to be released for engineering services to complete final design for the SR-55 (I-405 to I-5) plan. The project will add new lanes (approximately 6 miles) on SR-55 between north of I-405 to south of I-5 connectors to increase freeway capacity and reduce congestion in central Orange County areas.

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.

Estimate based on environmental study documents.

What phase of the project does this line item support?

Design.

What phase of the project is this line item currently in, as of January 2, 2017?

Environmental study.

Is this line item re-budgeted from a prior fiscal year?

Yes.

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) Project Approval / Environmental Document

Quantity/Cost: 1 @ $25,000   FY18-02293

Budget Request: $ 25,000   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.

    Additional 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.

    Existing contract C-0-1587 with HDR Engineering.

Please explain how you arrived at the budgeted dollars requested.

    Estimate based on current project risks.

What phase of the project does this line item support?

    Environmental study.

What phase of the project is this line item currently in, as of January 2, 2017?

    Environmental study.

Is this line item re-budgeted from a prior fiscal year?

    Yes.

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) Project Approval / Environmental Document	
Quantity/Cost:	1 @ $500,000	FY18-02298
Budget Request:	$ 500,000	IFAS#: 0017-7519-FF102-07H

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

Contingency for additional engineering services to complete environmental study phase

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

Existing contract C-5-3424 with Jacobs Engineering Group

Please explain how you arrived at the budgeted dollars requested.

Estimate based on current project risks

What phase of the project does this line item support?

Environmental study

What phase of the project is this line item currently in, as of January 2, 2017?

Environmental study

Is this line item re-budgeted from a prior fiscal year?

Yes

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 Advertise & Award	
Quantity/Cost:	1 @ $120,000	FY18-02290
Budget Request:	$ 120,000	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.

Reimbursement for Caltrans services to advertise and award replacement planting landscaping plans along the SR-57 (Katella to Lincoln).

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

Existing agreement C-3-1964 with Caltrans.

Please explain how you arrived at the budgeted dollars requested.

Remaining balance in agreement.

What phase of the project does this line item support?

Replacement planting landscape design.

What phase of the project is this line item currently in, as of January 2, 2017?

Replacement planting landscape design.

Is this line item re-budgeted from a prior fiscal year?

Yes.

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 Plan, Specification and Estimate	
Quantity/Cost:	1 @ $25,000	FY18-02280
Budget Request:	$ 25,000	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.

Contingency for additional engineering services to complete design phase

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

Existing contract C-7-0938 with HDR Engineering

Please explain how you arrived at the budgeted dollars requested.

Estimate based on current project risks

What phase of the project does this line item support?

Replacement planting landscape design

What phase of the project is this line item currently in, as of January 2, 2017?

Replacement planting landscape design

Is this line item re-budgeted from a prior fiscal year?

Yes

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) Landscape Plan, Specification and Estimate	
Quantity/Cost:	1 @ $50,000	FY18-02282
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.

Contingency for additional engineering services to complete design phase

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

Existing contract C-7-1247 with CH2M Hill

Please explain how you arrived at the budgeted dollars requested.

Estimate based on current project risks

What phase of the project does this line item support?

Replacement planting landscape design

What phase of the project is this line item currently in, as of January 2, 2017?

Replacement planting landscape design

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	SR-57 (Orangewood to Katella) Project Approval / Environmental Document	
Quantity/Cost:	1 @ $50,000	FY18-02278
Budget Request:	$ 50,000	IFAS#: 0017-7519-FG104-XFD

Grant Funded:	☑ STBG/RSTP Funds	$50,000
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.

Contingency for additional engineering services to complete environmental study phase

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

Existing contract C-4-1811 with Parsons Brinckerhoff

Please explain how you arrived at the budgeted dollars requested.

Estimate based on current project risks

What phase of the project does this line item support?

Environmental study

What phase of the project is this line item currently in, as of January 2, 2017?

Environmental study

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	SR-73 to Oso Parkway (Segment 1) - Design Contingency	
Quantity/Cost:	1 @ $425,000	FY18-01898
Budget Request:	$ 425,000	IFAS#: 0017-7519-FC102-06W

Grant Funded:	☑ STBG/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.

The Consultant is providing professional services to prepare plans, specifications, and estimates (PS&E). The budget request is for additional costs associated design changes for the project.

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

Licensed Professional Engineer to prepare plans, specifications, and estimates (PS&E)

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested 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.

What phase of the project is this line item currently in, as of January 2, 2017?

Design phase

Is this line item re-budgeted from a prior fiscal year?

Yes

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), Project Approval / Environmental Document, Chief Compliance Officer
Quantity/Cost:	1 @ $500,000	FY18-01764
Budget Request:	$ 500,000	IFAS#: 0017-7519-FI103-N08

Grant Funded:	☑ STBG/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.

Estimate based on project plans.

What phase of the project does this line item support?

Environmental.

What phase of the project is this line item currently in, as of January 2, 2017?

Environmental.

Is this line item re-budgeted from a prior fiscal year?

No.

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 Plan, Specification and Estimate	
Quantity/Cost:	1 @ $50,000	FY18-01755
Budget Request:	$ 50,000	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.

Funding for a possible amendment to the existing cooperative agreement (C-4-1347) with Caltrans for a changed scope of work.

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

What phase of the project does this line item support?

Design

What phase of the project is this line item currently in, as of January 2, 2017?

Design

Is this line item re-budgeted from a prior fiscal year?

No

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 - Project Management Consultant Services

Quantity/Cost: 1 @ $120,000   **FY18-01817**

Budget Request: $ 120,000   **IFAS#:** 0017-7519-SO207-HGL

Grant Funded: ☑ Reimb From Cities $120,000

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.

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.

Engineering and technical expertise in program management support services for highway and rail related projects.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested 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 various phases of the project, from environmental phase to construction phase.

What phase of the project is this line item currently in, as of January 2, 2017?

Various phases

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description: TranSystems Agreement C-3-2091, Plan, Specification and Estimate
Design Contingency

Quantity/Cost: 1 @ $500,000   FY18-02379

Budget Request: $ 500,000   **IFAS#: 0017-7519-FC105-06W**

Grant Funded: ☑ STBG/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.

Provide Final Design Services for the I-5 widening Project, between Oso Parkway and south of Alicia Parkway.

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.

What phase of the project is this line item currently in, as of January 2, 2017?

Final Design.

Is this line item re-budgeted from a prior fiscal year?

No.

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 - Project Management Consultant Services

Quantity/Cost: 1 @ $60,000   FY18-01814

Budget Request: $ 60,000   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.

Engineering and technical expertise in program management support services for highway and rail related projects.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested is based on the expenditures for the fiscal year.

What phase of the project does this line item support?

This line item will support various phases of the project, from environmental phase to construction phase.

What phase of the project is this line item currently in, as of January 2, 2017?

Various phases

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Vista Hermosa to PCH (Segment 2) - Design Contingency	
Quantity/Cost:	1 @ $50,000	FY18-01893
Budget Request:	$ 50,000	IFAS#: 0017-7519-FC103-N5R

Grant Funded:	✔ CMAQ	$35,965
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.

The Consultant is providing design support services during construction, including reviewing design requests for information and contractor submittals, preparation of change directives and attending meetings, as needed. 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.

Licensed Professional Engineer to prepare plans, specifications, and estimates (PS&E)

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested 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 construction phase of work.

What phase of the project is this line item currently in, as of January 2, 2017?

Construction phase

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7629	Other Services

Description:		Excess Land Maintenance - Interstate 405 Improvement Project
Quantity/Cost:	1 @ $25,000	FY18-02328
Budget Request:	$ 25,000	IFAS#: 0017-7629-FK101-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 for the Interstate 405 Improvement 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 landscape maintenance services.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested 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 phase of work.

What phase of the project is this line item currently in, as of January 2, 2017?

Design and construction phases (design-build contract)

Is this line item re-budgeted from a prior fiscal year?

Yes

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	FY18-01218
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 for the Raymond Avenue Grade Separation 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 landscape maintenance services.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested 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 construction phase of work.

What phase of the project is this line item currently in, as of January 2, 2017?

Construction phase

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7629	Other Services

Description:	Excess Land Maintenance - State College Boulevard GS	
Quantity/Cost:	1 @ $5,000	FY18-01217
Budget Request:	$ 5,000	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 for State College Boulevard Grade Separation 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 landscape maintenance services.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested 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 construction phase of work.

What phase of the project is this line item currently in, as of January 2, 2017?

Construction phase

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
Org Key:	0018	Measure M - Cure
Object:	7514	Prof Serv-Right of Way Service

Description: Appraisal Services for LOSSAN Corridor

Quantity/Cost: 1 @ $25,000   FY18-01486

Budget Request: $ 25,000   IFAS#: 0018-7514-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.

N/A

Please explain how you arrived at the budgeted dollars requested.

Based on previous actuals for similar work.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

| Division: | 15 | Capital Programs |
| Object: | 7514 | Prof Serv-Right of Way Service |

OrgKey: 0018 Measure M - Cure

Description: Engineering Services for LOSSAN Corridor

Quantity/Cost: 1 @ $25,000 FY18-01485

Budget Request: $ 25,000 IFAS#: 0018-7514-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.

N/A

Please explain how you arrived at the budgeted dollars requested.

Based on previous actuals for similar work.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7514	Prof Serv-Right of Way Service

Description: LN/MV Metrolink Station Improvements - Right of Way Support Services

Quantity/Cost: 1 @ $20,000   FY18-02100

Budget Request: $ 20,000   IFAS#: 0018-7514-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.

The scope of work includes title and escrow, appraisal and appraisal review, negotiations, and other real estate services related to the Laguna Niguel / Mission Viejo Station Improvement project.

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

Professionals who have experience in federal public acquisition process and procedures.

Please explain how you arrived at the budgeted dollars requested.

Estimated budget if support is needed.

What phase of the project does this line item support?

Construction

What phase of the project is this line item currently in, as of January 2, 2017?

Construction

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7514	Prof Serv-Right of Way Service

Description:	LN-SJC Passing Siding - Right of Way Support Services	
Quantity/Cost:	1 @ $165,000	FY18-02099
Budget Request:	$ 165,000	IFAS#: 0018-7514-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.

The scope of work includes title and escrow, appraisal and appraisal review, negotiations, and other real estate services related to the Laguna Niguel - San Juan Capistrano passing siding project.

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

Professionals who have experience in federal public acquisition process and procedures.

Please explain how you arrived at the budgeted dollars requested.

Estimated budget support.

What phase of the project does this line item support?

Right of way (ROW) acquisition

What phase of the project is this line item currently in, as of January 2, 2017?

Design

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7514	Prof Serv-Right of Way Service

Description:	On-call Tenant Services PE02	
Quantity/Cost:	1 @ $22,500	FY18-02313
Budget Request:	$ 22,500	IFAS#: 0018-7514-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.

   Tenant review services, revenue review and lease agreements for Pacific Electric (PE) right of way.

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 based off previous actuals.

What phase of the project does this line item support?

   On-going

What phase of the project is this line item currently in, as of January 2, 2017?

   On-going

Is this line item re-budgeted from a prior fiscal year?

   Yes

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7514	Prof Serv-Right of Way Service

Description:	Placentia Right of Way Support	
Quantity/Cost:	1 @ $50,000	FY18-01980
Budget Request:	$ 50,000	IFAS#: 0018-7514-A4472-HH1

Grant Funded:	☑ Transfers in from MMII	$50,000
Account:	0018-6524-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) support for BNSF Railway ROW related to the Placentia Metrolink station.

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

Consultant must be knowledgeable in ROW acquisition process in public works projects.

Please explain how you arrived at the budgeted dollars requested.

Estimate based on pervious efforts of ROW support.

What phase of the project does this line item support?

Design/ ROW

What phase of the project is this line item currently in, as of January 2, 2017?

Design/ ROW

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7514	Prof Serv-Right of Way Service

Description:	Right of Way Support for Anaheim Canyon Metrolink Station Improvements

Quantity/Cost:	1 @ $50,000	FY18-01991
Budget Request:	$ 50,000	IFAS#: 0018-7514-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 (ROW) support related to temporary construction easements needed to complete work related to the Anaheim Canyon Metrolink station improvements.

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

Professional right of way services having experience with public works projects.

Please explain how you arrived at the budgeted dollars requested.

Based on previous effort.

What phase of the project does this line item support?

ROW acquisition

What phase of the project is this line item currently in, as of January 2, 2017?

Design

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7514	Prof Serv-Right of Way Service

Description:	Right of Way Support Services	
Quantity/Cost:	1 @ $50,000	FY18-02320
Budget Request:	$ 50,000	IFAS#: 0018-7514-C5052-0N9

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) support for utility coordination and related services for the slope stabilization project.

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

Experience in appraisal and acquisition of right of way and utility relocation.

Please explain how you arrived at the budgeted dollars requested.

Estimate for right of way support.

What phase of the project does this line item support?

Construction

What phase of the project is this line item currently in, as of January 2, 2017?

Design

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7514	Prof Serv-Right of Way Service

Description:	Tenant Review Services for LOSSAN Corridor	
Quantity/Cost:	1 @ $150,000	FY18-01484
Budget Request:	$ 150,000	IFAS#: 0018-7514-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. The as needed services assist in reducing the OCTA liability.

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 previous actuals for similar work.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7517	ROW Maintenance Services

Description:	New Fencing - Irvine Maintenance Facility and Rail Corridor	
Quantity/Cost:	1 @ $250,000	FY18-01488
Budget Request:	$ 250,000	IFAS#: 0018-7517-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.

The estimate was calculated using the price per lineal foot.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
Description:	0018	Measure M - Cure
Object:	7517	ROW Maintenance Services

Description: OCTA Owned Active Railroad Right of Way Maintenance

Quantity/Cost: 1 @ $1,640,000   FY18-01489

Budget Request: $ 1,640,000   IFAS#: 0018-7517-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 (ROW) maintenance, weed abatement, vegetation removal, drainage and erosion repair, sign and fence installation, tree trimming and 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.

Please explain how you arrived at the budgeted dollars requested.

Contract value

What phase of the project does this line item support?

On-going Maintenance

What phase of the project is this line item currently in, as of January 2, 2017?

On-going

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7517	ROW Maintenance Services

Description:	Pacific Electric 02 Right of Way Maintenance Services	
Quantity/Cost:	1 @ $205,000	FY18-02310
Budget Request:	$ 205,000	IFAS#: 0018-7517-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 (PE) Right-of-Way (ROW) maintenance services to include weed and vegetation removal, tree trimming, drainage repair and trash and debris removal.

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

Regular maintenance contract.

Please explain how you arrived at the budgeted dollars requested.

Estimated annual maintenance cost based off previous actuals.

What phase of the project does this line item support?

On-going maintenance

What phase of the project is this line item currently in, as of January 2, 2017?

On-going

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7517	ROW Maintenance Services

Description: Retain Services for General Environmental Support for Metrolink Projects

Quantity/Cost: 1 @ $7,500   FY18-02286

Budget Request: $ 7,500   IFAS#: 0018-7517-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.

Environmental planning professional that is familiar with public project environmental clearance process and procedures. Work to include as needed support for environmental documents, permits, survey review and support.

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

Environmental professionals with expertise in biological, cultural, air quality, noise, paleontological, water quality, land use, and others to support the project.

Please explain how you arrived at the budgeted dollars requested.

Estimate for as needed support.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7519	Prof Serv-Other Prof Services

Description:	Anaheim Canyon Plan Specfications & Estimate	
Quantity/Cost:	1 @ $1,675,000	FY18-01985
Budget Request:	$ 1,675,000	IFAS#: 0018-7519-C5061-0JR

Grant Funded:	☑ FTA Other Operating Assistance	$846,000
Account:	0018-6037-C5061-LD1	
Grant Funded:	☑ FTA Other Operating Assistance	$829,000
Account:	0018-6037-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.

Final design of improvements at the Anaheim Canyon Metrolink station. Deliverables will be final Plan, Specifications & Estimate (PS&E), bid package and design support during construction. The Anaheim Canyon Station improvement project will increase the capacity of the station to accommodate additional rail service, as well as improve reliability, on-time performance, and safety.

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

Professional engineer with experience with structural engineering and rail road engineering

Please explain how you arrived at the budgeted dollars requested.

Based on level of effort and current average salaries for engineering services.

What phase of the project does this line item support?

Design

What phase of the project is this line item currently in, as of January 2, 2017?

Design and environmental clearance.

Is this line item re-budgeted from a prior fiscal year?

No

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7519	Prof Serv-Other Prof Services

Description: Anaheim Canyon Station - Assist Project Manager with Implementation of Project

Quantity/Cost: 1 @ $60,000   FY18-02314

Budget Request: $ 60,000   IFAS#: 0018-7519-C5061-TXD

Grant Funded: ☑ FTA Other Operating Assistance $60,000

Account: 0018-6037-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.

Anaheim Canyon Station Project will be using a Project Management Consultant (PMC) to provide project management support for rail capital by assisting the project manager with project implementation. Services provided will be design review, rail / transit support and third party 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 managing complex projects and working with various groups and agencies.

Please explain how you arrived at the budgeted dollars requested.

Budget is based on an estimate level of effort of staff hours.

What phase of the project does this line item support?

This program supports the project for all phases

What phase of the project is this line item currently in, as of January 2, 2017?

Design

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7519	Prof Serv-Other Prof Services

Description:	Design Revisions to Placentia Metrolink Station	
Quantity/Cost:	1 @ $100,000	FY18-01956
Budget Request:	$ 100,000	IFAS#: 0018-7519-A4472-HH1

Grant Funded:	☑ Transfers in from MMII	$100,000
Account:	0018-6524-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.

Amendment to contract with Willdan Engineering C-7-1294 for design services related to the Placentia Metrolink station.

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

There is an existing contract in place for this effort.

Please explain how you arrived at the budgeted dollars requested.

Estimate is based on previous effort for revising plans.

What phase of the project does this line item support?

Design

What phase of the project is this line item currently in, as of January 2, 2017?

Design

Is this line item re-budgeted from a prior fiscal year?

Yes

| Division: | 15 | Capital Programs |
| Object: | 7519 | Prof Serv-Other Prof Services |

| OrgKey: | 0018 | Measure M - Cure |

Description: Laguna Niguel / Mission Viejo Station ADA Ramps Assist with Implementation of Project
project,

Quantity/Cost: 1 @ $3,500

FY18-02321

Budget Request: $ 3,500

IFAS#: 0018-7519-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.

Laguna Niguel / Mission Viejo Station Americans with Disabilities Act (ADA) Ramps Project will be using a Project Management Consultant (PMC) to provide project management support for the rail capital by assisting the project manager with implementation of the project. Services provide will include design review, rail / transit support and third party 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 managing complex projects and working with various groups and agencies.

Please explain how you arrived at the budgeted dollars requested.

Budget is based on an estimate level of effort of staff hours.

What phase of the project does this line item support?

This program supports the project for all phases.

What phase of the project is this line item currently in, as of January 2, 2017?

construction

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7519	Prof Serv-Other Prof Services

Description:	LN/MV Metrolink Station Improvements - Design Services	
Quantity/Cost:	1 @ $25,000	FY18-02026
Budget Request:	$ 25,000	IFAS#: 0018-7519-C5066-N0H

| Grant Funded: | ☑ FTA Other Operating Assistance | $25,000 |
| Account: | 0018-6037-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.

Design services during construction for the LN/MV Metrolink Station Improvement project. Designer to provide responses to requests for information, submittals, and other unanticipated changes during construction.

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

Licensed engineer that is responsible for the design of this project to respond to any field questions during the construction period.

Please explain how you arrived at the budgeted dollars requested.

Approximately 15% of the design contract value.

What phase of the project does this line item support?

Construction

What phase of the project is this line item currently in, as of January 2, 2017?

Construction

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7519	Prof Serv-Other Prof Services

Description: LN-SJC Passing Siding - Assist Project Manager with Implementation of Project

Quantity/Cost: 1 @ $100,000   FY18-02316

Budget Request: $ 100,000   IFAS#: 0018-7519-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.

The Laguna Niguel to San Juan Capistrano Passing Siding project will be using a Project Management Consultant (PMC) to provide project management support for rail capital by assisting the project manager with implementation of project. Services provide will be design review, rail / transit support and third party 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 managing complex projects and working with various groups and agencies.

Please explain how you arrived at the budgeted dollars requested.

Budget is based on an estimate level of effort of staff hours.

What phase of the project does this line item support?

This program supports the project for all phases.

What phase of the project is this line item currently in, as of January 2, 2017?

Design

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7519	Prof Serv-Other Prof Services

Description:	LN-SJC Passing Siding - Design Services	
Quantity/Cost:	1 @ $200,000	FY18-02038
Budget Request:	$ 200,000	IFAS#: 0018-7519-C5051-TZ2

Grant Funded:	☑ FTA Sec 5307 Operating Assist	$200,000
Account:	0018-6032-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.

Work includes additional design services to provide design for unknown issues encountered during construction. The Laguna Niguel - San Juan Capistrano passing siding 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.

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

Design professionals what are currently the designer on this project, knows the design, and be able to provide services during the construction phase.

Please explain how you arrived at the budgeted dollars requested.

Approximately 10% of the contract value.

What phase of the project does this line item support?

Construction

What phase of the project is this line item currently in, as of January 2, 2017?

Design

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7519	Prof Serv-Other Prof Services

Description:	On-call Planning for Orange County Passenger Rail	
Quantity/Cost:	1 @ $195,000	FY18-01490
Budget Request:	$ 195,000	IFAS#: 0018-7519-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.

Contractor is required to provide staff extension support for regional rail projects.

Please explain how you arrived at the budgeted dollars requested.

Balance remaining from FY17 amount of $300,000.

What phase of the project does this line item support?

Ongoing contract task orders as needed.

What phase of the project is this line item currently in, as of January 2, 2017?

Contract task orders (CTOs) are progressing, with one third of the cost spent to date.

Is this line item re-budgeted from a prior fiscal year?

Yes, remaining amount from $300,000 in FY17

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7519	Prof Serv-Other Prof Services

Description:	Orange Oarking Structure - Assist Project Manager with Implementation of Project	
Quantity/Cost:	1 @ $200,000	FY18-02332
Budget Request:	$ 200,000	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.

The Orange Metrolink Station Project will use a Project Management Consultant (PMC) to provide project management support for rail capital to assist the project manager with implementation of the project. Services provided will be design review, rail/transit support and third party 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 managing complex projects and working with various groups and agencies.

Please explain how you arrived at the budgeted dollars requested.

Budget is based on an estimate level of effort of staff hours.

What phase of the project does this line item support?

This program supports the project for all phases

What phase of the project is this line item currently in, as of January 2, 2017?

Invitation for Bid (IFB) with construction to begin by spring 2017

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7519	Prof Serv-Other Prof Services

Description:	Placentia Cooperative Agreement w BNSF for Engineering/Support	
Quantity/Cost:	1 @ $1,000,000	FY18-01954
Budget Request:	$ 1,000,000	IFAS#: 0018-7519-A4472-HH1

Grant Funded: ☑ Transfers in from MMII $1,000,000

Account: 0018-6524-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.

Construction and Maintenance agreement with BNSF Railway for the design of rail work and signalization related to the new Placentia Metrolink station. Agreement will also include BNSF Railway review and coordination effort of station platform design.

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

This will not be a Request for Proposal (RFP).

Please explain how you arrived at the budgeted dollars requested.

Budget is based on 30% design of rail work.

What phase of the project does this line item support?

Construction

What phase of the project is this line item currently in, as of January 2, 2017?

Design

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7519	Prof Serv-Other Prof Services

Description:	Placentia Station, Assist Project Manager with Implementation of Project project

Quantity/Cost:	1 @ $140,000	FY18-02311
Budget Request:	$ 140,000	IFAS#: 0018-7519-A4472-HH1

Grant Funded:	☑ Transfers in from MMII	$140,000
Account:	0018-6524-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.

Placentia Station will be constructing a new station and parking garage with consultant providing project management support. Services provided will be design review, rail / transit support and third party coordination, 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 working with various groups and agencies

Please explain how you arrived at the budgeted dollars requested.

Budget is based on an estimate level of effort of staff hours.

What phase of the project does this line item support?

This program supports the project for all phases

What phase of the project is this line item currently in, as of January 2, 2017?

Design

Is this line item re-budgeted from a prior fiscal year?

Yes

| Division: | 15 | Capital Programs |
| Object: | 7519 | Prof Serv-Other Prof Services |

OrgKey: 0018 Measure M - Cure

Description: Rail ROW Maintenance Assist Project Manager with Implementation of Project
project

Quantity/Cost: 1 @ $10,000   FY18-02317

Budget Request: $ 10,000   IFAS#: 0018-7519-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.

Rail Right-of-Way (ROW) maintenance will be using a Project Management Consultant (PMC) to provide project management support for rail capital by assisting the project manager with project implementation. Services provided will include design review, rail / transit support and third party 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 managing complex projects and working with various groups and agencies.

Please explain how you arrived at the budgeted dollars requested.

Budget is based on an estimate level of effort of staff hours.

What phase of the project does this line item support?

This program supports the project for all phases.

What phase of the project is this line item currently in, as of January 2, 2017?

Right-of-Way (ROW)

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7519	Prof Serv-Other Prof Services

Description:	Retain Services for Environmental Support for Anaheim Canyon Station

Quantity/Cost:	1 @ $7,500	FY18-02283
Budget Request:	$ 7,500	IFAS#: 0018-7519-C5061-0JR

Grant Funded:	☑ FTA Other Operating Assistance	$7,500
Account:	0018-6037-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.

Environmental planning professional that is familiar with public project environmental clearance process and procedures. Work to include as needed support for environmental documents, permits, survey review and support

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

Environmental professionals with expertise in biological, cultural, air quality, noise, paleontological, water quality, land use, and others to support the project

Please explain how you arrived at the budgeted dollars requested.

Estimate for as needed support.

What phase of the project does this line item support?

Throughout the project duration.

What phase of the project is this line item currently in, as of January 2, 2017?

Design

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7519	Prof Serv-Other Prof Services

Description:	Retain Services for Environmental Support for Passing Siding	
Quantity/Cost:	1 @ $7,500	FY18-02271
Budget Request:	$ 7,500	IFAS#: 0018-7519-C5051-TZ2

| Grant Funded: | ☑ FTA Sec 5307 Operating Assist | $7,500 |
| Account: | 0018-6032-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.

Environmental planning professionals that are familiar with the public project environmental clearance process and procedures. Work to include as needed support for environmental documents, permits, survey review and project support.

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

Environmental professionals with expertise in biological, cultural, air quality, noise, paleontological, water quality, land use, and others to support the project.

Please explain how you arrived at the budgeted dollars requested.

Estimate for as needed support.

What phase of the project does this line item support?

Throughout the project duration.

What phase of the project is this line item currently in, as of January 2, 2017?

Design

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7519	Prof Serv-Other Prof Services

Description:	Right of Way Slope Stabilization Assist PM with Implementation of Project	
Quantity/Cost:	1 @ $80,000	FY18-02319
Budget Request:	$ 80,000	IFAS#: 0018-7519-C5052-TYR

Grant Funded:	✔ FTA Other Operating Assistance	$80,000
Account:	0018-6037-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.

The Slope Stabilization project will be using a Project Management Consultant (PMC) to provide project management support for the rail capital by assisting the project manager with implementation of the project. Services provided will include design review, rail/transit support and third party 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 managing complex projects and working with various groups and agencies.

Please explain how you arrived at the budgeted dollars requested.

Budget is based on an estimate level of effort of staff hours.

What phase of the project does this line item support?

This program supports the project for all phases

What phase of the project is this line item currently in, as of January 2, 2017?

Design

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7519	Prof Serv-Other Prof Services

Description:	Video Surveillance System Placentia Contract	
Quantity/Cost:	1 @ $750,000	FY18-01986
Budget Request:	$ 750,000	IFAS#: 0018-7519-A4459-TXJ

Grant Funded:	✔ FTA Sec 5307 Operating Assist	$600,000
Account:	0018-6032-A4459-MAP	
Grant Funded:	✔ Prop 1B Capital	$150,000
Account:	0018-6020-A4459-XIR	

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

Procurement of a design/installation contract for the Video Surveillance System (VSS) at Placentia Metrolink station.

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

Experience in Video Surveillance System (VSS) design, installation and operation.

Please explain how you arrived at the budgeted dollars requested.

Budget is based on previous projects similar to the Placentia station.

What phase of the project does this line item support?

Design and installation.

What phase of the project is this line item currently in, as of January 2, 2017?

Planning.

Is this line item re-budgeted from a prior fiscal year?

Yes.

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7629	Other Services

Description:	Metrolink Angels Express Operations	
Quantity/Cost:	1 @ $251,636	FY18-01500
Budget Request:	$ 251,636	IFAS#: 0018-7629-D2141-F93

Grant Funded:	☑ Reimbursement Fr Other Agencys	$240,000
Account:	0018-6053-D2141-XIZ	

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 expects Metrolink to operate round trip service between LA and Anaheim for 50 weekday home games starting at 7:05 pm and round trip on IEOC for 13 Friday games.

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

What phase of the project is this line item currently in, as of January 2, 2017?

NA

Is this line item re-budgeted from a prior fiscal year?

No

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7629	Other Services

Description:	Metrolink Annual Operating Subsidy	
Quantity/Cost:	1 @ $22,238,881	FY18-01497
Budget Request:	$ 22,238,881	IFAS#: 0018-7629-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 fiscal year 2018 Metrolink operating subsidy is for 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.

N/A.

Please explain how you arrived at the budgeted dollars requested.

The amount is a projection provided by the Southern CA Regional Rail Authority (SCRRA).

What phase of the project does this line item support?

N/A.

What phase of the project is this line item currently in, as of January 2, 2017?

N/A.

Is this line item rebudgeted from a prior fiscal year?

No.

Division:	15	Capital Programs
OrgKey:	0018	Measure M - Cure
Object:	7629	Other Services

Description:	Metrolink Special Event Services	
Quantity/Cost:	1 @ $75,000	FY18-01499
Budget Request:	$ 75,000	IFAS#: 0018-7629-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, Rams trains, Riverside Festival of Lights, other Los Angeles event trains, and 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.

Amount is based on up to 15 round trips at $5,000 each

What phase of the project does this line item support?

NA

What phase of the project is this line item currently in, as of January 2, 2017?

NA

Is this line item re-budgeted from a prior fiscal year?

NA

Division:	15	Capital Programs
Object:		
OrgKey:	0018	Measure M - Cure
Object:	7629	Other Services

Description:	Rail Safety Outreach	
Quantity/Cost:	1 @ $15,000	FY18-01496
Budget Request:	$ 15,000	IFAS#: 0018-7629-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.

Cost estimate based on prior years budget; $10,000 for contribution to CA Operation Lifesaver and $5,000 to general outreach to communities surrounding the OCTA owned right of way in Orange County.

What phase of the project does this line item support?

NA

What phase of the project is this line item currently in, as of January 2, 2017?

NA

Is this line item re-budgeted from a prior fiscal year?

No

Division:	15	Capital Programs
OrgKey:	0036	91 Express Lanes
Object:	7519	Prof Serv-Other Prof Services

Description:	91 Express Lanes Pav Rehab & CMS PS&E	
Quantity/Cost:	1 @ $50,000	FY18-01765
Budget Request:	$ 50,000	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.

Funding for possible scope of work changes for support of the construction completion 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.

Based upon historical amounts.

What phase of the project does this line item support?

Construction

What phase of the project is this line item currently in, as of January 2, 2017?

Construction

Is this line item re-budgeted from a prior fiscal year?

No

Division:	15	Capital Programs
OrgKey:	0037	I-405 Express Lane
Object:	7514	Prof Serv-Right of Way Service

Description:	I-405 Improvement Project - ROW Support Services (Express Lanes)
Quantity/Cost:	1 @ $1,625,000 FY18-01866
Budget Request:	$ 1,625,000 IFAS#: 0037-7514-A9510-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.

Consultant shall provide overall coordination and management of the Authority, Caltrans, FHWA, and the contractor. The consultant shall also assist with the development and implementation of the right-of-way (ROW) program, including the developing and preparing a comprehensive ROW Acquisition Plan, updating the current project ROW data sheets, prepare a cost estimate and a budget for project ROW costs. Also, secure ROW entry agreements, licenses and permits from affected owners for purposes of performing hazardous waste, geotechnical, survey, utility potholing, appraisal inspections and securing preliminary title reports. The Consultant shall obtain appraisal and review appraisal services for all properties and property interests required, performing internal review of appraisals, ordering Phase I Environmental Soil Assessment Reports, and performing all other ROW services as required. The budget request is for costs associated with these services related to the express lanes of the I-405 Improvement 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 right-of-way professionals to appraise and acquire properties impacted by the project.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested is based on the total projected expenditures at a rate of 25% of non-M2 funding to cover costs necessary to implement the express lanes.

What phase of the project does this line item support?

This line item will support the design, right-of-way, and construction phase of work.

What phase of the project is this line item currently in, as of January 2, 2017?

Design, right-of-way, and construction phases

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0037	I-405 Express Lane
Object:	7519	Prof Serv-Other Prof Services

Description:	I-405 Improvement - Permits (Express Lanes)	
Quantity/Cost:	1 @ $11,000	FY18-01890
Budget Request:	$ 11,000	IFAS#: 0037-7519-A9510-0I3

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

To expedite permit application review process by the U.S. Corps of Engineers, Los Angeles District, Permits 404 and 214 through a memorandum of agreement. The budget request is for costs associated with these services for the express lanes of the I-405 Improvement Project.

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.

The budgeted dollar amount requested is based on the total projected expenditures at a rate of 22% of the non-M2 funding to cover costs necessary to implement the express lanes.

What phase of the project does this line item support?

This line item will support the design and construction phase of work.

What phase of the project is this line item currently in, as of January 2, 2017?

Design and construction phases (design-build contract)

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0037	I-405 Express Lane
Object:	7519	Prof Serv-Other Prof Services

Description:	I-405 Improvement Project - PA/ED Phase	
Quantity/Cost:	1 @ $25,000	FY18-02296
Budget Request:	$ 25,000	IFAS#: 0037-7519-A9510-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.

This work is being provided by a Consultant under an existing agreement to provide project approval and environmental document (PA/ED) phase of the I-405 Improvement Project. The budget request is for additional costs associated with the Traffic & Revenue (T&R) Study, Construction Operations, and TIFIA loan pursuit efforts for the express lanes of the project.

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

Professional services to prepare project approval and environmental document.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested is based on the total projected expenditures at a rate of 25% of the non-M2 funding to cover costs necessary to implement the express lanes.

What phase of the project does this line item support?

This line item will support the environmental phase of work.

What phase of the project is this line item currently in, as of January 2, 2017?

Environmental phase.

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0037	I-405 Express Lane
Object:	7519	Prof Serv-Other Prof Services

Description:	I-405 Improvement Project - PM Support Services (Express Lanes)	
Quantity/Cost:	1 @ $500,000	FY18-01852
Budget Request:	$ 500,000	IFAS#: 0037-7519-A9510-HGL

Grant Funded:	☑ Reimb From Caltrans	$500,000
Account:	0037-6061-A9510-YIP	

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. 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. The Consultant shall assist the OCTA's Highway Programs in planning, managing, and controlling the overall capital development program. The Consultant shall also provide OCTA additional program management staff to assist in managing individual projects. The budget request is for costs associated with these services related to the express lanes of the I-405 Improvement Project.

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

Engineering and technical expertise in program management support services for highway and rail related projects.

Please explain how you arrived at the budgeted dollars requested.

The budgeted dollar amount requested is based on the total projected expenditures for the fiscal year allocated at a rate of 25% for non-M2 funding to cover costs necessary to implement the express lanes.

What phase of the project does this line item support?

This line item will support the environmental, design, right-of-way, and construction phases.

What phase of the project is this line item currently in, as of January 2, 2017?

Design, right-of-way, and construction phases

Is this line item re-budgeted from a prior fiscal year?

Yes

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 @ $250,000	FY18-02272
Budget Request:	$ 250,000	IFAS#: 0051-7514-TS010-Z61

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 OC Streetcar project, as well as to negotiate agreements with property owners. The OC Streetcar will increase transportation options and provide greater access along its 4.15-mile route (in each direction) along Santa Ana Boulevard, 4th Street, and the Pacific Electric right-of-way to Harbor Boulevard in Garden Grove.

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 project expenditures for the fiscal year

What phase of the project does this line item support?

Design and right of way

What phase of the project is this line item currently in, as of January 2, 2017?

Engineering

Is this line item re-budgeted from a prior fiscal year?

This line item was re-budgeted from the prior fiscal year

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 @ $800,000	FY18-02279
Budget Request:	$ 800,000	IFAS#: 0051-7519-TS010-Z82

Grant Funded:	✔ Transfers in from MMII	$314,320
Account:	0051-6524-TS010-Z82	
Grant Funded:	✔ FTA Sec 5307 Capital Assistanc	$369,040
Account:	0051-6042-TS010-LI0	
Grant Funded:	✔ FTA Sec 5309/5339 Cap Assist	$116,640
Account:	0051-6041-TS010-MJ0	

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, 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

What phase of the project is this line item currently in, as of January 2, 2017?

Engineering

Is this line item re-budgeted from a prior fiscal year?

Yes, this line item was re-budgeted from a prior fiscal year

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 @ $175,000	FY18-02277
Budget Request:	$ 175,000	IFAS#: 0051-7519-TS010-Z86

Grant Funded:	☑ Transfers in from MMII	$68,758
Account:	0051-6524-TS010-Z86	
Grant Funded:	☑ FTA Sec 5309/5339 Cap Assist	$25,515
Account:	0051-6041-TS010-MJ3	
Grant Funded:	☑ FTA Sec 5307 Capital Assistanc	$80,728
Account:	0051-6042-TS010-LI3	

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 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

What phase of the project is this line item currently in, as of January 2, 2017?

Engineering

Is this line item re-budgeted from a prior fiscal year?

Yes, this line item was re-budgeted from the prior fiscal year

Division:	15	Capital Programs
OrgKey:	0051	Transit Development Cap Proj
Object:	7519	Prof Serv-Other Prof Services

Description:	OC Streetcar Project Management Services	
Quantity/Cost:	1 @ $4,700,000	FY18-02338
Budget Request:	$ 4,700,000	IFAS#: 0051-7519-TS010-Z83

Grant Funded:	☑ Transfers in from MMII	$1,846,630
Account:	0051-6524-TS010-Z83	
Grant Funded:	☑ FTA Sec 5309/5339 Cap Assist	$685,260
Account:	0051-6041-TS010-MJ3	
Grant Funded:	☑ FTA Sec 5307 Capital Assistanc	$2,168,110
Account:	0051-6042-TS010-LI3	

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. The OC Streetcar will increase transportation options and provide greater access along its 4.15-mile route (in each direction) along Santa Ana Boulevard, 4th Street, and the Pacific Electric right-of-way to Harbor Boulevard in Garden Grove.

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

What phase of the project is this line item currently in, as of January 2, 2017?

Engineering

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	0051	Transit Development Cap Proj
Object:	7519	Prof Serv-Other Prof Services

Description:	OC Streetcar Project Management Vehicles	
Quantity/Cost:	1 @ $341,506	FY18-02352
Budget Request:	$ 341,506	IFAS#: 0051-7519-TS010-Z71

Grant Funded:	☑ Transfers in from MMII	$134,178
Account:	0051-6524-TS010-Z71	
Grant Funded:	☑ FTA Sec 5307 Capital Assistanc	$157,537
Account:	0051-6042-TS010-XIB	
Grant Funded:	☑ FTA Sec 5309/5339 Cap Assist	$49,792
Account:	0051-6041-TS010-MJH	

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 technical support for the evaluation of vehicle proposals and the negotiation of the vehicle manufacturing and delivery contract for the OC Streetcar Project. The OC Streetcar will increase transportation options and provide greater access along its 4.15-mile route (in each direction) along Santa Ana Boulevard, 4th Street, and the Pacific Electric right-of-way to Harbor Boulevard in Garden Grove.

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

Staff with qualifications in light rail vehicle procurement, including technical specifications and pricing.

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

What phase of the project is this line item currently in, as of January 2, 2017?

Engineering

Is this line item re-budgeted from a prior fiscal year?

No

Division:	15	Capital Programs
OrgKey:	0051	Transit Development Cap Proj
Object:	7519	Prof Serv-Other Prof Services

Description:	OC Streetcar Quality Manager Consultant	
Quantity/Cost:	1 @ $109,996	FY18-02324
Budget Request:	$ 109,996	IFAS#: 0051-7519-TS010-Z83

Grant Funded:	☑ FTA Sec 5307 Capital Assistanc	$50,741
Account:	0051-6042-TS010-LI3	
Grant Funded:	☑ Transfers in from MMII	$43,217
Account:	0051-6524-TS010-Z83	
Grant Funded:	☑ FTA Sec 5309/5339 Cap Assist	$16,037
Account:	0051-6041-TS010-MJ3	

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

Quality Assurance Manager (QAM) to oversee the quality process of OCTA's staff and its consultants/contractors which provide services on the OC Streetcar Project.

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

Demonstrated experience in managing a quality program, including experience auditing project quality from design through construction and preparing quality status reports.

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?

Engineering

What phase of the project is this line item currently in, as of January 2, 2017?

Engineering

Is this line item re-budgeted from a prior fiscal year?

No, this line item was not re-budgeted from the prior fiscal year.

Division:	15	Capital Programs
OrgKey:	0051	Transit Development Cap Proj
Object:	7519	Prof Serv-Other Prof Services

Description:	OC Streetcar Station and Urban Design
Quantity/Cost:	1 @ $20,000	FY18-02315
Budget Request:	$ 20,000	IFAS#: 0051-7519-TS010-Z82

Grant Funded:	✔ FTA Sec 5307 Capital Assistanc	$9,226
Account:	0051-6042-TS010-LI0	
Grant Funded:	✔ Transfers in from MMII	$7,858
Account:	0051-6524-TS010-Z82	
Grant Funded:	✔ FTA Sec 5309/5339 Cap Assist	$2,916
Account:	0051-6041-TS010-MJ0	

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

What phase of the project is this line item currently in, as of January 2, 2017?

Engineering

Is this line item re-budgeted from a prior fiscal year?

Yes, this line item was re-budgeted from a prior fiscal year

Division:	15	Capital Programs
OrgKey:	0051	Transit Development Cap Proj
Object:	7519	Prof Serv-Other Prof Services

Description:	OC Streetcar Station Personalization	
Quantity/Cost:	1 @ $25,000	FY18-02336
Budget Request:	$ 25,000	IFAS#: 0051-7519-TS010-999

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/outside agency to assist in incorporating local graphics at OC Streetcar stops.

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

Understanding of local community and neighborhood preferences as it relates to aesthetic design and historical context.

Please explain how you arrived at the budgeted dollars requested.

Estimate based upon stop design.

What phase of the project does this line item support?

Final design

What phase of the project is this line item currently in, as of January 2, 2017?

Engineering

Is this line item re-budgeted from a prior fiscal year?

No

Division:	15	Capital Programs
OrgKey:	0051	Transit Development Cap Proj
Object:	7519	Prof Serv-Other Prof Services

Description:	OC Streetcar Vehicle Inspection
Quantity/Cost:	1 @ $100,000
Budget Request:	$ 100,000

FY18-02357

IFAS#: 0051-7519-TS010-Z71

Grant Funded:	☑ FTA Sec 5307 Capital Assistanc	$46,130
Account:	0051-6042-TS010-MJG	
Grant Funded:	☑ FTA Sec 5309/5339 Cap Assist	$14,580
Account:	0051-6041-TS010-MJG	
Grant Funded:	☑ Transfers in from MMII	$39,290
Account:	0051-6524-TS010-Z71	

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 specialized services for the inspection of streetcar vehicles during the manufacturing process. The inspectors will confirm that the vehicles are being manufactured according to the technical vehicle specifications. Federal Transit Administration (FTA) requires that grantees have inspectors at the manufacturing facility during the vehicle manufacturing process.

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

Professional with extensive experience inspecting and testing rail vehicles.

Please explain how you arrived at the budgeted dollars requested.

Request based upon other agencies' rail vehicle inspection costs.

What phase of the project does this line item support?

Vehicle manufacturing which occurs at the same time as project construction.

What phase of the project is this line item currently in, as of January 2, 2017?

Final Design

Is this line item re-budgeted from a prior fiscal year?

No

Capital Programs Services

Division:	15	Capital Programs
OrgKey:	0051	Transit Development Cap Proj
Object:	7629	Other Services

Description:	Excess Land Maintenance - OC Streetcar	
Quantity/Cost:	1 @ $25,000	FY18-02598
Budget Request:	$ 25,000	IFAS#: 0051-7629-TS010-999

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. 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 supports the property acquisition, pre-construction phase of the project.

What phase of the project is this line item currently in, as of January 2, 2017?

Property acquisition/pre-construction phase of the project.

Is this line item re-budgeted from a prior fiscal year?

No.

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 @ $175,000	FY18-02144
Budget Request:	$ 175,000	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)

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 a new transit facility audit. 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, and civil engineer licenses. 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 by using cost history from similar past projects based on scope of work.

What phase of the project does this line item support?

The RFP phase.

What phase of the project is this line item currently in, as of January 2, 2017?

The scope of work for RFP phase.

Is this line item re-budgeted from a prior fiscal year?

Yes.

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	FY18-0620
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.

What phase of the project is this line item currently in, as of January 2, 2017?

Design and construction

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	1722	Facilities Engineering
Object:	7517	ROW Maintenance Services

Description:	Pacific Electric Right-of-Way Maintenance (PE1)	
Quantity/Cost:	1 @ $169,000	FY18-0622
Budget Request:	$ 169,000	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.

What phase of the project is this line item currently in, as of January 2, 2017?

PE right of way maintenance.

Is this line item re-budgeted from a prior fiscal year?

Yes

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 @ $30,000   FY18-0621

Budget Request: $ 30,000   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.

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing property maintenance phase.

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	1722	Facilities Engineering
Object:	7519	Prof Serv-Other Prof Services

Description:	Construction Management Services - Facilities Engineering
Quantity/Cost:	1 @ $180,000	FY18-01879
Budget Request:	$ 180,000	IFAS#: 1722-7519-D3120-0F3

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

Construction management services to support facilities engineering on facility upgrade and modification projects on OCTA Bus Bases, Park and Rides, and Transportation Centers.

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

Professional construction managers and licensed engineers with experience in construction management of all aspects of transit facilities.

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?

Construction

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

No

Division:	15	Capital Programs
OrgKey:	1722	Facilities Engineering
Object:	7519	Prof Serv-Other Prof Services

Description:	On-Call Environmental Services	
Quantity/Cost:	1 @ $50,000	FY18-0623
Budget Request:	$ 50,000	IFAS#: 1722-7519-D3122-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.

What phase of the project is this line item currently in, as of January 2, 2017?

Design and Construction phase.

Is this line item re-budgeted from a prior fiscal year?

yes

Division:	15	Capital Programs
OrgKey:	1722	Facilities Engineering
Object:	7629	Other Services

Description:	On-Call Architectural/Engineering Design Services
Quantity/Cost:	1 @ $500,000	FY18-0624
Budget Request:	$ 500,000	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 Anaheim 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, and civil engineer licenses, along with being registered architects in California. The design firms are procured through a qualifications based selection process in compliance with The Brooks Act.

Please explain how you arrived at the budgeted dollars requested.

Projects include rooftop heating and ventilation unit replacement on the maintenance building at Anaheim base, rooftop HVAC unit replacement on the maintenance building at the Garden Grove base, building canopy for steam clean area at Garden Grove bus base, pedestrian access to Santa Ana base operations building, revitalization of bus dock platform and canopies at Fullerton Transportation Center, emergency backup generator replacement at Anaheim and Irvine Construction Circle base, electrical service for liquid hydrogen fueling station at Santa Ana base, hydrogen gas detection and ventilation facility modifications at Santa Ana base, bus dock platform revitalization and safety enhancements at Newport Transportation Center, bus wash building interior surface rehabilitation at Anaheim, Garden Grove, Santa Ana 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.

What phase of the project is this line item currently in, as of January 2, 2017?

This line item is in 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. For FY17, budgeted funds were insufficient so design work on new projects has stopped.

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	15	Capital Programs
OrgKey:	1722	Facilities Engineering
Object:	7629	Other Services

Description:	On-Call Testing and Inspection Services	
Quantity/Cost:	1 @ $80,000	FY18-0625
Budget Request:	$ 80,000	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.

Please explain how you arrived at the budgeted dollars requested.

This request in the amount of $80,000 was arrived at based on estimating inspection and testing fees on carry-over projects and new projects.

What phase of the project does this line item support?

This request mainly supports the construction phase of facility projects.

What phase of the project is this line item currently in, as of January 2, 2017?

The construction phase.

Is this line item re-budgeted from a prior fiscal year?

Yes

Line Item Controlled Services

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0017	Local Transport Auth M	7519	Streetcar Marketing Support	150,000	343
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0017	Local Transport Auth M	7629	As Needed Translation Services for Measure M2	10,000	345
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0051	Transit Development Ca	7519	Santa Ana/Garden Grove Streetcar Public Awareness C	260,000	358

Line Item Controlled Services

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1831	Marketing and Custome	7519	Marketing Services Agency	25,000	364
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1837	OCTD Marketing and C	7519	Baseline Public Information	50,000	366
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1837	OCTD Marketing and C	7519	Reduced Fare Identification Card Data Entry	36,000	372
1837	OCTD Marketing and C	7519	Summer Youth Program	40,000	373
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1842	Vanpool Program	7519	Vanpool Marketing and Outreach	120,000	384
1842	Vanpool Program	7519	Vanpool Mobile App Enhancements	20,000	385
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1861	Community and Media	7519	Planning Studies Support	75,000	387
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Subtotal Services - External Affairs				$ 6,757,386	

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	2 year encumbered contract for the FTA Transportation Program Consultant

Quantity/Cost:	1 @ $240,000	FY18-02901
Budget Request:	$ 240,000	IFAS#: 0017-7519-M0201-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.

This is to cover consulting services for TIFIA, possible RIF and other Federal Transportation funding sources. This will still be consulting for specific modes within M2 to include Project S, possibly R and the Freeway mode.

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

Experience with FTA regulations

Please explain how you arrived at the budgeted dollars requested.

From the last encumbered contract that will expire June 2017.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

No

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Attitudinal and Awareness Research	
Quantity/Cost:	1 @ $52,500	FY18-02090
Budget Request:	$ 52,500	IFAS#: 0017-7519-M0201-0C1

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

Every few years, OCTA procures professional consultant services to develop and administer a statistically valid general public opinion poll to better understand priorities and public perception of OCTA and its ability to implement safer and more efficient transportation solutions throughout the county. The 2018 Attitudinal and Awareness Survey would provide tracking information against the 2011 baseline data and the 2015 Attitudinal & Awareness Survey, as well as gauge public support for a variety of proposed improvements in the development of the 2018 Long Range Transportation Plan. OCTA does not have the staff resources in-house to conduct a statistically valid poll.

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

Professional public opinion polling services

Please explain how you arrived at the budgeted dollars requested.

Based on the cost of previous survey work

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

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	FY18-01191
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 a cooperation with a vendor that offers expertise digital communications for the Measure M Progress Report, Annual Report, public information portal, and ongoing web content updates and maintenance.

The Measure M Annual Report is a publication highlighting Measure M's progress for the year. According to the Measure M Ordinance, OCTA is required to publish an annual report on how revenues have been spent and on the progress in implementing the Measure M projects. The Measure M 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.

Development is also underway for a new Measure M public information portal that highlights the goals and benefits of Measure M, showcasing key projects and positive testimonials, engaging and educating visitors with interactive content, and communicating the positive impacts of Measure M. This effort will not be completed by the end of the current fiscal year and requires funding in FY 2017-18 for project completion, ongoing maintenance, performance analysis and additional enhancements, such as
• A required upgrade of the content management platform (CMS) that hosts the Measure M webpages, which is being deferred from FY 2016-17 to FY 2017-18 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.
• Web-based visual communications including stakeholder testimonials, project overview information and interactive project schedules.

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

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

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 @ $40,000	FY18-02082
Budget Request:	$ 40,000	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. A new time and expense contract will have to be procured starting September 2017. Approximately $40,000 will be spent in FY 2017-18.

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 current costs

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	General Awareness in Diverse Communities of Measure M2	
Quantity/Cost:	1 @ $25,000	FY18-02343
Budget Request:	$ 25,000	IFAS#: 0017-7519-M0201-0NF

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 diversity consultant specializing in Spanish and Asian language and cultures to assist with as needed with targeted diversity outreach activities to increase awareness of and improve engagement as part of Measure M2 Awareness.

Consultant support would allow staff to better communicate with Orange County's diverse community which now number more than 64 percent of Orange County's population of 3 million. Additionally, there are thousands of communities, business, social and other functional groups throughout Orange County that represent diversity.

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

Diverse community outreach services.

Please explain how you arrived at the budgeted dollars requested.

Based on Diversity Outreach plan.

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

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 @ $25,500	FY18-02060
Budget Request:	$ 25,500	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.

M-2 - Project O: OC Bridges Program - Seven Grade Separation projects (Raymond Avenue, State College, Placentia, Kraemer, Orangethorpe, Tustin/Rose & Lakeview) along the BNSF rail corridor in the cities of Fullerton, Placentia & 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 conclude construction activities before the end of this fiscal year. Prior to completion 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

Once construction activities conclude, and the plant establishment period continues, outreach efforts will wind down and activities will be limited to responding to stakeholder concerns and may include presentations to city councils for the City of Fullerton. It should be noted that this project is implemented by the City of Fullerton, with construction management oversight and community outreach provided by OCTA.

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.

Amounts are based on previous years expenditures with a review of anticipated construction activities.

What phase of the project does this line item support?

Construction

What phase of the project is this line item currently in, as of January 2, 2017?

Construction

Is this line item re-budgeted from a prior fiscal year?

Ongoing outreach for capital 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 @ $20,400	FY18-02059
Budget Request:	$ 20,400	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.

M-2 - Project O: OC Bridges Program - Seven Grade Separation projects (Raymond Avenue, State College, Placentia, Kraemer, Orangethorpe, Tustin/Rose & Lakeview) along the BNSF rail corridor in the cities of Fullerton, Placentia & Anaheim. The State College Boulevard corridor carries heavy commuter traffic due to commercial and industrial zoning. The route also serves as one of the primary access route to California State University - Fullerton, and as the primary alternate route when the SR-57 is congested. This grade separation project constructs 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 need to be lowered to meet the depressed State College Boulevard.

The project will conclude construction activities before the end of this fiscal year. Prior to completion 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

Once construction activities conclude, and the plant establishment period continues, outreach efforts will wind down and activities will be limited to responding to stakeholder concerns and may include presentations to city councils for the City of Fullerton. It should be noted that this project is implemented by the City of Fullerton, with construction management oversight and community outreach provided by OCTA.

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.

Amounts are based on previous years expenditures with a review of anticipated construction activities.

What phase of the project does this line item support?

Construction

What phase of the project is this line item currently in, as of January 2, 2017?

Construction

Is this line item re-budgeted from a prior fiscal year?

Ongoing outreach for capital 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 @ $3,000	FY18-02057
Budget Request:	$ 3,000	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.

M-2 - Project O: OC Bridges Program - Seven Grade Separation projects (Raymond Avenue, State College, Placentia, Kraemer, Orangethorpe, Tustin/Rose & Lakeview) along the BNSF rail corridor in the cities of Fullerton, Placentia & Anaheim.

The Lakeview overcrossing will be constructed approximately between 240 ft. south of Eisenhower Circle and at the north end near Orchard Drive in the cities of Placentia and Anaheim. This project includes construction of a vehicular overpass on the BNSF mainline tracks. Also included is a connector road from the new Lakeview Avenue overpass to Orangethorpe Boulevard. The connector allows traffic from Lakeview to Orangethorpe as it was before the improvements. Bubach Avenue also is reconstructed to intersect (with a new traffic signal) with the new connector road, eliminating direct access to Orangethorpe Boulevard.

The budgeted amount reflects resources needed for consultant support to monitor, develop and implement public awareness messages to keep local residents and the traveling public knowledgeable about project impacts to traffic and access accessibility.

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.

Amounts are based on previous years expenditures with a review of anticipated construction activities.

What phase of the project does this line item support?

Construction

What phase of the project is this line item currently in, as of January 2, 2017?

Construction

Is this line item re-budgeted from a prior fiscal year?

Ongoing outreach for capital 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 @ $112,000	FY18-02069
Budget Request:	$ 112,000	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 Project from I-5 to SR-55 (Measure M Project L) is 8.5 miles long and affects the cities of Irvine, Santa Ana and Costa Mesa. In FY 2017-18, $112,000 will be expended to develop and implement a communications and outreach program to support the project through the Project Approval/Environmental Document (Environmental) phase as mandated/supported by the National Environmental Policy Act and the California Environmental Quality Act.

The public communication and outreach program will proactively provide project information and study findings to project stakeholders, conduct legally mandated/supported public hearing(s) in July and/or August 2017, and promote opportunities for the public to review and comment on the draft Environmental Document which is scheduled to be circulated approximately between July 2017 and August 2017. This project stretches between I-5 on the south and SR-55 on the north. It is adjacent to numerous residential communities that are represented by homeowners association as well as various business centers, schools and universities, hospitals and the like. Public communications and outreach during the period leading up to the public hearing will be key.

Throughout the remaining portion of the funding period, outreach will update stakeholders corridor wide on the results of preliminary engineering and environmental studies conducted by the technical team. Additional outreach services will be required in coordination with the city of Irvine to inform the public and facilitate targeted discussions around key environmental study findings including noise, air quality, property impacts and traffic.

Approximately $77,000 will be expended from contract C-4-1986 for outreach consultant/professional services. This a 3-year time and expense contract with a total estimated value of $162,640. Approximately $35,000 will be expended from the account for direct advertising costs including media advertisements and direct mail campaign postage fees for public notification of the draft Environmental Document circulation and open house, and final Environmental Document approval.

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.

Budget reflects previous spending amounts, anticipated amendment to contract, and provides for slightly higher per month expenditures leading up to the approval of draft and final environmental documents.

What phase of the project does this line item support?

Project Approval/Environmental Document (Environmental)

What phase of the project is this line item currently in, as of January 2, 2017?

Project Approval/Environmental Document (Environmental)

Is this line item re-budgeted from a prior fiscal year?

Ongoing outreach for capital project

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	FY18-02207
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 M (Measure M) 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 $1.9 billion construction phase of the 405 Improvement Project. This portion is strictly for the general-purpose lane, non-express lanes portions 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.

The PAC consultant, under OCTA direction, will continue to complete a detailed ascertainment of current project sentiment, misconceptions, challenges, opportunities and preferred methods of communication regarding the 405 Improvement Project in FY 2017-18. 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 cities impacted by construction. Furthermore, the consultant will coordinate meeting logistics and create written and digital collateral content. The consultant will draft project content, including graphics, for informing the public about the project.

This contract is time and expense and $3,576,400 over six years. Approximately $500,000 will be spent in FY 2017-18.

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 contract amounts

What phase of the project does this line item support?

Pre-Construction and Construction

What phase of the project is this line item currently in, as of January 2, 2017?

Pre-Construction

Is this line item re-budgeted from a prior fiscal year?

No

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 @ $165,600	FY18-02062
Budget Request:	$ 165,600	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. The contract is time and expense and approximately $300,000 over three years. During FY 2017-18, capital projects outreach will implement a public communications and outreach program intended to support the project through the Project Approval/Environmental Document (Environmental) phase as mandated/supported by the National Environmental Policy Act and the California Environmental Quality Act.

The public communication and outreach program will proactively provide project information and study findings to project stakeholders, conduct legally mandated/supported public hearing(s) in September 2017, and promote opportunities for the public to review and comment on the draft Environmental Document which is scheduled to be circulated approximately in September 2017. This project stretches between I-405 on the south and SR-55 on the north. It is adjacent to numerous residential communities that are represented by homeowners associations as well as various business centers, schools and universities, hospitals and the like. Additional major stakeholders include the Irvine Company, Five Points Communities, Irvine Unified School District and Tustin Unified School District. Public communications and outreach during the period leading up to the public hearing will be key.

Throughout the remaining portion of the funding period, outreach will update stakeholders corridor wide on the results of preliminary engineering and environmental studies conducted by the technical team.

Deliverables during this period will include, but not be limited to: 1) project webpage updates; 2) elected office presentations; 3) community briefings and presentations; 4) direct mail and canvassing plan; 5) advertising and noticing; 6) public hearing; 7) translation services 8) court reporters, if necessary/required; 9) title VI survey; 10) project survey; 11) project report.

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

Professional communications and community outreach firm with experience in major capital improvement projects during the Project Approval / Environmental Document
(PA/ED) phase, including knowledge and previous experience with NEPA/CEQA best practices.

Please explain how you arrived at the budgeted dollars requested.

Budget based on pre-existing and approved independent cost estimates, as well as calculating rates of expenditure during periods where similar scope of work was performed.

What phase of the project does this line item support?

Project Approval/Environmental Document (PA/ED) phase

What phase of the project is this line item currently in, as of January 2, 2017?

Project Approval/Environmental Document (PA/ED) phase

Is this line item re-budgeted from a prior fiscal year?

Ongoing outreach for capital projects

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 @ $28,000	FY18-02066
Budget Request:	$ 28,000	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 Laguna Niguel, Laguna Hills, Mission Viejo and Lake Forest. The 3-year contract is time and expense. The total contract value is approximately $300,000, with a segment value of $112,263.75, $28,000 of which is estimated to be spent in FY 2017-18. During FY 2017-18, the project is anticipated to reach 100 percent design plans, initiate the right-of-way process, and begin pre-construction outreach efforts.

Segment 2 is the largest and most complex segment of the project. Communications will focus on 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. Additionally, staff will identify and communicate with targeted stakeholder groups in advance of the start of project construction. As part of this effort, outreach will update and disseminate collateral materials, including fact sheets, fliers, presentations and webpages. In collaboration with corridor cities, outreach will identify opportunities to hold neighborhood meetings, community presentations, and perform targeted canvassing 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.

Professional communications and community outreach firm with experience in major capital projects.

Please explain how you arrived at the budgeted dollars requested.

Budget based on pre-existing and authorized independent cost estimate and total average expenditure rates on projects with a similar scope of work.

What phase of the project does this line item support?

Final design, through the Right-Of-Way (ROW) process, and preconstruction.

What phase of the project is this line item currently in, as of January 2, 2017?

Final design, the Right-Of-Way (ROW) process, and preconstruction.

Is this line item re-budgeted from a prior fiscal year?

Ongoing outreach for capital project

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	I-5 (Oso to El Toro Road) Public Outreach	
Quantity/Cost:	1 @ $20,000	FY18-02063
Budget Request:	$ 20,000	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 Laguna Hills, Mission Viejo and Lake Forest. The 3-year contract is time and expense. The total contract value is approximately $300,000, with a segment value of $112,263.75, $20,000 of which is estimated to be spent in FY 2017-18. During FY 2017-18, the project is anticipated to reach 100 percent design plans, initiate the right-of-way process, and begin pre-construction outreach efforts. Communications will focus on 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. Additionally, staff will identify and communicate with targeted stakeholder groups in advance of the start of project construction. The work plan will include project branding, web-based communications, social media, issue management, presentations, canvassing, meeting development and implementation, and ongoing communication support to capital projects team.

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

Professional communications and community outreach firm with experience in major capital projects.

Please explain how you arrived at the budgeted dollars requested.

Budget based on pre-existing and authorized independent cost estimate and total average expenditure rates on projects with a similar scope of work.

What phase of the project does this line item support?

Right-Of-Way (ROW) and pre-construction phases

What phase of the project is this line item currently in, as of January 2, 2017?

Final Design and Preliminary Right-Of-Way

Is this line item re-budgeted from a prior fiscal year?

Ongoing outreach for capital project

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 @ $44,900	FY18-02072
Budget Request:	$ 44,900	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 (Measure M 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 to San Juan Creek, includes reconstructing on- and off-ramps at Camino las Ramblas/Pacific Coast Highway, widening three bridges; and constructing 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 providing weekly constituent updates and special alerts, 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.

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

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.

Analysis of existing expenditures; forecast of upcoming major milestones; review of latest schedule from Primavera System; discussions with Project Manager; attendance at PDT meetings.

What phase of the project does this line item support?

Construction

What phase of the project is this line item currently in, as of January 2, 2017?

Construction

Is this line item re-budgeted from a prior fiscal year?

Ongoing outreach for capital project

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 @ $65,000	FY18-02071
Budget Request:	$ 65,000	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 (Measure M 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 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 providing weekly constituent updates and special alerts, developing presentation exhibits, compiling a project contact database, tracking issues, setting up and promoting meetings, and producing ad copy and mailers.

Issues and activities in this segment are: significant noise disturbance as the main project site is in close proximity to residents, local businesses and local schools; significant traffic congestion because of nightly lane closures on surface streets, ramps and the freeway.

This contract is time and expense and approximately $727,000 over four years for all three segments with a one-year option. Approximately $65,000 will be spent in FY 2017-18 in the Pico to Vista Hermosa segment.

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

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.

Analysis of existing expenditures; forecast of upcoming major milestones; review of latest schedule from Primavera System; discussions with PM; attendance at PDT meetings.

What phase of the project does this line item support?

Construction

What phase of the project is this line item currently in, as of January 2, 2017?

Construction

Is this line item re-budgeted from a prior fiscal year?

Ongoing outreach for capital project

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 @ $100,000	FY18-02070
Budget Request:	$ 100,000	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 (Measure M Project A) is nearly 4 miles long and affects the corridor cities of Santa Ana, Orange, Tustin and Anaheim, as well as commuters traveling through San Diego, Orange and Los Angeles counties.

OCTA and California Department of Transportation (Caltrans) are in the Plan, Specification and Estimate 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 Plan, Specification and Estimate and Pre-Construction/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 create understanding and confidence in the Plan, Specification and Estimate and Pre-Construction/Construction phases.

Among the deliverables: re-establish community relationships initiated during the Project Approval / Environmental Document 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 with a maximum obligation of $401,362 over five years and a one year option to extend. Approximately $100,000 will be spent in FY 2017-18.

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

Familiarity with and ability to decipher technical information and communicate it in an understandable and relevant manner.
Understanding of state and federal environmental laws and associated requirements.
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.

Analysis of existing expenditures; forecast of upcoming major milestones; review of latest schedule from Primavera System; discussions with PM; attendance at PDT meetings.

What phase of the project does this line item support?

Plan, Specification and Estimate (PS&E), Pre-Construction

What phase of the project is this line item currently in, as of January 2, 2017?

PS&E

Is this line item re-budgeted from a prior fiscal year?

Ongoing outreach for capital project

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 @ $24,000	FY18-02065
Budget Request:	$ 24,000	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 approximately $300,000, with a segment value of $112,263.75, $24,000 of which is estimated to be spent in FY 2017-18. During FY 2017-18, the project is anticipated to reach 100 percent design plans, initiate the right-of-way process, and begin pre-construction outreach efforts.

Therefore, capital project outreach 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. Additionally, staff will identify and communicate with targeted stakeholder groups in advance of the start of project construction. As part of this effort, outreach will update and disseminate collateral materials, including fact sheets, fliers, presentations and webpages. In collaboration with corridor cities, outreach will identify opportunities to hold neighborhood meetings, community presentations, and perform targeted canvassing 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.

Professional communications and community outreach firm with experience in major capital projects.

Please explain how you arrived at the budgeted dollars requested.

Budget based on pre-existing and authorized independent cost estimate and total average expenditure rates on projects with a similar scope of work.

What phase of the project does this line item support?

Final design, through the Right-Of-Way (ROW) process, and preconstruction.

What phase of the project is this line item currently in, as of January 2, 2017?

Final design, Right-Of-Way (ROW) process, and preconstruction.

Is this line item re-budgeted from a prior fiscal year?

Ongoing outreach for capital project

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	I-5 / El Toro Road Interchange Public Outreach	
Quantity/Cost:	1 @ $60,000	FY18-02068
Budget Request:	$ 60,000	IFAS#: 0017-7519-FD102-0IA

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/El Toro Road Interchange Project (Measure M Project D) will improve the interchange through widening of local roads, modifying entrance and exit ramps, and modifying or replacing bridge structures. The project affects the cities of Lake Forest, Laguna Hills and Laguna Woods. El Toro Road is a major arterial in south Orange County which provides direct access to major shopping, residential and medical facilities. The requested funds will be invested to develop and implement a proactive public communications and outreach program with local cities, stakeholders and residential communities. The contract duration for outreach professional services is four years with maximum obligation of $150,000. Approximately $60,000 will be used in FY 2017-18.

Outreach services include generating public awareness of this Measure M project, communicating the purpose and value of the environmental process, and promoting opportunities for the public to participate in the environmental process as mandated/supported by the National Environmental Policy Act and/or California Environmental Quality Act. A major milestone in FY 2017-18 will be advertising, facilitating and documenting a public information meeting(s) to be held in late 2017.

In FY 2017-18, capital projects outreach will produce 1) communications and outreach plan 2) stakeholder database 3) project webpage 4) informational materials (i.e., fact sheet, FAQ, illustrations) 5) direct mail/canvassing plan 6) advertising plan 8) community presentations 9) public information meeting/open house 10) Title VI survey.

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.

Budget represents funds identified in Caltrans/OCTA project cooperative agreement, and anticipated project needs for FY 2017-18

What phase of the project does this line item support?

Project Approval/Environmental Document (Environmental)

What phase of the project is this line item currently in, as of January 2, 2017?

Unknown

Is this line item re-budgeted from a prior fiscal year?

Ongoing outreach for capital project

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 @ $85,000	FY18-02075
Budget Request:	$ 85,000	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 Avenue Interchange Project (Measure M Project M) will enhance safety, improve interchange traffic operations, and improve pedestrian and bicycle facilities within the interchange area.

OCTA and Caltrans began the Project Approval / Environmental Document (PA/ED) phase in August 2016. Three build alternatives are being analyzed that include modifications to ramps and Katella Avenue, removal of a ramp entrance and construction of braiding ramps.

Westbound Communications was selected in November 2016 as the outreach consultant for this project. Westbound will assist OCTA staff in developing and conducting a comprehensive public outreach program for the project's PA/ED phase. 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 requirements associated with the PA/ED phase, 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 that will result in a thorough database constituents and concerns/issues.

One scoping meeting and one public hearing will be held during the PA/ED phase. The outreach effort will include sharing with the public the locally preferred alternative selected by Caltrans and OCTA. Westbound will develop presentation exhibits, promote meetings, produce ad copy and mailers, and set up and staff meetings.

This contract is time and expense and approximately $139,000 over two years with one year option term. Approximately $80,000 will be spent in FY 2017-18.

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

Thorough understanding of PA/ED phase 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.

Analysis of upcoming major milestones; review of latest schedule from Primavera System; discussions with PM; attendance at PDT meetings.

What phase of the project does this line item support?

PA/ED

What phase of the project is this line item currently in, as of January 2, 2017?

PA/ED

Is this line item re-budgeted from a prior fiscal year?

Ongoing outreach of capital 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	FY18-02424
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.

Marketing and public information support for Senior and Reduced Fare ID programs (funded by Measure M).

Based on recent changes to eligibility, additional public information may be required.

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

Professional public information services

Please explain how you arrived at the budgeted dollars requested.

Based on estimated amounts

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

Yes

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 @ $50,000	FY18-02073
Budget Request:	$ 50,000	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.

Improvements to the SR-55 corridor (Measure M Project F) are being implemented as two projects: one focused on the 4-mile stretch of the corridor between I-405 to I-5, and the other focused on the 7.5-mile stretch between I-5 and SR-91.

OCTA and Caltrans are in the Project Approval/Environmental Document (PA/ED) phase for the I-405 to I-5 segment. Initial Draft Environmental Document (DED) was circulated in November 2016. However, OCTA and Caltrans have since decided to study a modified Alternative 3, which requires updating technical studies and recirculating the DED, scheduled for mid-2017. Environmental approval is anticipated in late 2017. The Final Design phase is expected to begin in late 2017.

The outreach program will inform the public about the general scope of each project; the work of the technical teams; project issues and processes; and each project's benefits. As part of the communications effort, the consultant will conduct 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 that will result in a thorough understanding of the projects' audiences, their concerns and where those concerns overlap.

This contract is for time and expense and approximately $600,000 over four years with one year option term. Approximately $50,000 will be spent in FY 2017-18 on this segment.

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

Thorough understanding of Project Approval / Environmental Document phase and associated requirements, and the Plan, Specification and Estimate phase. 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.

Analysis of upcoming major milestones; review of latest schedule from Primavera System; discussions with PM; attendance at PDT meetings.

What phase of the project does this line item support?

Project Approval / Environmental Document and Plan, Specification and Estimate

What phase of the project is this line item currently in, as of January 2, 2017?

Project Approval / Environmental Document

Is this line item re-budgeted from a prior fiscal year?

Ongoing outreach for capital 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 @ $100,000	FY18-02074
Budget Request:	$ 100,000	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.

Improvements to the SR-55 corridor (Measure M Project F) will be implemented as two projects: one focused on the 4-mile stretch of the corridor between I-405 to I-5, and the other focused on the 7.5-mile stretch between I-5 and SR-91. OCTA and Caltrans are just beginning the Project Approval/Environmental Document (PA/ED) phase for the I-5 to SR-91 segment.

A consultant is assisting OCTA staff in developing and conducting a comprehensive SR-55 corridor public outreach program that covers both projects. The program will inform the public about the general scope of each project; the work of the technical teams; project issues and processes; and each project's benefits.

As part of the communications effort, the consultant will conduct 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 that will result in a thorough understanding of the projects' audiences, their concerns and where those concerns overlap.

One scoping meeting and one public hearing will be held for the I-5 to SR-91 segment. The outreach effort will include sharing with the public the locally preferred alternative selected by Caltrans and OCTA for the I-5 to SR-91 segment. Consultant will develop presentation exhibits, promote meetings, produce ad copy and mailers, and set up and staff meetings. This segment is only funded through the PA/ED phase.

This contract is for both segments. It is time and expense and approximately $600,000 over four years with one year option term. Approximately $100,000 will be spent in FY 2017-18 on this segment.

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

Thorough understanding of Project Approval / Environmental Document (PA/ED) phase 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.

Analysis of upcoming major milestones; review of latest schedule from Primavera System; discussions with PM.

What phase of the project does this line item support?

Project Approval / Environmental Document

What phase of the project is this line item currently in, as of January 2, 2017?

Project Approval / Environmental Document

Is this line item re-budgeted from a prior fiscal year?

Ongoing outreach for capital project

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 @ $110,000	FY18-02067
Budget Request:	$ 110,000	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 Avenue to Katella Avenue (Measure M Project G) 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, the Honda Center, Angels Stadium of Anaheim, the Grove, Platinum Triangle as well as surrounding businesses and parks. This time and expense contract has a duration of three years and a total estimated value of $215,500, of which approximately $110,000 is anticipated to be expended in FY 2017-18.

During FY 2017-18, capital projects outreach will coordinate and implement a communications and outreach program that leads to preparing and advertising for the circulation of the Draft Environmental Document and conducting legally mandated/supported public hearing(s) in June 2017. Leading up to circulation of the Document, the capital projects outreach team will further generate public awareness of this Measure M project, communicate the purpose and value of the environmental process, update stakeholders and the public on the preliminary engineering and environmental studies being conducted by the technical team, and promote opportunities for the public to participate in the environmental process as mandated/supported by the National Environmental Policy Act and the California Environmental Quality Act.

Additionally, outreach will produce: 1) project webpage updates; 2) informational materials (i.e., fact sheet, FAQ, map, illustrations, presentations, exhibits, etc.); 3) project stakeholder database; 4) public outreach plan; 5) direct mail and canvassing plan; 6) advertising/noticing plan; 7) public hearing(s); 8) translation services; 9) court reporters, if necessary; 10) community presentations.

As part of this effort, capital projects outreach will communicate with the City of Anaheim, City of Orange, the County Flood Control District, Orange County Fire Authority, the Anaheim and Orange Chamber of Commerce's, cycling community, as well as numerous other stakeholder, businesses, residential communities and destinations. It is important to note that communications and outreach will be important given the recent completion of the multiyear Northbound 57 Freeway Improvement Project.

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.

Budget represents previously identified spending amounts and provides for slightly higher per month expenditures leading up to the public hearing during circulation of the Draft Environmental Document.

What phase of the project does this line item support?

Project Approval/Environmental Document

What phase of the project is this line item currently in, as of January 2, 2017?

Unknown

Is this line item re-budgeted from a prior fiscal year?

Ongoing outreach for capital 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 @ $72,000	FY18-02064
Budget Request:	$ 72,000	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 three years and the maximum obligation is $200,000. Approximately $72,000 will be used in FY 2017-18. 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 and/or California Environmental Quality Act.

During FY 2017-18, capital projects outreach will produce: 1) a project webpage; 2) informational 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; and 9) public information meeting/open house 10) conduct Title VI analysis.

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.

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

Professional communications and outreach consultant with experience on environmental review process on major capital projects.

Please explain how you arrived at the budgeted dollars requested.

Budget based on pre-existing and approved cost estimates, as well as previous rates of expenditures on projects with similar scopes of work immediately prior to and subsequent to the public information meeting stage of the face and in similar communities.

What phase of the project does this line item support?

Project Approval/Environmental Document (PA/ED) phase

What phase of the project is this line item currently in, as of January 2, 2017?

Project Approval/Environmental Document (PA/ED) phase

Is this line item re-budgeted from a prior fiscal year?

Ongoing outreach for capital project

Division:	03	External Affairs
OrgKey:	0017	Local Transport Auth Meas-M II
Object:	7519	Prof Serv-Other Prof Services

Description:	Streetcar Marketing Support	
Quantity/Cost:	1 @ $150,000	FY18-02252
Budget Request:	$ 150,000	IFAS#: 0017-7519-TS011-0HQ

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

Marketing support for the OC Streetcar, including branding and vehicle design. These marketing costs are not federally eligible.

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 existing budget for support contract

What phase of the project does this line item support?

Project Development to Pre-Construction

What phase of the project is this line item currently in, as of January 2, 2017?

Project Development

Is this line item re-budgeted from a prior fiscal year?

No

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	FY18-01199
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 Measure M 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.

Professional support services

Please explain how you arrived at the budgeted dollars requested.

Historical placeholder amount for TOC support

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

Yes

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 @ $10,000   FY18-01208

Budget Request: $ 10,000   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.

Translation services

Please explain how you arrived at the budgeted dollars requested.

Estimated based on past translation costs

What phase of the project does this line item support?

Varies

What phase of the project is this line item currently in, as of January 2, 2017?

Varies

Is this line item re-budgeted from a prior fiscal year?

No

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	FY18-01212
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 digital communications services

Please explain how you arrived at the budgeted dollars requested.

Based on estimates

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

Division:	03	External Affairs
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   FY18-01210

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 M 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.

Based on current contract

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

Division:	03	External Affairs
OrgKey:	0018	Measure M - Cure
Object:	7519	Prof Serv-Other Prof Services

Description:	Anaheim Station Parking Public Outreach	
Quantity/Cost:	1 @ $8,000	FY18-02053
Budget Request:	$ 8,000	IFAS#: 0018-7519-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 Metrolink Service Expansion Program (MSEP) Next 10 Delivery Plan provides for rail line and station improvements to accommodate increased service. Rail station parking lot expansions, better access to platforms through improvements to elevators and/or ramps, and passing siding projects are included.

This line item will be expended for Anaheim Station Parking Public Outreach. In the design phase, the project plans to construct a second station track and platform, as well as make crossing improvements. Outreach support is expected, but not limited to 1) community meetings 2) slides for closed circuit TV 3) direct mail and canvassing plan 4) website 5) informational materials.

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

Project Manager, Professional Services/Outreach Consultant.

Please explain how you arrived at the budgeted dollars requested.

Budget based on original budget request, reflects previous spending amounts, and anticipated project needs with schedules.

What phase of the project does this line item support?

Project Approval/Environmental Document (Environmental), Design and Construction phases.

What phase of the project is this line item currently in, as of January 2, 2017?

Project Approval/Environmental Document (Environmental), Design and Construction phases.

Is this line item re-budgeted from a prior fiscal year?

Ongoing outreach for capital projects.

Division:	03	External Affairs
OrgKey:	0018	Measure M - Cure
Object:	7519	Prof Serv-Other Prof Services

Description:	Fullerton Station Installation Public Outreach	
Quantity/Cost:	1 @ $3,000	FY18-02054
Budget Request:	$ 3,000	IFAS#: 0018-7519-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 Metrolink Service Expansion Program (MSEP) Next 10 Delivery Plan provides for rail line and station improvements to accommodate increased service. Rail station parking lot expansions, better access to platforms through improvements to elevators and/or ramps, and passing siding projects are included.

The Fullerton Transportation Centre is a Metrolink and Amtrak Station located on east Walnut Avenue between Harbor Boulevard and Lemon Street. 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 construction project will 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. After incurring delay, the project is expected to begin in 2017 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.

Project Manager, Professional Services/Outreach Consultant.

Please explain how you arrived at the budgeted dollars requested.

Budget based on original budget request, reflects previous spending amounts, and anticipated project needs with schedules.

What phase of the project does this line item support?

Project Approval/Environmental Document (Environmental), Design and Construction phases.

What phase of the project is this line item currently in, as of January 2, 2017?

Project Approval/Environmental Document (Environmental), Design and Construction phases

Is this line item re-budgeted from a prior fiscal year?

Ongoing outreach for capital projects

Division:	03	External Affairs
OrgKey:	0018	Measure M - Cure
Object:	7519	Prof Serv-Other Prof Services

Description:	Marketing/Media and Operations Public Outreach	
Quantity/Cost:	1 @ $400,000	FY18-01491
Budget Request:	$ 400,000	IFAS#: 0018-7519-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.

Professional marketing services

Please explain how you arrived at the budgeted dollars requested.

Based on prior year actuals

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

Division:	03	External Affairs
OrgKey:	0018	Measure M - Cure
Object:	7519	Prof Serv-Other Prof Services

Description:	Metrolink Passing and Siding Enhancements Public Outreach	
Quantity/Cost:	1 @ $8,000	FY18-02056
Budget Request:	$ 8,000	IFAS#: 0018-7519-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 Metrolink Service Expansion Program (MSEP) Next 10 Delivery Plan provides for rail line and station improvements to accommodate increased service. Rail station parking lot expansions, better access to platforms through improvements to elevators and/or ramps, and passing siding projects are included. In FY 2017-18, contract (C-6-1246) will be used to generate public awareness of the proposed rail improvements.

The Laguna Niguel - San Juan Capistrano passing siding 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. Additional outreach services include 1) informational materials 2) direct mail and canvassing plan 3) slides for closed circuit TV 4) signage 5) community meetings.

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

Project Manager, Professional Services/Outreach Consultant.

Please explain how you arrived at the budgeted dollars requested.

Budget based on original budget request, reflects previous spending amounts, and anticipated project needs with schedules.

What phase of the project does this line item support?

Project Approval/Environmental Document (Environmental), Design and Construction phases

What phase of the project is this line item currently in, as of January 2, 2017?

Project Approval/Environmental Document (Environmental), Design and Construction phases

Is this line item re-budgeted from a prior fiscal year?

Ongoing outreach for capital projects

Division:	03	External Affairs
OrgKey:	0018	Measure M - Cure
Object:	7519	Prof Serv-Other Prof Services

Description:	Orange Parking Structure Public Outreach	
Quantity/Cost:	1 @ $38,000	FY18-02055
Budget Request:	$ 38,000	IFAS#: 0018-7519-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 Metrolink Service Expansion Program (MSEP) Next 10 Delivery Plan provides for rail line and station improvements to accommodate increased service. Rail station parking lot expansions, better access to platforms through improvements to elevators and/or ramps, and passing siding projects are included. Contract C-6-1246 will be used to generate public awareness of the proposed rail improvements.

Beginning in May 2017, OCTA and the city of Orange will 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 Avenue and Maple St. Of the newly built spaces, 500 will be for transit use and 111 will be for city of Orange general purpose use. Construction is expected to run through FY 2017-18. Outreach will notify stakeholders of upcoming construction activities and impacts through 1) informational material 2) direct mail and canvassing plan 3) closed circuit TV 4) signage 5) community meetings.

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

Project Manager, Professional Services/Outreach Consultant.

Please explain how you arrived at the budgeted dollars requested.

Budget based on original budget request, reflects previous spending amounts, and anticipated project needs with schedules.

What phase of the project does this line item support?

Project Approval/Environmental Document (Environmental), Design and Construction phases.

What phase of the project is this line item currently in, as of January 2, 2017?

Project Approval/Environmental Document (Environmental), Design and Construction phases.

Is this line item re-budgeted from a prior fiscal year?

Ongoing outreach for capital projects.

Division:	03	External Affairs
OrgKey:	0018	Measure M - Cure
Object:	7519	Prof Serv-Other Prof Services

Description:	Placentia Metrolink Station Public Outreach	
Quantity/Cost:	1 @ $45,800	FY18-02052
Budget Request:	$ 45,800	IFAS#: 0018-7519-A4472-0I8

Grant Funded:	☑ Transfers in from MMII	$45,800
Account:	0018-6524-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.

The Metrolink Service Expansion Program (MSEP) Next 10 Delivery Plan provides for rail line and station improvements to accommodate increased service. Rail station parking lot expansions, better access to platforms through improvements to elevators and/or ramps, and passing siding projects are included. In FY 2017-18, a total of $102,800 (funded by multiple project-specific account codes) will be expended using contract C-6-1246 to generate public awareness of the proposed rail improvements.

OCTA will be constructing a new Metrolink Station and multilevel parking structure in the city of Placentia. This will be the 13th Metrolink Station in Orange County. The construction contract is expected to be awarded in October 2017, begin construction in spring 2018, and be completed in approximately 18 months. In FY 2017-18, outreach will inform the public of the upcoming and ongoing station construction, develop a stakeholder database, create and design collateral materials, and conduct stakeholder ascertainments. Extensive outreach coordination will be required with the city, Amtrak and Metrolink. Also, this new Metrolink station is the focal point of additional projects led by the city of Placentia including a community circulator and transit-oriented development zoning plan, therefore, additional outreach services will be required for ongoing cross-coordination with stakeholders including the public, commuters, California State University Fullerton, and businesses.

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

Project Manager, Professional Services/Outreach Consultant.

Please explain how you arrived at the budgeted dollars requested.

Budget based on original budget request, reflects previous spending amounts, and anticipated project needs with schedule.

What phase of the project does this line item support?

Project Approval/Environmental Document (Environmental), Design and Construction phases

What phase of the project is this line item currently in, as of January 2, 2017?

Project Approval/Environmental Document (Environmental), Design and Construction phases

Is this line item re-budgeted from a prior fiscal year?

Ongoing outreach for capital projects

Division:	03	External Affairs
OrgKey:	0036	91 Express Lanes
Object:	7519	Prof Serv-Other Prof Services

Description:	91 Express Lanes Customer Satisfaction Survey	
Quantity/Cost:	1 @ $40,000	FY18-02051
Budget Request:	$ 40,000	IFAS#: 0036-7519-B0001-CJH

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 conducts a customer satisfaction survey for the 91 Express Lanes on a bi-annual basis. A consultant is needed to develop and execute the 2017 customer satisfaction survey. The consultant will provide the following tasks: 1. Develop research methodology and project schedule; 2. Implement research methodology; and 3. Prepare final report.

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

Professional survey services.

Please explain how you arrived at the budgeted dollars requested.

The budget is based on the actual costs for the work in prior years.

What phase of the project does this line item support?

On-going, biannual survey

What phase of the project is this line item currently in, as of January 2, 2017?

On-going

Is this line item re-budgeted from a prior fiscal year?

No

Division:	03	External Affairs
OrgKey:	0036	91 Express Lanes
Object:	7519	Prof Serv-Other Prof Services

Description:	91 Express Lanes Marketing Campaign	
Quantity/Cost:	1 @ $280,000	FY18-01388
Budget Request:	$ 280,000	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.

Funding will allow for the planning, development and execution of promotional marketing programs. Also, provide materials to create awareness and trial usage of the 91 Express Lanes, increase new accounts, increase the number of transponders per account, maintain or increase westbound toll lane usage in morning peak hours, enhance the satisfaction and perceived value from frequent users, and increase Facebook followers.

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 $50 K Mobile app/website development.

What phase of the project does this line item support?

On-going

What phase of the project is this line item currently in, as of January 2, 2017?

On-going

Is this line item re-budgeted from a prior fiscal year?

No

Division:	03	External Affairs
OrgKey:	0036	91 Express Lanes
Object:	7519	Prof Serv-Other Prof Services

Description:	Customer Newsletter and Annual Report	
Quantity/Cost:	1 @ $60,000	FY18-01387
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.

Funding will allow for the development of quarterly customer newsletters, which provide information on the 91 Express Lanes and SR-91 improvement projects as well as other programs and customer service information. Funding will also allow for quarterly toll adjustment notifications. Marketing supports implementation of Board adopted toll policy. Notification will be sent via email blast, newsletter, variable message signs, website updates and Facebook posts. Funding will allow for the development of marketing collateral and plans to create awareness of the 91 Express Lanes.

Additionally, funding will allow for the ability to develop and produce the 91 Express Lanes Annual Report. The Annual Report provides information relating to usage, yearly accomplishments, and financial statements for the 91 Express Lanes.

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

What phase of the project is this line item currently in, as of January 2, 2017?

On-going

Is this line item re-budgeted from a prior fiscal year?

No

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 FY18-02208
Budget Request:	$ 151,250 IFAS#: 0037-7519-A9510-0GG

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 M, Project K and the 405 Express Lanes) via written and digital communication media, as well as quick responses and resolutions to community concerns. 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 $1.9 billion construction phase of the entire 405 Improvement Project. This portion is strictly for the express lanes portion and not the Measure M portion 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.

The PAC consultant, under OCTA direction, will continue to complete a detailed ascertainment of current project sentiment, misconceptions, challenges, opportunities and preferred methods of communication regarding the 405 Improvement Project in FY 2017-18. The PAC 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. The consultant will assist with special communications regarding the 405 Express Lanes' intermediate access points, how the facility will operate, and with coordinating and attending presentations and briefings with regionally and locally interested groups. Furthermore, the consultant will coordinate meeting logistics and create written and digital collateral content. The consultant will draft express lanes project content, including graphics, for informing the public about the express lanes facility, as well as the toll policy structure. The consultant will launch the Mobile PR program in the later part of FY 2016-17 and will continue the program in FY 2017-18.

This contract is time and expense and $3,576,400 over six years. Approximately $500,000 will be spent in FY 2017-18.

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 contracted amounts

What phase of the project does this line item support?

Pre-Construction and Construction

What phase of the project is this line item currently in, as of January 2, 2017?

Pre-Construction

Is this line item re-budgeted from a prior fiscal year?

No

Division:	03	External Affairs
Org Key:	0051	Transit Development Cap Proj
Object:	7519	Prof Serv-Other Prof Services

Description:	Santa Ana/Garden Grove Streetcar Public Awareness Campaign	
Quantity/Cost:	1 @ $260,000	FY18-02061
Budget Request:	$ 260,000	IFAS#: 0051-7519-TS010-Z84

Grant Funded:	☑ FTA Sec 5309/5339 Cap Assist	$37,908
Account:	0051-6041-TS010-MJ3	
Grant Funded:	☑ Transfers in from MMII	$102,154
Account:	0051-6524-TS010-Z84	
Grant Funded:	☑ FTA Sec 5307 Capital Assistanc	$119,938
Account:	0051-6042-TS010-LI3	

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

Measure M - Project S: The OC Streetcar project will bring modern streetcar technology to a 4.15-mile route beginning at the Santa Ana Regional Transportation Center along Santa Ana Boulevard to a new multimodal terminus in Garden Grove, at the intersection of Westminster Boulevard and Harbor Boulevard. In FY 2017-18 the project will move into the pre-construction/construction phase with utility relocations beginning the summer of 2017 and a construction bid package to be released in the fall 2017. In advance of construction activities, a public awareness campaign will begin to inform the community about construction activities and how they will affect their commute and movement along the alignment. The public awareness campaign will continue throughout FY 2017-18 through to project completion in 2020. A procurement for consultant support services is underway.

Outreach activities to support the project include, but are not limited to:
1. Community ascertainments
2. Project Briefings
3. Web-based Communication
4. Presentations and Public Meetings
5. Construction Notifications and Alerts
6. Completion Event Planning and Logistical Support
7. Message Development
8. Social Media 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.

Amounts are based on projected project phases and the cost of similar services on prior projects.

What phase of the project does this line item support?

Design and Construction

What phase of the project is this line item currently in, as of January 2, 2017?

Design and Right of Way

Is this line item re-budgeted from a prior fiscal year?

Ongoing outreach for capital project

Division:	03	External Affairs
OrgKey:	0091	APTA
Object:	7519	Prof Serv-Other Prof Services

Description:	APTA 2020 Outreach	
Quantity/Cost:	1 @ $30,000	FY18-02529
Budget Request:	$ 30,000	IFAS#: 0091-7519-A0001-0O1

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 American Public Transportation Association (APTA) Expo is held every three years and is the flagship event for public transportation professionals to engage in workshops, join tours, and network with colleagues. The City of Anaheim and Orange County have been selected to host the APTA Expo in 2020.

In order to announce the 2020 location of the APTA Expo, a teaser video is needed for the conclusion of the 2017 Expo. This line item establishes a budget to develop the teaser video for the 2020 APTA Expo. Internal resources and existing footage will be used as much as possible. Additionally, this item is partially funded by the APTA 2020 Support revenue line item.

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

Professional videography services.

Please explain how you arrived at the budgeted dollars requested.

Professional videography services.

What phase of the project does this line item support?

Planning.

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

No

Division:	03	External Affairs
OrgKey:	0091	APTA
Object:	7519	Prof Serv-Other Prof Services

Description:	APTA 2020 Promotional Items	
Quantity/Cost:	1 @ $5,000	FY18-02530
Budget Request:	$ 5,000	IFAS#: 0091-7519-A0001-0O1

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 American Public Transportation Association (APTA) Expo is held every three years and is the flagship event for public transportation professionals to engage in workshops, join tours, and network with colleagues. The City of Anaheim and Orange County have been selected to host the APTA Expo in 2020.

This line item establishes a small budget to provide small varied promotional items to announce the 2020 APTA Expo. The promotional items will be shared at the 2017 APTA Expo and other transportation events over the next three years. Additionally, this item is partially funded by the APTA 2020 Support revenue line item.

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

Varied promotional items to build awareness of APTA 2020 Expo.

Please explain how you arrived at the budgeted dollars requested.

Costs related to OCTA hosting the APTA Expo in 2020.

What phase of the project does this line item support?

Planning.

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

No

Division:	03	External Affairs
OrgKey:	1412	Government Relations
Object:	7519	Prof Serv-Other Prof Services

Description:	FTA Compliance Review Consutant	
Quantity/Cost:	9 @ $27,000	FY18-0480
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 sub recipients 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 sub recipient 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?

Sub recipient review

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

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:	03	External Affairs
OrgKey:	1412	Government Relations
Object:	7519	Prof Serv-Other Prof Services

Description:	Local Government Advocacy	
Quantity/Cost:	1 @ $60,000	FY18-0479
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.

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

No

Division:	03	External Affairs
OrgKey:	1412	Government Relations
Object:	7629	Other Services

Description:	Mail House Services	
Quantity/Cost:	1 @ $1,536	FY18-0483
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 that require community communications.

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

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

N/A

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	FY18-0687
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.

Professional graphic design and production services

Please explain how you arrived at the budgeted dollars requested.

Based on current budget

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

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	FY18-0686
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 communication tools and approaches with a visually appealing aesthetic to meet the users' needs and achieve marketing and organizational goals. Digital communication 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 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 current budget

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

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	FY18-0708
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 new, user-friendly bus system and route maps along with how to ride guide to educate public on OCTA's bus system to increase ridership. Firm will design and produce service-related collaterals such as brochures, bus ads, online information, videos, promotional items, etc.

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

Expert creative design and marketing production.

Please explain how you arrived at the budgeted dollars requested.

Budget is based on estimates of similar tactics produced in previous years.

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

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 @ $1,066,300	FY18-0710
Budget Request:	$ 1,066,300	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 65 fixed-route bus lines, with approximately 130,000 average weekday bus boardings. 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. The contract authority for FY 2016-17 was $1,345,000 however based on current call volumes the spend is $972,000. There will be an 8 percent increase for option year 1 of contract C-3-1895. OCTA will research an Interactive Voice Response (IVR) system to reduce cost of call center and to give customers an alternate option to obtain information.

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

Professional call center, customer service and route-planning services

Please explain how you arrived at the budgeted dollars requested.

Based on actual and projected costs

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

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 @ $25,000	FY18-0706
Budget Request:	$ 25,000	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 OC Bus 360, 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. Marketing tactics will include direct mailing to Asian communities and work-sites, ride guides, website information, bus ads, bus wraps, TV and print ads within the Asian market, email and social media distribution.

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 current budget

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

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 @ $25,000	FY18-0705
Budget Request:	$ 25,000	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 OC Bus 360, 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. Marketing tactics will include direct mailing to Hispanic communities and work-sites, ride guides, website information, bus ads, bus wraps, TV and print ads within the Hispanic market, and email and social media distribution.

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 current budget

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

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 @ $40,000	FY18-0703
Budget Request:	$ 40,000	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.

According to APTA's research study on millennials (age 18 – 32) and mobility, millennials are multimodal versus car-centric in that they choose the best transportation mode (driving, transit, bike or walk) based on the trip they plan to take. In order to increase and retain ridership of OCBus within the millennial market, marketing needs to position OC Bus as a reliable, affordable, simple, and sustainable way to travel within Orange County and build stronger relationships between OCTA and local college students.

Ongoing support of college pass program is necessary throughout the year to reach new students entering colleges each semester. Online and on-campus advertising campaigns will be implemented to encourage more college students to take the bus.

Promotion and communications materials are also necessary for University Pass program to reach new students and retain current students at UCI, CSUF and Chapman Universities.

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

Professional marketing service

Please explain how you arrived at the budgeted dollars requested.

Based on the current budget

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

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 @ $50,000	FY18-0701
Budget Request:	$ 50,000	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.

Ongoing awareness of the OC Bus mobile ticketing app is necessary to increase customer conversion from cash to mobile payment, thereby reducing dwell time at boarding. Additionally, marketing will be necessary to increase adoption of OCTA Reduced Fare Identification Cards (RFID) for mobile purchases of college, senior and disabled fares using. This will help reduce the fare evasion issues regarding reduced fare passes as an RFID is required on the mobile app. This is made more relevant with the new fare policy effective in October 2017 requiring proof of eligibility at time of sale for reduced passes.

Marketing will be developed targeting current customers through mobile specific promotional offers and incentives, as well as college campus' and senior communities. Tactics will include paid media (print ads, digital ads, cable spots in senior communities, outdoor), printed materials and outreach.

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

Expert creative design and marketing production.

Please explain how you arrived at the budgeted dollars requested.

Based on actual costs in the prior year

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

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 @ $36,000	FY18-0709
Budget Request:	$ 36,000	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 Fare 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.

The number of RFID's is expected to increase due to the Board of Directors approval of eligibility criteria, therefore we are requesting an increase in funding.

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

Data entry services

Please explain how you arrived at the budgeted dollars requested.

Based on expected increase in RFID requests

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

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	FY18-0704
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.

Professional marketing services

Please explain how you arrived at the budgeted dollars requested.

Based on current budget

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

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 @ $410,000	FY18-0702
Budget Request:	$ 410,000	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.

Under OC Bus 360, targeted efforts were implemented on individual or groups of routes based on their unique selling points and potential markets. Marketing and promotional efforts included:

I. June Route Promotion
II. Diversity (Hispanic) Marketing
III. High-Demand Corridors/Cities Marketing
IV. October Ridership and Perception Campaign

While regular bus ridership is still declining, bus services that were promoted experienced less decline.

To continue marketing and promotional efforts under OC Bus 360, strategic marketing approaches will be taken to educate and enhance public perception about bus service in Orange County and to attract new ridership as well as retain current ridership, especially in the core service area.

OC Bus core service area include cities such as Santa Ana, Anaheim, Tustin, Garden Grove, Westminster, Costa Mesa and Orange. There are 13 high-frequency routes, 2 Xpress routes and 2 Bravo! routes in the area.

It is important to continue promoting the ease of use on the OC Bus system by educating potential customers that OC Bus is simple, easy and convenient. Target market include 25 colleges/universities, 43 high schools, and 1013 businesses with 100 or more employees in the core service area.

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 current budget

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

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	FY18-0714
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 OC Bus service change materials three times a year. These services will be used to update the following materials: bus book, system map, quadrant ride guides, individual route maps, individual bus stop signage (cassettes and tubes), service change highlights brochure, eBusbook, 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 design and production to support bus service change materials.

Please explain how you arrived at the budgeted dollars requested.

Direct costs associated with production of required bus service change materials.

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

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	FY18-0711
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 laminating services are needed to support the bus service change materials, one of which includes the lamination of all bus stop cassettes and tubes at each service change. The quantity and size required are beyond the capabilities of the in-house reprographics department.

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

Expert printing and reprographics production.

Please explain how you arrived at the budgeted dollars requested.

Budget is based on estimated costs from prior years.

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

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	FY18-0713
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.

Professional recording services

Please explain how you arrived at the budgeted dollars requested.

Based on current costs

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

Division:	03	External Affairs
OrgKey:	1837	OCTD Marketing and Customer Relations
Object:	7629	Other Services

Description:	Service Change Shipping	
Quantity/Cost:	1 @ $4,000	FY18-0712
Budget Request:	$ 4,000	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.

Various services are needed to assist in the shipping, delivery and mailing of various service change materials, such as bus books, individual route maps, service change information, as well as other pertinent bus customer information to support the OC Bus system.

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

Professional shipping and delivery services.

Please explain how you arrived at the budgeted dollars requested.

Anticipated and historical based on service changes.

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

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	FY18-0715
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 maintain compliance with Limited English Proficiency (LEP) requirements, many core bus communications (bus schedules, routing, how to ride and pass sales information, website) and/or bus marketing materials are required to be translated into various languages, based on need and proximity. Depending 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 a contracted service provider is required to provide design and layout of some materials.

With increased attention on ridership and diversity marketing, funds are also 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 to provide culturally relevant translation of bus customer information.

Please explain how you arrived at the budgeted dollars requested.

Direct costs for multi-lingual translation.

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

Division:	03	External Affairs
OrgKey:	1841	Rideshare PDC
Object:	7519	Prof Serv-Other Prof Services

Description:	Employer Rideshare Outreach	
Quantity/Cost:	1 @ $200,000	FY18-02261
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 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.

The program is also responsible for creating the strategy around and conducting Employee Transportation Coordinator (ETC) marketing classes.

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 historical costs

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

Division:	03	External Affairs
OrgKey:	1841	Rideshare PDC
Object:	7519	Prof Serv-Other Prof Services

Description:	Regional Rideshare Database	
Quantity/Cost:	1 @ $45,000	FY18-02259
Budget Request:	$ 45,000	IFAS#: 1841-7519-A2236-L75

Grant Funded:	☑ CMAQ		$45,000
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 economy of scale by working together to provide a regional database for ride matching 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.

Contracted multi-county database 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

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

Division:	03	External Affairs
OrgKey:	1841	Rideshare PDC
Object:	7519	Prof Serv-Other Prof Services

Description:	Rideshare Design Agency	
Quantity/Cost:	1 @ $200,000	FY18-02257
Budget Request:	$ 200,000	IFAS#: 1841-7519-A2217-L75

Grant Funded:	☑ CMAQ	$200,000
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' 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 event expenses
- 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
- National Bike Safety Month/Bike to Work Week - April/May
- Dump the Pump Week - May/June
- California Pedestrian Safety Month - September

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 historical Rideshare budget

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

Division:	03	External Affairs
OrgKey:	1841	Rideshare PDC
Object:	7519	Prof Serv-Other Prof Services

Description:	Rideshare Survey Processing	
Quantity/Cost:	1 @ $125,000	FY18-02260
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 professional services

Please explain how you arrived at the budgeted dollars requested.

Based on historical costs

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

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	FY18-02094
Budget Request:	$ 120,000	IFAS#: 1842-7519-D4621-0HM

Grant Funded:	☑ FTA Sec 5307 Operating Assist	$120,000
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 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 to assist staff to develop and create strategic marketing and communication programs. Development and implementation of the programs include marketing and media planning, creative design and layout, copywriting, photography, translation, media buys, digital communication, printing and distribution of program collateral materials, and evaluation of program effectiveness as well as other functions needed.

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 current year budget

What phase of the project does this line item support?

Ongoing (Operations)

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing (Operations)

Is this line item re-budgeted from a prior fiscal year?

No

Division:	03	External Affairs
OrgKey:	1842	Vanpool Program
Object:	7519	Prof Serv-Other Prof Services

Description:	Vanpool Mobile App Enhancements	
Quantity/Cost:	1 @ $20,000	FY18-02095
Budget Request:	$ 20,000	IFAS#: 1842-7519-D4621-0I4

Grant Funded: ☑ FTA Sec 5307 Operating Assist $20,000

Account: 0030-6032-D4621-0I4

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 would like to enhance the existing Vanpool mobile application with new features to improve communication and vanpool formation.

New features may include Seatfinder integration, chat functionality & social media features. These features will help ease communication between vanpool groups, improve accuracy of reporting data, increase quantity of vanpools and improve retention rates for vanpools.

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

Professional software app development

Please explain how you arrived at the budgeted dollars requested.

Based on an estimate developed with IS

What phase of the project does this line item support?

Ongoing (Operations)

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing (Operations)

Is this line item re-budgeted from a prior fiscal year?

No

Division:	03	External Affairs
OrgKey:	1842	Vanpool Program
Object:	7519	Prof Serv-Other Prof Services

Description:	Vanpool Program Professional Services	
Quantity/Cost:	1 @ $25,000	FY18-02096
Budget Request:	$ 25,000	IFAS#: 1842-7519-D4621-L76

Grant Funded:	☑ FTA Sec 5307 Operating Assist	$25,000
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 program management and NTD reporting services

Please explain how you arrived at the budgeted dollars requested.

Based on program actual costs

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

Division:	03	External Affairs
OrgKey:	1861	Community and Media Relations
Object:	7519	Prof Serv-Other Prof Services

Description:	Planning Studies Support	
Quantity/Cost:	1 @ $75,000	FY18-0731
Budget Request:	$ 75,000	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.

Consultant services have been procured to assist with outreach activities in support of OCTA's various planning efforts and studies, including the Long Range Transportation Plan, Transit Master Plan and potentially an additional corridor study to educate and gain input from affected constituents. Outreach deliverables include coordination of stakeholder workshops, public meetings and mailings; production of public information materials, online, such as board presentations and handouts; and development of social media and web content and databases. This contract's time frame and expense are $120,000 through June 2019. Approximately $75,000 will be spent in FY 2017-18.

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 contract amounts

What phase of the project does this line item support?

Ongoing

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing

Is this line item re-budgeted from a prior fiscal year?

No

Division:	03	External Affairs
OrgKey:	1861	Community and Media Relations
Object:	7629	Other Services

Description:	Small Business Outreach	
Quantity/Cost:	1 @ $20,350	FY18-0735
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 a 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.

Based on actuals and budget from FY 2016-17.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Ongoing small business outreach

Division:	03	External Affairs
OrgKey:	1861	Community and Media Relations
Object:	7629	Other Services

Description:	Translations	
Quantity/Cost:	1 @ $1,000	FY18-0733
Budget Request:	$ 1,000	IFAS#: 1861-7629-A5160-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.

Translation services

Please explain how you arrived at the budgeted dollars requested.

Based on FY 2016-17 budgeted amount.

What phase of the project does this line item support?

Varies. The translation will be used as needed, both for capital projects as well as corporate communications.

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

Ongoing translation services

Org-Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
0013	Svc Auth For Fwy Emer	7519	511 Program Management, Operation, and Development	61,085	393
0013	Svc Auth For Fwy Emer	7519	511 Program Marketing	55,000	394
0013	Svc Auth For Fwy Emer	7519	511 Sign Installation Engineering Consultant	300,000	395
0013	Svc Auth For Fwy Emer	7519	Freeway Service Patrol Tracking Application Hosting and	17,694	396
0013	Svc Auth For Fwy Emer	7519	In-Vehicle Cradlepoint WIFI Router lease for up to 50 FS	22,800	397
0013	Svc Auth For Fwy Emer	7519	Motorist Services Outreach	20,000	398
0013	Svc Auth For Fwy Emer	7629	Call Box Call Center Services	54,000	399
0013	Svc Auth For Fwy Emer	7629	CHP State Call Box Liaison (SAFE Coordination)	6,800	400
0013	Svc Auth For Fwy Emer	7629	FSP CHP Overtime	70,384	401
0013	Svc Auth For Fwy Emer	7629	FSP Tow Service Costs	4,380,173	402
0013	Svc Auth For Fwy Emer	7629	M2 Funded CHP Support (Dispatcher)	95,968	403
0013	Svc Auth For Fwy Emer	7629	M2 Funded FSP service	1,102,057	404
2107	Operations Support	7519	Notifications System - Web Based (Software as Service)	32,000	405
2114	Transit Technical Servic	7519	Contracted Technical Expertise	9,000	406
2128	Ops Planning & Schedu	7519	HASTUS Training	3,000	407
2128	Ops Planning & Schedu	7519	Manual Ridecheck Data Collection	240,297	408
2128	Ops Planning & Schedu	7629	Bus Kiosk Signage	30,000	409
2128	Ops Planning & Schedu	7629	Improved Customer Amenities	600,000	410
2135	Contracted Svcs-Admin	7519	Call Center Reports	7,400	411
2147	Paratransit Support	7519	ACCESS In-Person Assessment/Certification	730,740	412
2147	Paratransit Support	7519	Graphic Design Services	25,000	413
2147	Paratransit Support	7519	Travel Training Program	62,500	414
2147	Paratransit Support	7629	Mail House - Postage and Stuffing	30,000	415
2162	Maintenance-Garden Gr	7519	Tool Calibration	10,000	416
2166	Facilities Maintenance	7519	Arc Flash Study	240,000	417
2168	Maintenance Santa Ana	7519	Tool Calibration	15,000	418
2169	Maintenance Training	7519	Contracted Training - CNG Tank Inspector Training	10,000	419
2169	Maintenance Training	7519	Contracted Training - Opacity Inspector Training	875	420
2194	Maint-Specialty Shops	7519	CNC Plasma Cutter and Brake Lathe Service	15,000	421
Subtotal Services - Transit				**$ 8,246,774**	

Division:	11	Transit
OrgKey:	0013	Svc Auth For Fwy Emergencies
Object:	7519	Prof Serv-Other Prof Services

Description:	511 Program Management, Operation, and Development	
Quantity/Cost:	1 @ $61,085	FY18-01146
Budget Request:	$ 61,085	IFAS#: 0013-7519-S1011-01E

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 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 on cooperative agreement C9-0434 with LA SAFE.

Please explain how you arrived at the budgeted dollars requested.

Budgeted dollars based on cooperative agreement C9-0434 with LA SAFE. Cost runs at $14,544 each quarter through February 28, 2018. Cost beyond this date is to be determined. A 20% increase is assumed for the remaining of the year pending the negotiation of a new agreement ($17,453).

What phase of the project does this line item support?

This is a three-year agreement.

What phase of the project is this line item currently in, as of January 2, 2017?

The current three-year agreement is ending February 28, 2018.

Is this line item re-budgeted from a prior fiscal year?

Yes.

Division:	11	Transit
OrgKey:	0013	Svc Auth For Fwy Emergencies
Object:	7519	Prof Serv-Other Prof Services

Description:	511 Program Marketing	
Quantity/Cost:	1 @ $55,000	FY18-01147
Budget Request:	$ 55,000	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.

Supports agreement C6-1037 for the installation of 511 program signage on Orange County freeways, toll roads, and designated freeway on-ramps.

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

Licensed contractor able to install freeway signs to Caltrans specifications.

Please explain how you arrived at the budgeted dollars requested.

Agreement C6-1037 and anticipated installations.

What phase of the project does this line item support?

Sign Installation Phase.

What phase of the project is this line item currently in, as of January 2, 2017?

Development of engineering documents necessary for Caltrans installation approval.

Is this line item re-budgeted from a prior fiscal year?

Yes, ongoing project that has been delayed.

Division:	11	Transit
OrgKey:	0013	Svc Auth For Fwy Emergencies
Object:	7519	Prof Serv-Other Prof Services

Description:	511 Sign Installation Engineering Consultant	
Quantity/Cost:	1 @ $300,000	FY18-01734
Budget Request:	$ 300,000	IFAS#: 0013-7519-S1011-01E

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

511 Sign Installation Engineering Consultant to work with Motorist Services staff to: (1) Identify appropriate freeway locations to install 511 program signs. (2) Develop California Department of Transportation (Caltrans) required engineering documents for each installation site. (3) Develop and submit Caltrans required encroachment permit applications and other required documents. (4) Address Caltrans concerns related to encroachment permit applications and installation sites. (5) Work with Caltrans engineers, resubmit Caltrans permit applications and supporting documentation as necessary, and perform other work that may be required to gain Caltrans approval for 511 sign installation. (6) Assist in overseeing contractor installation of 511 sign to ensure that contractor installed signs are installed to Caltrans approved engineering standards.

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

Engineer with extensive knowledge of Caltrans encroachment permit requirements and processes, and the ability to develop Caltrans required engineering documents.

Please explain how you arrived at the budgeted dollars requested.

Estimates based on input from OCTA Highways Group Project Managers.

What phase of the project does this line item support?

Caltrans Encroachment Permit Approval and Sign Installation Quality Control.

What phase of the project is this line item currently in, as of January 2, 2017?

Caltrans Encroachment Permit Approval

Is this line item re-budgeted from a prior fiscal year?

No

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:	6 @ $2,949	FY18-01145
Budget Request:	$ 17,694	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.

This request is for the first six months of a three-year contract for annual hosting and maintenance fees associated with the Freeway Service Patrol (FSP) tracking application. Hosting includes the Los Alamos Technical Associates (LATA) cloud infrastructure services required for the operation of LATATrax. This includes daily monitoring and care of servers, routine backups and data archiving, and the required system administrator activities to ensure that the hosting environment remains viable and healthy throughout the day. This also covers required hosting infrastructure such as facility and internet service fees. Hosting includes normal maintenance and software upgrades to Windows servers, SQL database and other system support software.

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.

Please explain how you arrived at the budgeted dollars requested.

Based on LATA's price proposal for continued web-hosting services, fixed price per month is $2,949.

What phase of the project does this line item support?

This would be a three-year contract starting January 2018.

What phase of the project is this line item currently in, as of January 2, 2017?

The present contract ends in December 2017.

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	11	Transit
OrgKey:	0013	Svc Auth For Fwy Emergencies
Object:	7519	Prof Serv-Other Prof Services

Description:	In-Vehicle Cradlepoint WIFI Router lease for up to 50 FSP service vehicles.	
Quantity/Cost:	50 @ $456	FY18-01732
Budget Request:	$ 22,800	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.

Lease of in-vehicle Cradlepoint WIFI routers for Freeway Service Patrol (FSP) service vehicles, to support the LATATrax vehicle tracking and data collection system. Assumes a three to five year lease with full exchange warranty for up to 50 FSP service vehicles. Calculated at $38 per vehicle/unit per month, $456 per vehicle/unit per year, for up to 50 service vehicles.

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

Cradlepoint WIFI Routers are required by the application developer, Los Alamos Technical Associates, in order to guarantee LATATrax application performance.

Please explain how you arrived at the budgeted dollars requested.

Solicited estimates.

What phase of the project does this line item support?

Replacement of aging and failing hardware (ongoing maintenance).

What phase of the project is this line item currently in, as of January 2, 2017?

Currently utilizing aging and failing hardware that is impacting system performance.

Is this line item re-budgeted from a prior fiscal year?

No

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	FY18-01143
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:

Design, development, and manufacturing of Freeway Service Patrol, 511, and SAFE Call Box program outreach materials.

What phase of the project does this line item support?

Ongoing program outreach

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing program outreach

Is this line item re-budgeted from a prior fiscal year?

Ongoing outreach projects are budgeted each year.

Division:	11	Transit
OrgKey:	0013	Svc Auth For Fwy Emergencies
Object:	7629	Other Services

Description:	Call Box Call Center Services	
Quantity/Cost:	12 @ $4,500	FY18-01154
Budget Request:	$ 54,000	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.

This line item is for 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.

What phase of the project is this line item currently in, as of January 2, 2017?

Budgeting for continuing work on an ongoing basis.

Is this line item re-budgeted from a prior fiscal year?

Yes.

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 @ $6,800	FY18-01155
Budget Request:	$ 6,800	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.

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 CHP.

Please explain how you arrived at the budgeted dollars requested.

The new draft agreement with the CHP specifies the amount of $6,800 for each of FY 2018, FY 2019, and FY 2010, totaling $20,400 over the three-year period.

What phase of the project does this line item support?

FY 2018 will be the start of a new three-year agreement with CHP.

What phase of the project is this line item currently in, as of January 2, 2017?

FY 2017 is the second year of the current two-year cooperative agreement with CHP.

Is this line item re-budgeted from a prior fiscal year?

Yes.

Division:	11	Transit
OrgKey:	0013	Svc Auth For Fwy Emergencies
Object:	7629	Other Services

Description:	FSP CHP Overtime	
Quantity/Cost:	4 @ $17,596	FY18-01156
Budget Request:	$ 70,384	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.

What phase of the project is this line item currently in, as of January 2, 2017?

Continuing project on an ongoing basis.

Is this line item re-budgeted from a prior fiscal year?

Budgeting for continuing work on an ongoing basis.

Division:	11	Transit
OrgKey:	0013	Svc Auth For Fwy Emergencies
Object:	7629	Other Services

Description:	FSP Tow Service Costs	
Quantity/Cost:	68,227 @ $64	FY18-01157
Budget Request:	$ 4,380,173	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.

This line item is for 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 C3-1449, C5-3374, C3-1825, C5-3109, C5-3787, C3-1714, C6-1029.

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:
*68,227 scheduled service hours
*Contracted service rates based on $2.00 to $3.00 gallon fuel average for the first 6 months, and $3.00 to $4.00 gallon average for the last 6 months
*1% overtime contingency to cover costs associated with motorist assist at end of shift and fluctuations in gasoline costs.

What phase of the project does this line item support?

Continuing project on an ongoing basis.

What phase of the project is this line item currently in, as of January 2, 2017?

Monthly Freeway Service Patrol services.

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	11	Transit
OrgKey:	0013	Svc Auth For Fwy Emergencies
Object:	7629	Other Services

Description:	M2 Funded CHP Support (Dispatcher)	
Quantity/Cost:	4 @ $23,992	FY18-01152
Budget Request:	$ 95,968	IFAS#: 0013-7629-FN001-AVW

| Grant Funded: | ☑ Transfers in from MMII | $95,968 |
| 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.

What phase of the project is this line item currently in, as of January 2, 2017?

Continuing project on an on-going basis.

Is this line item re-budgeted from a prior fiscal year?

Budgeting for continuing work on an ongoing basis.

Division:	11	Transit
Org Key:	0013	Svc Auth For Fwy Emergencies
Object:	7629	Other Services

Description:	M2 Funded FSP service	
Quantity/Cost:	17,166 @ $64	FY18-01153
Budget Request:	$ 1,102,057	IFAS#: 0013-7629-FN001-AVX

Grant Funded:	☑ Transfers in from MMII	$1,102,057
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, C3-1714, C5-3374, C3-1449, C3-1825.

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:
*17,766 scheduled service hours
*Contracted service rates based on $2.00 to $3.00 gallon fuel average for the first 6 months and $3.00 to $4.00 gallon fuel average for the last 6 months
*Includes three construction support service beats to support !-5 and !-405 construction projects.
*1% contingency for overtime.

What phase of the project does this line item support?

Continuing project on an ongoing basis.

What phase of the project is this line item currently in, as of January 2, 2017?

Monthly costs for Freeway Service Patrol midday and weekend services and construction services on I-405 and I-5.

Is this line item re-budgeted from a prior fiscal year?

Yes.

Division:	11	Transit
Object:	7519	Prof Serv-Other Prof Services
OrgKey:	2107	Operations Support

Description:	Notifications System - Web Based (Software as Service)	
Quantity/Cost:	1 @ $32,000	FY18-0787
Budget Request:	$ 32,000	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.

OCTA Central Communications sends notifications to key OCTA officials alerting them to situations and incidents related to service, facility status and employee injuries, to name a few. This line item will fund the acquisition of the necessary software tool to enable such process.

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

Software-as-Service

Please explain how you arrived at the budgeted dollars requested.

Obtained quotes and based upon prior costs from previous years.

What phase of the project does this line item support?

Demonstration completed in 2016. The Operations Support Leadership team is developing specifications and scope of work for a new procurement within FY 2016-17.

What phase of the project is this line item currently in, as of January 2, 2017?

Previously budgeted item.

Is this line item re-budgeted from a prior fiscal year?

Yes.

Division:	11	Transit
OrgKey:	2114	Transit Technical Services
Object:	7519	Prof Serv-Other Prof Services

Description:	Contracted Technical Expertise	
Quantity/Cost:	1 @ $9,000	FY18-0814
Budget Request:	$ 9,000	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.

MATERIAL TESTING AND FORENSIC ANALYSIS OF VARIOUS COMPONENTS
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, Structurall component life prediction methodology, Low-cycle and high-cycle fatigue testing, Thermo/mechanical fatigue testing, Through zero (i.e., tensile/compression), Testing in environments (temperature or solution), Stress analysis services, Strain measurement and stress measurement, Stress cracking and stress corrosion cracking, Residual stress measurement, Stress analysis and experimental stress analysis.

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.

What phase of the project is this line item currently in, as of January 2, 2017?

As needed.

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	11	Transit
OrgKey:	2128	Ops Planning & Scheduling
Object:	7519	Prof Serv-Other Prof Services

Description:	HASTUS Training	
Quantity/Cost:	1 @ $3,000	FY18-0852
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 annual training

What phase of the project is this line item currently in, as of January 2, 2017?

NA

Is this line item re-budgeted from a prior fiscal year?

NA

Division:	11	Transit
OrgKey:	2128	Ops Planning & Scheduling
Object:	7519	Prof Serv-Other Prof Services

Description:	Manual Ridecheck Data Collection	
Quantity/Cost:	1 @ $240,297	FY18-0853
Budget Request:	$ 240,297	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

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

N/A

Division:	11	Transit
OrgKey:	2128	Ops Planning & Scheduling
Object:	7629	Other Services

Description:	Bus Kiosk Signage	
Quantity/Cost:	1 @ $30,000	FY18-01963
Budget Request:	$ 30,000	IFAS#: 2128-7629-D4901-N5A

Grant Funded:	☑ FTA Sec 5307 Operating Assist	$24,000
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.

This is the second year of contract C-6-1197 for printing and installation of metal panels for existing transit center kiosks as well as new holders for literature.

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

This firm was awarded the contract. The firm makes the metal panels as well as the holders for the literature.

Please explain how you arrived at the budgeted dollars requested.

This is what will be required for the second year of the contract.

What phase of the project does this line item support?

Phase II.

What phase of the project is this line item currently in, as of January 2, 2017?

Phase I.

Is this line item re-budgeted from a prior fiscal year?

Yes.

Division:	11	Transit
OrgKey:	2128	Ops Planning & Scheduling
Object:	7629	Other Services

Description:	Improved Customer Amenities	
Quantity/Cost:	1 @ $600,000	FY18-01977
Budget Request:	$ 600,000	IFAS#: 2128-7629-D4901-N5A

Grant Funded:	☑ FTA Sec 5307 Operating Assist	$3,687
Account:	0030-6032-D4901-LEJ	
Grant Funded:	☑ FTA Sec 5307 Operating Assist	$473,647
Account:	0030-6032-D4901-LEJ	
Grant Funded:	☑ FTA Sec 5307 Operating Assist	$2,666
Account:	0030-6032-D4901-LDJ	

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).

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 approximately 5,500 bus stops and 500 ACCESS stops.

What phase of the project does this line item support?

Phase II, Design, Production and Implementation

What phase of the project is this line item currently in, as of January 2, 2017?

Phase I Design.

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	11	Transit
OrgKey:	2135	Contracted Svcs-Admin
Object:	7519	Prof Serv-Other Prof Services

Description:	Call Center Reports	
Quantity/Cost:	1 @ $7,400	FY18-01972
Budget Request:	$ 7,400	IFAS#: 2135-7519-D4302-1M1

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 Call Center providing service to the Authority's ACCESS clients is located at one of OCTA's Irvine Bases. OCTA contracts with a firm that provides agents and operates the Call Center. Both OCTA and the contractor use OCTA's call center system and generate statistical reports using this system for call center oversight and performance measurements such as hold times, call volumes, agent staffing levels, etc. However, 'out of the box' statistical reports for agent metrics, queue metrics, and other data are separate reports. Since the contractual terms for the ACCESS call center's performance combine these metrics, the current practice is that the contractor exports various statistical reports and combines them in Word and Excel documents. These reports are then used to report the contractor's performance and measure whether the contractor has met the requirements. In 2015 and 2016, penalties for call center performance ranged from no penalty for some months, and between $1, 000 - $10,000 in other months. This has resulted in ongoing negotiations between OCTA and the contractor regarding the accuracy of the exported and combined report data. To resolve this, and ensure data quality control, three custom reports approved by OCTA and the contractor have been drafted. Creation and use of these custom reports will result in a cost savings with return on investment likely within one to three months. These savings will result from the reduction each month of staff time spent in negotiations and meetings with the contractor since both the contractor and OCTA staff have agreed upon the report fields and methodology. In addition, by ensuring that these custom reports are available by both parties and are built into the Call Center system by the application designer, OCTA can be assured of accuracy of the report data used to calculate monthly penalty assessments when contractual performance is not met.

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

Expert-level Call Center system developer and programmer to customize report to the need of OCTA staff and contractors.

Please explain how you arrived at the budgeted dollars requested.

Quotes for programming and production of these reports so that they can be run directly from the Call Center system by both OCTA and the contractor, were obtained from the Call Center system developer.

What phase of the project does this line item support?

This line item will support the call center oversight, data quality control and ACCESS invoice penalty assessment.

What phase of the project is this line item currently in, as of January 2, 2017?

Quotes for the customized reports have been requested.

Is this line item re-budgeted from a prior fiscal year?

No.

Division:	11	Transit
OrgKey:	2147	Paratransit Support
Object:	7519	Prof Serv-Other Prof Services

Description:	ACCESS In-Person Assessment/Certification	
Quantity/Cost:	6,000 @ $122	FY18-0936
Budget Request:	$ 730,740	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 FYE17 assessments of 5,990 adjusted by the variance between FYTD16 and FYTD17 of -1% then rounded up to estimate FY18 assessments of 6,000. FY17 contract rate of $119.40 per assessment escalated by CPI of 2.00% equals $121.79.

What phase of the project does this line item support?

Second year of contract C-5-3706.

What phase of the project is this line item currently in, as of January 2, 2017?

First year of contract C-5-3706.

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	11	Transit
OrgKey:	2147	Paratransit Support
Object:	7519	Prof Serv-Other Prof Services

Description: Graphic Design Services

Quantity/Cost: 1 @ $25,000   FY18-0938

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 last contract's 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?

First year of a new contract.

What phase of the project is this line item currently in, as of January 2, 2017?

Final year of contract C-3-1559.

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	11	Transit
OrgKey:	2147	Paratransit Support
Object:	7519	Prof Serv-Other Prof Services

Description:	Travel Training Program	
Quantity/Cost:	1 @ $62,500	FY18-0937
Budget Request:	$ 62,500	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.

This program will be providing in-depth, one-on-one travel training for ACCESS customers to utilize fixed route service for some or all of their trips as part of a Mobility Management Program funded with FTA Section 5310 grant funds.

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

The staff member 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.

What phase of the project does this line item support?

Second year of project.

What phase of the project is this line item currently in, as of January 2, 2017?

Initial start of the project.

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	11	Transit
OrgKey:	2147	Paratransit Support
Object:	7629	Other Services

Description:	Mail House - Postage and Stuffing	
Quantity/Cost:	1 @ $30,000	FY18-0939
Budget Request:	$ 30,000	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.

Same budget from previous year plus an additional $10,000.00 for marketing of Trapeze module - EZ Wallet and Same Day Taxi's mobile application to enhance customer service and service operations.

What phase of the project does this line item support?

This line item supports the continuation of the project.

What phase of the project is this line item currently in, as of January 2, 2017?

This line item supports the continuation of the project.

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	11	Transit
OrgKey:	2162	Maintenance-Garden Grove Admin
Object:	7519	Prof Serv-Other Prof Services

Description:	Tool Calibration	
Quantity/Cost:	1 @ $10,000	FY18-0974
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

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.

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.

What phase of the project is this line item currently in, as of January 2, 2017?

N/A.

Is this line item re-budgeted from a prior fiscal year?

Yes.

Division:	11	Transit
OrgKey:	2166	Facilities Maintenance Admin
Object:	7519	Prof Serv-Other Prof Services

Description:	Arc Flash Study	
Quantity/Cost:	1 @ $240,000	FY18-01713
Budget Request:	$ 240,000	IFAS#: 2166-7519-D3107-01C

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

OSHA requires that OCTA comply with NFPA 70E which requires that Facilities perform an Arc Flash analysis of all electrical distribution systems at all OCTA owned facilities. This assessment will provide information regarding compliance, safety hazards, and the personal protective equipment needed.

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

The qualified contractor will possess a valid California C-10 contractor's license and five years experience with arc flash analysis in a large scale industrial application.

Please explain how you arrived at the budgeted dollars requested.

The Arc Flash Analysis project was previously scheduled and publicly bid in FY 15-16 for the amount of $176,000. The additional funds requested are for additional analysis that was not included in the original scope of work, and to provide remote electrical power during full power shut downs.

What phase of the project does this line item support?

This line item supports all phases of the project.

What phase of the project is this line item currently in, as of January 2, 2017?

This project is in the planning phase.

Is this line item re-budgeted from a prior fiscal year?

Yes

Division:	11	Transit	
OrgKey:	2168	Maintenance Santa Ana Admin	
Object:	7519	Prof Serv-Other Prof Services	

Description:		Tool Calibration	
Quantity/Cost:		1 @ $15,000	FY18-01054
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

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.

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..

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.

Based on actual expenditure data from IFAS.

What phase of the project does this line item support?

N/A.

What phase of the project is this line item currently in, as of January 2, 2017?

N/A.

Is this line item re-budgeted from a prior fiscal year?

Yes.

Division:	11	Transit
OrgKey:	2169	Maintenance Training
Object:	7519	Prof Serv-Other Prof Services

Description:	Contracted Training - CNG Tank Inspector Training	
Quantity/Cost:	5 @ $2,000	FY18-01077
Budget Request:	$ 10,000	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.

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. CNG (Compressed Natural Gas) Tank Inspector Training and Certification costs $2,000 per inspector ($10,000).

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 on tank certification paperwork.

Please explain how you arrived at the budgeted dollars requested.

Current cost for training is $2,000 per inspector times 5 employees.

What phase of the project does this line item support?

Ongoing training required as long as the OCTA utilizes CNG fuel systems.

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing training required as long as the OCTA utilizes CNG fuel systems.

Is this line item re-budgeted from a prior fiscal year?

Ongoing training required as long as the OCTA utilizes CNG fuel systems.

Division:	11	Transit
OrgKey:	2169	Maintenance Training
Object:	7519	Prof Serv-Other Prof Services

Description:	Contracted Training - Opacity Inspector Training	
Quantity/Cost:	5 @ $175	FY18-01629
Budget Request:	$ 875	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.

This training and certification is required to perform the mandated opacity test inspections on our fleet of diesel buses. There are regulatory requirements to inspect, maintain and certify contingency fleet of diesel buses. Recertification is required every (4) years. Opacity Inspector Training and Certification costs $175 per inspector ($875.00).

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 on opacity certification paperwork.

Please explain how you arrived at the budgeted dollars requested.

Current cost for training is $175.00 per inspector times 5 employees.

What phase of the project does this line item support?

Ongoing training required as long as the OCTA utilizes diesel fuel systems.

What phase of the project is this line item currently in, as of January 2, 2017?

Ongoing training required as long as the OCTA utilizes diesel fuel systems.

Is this line item re-budgeted from a prior fiscal year?

Ongoing training required as long as the OCTA utilizes diesel fuel systems.

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 @ $15,000	FY18-01091
Budget Request:	$ 15,000	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.

The funds are intended for the annual maintenance and calibration on the computer numerical control (CNC) plasma cutter and CNC brake lathe. This contract will be annual to ensure proper maintenance and calibration of the mission critical equipment.

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 have preventive maintenance inspection and calibrations performed to ensure accuracy and reliability.

Please explain how you arrived at the budgeted dollars requested.

Based on quotes from the manufacturer of the equipment.

What phase of the project does this line item support?

N/A

What phase of the project is this line item currently in, as of January 2, 2017?

N/A

Is this line item re-budgeted from a prior fiscal year?

No.

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