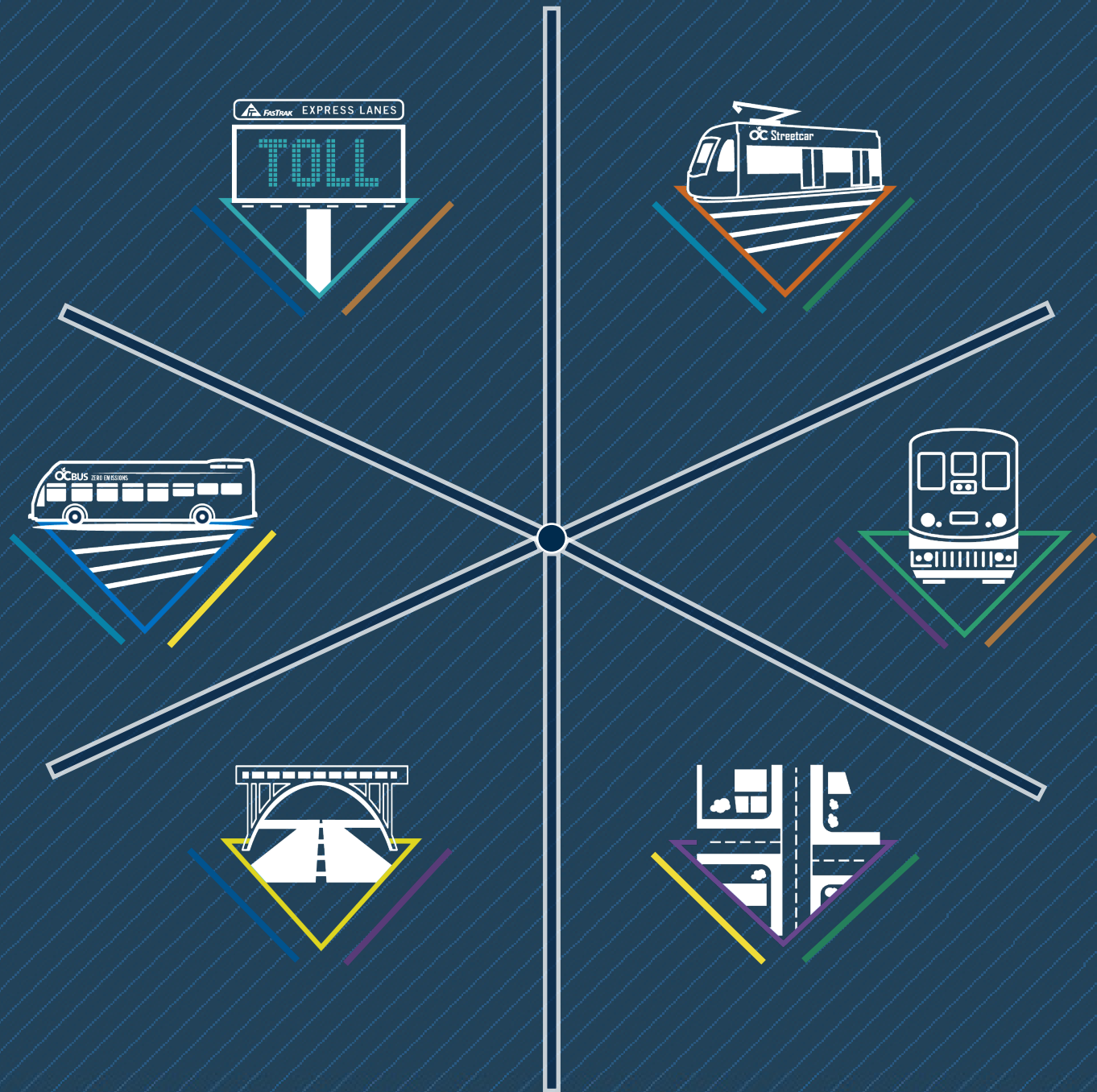


# APPROVED SERVICES JUSTIFICATIONS

## FISCAL YEAR 2019-20





**FISCAL YEAR 2019-20  
LINE ITEM CONTROLLED SERVICES  
JUSTIFICATIONS**

Darrell E. Johnson  
Chief Executive Officer

Prepared by: Finance and Administration Division  
Andrew Oftelie  
Chief Financial Officer



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**Measure M2 Program..... 1**

**Rail Program..... 105**

**OC Streetcar ..... 135**

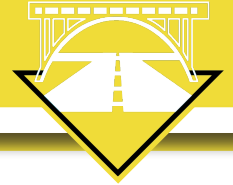
**Express Lanes ..... 145**

**Motorist Services ..... 163**

**Bus Program ..... 175**

**Administration ..... 231**

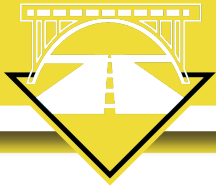
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## Measure M2 Program

### Line Item Controlled Services

Org- Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
<b>Freeways</b>					
<b>Costa Mesa Freeway (SR-55) Improvements (Project F)</b>					
0017	Local Transport Auth Mea	7514	SR-55, I-405 to I-5 - Right-of-Way Support	3,000,000	7
0017	Local Transport Auth Mea	7519	SR-55 Costa Mesa Freeway Improvements	10,000	7
0017	Local Transport Auth Mea	7519	SR-55, I-405 to I-5 - Design Funding	1,000,000	8
0017	Local Transport Auth Mea	7519	SR-55, I-405 to I-5 - State and Federal Grant Writing	25,000	9
0017	Local Transport Auth Mea	7519	SR-55, I-405 to I-5 - Grant Advisory Services	10,000	10
0017	Local Transport Auth Mea	7519	SR-55, I-405 to I-5 - Engineering Caltrans Coop Agreement	200,000	11
0017	Local Transport Auth Mea	7519	SR-55, I-405 to I-5 - Project Management Consultant Services	730,000	12
0017	Local Transport Auth Mea	7519	SR-55, I-405 to I-5 - Southern California Regional Rail Authorit	100,000	12
0017	Local Transport Auth Mea	7519	SR-55, I-405 to I-5 - Programming and Analysis Consultant	20,000	13
0017	Local Transport Auth Mea	7519	SR-55, I-405 to I-5 - Public Outreach	100,000	14
0017	Local Transport Auth Mea	7519	SR-55, I-5 to SR-91 - Environmental Support	2,000	14
0017	Local Transport Auth Mea	7519	SR-55, I-5 to SR-91 - Consultant Environmental Services	500,000	15
0017	Local Transport Auth Mea	7519	SR-55, I-5 to SR-91 - Public Outreach	50,000	16
0017	Local Transport Auth Mea	7629	SR-55, I-405 to I-5 - Excess Land Maintenance	100,000	16
<b>Freeway Environmental Mitigation</b>					
0017	Local Transport Auth Mea	7519	Professional Services for Fire Management Plan for the M2 Pr	75,000	17
0017	Local Transport Auth Mea	7519	Strategic Management Services	20,000	17
0017	Local Transport Auth Mea	7519	Orange County Sheriff Mounted Unit - Interim Land Managem	75,000	18
0017	Local Transport Auth Mea	7519	On-Call M2 Environmental Support	100,000	18
0017	Local Transport Auth Mea	7519	Interim Biological Monitoring for M2 Preserves	100,000	19
0017	Local Transport Auth Mea	7519	Interim Land Management for M2 Preserves	100,000	19
0017	Local Transport Auth Mea	7519	Private Patrol for M2 Conservation Properties	50,000	20
0017	Local Transport Auth Mea	7519	Interim Land Management for Hayashi Preserve	60,000	20
0017	Local Transport Auth Mea	7519	Environmental Mitigation Program - Licensed Land Survey Ser	140,000	21
0017	Local Transport Auth Mea	7519	Interim Land Manager to Perform Biological Monitoring	50,000	21
0017	Local Transport Auth Mea	7519	Interim Biological Monitoring Support Services	20,000	22
0017	Local Transport Auth Mea	7519	Environmental Mitigation Program - Regulatory Support	245,000	22
0017	Local Transport Auth Mea	7519	Cultural Resources Support for Army Corps of Engineers Perm	50,000	23
0017	Local Transport Auth Mea	7519	Environmental Mitigation Program - Public Outreach	40,000	23
0017	Local Transport Auth Mea	7519	Environmental Mitigation Program - Trabuco Rose Preserve	350,000	24
<b>I-405, San Diego Freeway from I-605 to SR-55 (Project K)</b>					
0017	Local Transport Auth Mea	7514	I-405, SR-73 to I-605 - Right-of-Way Support	1,800,000	24
0017	Local Transport Auth Mea	7519	I-405, SR-73 to I-605 - Permit Application Review	37,500	25



# Measure M2 Program

## Measure M2 Program

### Line Item Controlled Services

Org- Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
<b>Freeways</b>					
<b>I-405, San Diego Freeway from I-605 to SR-55 (Project K)</b>					
0017	Local Transport Auth Mea	7519	I-405, SR-73 to I-605 - Project Management Support Services	3,600,000	25
0017	Local Transport Auth Mea	7519	I-405, SR-73 to I-605 - Public Outreach	937,500	26
0017	Local Transport Auth Mea	7629	I-405, SR-73 to I-605 - Excess Land Maintenance	50,000	27
<b>I-405, San Diego Freeway from SR-55 to I-5 (Project L)</b>					
0017	Local Transport Auth Mea	7519	I-405, I-5 to SR55- Public Outreach	30,000	27
<b>I-5 Improvement Project, Pico to San Diego County Line</b>					
0001	General Fund	7519	I-5 Improvement Project, Pico to San Diego County Line - Envi	5,500,000	28
<b>I-5, I-405 to SR-55 (Project B)</b>					
0017	Local Transport Auth Mea	7519	I-5 Santa Ana/San Diego Freeway Improvements	20,000	28
0017	Local Transport Auth Mea	7519	I-5, I-405 to SR-55 - Environmental Support	2,000	29
0017	Local Transport Auth Mea	7519	I-5, I-405 to SR-55 - Community Outreach	36,000	29
0017	Local Transport Auth Mea	7519	I-5, I-405 to SR-55 - Environmental Phase Funding	500,000	30
<b>I-5, Santa Ana Freeway (Project C)</b>					
0017	Local Transport Auth Mea	7514	I-5 Widening, SR-73 to Oso Parkway - Right-of-Way Support	590,000	30
0017	Local Transport Auth Mea	7514	I-5 Widening, Oso Parkway to Alicia Parkway (Segment 2) - Rig	846,000	31
0017	Local Transport Auth Mea	7514	I-5 Widening, Oso Parkway to Alicia Parkway (Segment 3) - Rig	1,000,000	31
0017	Local Transport Auth Mea	7519	I-5, SR-73 to Oso Parkway - Design Funding	470,000	32
0017	Local Transport Auth Mea	7519	I-5, SR-73 to Oso Parkway - Community Outreach	37,470	32
0017	Local Transport Auth Mea	7519	I-5, SR-73 to Oso Parkway - Public Outreach	55,500	33
0017	Local Transport Auth Mea	7519	I-5, Oso Parkway to Alicia Parkway (Segment 2) - Design	250,000	33
0017	Local Transport Auth Mea	7519	I-5, Oso Parkway to Alicia Parkway - Community Outreach	74,993	34
0017	Local Transport Auth Mea	7519	I-5, Oso Parkway to Alicia Parkway (Segment 3) - Design	750,000	34
0017	Local Transport Auth Mea	7519	I-5, Alicia Parkway to El Toro Road - Public Outreach	55,500	35
<b>I-5, Santa Ana Freeway Interchange Improvements (Project D)</b>					
0017	Local Transport Auth Mea	7519	El Toro Interchange - Public Outreach	24,000	35
0017	Local Transport Auth Mea	7519	El Toro Interchange - State and Federal Grant Writing	10,000	36
0017	Local Transport Auth Mea	7519	El Toro Interchange - Grant Advisory Services	15,000	37
0017	Local Transport Auth Mea	7519	El Toro Interchange - Programming and Analysis Consultant	20,000	38
<b>I-5, SR-55 to SR-57 (Project A)</b>					
0017	Local Transport Auth Mea	7519	I-5, SR-55 to SR-57 - Design Support	250,000	39
0017	Local Transport Auth Mea	7519	I-5, SR-55 to SR-57 - Public Outreach	115,000	40
<b>Orange Freeway (SR-57) Improvements (Project G)</b>					
0017	Local Transport Auth Mea	7519	SR-57 Orange Freeway Improvements	10,000	41





## Measure M2 Program

### Line Item Controlled Services

Org- Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
<b>Freeways</b>					
<b>Orange Freeway (SR-57) Improvements (Project G)</b>					
0017	Local Transport Auth Mea	7519	SR-57, Orangethorpe Ave to Yorba Linda Blvd - Environmental	2,000	41
0017	Local Transport Auth Mea	7519	SR-57, Lambert Rd. to Tonner Canyon - State and Federal Gra	20,000	42
0017	Local Transport Auth Mea	7519	SR-57, Lambert Rd. to Tonner Canyon - Grant Advisory Service	15,000	43
0017	Local Transport Auth Mea	7519	SR-57, Lambert Rd. to Tonner Canyon - Programming and Ana	20,000	44
<b>SR-91, Riverside Freeway Improvements from I-5 to SR-57 (Project H)</b>					
0017	Local Transport Auth Mea	7519	SR-91, I-5 to SR-57 - Landscape Construction	238,000	45
0017	Local Transport Auth Mea	7519	SR-91, I-5 to SR-57 - Landscape Construction Management	47,000	45
<b>SR-91, Riverside Freeway Improvements from SR-57 to SR-55 (Project I)</b>					
0017	Local Transport Auth Mea	7519	SR-91, SR-55 to SR-57 - Communications Outreach	60,000	46
0017	Local Transport Auth Mea	7519	SR-91, SR-55 to SR-57 - Consultant Environmental Services	750,000	47
0017	Local Transport Auth Mea	7519	SR-91, Acacia to La Palma Ave - Consultant Design Services	9,800,000	48
0017	Local Transport Auth Mea	7519	SR-91, La Palma to SR-55 - Consultant Design Services	16,300,000	49
0017	Local Transport Auth Mea	7519	SR-91, SR-55 to Lakeview Avenue - Consultant Design Services	8,900,000	50
<b>SR-91, SR-55 to County Line (Project J)</b>					
0017	Local Transport Auth Mea	7519	SR-91 Eastbound Improvements from SR-241 to SR-71 Feasabi	600,000	51
<b>M2 Administration</b>					
<b>LTA - California Department of Tax and Fee Administration</b>					
0017	Local Transport Auth Mea	7519	California Department of Tax and Fee Administration Fees	3,709,536	52
<b>Measure M2 Administration</b>					
0017	Local Transport Auth Mea	7512	Price Review/Buy America/Audit	25,000	52
0017	Local Transport Auth Mea	7512	General On-Call Auditing Services	100,000	53
0017	Local Transport Auth Mea	7515	Investment Fees	520,434	53
0017	Local Transport Auth Mea	7519	On-Call Measure M2 Strategic Advisory Services	75,000	54
0017	Local Transport Auth Mea	7519	Measure M2 Transition to OC Go - Awareness and Website	50,000	54
0017	Local Transport Auth Mea	7519	Orange County Transportation Authority Modeling (OCTAM) S	100,000	55
0017	Local Transport Auth Mea	7519	Measure M2 Strategic Management Services	10,000	55
0017	Local Transport Auth Mea	7519	M2 Program - Development of Website Tools and Enhanceme	145,000	56
0017	Local Transport Auth Mea	7519	Diverse Communities Outreach Enhancements	60,000	57
0017	Local Transport Auth Mea	7519	M2 Project - State and Federal Grant Writing	10,000	58
0017	Local Transport Auth Mea	7519	Measure M2 Technical Studies	100,000	59
0017	Local Transport Auth Mea	7519	Letter of Credit for Services of Interstate 405 Improvement Pr	1,040,000	59
0017	Local Transport Auth Mea	7519	Media Public Service Announcements for Measure M2	40,000	60
0017	Local Transport Auth Mea	7519	GIS Professional Services - Staff Augmentation for M2 Projects	150,000	60

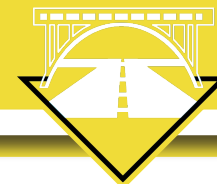


# Measure M2 Program

## Measure M2 Program

### Line Item Controlled Services

Org- Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
<b>M2 Administration</b>					
<b>Measure M2 Administration</b>					
0017	Local Transport Auth Mea	7519	Rebate Report	15,000	61
0017	Local Transport Auth Mea	7519	Economic Advisory Services for Taxable Sales and Other Forec	52,500	62
0017	Local Transport Auth Mea	7519	Financial Advisory Services	150,000	63
0017	Local Transport Auth Mea	7519	Taxpayer Oversight Committee Consultant	10,000	64
0017	Local Transport Auth Mea	7519	M2 Document Center Support	125,000	64
0017	Local Transport Auth Mea	7519	M2 Market Conditions Analysis	30,000	65
0017	Local Transport Auth Mea	7519	M2 - State and Federal Programming Support	10,000	65
0017	Local Transport Auth Mea	7519	Mobility Indicators Report Refresh	50,000	66
0017	Local Transport Auth Mea	7519	M2 SharePoint Project Development	100,000	66
0017	Local Transport Auth Mea	7519	M2 Programming and Analysis Support	40,000	67
0017	Local Transport Auth Mea	7519	Trust Services for Long-Term Debt	6,000	68
0017	Local Transport Auth Mea	7519	Debt Rating Fees	50,000	69
0017	Local Transport Auth Mea	7519	Federal Program Strategic Services	318,000	69
0017	Local Transport Auth Mea	7519	Measure M2 Eligibility Review	60,000	70
0017	Local Transport Auth Mea	7519	OC Fundtracker Subscription and Master Tracking Database U	180,000	71
0017	Local Transport Auth Mea	7629	As Needed Translation Services for Measure M2	10,000	71
0017	Local Transport Auth Mea	7629	Taxpayer Oversight Committee Consultant	10,000	72
0017	Local Transport Auth Mea	7629	Taxpayer Oversight Committee Grand Jurors Association Cons	10,000	73
<b>M2 Transit</b>					
<b>Community Based Transit Circulator (Project V)</b>					
0017	Local Transport Auth Mea	7519	M2 Project V - Marketing Support	25,000	74
0017	Local Transport Auth Mea	7519	M2 Project V - Programming and Analysis	10,000	75
<b>Rail Project Support (Project R)</b>					
0017	Local Transport Auth Mea	7519	Professional Services for Environmental Support	2,000	76
0017	Local Transport Auth Mea	7519	M2 Rail Programs - Project Management Support	2,476,000	76
0017	Local Transport Auth Mea	7519	M2 Projects - State and Federal Grant Writing	10,000	77
0017	Local Transport Auth Mea	7519	Programming and Analysis	35,000	78
<b>Senior Mobility and Non-Emergency Medical Programs (Project U)</b>					
0017	Local Transport Auth Mea	7519	Senior and Reduced Fare Identification - Outreach Communic	25,000	79
<b>Transit Extensions to Metrolink (Project S)</b>					
0017	Local Transport Auth Mea	7519	OCTA Model Development and Improvements	150,000	79
0017	Local Transport Auth Mea	7519	M2 Project S - State and Federal Grant Writing	5,000	80
<b>Streets and Roads</b>					



## Measure M2 Program

### Line Item Controlled Services

Org- Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
<b>Streets and Roads</b>					
<b>Clean-up Highway/Street Runoff (Project X)</b>					
0017	Local Transport Auth Mea	7519	Environmental Cleanup Program - Data Gathering Services	75,000	81
0017	Local Transport Auth Mea	7519	Environmental Cleanup Program - Strategic Management Serv	6,000	81
0017	Local Transport Auth Mea	7519	M2 Environmental Projects - State and Federal Grant Writing	5,000	82
<b>Local Fair Share (Project Q)</b>					
0012	Orange County Unified Tra	7519	E-76 and Call Technical Review Service	110,000	83
0017	Local Transport Auth Mea	7519	Pavement Management Plan - On-Call Services	130,000	84
<b>OC Bridges (Project O)</b>					
0017	Local Transport Auth Mea	7519	Lakeview Avenue Grade Separation - Project Management Co	50,000	85
0017	Local Transport Auth Mea	7519	State College Boulevard Grade Separation - Project Managem	25,000	86
0017	Local Transport Auth Mea	7519	Raymond Avenue Grade Separation - Project Management Co	25,000	87
<b>Regional Capacity Program (Project O)</b>					
0017	Local Transport Auth Mea	7519	M2 Project O - State and Federal Grant Writing	10,000	88
0017	Local Transport Auth Mea	7519	M2 Project O - Grant Advisory Services	5,000	89
0017	Local Transport Auth Mea	7519	M2 Project O - State and Federal Programming Support	5,000	90
0017	Local Transport Auth Mea	7519	Regional Capacity Program Assistance	80,000	91
0017	Local Transport Auth Mea	7519	M2 Project O - Programming and Analysis	15,000	92
0017	Local Transport Auth Mea	7519	M2 Project O - Program Application and Final Payments Revie	68,000	92
<b>Regional Traffic Signal Synchronization (Project P)</b>					
0017	Local Transport Auth Mea	7519	M2 Project P - State and Federal Grant Writing	15,000	93
0017	Local Transport Auth Mea	7519	M2 Project P - Grant Advisory Services	5,000	94
0017	Local Transport Auth Mea	7519	M2 Project P - State and Federal Programming Support	5,000	95
0017	Local Transport Auth Mea	7519	Advanced Intelligent Transportation Systems Applications Sup	200,000	95
0017	Local Transport Auth Mea	7519	Signal Synchronization Plan Updates	100,000	96
0017	Local Transport Auth Mea	7519	Traffic Simulation Technical Support	100,000	96
0017	Local Transport Auth Mea	7519	Signal Synchronization - Project Management	400,000	97
0017	Local Transport Auth Mea	7519	Signal Synchronization - Program Updates	500,000	97
0017	Local Transport Auth Mea	7519	Signal Synchronization - Programming and Analysis	15,000	98
0017	Local Transport Auth Mea	7519	Garden Grove Boulevard Signal Synchronization - Consultant	2,645,838	99
0017	Local Transport Auth Mea	7519	Katella Avenue Signal Synchronization - Consultant Services	4,936,835	100
0017	Local Transport Auth Mea	7519	Los Alisos Boulevard Signal Synchronization - Consultant Servi	2,222,228	101
0017	Local Transport Auth Mea	7519	Main Street Signal Synchronization - Consultant Services	3,822,720	102
0017	Local Transport Auth Mea	7519	Aliso Creek Road Signal Synchronization	1,450,000	102
0017	Local Transport Auth Mea	7519	Lake Forest Drive Signal Synchronization	1,900,000	103



# Measure M2 Program

## Measure M2 Program

### Line Item Controlled Services

Org- Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
<b>Streets and Roads</b>					
<b>Regional Traffic Signal Synchronization (Project P)</b>					
0017	Local Transport Auth Mea	7519	Red Hill Avenue Signal Synchronization	2,150,000	103
<b>Subtotal Services - Measure M2 Program</b>				<b>\$ 92,336,554</b>	



## Freeways

### Costa Mesa Freeway (SR-55) Improvements (Project F)

<b>Description:</b>	<b>SR-55, I-405 to I-5 - Right-of-Way Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7514-FF101-0KU	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02246	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$3,000,000.00
<b>Manager:</b>	Ross Lew			<b>Total:</b>	<b>\$3,000,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Existing Cooperative Agreements with five right-of-way consultant firms. Acquisition and relocation of property, environmental, title, escrow, appraisal and appraisal review, excess land deposition, right-of-way engineering, negotiations, relocation assistance, and real estate property services for the SR-55, from I-405 to I-5 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 right-of-way agents.

**Please explain how you arrived at the budgeted dollars requested.** The budgeted dollars 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, 2019?** Design phase.

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>SR-55 Costa Mesa Freeway Improvements</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FF001-P2J	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02770	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$10,000.00
<b>Manager:</b>	Ben Ku			<b>Total:</b>	<b>\$10,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 agreement provides 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 Measure M2 program, and in particular, to meet the ordinance requirement that every effort is made to maximize state and federal funds. Please see Agreement C-8-1722.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Knowledge and experience with State of California and Federal transportation funding and grant programs, California Department of Transportation (Caltrans) processes and procedures.

**Please explain how you arrived at the budgeted dollars requested.** The budgeted dollar amounts are based on the amounts set forth in the 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 2nd.** N/A

**Is this line item rebudgeted from a prior fiscal year?** Yes



# Measure M2 Program

## Freeways

### Costa Mesa Freeway (SR-55) Improvements (Project F)

<b>Description:</b>	SR-55, I-405 to I-5 - Design Funding			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FF101-0KU	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02263	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$1,000,000.00
<b>Manager:</b>	Ross Lew			<b>Total:</b>	<b>\$1,000,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Existing Agreement C-7-1719 with WKE, Inc. for the preparation of the plans, specifications, and estimates (PS&E) for the State Route-55, I-405 to I-5. Scope of work includes design, and design support services during construction including review of design requests for information and contractor submittals, preparation of change directive and attending meetings, as needed. The budget request is for costs associated with these services.

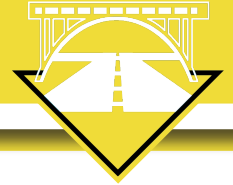
**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Engineering and environmental technical expertise.

**Please explain how you arrived at the budgeted dollars requested.** The budgeted dollars requested is based on the total projected expenditures for the fiscal year.

**What phase of the project does this line item support?** Design Phase - PS&E (Plans, Specifications, and Estimates) Phase.

**What phase of the project is this line item currently in, as of January 2, 2019?** Design Phase - PS&E (Plans, Specifications, and Estimates) Phase.

**Is this line item rebudgeted from a prior fiscal year?** No



## Freeways

### Costa Mesa Freeway (SR-55) Improvements (Project F)

<b>Description:</b>	SR-55, I-405 to I-5 - State and Federal Grant Writing			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FF101-10J	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02092	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$25,000.00
<b>Manager:</b>	Louis Zhao			<b>Total:</b>	<b>\$25,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 (KTUA C-7-2132) shall provide on an as-needed basis consultant services for grant writing, grant application preparation, and grant application quality control review. Consultant or consultants will work as needed, on a time and expense basis. As needed services shall include, but not be limited to the following:

- Consultant shall prepare grant applications and supporting documentation to ensure compliance with funding requirements. This may include, but is not limited to, developing application narratives, data, charts, tables and diagrams, letters of support, and supplemental application materials which may enhance the application.
- Consultant shall support project selection for the funding programs. This includes evaluating and preparing an overall needs assessment for OCTA and developing a strategy for the various funding programs, including documented needs and quantitative benefits of projects.
- Consultant shall prepare technical analyses, which include, but are not limited to, cost-benefit analysis and air quality/greenhouse gas emission reduction analysis. These analyses must meet the grant program requirements. If available, Consultant may use existing tools for the analyses.
- Consultant shall assist OCTA in managing application deadlines to ensure timely submission.
- Consultant shall collaborate with proper stakeholders to obtain signatures, data, forms and letters of support.
- Consultant shall provide grant related research assistance.
- Consultant shall review OCTA draft grant applications for local, state and federal funding for completion, quality control, and adherence to requirements outlined in funding guidelines.
- Consultant shall provide copies of the final and completed application prior to submission of the grant.

**What are the qualifications required for this line item?**

Knowledge and experience with State of California and Federal transportation funding and grant programs, California Department of Transportation (Caltrans) processes and procedures.

**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.**

Based on cost of programming consultants since this is similar to that type of work.

**What phase of the project does this line item support?**

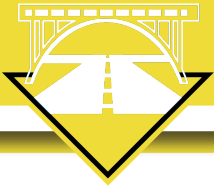
Could bring in external funding for design through construction phases.

**What phase of the project is this line item currently in, as of January 2, 2019?**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

Yes.



# Measure M2 Program

## Freeways

### Costa Mesa Freeway (SR-55) Improvements (Project F)

<b>Description:</b>	SR-55, I-405 to I-5 - Grant Advisory Services			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FF101-10K	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02133	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$10,000.00
<b>Manager:</b>	Louis Zhao			<b>Total:</b>	<b>\$10,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 or consultants shall provide, on an as-needed basis, advisory services to assist OCTA in developing successful grant applications for competitive state funding programs to meet state goals in the areas of environmental protection, greenhouse gas reduction, air quality, and/or public health, and/or disadvantaged communities, low income communities and households and overburdened communities as well as advisory services to assist in project development and reporting on successful grants. As needed services shall include, but not be limited to:

- High level strategic advice and consultation to OCTA for state goals related to environmental protection, greenhouse gas reduction, air quality, public health, disadvantaged communities, low income communities and households and/or overburdened communities.
- Review OCTA draft grant applications for state funding and make recommendations to maximize strategic advantages.
- Assist OCTA during project development to increase the proposed project's potential for state funding.
- Assist OCTA with project reporting on state-funded projects.
- Advise OCTA on potential project funding impacts resulting from legislative and regulatory proposals and help identify potential policy strategies with California Transportation Commission (CTC) and Caltrans.
- Assist in the analysis of state, federal and local program guidelines and relevant legislation.
- Prepare all work in accordance with approved guidelines and required documentation in effect at the time of work assignment.

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

Knowledge and experience with California transportation funding and grant programs, California Department of Transportation (Caltrans) processes, requirements related to programming and funding. A minimum of 5 years of experience in funding and grant processes or a related field is required.

**Please explain how you arrived at the budgeted dollars requested.**

Based on awarded contract amounts

**What phase of the project does this line item support?**

All phases

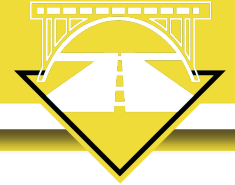
**What phase of the project is this line item currently in, as of January 2, 2019?**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

Yes.





**Freeways**

**Costa Mesa Freeway (SR-55) Improvements (Project F)**

<b>Description:</b>	SR-55, I-405 to I-5 - Engineering Caltrans Coop Agreement			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FF101-F17	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02276	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$200,000.00
<b>Manager:</b>	Ross Lew			<b>Total:</b>	<b>\$200,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

**Funding:** 0017-6048-FF101-XJD SR-55, I-405 to I-5 - PS&E Caltrans Coop Agreement 200,000

**Total Funded: 200,000**

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** This line item is for the engineering cooperative agreement with Caltrans for AAA services. Based on existing agreement C-7-1753.

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

**Please explain how you arrived at the budgeted dollars requested.** Anticipated Caltrans AAA services.

**What phase of the project does this line item support?** Design Phase - PS&E (Plans, Specifications, and Estimates) Phase.

**What phase of the project is this line item currently in, as of January 2, 2019?** Design Phase - PS&E (Plans, Specifications, and Estimates) Phase.

**Is this line item rebudgeted from a prior fiscal year?** No



# Measure M2 Program

## Freeways

### Costa Mesa Freeway (SR-55) Improvements (Project F)

<b>Description:</b>	<b>SR-55, I-405 to I-5 - Project Management Consultant Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FF101-HGL	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02237	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$730,000.00
<b>Manager:</b>	Ross Lew			<b>Total:</b>	<b>\$730,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

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

Existing Agreement with Mott MacDonald for the State Route 55 project from I-405 to I-5. OCTA is responsible for managing a large number of transportation projects in Orange County including projects associated with freeway, highway, and transit modes. 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 (PMC) shall assist OCTA in this challenge by providing staff assistance and technical expertise to help manage its capital development projects. Consultant shall assist OCTA's Highway Programs in planning, managing, and controlling the overall capital development program. The PMC shall also provide 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?**

Engineering and technical expertise in program management support services for highway and rail related projects.

**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.**

The budgeted dollars 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, right-of-way, and construction phases of work.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Design phase.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.

<b>Description:</b>	<b>SR-55, I-405 to I-5 - Southern California Regional Rail Authority Coop Agreement</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FF101-NA4	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02240	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$100,000.00
<b>Manager:</b>	Ross Lew			<b>Total:</b>	<b>\$100,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 enter into a cooperative agreement with Southern California Regional Rail Authority (SCRRA) to provide design review services for the State Route 55, from I-405 to I-5. This budget request is for costs associated with these services.

**What are the qualifications required for this line item?**

Not applicable.

**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.**

The budgeted dollars 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 phases of work.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Design phase.

**Is this line item rebudgeted from a prior fiscal year?**

No.



## Freeways

### Costa Mesa Freeway (SR-55) Improvements (Project F)

<b>Description:</b>	SR-55, I-405 to I-5 - Programming and Analysis Consultant			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FF101-TJ4	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02138	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$20,000.00
<b>Manager:</b>	Adriann Cardoso			<b>Total:</b>	<b>\$20,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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, on an as-needed basis, state, federal, and local programming support services for the SR-55, I-405 to I-5 project. Services include competitive grant and formula funding program coordination. Consultant will also provide 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); Federal Transit Administration (FTA) programs including new starts; review and analysis of California Transportation Commission (CTC) actions and the next Federal Transportation Reauthorization Bill. See Agreement C-7-2134.

**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 Measure 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 existing contract.

**What phase of the project does this line item support?**

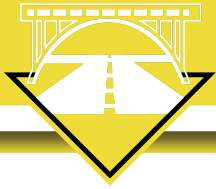
All phases

**What phase of the project is this line item currently in, as of January 2, 2019?**

Ongoing

**Is this line item rebudgeted from a prior fiscal year?**

Yes



# Measure M2 Program

## Freeways

### Costa Mesa Freeway (SR-55) Improvements (Project F)

<b>Description:</b>	SR-55, I-405 to I-5 - Public Outreach			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FF101-TYP	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01834	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$100,000.00
<b>Manager:</b>	Calina North			<b>Total:</b>	<b>\$100,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 Public Awareness Campaign consultant assists OCTA Outreach staff in developing collateral regarding SR-55, I-405 to I-5 project status and schedule, construction activities, and closures and detours in coordination with the technical team. The consultant, under OCTA direction, also tracks and provides timely responses to community questions and concerns; assists with meeting key stakeholders, residents, business owners and commuters; and monitors project metrics and maintains the project outreach record. Outreach to key stakeholders along the corridor such as auto dealerships, Ricoh Electronics and more than a dozen hotels is required. The consultant also is tracking community input to provide feedback to the technical team during development of the Traffic Management Plan. This contract is for both projects. It is time and expense and approximately \$566,630 over four years with a one year option term. Approximately \$100,000 will be spent in FY 2019-20 on this project. Associated Contract #C53777

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

An understanding of activities during the Design and Pre-Construction phases of a project. 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. Ability to plan and execute large-scale events.

**Please explain how you arrived at the budgeted dollars requested.**

Analysis of previous expenditures; review of latest schedule with Project Manager; forecast of upcoming major milestones.

**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, 2019?**

Design

**Is this line item rebudgeted from a prior fiscal year?**

No

<b>Description:</b>	SR-55, I-5 to SR-91 - Environmental Support			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FF102-04L	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02547	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$2,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$2,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 provide environmental phase support for the State Route-55, from I-5 to State Route-91 project.

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

Environmental Planner.

**Please explain how you arrived at the budgeted dollars requested.**

Based on previous year's 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 2nd.**

Various

**Is this line item rebudgeted from a prior fiscal year?**

Yes



## Freeways

### Costa Mesa Freeway (SR-55) Improvements (Project F)

<b>Description:</b>	SR-55, I-5 to SR-91 - Consultant Environmental Services			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FF102-07H	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02262	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$500,000.00
<b>Manager:</b>	Jeannie Lee			<b>Total:</b>	<b>\$500,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

**Funding:** 0017-6048-FF102-XID SR-55, I-5 to SR-91 - Consultant PA/ED Services 500,000

**Total Funded: 500,000**

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Estimated costs for environmental consultant services (PA/ED) for the State Route-55, I-5 to State Route-91 project. The project will add new lanes on State Route-55 between I-5 and State Route-22 and includes operational improvements on State Route-55 between State Route-22 and State Route-91.

**What are the qualifications required for this line item?** Engineering & environmental technical expertise.  
**Example: Expert-level JAVA programmer to enhance website.**

**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, 2019?** PA/ED (Environmental) Phase

**Is this line item rebudgeted from a prior fiscal year?** No



# Measure M2 Program

## Freeways

### Costa Mesa Freeway (SR-55) Improvements (Project F)

<b>Description:</b>	SR-55, I-5 to SR-91 - Public Outreach			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FF102-0IC	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01835	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Calina North			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 Public Awareness Campaign consultant assists OCTA Outreach staff in developing collateral regarding project status and schedule, construction activities, and closures and detours in coordination with the technical team. The consultant, under OCTA direction, also tracks and provides timely responses to community questions and concerns; assists with meeting key stakeholders, residents, business owners and commuters; and monitors project metrics and maintains the project outreach record. A public hearing on the project's Draft Environmental Document (DED) is scheduled for the project in FY 2019-20. The consultant also will assist with outreach to key stakeholders along the corridor to encourage participation in the public hearing and during the circulation period of the DED. This contract is for both projects. It is time and expense and approximately \$566,630 over four years with a one year option term. Approximately \$50,000 will be spent in FY 2019-20 on this project.

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

An understanding of activities during the Environmental phase of a project. 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. Ability to plan and execute Public Hearings per California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) guidelines.

**Please explain how you arrived at the budgeted dollars requested.**

Analysis of previous expenditures; review of latest schedule with Project Manager; forecast of upcoming major milestones.

**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, 2019?**

Environmental

**Is this line item rebudgeted from a prior fiscal year?**

No

<b>Description:</b>	SR-55, I-405 to I-5 - Excess Land Maintenance			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7629-FF101-F17	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02446	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$100,000.00
<b>Manager:</b>	Bill Mock			<b>Total:</b>	<b>\$100,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 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.**

Qualified property maintenance service professionals.

**Please explain how you arrived at the budgeted dollars requested.**

The budgeted dollars requested is based on the projected expenditures for the fiscal year.

**What phase of the project does this line item support?**

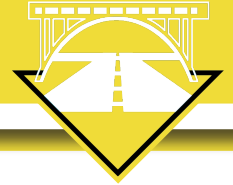
This line item supports the pre-construction phase of work.

**What phase of the project is this line item currently in, as of January 2nd.**

Design phase.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.



## Freeways

### Freeway Environmental Mitigation

<b>Description:</b>	<b>Professional Services for Fire Management Plan for the M2 Preserves</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FX001-07Q	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00048	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$75,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$75,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 the seven OCTA Preserves. This is a requirement of the wildlife agencies and has been committed to as part of 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 and laws, standards, guidelines, assessment of fire threat, factors that increase threat, fire suppression support, framework to carry out the plan, and wildland fire management options. The deliverables will consist of separate fire management plans/documents.

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

Specific environmental consultant with experience in producing fire management plans for wildland properties.

**Please explain how you arrived at the budgeted dollars requested.**

Budget developed from a 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, 2019?**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

No

<b>Description:</b>	<b>Strategic Management Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FX001-0K2	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00049	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$20,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$20,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

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

Strategic management services for the Environmental Mitigation Program (EMP). The EMP provides comprehensive mitigation efforts to offset environmental impacts of the Measure M2 Program freeway projects.

**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's 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, 2019?**

Various

**Is this line item rebudgeted from a prior fiscal year?**

Yes



# Measure M2 Program

## Freeways

### Freeway Environmental Mitigation

<b>Description:</b>	<b>Orange County Sheriff Mounted Unit - Interim Land Management</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FX001-NAA	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00059	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$75,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$75,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 covers the cost to deploy Orange County Sheriff Deputies (Mounted Enforcement Unit) to patrol the OCTA Preserves for a period of five years. They will coordinate and supplement the OCTA private patrol contractor and are able to get to trails and locations that are not accessible by vehicles 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 on previous years' 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, 2019?** Various

**Is this line item rebudgeted from a prior fiscal year?** Yes

<b>Description:</b>	<b>On-Call M2 Environmental Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FX001-NAB	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00060	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$100,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$100,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 remaining Preserve resource management plans, review and consistency check for the Measure M2 freeway projects and Conservation Plan, and support for drafting the annual reports which are required as part of the Conservation Plan. This contract will replace an existing contract that has recently been closed out.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Project Manager, Environmental planner (Natural sciences, Biologist or regulatory specialist), and Geographical 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?** Various

**What phase of the project is this line item currently in, as of January 2, 2019?** Various

**Is this line item rebudgeted from a prior fiscal year?** No





## Freeways

### Freeway Environmental Mitigation

<b>Description:</b>	<b>Interim Biological Monitoring for M2 Preserves</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FX001-NAC	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00053	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$100,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$100,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 include routine biological monitoring as well as focused surveys for rare and endangered species. This is requirement of the OCTA Conservation Plan to ensure the OCTA Preserves are being managed appropriately. Deliverables include monitoring reports on a routine basis (changes based on season) as well as an annual monitoring report. Services 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 is based on a contract to cover five years. Anticipated to be a bit more than 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, 2019?** Various

**Is this line item rebudgeted from a prior fiscal year?** Yes

<b>Description:</b>	<b>Interim Land Management for M2 Preserves</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FX001-NAD	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00056	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$100,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$100,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 interim land management including maintenance of Measure 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 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, and equipment operator.

**Please explain how you arrived at the budgeted dollars requested.** Various

**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, 2019?** Yes

**Is this line item rebudgeted from a prior fiscal year?** Yes



# Measure M2 Program

## Freeways

### Freeway Environmental Mitigation

<b>Description:</b>	<b>Private Patrol for M2 Conservation Properties</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FX001-NAE	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00061	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 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 field staff.

**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.

**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?** Various

**What phase of the project is this line item currently in, as of January 2, 2019?** Various

**Is this line item rebudgeted from a prior fiscal year?** Yes

<b>Description:</b>	<b>Interim Land Management for Hayashi Preserve</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FX001-NAF	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00055	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$60,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$60,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 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 to monitor and manage the Hayashi Preserve on an interim basis, 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 to 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, or State Park Supervisor.

**Please explain how you arrived at the budgeted dollars requested.** Based on previous years' 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, 2019?** Various

**Is this line item rebudgeted from a prior fiscal year?** Yes



## Freeways

### Freeway Environmental Mitigation

<b>Description:</b>	<b>Environmental Mitigation Program - Licensed Land Survey Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FX001-NAG	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00058	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$140,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$140,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 licensed land surveyor (by State of California) to perform work on the Environmental Mitigation Program (EMP) Preserves.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Licensed Land Surveyor (by State of California).

**Please explain how you arrived at the budgeted dollars requested.** Based on previous years experience 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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** No

<b>Description:</b>	<b>Interim Land Manager to Perform Biological Monitoring</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FX001-NAH	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00057	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 include vegetation sampling to collect quantitative and qualitative biological monitoring of a subset (Hafen, Saddle Creek South (SCS), and O'Neill Oaks) of the OCTA Preserves. Work will include project planning, transect surveys, photopoints, data summaries, and reports. Higher level of vegetation assessment needed as part of the Conservation Plan.

**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?** Various

**What phase of the project is this line item currently in, as of January 2, 2019?** Various

**Is this line item rebudgeted from a prior fiscal year?** Yes



# Measure M2 Program

## Freeways

### Freeway Environmental Mitigation

<b>Description:</b>	<b>Interim Biological Monitoring Support Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FX001-NAI	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00054	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$20,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$20,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 include biological monitoring for the OCTA Ferber Ranch Preserve. Consultant provides ongoing monitoring, photo documentation, checking fence lines, providing reports (including data management recommendation), 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, Geographical Information System (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?** Various

**What phase of the project is this line item currently in, as of January 2, 2019?** Various

**Is this line item rebudgeted from a prior fiscal year?** Yes

<b>Description:</b>	<b>Environmental Mitigation Program - Regulatory Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FX001-NAJ	<b>Quantity:</b>	3
<b>Line Item ID:</b>	FY20-01900	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$81,666.67
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$245,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Since the approval of the Conservation Plan in June 2017, consultant support is needed to implement different provisions of the Plan, freeway project implementation, reporting and monitoring, and regulatory support for compliance with the US Army Corps of Engineers and State Water Resources Control Board.

**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.** The cost estimate is based on previous environmental support efforts.

**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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** No



## Freeways

### Freeway Environmental Mitigation

<b>Description:</b>	<b>Cultural Resources Support for Army Corps of Engineers Permit</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FX001-P5A	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00050	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Ensure that the OCTA Measure M2 (M2) restoration projects and freeway projects are in compliance with the State Historic Preservation Office requirements. This is necessary for Army Corps of Engineers (ACOE) to provide a Section 404 permit (Clean Water Act). This scope also includes an archaeological component 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, and environmental planner.

**Please explain how you arrived at the budgeted dollars requested.** Anticipated needs for upcoming M2 freeway projects, restoration projects, and acquisition projects.

**What phase of the project does this line item support?** Multiple

**What phase of the project is this line item currently in, as of January 2, 2019?** Multiple

**Is this line item rebudgeted from a prior fiscal year?** Yes

<b>Description:</b>	<b>Environmental Mitigation Program - Public Outreach</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FX001-SGA	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00051	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$40,000.00
<b>Manager:</b>	Marissa Espino			<b>Total:</b>	<b>\$40,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 perform public outreach related to the Freeway Environmental Mitigation Program (EMP). The objective of the outreach is to inform target audiences about the EMP 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, 12 hike and equestrian ride tours, educational activities, Speakers Bureau efforts, and outreach materials and communications. The consultant would also coordinate all printed materials, projects boards, and web and social media content.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Public outreach experience to EMP stakeholders.

**Please explain how you arrived at the budgeted dollars requested.** Based on the contract amount

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** No



# Measure M2 Program

## Freeways

### Freeway Environmental Mitigation

<b>Description:</b>	<b>Environmental Mitigation Program - Trabuco Rose Preserve</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FX001-TCQ	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02554	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$350,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$350,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 new budget expense that will be used to hire a contractor to perform repairs on the Trabuco Rose Preserve.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** A state licensed engineer to design slope protection on the Trabuco Rose Preserve. A state licensed contractor will then perform the construction work. State and federal regulatory permits are anticipated before commencement of work.

**Please explain how you arrived at the budgeted dollars requested.** Preliminary conceptual engineering cost estimates have been performed to support the anticipated cost for the 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 2nd.** Planning and Procurement

**Is this line item rebudgeted from a prior fiscal year?** No

### I-405, San Diego Freeway from I-605 to SR-55 (Project K)

<b>Description:</b>	<b>I-405, SR-73 to I-605 - Right-of-Way Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7514-FK101-TZF	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02215	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$1,800,000.00
<b>Manager:</b>	Dennis Mak			<b>Total:</b>	<b>\$1,800,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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, Federal Highway Administration (FHWA), and the contractor to assist with the development and implementation of the right-of-way (ROW) program. The program includes developing and preparing a comprehensive ROW acquisition plan, updating the current ROW entry agreements, licenses and permits from affected owners for purposes of performing hazardous waste, geotechnical review, 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 for the project.

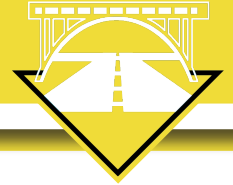
**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Professional and licensed ROW agents.

**Please explain how you arrived at the budgeted dollars requested.** The budgeted dollars requested is based on the projected expenditures for the fiscal year at a rate of 75% of the M2 funding to cover costs necessary to implement the general purpose lanes of the overall project.

**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, 2019?** Right-of-way phase.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



## Freeways

### I-405, San Diego Freeway from I-605 to SR-55 (Project K)

<b>Description:</b>	<b>I-405, SR-73 to I-605 - Permit Application Review</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FK101-013	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02222	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$37,500.00
<b>Manager:</b>	Dennis Mak			<b>Total:</b>	<b>\$37,500</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Existing Agreement with the U.S. Army Corps of Engineers for the I-405, State Route-73 to I-605 project. Work includes permit application review by the U.S. Army Corps of Engineers, Los Angeles District, and Permits 404 and 214. The budget request is for costs associated with these services related to the general purpose lanes of the overall 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 dollars requested is based on the total projected expenditures at a rate of 78% of the Measure M2 funding to cover costs necessary to implement the general purpose lanes for the project.

**What phase of the project does this line item support?** This line item will support the design and construction phases of work.

**What phase of the project is this line item currently in, as of January 2, 2019?** Design and construction phases.

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>I-405, SR-73 to I-605 - Project Management Support Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FK101-HGL	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02203	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$3,600,000.00
<b>Manager:</b>	Dennis Mak			<b>Total:</b>	<b>\$3,600,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Existing Agreement with Mott MacDonald (C-5-3767) for the I-405, SR-73 to I-605 project. OCTA is responsible for managing a large number of transportation projects in Orange County including projects associated with freeway, highway, and transit modes. 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 (PMC) shall assist OCTA in this challenge by providing staff assistance and technical expertise to help manage its capital development projects. Consultant shall assist OCTA's Highway Programs in planning, managing, and controlling the overall capital development program. The PMC shall also provide OCTA additional program management staff to assist in managing individual projects. The budget request is for costs associated with these services.

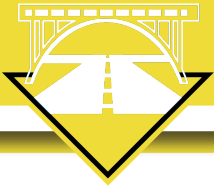
**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Engineering and technical expertise in program management support services for highway and rail related projects.

**Please explain how you arrived at the budgeted dollars requested.** The budgeted dollars requested is based on the total projected expenditures at a rate of 75% of the M2 funding to cover costs to implement the general purpose lanes of the project.

**What phase of the project does this line item support?** This line item will support the environmental, design, right-of-way, and construction phases of work.

**What phase of the project is this line item currently in, as of January 2, 2019?** Design, right-of-way, and construction phases.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



# Measure M2 Program

## Freeways

### I-405, San Diego Freeway from I-605 to SR-55 (Project K)

<b>Description:</b>	I-405, SR-73 to I-605 - Public Outreach			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FK101-N31	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01827	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$937,500.00
<b>Manager:</b>	Chris Boucly			<b>Total:</b>	<b>\$937,500</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 Improvement Project's Construction Phase Public Awareness Campaign (PAC) proactively provides information about the I-405 Improvement Project (OC Go Project K) via written, graphic and digital communication, as well as timely responses to community questions and concerns. The project corridor is 16 miles adjacent to thousands of residents and businesses in central Orange County, impacting those commuting to/from Los Angeles County. The consultant assists OCTA staff in developing and implementing a comprehensive public outreach program in tandem with the technical team / program management and construction management consultants through the construction phase of the entire I-405 Improvement Project. This budget item is strictly for the OC Go portion of the project. The overarching public outreach program shares with stakeholders the current project status, including schedule, construction activities, closures and detours. The PAC consultant, under OCTA direction, will continue to monitor current project sentiment, misconceptions, challenges, opportunities and preferred methods of communication regarding the I-405 Improvement Project in FY 2019-20. The consultant will continue to monitor project metrics and maintain the project outreach record. The consultant will 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 numerous project stakeholders who live or work along the project corridor, as well as each city affected by construction. Furthermore, the consultant will coordinate neighborhood and other meeting logistics, and create written, graphic and digital collateral. The consultant will also continue the Mobile PR program in FY 2019-20. This contract is time and expense and \$3,576,400 over six years. Approximately \$937,500 will be spent in FY 2019-20 in the Project K portion of the outreach contract. Associated contract C-2-2053.

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

An understanding of activities during the Construction phase of a project. 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.**

This request is based on outreach efforts for ongoing activities such as vegetation clearing, bridge work, sound wall construction and roadway excavation, etc.

**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, 2019?**

Construction

**Is this line item rebudgeted from a prior fiscal year?**

No





**Freeways**

**I-405, San Diego Freeway from I-605 to SR-55 (Project K)**

<b>Description:</b>	I-405, SR-73 to I-605 - Excess Land Maintenance			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7629-FK101-SKQ	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02448	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Bill Mock			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 I-405, SR-73 to I-605 project.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Qualified landscape maintenance service personnel.

**Please explain how you arrived at the budgeted dollars requested.** The budgeted dollars 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 2nd.** Construction phase.

**Is this line item rebudgeted from a prior fiscal year?** Yes.

**I-405, San Diego Freeway from SR-55 to I-5 (Project L)**

<b>Description:</b>	I-405, I-5 to SR55- Public Outreach			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FL101-OCB	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01993	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$30,000.00
<b>Manager:</b>	Fernando Chavarria			<b>Total:</b>	<b>\$30,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 develop and implement communications plan that introduces the preferred build alternative, establishes awareness of build alternative benefits, previews the final design process and milestones and creates awareness of the long-term development process for the I-405, I-5 to SR55 project. Deliverables will include copy for the project webpage, community presentations, social media partnering and presentation at special events.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Professional communications and outreach firm.

**Please explain how you arrived at the budgeted dollars requested.** Estimates based on prior projects, adjusted down to reflect the phase of the project, but also to reflect scope and span.

**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, 2019?** Project Approval/Environmental Document (PA/ED) phase.

**Is this line item rebudgeted from a prior fiscal year?** No.



# Measure M2 Program

## Freeways

### I-5 Improvement Project, Pico to San Diego County Line

<b>Description:</b>	<b>I-5 Improvement Project, Pico to San Diego County Line - Environmental Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0001-7519-A9160-0T8	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02231	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$5,500,000.00
<b>Manager:</b>	Rose Casey			<b>Total:</b>	<b>\$5,500,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

**Funding:** 0001-6053-A9160-XKD I-5 Improvement Project, Pico to San Diego County Line - PA/ED Pha 5,500,000

**Total Funded: 5,500,000**

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

Consultant services to prepare the project approval and environmental document for the Interstate 5 Improvement Project, from Avenida Pico to San Diego County Line. The project is a complementary to a Measure M project on the I-5 (Project C) and funded with federal Congestion Mitigation and Air Quality (CMAQ) funds. 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.**

Professionals to provide engineering services in the areas of land surveying, environmental, civil, traffic, design, planning, and other technical expertise to complete the environmental phase of the project.

**Please explain how you arrived at the budgeted dollars requested.**

The budgeted dollars requested is based on an estimate cost for this size of project.

**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, 2019?**

Planning phase (Project Study Report).

**Is this line item rebudgeted from a prior fiscal year?**

No.

### I-5, I-405 to SR-55 (Project B)

<b>Description:</b>	<b>I-5 Santa Ana/San Diego Freeway Improvements</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FB001-P2J	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02768	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$20,000.00
<b>Manager:</b>	Ben Ku			<b>Total:</b>	<b>\$20,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

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

Agreement C-8-1722 provides 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. A consultant is necessary to deliver the Measure M2 program, and in particular, to meet the ordinance requirement that every effort is made to maximize state and federal funds.

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

Knowledge and experience with State of California and Federal transportation funding and grant programs, California Department of Transportation (Caltrans) processes and procedures.

**Please explain how you arrived at the budgeted dollars requested.**

The amount requested is based on the awarded 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 2nd.**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

Yes



**Freeways**

**I-5, I-405 to SR-55 (Project B)**

<b>Description:</b>	<b>I-5, I-405 to SR-55 - Environmental Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FB101-04L	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02548	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$2,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$2,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 provide environmental phase support for the I-5, I-405 to State Route-55 project.

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

**Please explain how you arrived at the budgeted dollars requested.** Based on previous year's 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 2nd.** Various

**Is this line item rebudgeted from a prior fiscal year?** Yes

<b>Description:</b>	<b>I-5, I-405 to SR-55 - Community Outreach</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FB101-07R	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01847	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$36,000.00
<b>Manager:</b>	Fernando Chavarria			<b>Total:</b>	<b>\$36,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 and implement a communications plan that introduces the preferred build alternative, establishes awareness of build alternative benefits, previews the final design process and milestones and creates awareness of the long-term development process. Deliverables will include copy for the project webpage, community presentations, social media partnering and presentation at special events. Project spans approximately 9 miles between the cities of Irvine and Tustin, including adjacent to major residential, commercial and employment centers. Associated Contract # C-3-1975.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Professional communications and outreach firm.

**Please explain how you arrived at the budgeted dollars requested.** Estimates are based on prior projects, adjusted down to reflect the phase of the project, but also to reflect scope and span.

**What phase of the project does this line item support?** Design and Right-Of-Way phases.

**What phase of the project is this line item currently in, as of January 2, 2019?** Project Approval/Environmental Document (PA/ED)

**Is this line item rebudgeted from a prior fiscal year?** No



# Measure M2 Program

## Freeways

### I-5, I-405 to SR-55 (Project B)

<b>Description:</b>	<b>I-5, I-405 to SR-55 - Environmental Phase Funding</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FB101-N09	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02258	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$500,000.00
<b>Manager:</b>	Jeannie Lee			<b>Total:</b>	<b>\$500,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

**Funding:** 0017-6048-FB101-XFD I-5, I-405 to SR-55 - Environmental Services Contingency 500,000

**Total Funded: 500,000**

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

Existing Agreement C-3-1433 with URS Corporation for the preparation of the Project Approval and Environmental Document for the I-5 widening from I-405 to State Route-55. 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 environmental technical expertise.

**Please explain how you arrived at the budgeted dollars requested.**

The budgeted dollars requested is based on the total projected expenditures for the fiscal year.

**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, 2019?**

Project Approval/Environmental Document (Environmental) Phase

**Is this line item rebudgeted from a prior fiscal year?**

No

### I-5, Santa Ana Freeway (Project C)

<b>Description:</b>	<b>I-5 Widening, SR-73 to Oso Parkway - Right-of-Way Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7514-FC102-06W	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02437	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$590,000.00
<b>Manager:</b>	Hamid Torkamanha			<b>Total:</b>	<b>\$590,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

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

Existing Cooperative Agreement with Caltrans (C-5-3661). Acquisition and relocation of property, environmental, title, escrow, appraisal and appraisal review, excess land deposition, right-of-way engineering, negotiations, relocation assistance, and real estate property services for the I-5, SR-73 to Oso Parkway 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.**

Licensed right-of-way professionals.

**Please explain how you arrived at the budgeted dollars requested.**

The budgeted dollars requested is based on the projected expenditures for the fiscal year.

**What phase of the project does this line item support?**

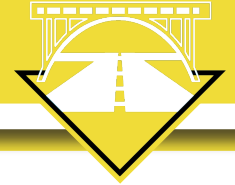
This line item will support the right-of-way phase of work.

**What phase of the project is this line item currently in, as of January 2nd.**

Right-of-way phase.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.



**Freeways**

**I-5, Santa Ana Freeway (Project C)**

<b>Description:</b>	<b>I-5 Widening, Oso Parkway to Alicia Parkway (Segment 2) - Right-of-Way Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7514-FC105-06W	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02510	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$846,000.00
<b>Manager:</b>	Niall Barrett			<b>Total:</b>	<b>\$846,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 to ensure all needed Right of Way (ROW) is acquired, as needed for the I-5 Widening, Oso Parkway to Alicia Parkway (Segment 2). Deed jackets, Resolutions of Necessity, Plats and Legals for remaining parcels.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Right of Way agent license.

**Please explain how you arrived at the budgeted dollars requested.** Total cost is \$1,319,000. \$846,000 represents the potential need to fund Caltrans and consultants in the next fiscal year.

**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 2nd.** Final Design. Construction bids were opened on January 16, 2019.

**Is this line item rebudgeted from a prior fiscal year?** \$250,000 was budgeted last year.

<b>Description:</b>	<b>I-5 Widening, Oso Parkway to Alicia Parkway (Segment 3) - Right-of-Way Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7514-FC106-N5R	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02517	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$1,000,000.00
<b>Manager:</b>	Niall Barrett			<b>Total:</b>	<b>\$1,000,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

<b>Funding:</b>	0017-6048-FC106-XID	I-5 Widening, Oso Parkway to Alicia Parkway (Segment 3) - ROW Su	280,000
		<b>Total Funded:</b>	<b>280,000</b>

**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 to ensure all needed Right of Way (ROW) is acquired, as needed for the I-5 Widening, Oso Parkway to Alicia Parkway (Segment 3). Deed jackets, Resolutions of Necessity, Plats and Legals for remaining parcels.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Right of Way agent license.

**Please explain how you arrived at the budgeted dollars requested.** Total cost is \$1,536,000. \$1,000,000 represents the potential need to fund Caltrans and consultants in the next fiscal year.

**What phase of the project does this line item support?** Design ROW acquisition.

**What phase of the project is this line item currently in, as of January 2nd.** Design.

**Is this line item rebudgeted from a prior fiscal year?** \$700,000 was budgeted last year.



# Measure M2 Program

## Freeways

### I-5, Santa Ana Freeway (Project C)

<b>Description:</b>	<b>I-5, SR-73 to Oso Parkway - Design Funding</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FC102-06W	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02384	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$470,000.00
<b>Manager:</b>	Hamid Torkamanha			<b>Total:</b>	<b>\$470,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

**Funding:** 0017-6048-FC102-XGD I-5, SR-73 to Oso Parkway - Design Contingency 415,292

**Total Funded: 415,292**

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

Existing Agreement C-3-2189 with WKE, Inc. for the I-5, State Route-73 to Oso Parkway project. Scope of work includes design, and design support services during construction, including review of 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?**

Professional Engineers to modify plans, specifications, and estimate (PS&E) for the project.

**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.**

The budgeted dollars 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 2nd.**

Design phase.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.

<b>Description:</b>	<b>I-5, SR-73 to Oso Parkway - Community Outreach</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FC102-TKH	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01994	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$37,470.00
<b>Manager:</b>	Fernando Chavarria			<b>Total:</b>	<b>\$37,470</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 and execute public communications and community outreach services required for construction of Segment 1 of the I-5, SR-73 to Oso Parkway project. A communications and outreach plan will be developed. Deliverables will include: 1) content for a project webpage; 2) collateral materials; 3) organization and implementation of community presentations and neighborhood meetings; 4) direct mailers and/or canvassing; and 5) community-based constituent services. The goal of this effort is to establish general awareness of the project and its benefits, the construction program and schedule as well as conduct stakeholder and neighborhood outreach, as well as perform constituent services. The focus of this effort will be on Segment 1 of the overall project.

**What are the qualifications required for this line item?**

Professional communications and outreach firm.

**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.**

Based on prior projects, independent cost estimates scaled to scope and magnitude of this project/segment.

**What phase of the project does this line item support?**

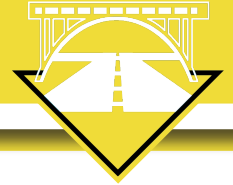
Construction

**What phase of the project is this line item currently in, as of January 2, 2019?**

Final Design/Right-Of-Way/Pre-Construction

**Is this line item rebudgeted from a prior fiscal year?**

No.



## Freeways

### I-5, Santa Ana Freeway (Project C)

<b>Description:</b>	<b>I-5, SR-73 to Oso Parkway - Public Outreach</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FC102-TKH	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01852	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$55,500.00
<b>Manager:</b>	Fernando Chavarria			<b>Total:</b>	<b>\$55,500</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 and execute public communications and community outreach services required during the I-5, SR-73 to Oso Parkway pre-construction phase. A multimedia communications and outreach plan will be developed. Deliverables will include: 1) content for a project webpage; 2) collateral materials; 3) organization and implementation of community presentations and neighborhood meetings; 4) direct mailers and/or canvassing; and 5) community-based constituent services. The goal of this effort is to establish general awareness of the project, understanding of the project's benefits and knowledge of the construction approach, potential impacts and ways to minimize these impacts on motorists and neighboring residential communities and businesses.

**What are the qualifications required for this line item?** Professional communications and outreach firm.

**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.** Based on prior projects, and independent cost estimates.

**What phase of the project does this line item support?** Final Design/Right-Of-Way/Pre-Construction

**What phase of the project is this line item currently in, as of January 2, 2019?** Final Design/Right-Of-Way/Pre-Construction

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>I-5, Oso Parkway to Alicia Parkway (Segment 2) - Design</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FC105-06W	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02509	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$250,000.00
<b>Manager:</b>	Niall Barrett			<b>Total:</b>	<b>\$250,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

**Funding:** 0017-6048-FC105-XFD I-5, Oso Parkway to Alicia Parkway (Segment 2) - Design 217,375

**Total Funded: 217,375**

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

Design support services during construction of the I-5, Oso Parkway to Alicia Parkway (Segment 2) project. Review of contractor's submittals, including Requests for Information, Design Clarification, review of contractor's submittals. Typically, there are a lot of submittals at the beginning of the construction phase.

**What are the qualifications required for this line item?** Professional Engineer license in the State of California.

**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.** Existing allocation is \$377,044. \$250,000 is based on contractor's early start of March 2019 and covers the need for additional support based on possible level of additional support required.

**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 2nd.** Final Design. Construction bids were opened on January 16, 2019.

**Is this line item rebudgeted from a prior fiscal year?** No





# Measure M2 Program

## Freeways

### I-5, Santa Ana Freeway (Project C)

<b>Description:</b>	I-5, Oso Parkway to Alicia Parkway - Community Outreach			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FC105-TKH	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01995	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$74,993.00
<b>Manager:</b>	Fernando Chavarria			<b>Total:</b>	<b>\$74,993</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 and execute public communications and community outreach services required for construction of I-5, Oso Parkway to Alicia Parkway (Segment 2). A communications and outreach plan will be developed. Deliverables will include: 1) content for a project webpage; 2) collateral materials; 3) organization and implementation of community presentations and neighborhood meetings; 4) direct mailers and/or canvassing; and 5) community-based constituent services and numerous other tactics. The goal of this effort is to establish general awareness of the project and its benefits, the construction program and schedule as well as conduct stakeholder and neighborhood outreach, as well as perform constituent services.

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

Professional communications and outreach firm

**Please explain how you arrived at the budgeted dollars requested.**

Prior projects; independent cost estimates scaled to scope and magnitude of this project/segment.

**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, 2019?**

Final Design/Right-Of-Way/Pre-Construction

**Is this line item rebudgeted from a prior fiscal year?**

No

<b>Description:</b>	I-5, Oso Parkway to Alicia Parkway (Segment 3) - Design			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FC106-N5R	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02508	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$750,000.00
<b>Manager:</b>	Niall Barrett			<b>Total:</b>	<b>\$750,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

<b>Funding:</b>	0017-6048-FC106-XGD	I-5, Oso Parkway to Alicia Parkway (Segment 3) - Design	532,500
		<b>Total Funded:</b>	<b>532,500</b>

**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 services for the I-5, Oso Parkway to Alicia Parkway (Segment 3) project. Completion of Final Design deemed necessary and outside scope of consultant contract. Scope of work includes updating design to include Caltrans 2018 standards, additional Right of Way and other design changes deemed necessary.

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

Professional Engineer license in the State of California.

**Please explain how you arrived at the budgeted dollars requested.**

Updating design due to Caltrans revised 2018 standards requires extensive redesign of multiple structural, roadway, drainage and knock on design changes.

**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 2nd.**

Design

**Is this line item rebudgeted from a prior fiscal year?**

No





**Freeways**

**I-5, Santa Ana Freeway (Project C)**

<b>Description:</b>	<b>I-5, Alicia Parkway to El Toro Road - Public Outreach</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FC106-TKH	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01857	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$55,500.00
<b>Manager:</b>	Fernando Chavarria			<b>Total:</b>	<b>\$55,500</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 and execute public communications and community outreach services required during the I-5, Alicia Parkway to El Toro Road pre-construction phase. A multimedia communications and outreach plan will be developed. Deliverables will include: 1) content for a project webpage; 2) collateral materials; 3) organization and implementation of community presentations and neighborhood meetings; 4) direct mailers and/or canvassing; and 5) community-based constituent services. The goal of this effort is to establish general awareness of the project, understanding of the project's benefits and knowledge of the construction approach, potential impacts and ways to minimize these impacts on motorists and neighboring residential communities and businesses.

**What are the qualifications required for this line item?** Professional communications and outreach firm.

**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.** Prior projects, and independent cost estimates

**What phase of the project does this line item support?** Final Design/Right-Of-Way/Pre-Construction

**What phase of the project is this line item currently in, as of January 2, 2019?** Final Design/Right-Of-Way/Pre-Construction

**Is this line item rebudgeted from a prior fiscal year?** No

**I-5, Santa Ana Freeway Interchange Improvements (Project D)**

<b>Description:</b>	<b>El Toro Interchange - Public Outreach</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FD102-0IA	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01858	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$24,000.00
<b>Manager:</b>	Fernando Chavarria			<b>Total:</b>	<b>\$24,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 and implement communications plan that, subsequent to the El Toro Interchange project Approval/Environmental document phase, introduces the preferred build alternatives, establishes awareness of build alternative benefits, previews the final design process and milestones and creates awareness of the long-term development process. Deliverables will include copy for the project webpage, community presentations, social media partnering and presentation at special events. Associated Contract C-7-1575.

**What are the qualifications required for this line item?** Professional communications and outreach firm.

**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.** Prior projects; estimates designed to establish introductory level of awareness.

**What phase of the project does this line item support?** Pre-Final Design and Pre-Right-of-Way.

**What phase of the project is this line item currently in, as of January 2, 2019?** Project Approval/Environmental Document (Environmental).

**Is this line item rebudgeted from a prior fiscal year?** No



# Measure M2 Program

## Freeways

### I-5, Santa Ana Freeway Interchange Improvements (Project D)

<b>Description:</b>	<b>EI Toro Interchange - State and Federal Grant Writing</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FD102-10J	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02079	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$10,000.00
<b>Manager:</b>	Louis Zhao			<b>Total:</b>	<b>\$10,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 (KTUA C-7-2132) shall provide on an as-needed basis consultant services for grant writing, grant application preparation, and grant application quality control review. Consultant or consultants will work as needed, on a time and expense basis. As needed services shall include, but not be limited to the following:

- Consultant shall prepare grant applications and supporting documentation to ensure compliance with funding requirements. This may include but is not limited to developing application narratives, data, charts, tables and diagrams, letters of support, and supplemental application materials which may enhance the application.
- Consultant shall support project selection for the funding programs. This includes evaluating, reviewing and preparing an overall needs assessment for OCTA and developing a strategy for the various funding programs, including documented needs and quantitative benefits of projects.
- Consultant shall prepare technical analyses, which include but are not limited to cost-benefit analysis and air quality/greenhouse gas emission reduction analysis. These analyses must meet the grant program requirements. If available, Consultant may use existing tools for the analyses.
- Consultant shall assist OCTA in managing application deadlines to ensure timely submission.
- Consultant shall collaborate with proper stakeholders to obtain signatures, data, forms and letters of support.
- Consultant shall provide grant related research assistance.
- Consultant shall review OCTA draft grant applications for local, state and federal funding for completion, quality control, and adherence to requirements outlined in funding guidelines.
- Consultant shall provide copies of the final and completed application prior to submission of the grant

**What are the qualifications required for this line item?**

**Example: Expert-level JAVA programmer to enhance website.**

Knowledge and experience with State of California and Federal transportation funding and grant programs, California Department of Transportation (Caltrans) processes and procedures.

**Please explain how you arrived at the budgeted dollars requested.**

Based on cost of programming consultants since this is similar to that type of work.

**What phase of the project does this line item support?**

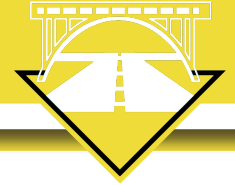
Seeking out funding for Measure M2 I-5 Project. Funds, if awarded, would support design through construction.

**What phase of the project is this line item currently in, as of January 2, 2019?**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

Yes.



**Freeways**

**I-5, Santa Ana Freeway Interchange Improvements (Project D)**

<b>Description:</b>	<b>EI Toro Interchange - Grant Advisory Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FD102-10K	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00046	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$15,000.00
<b>Manager:</b>	Louis Zhao			<b>Total:</b>	<b>\$15,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 or consultants shall provide, on an as-needed basis, advisory services to assist OCTA in developing successful grant applications for competitive state funding programs to meet state goals in the areas of environmental protection, greenhouse gas reduction, air quality, and/or public health, and/or disadvantaged communities, low income communities and households and overburdened communities as well as advisory services to assist in project development and reporting on successful grants. As needed services shall include, but not be limited to:

- High level strategic advice and consultation to OCTA for state goals related to environmental protection, greenhouse gas reduction, air quality, public health, disadvantaged communities, low income communities and households and/or overburdened communities.
- Review OCTA draft grant applications for state funding and make recommendations to maximize strategic advantages.
- Assist OCTA during project development to increase the proposed project’s potential for state funding.
- Assist OCTA with project reporting on state-funded projects.
- Advise OCTA on potential project funding impacts resulting from legislative and regulatory proposals and help identify potential policy strategies with California Transportation Commission (CTC) and California Department of Transportation (Caltrans).
- Assist in the analysis of state, federal and local program guidelines and relevant legislation.
- Prepare all work in accordance with approved guidelines and required documentation in effect at the time of work assignment.

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

Knowledge and experience with California transportation funding and grant programs, California Department of Transportation (Caltrans) processes, requirements related to programming and funding. A minimum of 5 years of experience in funding and grant processes or a related field is required.

**Please explain how you arrived at the budgeted dollars requested.**

Based on similar support services received through other programs.

**What phase of the project does this line item support?**

Planning - ongoing operations

**What phase of the project is this line item currently in, as of January 2, 2019?**

The request for proposals was advertised.

**Is this line item rebudgeted from a prior fiscal year?**

No.



# Measure M2 Program

## Freeways

### I-5, Santa Ana Freeway Interchange Improvements (Project D)

<b>Description:</b>	<b>EI Toro Interchange - Programming and Analysis Consultant</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FD102-TJ4	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02137	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$20,000.00
<b>Manager:</b>	Adriann Cardoso			<b>Total:</b>	<b>\$20,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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, on an as-needed basis, state, federal, and local programming support services. Services include competitive grant and formula funding program coordination. Consultant will also provide 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); Federal Transit Administration (FTA), programs including new starts; review and analysis of California Transportation Commission (CTC) actions and the next Federal Transportation Reauthorization Bill. See Agreement C-7-2134.

**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.**

Existing contract terms.

**What phase of the project does this line item support?**

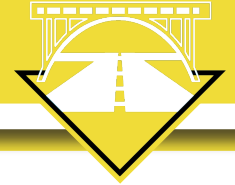
All phases

**What phase of the project is this line item currently in, as of January 2, 2019?**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

Yes.



**Freeways**

**I-5, SR-55 to SR-57 (Project A)**

<b>Description:</b>	I-5, SR-55 to SR-57 - Design Support			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FA101-06R	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02526	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$250,000.00
<b>Manager:</b>	Niall Barrett			<b>Total:</b>	<b>\$250,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

**Funding:** 0017-6045-FA101-XGB I-5 HOV, SR-55 to SR-57 - Design Support 163,100

**Total Funded: 163,100**

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Design support services during construction of the I-5, State Route-55 to State Route-57 project. Review of contractor's submittals, including Requests for Information, Design Clarification, review of contractor's submittals. Typically, there are a lot of submittals at the beginning of the construction phase.

**What are the qualifications required for this line item?** Professional Engineer license in the State of California.  
**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.** Existing allocation is \$77,932. \$250,000 is based on contractor's start in February 2019 and covers the need for additional support based on possible level of additional support required.

**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 2nd.** Construction. Construction contract approved on December 29, 2018.

**Is this line item rebudgeted from a prior fiscal year?** Yes. \$150,000 was budgeted last year.



# Measure M2 Program

## Freeways

### I-5, SR-55 to SR-57 (Project A)

<b>Description:</b>	I-5, SR-55 to SR-57 - Public Outreach			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FA101-TKG	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01832	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$115,000.00
<b>Manager:</b>	Calina North			<b>Total:</b>	<b>\$115,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 adds a second high occupancy vehicle (HOV) lane in each direction of I-5 between SR-55 and SR-57, which requires demolishing the Main Street HOV on- and off-ramp structure, removing concrete medians, shifting northbound freeway lanes and striping the new HOV lanes for continuous access. The Public Awareness Campaign consultant assists OCTA Outreach staff in developing collateral regarding project status and schedule, construction activities, closures and detours in coordination with the construction team. The consultant, under OCTA direction, also tracks and provides timely responses to community questions and concerns; assists with meeting key stakeholders, residents, business owners and commuters; and monitors project metrics and maintains the project outreach record. This contract is time and expense with a maximum obligation of \$401,362 over five years and a one year option to extend. Approximately \$115,000 will be spent in FY 2019-20. Associated Contract C-5-3207.

**What are the qualifications required for this line item?**

An understanding of activities during the Construction phase of a project. 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.

**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.**

Analysis of previous expenditures, project schedule, construction staging and key milestones.

**What phase of the project does this line item support?**

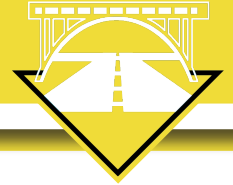
Construction

**What phase of the project is this line item currently in, as of January 2, 2019?**

Construction

**Is this line item rebudgeted from a prior fiscal year?**

No



## Freeways

### Orange Freeway (SR-57) Improvements (Project G)

<b>Description:</b>	<b>SR-57 Orange Freeway Improvements</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FG001-P2J	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02771	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$10,000.00
<b>Manager:</b>	Ben Ku			<b>Total:</b>	<b>\$10,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 agreement provides 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 for the State Route-57, Lambert Road to Tonner Canyon project. Hiring this consultant is necessary to deliver the Measure M2 program, and in particular, to meet the ordinance requirement that every effort is made to maximize state and federal funds. Please see Agreement C-8-1722.

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

Expert-level JAVA programmer to enhance website.: Knowledge and experience with State of California and Federal transportation funding and grant programs, California Department of Transportation (Caltrans) processes and procedures.

**Please explain how you arrived at the budgeted dollars requested.**

The requested amount is based on the 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 2nd.**

OCTA entered into agreement no. C-8-1722 with COH & Associates Inc for state and federal programming support services on August 16, 2018. The agreement is underway and the term does not conclude until July 31, 2020. The agreement also includes an option that would extend the agreement for an additional year.

**Is this line item rebudgeted from a prior fiscal year?**

Yes

<b>Description:</b>	<b>SR-57, Orangethorpe Ave to Yorba Linda Blvd - Environmental Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FG102-04L	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02546	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$2,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$2,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 provide environmental support for the State Route-57 project, from Orangethorpe Avenue to Yorba Linda Boulevard

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

Engineer and Planner.

**Please explain how you arrived at the budgeted dollars requested.**

Based on previous year's 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 2nd.**

Various

**Is this line item rebudgeted from a prior fiscal year?**

Yes



# Measure M2 Program

## Freeways

### Orange Freeway (SR-57) Improvements (Project G)

<b>Description:</b>	SR-57, Lambert Rd. to Tonner Canyon - State and Federal Grant Writing			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FG105-10J	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02095	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$20,000.00
<b>Manager:</b>	Louis Zhao			<b>Total:</b>	<b>\$20,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 (KTUA C-7-2132) shall provide on an as-needed basis consultant services for grant writing, grant application preparation, and grant application quality control review for the State Route-57, Lambert Road to Tonner Canyon project. Consultant or consultants will work as needed, on a time and expense basis. As needed services shall include, but not be limited to the following:

- Consultant shall prepare grant applications and supporting documentation to ensure compliance with funding requirements. This may include, but is not limited to, developing application narratives, data, charts, tables and diagrams, letters of support, and supplemental application materials which may enhance the application.
- Consultant shall support project selection for the funding programs. This includes evaluating, reviewing and preparing an overall needs assessment for OCTA and developing a strategy for the various funding programs, including documented needs and quantitative benefits of projects.
- Consultant shall prepare technical analyses, which include, but are not limited to, cost-benefit analysis and air quality/greenhouse gas emission reduction analysis. These analyses must meet the grant program requirements. If available, Consultant may use existing tools for the analyses.
- Consultant shall assist OCTA in managing application deadlines to ensure timely submission.
- Consultant shall collaborate with proper stakeholders to obtain signatures, data, forms and letters of support.
- Consultant shall review OCTA draft grant applications for local, state and federal funding for completion, quality control, and adherence to requirements outlined in funding guidelines.
- Consultant shall provide copies of the final and completed application prior to submission of the grant.

**What are the qualifications required for this line item?**

Knowledge and experience with State of California and Federal transportation funding and grant programs, California Department of Transportation (Caltrans) processes and procedures.

**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.**

Based on cost of programming consultants since this is similar to that type of work.

**What phase of the project does this line item support?**

Funding secured through this agreement would support design through construction phases

**What phase of the project is this line item currently in, as of January 2, 2019?**

OCTA entered into agreement no. C-7-2132 with KTU&A for grant writing services on March 6, 2018. The agreement is underway and the term does not conclude until January 31, 2020. The agreement also includes two options that would each extend the agreement for an additional year.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.





**Freeways**

**Orange Freeway (SR-57) Improvements (Project G)**

<b>Description:</b>	SR-57, Lambert Rd. to Tonner Canyon - Grant Advisory Services			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FG105-10K	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02134	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$15,000.00
<b>Manager:</b>	Louis Zhao			<b>Total:</b>	<b>\$15,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 or consultants shall provide, on an as-needed basis, advisory services to assist OCTA in developing successful grant applications for competitive state funding programs to meet state goals in the areas of environmental protection, greenhouse gas reduction, air quality, and/or public health, and/or disadvantaged communities, low income communities and households and overburdened communities as well as advisory services to assist in State Route-57, Lambert Road to Tonner Canyon project development and reporting on successful grants. As needed services shall include, but shall not be limited to:

- High level strategic advice and consultation to OCTA for state goals related to environmental protection, greenhouse gas reduction, air quality, public health, disadvantaged communities, low income communities and households and/or overburdened communities.
- Review OCTA draft grant applications for state funding and make recommendations to maximize strategic advantages.
- Assist OCTA during project development to increase the proposed project's potential for state funding.
- Assist OCTA with project reporting on state-funded projects.
- Advise OCTA on potential project funding impacts resulting from legislative and regulatory proposals and help identify potential policy strategies with California Transportation Commission (CTC) and Caltrans.
- Assist in the analysis of state, federal, and local program guidelines and relevant legislation.
- Prepare all work in accordance with approved guidelines and required documentation in effect at the time of work assignment.

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

Knowledge and experience with California transportation funding and grant programs, California Department of Transportation (Caltrans) processes, requirements related to programming and funding. A minimum of 5 years of experience in funding and grant processes or a related field is required.

**Please explain how you arrived at the budgeted dollars requested.**

Based on awarded contract 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, 2019?**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

Yes



# Measure M2 Program

## Freeways

### Orange Freeway (SR-57) Improvements (Project G)

<b>Description:</b>	<b>SR-57, Lambert Rd. to Tonner Canyon - Programming and Analysis Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FG105-TJ4	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02139	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$20,000.00
<b>Manager:</b>	Adriann Cardoso			<b>Total:</b>	<b>\$20,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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, on an as-needed basis, state, federal, and local programming support services. Services include competitive grant and formula funding program coordination. Consultant will also provide 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); Federal Transit Administration (FTA), programs including new starts; review and analysis of California Transportation Commission (CTC) actions and the next Federal Transportation Reauthorization Bill. See Agreement C-7-2134.

**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 Measure 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 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, 2019?**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

Yes



**Freeways**

**SR-91, Riverside Freeway Improvements from I-5 to SR-57 (Project H)**

<b>Description:</b>	<b>SR-91, I-5 to SR-57 - Landscape Construction</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FH101-0ED	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02266	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$238,000.00
<b>Manager:</b>	Jeannie Lee			<b>Total:</b>	<b>\$238,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Landscape construction cost remaining for plant establishment for the State Route-91, I-5 to State Route-57 project. The project will provide an additional general purpose lane on the Riverside Freeway in the westbound direction by connecting existing auxiliary lanes through the interchanges within the project limits to create a 4th continuous westbound general purpose lane. Based on Caltrans Co-op Agreement No. C-4-1347.

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

**Please explain how you arrived at the budgeted dollars requested.** Estimated level of efforts for work anticipated to perform.

**What phase of the project does this line item support?** Construction for Landscaping.

**What phase of the project is this line item currently in, as of January 2, 2019?** Construction of Landscaping.

**Is this line item rebudgeted from a prior fiscal year?** No

<b>Description:</b>	<b>SR-91, I-5 to SR-57 - Landscape Construction Management</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FH101-0EE	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02267	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$47,000.00
<b>Manager:</b>	Jeannie Lee			<b>Total:</b>	<b>\$47,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Landscape Construction Management services to support remaining plant establishment for the State Route-91, I-5 to State Route-57 project. The project will provide an additional general purpose lane on the Riverside Freeway in the westbound direction by connecting existing auxiliary lanes through the interchanges within the project limits to create a 4th continuous westbound general purpose lane. Based on Caltrans Co-op Agreement No. C-4-1347.

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

**Please explain how you arrived at the budgeted dollars requested.** Estimated level of efforts for work anticipated to perform.

**What phase of the project does this line item support?** Construction for Landscaping.

**What phase of the project is this line item currently in, as of January 2, 2019?** Construction for Landscaping.

**Is this line item rebudgeted from a prior fiscal year?** No



# Measure M2 Program

## Freeways

### SR-91, Riverside Freeway Improvements from SR-57 to SR-55 (Project I)

<b>Description:</b>	SR-91, SR-55 to SR-57 - Communications Outreach			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FI103-0CX	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01860	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$60,000.00
<b>Manager:</b>	Fernando Chavarria			<b>Total:</b>	<b>\$60,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**Funding:** 0017-6521-FI103-000 Interfund Transfer 60,000

**Total Funded: 60,000**

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

Develop and implement communications plan that introduces the preferred build alternative, establishes awareness of build alternative benefits, previews the final design process and milestones and creates awareness of the long-term development process for the State Route-91, State Route-55 to State Route-57 project. Deliverables will include copy for the project webpage, community presentations, social media partnering and presentation at special events. Project spans approximately 6.5 miles between the cities of Anaheim, Orange, Fullerton and Placentia, including adjacent residential, commercial, industrial and recreational land uses. The preferred build alternatives will likely require reconstruction of bridges, on/off-ramps, interchanges and roadway work. Associated contract C-4-1829

**What are the qualifications required for this line item?**

Professional communications and outreach firm.

**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.**

Estimates based on prior projects, adjusted to reflect the phase of the project, but also to account for multiple cities, jurisdictions and type of potential work. That is, roadway and structural work.

**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, 2019?**

Project Approval/Environmental Document (PA/ED)

**Is this line item rebudgeted from a prior fiscal year?**

No.



**Freeways**

**SR-91, Riverside Freeway Improvements from SR-57 to SR-55 (Project I)**

<b>Description:</b>	SR-91, SR-55 to SR-57 - Consultant Environmental Services			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FI103-N08	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02264	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$750,000.00
<b>Manager:</b>	Jeannie Lee			<b>Total:</b>	<b>\$750,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**Funding:** 0017-6521-FI103-000 Interfund Transfer 750,000

**Total Funded: 750,000**

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Estimated costs for the environmental consultant services (PA/ED) for the State Route-91, State Route-55 to State Route-57 project. Implementation of this project on the SR-91 will add one general purpose lane eastbound from State Route-57 to State Route-55, and one general purpose lane westbound from Glassell Street to State College Boulevard.

**What are the qualifications required for this line item?** Engineering and environmental technical expertise.  
**Example: Expert-level JAVA programmer to enhance website.**

**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, 2019?** PA/ED (Environmental) Phase.

**Is this line item rebudgeted from a prior fiscal year?** No



# Measure M2 Program

## Freeways

### SR-91, Riverside Freeway Improvements from SR-57 to SR-55 (Project I)

<b>Description:</b>	SR-91, Acacia to La Palma Ave - Consultant Design Services			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FI104-0U9	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02409	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$9,800,000.00
<b>Manager:</b>	Jeannie Lee			<b>Total:</b>	<b>\$9,800,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**Funding:** 0017-6521-FI104-0U9 Interfund Transfer 9,800,000

**Total Funded: 9,800,000**

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

Estimated new contract for the PS&E (Design) consultant services for Segment #3 of the overall State Route-91 project. This contract is anticipated to be about 3 years. This segment will improve westbound operations by improving the weave from westbound State Route-91 to northbound and southbound 57 and adding an auxiliary lane from State Route-57 to east of Raymond Avenue. This segment includes La Palma Avenue bridge replacement.

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

Engineering and environmental technical expertise.

**Please explain how you arrived at the budgeted dollars requested.**

Estimated PS&E (design) work anticipated.

**What phase of the project does this line item support?**

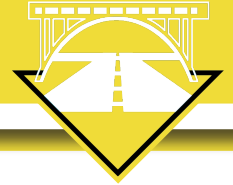
PS&E (Design) Phase

**What phase of the project is this line item currently in, as of January 2nd.**

PA/ED (Environmental) Phase

**Is this line item rebudgeted from a prior fiscal year?**

No



**Freeways**

**SR-91, Riverside Freeway Improvements from SR-57 to SR-55 (Project I)**

<b>Description:</b>	SR-91, La Palma to SR-55 - Consultant Design Services			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FI105-NA6	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02564	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$16,300,000.00
<b>Manager:</b>	Jeannie Lee			<b>Total:</b>	<b>\$16,300,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**Funding:** 0017-6521-FI105-000 Interfund Transfer 16,300,000

**Total Funded: 16,300,000**

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Estimated new contract for the PS&E (Design) consultant services for Segment #2 of the overall State Route-91 project. This contract is anticipated to be about 3 years. This segment will provide improvements by adding a general purpose lane in eastbound direction and include Kraemer Boulevard/Glassell Street Bridge and Tustin Avenue Bridge replacements.

**What are the qualifications required for this line item?** Engineering and environmental technical expertise.  
**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.** Estimated PS&E (design) work anticipated.

**What phase of the project does this line item support?** PS&E (Design) Phase

**What phase of the project is this line item currently in, as of January 2nd.** PA/ED (Environmental) Phase

**Is this line item rebudgeted from a prior fiscal year?** No



# Measure M2 Program

## Freeways

### SR-91, Riverside Freeway Improvements from SR-57 to SR-55 (Project I)

<b>Description:</b>	SR-91, SR-55 to Lakeview Avenue - Consultant Design Services			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FI106-NA7	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02565	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$8,900,000.00
<b>Manager:</b>	Jeannie Lee			<b>Total:</b>	<b>\$8,900,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**Funding:** 0017-6521-FI106-000 Interfund Transfer 8,900,000

**Total Funded: 8,900,000**

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

Estimated new contract for the PS&E (Design) consultant services for Segment #1 of the overall State Route-91 project. This contract is anticipated to be about 3 years. This segment improves operations and weaving issue by realigning westbound on-ramp to direct traffic to westbound State Route-91, adding a new on-ramp from the Lakeview Bridge connecting directly to southbound State Route-55, and barrier separate westbound State Route-91 from southbound State Route-55. This segment includes Lakeview Avenue Bridge replacement.

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

Engineering and environmental technical expertise.

**Please explain how you arrived at the budgeted dollars requested.**

Estimated PS&E (design) work anticipated.

**What phase of the project does this line item support?**

PS&E (Design) Phase

**What phase of the project is this line item currently in, as of January 2nd.**

PA/ED (Environmental) Phase

**Is this line item rebudgeted from a prior fiscal year?**

No





**Freeways**

**SR-91, SR-55 to County Line (Project J)**

<b>Description:</b>	<b>SR-91 Eastbound Improvements from SR-241 to SR-71 Feasibility Study</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-FJ100-OUT	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02788	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$600,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$600,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**Funding:** 0017-6521-FJ100-000 Interfund Transfer 600,000

**Total Funded: 600,000**

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

Consultant services to prepare a Feasibility Study on State Route 91 (SR-91) from State Route 241 (SR-241) to State Route 71 (SR-71) in the Eastbound Direction.

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

Consultant who has performed various levels of planning and engineering studies along the SR-91 corridor. Capable of project management, data collection, and traffic analysis. Consultant shall have working rapport with multiple stakeholders, including OCTA, Riverside County Transportation Commission, Caltrans District 8 and 12, Transportation Corridor Agencies, and cities of Anaheim, Yorba Linda, and Corona.

**Please explain how you arrived at the budgeted dollars requested.**

Based on previously completed feasibility studies on the SR-91 corridor; cost has been escalated to reflect current conditions.

**What phase of the project does this line item support?**

This is a conceptual planning and engineering study to enable OCTA to narrow the range of alternative concepts to proceed to the project initiation document phase.

**What phase of the project is this line item currently in, as of January 2nd.**

This feasibility study builds on previous efforts by OCTA and RCTC on the SR-91 corridor.

**Is this line item rebudgeted from a prior fiscal year?**

No



# Measure M2 Program

## M2 Administration

### LTA - California Department of Tax and Fee Administration

<b>Description:</b>	California Department of Tax and Fee Administration Fees			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0200-F17	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00062	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$3,709,536.00
<b>Manager:</b>	May Hout			<b>Total:</b>	<b>\$3,709,536</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** California Department of Tax and Fee Administration (CDTFA) fees, pertaining to the administration of Local Transportation Authority (LTA) 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.** The amount is set at 1.1% of LTA fees.

**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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** No

### Measure M2 Administration

<b>Description:</b>	Price Review/Buy America/Audit			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7512-M0201-KGK	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00040	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$25,000.00
<b>Manager:</b>	Janet Sutter			<b>Total:</b>	<b>\$25,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 agreed-upon procedure reviews of proposed pricing on OCTA contracts and Buy America compliance 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 first option year for contracted services.

**What phase of the project is this line item currently in, as of January 2, 2019?** This contract is currently in its last year of the initial term.

**Is this line item rebudgeted from a prior fiscal year?** No.



**M2 Administration**

**Measure M2 Administration**

<b>Description:</b>	<b>General On-Call Auditing Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7512-M0201-KHL	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00041	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$100,000.00
<b>Manager:</b>	Janet Sutter			<b>Total:</b>	<b>\$100,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 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 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 last year of the initial term for contracted services.

**What phase of the project is this line item currently in, as of January 2, 2019?** This line item is currently in the second year of the three year contract.

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>Investment Fees</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7515-M0201-F17	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00043	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$520,434.00
<b>Manager:</b>	Sean Murdock			<b>Total:</b>	<b>\$520,434</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 projected by the Authority's Financial Planning and Analysis department.

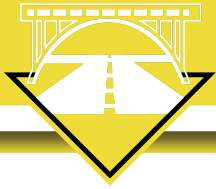
**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Professional investment advisors.

**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

**What phase of the project is this line item currently in, as of January 2, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** N/A



# Measure M2 Program

## M2 Administration

### Measure M2 Administration

<b>Description:</b>	<b>On-Call Measure M2 Strategic Advisory Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0201-03R	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00063	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$75,000.00
<b>Manager:</b>	Tamara Warren			<b>Total:</b>	<b>\$75,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 scheduled to sunset on March 31, 2041.

**What phase of the project is this line item currently in, as of January 2, 2019?** On-going monitoring of the Measure M2 30-year program that is scheduled to sunset on March 31, 2041.

**Is this line item rebudgeted from a prior fiscal year?** Yes

<b>Description:</b>	<b>Measure M2 Transition to OC Go - Awareness and Website</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0201-03T	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00064	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Tamara Warren			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 Measure M2 transitions to OC Go, funding is set aside to support OC Go awareness as needed. This budget will be utilized for cost-effective, communication tools and approaches to: boost public confidence in OCTA with new tools that clearly communicate and, in some cases, educate the public as to how OCTA is spending OC Go tax dollars; enhance communications with the public about OC Go projects and programs, and who to contact for assistance; and empower the internal team to have resources to ensure OC Go is given the support 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 prior agreements for marketing services and lessons learned on limitations.

**What phase of the project does this line item support?** Ongoing monitoring of the Measure M2 30-year program that is scheduled to sunset on March 31, 2041.

**What phase of the project is this line item currently in, as of January 2, 2019?** Ongoing monitoring of the Measure M2 30-year program that is scheduled to sunset on March 31, 2041.

**Is this line item rebudgeted from a prior fiscal year?** No



## M2 Administration

### Measure M2 Administration

<b>Description:</b>	<b>Orange County Transportation Authority Modeling (OCTAM) Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0201-ODF	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00065	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$100,000.00
<b>Manager:</b>	Anup Kulkarni			<b>Total:</b>	<b>\$100,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 projects with the application of Orange County Transportation Authority Modeling (OCTAM) modeling software.

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

**Please explain how you arrived at the budgeted dollars requested.** Previous work efforts.

**What phase of the project does this line item support?** Alternatives development phase.

**What phase of the project is this line item currently in, as of January 2, 2019?** Project has not started.

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>Measure M2 Strategic Management Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0201-OK2	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00066	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$10,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$10,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 Agreement C-5-3226; To support efforts related to the goals and objectives of the OCTA Program Management Office (PMO), responsible for achieving fully integrated and coordinated Measure M2 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 years' 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, 2019?** Various

**Is this line item rebudgeted from a prior fiscal year?** Yes



# Measure M2 Program

## M2 Administration

### Measure M2 Administration

<b>Description:</b>	<b>M2 Program - Development of Website Tools and Enhancements</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0201-0KG	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00067	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$145,000.00
<b>Manager:</b>	Ryan Armstrong			<b>Total:</b>	<b>\$145,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 in website security, ongoing maintenance, and digital communications for the OC Go's annual progress report, public information portal, and ongoing web content updates and maintenance. The OC Go annual progress report highlights OC Go's progress for the year. According to the M2 Ordinance, OCTA is required to publish an annual report on how revenues have been spent and on the progress in implementing the OC Go projects. The 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. In addition to the annual progress report, OCTA staff will collaborate with external vendors to develop cost-effective, web-based communications tools and approaches with a visually appealing aesthetic to meet the user's needs and achieve public communications goals. Digital communications strategies, tools and techniques change rapidly, and working together with OCTA, the contractor will assist with development to optimize user experience, educate and enhance public awareness of OC-Go-funded transportation projects.

Staff 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.**

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 previous years expenses

**What phase of the project does this line item support?**

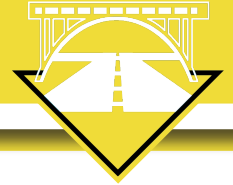
All phases.

**What phase of the project is this line item currently in, as of January 2nd.**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

N/A



**M2 Administration**

**Measure M2 Administration**

<b>Description:</b>	<b>Diverse Communities Outreach Enhancements</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0201-0NF	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00068	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$60,000.00
<b>Manager:</b>	Ted Nguyen			<b>Total:</b>	<b>\$60,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 increase the effectiveness of OCTA engagement with the diverse community in Orange County, the team plans to procure an outreach consultant to help OCTA create and execute a communications plan with culturally effective messages that bring awareness to Measure M projects, programs and plans utilizing language and cultural references to inform the targeted demographic.

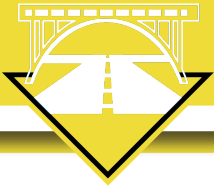
**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Diverse community outreach services.

**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 2nd.**

**Is this line item rebudgeted from a prior fiscal year?** N/A



# Measure M2 Program

## M2 Administration

### Measure M2 Administration

<b>Description:</b>	<b>M2 Project - State and Federal Grant Writing</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0201-10J	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00045	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$10,000.00
<b>Manager:</b>	Louis Zhao			<b>Total:</b>	<b>\$10,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 (KTUA C-7-2132) shall provide on an as-needed basis consultant services for grant writing, grant application preparation, and grant application quality control review. Consultant or consultants will work as needed, on a time and expense basis. As needed services shall include, but not be limited to the following:

- Consultant shall prepare grant applications and supporting documentation to ensure compliance with funding requirements. This may include but is not limited to developing application narratives, data, charts, tables and diagrams, letters of support, and supplemental application materials which may enhance the application.
- Consultant shall support project selection for the funding programs. This includes evaluating and preparing an overall needs assessment for OCTA and developing a strategy for the various funding programs, including documented needs and quantitative benefits of projects.
- Consultant shall prepare technical analyses, which include but are not limited to cost-benefit analysis and air quality/greenhouse gas emission reduction analysis. These analyses must meet the grant program requirements. If available, Consultant may use existing tools for the analyses.
- Consultant shall assist OCTA in managing application deadlines to ensure timely submission.
- Consultant shall collaborate with proper stakeholders to obtain signatures, data, forms and letters of support.
- Consultant shall provide grant related research assistance.
- Consultant shall review OCTA draft grant applications for local, state and federal funding for completion, quality control, and adherence to requirements outlined in funding guidelines.
- Consultant shall provide copies of the final and completed application prior to submission of the grant.

**What are the qualifications required for this line item?**

**Example: Expert-level JAVA programmer to enhance website.**

Knowledge and experience with State of California and Federal transportation funding and grant programs, California Department of Transportation (Caltrans) processes and procedures.

**Please explain how you arrived at the budgeted dollars requested.**

Based on cost of programming consultants since this is similar to that type of work.

**What phase of the project does this line item support?**

Ongoing operations - planning

**What phase of the project is this line item currently in, as of January 2, 2019?**

OCTA entered into agreement no. C-7-2132 with KTUA for grant writing services on March 6, 2018. The agreement is underway and the term does not conclude until January 31, 2020. The agreement also includes two options that would each extend the agreement for an additional year.

**Is this line item rebudgeted from a prior fiscal year?**

Yes 0017-7519-A4461-10J





## M2 Administration

### Measure M2 Administration

<b>Description:</b>	<b>Measure M2 Technical Studies</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0201-10S	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00069	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$100,000.00
<b>Manager:</b>	Tamara Warren			<b>Total:</b>	<b>\$100,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 M2 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 and delivery of Measure M2, consultant services will be sought on an "on-call" 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 Senior Mobility Program review.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** A consulting firm 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?** Ongoing monitoring of the Measure M2 30-year program that is set to end on March 31, 2041.

**What phase of the project is this line item currently in, as of January 2, 2019?** Ongoing monitoring of the Measure M2 30-year program that is set to end on March 31, 2041.

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>Letter of Credit for Services of Interstate 405 Improvement Project</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0201-5RT	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00070	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$1,040,000.00
<b>Manager:</b>	Sean Murdock			<b>Total:</b>	<b>\$1,040,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Line of credit required for Transportation Infrastructure Finance and Innovation Act loan. There are two tranches: one maturing in 2019 for \$400 million at 26 basis points, and another maturing in 2021 for \$500 million at 36 basis points.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Need a financial institution with minimum rating requirements to provide the line of credit.

**Please explain how you arrived at the budgeted dollars requested.** Based upon the agreement with Bank of America, 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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** No.



# Measure M2 Program

## M2 Administration

### Measure M2 Administration

<b>Description:</b>	<b>Media Public Service Announcements for Measure M2</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0201-5WV	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00071	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$40,000.00
<b>Manager:</b>	Joel Zlotnik			<b>Total:</b>	<b>\$40,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 Public Broadcasting Service (PBS) News Hour on PBS SoCal, as well as additional airings on PBS SoCal and PBS Plus in Orange County. The announcements will air before and after a transportation-related news segment on Saturdays during the PBS News Hour. The purpose is to communicate transportation information to the public. This is a very effective way to reach large audiences at a low unit cost. These low-cost Public Service Announcements (PSAs) can also be reused on the OCTA.net website, at public presentations, or in other project information.

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

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, 2019?**

Ongoing

**Is this line item rebudgeted from a prior fiscal year?**

Yes.

<b>Description:</b>	<b>GIS Professional Services - Staff Augmentation for M2 Projects</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0201-AT4	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00073	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$150,000.00
<b>Manager:</b>	Jim Sterling			<b>Total:</b>	<b>\$150,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 processes 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 that 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 Microsoft SQL Server and Oracle databases, and modern GIS software and map-based Web site application development tools and methods, including .NET, Python, JavaScript, HTML5, Visual Studio, and Team Foundation Server.

**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?**

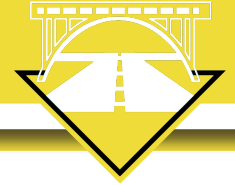
Ongoing

**What phase of the project is this line item currently in, as of January 2, 2019?**

Ongoing

**Is this line item rebudgeted from a prior fiscal year?**

Yes.



**M2 Administration**

**Measure M2 Administration**

<b>Description:</b>	Rebate Report			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0201-E73	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02764	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$15,000.00
<b>Manager:</b>	Sean Murdock			<b>Total:</b>	<b>\$15,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 municipal agency that issues tax-exempt debt is required to remit any arbitrage earnings to the Internal Revenue Service (IRS). It is good practice to prepare an arbitrage report every five years after the issuance of debt until the final maturity and make any estimated payments to the IRS. This line item is for the estimated cost to prepare the report and calculate the arbitrage amounts, if any.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Firm must have specialization in preparing arbitrage reports and calculating arbitrage earnings.

**Please explain how you arrived at the budgeted dollars requested.** Based on the anticipated cost.

**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 2nd.** N/A

**Is this line item rebudgeted from a prior fiscal year?** No.



# Measure M2 Program

## M2 Administration

### Measure M2 Administration

<b>Description:</b>	<b>Economic Advisory Services for Taxable Sales and Other Forecasts</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0201-F5C	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00075	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$52,500.00
<b>Manager:</b>	Sam Kaur			<b>Total:</b>	<b>\$52,500</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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.

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

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

**Please explain how you arrived at the budgeted dollars requested.**

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, 2019?**

This project is ongoing.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.



## M2 Administration

### Measure M2 Administration

<b>Description:</b>	<b>Financial Advisory Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0201-GRV	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00076	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$150,000.00
<b>Manager:</b>	Sean Murdock			<b>Total:</b>	<b>\$150,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 may be requested to assist staff in the following areas:

- Provide creative solutions to funding, financing, restructuring, cash flow, and other monetary challenges that may arise for the M2 program, 91 Express Lanes, 405 Express Lanes, or other OCTA programs.
- Maintain and update the I-405 Improvement Project financial plan and financial model based on the issuance of M2 bonds and a Transportation Infrastructure Finance and Innovation Act (TIFIA) loan.
- Evaluate potential bond issues, restructurings, refunding, advance refunding, short-term financing mechanisms, leases, derivative products and investment strategies.
- Assist staff in soliciting and/or reviewing 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 Bond issues including: rating agency / investor preparations, sizing and timing of sale, callability, maturities, reserve funds, and capitalized interest.
- Provide advice, written analysis and assistance regarding the benefits of credit enhancements and/or the use of financial products.
- Prepare written reports before and after pricing indicating market comparable (including gross spread, management fee and takedown comparable) and overall market conditions.
- Serve as OCTA's agent with respect to the pricing of the bonds and minimizing the cost of issuance.
- Provide oral and/or written updates on debt obligations to the Board of Directors and sub-committees.

Expert level financial services background.

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

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

**Please explain how you arrived at the budgeted dollars requested.**

**What phase of the project does this line item support?**

Investment management phase.

**What phase of the project is this line item currently in, as of January 2, 2019?**

This project is ongoing.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.



# Measure M2 Program

## M2 Administration

### Measure M2 Administration

<b>Description:</b>	<b>Taxpayer Oversight Committee Consultant</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0201-JR6	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00077	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$10,000.00
<b>Manager:</b>	Alice Rogan			<b>Total:</b>	<b>\$10,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 by the Measure M Ordinance, which allows the TOC to contract for services to assist with its oversight responsibilities.

**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 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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** N/A

<b>Description:</b>	<b>M2 Document Center Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0201-NOE	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00078	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$125,000.00
<b>Manager:</b>	Tamara Warren			<b>Total:</b>	<b>\$125,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 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.

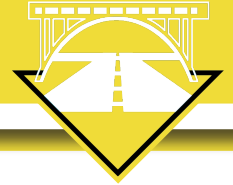
**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Expert in SharePoint and basic knowledge of programming.

**Please explain how you arrived at the budgeted dollars requested.** Based on existing contract.

**What phase of the project does this line item support?** Ongoing.

**What phase of the project is this line item currently in, as of January 2, 2019?** Ongoing.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



## M2 Administration

### Measure M2 Administration

<b>Description:</b>	<b>M2 Market Conditions Analysis</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0201-N76	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00079	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$30,000.00
<b>Manager:</b>	Tamara Warren			<b>Total:</b>	<b>\$30,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 contract is required for an annual update to forecast and analyze market conditions for public infrastructure development in surrounding counties, Orange County, and the state of California. The consultant will develop strategies to anticipate and manage competitive cost pressures and the availability of materials, equipment, labor, and qualified professional staff and services.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Market and economic conditions forecasting.

**Please explain how you arrived at the budgeted dollars requested.** Based on estimate using comparable analysis.

**What phase of the project does this line item support?** Ongoing monitoring of the Measure M2 30-year program that is scheduled to sunset on March 31, 2041.

**What phase of the project is this line item currently in, as of January 2, 2019?** On-going monitoring of the Measure M2 30-year program that is scheduled to sunset on March 31, 2041.

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>M2 - State and Federal Programming Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0201-P2J	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02125	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$10,000.00
<b>Manager:</b>	Ben Ku			<b>Total:</b>	<b>\$10,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 agreement provides 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 Measure M2 program, and in particular, to meet the ordinance requirement that every effort is made to maximize state and federal funds. Please see Agreement C-8-1722.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Knowledge and experience with State of California and Federal transportation funding and grant programs, California Department of Transportation (Caltrans) processes and procedures.

**Please explain how you arrived at the budgeted dollars requested.** Based on contract value.

**What phase of the project does this line item support?** Funding supports multiple phases

**What phase of the project is this line item currently in, as of January 2, 2019?** OCTA entered into agreement no. C-8-1722 with COH & Associates Inc for state and federal programming support services on August 16, 2018. The agreement is underway and the term does not conclude until July 31, 2020. The agreement also includes an option that would extend the agreement for an additional year.

**Is this line item rebudgeted from a prior fiscal year?** Yes. 0017-7519-A4461-P2J



# Measure M2 Program

## M2 Administration

### Measure M2 Administration

<b>Description:</b>	<b>Mobility Indicators Report Refresh</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0201-P36	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00082	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Anup Kulkarni			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 refresh the 2018 Mobility Indicators Report. Supports the upcoming 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, 2019?** The project has not started yet.

**Is this line item rebudgeted from a prior fiscal year?** Yes

<b>Description:</b>	<b>M2 SharePoint Project Development</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0201-S3X	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00083	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$100,000.00
<b>Manager:</b>	Tamara Warren			<b>Total:</b>	<b>\$100,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 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 2019-20. 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.

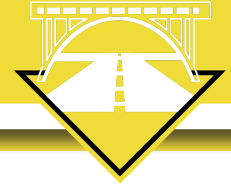
**Please explain how you arrived at the budgeted dollars requested.** Based on prior year budget and discussions with the Information Systems (IS) project team.

**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, 2019?** The M2 document center supports the 30-year Measure M2 program.

**Is this line item rebudgeted from a prior fiscal year?** Yes





## M2 Administration

### Measure M2 Administration

<b>Description:</b>	<b>M2 Programming and Analysis Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0201-TJ4	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00044	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$40,000.00
<b>Manager:</b>	Adriann Cardoso			<b>Total:</b>	<b>\$40,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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, on an as-needed basis, state, federal, and local programming support services. Services include competitive grant and formula funding program coordination. Consultant will also provide 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); Federal Transit Administration (FTA), programs including new starts; review and analysis of California Transportation Commission (CTC) actions and the next Federal Transportation Reauthorization Bill. See Agreement C-7-2134.

**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, 2019?**

Ongoing planning

**Is this line item rebudgeted from a prior fiscal year?**

This line item is budgeted and used every year.



# Measure M2 Program

## M2 Administration

### Measure M2 Administration

<b>Description:</b>	<b>Trust Services for Long-Term Debt</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0201-TT7	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00084	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$6,000.00
<b>Manager:</b>	Sean Murdock			<b>Total:</b>	<b>\$6,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 existing and new 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, including the 2010 financing plus the new 2018 issuance.

A Trust Management Company must perform this service.

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

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

**Please explain how you arrived at the budgeted dollars requested.**

**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, 2019?**

This is an ongoing service.

**Is this line item rebudgeted from a prior fiscal year?**

Yes



## M2 Administration

### Measure M2 Administration

<b>Description:</b>	<b>Debt Rating Fees</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0201-TUX	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00085	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Sean Murdock			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

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

OCTA's debt program must be rated by nationally recognized rating agency firms to be included in investor portfolios. OCTA currently has over \$710 million outstanding in existing Measure M2 debt. The ratings will allow investors to make a credit determination on the existing and future securities.

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

Firm must be a nationally recognized rating agency.

**Please explain how you arrived at the budgeted dollars requested.**

Historical actuals.

**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, 2019?**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

No

<b>Description:</b>	<b>Federal Program Strategic Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M0201-TYV	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02289	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$318,000.00
<b>Manager:</b>	Ric Teano			<b>Total:</b>	<b>\$318,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 are needed to continue providing high-level strategic advice and consultation to the Authority as the subject matter expert for a wide variety of federal transportation programs, regulatory processes, and funding sources at all levels in the Federal Executive branch of government.

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

Qualified consultant team to provide United States Department of Transportation (USDOT)-wide assistance with a wide variety of federal transportation funding sources including Transportation Infrastructure Finance and Innovation Act (TIFIA), Railroad Rehabilitation and Improvement Financing (RRIF), Infrastructure for Rebuilding America (INFRA), Better Utilizing Investments to Leverage Development (BUILD) Transportation Grants, in support of specific modes within Measure M2 to include Project S, Project R, and the freeway mode.

**Please explain how you arrived at the budgeted dollars requested.**

Based on contract C-7-1700.

**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, 2019?**

Ongoing

**Is this line item rebudgeted from a prior fiscal year?**

No



# Measure M2 Program

## M2 Administration

### Measure M2 Administration

<b>Description:</b>	Measure M2 Eligibility Review			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-M2050-S96	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00086	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$60,000.00
<b>Manager:</b>	Joseph Alcock			<b>Total:</b>	<b>\$60,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 (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:

- Develop/attend eligibility workshops
- Provide guidelines and technical support
- Review local agency eligibility packages
- Coordinate schedules and milestones with project managers
- Prepare report and recommendations for Annual Eligibility Review subcommittee
- Provide support for the Taxpayer 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, 2019?**

Implementation

**Is this line item rebudgeted from a prior fiscal year?**

Yes



## M2 Administration

### Measure M2 Administration

<b>Description:</b>	<b>OC Fundtracker Subscription and Master Tracking Database Upgrades</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SO002-TGZ	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00092	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$180,000.00
<b>Manager:</b>	Ben Ku			<b>Total:</b>	<b>\$180,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 support the annual sole source contract for Information Systems (IS) subscription service. It will also be used for upgrades and to add modules for the Master Tracking Database. Measure M2 Projects are analyzed and tracked through this system. Existing cooperative agreement number A40326.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Expert level Microsoft ACCESS database programmer. Also familiarity or experience with Primavera is desired.

**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?** All phases - ongoing operations.

**What phase of the project is this line item currently in, as of January 2, 2019?** Ongoing.

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>As Needed Translation Services for Measure M2</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7629-M0201-OAR	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00106	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$10,000.00
<b>Manager:</b>	Alice Rogan			<b>Total:</b>	<b>\$10,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 M2 and its various projects and services are necessary to keep key stakeholders and the general public updated and informed. Communication with surrounding communities, which include 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 historical actuals.

**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, 2019?** Various

**Is this line item rebudgeted from a prior fiscal year?** N/A



# Measure M2 Program

## M2 Administration

### Measure M2 Administration

<b>Description:</b>	<b>Taxpayer Oversight Committee Consultant</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7629-M0201-JR6	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00107	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$10,000.00
<b>Manager:</b>	Alice Rogan			<b>Total:</b>	<b>\$10,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 by the Measure M2 Ordinance, which allows the TOC to contract for services to assist with their oversight responsibilities.

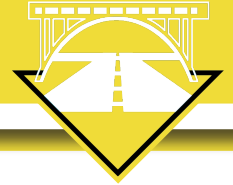
**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** To be determined based on TOC need. This item is a placeholder for services that OCTA may need to provide.

**Please explain how you arrived at the budgeted dollars requested.** The estimated amount has been consistent since the inception of Measure M2.

**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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** N/A



## M2 Administration

### Measure M2 Administration

<b>Description:</b>	<b>Taxpayer Oversight Committee Grand Jurors Association Consultant</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7629-M0201-JR8	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00108	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$10,000.00
<b>Manager:</b>	Alice Rogan			<b>Total:</b>	<b>\$10,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

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

The Measure M2 Ordinance mandates that the Grand Jurors Association of Orange County (GJAOC) conduct the Taxpayers Oversight Committee (TOC) new member recruitment, using existing contract C-3-2165. The responsibilities of the Grand Jurors Association include:

- Forming a five (5) member panel to screen and recommend potential candidates for TOC membership.
- Soliciting, collecting, and reviewing applications from potential candidates for membership on the TOC.
- Evaluating each potential candidate on the basis of the following criteria: commitment and ability to participate in TOC meetings; demonstrated interest and history of participation in community activities, with special emphasis on transportation-related activities; and lack of conflicts of interest with respect to the allocation of Retail Tax revenues.
- Recommending to OCTA at least three, and no more than five candidates from each District for initial membership on the TOC. Thereafter, the Panel shall recommend to the Authority at least three and no more than five candidates for filling each vacancy on the TOC.

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

The Measure M2 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 III-A. If the Orange County Grand Jurors' Association refuses or fails to act in such capacity, the Authority shall contract with another independent organization selected by the Authority for the formation of the Panel.

**Please explain how you arrived at the budgeted dollars requested.**

For GJAOC full and complete performance of its obligations under the Agreement and subject to the maximum cumulative payment obligation provisions set forth in Article 6, OCTA shall pay GJAOC on a \$6,000 fee annually and a per meeting fee of \$50, plus approved expenses for each GJAOC member panelist.

**What phase of the project does this line item support?**

TOC Recruitment

**What phase of the project is this line item currently in, as of January 2, 2019?**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

N/A



# Measure M2 Program

## M2 Transit

### Community Based Transit Circulator (Project V)

<b>Description:</b>	<b>M2 Project V - Marketing Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-TV001-1AO	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00100	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$25,000.00
<b>Manager:</b>	Stella Lin			<b>Total:</b>	<b>\$25,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

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

The Measure M2 Project V focuses on services such as community circulator, iShuttle, and seasonal service. The goals are to provide marketing support to facilitate service operation, create public awareness and trial usage, and increase ridership. Strategies include:

1. Develop print and digital marketing collaterals
2. Conduct grassroots outreach and promotion
3. Build partnerships with targeted stakeholders
4. Implement integrated advertising campaign

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

Project Manager, Professional Services/Marketing/Outreach Consultant.

**Please explain how you arrived at the budgeted dollars requested.**

Budget based on original budget request.

**What phase of the project does this line item support?**

Ongoing

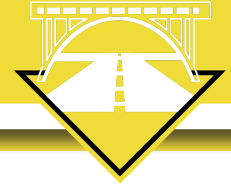
**What phase of the project is this line item currently in, as of January 2nd.**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

N/A





**M2 Transit**

**Community Based Transit Circulator (Project V)**

<b>Description:</b>	<b>M2 Project V - Programming and Analysis</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-TV001-TJ4	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02164	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$10,000.00
<b>Manager:</b>	Adriann Cardoso			<b>Total:</b>	<b>\$10,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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, on an as-needed basis, state, federal, and local programming support services. Services include competitive grant and formula funding program coordination. Consultant will also provide 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); Federal Transit Administration (FTA), programs including new starts; review and analysis of California Transportation Commission (CTC) actions and the next Federal Transportation Reauthorization Bill. See Agreement C-7-2134.

**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 Measure 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 existing contract

**What phase of the project does this line item support?**

Ongoing - all phases

**What phase of the project is this line item currently in, as of January 2, 2019?**

Ongoing, time and expense contract

**Is this line item rebudgeted from a prior fiscal year?**

Yes, 0017-7519-A0001-TJ4



# Measure M2 Program

## M2 Transit

### Rail Project Support (Project R)

<b>Description:</b>	<b>Professional Services for Environmental Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-TR204-F17	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02544	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$2,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$2,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 provide environmental support for the 17th Street Grade separation project.

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

**Please explain how you arrived at the budgeted dollars requested.** Based on previous year budget.

**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 2nd.** Various

**Is this line item rebudgeted from a prior fiscal year?** Yes

<b>Description:</b>	<b>M2 Rail Programs - Project Management Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-TR212-06P	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01980	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$2,476,000.00
<b>Manager:</b>	Jason Lee			<b>Total:</b>	<b>\$2,476,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 project implementation, provide document control, review and process project invoices, write various cooperative agreements, work orders, Request for Proposals (RFP), preliminary designs, surveys, and provide rail/transit support. This item will support the project management consultant contract C81512. It will also support various projects including the San Juan Creek Bridge, Slope Stabilization, Orange County Maintenance Facilities, Placentia Station, Anaheim Canyon Station, Passing Siding, Station Rehab, and various Southern California Optimized Rail Expansion (SCORE) projects such as Serra Siding, Irvine Station and 4th track, signal respacing, Fullerton Station and 4th main, and other projects

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Knowledge and experience with Federal Transit Administration (FTA), Federal Railroad Administration (FRA), California Public Utilities Commission (CPUC), SCRRA, and other related governing agencies. Need professionals in all disciplines to assist in the various types of projects in the rail department.

**Please explain how you arrived at the budgeted dollars requested.** Based on previous years' budget expenditure.

**What phase of the project does this line item support?** This supports projects in all phases.

**What phase of the project is this line item currently in, as of January 2nd.** Various

**Is this line item rebudgeted from a prior fiscal year?** Yes



## M2 Transit

### Rail Project Support (Project R)

<b>Description:</b>	<b>M2 Projects - State and Federal Grant Writing</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-TR212-10J	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02121	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$10,000.00
<b>Manager:</b>	Louis Zhao			<b>Total:</b>	<b>\$10,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 (KTUA C-7-2132) shall provide on an as-needed basis consultant services for grant writing, grant application preparation, and grant application quality control review. Consultant or consultants will work as needed, on a time and expense basis. As needed services shall include, but not be limited to the following:

- Consultant shall prepare grant applications and supporting documentation to ensure compliance with funding requirements. This may include but is not limited to developing application narratives, data, charts, tables and diagrams, letters of support, and supplemental application materials which may enhance the application.
- Consultant shall support project selection for the funding programs. This includes evaluating and preparing an overall needs assessment for OCTA and developing a strategy for the various funding programs, including documented needs and quantitative benefits of projects.
- Consultant shall prepare technical analyses, which include but are not limited to cost-benefit analysis and air quality/greenhouse gas emission reduction analysis. These analyses must meet the grant program requirements. If available, Consultant may use existing tools for the analyses.
- Consultant shall assist OCTA in managing application deadlines to ensure timely submission.
- Consultant shall collaborate with proper stakeholders to obtain signatures, data, forms and letters of support.
- Consultant shall provide grant related research assistance.
- Consultant shall review OCTA draft grant applications for local, state and federal funding for completion, quality control, and adherence to requirements outlined in funding guidelines.
- Consultant shall provide copies of the final and completed application prior to submission of the grant

**What are the qualifications required for this line item?**

Knowledge and experience with State of California and Federal transportation funding and grant programs, California Department of Transportation (Caltrans) processes and procedures.

**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.**

Based on cost of programming consultants since this is similar to that type of work.

**What phase of the project does this line item support?**

Funding support would be provided to all phases of work.

**What phase of the project is this line item currently in, as of January 2, 2019?**

OCTA entered into Agreement no. C-7-2132 with KTUA for grant writing services on March 6, 2018. The agreement is underway and the term does not conclude until January 31, 2020. The agreement also includes two options that would each extend the agreement for an additional year.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.



# Measure M2 Program

## M2 Transit

### Rail Project Support (Project R)

<b>Description:</b>	<b>Programming and Analysis</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-TR212-TJ4	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02163	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$35,000.00
<b>Manager:</b>	Adriann Cardoso			<b>Total:</b>	<b>\$35,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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, on an as-needed basis, state, federal, and local programming support services. Services include competitive grant and formula funding program coordination. Consultant will also provide 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); Federal Transit Administration (FTA), programs including new starts; review and analysis of California Transportation Commission (CTC) actions and the next Federal Transportation Reauthorization Bill. See Agreement C-7-2134.

**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 Measure 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 existing contract

**What phase of the project does this line item support?**

Ongoing - all phases

**What phase of the project is this line item currently in, as of January 2, 2019?**

Ongoing time and expense contract

**Is this line item rebudgeted from a prior fiscal year?**

Yes 0017-7519-A0001-TJ\$



**M2 Transit**

**Senior Mobility and Non-Emergency Medical Programs (Project U)**

<b>Description:</b>	<b>Senior and Reduced Fare Identification - Outreach Communications</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-TU002-ODX	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02207	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$25,000.00
<b>Manager:</b>	Ryan Maloney			<b>Total:</b>	<b>\$25,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 Identification programs which are funded by Measure M2.

**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 existing 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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** No

**Transit Extensions to Metrolink (Project S)**

<b>Description:</b>	<b>OCTA Model Development and Improvements</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-TS001-ODF	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00099	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$150,000.00
<b>Manager:</b>	Anup Kulkarni			<b>Total:</b>	<b>\$150,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 would be to improve the modeling of streetcar systems and other modes in OCTA Modeling software. 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.

**What phase of the project is this line item currently in, as of January 2, 2019?** Contract C-7-1870 is in progress.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



# Measure M2 Program

## M2 Transit

### Transit Extensions to Metrolink (Project S)

<b>Description:</b>	<b>M2 Project S - State and Federal Grant Writing</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-TS001-10J	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02122	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$5,000.00
<b>Manager:</b>	Louis Zhao			<b>Total:</b>	<b>\$5,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 (KTUA C-7-2132) shall provide on an as-needed basis consultant services for grant writing, grant application preparation, and grant application quality control review. Consultant or consultants will work as needed, on a time and expense basis. As needed services shall include, but not be limited to the following:

- Consultant shall prepare grant applications and supporting documentation to ensure compliance with funding requirements. This may include, but is not limited to, developing application narratives, data, charts, tables and diagrams, letters of support, and supplemental application materials which may enhance the application.
- Consultant shall support project selection for the funding programs. This includes evaluating and preparing an overall needs assessment for OCTA and developing a strategy for the various funding programs, including documented needs and quantitative benefits of projects.
- Consultant shall prepare technical analyses, which include but are not limited to cost-benefit analysis and air quality/greenhouse gas emission reduction analysis. These analyses must meet the grant program requirements. If available, Consultant may use existing tools for the analyses.
- Consultant shall assist OCTA in managing application deadlines to ensure timely submission.
- Consultant shall collaborate with proper stakeholders to obtain signatures, data, forms and letters of support.
- Consultant shall provide grant related research assistance.
- Consultant shall review OCTA draft grant applications for local, state and federal funding for completion, quality control, and adherence to requirements outlined in funding guidelines.
- Consultant shall provide copies of the final and completed application prior to submission of the grant.

**What are the qualifications required for this line item?**

Knowledge and experience with State of California and Federal transportation funding and grant programs, California Department of Transportation (Caltrans) processes and procedures.

**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.**

Based on cost of programming consultants since this is similar to that type of work.

**What phase of the project does this line item support?**

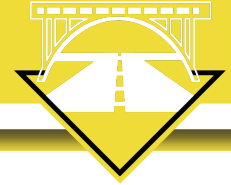
Grant funding could support all phases

**What phase of the project is this line item currently in, as of January 2, 2019?**

OCTA entered into agreement no. C-7-2132 with KTU&A for grant writing services on March 6, 2018. The agreement is underway and the term does not conclude until January 31, 2020. The agreement also includes two options that would each extend the agreement for an additional year.

**Is this line item rebudgeted from a prior fiscal year?**

Yes, 0017-7519-A4461-10J



**Streets and Roads**

**Clean-up Highway/Street Runoff (Project X)**

<b>Description:</b>	<b>Environmental Cleanup Program - Data Gathering Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-MX001-0B9	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00087	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$75,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$75,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 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 a 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

**What phase of the project is this line item currently in, as of January 2, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>Environmental Cleanup Program - Strategic Management Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-MX001-0K2	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00088	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$6,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$6,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Strategic management support for the Environmental Cleanup Program (ECP). The ECP provides comprehensive funding to cities of Orange County and the County of Orange to clean up storm water runoff from the roadway system.

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

**Please explain how you arrived at the budgeted dollars requested.** Based on previous years' 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, 2019?** Various

**Is this line item rebudgeted from a prior fiscal year?** Yes



# Measure M2 Program

## Streets and Roads

### Clean-up Highway/Street Runoff (Project X)

<b>Description:</b>	<b>M2 Environmental Projects - State and Federal Grant Writing</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-MX001-10J	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02123	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$5,000.00
<b>Manager:</b>	Louis Zhao			<b>Total:</b>	<b>\$5,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 (KTUA C-7-2132) shall provide on an as-needed basis consultant services for grant writing, grant application preparation, and grant application quality control review. Consultant or consultants will work as needed, on a time and expense basis. As needed services shall include, but not be limited to the following:

- Consultant shall prepare grant applications and supporting documentation to ensure compliance with funding requirements. This may include but is not limited to developing application narratives, data, charts, tables and diagrams, letters of support, and supplemental application materials which may enhance the application.
- Consultant shall support project selection for the funding programs. This includes evaluating, reviewing and preparing an overall needs assessment for OCTA and developing a strategy for the various funding programs, including documented needs and quantitative benefits of projects.
- Consultant shall prepare technical analyses, which include but are not limited to cost-benefit analysis and air quality/greenhouse gas emission reduction analysis. These analyses must meet the grant program requirements. If available, Consultant may use existing tools for the analyses.
- Consultant shall assist OCTA in managing application deadlines to ensure timely submission.
- Consultant shall collaborate with proper stakeholders to obtain signatures, data, forms and letters of support.
- Consultant shall provide grant related research assistance.
- Consultant shall review OCTA draft grant applications for local, state and federal funding for completion, quality control, and adherence to requirements outlined in funding guidelines.
- Consultant shall provide copies of the final and completed application prior to submission of the grant.

**What are the qualifications required for this line item?**

Knowledge and experience with State of California and Federal transportation funding and grant programs, California Department of Transportation (Caltrans) processes and procedures.

**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.**

Based on cost of programming consultants since this is similar to that type of work.

**What phase of the project does this line item support?**

Funding would support all phases

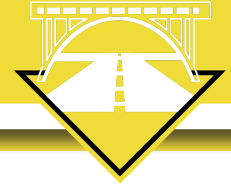
**What phase of the project is this line item currently in, as of January 2, 2019?**

OCTA entered into agreement no. C-7-2132 with KTU&A for grant writing services on March 6, 2018. The agreement is underway and the term does not conclude until January 31, 2020. The agreement also includes two options that would each extend the agreement for an additional year.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.





**Streets and Roads**

**Local Fair Share (Project Q)**

<b>Description:</b>	<b>E-76 and Call Technical Review Service</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0012-7519-SQ001-TJ3	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00006	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$110,000.00
<b>Manager:</b>	Adriann Cardoso			<b>Total:</b>	<b>\$110,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 submitting 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.

Moving forward, the consultant will also help provide a technical review of projects being considered through a call for projects.

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

The consulting firm must have experience and technical expertise in preparing E76, which are submitted through Caltrans for FHWA to approve funding for a project. The consultant must also understand basic cost and design principles for public works projects.

**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, 2019?**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

This line item is budgeted and used every year.



# Measure M2 Program

## Streets and Roads

### Local Fair Share (Project Q)

<b>Description:</b>	<b>Pavement Management Plan - On-Call Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SQ002-TH1	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00097	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$130,000.00
<b>Manager:</b>	Joseph Alcock			<b>Total:</b>	<b>\$130,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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. Work consists of establishing pavement management pre-qualification sites, determining the pavement condition indices based on MicroPaver methodology in accordance with the Paver Pavement Distress Identification Manuals for Asphalt Concrete and Portland Cement Concrete Pavement, and pre-qualifying calibrating consultant/vendor/local agency inspection personnel (agency inspectors).

- Tasks/Deliverables:
- 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 software. Experience in developing performance prediction models based on MicroPaver deterioration model. Practical knowledge of implementing MicroPaver concepts in cities and counties. Knowledge of pavement technology. Experience in analyzing distress data from selected vendors for pre-qualification tests.

**Please explain how you arrived at the budgeted dollars requested.**

Based on historical actuals, with inflation.

**What phase of the project does this line item support?**

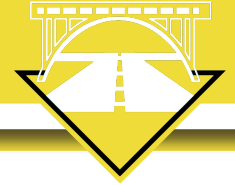
Implementation

**What phase of the project is this line item currently in, as of January 2, 2019?**

Implementation

**Is this line item rebudgeted from a prior fiscal year?**

Yes



**Streets and Roads**

**OC Bridges (Project O)**

<b>Description:</b>	<b>Lakeview Avenue Grade Separation - Project Management Consultant Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SO205-HGL	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02234	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Ross Lew			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 management consultant services for the Lakeview Avenue overcrossing. The grade separation (GS) project will include construction of a roadway over the Burlington Northern Santa Fe railroad tracks. 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 OCTA in this challenge by providing staff assistance and technical expertise to help manage its capital development projects. Consultant shall assist 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 professionals to provide program management support services for highway and rail related projects.

**Please explain how you arrived at the budgeted dollars requested.**

The budgeted dollars 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 project closeout phase of work.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Project closeout phase.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.



# Measure M2 Program

## Streets and Roads

### OC Bridges (Project O)

<b>Description:</b>	<b>State College Boulevard Grade Separation - Project Management Consultant Service</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SO207-HGL	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02235	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$25,000.00
<b>Manager:</b>	Ross Lew			<b>Total:</b>	<b>\$25,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 management consultant services for the State College Boulevard undercrossing. The grade separation (GS) project will include construction of a roadway over the Burlington Northern Santa Fe railroad tracks. 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 OCTA in this challenge by providing staff assistance and technical expertise to help manage its capital development projects. Consultant shall assist 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 professionals to provide program management support services for highway and rail related projects.

**Please explain how you arrived at the budgeted dollars requested.**

The budgeted dollars 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 project closeout phase of work.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Project closeout phase.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.



**Streets and Roads**

**OC Bridges (Project O)**

<b>Description:</b>	<b>Raymond Avenue Grade Separation - Project Management Consultant Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SO208-HGL	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02236	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$25,000.00
<b>Manager:</b>	Ross Lew			<b>Total:</b>	<b>\$25,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 management consultant services for the Raymond Avenue undercrossing. The grade separation (GS) project will include construction of a roadway over the Burlington Northern Santa Fe railroad tracks. 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 OCTA in this challenge by providing staff assistance and technical expertise to help manage its capital development projects. Consultant shall assist 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 professionals to provide program management support services for highway and rail related projects.

**Please explain how you arrived at the budgeted dollars requested.**

The budgeted dollars 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 project closeout phase of work.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Project closeout phase.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.



# Measure M2 Program

## Streets and Roads

### Regional Capacity Program (Project O)

<b>Description:</b>	<b>M2 Project O - State and Federal Grant Writing</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SO001-10J	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02096	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$10,000.00
<b>Manager:</b>	Louis Zhao			<b>Total:</b>	<b>\$10,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 (KTUA C-7-2132) shall provide on an as-needed basis consultant services for grant writing, grant application preparation, and grant application quality control review. Consultant or consultants will work as needed, on a time and expense basis. As needed services shall include, but not be limited to the following:

- Consultant shall prepare grant applications and supporting documentation to ensure compliance with funding requirements. This may include, but is not limited to, developing application narratives, data, charts, tables and diagrams, letters of support, and supplemental application materials which may enhance the application.
- Consultant shall support project selection for the funding programs. This includes evaluating, reviewing and preparing an overall needs assessment for OCTA and developing a strategy for the various funding programs, including documented needs and quantitative benefits of projects.
- Consultant shall prepare technical analyses, which include but are not limited to cost-benefit analysis and air quality/greenhouse gas emission reduction analysis. These analyses must meet the grant program requirements. If available, Consultant may use existing tools for the analyses.
- Consultant shall assist OCTA in managing application deadlines to ensure timely submission.
- Consultant shall collaborate with proper stakeholders to obtain signatures, data, forms and letters of support.
- Consultant shall provide grant related research assistance.
- Consultant shall review OCTA draft grant applications for local, state and federal funding for completion, quality control, and adherence to requirements outlined in funding guidelines.
- Consultant shall provide copies of the final and completed application prior to submission of the grant

**What are the qualifications required for this line item?**

**Example: Expert-level JAVA programmer to enhance website.**

Knowledge and experience with State of California and Federal transportation funding and grant programs, California Department of Transportation (Caltrans) processes and procedures.

**Please explain how you arrived at the budgeted dollars requested.**

Based on cost of programming consultants since this is similar to that type of work.

**What phase of the project does this line item support?**

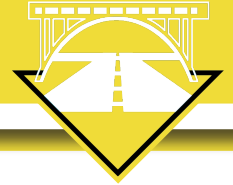
Typically design through construction

**What phase of the project is this line item currently in, as of January 2, 2019?**

OCTA entered into agreement no. C-7-2132 with KTU&A for grant writing services on March 6, 2018. The agreement is underway and the term does not conclude until January 31, 2020. The agreement also includes two options that would each extend the agreement for an additional year.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.



## Streets and Roads

### Regional Capacity Program (Project O)

<b>Description:</b>	M2 Project O - Grant Advisory Services			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SO001-10K	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02135	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$5,000.00
<b>Manager:</b>	Louis Zhao			<b>Total:</b>	<b>\$5,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 or consultants shall provide, on an as-needed basis, advisory services to assist OCTA in developing successful grant applications for competitive state funding programs to meet state goals in the areas of environmental protection, greenhouse gas reduction, air quality, and/or public health, and/or disadvantaged communities, low income communities and households and overburdened communities as well as advisory services to assist in project development and reporting on successful grants. As needed services shall include, but not be limited to:

- High level strategic advice and consultation to OCTA for state goals related to environmental protection, greenhouse gas reduction, air quality, public health, disadvantaged communities, low income communities and households and/or overburdened communities.
- Review OCTA draft grant applications for state funding and make recommendations to maximize strategic advantages.
- Assist OCTA during project development to increase the proposed project's potential for state funding.
- Assist OCTA with project reporting on state-funded projects.
- Advise OCTA on potential project funding impacts resulting from legislative and regulatory proposals and help identify potential policy strategies with California Transportation Commission (CTC) and Caltrans.
- Assist in the analysis of state, federal and local program guidelines and relevant legislation.
- Prepare all work in accordance with approved guidelines and required documentation in effect at the time of work assignment.

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

Knowledge and experience with California transportation funding and grant programs, California Department of Transportation (Caltrans) processes, requirements related to programming and funding. A minimum of 5 years of experience in funding and grant processes or a related field is required.

**Please explain how you arrived at the budgeted dollars requested.**

Based on existing contract.

**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, 2019?**

Currently underway.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.



# Measure M2 Program

## Streets and Roads

### Regional Capacity Program (Project O)

<b>Description:</b>	<b>M2 Project O - State and Federal Programming Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SO001-P2J	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02130	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$5,000.00
<b>Manager:</b>	Ben Ku			<b>Total:</b>	<b>\$5,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 agreement provides 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 Measure M2 program, and in particular, to meet the ordinance requirement that every effort is made to maximize state and federal funds. Please see Agreement C-8-1722.

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

Knowledge and experience with State of California and Federal transportation funding and grant programs, California Department of Transportation (Caltrans) processes and procedures.

**Please explain how you arrived at the budgeted dollars requested.**

Based on contracted amount.

**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, 2019?**

Currently underway.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.





**Streets and Roads**

**Regional Capacity Program (Project O)**

<b>Description:</b>	<b>Regional Capacity Program Assistance</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SO001-TGS	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00090	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$80,000.00
<b>Manager:</b>	Joseph Alcock			<b>Total:</b>	<b>\$80,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 under the Comprehensive Transportation Funding Program (CTFP). Applications are reviewed to ensure that proposed projects are eligible for the funding, meet minimum requirements set forth by the CTFP guidelines, and are correctly represented in the funding application.

**Tasks Include:**

- Assistance with application workshop and 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 Agreement C-7-1663.

**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, 2019?**

Implementation.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.



# Measure M2 Program

## Streets and Roads

### Regional Capacity Program (Project O)

<b>Description:</b>	<b>M2 Project O - Programming and Analysis</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SO001-TJ4	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02161	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$15,000.00
<b>Manager:</b>	Adriann Cardoso			<b>Total:</b>	<b>\$15,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

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, on an as-needed basis, state, federal, and local programming support services. Services include competitive grant and formula funding program coordination. Consultant will also provide 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); Federal Transit Administration (FTA), programs including new starts; review and analysis of California Transportation Commission (CTC) actions and the next Federal Transportation Reauthorization Bill. See Agreement C-7-2134.

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 existing contract.

What phase of the project does this line item support?

Ongoing - all phases.

What phase of the project is this line item currently in, as of January 2, 2019?

Ongoing time and expense contract.

Is this line item rebudgeted from a prior fiscal year?

Yes.

<b>Description:</b>	<b>M2 Project O - Program Application and Final Payments Review</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SO001-TKJ	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00091	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$68,000.00
<b>Manager:</b>	Joseph Alcock			<b>Total:</b>	<b>\$68,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

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

Professional Engineering services to review project final reports for Comprehensive Transportation Funding Program (CTFP) projects. This includes review of project plans for consistency with OCTA guidelines, right-of-way acquisitions to determine any excess right-of-way, construction costs including construction management, and project administration cost to ensure consistency with CTFP guidelines and eligibility for Measure M2 funds.

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

Professional Engineering license, understanding of Measure M2 Ordinance, and 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 or no build options.

Please explain how you arrived at the budgeted dollars requested.

Current contract amount identified in Agreement C-7-1803 and future needs to review approximately 300+ projects funded through CTFP.

What phase of the project does this line item support?

Implementation phase.

What phase of the project is this line item currently in, as of January 2, 2019?

Implementation phase.

Is this line item rebudgeted from a prior fiscal year?

Yes.



## Streets and Roads

### Regional Traffic Signal Synchronization (Project P)

<b>Description:</b>	<b>M2 Project P - State and Federal Grant Writing</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SP001-10J	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02098	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$15,000.00
<b>Manager:</b>	Louis Zhao			<b>Total:</b>	<b>\$15,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 (KTUA C-7-2132) shall provide on an as-needed basis consultant services for grant writing, grant application preparation, and grant application quality control review. Consultant or consultants will work as needed, on a time and expense basis. As needed services shall include, but not be limited to the following:

- Consultant shall prepare grant applications and supporting documentation to ensure compliance with funding requirements. This may include, but is not limited to, developing application narratives, data, charts, tables and diagrams, letters of support, and supplemental application materials which may enhance the application.
- Consultant shall support project selection for the funding programs. This includes evaluating, reviewing and preparing an overall needs assessment for OCTA and developing a strategy for the various funding programs, including documented needs and quantitative benefits of projects.
- Consultant shall prepare technical analyses, which include but are not limited to cost-benefit analysis and air quality/greenhouse gas emission reduction analysis. These analyses must meet the grant program requirements. If available, Consultant may use existing tools for the analyses.
- Consultant shall assist OCTA in managing application deadlines to ensure timely submission.
- Consultant shall collaborate with proper stakeholders to obtain signatures, data, forms and letters of support.
- Consultant shall provide grant related research assistance.
- Consultant shall review OCTA draft grant applications for local, state and federal funding for completion, quality control, and adherence to requirements outlined in funding guidelines.
- Consultant shall provide copies of the final and completed application prior to submission of the grant.

**What are the qualifications required for this line item?**

Knowledge and experience with State of California and Federal transportation funding and grant programs, California Department of Transportation (Caltrans) processes and procedures.

**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.**

Based on cost of programming consultants since this is similar to that type of work.

**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, 2019?**

OCTA entered into agreement no. C-7-2132 with KTU&A for grant writing services on March 6, 2018. The agreement is underway and the term does not conclude until January 31, 2020. The agreement also includes two options that would each extend the agreement for an additional year.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.



# Measure M2 Program

## Streets and Roads

### Regional Traffic Signal Synchronization (Project P)

<b>Description:</b>	<b>M2 Project P - Grant Advisory Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SP001-10K	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02136	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$5,000.00
<b>Manager:</b>	Louis Zhao			<b>Total:</b>	<b>\$5,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 or consultants shall provide, on an as-needed basis, advisory services to assist OCTA in developing successful grant applications for competitive state funding programs to meet state goals in the areas of environmental protection, greenhouse gas reduction, air quality, and/or public health, and/or disadvantaged communities, low income communities and households and overburdened communities as well as advisory services to assist in project development and reporting on successful grants. As needed services shall include, but not be limited to:

- High level strategic advice and consultation to OCTA for state goals related to environmental protection, greenhouse gas reduction, air quality, public health, disadvantaged communities, low income communities and households and/or overburdened communities.
- Review OCTA draft grant applications for state funding and make recommendations to maximize strategic advantages.
- Assist OCTA during project development to increase the proposed project's potential for state funding.
- Assist OCTA with project reporting on state-funded projects.
- Advise OCTA on potential project funding impacts resulting from legislative and regulatory proposals and help identify potential policy strategies with California Transportation Commission (CTC) and Caltrans.
- Assist in the analysis of state, federal and local program guidelines and relevant legislation.
- Prepare all work in accordance with approved guidelines and required documentation in effect at the time of work assignment.

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

Knowledge and experience with California transportation funding and grant programs, California Department of Transportation (Caltrans) processes, and requirements related to programming and funding. A minimum of 5 years of experience in funding and grant processes or a related field is required.

**Please explain how you arrived at the budgeted dollars requested.**

Existing contract.

**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, 2019?**

Currently underway.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.



## Streets and Roads

### Regional Traffic Signal Synchronization (Project P)

<b>Description:</b>	<b>M2 Project P - State and Federal Programming Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SP001-P2J	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02131	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$5,000.00
<b>Manager:</b>	Ben Ku			<b>Total:</b>	<b>\$5,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 agreement provides 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 Measure M2 program, and in particular, to meet the ordinance requirement that every effort is made to maximize state and federal funds. Please see Agreement C-8-1722.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Knowledge and experience with State of California and Federal transportation funding and grant programs, California Department of Transportation (Caltrans) processes and procedures.

**Please explain how you arrived at the budgeted dollars requested.** Based on contract amount.

**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, 2019?** Currently underway.

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>Advanced Intelligent Transportation Systems Applications Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SP001-P2U	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00093	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$200,000.00
<b>Manager:</b>	Ronald Keith			<b>Total:</b>	<b>\$200,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Review and propose potential advanced Intelligent Transportation Systems (ITS) applications in support of OCTA projects and programs.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Consultant must have a detailed understanding of ITS 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 for planning ITS projects.

**What phase of the project does this line item support?** This line item supports ITS project development.

**What phase of the project is this line item currently in, as of January 2, 2019?** Currently the project is being planned out.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



# Measure M2 Program

## Streets and Roads

### Regional Traffic Signal Synchronization (Project P)

<b>Description:</b>	<b>Signal Synchronization Plan Updates</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SP001-P2U	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00074	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$100,000.00
<b>Manager:</b>	Archie Tan			<b>Total:</b>	<b>\$100,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Retain professional services to help update local signal synchronization plans as required by Measure M2 (M2) guidelines.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Expertise in M2 Project P and guidelines.

**Please explain how you arrived at the budgeted dollars requested.** The budget dollars are based on recent experience.

**What phase of the project does this line item support?** This line item supports the M2 Project P.

**What phase of the project is this line item currently in, as of January 2, 2019?** Currently, the project is not under contract.

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>Traffic Simulation Technical Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SP001-P2U	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00094	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$100,000.00
<b>Manager:</b>	Anup Kulkarni			<b>Total:</b>	<b>\$100,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 flows.

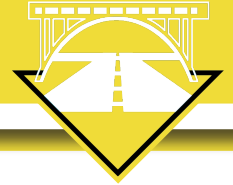
**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Knowledge of VISSIM, Transmodeler, and Paramics.

**Please explain how you arrived at the budgeted dollars requested.** Budgeted amount is based on the current market estimates for the work to be performed.

**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, 2019?** Project not started.

**Is this line item rebudgeted from a prior fiscal year?** No.



**Streets and Roads**

**Regional Traffic Signal Synchronization (Project P)**

<b>Description:</b>	<b>Signal Synchronization - Project Management</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SP001-P33	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00095	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$400,000.00
<b>Manager:</b>	Ronald Keith			<b>Total:</b>	<b>\$400,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 Regional Traffic Signal Synchronization 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. Existing project is through contract C-6-1493.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Expertise in project management, signal synchronization, and Measure M2.

**Please explain how you arrived at the budgeted dollars requested.** Budgeted amount is based on previous projects.

**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, 2019?** Project is ongoing.

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>Signal Synchronization - Program Updates</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SP001-P57	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01976	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$500,000.00
<b>Manager:</b>	Anup Kulkarni			<b>Total:</b>	<b>\$500,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** This line item will fund updates to existing Measure M2 signal synchronization projects. Signal synchronization projects work to coordinate traffic flow by improving the structure and timing of heavy traffic areas.

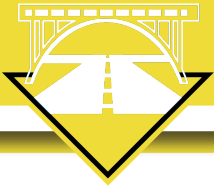
**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Signal synchronization experience.

**Please explain how you arrived at the budgeted dollars requested.** Based on past experience.

**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, 2019?** Currently underway.

**Is this line item rebudgeted from a prior fiscal year?** No.



# Measure M2 Program

## Streets and Roads

### Regional Traffic Signal Synchronization (Project P)

<b>Description:</b>	<b>Signal Synchronization - Programming and Analysis</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SP001-TJ4	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02162	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$15,000.00
<b>Manager:</b>	Adriann Cardoso			<b>Total:</b>	<b>\$15,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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, on an as-needed basis, state, federal, and local programming support services. Services include competitive grant and formula funding program coordination. Consultant will also provide 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); Federal Transit Administration (FTA), programs including new starts; review and analysis of California Transportation Commission (CTC) actions and the next Federal Transportation Reauthorization Bill. See Agreement C-7-2134.

**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 Measure 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 existing contract.

**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, 2019?**

Ongoing.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.





## Streets and Roads

### Regional Traffic Signal Synchronization (Project P)

<b>Description:</b>	<b>Garden Grove Boulevard Signal Synchronization - Consultant Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SPF23-P57	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02760	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$2,645,838.00
<b>Manager:</b>	Ronald Keith			<b>Total:</b>	<b>\$2,645,838</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

<b>Funding:</b>	0017-6109-SPF23-YJJ	Garden Grove Boulevard Signal Synchronization - Consultant Service	1,322,919
<b>Funding:</b>	0017-6062-SPF23-XJ1	Garden Grove Boulevard Signal Synchronization - Consultant Service	2,645,838
<b>Total Funded:</b>			<b>3,968,757</b>

**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 use a consultant to provide intelligent transportation systems and traffic engineering services to help implement signal synchronization along 34 intersections over 8.6 miles. The Garden Grove Boulevard project will require development of optimized signal timings, upgrades of communication systems, installation of advanced traffic controllers, and improved detection systems. The project is estimated to be four years.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Expertise in implementing 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 phases of the project.

**What phase of the project is this line item currently in, as of January 2nd.** The project has not started yet.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



# Measure M2 Program

## Streets and Roads

### Regional Traffic Signal Synchronization (Project P)

<b>Description:</b>	<b>Katella Avenue Signal Synchronization - Consultant Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SPF24-P57	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02761	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$4,936,835.00
<b>Manager:</b>	Ronald Keith			<b>Total:</b>	<b>\$4,936,835</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

<b>Funding:</b>	0017-6109-SPF24-YJJ	Katella Avenue Signal Synchronization - Consultant Services	2,468,418
<b>Funding:</b>	0017-6062-SPF24-XJ1	Katella Avenue Signal Synchronization - Consultant Services	989,367
		<b>Total Funded:</b>	<b>3,457,785</b>

**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 use a consultant to provide intelligent transportation systems and traffic engineering services to help implement signal synchronization along 73 intersections over 19.6 miles. The Katella Avenue/Villa Park/Santiago Canyon project will require development of optimized signal timings, upgrades of communication systems, installation of advanced traffic controllers, and improved detection systems. The project is estimated to be four years.

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

Expertise in implementing 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?**

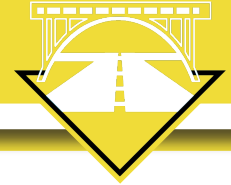
This supports all phases of the project.

**What phase of the project is this line item currently in, as of January 2nd.**

The project has not started yet.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.



**Streets and Roads**

**Regional Traffic Signal Synchronization (Project P)**

<b>Description:</b>	<b>Los Alisos Boulevard Signal Synchronization - Consultant Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SPF25-P57	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02762	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$2,222,228.00
<b>Manager:</b>	Ronald Keith			<b>Total:</b>	<b>\$2,222,228</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

<b>Funding:</b>	0017-6109-SPF25-YJJ	Los Alisos Boulevard Signal Synchronization - Consultant Services	1,111,114
<b>Funding:</b>	0017-6062-SPF25-XJ1	Los Alisos Boulevard Signal Synchronization - Consultant Services	444,446
		<b>Total Funded:</b>	<b>1,555,560</b>

**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 use a consultant to provide intelligent transportation systems and traffic engineering services to help implement signal synchronization along 40 intersections over 10.9 miles. The Los Alisos Boulevard Route project will require development of optimized signal timings, upgrades of communication systems, installation of advanced traffic controllers, and improved detection systems. The project is estimated to be four years.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Expertise in implementing 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 phases of the project.

**What phase of the project is this line item currently in, as of January 2nd.** The project has not started yet.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



# Measure M2 Program

## Streets and Roads

### Regional Traffic Signal Synchronization (Project P)

<b>Description:</b>	<b>Main Street Signal Synchronization - Consultant Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SPF26-P57	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02763	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$3,822,720.00
<b>Manager:</b>	Ronald Keith			<b>Total:</b>	<b>\$3,822,720</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				
<b>Funding:</b>	0017-6109-SPF26-YJJ	Main Street Signal Synchronization - Consultant Services		1,911,360	
<b>Funding:</b>	0017-6062-SPF26-XJ1	Main Street Signal Synchronization - Consultant Services		764,544	
				<b>Total Funded:</b>	<b>2,675,904</b>

**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 use a consultant to provide intelligent transportation systems and traffic engineering services to help implement signal synchronization along 67 intersections over 11.8 miles. The Main Street project will require development of optimized signal timings, upgrades of communication systems, installation of advanced traffic controllers, and improved detection systems. The project is estimated to be four years.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Expertise in implementing 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 phases of the project.

**What phase of the project is this line item currently in, as of January 2nd.** The project has not started yet.

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>Aliso Creek Road Signal Synchronization</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SPF27-P57	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01973	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$1,450,000.00
<b>Manager:</b>	Anup Kulkarni			<b>Total:</b>	<b>\$1,450,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 M2 Project P funded Aliso Creek Signal Synchronization Project. This project will use a consultant to provide intelligent transportation systems and traffic engineering services to help implement signal synchronization along 23 intersections over 5.0 miles. The Aliso Creek project will require development of optimized signal timings, upgrades of communication systems, installation of advanced traffic controllers, and improved detection systems. The project is estimated to be four years.

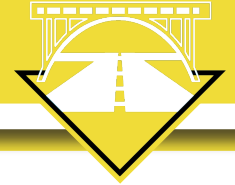
**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Experience in signal synchronization activities.

**Please explain how you arrived at the budgeted dollars requested.** Funded application as part of Project P.

**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 2nd.** N/A

**Is this line item rebudgeted from a prior fiscal year?** No.



**Streets and Roads**

**Regional Traffic Signal Synchronization (Project P)**

<b>Description:</b>	<b>Lake Forest Drive Signal Synchronization</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SPF28-P57	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01975	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$1,900,000.00
<b>Manager:</b>	Anup Kulkarni			<b>Total:</b>	<b>\$1,900,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 P funded Lake Forest Drive Signal Synchronization project. This project will use a consultant to provide intelligent transportation systems and traffic engineering services to help implement signal synchronization along 27 intersections over 7.5 miles. The Lake Forest project will require development of optimized signal timings, upgrades of communication systems, installation of advanced traffic controllers, and improved detection systems. The project is estimated to be four years.

**What are the qualifications required for this line item?**  
**Example: Expert-level JAVA programmer to enhance website.** Experience in signal synchronization activities.

**Please explain how you arrived at the budgeted dollars requested.** Funded application as part of Project P.

**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 2nd.** N/A

**Is this line item rebudgeted from a prior fiscal year?** No

<b>Description:</b>	<b>Red Hill Avenue Signal Synchronization</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-SPF29-P57	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01974	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$2,150,000.00
<b>Manager:</b>	Anup Kulkarni			<b>Total:</b>	<b>\$2,150,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 M2 Project P funded Red Hill Avenue project. This project will use a consultant to provide intelligent transportation systems and traffic engineering services to help implement signal synchronization along 28 intersections over 6.5 miles. The Red Hill project will require development of optimized signal timings, upgrades of communication systems, installation of advanced traffic controllers, and improved detection systems. The project is estimated to be four years.

**What are the qualifications required for this line item?**  
**Example: Expert-level JAVA programmer to enhance website.** Experience in signal synchronization activities.

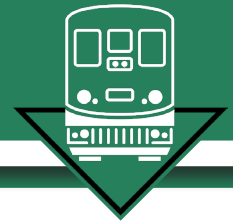
**Please explain how you arrived at the budgeted dollars requested.** Funded application as part of Project P.

**What phase of the project does this line item support?** All phases.

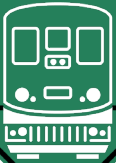
**What phase of the project is this line item currently in, as of January 2nd.** N/A

**Is this line item rebudgeted from a prior fiscal year?** No

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Rail					
Line Item Controlled Services					
Org- Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
<b>Anaheim Canyon Metrolink Station</b>					
0018	Commuter Rail	7514	Anaheim Canyon Station - Right-of-Way Support	300,000	107
0018	Commuter Rail	7519	Anaheim Canyon Metrolink Station - Communications and Ou	25,000	107
0018	Commuter Rail	7519	Anaheim Canyon Metrolink Station - Design Support During C	238,000	108
0018	Commuter Rail	7519	Anaheim Canyon Metrolink Station - Environmental Support	2,000	108
<b>Double Track Addition in San Clemente</b>					
0018	Commuter Rail	7514	Double Track Serra - Right-of-Way Support Services	50,000	109
0018	Commuter Rail	7519	Double Track Serra - Design and Environmental Services	780,000	109
0018	Commuter Rail	7519	Double Track Serra - Environmental Support Services	4,000	110
<b>Irvine Station Improvements</b>					
0018	Commuter Rail	7514	Irvine Station and 4th Main - Right-of-Way Support Services	50,000	110
0018	Commuter Rail	7519	Irvine Station and 4th Main - Design and Environmental Servic	3,350,000	111
0018	Commuter Rail	7519	Irvine Station and 4th Main - Environmental Support Services	4,000	111
<b>Laguna Niguel to San Juan Capistrano Passing Siding</b>					
0018	Commuter Rail	7514	Laguna Niguel to San Juan Capistrano Passing Siding - Right-of	165,000	112
0018	Commuter Rail	7519	Laguna Niguel to San Juan Capistrano Passing Siding - Public O	25,000	112
0018	Commuter Rail	7519	Laguna Niguel to San Juan Capistrano Passing Siding - Design	200,000	113
0018	Commuter Rail	7519	Laguna Niguel to San Juan Capistrano Passing Siding - Environ	4,000	113
<b>Orange County Maintenance Facility</b>					
0018	Commuter Rail	7519	Orange County Maintenance Facility - Public Outreach	20,000	114
0018	Commuter Rail	7519	Orange County Maintenance Facility - Preliminary Design and	4,200,000	115
<b>Placentia Metrolink Rail Station</b>					
0018	Commuter Rail	7519	Placentia Metrolink Station - Communications and Outreach S	35,000	116
0018	Commuter Rail	7519	Placentia Metrolink Station - Design Revisions	100,000	117
0018	Commuter Rail	7519	Placentia Metrolink Station - Railway Agreement for Design R	1,000,000	117
0018	Commuter Rail	7519	Placentia Metrolink Station - Video Security Surveillance	750,000	118
<b>San Juan Creek Bridge Replacement</b>					
0017	Local Transport Auth Mea	7514	San Juan Creek Bridge Replacement - Right-of-Way Support	250,000	118
0017	Local Transport Auth Mea	7519	San Juan Creek Bridge Replacement - Environmental Support	4,000	119
0017	Local Transport Auth Mea	7519	San Juan Creek Bridge Replacement - Public Outreach	30,000	120
<b>Signal Respacing and Control Point</b>					
0018	Commuter Rail	7514	Signal Respacing Control Point Atwood - Right-of-Way Suppor	50,000	121
0018	Commuter Rail	7514	Signal Respacing Control Point Avery - Right-of-Way Support S	50,000	121
0018	Commuter Rail	7519	Signal Respacing Control Point Atwood - Environmental Supp	4,000	122
0018	Commuter Rail	7519	Signal Respacing Control Point Avery - Environmental Support	4,000	122



# Rail Program

Rail					
Line Item Controlled Services					
Org- Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
<b>Slope Stabilization</b>					
0018	Commuter Rail	7514	Right-of-Way Slope Stabilization - Right-of-Way Support Servi	25,000	123
0018	Commuter Rail	7519	Right-of-Way Slope Stabilization - Design Services	80,000	123
0018	Commuter Rail	7519	Right-of-Way Slope Stabilization - Environmental Support	4,000	124
0018	Commuter Rail	7519	Right-of-Way Slope Stabilization - Public Outreach	25,000	124
<b>OCTA Rail Support Services</b>					
0018	Commuter Rail	7514	Tenant Review Services for LOSSAN Corridor	100,000	125
0018	Commuter Rail	7514	Engineering Services for LOSSAN Corridor	25,000	125
0018	Commuter Rail	7514	Appraisal Services for LOSSAN Corridor	25,000	126
0018	Commuter Rail	7514	Pacific Electric (PE) 02 - On-Call Tenant Review Services	22,500	126
0018	Commuter Rail	7515	Investment Fees	153,170	127
0018	Commuter Rail	7517	Metrolink Projects - General Environmental Support	5,000	127
0018	Commuter Rail	7517	Right-of-Way Maintenance - OCTA-Owned	1,722,000	128
0018	Commuter Rail	7517	Pacific Electric (PE) Right-of-Way Maintenance Services	128,000	128
0018	Commuter Rail	7519	Additional Metrolink Capital Improvement - Public Outreach	27,500	129
0018	Commuter Rail	7519	On-Call Planning for Orange County Regional Rail	100,000	129
0018	Commuter Rail	7519	Marketing/Media and Operations - Public Outreach	400,000	130
0018	Commuter Rail	7519	Climate Change Study	670,000	131
0018	Commuter Rail	7629	Rail Safety Outreach	5,000	131
0018	Commuter Rail	7629	Metrolink Special Train Operations	75,000	132
<b>SCRRA Budget</b>					
0018	Commuter Rail	7629	Metrolink Annual Operating Subsidy	21,903,947	132
0018	Commuter Rail	7629	Metrolink Angels Express Operations	320,274	133
<b>Subtotal Services - Rail</b>				<b>\$ 37,510,391</b>	





## Anaheim Canyon Metrolink Station

<b>Description:</b>	<b>Anaheim Canyon Station - Right-of-Way Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7514-C5061-TXD	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02325	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$300,000.00
<b>Manager:</b>	Lora Cross			<b>Total:</b>	<b>\$300,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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) services for temporary construction easement. The scope of work includes title and escrow, appraisal and appraisal review, negotiations, and other real estate services related to ROW needed for construction of improvements related to the Anaheim Canyon Metrolink station. The project proposes to construct a new second track and second platform, extend the existing platform, improve existing at-grade crossings, and make upgrades to the parking lot.

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

**Please explain how you arrived at the budgeted dollars requested.** Budget was based on estimate from OCTA's ROW Department and previous experience with similar projects.

**What phase of the project does this line item support?** Construction/ROW.

**What phase of the project is this line item currently in, as of January 2, 2019?** Design.

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>Anaheim Canyon Metrolink Station - Communications and Outreach Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-C5061-OJK	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01870	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$25,000.00
<b>Manager:</b>	Fernando Chavarria			<b>Total:</b>	<b>\$25,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 and implement a communications and outreach plan that informs the surrounding community, in particular immediately adjacent businesses and luxury apartment complex, of Anaheim Canyon station project construction, station improvements, and value. Deliverables will include a project webpage, stakeholder briefings, lobby displays, social media postings, on-site informational/promotional/collateral materials, and other similar low-cost and high-target communication tactics. The project proposes to construct a new second track and second platform, extend the existing platform, improve existing at-grade crossings, and make upgrades to the parking lot.

**What are the qualifications required for this line item?**  
 Example: Expert-level JAVA programmer to enhance website.  
 Professional communications and outreach firm.

**Please explain how you arrived at the budgeted dollars requested.** Estimates based on prior projects, adjusted to reflect scope and phase of project in fiscal year.

**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, 2019?** Design.

**Is this line item rebudgeted from a prior fiscal year?** No.



# Rail Program

## Anaheim Canyon Metrolink Station

<b>Description:</b>	<b>Anaheim Canyon Metrolink Station - Design Support During Construction</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-C5061-OJR	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02274	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$238,000.00
<b>Manager:</b>	Lora Cross			<b>Total:</b>	<b>\$238,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

**Funding:** 0018-6037-C5061-LD1 Anaheim Canyon design support during construction 238,000  
**Total Funded: 238,000**

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Revisions to plan and design support during the bidding and construction phase under an existing contract with the vendor for improvements at the Anaheim Canyon station project. Improvements include the addition of a second station track, platform, and passenger amenities, including ticket vending machines, benches, canopies, and signage. The existing platform will also be extended to accommodate longer trains.

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

**Please explain how you arrived at the budgeted dollars requested.** Budget is based on the existing contracted amount for this effort.

**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, 2019?** Design.

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>Anaheim Canyon Metrolink Station - Environmental Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-C5061-OJR	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02550	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$2,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$2,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** The contract is used to provide environmental support for rail, transit, and highway projects. The Anaheim Canyon project proposes to construct a new second track and second platform, extend the existing platform, improve existing at-grade crossings, and make upgrades to the parking lot.

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

**Please explain how you arrived at the budgeted dollars requested.** Estimate based on similar services provided by contract C-4-1310.

**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 2nd.** Design.

**Is this line item rebudgeted from a prior fiscal year?** No.



**Double Track Addition in San Clemente**

<b>Description:</b>	<b>Double Track Serra - Right-of-Way Support Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7514-TR218-0SZ	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02099	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Jason Lee			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 Double Track Serra project. The project will create a second track next to the existing track in the region.

**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 processes 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?** Design.

**What phase of the project is this line item currently in, as of January 2, 2019?** Planning.

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>Double Track Serra - Design and Environmental Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-TR218-0SZ	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02101	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$780,000.00
<b>Manager:</b>	Jason Lee			<b>Total:</b>	<b>\$780,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 providing preliminary and final designs and environmental documentation for California Environmental Quality Act (CEQA) and other related services to support the design and environmental phases of the Double Track Serra project. The project will create a second track next to the existing track in the region.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Professional engineers, architects, environmental planners and has experience with track and station design and CEQA documentation.

**Please explain how you arrived at the budgeted dollars requested.** Order of magnitude estimate for Environmental and Design phases.

**What phase of the project does this line item support?** Environmental and Design.

**What phase of the project is this line item currently in, as of January 2, 2019?** Planning.

**Is this line item rebudgeted from a prior fiscal year?** No.



# Rail Program

## Double Track Addition in San Clemente

<b>Description:</b>	<b>Double Track Serra - Environmental Support Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-TR218-0SZ	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02100	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$4,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$4,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 provide environmental support for activities related to the Double Track Serra project.

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

**What phase of the project is this line item currently in, as of January 2, 2019?** Planning.

**Is this line item rebudgeted from a prior fiscal year?** No.

## Irvine Station Improvements

<b>Description:</b>	<b>Irvine Station and 4th Main - Right-of-Way Support Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7514-TR215-0SV	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02078	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Jason Lee			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 Irvine station and 4th Main project. This project will add a 4th track at the Irvine Metrolink station.

**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 for support.

**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, 2019?** Planning.

**Is this line item rebudgeted from a prior fiscal year?** No.



**Irvine Station Improvements**

<b>Description:</b>	<b>Irvine Station and 4th Main - Design and Environmental Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-TR215-0SV	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02090	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$3,350,000.00
<b>Manager:</b>	Jason Lee			<b>Total:</b>	<b>\$3,350,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 providing preliminary and final designs and environmental documentation for California Environmental Quality Act (CEQA) and other related services to support the design and environmental phases of the Irvine Station and 4th Main project. This project will add a 4th track at the Irvine Metrolink station.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Professional engineers, architects, environmental planners and has experience with track and station design and CEQA documentation.

**Please explain how you arrived at the budgeted dollars requested.** Rough order of magnitude estimate for Environmental and Design phases.

**What phase of the project does this line item support?** Environmental and Design.

**What phase of the project is this line item currently in, as of January 2, 2019?** Planning.

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>Irvine Station and 4th Main - Environmental Support Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-TR215-0SV	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02081	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$4,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$4,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 provide environmental support for activities related to the Irvine Station and 4th Main project. This project will add a 4th track at the Irvine station.

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

**What phase of the project is this line item currently in, as of January 2, 2019?** Planning.

**Is this line item rebudgeted from a prior fiscal year?** No.



# Rail Program

## Laguna Niguel to San Juan Capistrano Passing Siding

<b>Description:</b>	<b>Laguna Niguel to San Juan Capistrano Passing Siding - Right-of-Way Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7514-C5051-TZ2	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01955	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$165,000.00
<b>Manager:</b>	Jason Lee			<b>Total:</b>	<b>\$165,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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. The project proposes the addition of 1.8 miles of new passing siding track adjacent to the existing main track in the City of San Juan Capistrano and the City of Laguna Niguel which will result in reduced congestion and improved reliability.

**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 processes 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?** Construction.

**What phase of the project is this line item currently in, as of January 2, 2019?** Construction.

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>Laguna Niguel to San Juan Capistrano Passing Siding - Public Outreach</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-C5051-16E	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01829	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$25,000.00
<b>Manager:</b>	Calina North			<b>Total:</b>	<b>\$25,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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, in cooperation with Metrolink and the cities of Laguna Niguel and San Juan Capistrano, will add approximately 1.8 miles of passing siding railroad track adjacent to the existing mainline railroad track from the Laguna Niguel/Mission Viejo Metrolink Station to 500-feet north of Trabuco Creek in San Juan Capistrano. The project also includes the construction of a parking area for Metrolink personnel. Construction is anticipated to begin in spring 2019 and take approximately two years. The Public Awareness Campaign consultant will assist OCTA Outreach staff in developing collateral regarding project status and schedule, construction activities, and closures and detours in coordination with the technical team. The consultant, under OCTA direction, will also track and provide timely responses to community questions and concerns; assist with meeting key stakeholders, residents, business owners and, rail passengers; and monitor project metrics and maintain the project outreach record. Outreach is required during construction with auto dealerships along Camino Capistrano, Saddleback Church Rancho Capistrano, and residents east and west of the project area. This project is one of seven that are part of a 4-year, \$550,500 outreach contract with a one-year option term.

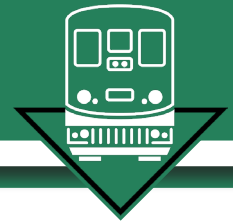
**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Thorough understanding of the Construction phase of a rail project. Familiarity with and ability to decipher technical information and communicate it in an understandable and relevant 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.** Review of construction schedule and major milestones; analysis of previous activities for rail outreach.

**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, 2019?** Construction.

**Is this line item rebudgeted from a prior fiscal year?** No.



## Laguna Niguel to San Juan Capistrano Passing Siding

<b>Description:</b>	<b>Laguna Niguel to San Juan Capistrano Passing Siding - Design Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-C5051-TZ2	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01962	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$200,000.00
<b>Manager:</b>	Jason Lee			<b>Total:</b>	<b>\$200,000</b>
<b>Grant Funded?</b> <input checked="" type="checkbox"/>					
<b>Funding:</b>	0018-6037-C5051-XFB	Laguna Niguel to San Juan Capistrano Passing Siding - Design Service			200,000
					<b>Total Funded:</b> <b>200,000</b>

**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 potential 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 that are currently the designer on this project, know the design, and 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, 2019?** Construction.

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>Laguna Niguel to San Juan Capistrano Passing Siding - Environmental Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-C5051-TZ2	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01963	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$4,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$4,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 that provide environmental support for activities related to the Laguna Niguel to San Juan Capistrano passing siding project. The project proposes the addition of 1.8 miles of new passing siding track adjacent to the existing main track in the City of San Juan Capistrano and the City of Laguna Niguel which will result in reducing congestion and improving reliability.

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

**What phase of the project is this line item currently in, as of January 2, 2019?** Construction.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



# Rail Program

## Orange County Maintenance Facility

<b>Description:</b>	<b>Orange County Maintenance Facility - Public Outreach</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-TR214-0PK	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01820	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$20,000.00
<b>Manager:</b>	Calina North			<b>Total:</b>	<b>\$20,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 proposes to construct a Maintenance Facility for Metrolink trains in the City of Irvine. The facility is located adjacent to the Great Park and near residential, commercial, and industrial properties. The Public Awareness Campaign consultant will assist OCTA Outreach staff in developing collateral regarding project status and schedule, construction activities, and closures and detours in coordination with the technical team. The consultant, under OCTA direction, will also track and provide timely responses to community questions and concerns; assist with meeting key stakeholders, residents, business owners, and rail passengers; monitor project metrics; and maintain the project outreach record. It is anticipated that a Public Hearing will be held in FY 2019-20 on the project's Draft Environmental Document (DED). The consultant will also assist with outreach to key stakeholders adjacent to the project to encourage participation in the public hearing and during the circulation period of the DED. This project is one of seven that are part of a 4-year, \$550,500 outreach contract with a one-year option term.

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

An understanding of activities during the Environmental phase of a project. 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. Ability to plan and execute Public Hearings per California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) guidelines.

**Please explain how you arrived at the budgeted dollars requested.**

Review of project schedule and major milestones; analysis of previous activities for rail outreach.

**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, 2019?**

Planning.

**Is this line item rebudgeted from a prior fiscal year?**

No.





### Orange County Maintenance Facility

<b>Description:</b>	<b>Orange County Maintenance Facility - Preliminary Design and Environmental</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-TR214-0TH	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02286	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$4,200,000.00
<b>Manager:</b>	Lora Cross			<b>Total:</b>	<b>\$4,200,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

<b>Funding:</b>	0018-6061-TR214-YKM	OC Maintenance Facility - Preliminary Design and Environmental	4,200,000
			<b>Total Funded: 4,200,000</b>

**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 preliminary plans and estimates for a new maintenance facility on OCTA owned property. Deliverables will include 30% plans and environmental documentation to meet the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) guidelines. OCTA proposes to construct a Maintenance Facility for Metrolink trains in the City of Irvine. The Orange County Maintenance Facility is located adjacent to the Great Park and near residential, commercial, and industrial properties.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Professional engineering with rail road design experience.

**Please explain how you arrived at the budgeted dollars requested.** Based on an independent cost estimate on the level of effort needed.

**What phase of the project does this line item support?** Preliminary design and environmental.

**What phase of the project is this line item currently in, as of January 2, 2019?** Planning.

**Is this line item rebudgeted from a prior fiscal year?** No.



# Rail Program

## Placentia Metrolink Rail Station

<b>Description:</b>	<b>Placentia Metrolink Station - Communications and Outreach Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-A4472-018	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01869	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$35,000.00
<b>Manager:</b>	Fernando Chavarria			<b>Total:</b>	<b>\$35,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				
<b>Funding:</b>	0018-6524-A4472-018	Interfund Transfer			35,000
				<b>Total Funded:</b>	<b>35,000</b>

**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 and implement communications and outreach plan that includes a groundbreaking event and introduces the benefits and construction program to key stakeholders, the surrounding community, and both existing and prospective Metrolink commuters for the Placentia Metrolink station. The communications and outreach plan will showcase the project design, structure capacity, amenities, and construction program. The project will feature a webpage, collateral materials, stakeholder briefings, and community presentations. The project will provide a Metrolink Station and parking facilities in the City of Placentia for commuter rail passengers with the goal of meeting the current transit demand and fostering train ridership growth in the region.

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

Professional communications and outreach firm.

**Please explain how you arrived at the budgeted dollars requested.**

Estimates are based on prior projects which have been adjusted to reflect the scope and phase of the project in the FY 2019-20 Fiscal Year.

**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, 2019?**

Final Design and Pre-Construction.

**Is this line item rebudgeted from a prior fiscal year?**

No.



### Placentia Metrolink Rail Station

<b>Description:</b>	<b>Placentia Metrolink Station - Design Revisions</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-A4472-HH1	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02273	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$100,000.00
<b>Manager:</b>	Lora Cross			<b>Total:</b>	<b>\$100,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Funding:** 0018-6524-A4472-HH1 Interfund Transfer 100,000  
**Total Funded:** 100,000

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Design revisions are required outside the scope of work for an existing contract with the vendor. The line item will provide design services for the Placentia Metrolink station project which includes design of platforms, parking, a new bus stop, and passenger amenities.

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

**Please explain how you arrived at the budgeted dollars requested.** Budget is based on current designed plans, but Burlington Northern Santa Fe may request design changes or unknown issues may arise that will require additional design effort.

**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, 2019?** Design.

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>Placentia Metrolink Station - Railway Agreement for Design Review</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-A4472-HH1	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02272	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$1,000,000.00
<b>Manager:</b>	Lora Cross			<b>Total:</b>	<b>\$1,000,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Funding:** 0018-6524-A4472-HH1 Interfund Transfer 1,000,000  
**Total Funded:** 1,000,000

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** An agreement with Burlington Northern Santa Fe (BNSF) for design of rail work to be installed by BNSF, including design review of the construction plans for the Placentia Metrolink station. The line item will provide design services for the Placentia Metrolink station project which includes design of platforms, parking, a new bus stop, and passenger amenities. The project will provide a Metrolink Station and parking facilities in the City of Placentia for commuter rail passengers with the goal of meeting the current transit demand and fostering train ridership growth in the region.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Experienced BNSF rail design engineer.

**Please explain how you arrived at the budgeted dollars requested.** Budget is based on 20% of engineer's estimate of construction costs.

**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, 2019?** Preliminary 30% design.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



# Rail Program

## Placentia Metrolink Rail Station

<b>Description:</b>	<b>Placentia Metrolink Station - Video Security Surveillance</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-A4472-TXJ	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02279	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$750,000.00
<b>Manager:</b>	Lora Cross			<b>Total:</b>	<b>\$750,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**Funding:** 0018-6524-A4472-TXJ Interfund Transfer 750,000  
**Total Funded: 750,000**

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Design and install services for a Video Security Surveillance (VSS) system at the Placentia Metrolink station. The consultant will design the system based on the Concept of Operations approved by the city of Placentia Police Department. These upgrades will provide necessary safety and security enhancements at the station.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Must have experience designing and installing Video Security Surveillance.

**Please explain how you arrived at the budgeted dollars requested.** The budget is based on similar systems that have been installed at various other Metrolink stations.

**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, 2019?** Planning.

**Is this line item rebudgeted from a prior fiscal year?** Yes.

## San Juan Creek Bridge Replacement

<b>Description:</b>	<b>San Juan Creek Bridge Replacement - Right-of-Way Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7514-TR022-ODM	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01947	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$250,000.00
<b>Manager:</b>	Jason Lee			<b>Total:</b>	<b>\$250,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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, escrow, appraisal and appraisal review, excess land deposition, right-of-way (ROW) engineering, negotiations, relocation assistance, and real estate property services for the San Juan Creek bridge replacement project. The budget request is for costs associated with these services. Metrolink in cooperation with OCTA proposes to replace a 100-year old railroad bridge. The bridge carries a single mainline track for passenger and freight rail traffic over San Juan Creek in San Juan Capistrano. The project will replace the bridge to increase safety and reduce maintenance.

**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.** The Authority's Real Estate department provided estimate.

**What phase of the project does this line item support?** Right-of-way phase.

**What phase of the project is this line item currently in, as of January 2, 2019?** Design phase.

**Is this line item rebudgeted from a prior fiscal year?** Yes



**San Juan Creek Bridge Replacement**

<b>Description:</b>	<b>San Juan Creek Bridge Replacement - Environmental Support Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-TR022-0DM	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01951	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$4,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$4,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 provide environmental support for the San Juan Creek Bridge replacement project.

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

**Please explain how you arrived at the budgeted dollars requested.** Based on previous year budget expenditure.

**What phase of the project does this line item support?** Various phases.

**What phase of the project is this line item currently in, as of January 2, 2019?** Design phase.

**Is this line item rebudgeted from a prior fiscal year?** Yes



# Rail Program

## San Juan Creek Bridge Replacement

<b>Description:</b>	<b>San Juan Creek Bridge Replacement - Public Outreach</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-TR022-16H	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01841	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$30,000.00
<b>Manager:</b>	Calina North			<b>Total:</b>	<b>\$30,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 in cooperation with OCTA proposes to replace a 100-year old railroad bridge. The bridge carries a single mainline track for passenger and freight rail traffic over San Juan Creek in San Juan Capistrano. The project will replace the bridge to increase safety and reduce maintenance. The new bridge will be constructed adjacent to the existing bridge, which will be demolished. A new substructure will be constructed to accommodate future bridge widening needs without impacting the creek and access trails and roads. Additionally, OCTA and Metrolink in coordination with the County of Orange, will incorporate construction of a bikeway, trail, and service vehicle underpass on the south end of the bridge parallel with the creek for a future County trail and bikeway improvement project. The additional underpass will enhance the County's network of regional trails and network of local and regional bikeways. The project will require the closure of San Juan Creek Trail, which is heavily used by pedestrians and bicyclists, for up to 30 months. A detour has been approved by the City of San Juan Capistrano that will utilize City streets and sidewalks. Outreach prior to and during construction will be required with bicyclists and pedestrians who regularly use this trail. In addition, outreach to tenants of the Plaza del Rio Shopping Center and businesses along Paseo Adelanto will be required. Updates to the San Juan Capistrano City Council also will be required. This project is one of seven that are part of a 4-year, \$550,500 outreach contract with a one-year option term.

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

Thorough understanding of the Design, Pre-Construction, and Construction phase of a rail project. 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.**

Review of project schedule and major milestones; analysis of previous activities for rail outreach.

**What phase of the project does this line item support?**

Design, Pre-Construction, and Construction.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Design.

**Is this line item rebudgeted from a prior fiscal year?**

No.



**Signal Respacing and Control Point**

<b>Description:</b>	<b>Signal Respacing Control Point Atwood - Right-of-Way Support Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7514-TR216-0SX	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02080	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Jason Lee			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 Signal Respacing Control Point Atwood 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 processes 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?** Design.

**What phase of the project is this line item currently in, as of January 2, 2019?** Planning.

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>Signal Respacing Control Point Avery - Right-of-Way Support Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7514-TR221-0T0	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02111	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Jason Lee			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 signal respacing Control Point Avery 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 processes 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?** Design.

**What phase of the project is this line item currently in, as of January 2, 2019?** Planning.

**Is this line item rebudgeted from a prior fiscal year?** No.



# Rail Program

## Signal Respacing and Control Point

<b>Description:</b>	<b>Signal Respacing Control Point Atwood - Environmental Support Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-TR216-0SX	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02082	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$4,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$4,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 provide environmental support for activities related to the Signal Respacing Control Point Atwood project.

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

**What phase of the project is this line item currently in, as of January 2, 2019?** Planning.

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>Signal Respacing Control Point Avery - Environmental Support Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-TR221-0T0	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02113	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$4,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$4,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 provide environmental support for activities related to the signal respacing Control Point Avery project.

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

**What phase of the project is this line item currently in, as of January 2, 2019?** Planning.

**Is this line item rebudgeted from a prior fiscal year?** No.





### Slope Stabilization

<b>Description:</b>	<b>Right-of-Way Slope Stabilization - Right-of-Way Support Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7514-C5052-0N9	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01971	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$25,000.00
<b>Manager:</b>	Jason Lee			<b>Total:</b>	<b>\$25,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 right-of-way (ROW) for the slope stabilization project. This is needed to cover potential issues during construction. The slope stabilization project will provide improvements to the slopes and reduce risks of future damage to the rail corridor.

**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 for 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, 2019?** Construction.

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>Right-of-Way Slope Stabilization - Design Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-C5052-0JU	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01966	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$80,000.00
<b>Manager:</b>	Jason Lee			<b>Total:</b>	<b>\$80,000</b>
<b>Grant Funded?</b> <input checked="" type="checkbox"/>					

**Funding:** 0018-6031-C5052-MD3 ROW Slope Stabilization - Design Services 80,000

**Total Funded: 80,000**

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Work includes additional design services to provide design for unknown issues encountered during construction of the slope stabilization project. The slope stabilization project will provide improvements to the slopes and reduce risks of future damage to the rail corridor.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Design professionals familiar with the current design, and will be able to provide services during the construction phase.

**Please explain how you arrived at the budgeted dollars requested.** Estimate based on 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, 2019?** Construction.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



# Rail Program

## Slope Stabilization

<b>Description:</b>	<b>Right-of-Way Slope Stabilization - Environmental Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-C5052-0JU	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01968	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$4,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$4,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 that provide environmental support for activities related to the slope stabilization project. The slope stabilization project will provide improvements to the slopes and reduce risks of future damage to the rail corridor.

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

**What phase of the project is this line item currently in, as of January 2, 2019?** Construction.

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>Right-of-Way Slope Stabilization - Public Outreach</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-C5052-16I	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01839	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$25,000.00
<b>Manager:</b>	Calina North			<b>Total:</b>	<b>\$25,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 and Metrolink, in cooperation with the cities of Irvine, Lake Forest, Mission Viejo, Laguna Hills and San Juan Capistrano, are repairing four areas of existing erosion along the rail corridor between the Irvine Metrolink Station and Stonehill Drive in San Juan Capistrano. The work includes the placement of rip-rap and geosynthetic slopes; ditch protection; and construction of drainage improvements and walls, including a soldier pile wall. The Public Awareness Campaign consultant will assist OCTA Outreach staff in developing collateral regarding project status and schedule, construction activities, and closures and detours in coordination with the technical team. The consultant, under OCTA direction, also will track and provide timely responses to community questions and concerns; assist with meeting key stakeholders, residents, and business owners; monitor project metrics; and maintain the project outreach record. Outreach will be required to generate public awareness of the projects and inform residents of construction activities. Construction is anticipated to include night work. This project is one of seven that are part of a 4-year, \$550,500 outreach contract with a one-year option term.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Thorough understanding of the Construction phase of a rail project. Familiarity with and ability to decipher technical information and communicate it in an understandable and relevant manner.

**Please explain how you arrived at the budgeted dollars requested.** Review of project schedule and major milestones; analysis of previous activities for rail outreach.

**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, 2019?** Construction.

**Is this line item rebudgeted from a prior fiscal year?** No.



### OCTA Rail Support Services

<b>Description:</b>	<b>Tenant Review Services for LOSSAN Corridor</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7514-D4803-DKM	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00201	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$100,000.00
<b>Manager:</b>	Bill Mock			<b>Total:</b>	<b>\$100,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 (LOSSAN) 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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>Engineering Services for LOSSAN Corridor</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7514-D4803-QBZ	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00202	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$25,000.00
<b>Manager:</b>	Bill Mock			<b>Total:</b>	<b>\$25,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 (LOSSAN) 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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** Yes.



# Rail Program

## OCTA Rail Support Services

<b>Description:</b>	<b>Appraisal Services for LOSSAN Corridor</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7514-D4803-QC1	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00203	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$25,000.00
<b>Manager:</b>	Bill Mock			<b>Total:</b>	<b>\$25,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 (LOSSAN) Rail Corridor to determine rental values for tenant use 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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>Pacific Electric (PE) 02 - On-Call Tenant Review Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7514-T1000-OJS	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00204	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$22,500.00
<b>Manager:</b>	Gerald Smith			<b>Total:</b>	<b>\$22,500</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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.** Based on existing contract agreement.

**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, 2019?** On-going.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



### OCTA Rail Support Services

<b>Description:</b>	<b>Investment Fees</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7515-A1004-F93	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00205	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$153,170.00
<b>Manager:</b>	Sean Murdock			<b>Total:</b>	<b>\$153,170</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 within the fiscal year.

**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

<b>Description:</b>	<b>Metrolink Projects - General Environmental Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7517-D2601-AB9	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02549	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$5,000.00
<b>Manager:</b>	Dan Phu			<b>Total:</b>	<b>\$5,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Budget will be utilized to provide general environmental support for rail, transit, and highway projects.

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

**Please explain how you arrived at the budgeted dollars requested.** Estimate from similarly budgeted expenditures for the same service provided by contract C-4-1310.

**What phase of the project does this line item support?** Various phases.

**What phase of the project is this line item currently in, as of January 2nd.** Various phases.

**Is this line item rebudgeted from a prior fiscal year?** No.



# Rail Program

## OCTA Rail Support Services

<b>Description:</b>	<b>Right-of-Way Maintenance - OCTA-Owned</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7517-D2601-AB9	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02297	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$1,722,000.00
<b>Manager:</b>	Gerald Smith			<b>Total:</b>	<b>\$1,722,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 a contractor to perform ongoing maintenance within the OCTA Right-of-Way (ROW). This could include removal of vegetation and repairs to drainage.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Contractor employees need to be railroad trained and have the required licenses to operate heavy machinery.

**Please explain how you arrived at the budgeted dollars requested.** Estimate based on the Caltrans escalation rate from prior years.

**What phase of the project does this line item support?** This supports rail operations for ongoing maintenance.

**What phase of the project is this line item currently in, as of January 2, 2019?** This is for ongoing maintenance of the right of way within Orange County.

**Is this line item rebudgeted from a prior fiscal year?** Yes, this is a line item from a prior FY.

<b>Description:</b>	<b>Pacific Electric (PE) Right-of-Way Maintenance Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7517-T1000-ASA	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02298	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$128,000.00
<b>Manager:</b>	Gerald Smith			<b>Total:</b>	<b>\$128,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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.

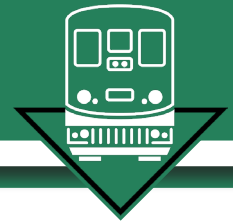
**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Contractor employee's need railroad training.

**Please explain how you arrived at the budgeted dollars requested.** Using actuals for the annual cost of 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, 2019?** Ongoing.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



## OCTA Rail Support Services

<b>Description:</b>	<b>Additional Metrolink Capital Improvement - Public Outreach</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-A0001-OJK	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00208	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$27,500.00
<b>Manager:</b>	Chris Boucly			<b>Total:</b>	<b>\$27,500</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

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

Metrolink is planning additional Capital Projects, including work on the Orange/Olive Subdivision, the Orange County Maintenance Facility (OCMF) in Irvine, the Irvine triple track project, and several switch placement projects. These projects will require outreach to local businesses, residents, and other community stakeholders.

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

An understanding of activities during the multiple project phases. 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. Ability to plan and execute Public Hearings per California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) guidelines.

**Please explain how you arrived at the budgeted dollars requested.**

Review of project schedule and major milestones; analysis of previous activities for rail outreach.

**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, 2019?**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

Yes.

<b>Description:</b>	<b>On-Call Planning for Orange County Regional Rail</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-A0001-DH6	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00209	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$100,000.00
<b>Manager:</b>	Megan LeMaster			<b>Total:</b>	<b>\$100,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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) with WSP, Inc. (Parsons Brinkerhoff) was awarded 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.**

\$100,000 remains in contract for upcoming fiscal 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, 2019?**

Contract task orders (CTOs) are progressing. Six task orders have been issued to date. Approximately \$100,000 remaining on contract.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.



# Rail Program

## OCTA Rail Support Services

<b>Description:</b>	<b>Marketing/Media and Operations - Public Outreach</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-A0001-PQ5	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00210	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$400,000.00
<b>Manager:</b>	Nora Yeretzian			<b>Total:</b>	<b>\$400,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 train schedules; and increase rail safety awareness. Funding will be used to create ridership programs focusing on OC Metrolink awareness and ridership campaigns, special event promotions, such as the Festival of Lights, Lunar New Year, Swallows Day Parade, and Ocean Festival; and special services such as the Angels Express and Los Angeles Rams train. Additionally, these funds will 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 2019-20. 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.**

N/A

**Please explain how you arrived at the budgeted dollars requested.**

Based on previous years expenses.

**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, 2019?**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

Yes.





### OCTA Rail Support Services

<b>Description:</b>	<b>Climate Change Study</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7519-C5073-1EZ	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01979	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$670,000.00
<b>Manager:</b>	Jason Lee			<b>Total:</b>	<b>\$670,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

**Funding:** 0018-6061-C5073-XKV Climate Change Study 461,771  
**Total Funded:** 461,771

**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 comprehensive study to examine how climate change may negatively affect the service, operation, and infrastructure within the Orange County railroad corridor. The study will identify preventive measures that can be used in developing near term, midterm, and long term climate change adaptation strategies and assist in investment decision making.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Planning firm that has experience performing a comprehensive rail corridor assessment and is familiar with climate change issues experienced by the railroad right-of-way owner.

**Please explain how you arrived at the budgeted dollars requested.** Based on project estimate from grant request.

**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, 2019?** Planning.

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>Rail Safety Outreach</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7629-A0001-OLV	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00215	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$5,000.00
<b>Manager:</b>	Megan LeMaster			<b>Total:</b>	<b>\$5,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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.** N/A

**Please explain how you arrived at the budgeted dollars requested.** Cost estimate based on prior years budget; \$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?** N/A

**What phase of the project is this line item currently in, as of January 2, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** No.



# Rail Program

## OCTA Rail Support Services

<b>Description:</b>	<b>Metrolink Special Train Operations</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7629-C5070-OLW	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00217	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$75,000.00
<b>Manager:</b>	Megan LeMaster			<b>Total:</b>	<b>\$75,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 for Lunar New Year, Rams trains, Riverside Festival of Lights, other Los Angeles event trains, and Honda Center and Angel stadium (Anaheim) events. Contract with Southern California Regional Rail Authority (SCRRA) is C-7-2048.

**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.** Amount is based on operating 13 round trips, at \$5,770 each.

**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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** No

## SCRRA Budget

<b>Description:</b>	<b>Metrolink Annual Operating Subsidy</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7629-A0001-DS2	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00216	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$21,903,947.00
<b>Manager:</b>	Megan LeMaster			<b>Total:</b>	<b>\$21,903,947</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 2020 Metrolink operating subsidy is for costs associated with equipment (rail car) and facilities (Los Angeles Union Station) maintenance, mobile ticketing and operating salaries. Service levels for Orange County includes 58 daily weekday trains, and 16 weekend day trains.

**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 California 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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** No



**SCRRA Budget**

<b>Description:</b>	<b>Metrolink Angels Express Operations</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0018-7629-D2141-F93	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00218	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$320,274.00
<b>Manager:</b>	Megan LeMaster			<b>Total:</b>	<b>\$320,274</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

<b>Funding:</b>	0018-6053-D2141-XJZ	Metrolink Angels Express Operations	225,136
<b>Funding:</b>	0018-6053-D2141-XJZ	Metrolink Angels Express Operations	320,274
<b>Total Funded:</b>			<b>545,410</b>

**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 a special return trip from Anaheim to Los Angeles for 49 weekday home games starting at 7:07 pm and on 12 Fridays only, a special round trip between Perris Valley and Orange (with regular service transfer from Orange to Anaheim). Does not include \$26,700 for Angels Transit Police Services.

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

**Please explain how you arrived at the budgeted dollars requested.** Metrolink cost estimate to operate special Angels Express service.

**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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** N/A

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OC Streetcar					
Line Item Controlled Services					
Org- Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
<b>OC Streetcar</b>					
0017	Local Transport Auth Mea	7519	OC Streetcar - Marketing Support	100,000	136
0051	Transit Development Cap	7514	OC Streetcar - Right-of-Way Services	50,000	136
0051	Transit Development Cap	7519	OC Streetcar - Station Personalization	25,000	137
0051	Transit Development Cap	7519	OC Streetcar - Vehicle Consultant	1,134,000	137
0051	Transit Development Cap	7519	OC Streetcar - Vehicle Inspection Consultant	262,774	138
0051	Transit Development Cap	7519	OC Streetcar - Program Management Consultant	4,200,000	139
0051	Transit Development Cap	7519	OC Streetcar - Quality Manager Consultant	175,000	140
0051	Transit Development Cap	7519	OC Streetcar - Design Services During Construction	1,000,000	141
0051	Transit Development Cap	7519	OC Streetcar - Public Outreach	300,000	142
0051	Transit Development Cap	7519	OC Streetcar - Permit Fees	502,038	143
0051	Transit Development Cap	7629	OC Streetcar - Right-of-Way Excess Land Maintenance	25,000	143
<b>Subtotal Services - OC Streetcar</b>				<b>\$ 7,773,812</b>	



# OC Streetcar

## OC Streetcar

<b>Description:</b>	<b>OC Streetcar - Marketing Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0017-7519-TS011-0HQ	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02270	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$100,000.00
<b>Manager:</b>	Stella Lin			<b>Total:</b>	<b>\$100,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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, Streetcar stops, 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 the support contract.

**What phase of the project does this line item support?** Pre-Construction/Construction.

**What phase of the project is this line item currently in, as of January 2, 2019?** Pre-Construction.

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>OC Streetcar - Right-of-Way Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0051-7514-TS010-Z61	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02373	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Mary Shavalier			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 negotiate agreements with property owners for the right-of-way phase of the project.

**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 budgeted amount is based on projected expenditures for the fiscal year.

**What phase of the project does this line item support?** Construction phase.

**What phase of the project is this line item currently in, as of January 2nd.** Construction phase.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



**OC Streetcar**

<b>Description:</b>	<b>OC Streetcar - Station Personalization</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0051-7519-TS010-999	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02374	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$25,000.00
<b>Manager:</b>	Kelly Hart			<b>Total:</b>	<b>\$25,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 the OC Streetcar stops.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** An 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 previous stop design 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 2nd.** Construction.

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>OC Streetcar - Vehicle Consultant</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0051-7519-TS010-Z71	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02377	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$1,134,000.00
<b>Manager:</b>	Cleve Cleveland			<b>Total:</b>	<b>\$1,134,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

<b>Funding:</b>	0051-6041-TS010-Z71	OC Streetcar Vehicle Consultant- SNC Lavalin	336,480
<b>Funding:</b>	0051-6043-TS010-Z71	OC Streetcar Vehicle Consultant- SNC Lavalin	384,104
<b>Total Funded:</b>			<b>720,584</b>

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** A consultant is required to ensure provision of technical support for coordination of the design review process for streetcar vehicles so that vehicle specifications are being met during manufacturing.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Staff with qualifications in rail vehicle design and oversight of manufacturing process.

**Please explain how you arrived at the budgeted dollars requested.** Based upon workplan for fiscal year.

**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 2nd.** Construction.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



# OC Streetcar

## OC Streetcar

<b>Description:</b>	<b>OC Streetcar - Vehicle Inspection Consultant</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0051-7519-TS010-Z71	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02379	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$262,774.00
<b>Manager:</b>	Cleve Cleveland			<b>Total:</b>	<b>\$262,774</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				
<b>Funding:</b>	0051-6041-TS010-Z71	OC Streetcar Vehicle Inspection Consultant			77,970
<b>Funding:</b>	0051-6043-TS010-Z71	OC Streetcar Vehicle Inspection Consultant			89,006
				<b>Total Funded:</b>	<b>166,976</b>

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Provisions 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 required 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.** Assumes time and materials contract at 60% for fiscal year.

**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 2nd.** Construction.

**Is this line item rebudgeted from a prior fiscal year?** Yes.





**OC Streetcar**

<b>Description:</b>	<b>OC Streetcar - Program Management Consultant</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0051-7519-TS010-Z83	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02460	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$4,200,000.00
<b>Manager:</b>	Mary Shavaliar			<b>Total:</b>	<b>\$4,200,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

<b>Funding:</b>	0051-6041-TS010-Z83	OC Streetcar Program Management Consultant	556,650
<b>Funding:</b>	0051-6043-TS010-Z83	OC Streetcar Program Management Consultant	1,890,014
<b>Total Funded:</b>			<b>2,446,664</b>

**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 OC 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 for federal and state agencies, assisting with environmental compliance/documentation, and providing outreach and procurement support.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** The services required include 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, and a cost estimator to update the project budget.

**Please explain how you arrived at the budgeted dollars requested.** The request was developed from the contract workplan for the fiscal year.

**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 2nd.** Construction.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



# OC Streetcar

## OC Streetcar

<b>Description:</b>	<b>OC Streetcar - Quality Manager Consultant</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0051-7519-TS010-Z83	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02375	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$175,000.00
<b>Manager:</b>	Mary Shavaliar			<b>Total:</b>	<b>\$175,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

<b>Funding:</b>	0051-6041-TS010-Z83	OC Streetcar-Quality Manager Consultant KKCS	23,194
<b>Funding:</b>	0051-6043-TS010-Z83	OC Streetcar-Quality Manager Consultant KKCS	78,751
<b>Total Funded:</b>			<b>101,944</b>

**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 request is for a Quality Assurance Manager to oversee the quality process undertaken by OCTA staff and its consultants/contractors which are providing services on the OC Streetcar Project, including the vehicle manufacturing, construction, and construction management contracts to ensure compliance with Federal Transit Administration quality requirements.

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

Demonstrate experience in managing a quality program, including experience auditing quality activities for construction and vehicle contracts while preparing quality audit reports.

**Please explain how you arrived at the budgeted dollars requested.**

Budget is an estimate of cost of quality services required during the fiscal year based upon the existing quality contract.

**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 2nd.**

Construction.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.



**OC Streetcar**

<b>Description:</b>	<b>OC Streetcar - Design Services During Construction</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0051-7519-TS010-Z84	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02376	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$1,000,000.00
<b>Manager:</b>	Mary Shavaliar			<b>Total:</b>	<b>\$1,000,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

<b>Funding:</b>	0051-6041-TS010-Z84	OC Streetcar Design Services During Construction -HNTB	132,536
<b>Funding:</b>	0051-6043-TS010-Z84	OC Streetcar Design Services During Construction -HNTB	450,003
<b>Total Funded:</b>			<b>582,539</b>

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Anticipated amendment to the Design Consultant contract for continued design services during the streetcar construction phase, including submittal review, preparing responses to requests for information, changes to construction plans, technical specifications, and independent cost estimates for change orders. The amendment will also include the evaluation of non-conformance reports, mitigation plans, and valuing engineering change proposals.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Services are required from the Design Consultant that prepared the construction contract plans and specifications to maintain the integrity of the designer’s work.

**Please explain how you arrived at the budgeted dollars requested.** Estimate is based upon potential additional support that will be required from the design consultant during the fiscal year using the labor rates that are included in the Design Consultant contract.

**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 2nd.** Construction.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



# OC Streetcar

## OC Streetcar

<b>Description:</b>	<b>OC Streetcar - Public Outreach</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0051-7519-TS010-Z84	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01814	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$300,000.00
<b>Manager:</b>	Tresa Oliveri			<b>Total:</b>	<b>\$300,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

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

An outreach consultant was selected in May 2017 to assist and support staff in developing and implementing a comprehensive, multi-lingual Public Awareness Campaign (PAC) for the pre-construction and construction phases of the project. The PAC will proactively provide outreach to residents, school officials, community organizations, business owners, and local elected officials. During pre-construction, the outreach consultant will develop presentation exhibits, maintain and expand the project contact database, track issues, set up and promote meetings, email blasts and mailers in addition to managing the project website, digital communications (including a project app) and social media. Once the project moves into the construction phase, the consultant shall be responsible for regular ongoing communication regarding upcoming construction activities. They will also assist staff in being "boots on the ground" so as to help identify and mitigate issues. Prior to and during the testing phase, the PAC consultant shall incorporate a safety message for residents, business owners, and visitors to travel around the project area.

The primary objective of the campaign is to ensure the public is aware of how the project will affect traffic, parking, and noise issues during construction and to help identify strategies to mitigate the impacts. That awareness is built through the written and electronic media, walking flyers throughout the project area, community meetings, and neighborhood level outreach.

The contract will be time and expense at \$1,170,000 over five years. Approximately \$300,000 will be spent in FY 2019/20.

**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 level of effort reflects a sustained effort during this timeframe to build on relationships in the community and continue outreach opportunities for community members to gain project knowledge and to inform the traveling public about how to safely navigate around the project area.

**What phase of the project does this line item support?**

Construction phase with contractor force in the field.

**What phase of the project is this line item currently in, as of January 2nd.**

Design.

**Is this line item rebudgeted from a prior fiscal year?**

No.



**OC Streetcar**

<b>Description:</b>	<b>OC Streetcar - Permit Fees</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0051-7519-TS010-Z86	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02378	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$502,038.00
<b>Manager:</b>	Mary Shavaliar			<b>Total:</b>	<b>\$502,038</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				
<b>Funding:</b>	0051-6041-TS010-Z86	OC Streetcar Permit Fees			66,538
<b>Funding:</b>	0051-6043-TS010-Z86	OC Streetcar Permit Fees			225,919
				<b>Total Funded:</b>	<b>292,457</b>

**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 represents the cost of obtaining permits that are required for the construction of the OC Streetcar project. The permits are required by several agencies including the Orange County Flood Control District, Army Corps of Engineers, and the State Regional Water Board.

**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 OC streetcar project.

**Please explain how you arrived at the budgeted dollars requested.** Budget request based upon permit costs for similar projects.

**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 2nd.** Construction.

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>OC Streetcar - Right-of-Way Excess Land Maintenance</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0051-7629-TS010-999	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02453	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$25,000.00
<b>Manager:</b>	Mary Shavaliar			<b>Total:</b>	<b>\$25,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 property maintenance services for the OC Streetcar right-of-way acquired for the project.

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

**Please explain how you arrived at the budgeted dollars requested.** Budget request is based upon an estimate from other property maintenance contracts.

**What phase of the project does this line item support?** Construction.

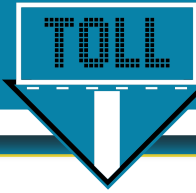
**What phase of the project is this line item currently in, as of January 2nd.** Construction.

**Is this line item rebudgeted from a prior fiscal year?** Yes.

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Express Lanes					
Line Item Controlled Services					
Org- Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
<b>91 Express Lanes</b>					
<b>91 Express Lanes Operating Expense</b>					
0036	91 Express Lanes	7515	Investment Fees	158,645	146
0036	91 Express Lanes	7519	Project Management Consultants for the 91 Express Lanes Sys	500,000	146
0036	91 Express Lanes	7519	6C Transponder Procurement/Fulfillment Service	250,000	147
0036	91 Express Lanes	7519	Trustee Services	2,900	147
0036	91 Express Lanes	7519	Consultant / Financial Advisory Services	15,000	148
0036	91 Express Lanes	7519	Consultant / Operations & Technical Support Services	600,000	148
0036	91 Express Lanes	7519	Traffic and Revenue Analysis	75,000	149
0036	91 Express Lanes	7519	SR-91 Implementation Plan	180,000	149
0036	91 Express Lanes	7519	Customer Newsletter and Annual Report	60,000	150
0036	91 Express Lanes	7519	91 Express Lanes Marketing	320,000	150
0036	91 Express Lanes	7519	Traffic Operational Model in TransModeler	275,000	151
0036	91 Express Lanes	7519	Engineering Support Services	30,000	151
0036	91 Express Lanes	7519	Debt Rating Fees	10,000	152
0036	91 Express Lanes	7519	Procurement of a Pavement Management Report consultant	500,000	152
0036	91 Express Lanes	7519	Toll Entrance Gantry Design Services	50,000	153
0036	91 Express Lanes	7629	Network Evaluation / Payment Card Industry Compliance	25,000	153
0036	91 Express Lanes	7629	Armored Car Services	10,000	154
<b>I-405 Express Lanes</b>					
<b>405 Express Lanes</b>					
0037	I-405 Express Lane	7514	I-405, SR-73 to I-605 - Right-of-Way Support Services	600,000	155
0037	I-405 Express Lane	7519	I-405, SR-55 to I-605 - 405 Express Lanes - Outreach	312,500	156
0037	I-405 Express Lane	7519	I-405, SR-73 to I-605 - Permits	12,500	157
0037	I-405 Express Lane	7519	I-405, SR-73 to I-605 - Project Management Support Services	1,200,000	157
0037	I-405 Express Lane	7519	I-405, SR-73 to I-605 - Project Management Consultant Suppo	2,500,000	158
0037	I-405 Express Lane	7519	I-405, SR-73 to I-605 - Loan/Serviceing Fees	13,000	158
0037	I-405 Express Lane	7519	Trustee Services	2,000	159
0037	I-405 Express Lane	7519	Debt Rating Fees	20,000	159
0037	I-405 Express Lane	7519	Consultant for Financial Advisory Services	100,000	160
<b>Subtotal Services - Express Lanes</b>				<b>\$ 7,821,545</b>	



# Express Lanes

## 91 Express Lanes

### 91 Express Lanes Operating Expense

<b>Description:</b>	Investment Fees			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0036-7515-B0001-F36	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00259	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$158,645.00
<b>Manager:</b>	Sean Murdock			<b>Total:</b>	<b>\$158,645</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 are based the forecasted cash balance of the fund for the upcoming fiscal year.

**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 the forecasted cash balance of the fund for the upcoming fiscal year.

**What phase of the project does this line item support?** N/A

**What phase of the project does this line item support?** N/A

**Is this line item re-budgeted from a prior fiscal year?** No

<b>Description:</b>	Project Management Consultants for the 91 Express Lanes Systems Procurement			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0036-7519-B0001-0D4	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02180	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$500,000.00
<b>Manager:</b>	Ellen Lee			<b>Total:</b>	<b>\$500,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 91 Express Lanes' toll systems procurement.

**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.

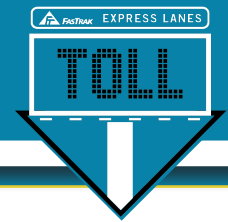
**Please explain how you arrived at the budgeted dollars requested.** This is based upon historical amounts.

**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, 2019?** Development phase.

**Is this line item rebudgeted from a prior fiscal year?** No.





91 Express Lanes

91 Express Lanes Operating Expense

<b>Description:</b>	6C Transponder Procurement/Fulfillment Service			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0036-7519-B0001-AD4	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00260	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$250,000.00
<b>Manager:</b>	Ellen Lee			<b>Total:</b>	<b>\$250,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 are needed to assist with the distribution of 6C protocol transponders, including collaterals and brochure updates, and fulfillment.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Experience in deployment of new transponder protocol from legacy system.

**Please explain how you arrived at the budgeted dollars requested.** Based on an estimate.

**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, 2019?** Development phase.

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	Trustee Services			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0036-7519-B0001-AGJ	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00261	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$2,900.00
<b>Manager:</b>	Sean Murdock			<b>Total:</b>	<b>\$2,900</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** This is for the 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.** The estimate is based on prior year's 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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** No



# Express Lanes

## 91 Express Lanes

### 91 Express Lanes Operating Expense

<b>Description:</b>	<b>Consultant / Financial Advisory Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0036-7519-B0001-AHA	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00262	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$15,000.00
<b>Manager:</b>	Ellen Lee			<b>Total:</b>	<b>\$15,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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.** An outside financial advisor with experience in the transportation sector will be required.

**Please explain how you arrived at the budgeted dollars requested.** The estimate is based on upcoming projects impacting the 91 Express Lanes.

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** No

<b>Description:</b>	<b>Consultant / Operations &amp; Technical Support Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0036-7519-B0001-CH2	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00263	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$600,000.00
<b>Manager:</b>	Ellen Lee			<b>Total:</b>	<b>\$600,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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.** The estimate is based on prior year's 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, 2019?** This is to be used next fiscal year

**Is this line item rebudgeted from a prior fiscal year?** No



91 Express Lanes

91 Express Lanes Operating Expense

<b>Description:</b>	Traffic and Revenue Analysis			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0036-7519-B0001-DXT	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00264	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$75,000.00
<b>Manager:</b>	Ellen Lee			<b>Total:</b>	<b>\$75,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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's assistance is required to conduct traffic and revenue analysis for the 91 Express Lanes. The 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.** The consultant must have performed traffic and revenue studies in the United States.

**Please explain how you arrived at the budgeted dollars requested.** The estimate is based on historical 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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** No

<b>Description:</b>	SR-91 Implementation Plan			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0036-7519-B0001-F36	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02785	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$180,000.00
<b>Manager:</b>	Ellen Lee			<b>Total:</b>	<b>\$180,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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. This three-year plan shall include details regarding preparations for future developments along State Route 91, ongoing support, data collection services, effects on traffic, and coordination amongst the participating parties. The consultant shall provide ongoing support as needed.

**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.

**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 2nd.** N/A.

**Is this line item rebudgeted from a prior fiscal year?** No.



# Express Lanes

## 91 Express Lanes

### 91 Express Lanes Operating Expense

<b>Description:</b>	<b>Customer Newsletter and Annual Report</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0036-7519-B0001-H2F	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00265	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$60,000.00
<b>Manager:</b>	Amelia Hsu			<b>Total:</b>	<b>\$60,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

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.

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?

This is an ongoing service

What phase of the project is this line item currently in, as of January 2, 2019?

Ongoing

Is this line item rebudgeted from a prior fiscal year?

Yes

<b>Description:</b>	<b>91 Express Lanes Marketing</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0036-7519-B0001-H2H	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00266	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$320,000.00
<b>Manager:</b>	Amelia Hsu			<b>Total:</b>	<b>\$320,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

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. This will 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 \$50K Mobile app/website development.

What phase of the project does this line item support?

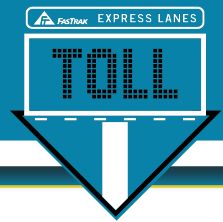
Ongoing

What phase of the project is this line item currently in, as of January 2, 2019?

Ongoing

Is this line item rebudgeted from a prior fiscal year?

Yes



91 Express Lanes

91 Express Lanes Operating Expense

<b>Description:</b>	Traffic Operational Model in TransModeler			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0036-7519-B0001-TAJ	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02784	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$275,000.00
<b>Manager:</b>	Ellen Lee			<b>Total:</b>	<b>\$275,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 develop a traffic operational model in TransModeler, apply the model, and develop statistics as part of the Implementation Plan.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** The firm is expected to have an expert level understanding traffic operational models, particularly TransModeler. Additionally the firm is required to understand the application of traffic operations analysis to the SR-91 and the 91 Implementation Plan efforts.

**Please explain how you arrived at the budgeted dollars requested.** The budget requested is based on previous work and projects including contract C-8-1978.

**What phase of the project does this line item support?** This is the development/implementation phase of the project.

**What phase of the project is this line item currently in, as of January 2nd.** N/A

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	Engineering Support Services			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0036-7519-B0001-TDV	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02232	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$30,000.00
<b>Manager:</b>	Ellen Lee			<b>Total:</b>	<b>\$30,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 assist staff with the on-call engineering services.

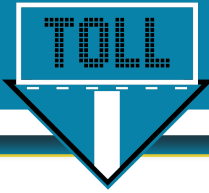
**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Engineering and Caltrans permitting knowledge will be required.

**Please explain how you arrived at the budgeted dollars requested.** The estimate is based on historical 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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** No



# Express Lanes

## 91 Express Lanes

### 91 Express Lanes Operating Expense

<b>Description:</b>	<b>Debt Rating Fees</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0036-7519-B0050-AGQ	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00267	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$10,000.00
<b>Manager:</b>	Sean Murdock			<b>Total:</b>	<b>\$10,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 represents annual ratings on the 91 Express Lanes' debt. 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 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 will be required.

**Please explain how you arrived at the budgeted dollars requested.** The estimate is based on historical 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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** No

<b>Description:</b>	<b>Procurement of a Pavement Management Report consultant</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0036-7519-B3250-11L	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02179	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$500,000.00
<b>Manager:</b>	Ellen Lee			<b>Total:</b>	<b>\$500,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 a Pavement Management Report for the 91 Express Lanes. The report will summarize pavement conditions, discuss maintenance strategies, present relevant data, and provide recommendations. This will ensure the effectiveness of ongoing and future maintenance projects along State Route 91.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Experience with pavement boring, testing, and analysis.

**Please explain how you arrived at the budgeted dollars requested.** Estimate based upon prior contract.

**What phase of the project does this line item support?** Maintenance phase.

**What phase of the project is this line item currently in, as of January 2, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** Yes.



91 Express Lanes

91 Express Lanes Operating Expense

<b>Description:</b>	<b>Toll Entrance Gantry Design Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0036-7519-B3250-TDV	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00269	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Ellen Lee			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Civil design services for the 91 Express Lanes toll entrance gantries.

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

**Please explain how you arrived at the budgeted dollars requested.** Based on historical actuals.

**What phase of the project does this line item support?** Operations phase.

**What phase of the project is this line item currently in, as of January 2, 2019?** Planning.

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>Network Evaluation / Payment Card Industry Compliance</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0036-7629-B0001-CJF	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00280	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$25,000.00
<b>Manager:</b>	Ellen Lee			<b>Total:</b>	<b>\$25,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 and external vulnerability scans will be done.

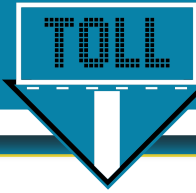
**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Testing must be done by a qualified security assessor.

**Please explain how you arrived at the budgeted dollars requested.** The estimate is based on historical 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, 2019?** Ongoing.

**Is this line item rebudgeted from a prior fiscal year?** No.



# Express Lanes

## 91 Express Lanes

### 91 Express Lanes Operating Expense

<b>Description:</b>	<b>Armored Car Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0036-7629-B0001-DU4	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00281	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$10,000.00
<b>Manager:</b>	Ellen Lee			<b>Total:</b>	<b>\$10,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 represents 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.** An experienced provider in armored car services will be required.

**Please explain how you arrived at the budgeted dollars requested.** The estimate is based on historical 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, 2019?** Ongoing.

**Is this line item rebudgeted from a prior fiscal year?** No.





**I-405 Express Lanes**

**405 Express Lanes**

<b>Description:</b>	<b>I-405, SR-73 to I-605 - Right-of-Way Support Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0037-7514-A9510-TZF	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02216	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$600,000.00
<b>Manager:</b>	Dennis Mak			<b>Total:</b>	<b>\$600,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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, Federal Highway Administration (FHWA), and the contractor to assist with the development and implementation of the Right-of-Way (ROW) program. The program includes developing and preparing a comprehensive ROW acquisition plan, updating the current 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 express lanes for the project.

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

Professional and licensed right-of-way agents.

**Please explain how you arrived at the budgeted dollars requested.**

The budgeted dollars requested is based on the total projected expenditures for the fiscal year at a rate of 25% of the non-M2 funding to cover costs necessary to implement the express lanes of the project.

**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, 2019?**

Right-of-way phase.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.



# Express Lanes

## I-405 Express Lanes

### 405 Express Lanes

<b>Description:</b>	I-405, SR-55 to I-605 - 405 Express Lanes - Outreach			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0037-7519-A9510-0GG	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01828	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$312,500.00
<b>Manager:</b>	Chris Boucly			<b>Total:</b>	<b>\$312,500</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 Construction Phase Public Awareness Campaign (PAC) proactively provides information about the 405 Improvement Project (OC Go Project K and the 405 Express Lanes) via written, graphic and digital communication, as well as timely responses to community questions and concerns. The project corridor is 16 miles adjacent to thousands of residents and businesses in central Orange County, impacting those commuting to/from Los Angeles County. The consultant assists OCTA staff in developing and implementing a comprehensive public outreach program in tandem with the technical team / program management and construction management consultants through the construction phase of the entire 405 Improvement Project. This budget item is strictly for the Express Lanes portion of the project and not the OC Go portion of the project. The public outreach program shares with stakeholders the current project status, including schedule, construction activities, closures and detours. The consultant will assist OCTA with meeting 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, including intermediate access points, toll policy structure, and how the facility will operate. The consultant will also coordinate and attend presentations and briefings with local stakeholders. Furthermore, the consultant will coordinate neighborhood meeting logistics and create written, graphic, and digital collateral to address Express Lanes questions. The material will be tailored to meet the needs of various diverse communities in the project area. This contract is time and expense and \$3,576,400 over six years. Approximately \$312,500 will be spent in FY 2019-20 for the Express Lanes portion of the outreach budget. Associated contract #C-2-2053.

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

An understanding of activities during the Construction phase of a project will be needed. A familiarity with, and ability to, decipher technical information and communicate it in an understandable and relevant manner will be required. Another requirement will be the 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.**

This request is based on outreach efforts for ongoing activities such as vegetation clearing, bridge work, sound wall construction, roadway excavation, and other related projects.

**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, 2019?**

Construction

**Is this line item rebudgeted from a prior fiscal year?**

No



# Express Lanes

## I-405 Express Lanes

### 405 Express Lanes

<b>Description:</b>	I-405, SR-73 to I-605 - Permits			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0037-7519-A9510-0I3	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02223	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$12,500.00
<b>Manager:</b>	Dennis Mak			<b>Total:</b>	<b>\$12,500</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** This is an existing agreement with the U.S. Army Corps of Engineers for the I-405, State Route-73 to I-605 project. The work includes permit application review by the U.S. Army Corps of Engineers, Los Angeles District, and Permits 404 and 214. The budget request is for costs associated with these services related to the express lanes of the 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 dollars requested is based on the total project expenditures at a rate of 22% of the non-Measure M2 funding to cover costs necessary to implement the express lanes of the project.

**What phase of the project does this line item support?** This line item will support the design and construction phases of work.

**What phase of the project is this line item currently in, as of January 2, 2019?** Design and construction phases.

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	I-405, SR-73 to I-605 - Project Management Support Services			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0037-7519-A9510-HGL	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02204	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$1,200,000.00
<b>Manager:</b>	Dennis Mak			<b>Total:</b>	<b>\$1,200,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Existing agreement with Mott MacDonald for the I-405, State Route-73 to I-605 project. OCTA is responsible for managing a large number of transportation projects in Orange County including projects associated with freeway, highway, and transit modes. 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 (PMC) shall assist OCTA in this challenge by providing staff assistance and technical expertise to help manage its capital development projects. Consultant shall assist OCTA's Highway Programs in planning, managing, and controlling the overall capital development program. The PMC shall also provide OCTA additional program management staff to assist in managing individual projects. The budget request is for costs associated with these services.

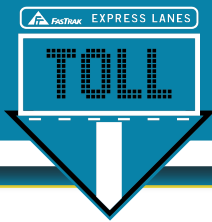
**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Engineering and technical expertise in program management support services for highway and rail related projects.

**Please explain how you arrived at the budgeted dollars requested.** The budgeted dollars requested is based on the total projected expenditures at a rate of 25% of the non-Measure M2 funding to cover costs to implement the express lanes of the project.

**What phase of the project does this line item support?** This line item will support the environmental, design, right-of-way, and construction phases of work.

**What phase of the project is this line item currently in, as of January 2, 2019?** Design, right-of-way, and construction phases.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



# Express Lanes

## I-405 Express Lanes

### 405 Express Lanes

<b>Description:</b>	<b>I-405, SR-73 to I-605 - Project Management Consultant Support Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0037-7519-A9510-TZF	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02535	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$2,500,000.00
<b>Manager:</b>	Dennis Mak			<b>Total:</b>	<b>\$2,500,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 amount is to support the existing agreement C-2-1513 with Parsons Transportation Group, Inc. The consultant shall assist OCTA in providing technical expertise for the Toll Lanes Systems Integrator and Back Office System Projects for the 405 Express Lanes. The consultant shall assist staff in planning and providing oversight from design to project completion.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Tolling technologies and integration, toll road operations, and toll collection systems

**Please explain how you arrived at the budgeted dollars requested.** The estimate is based on historical estimates

**What phase of the project does this line item support?** From design to project completion

**What phase of the project is this line item currently in, as of January 2nd.** Design

**Is this line item rebudgeted from a prior fiscal year?** Yes

<b>Description:</b>	<b>I-405, SR-73 to I-605 - Loan/Service Fees</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0037-7519-A9511-0LE	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00301	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$13,000.00
<b>Manager:</b>	Sean Murdock			<b>Total:</b>	<b>\$13,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 Build America Bureau charges an annual servicing fee for a Transportation Infrastructure Finance and Innovation Act (TIFIA) loan. This is the amount for a \$629 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.** Based on the amount of charges in 2017.

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** No



I-405 Express Lanes

405 Express Lanes

<b>Description:</b>	<b>Trustee Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0037-7519-A9511-AGJ	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00302	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$2,000.00
<b>Manager:</b>	Sean Murdock			<b>Total:</b>	<b>\$2,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 trustee is required by the Build America Bureau for the Transportation Infrastructure Finance and Innovation Act (TIFIA) loan. 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 lender/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.** The estimate is based on OCTA purchase order C-7-1740 terms.

**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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** No

<b>Description:</b>	<b>Debt Rating Fees</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0037-7519-A9511-AGQ	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00303	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$20,000.00
<b>Manager:</b>	Sean Murdock			<b>Total:</b>	<b>\$20,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** One rating is required by the Build America Bureau for the Transportation Infrastructure Finance and Innovation Act (TIFIA) loan for the 405 Express Lanes. The loan must be rated by nationally recognized rating services.

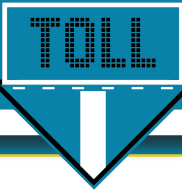
**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Nationally recognized rating services.

**Please explain how you arrived at the budgeted dollars requested.** Based upon historical 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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** No



# Express Lanes

## I-405 Express Lanes

### 405 Express Lanes

<b>Description:</b>	<b>Consultant for Financial Advisory Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0037-7519-A9511-AHA	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00304	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$100,000.00
<b>Manager:</b>	Ellen Lee			<b>Total:</b>	<b>\$100,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 for financial advisory services is needed to assist in the preparation and completion of Transportation Infrastructure Finance and Innovation Act (TIFIA) and Federal Highway Administration (FHWA) documents.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** A consultant with experience in finance and transportation

**Please explain how you arrived at the budgeted dollars requested.** The estimated is based on required submittals for each agency.

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** No

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Motorist Services					
Line Item Controlled Services					
Org- Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
<b>OCTAP</b>					
<b>Orange County Taxi Administration Program (OCTAP)</b>					
0034	OCTAP	7515	Investment Fees	67	164
<b>SAFE</b>					
<b>Freeway Service Patrol (SAFE)</b>					
0013	Svc Auth For Fwy Emergen	7515	Investment Fees	1,002	165
0013	Svc Auth For Fwy Emergen	7519	Motorist Services Outreach	5,000	165
0013	Svc Auth For Fwy Emergen	7519	Freeway Service Patrol Tracking Application Hosting and Main	38,000	166
0013	Svc Auth For Fwy Emergen	7519	Monthly Lease of Cradlepoint Router Hardware and Cloud Ser	16,800	166
0013	Svc Auth For Fwy Emergen	7519	511 Program Management, Operation, and Development	20,000	167
0013	Svc Auth For Fwy Emergen	7519	Southern California 511 Program Outreach	5,000	167
0013	Svc Auth For Fwy Emergen	7519	511 Program Marketing	25,000	168
0013	Svc Auth For Fwy Emergen	7629	Senate Bill 1 Funded Freeway Service Patrol Tow Costs	909,194	168
0013	Svc Auth For Fwy Emergen	7629	M2 Funded California Highway Patrol Dispatcher	102,312	169
0013	Svc Auth For Fwy Emergen	7629	M2 Funded California Highway Patrol Overtime	73,896	170
0013	Svc Auth For Fwy Emergen	7629	M2 Funded Freeway Service Patrol Service	775,753	171
0013	Svc Auth For Fwy Emergen	7629	Call Box Call Center Services	72,000	172
0013	Svc Auth For Fwy Emergen	7629	California Highway Patrol State Call Box Liaison	6,804	172
0013	Svc Auth For Fwy Emergen	7629	Freeway Service Patrol Tow Service Costs	5,380,840	173
<b>Subtotal Services - Motorist Services</b>				<b>\$ 7,431,668</b>	



# Motorist Services

## OCTAP

### Orange County Taxi Administration Program (OCTAP)

<b>Description:</b>	Investment Fees			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0034-7515-A4407-F34	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00239	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$67.00
<b>Manager:</b>	Sean Murdock			<b>Total:</b>	<b>\$67</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 within the fiscal year.

**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



**SAFE**

**Freeway Service Patrol (SAFE)**

<b>Description:</b>	<b>Investment Fees</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0013-7515-S1001-F13	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00007	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$1,002.00
<b>Manager:</b>	Sean Murdock			<b>Total:</b>	<b>\$1,002</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 within the fiscal year.

**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

<b>Description:</b>	<b>Motorist Services Outreach</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0013-7519-S1001-FAS	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00008	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$5,000.00
<b>Manager:</b>	Patrick Sampson			<b>Total:</b>	<b>\$5,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 to develop brochures, web content, and other quality items designed to keep the public informed of the Freeway Service Patrol and the Call Box program. The project will also include as-needed services such as updating brochures with new copies and photos while maintaining and updating the OCTA website.

**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 Freeway Service Patrol and the Call Box program.

**Please explain how you arrived at the budgeted dollars requested.** The budget estimate is based on internet research.

**What phase of the project does this line item support?** The final phase.

**What phase of the project is this line item currently in, as of January 2, 2019?** Procurement phase.

**Is this line item rebudgeted from a prior fiscal year?** No.



# Motorist Services

## SAFE

### Freeway Service Patrol (SAFE)

<b>Description:</b>	<b>Freeway Service Patrol Tracking Application Hosting and Maintenance</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0013-7519-S1002-06S	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00009	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$38,000.00
<b>Manager:</b>	Patrick Sampson			<b>Total:</b>	<b>\$38,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 annual hosting and maintenance fees associated with the Freeway Service Patrol (FSP) tracking application. Hosting includes the Xenatech cloud infrastructure services required for the operation of LATATrax. LATATrax is one of the primary interfaces for performing FSP operations. The service 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.**

This line item requires expertise in providing technological advances and improvements to the LATATrax software application used for the Freeway Service Patrol program's vehicle tracking and data collection solution.

**Please explain how you arrived at the budgeted dollars requested.**

Based on Xenatech's price proposal for continued web-hosting services, the fixed price per month is \$3,167.

**What phase of the project does this line item support?**

On-going hosting and maintenance.

**What phase of the project is this line item currently in, as of January 2, 2019?**

The project has been accepted and deployed. It is currently in the hosting and maintenance phase.

**Is this line item rebudgeted from a prior fiscal year?**

No.

<b>Description:</b>	<b>Monthly Lease of Cradlepoint Router Hardware and Cloud Service</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0013-7519-S1002-06S	<b>Quantity:</b>	12
<b>Line Item ID:</b>	FY20-00010	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$1,400.00
<b>Manager:</b>	Patrick Sampson			<b>Total:</b>	<b>\$16,800</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 routers for Freeway Service Patrol (FSP) service vehicles to support the LATATrax vehicle tracking and data collection system. This will support up to 55 FSP vehicles.

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

Cradlepoint 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.**

The budgeted amount is based on the per month unit price agreed upon within Purchase Order C-7-1675 with CDCE Inc.

**What phase of the project does this line item support?**

Ongoing support of existing project.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Ongoing support of existing project.

**Is this line item rebudgeted from a prior fiscal year?**

No.



SAFE

Freeway Service Patrol (SAFE)

<b>Description:</b>	<b>511 Program Management, Operation, and Development</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0013-7519-S1011-01E	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00011	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$20,000.00
<b>Manager:</b>	Patrick Sampson			<b>Total:</b>	<b>\$20,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 additional development of the County 511 Motorist Assistance and Traveler Information System (MATIS), which is developed in cooperation with the Los Angeles County Service Authority for Freeway Emergencies (LA SAFE). Additional development specifically requested by OCTA would be paid by OCTA under the master hosting and maintenance agreement.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** The qualifications required for this line item include expertise in the County 511 Motorist Assistance and Traveler Information System (MATIS) and knowledge of a variety of technical fields such as information technology on callbox systems and motorist aid systems.

**Please explain how you arrived at the budgeted dollars requested.** The budgeted dollar amount is based on possible additional developments for the 511 system under cooperative agreement C-9-0434 with LA SAFE.

**What phase of the project does this line item support?** Additional development of the 511 system.

**What phase of the project is this line item currently in, as of January 2, 2019?** The system is deployed, and with the exception of additional development, is in the hosting and maintenance phase.

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>Southern California 511 Program Outreach</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0013-7519-S1011-10D	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00012	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$5,000.00
<b>Manager:</b>	Patrick Sampson			<b>Total:</b>	<b>\$5,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** This is for the development of brochures and web content to keep the public informed of the Southern California 511 program. This line item also includes updating print material and advertisement materials to promote 511 and Go511.com while maintaining and updating the 511 section on OCTA's website.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Expertise in the development of brochures and web content designed to keep the public informed of the Southern California 511 programs and services.

**Please explain how you arrived at the budgeted dollars requested.** The budgeted amount is based on internet research.

**What phase of the project does this line item support?** Final phase.

**What phase of the project is this line item currently in, as of January 2, 2019?** Procurement phase.

**Is this line item rebudgeted from a prior fiscal year?** No.



# Motorist Services

## SAFE

### Freeway Service Patrol (SAFE)

<b>Description:</b>	<b>511 Program Marketing</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0013-7519-S1011-AQF	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00013	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$25,000.00
<b>Manager:</b>	Patrick Sampson			<b>Total:</b>	<b>\$25,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 yet to be determined 511 Program marketing and promotional items designed to educate the public about the program. This line item supports advertising space, 511 signs, and give away items geared towards marketing general and specific aspects of the 511 system.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** May include services of advertising/marketing space consultant, manufacturers of promotional items, and 511 signs.

**Please explain how you arrived at the budgeted dollars requested.** Consultation with OCTA Marketing Group and internet research of various promotional items manufacturing costs.

**What phase of the project does this line item support?** Ongoing development and update of marketing materials for 511 program.

**What phase of the project is this line item currently in, as of January 2, 2019?** Ongoing development and update of marketing materials for 511 program.

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>Senate Bill 1 Funded Freeway Service Patrol Tow Costs</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0013-7629-FN001-1G4	<b>Quantity:</b>	11,382
<b>Line Item ID:</b>	FY20-00017	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$79.88
<b>Manager:</b>	Patrick Sampson			<b>Total:</b>	<b>\$909,194</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**Funding:** 0013-6109-FN001-1G4 SB1 Funded FSP Tow Costs 325,000

**Total Funded: 325,000**

**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 expanding services on Freeway Service Patrol (FSP) through Senate Bill 1 (SB1). Starting in December 2018, Motorist Services expanded service on the State Route 57 and east end of the State Route 91 with service running from 5:30 am to 7:30 pm, and added midday service to the east end of the State Route 91.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Qualifications include firms that have experience working with a FSP program within California, or with an auto club, a local law enforcement agency, or other organizations that include towing on or off of a highway or freeway.

**Please explain how you arrived at the budgeted dollars requested.** The budgeted amount is based on anticipated SB1 new start funding levels, planned/scheduled service hours for expanded service, and an average revenue vehicle hour rate.

**What phase of the project does this line item support?** This line item supports the expansion of the FSP services on the State Route 57, State Route 91, and provided construction FSP service to support the I-405 freeway expansion project.

**What phase of the project is this line item currently in, as of January 2, 2019?** N/A.

**Is this line item rebudgeted from a prior fiscal year?** No.



**SAFE**

**Freeway Service Patrol (SAFE)**

<b>Description:</b>	<b>M2 Funded California Highway Patrol Dispatcher</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0013-7629-FN001-AVW	<b>Quantity:</b>	12
<b>Line Item ID:</b>	FY20-00018	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$8,526.00
<b>Manager:</b>	Patrick Sampson			<b>Total:</b>	<b>\$102,312</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

<b>Funding:</b>	0013-6524-FN001-000	Interfund Transfer	95,968
<b>Funding:</b>	0013-6524-FN001-F13	Interfund Transfer	96,000
<b>Total Funded:</b>			<b>191,968</b>

**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 currently negotiating an agreement for FY 2020. 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.** The qualifications required for this line item include expertise in supporting, performing, and overseeing Freeway Service Patrol (FSP) related duties at the direction of California Highway Patrol.

**Please explain how you arrived at the budgeted dollars requested.** The budgeted amount is based on estimated hours and estimated rates provided by California Highway Patrol.

**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, 2019?** Continuing project on an on-going basis.

**Is this line item rebudgeted from a prior fiscal year?** No.



# Motorist Services

## SAFE

### Freeway Service Patrol (SAFE)

<b>Description:</b>	<b>M2 Funded California Highway Patrol Overtime</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0013-7629-FN001-AVW	<b>Quantity:</b>	12
<b>Line Item ID:</b>	FY20-00019	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$6,158.00
<b>Manager:</b>	Patrick Sampson			<b>Total:</b>	<b>\$73,896</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

<b>Funding:</b>	0013-6524-FN001-000	Interfund Transfer	70,384
<b>Funding:</b>	0013-6524-FN001-F13	Interfund Transfer	73,896
<b>Total Funded:</b>			<b>144,280</b>

**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 based on a new agreement for FY 2019 - FY 2021. 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 as well as performing occasional late night construction beats and weekend beats.

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

The qualifications required for this line item include expertise in supporting, performing, and overseeing Freeway Service Patrol related duties at the direction of California Highway Patrol and regulatory requirements.

**Please explain how you arrived at the budgeted dollars requested.**

The budgeted amount is based on estimated hours and estimated rates provided by California Highway Patrol.

**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, 2019?**

Continuing project on an ongoing basis.

**Is this line item rebudgeted from a prior fiscal year?**

No.





**SAFE**

**Freeway Service Patrol (SAFE)**

<b>Description:</b>	<b>M2 Funded Freeway Service Patrol Service</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0013-7629-FN001-AVX	<b>Quantity:</b>	10,264
<b>Line Item ID:</b>	FY20-00020	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$75.58
<b>Manager:</b>	Patrick Sampson			<b>Total:</b>	<b>\$775,753</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

<b>Funding:</b>	0013-6524-FN001-000	Interfund Transfer	1,149,826
<b>Funding:</b>	0013-6524-FN001-F13	Interfund Transfer	775,753
<b>Total Funded:</b>			<b>1,925,579</b>

**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 (FSP) services. The scope includes the rapid clearing of traffic lanes blocked by disabled vehicles, minor accidents, and congestion causing debris. FSP operators may also be required to change flat tires, provide "jump" starts, provide a maximum of one gallon of gasoline, temporarily tape cooling system hoses, and refill radiators.

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

Qualifications include firms that have experience working with a FSP program within California, or with an auto club, a local law enforcement agency, or other organizations that include towing on or off of a highway or freeway.

**Please explain how you arrived at the budgeted dollars requested.**

Assumptions:  
10,264 scheduled service hours at an average rate of \$75.58 per revenue vehicle hour. Average contract rates based on \$3.00 to \$4.00 gallon fuel average for the first 6 months, \$4.00 to \$5.00 gallon average for the last 6 months, and up to \$85 per Revenue Vehicle Hour for services re-procured in FY 2019 (4 service areas). Actual rates for replacement agreements are yet to be determined and are based on recent procurements for similar services plus anticipated increases related to regulatory changes since last procured (minimum wage, health care, fuel taxes, etc.).

**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, 2019?**

Continuing project on an ongoing basis.

**Is this line item rebudgeted from a prior fiscal year?**

No.



# Motorist Services

## SAFE

### Freeway Service Patrol (SAFE)

<b>Description:</b>	<b>Call Box Call Center Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0013-7629-S1001-CGA	<b>Quantity:</b>	12
<b>Line Item ID:</b>	FY20-00021	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$6,000.00
<b>Manager:</b>	Patrick Sampson			<b>Total:</b>	<b>\$72,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 (CHP) communications center to dispatch a Freeway Service Patrol tow truck if available, contacting 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 County Transportation Authority. The primary qualification required for this item is expertise in establishing and operating a call answering center that is capable of answering all calls generated by San Bernardino, Riverside and Orange County Service Authority of Freeway Emergencies call boxes.

**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, 2019?**

Continuing project on an ongoing basis.

**Is this line item rebudgeted from a prior fiscal year?**

No.

<b>Description:</b>	<b>California Highway Patrol State Call Box Liaison</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0013-7629-S1001-CGL	<b>Quantity:</b>	12
<b>Line Item ID:</b>	FY20-00022	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$567.00
<b>Manager:</b>	Patrick Sampson			<b>Total:</b>	<b>\$6,804</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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.**

The qualification required for this item includes expertise in providing services and assistance in accordance with the California Highway Patrol/Caltrans Call Box and Motorist Aid Guidelines.

**Please explain how you arrived at the budgeted dollars requested.**

The agreement with the CHP specifies the amount of \$6,800 for each year - FY 2018, FY 2019, and FY 2020.

**What phase of the project does this line item support?**

Continuing project.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Continuing project.

**Is this line item rebudgeted from a prior fiscal year?**

No.



SAFE

Freeway Service Patrol (SAFE)

<b>Description:</b>	<b>Freeway Service Patrol Tow Service Costs</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0013-7629-S1002-AVX	<b>Quantity:</b>	68,000
<b>Line Item ID:</b>	FY20-00023	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$79.13
<b>Manager:</b>	Patrick Sampson			<b>Total:</b>	<b>\$5,380,840</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 supports ongoing tow contract costs associated with providing peak hour Freeway Service Patrol (FSP) services. Scopes of work are contained in each FSP tow contractor agreement. Scope includes rapid clearing of traffic lanes blocked by disabled vehicles, minor accidents, and congestion causing debris. Freeway Service Patrol operators may be also required to change flat tires, provide "jump" starts, provide a maximum of one gallon of gasoline, temporarily tape cooling system hoses, and refill radiators.

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

Qualifications include firms that have experience working with a Freeway Service Patrol program within California, or with an auto club, a local law enforcement agency, or other organizations that include towing on or off of a highway or freeway.

**Please explain how you arrived at the budgeted dollars requested.**

Assumptions:  
68,000 scheduled service hours at an average rate of \$79.13 per revenue vehicle hour. Average contract rates based on \$3.00 to \$4.00 gallon fuel average for the first 6 months, \$4.00 to \$5.00 gallon average for the last 6 months, and up to \$85 per Revenue Vehicle Hour for services re-procured in FY 2019 (4 service areas). Actual rates for replacement agreements are yet to be determined and are based on recent procurements for similar service plus anticipated increases related to regulatory changes since last procured (minimum wage, health care, fuel taxes, etc.)  
\*Includes 1% overtime 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.

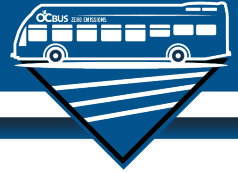
**What phase of the project is this line item currently in, as of January 2, 2019?**

This item supports monthly Freeway Service Patrol services.

**Is this line item rebudgeted from a prior fiscal year?**

No.

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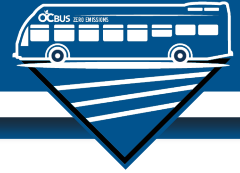


Bus					
Line Item Controlled Services					
Org- Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
<b>Administrative Supplies</b>					
1114	Lost and Found - OCTD	7629	Disposal Fees	3,600	178
1288	IS Transit Radio Support &	7519	OC Flex Application Enhancements	50,000	178
1343	HR - Transit	7519	Fitness Center Staffing	72,982	179
1539	Transit Planning Ops Supp	7519	Short-Range Transit Planning Support	75,000	179
1539	Transit Planning Ops Supp	7519	Transit Supportive Street Design Guidelines	100,000	180
1539	Transit Planning Ops Supp	7519	Zero-Emission Bus Rollout Plan	150,000	180
1539	Transit Planning Ops Supp	7519	Paratransit Sustainability Strategy	150,000	181
1539	Transit Planning Ops Supp	7519	Coordinated Public Transit - Human Service Transportation PI	125,000	181
<b>Customer Information Center</b>					
1837	OCTD Marketing and Cust	7519	Customer Relations System Implementation	54,600	182
1837	OCTD Marketing and Cust	7519	Customer Relations Management System Enhancement	95,400	183
1837	OCTD Marketing and Cust	7519	Customer Information Center	1,060,880	184
<b>Directly Operated Fixed Route Services and Supplies</b>					
1142	OCTD Safety & Environme	7519	Transit Compliance Training	7,000	185
1142	OCTD Safety & Environme	7519	Health, Safety and Environmental Regulatory Consultation	30,000	186
1142	OCTD Safety & Environme	7519	Audio Metric Testing	3,000	186
1142	OCTD Safety & Environme	7519	Environmental Sustainability Consulting	6,000	187
1261	Transit Revenue	7519	Fare Collection Technology - Concept of Operations	300,000	188
1261	Transit Revenue	7629	Armored Vehicle Services	407,000	189
1275	Materials Management Ad	7519	Business Process Improvements and Operating System	15,005	189
1275	Materials Management Ad	7629	Freight Transportation Services	3,000	190
1722	Facilities Engineering	7514	Professional Services - Right-of-Way	30,000	190
1722	Facilities Engineering	7514	On-Call Appraisal and Engineering Right-of-Way Services	50,000	191
1722	Facilities Engineering	7517	Land Maintenance for 1510-1520 West Lincoln Avenue in Ana	50,000	191
1722	Facilities Engineering	7517	Pacific Electric Right-of-Way Maintenance	170,000	192
1722	Facilities Engineering	7519	Construction Management Services - Facilities Engineering	200,000	192
1722	Facilities Engineering	7519	On-Call Environmental Services	50,000	193
1722	Facilities Engineering	7629	On-Call Architectural/Engineering Design Services	500,000	193
1722	Facilities Engineering	7629	On-Call Testing and Inspection Services	80,000	194
1837	OCTD Marketing and Cust	7519	BRAVO! 529 Marketing Support	100,000	195
1837	OCTD Marketing and Cust	7519	Promotion of Mobile Ticketing	50,000	196
1837	OCTD Marketing and Cust	7519	Targeted Route Promotions	300,000	197
1837	OCTD Marketing and Cust	7519	Millennial Marketing & Outreach	40,000	198
1837	OCTD Marketing and Cust	7519	Summer Youth Program	40,000	199



# Bus Program

<b>Bus</b>					
<b>Line Item Controlled Services</b>					
<b>Org- Key</b>	<b>Department / Fund Name</b>	<b>Obj</b>	<b>Line Item Description</b>	<b>Budget</b>	<b>Page No.</b>
<b>Directly Operated Fixed Route Services and Supplies</b>					
1837	OCTD Marketing and Cust	7519	Diversity Outreach Program (Hispanic)	40,000	199
1837	OCTD Marketing and Cust	7519	Diversity Outreach Program (Asian)	40,000	200
1837	OCTD Marketing and Cust	7519	Customer Loyalty and Referral Programs	40,000	200
1837	OCTD Marketing and Cust	7519	Transportation Needs Assessment	450,000	201
1837	OCTD Marketing and Cust	7519	New College Pass Program	40,000	201
1837	OCTD Marketing and Cust	7519	OC Flex Existing Zones Marketing	100,000	202
1837	OCTD Marketing and Cust	7519	Baseline Public Information	50,000	203
1837	OCTD Marketing and Cust	7519	Reduced Fare Identification Card Data Entry	36,000	203
1837	OCTD Marketing and Cust	7629	Color Copying & Mounting Service	4,000	204
1837	OCTD Marketing and Cust	7629	Service Change Shipping	4,000	204
1837	OCTD Marketing and Cust	7629	On-Hold Recording	1,000	205
1837	OCTD Marketing and Cust	7629	Bus Book Design Service	40,000	205
1837	OCTD Marketing and Cust	7629	Translation Services/ Bus Customer Information	30,000	206
2114	Transit Technical Services	7519	Material Testing and Forensic Analysis of Various Component	9,000	207
2114	Transit Technical Services	7519	In-Plant Inspection for 299 Buses - 40 Foot	490,958	208
2114	Transit Technical Services	7519	In-Plant Inspection for 116 Cutaway Buses - 22 Foot	110,000	209
2114	Transit Technical Services	7519	In-Plant Inspection for iShuttle Buses - 32 Foot	47,500	209
2114	Transit Technical Services	7519	Diagnostic Tools, Resident Inspector, Training and Technical A	630,976	210
2114	Transit Technical Services	7519	Depot Design/Construction Management Services	184,843	211
2114	Transit Technical Services	7519	Training Hours for 116 Cutaway Buses - 22 Foot	20,000	211
2114	Transit Technical Services	7519	Training Hours for 12 Heavy Duty 30 Buses - 32 Foot	21,000	212
2128	Ops Planning & Schedulin	7519	Software Training	2,800	212
2128	Ops Planning & Schedulin	7519	Manual Ridecheck Data Collection	255,047	213
2128	Ops Planning & Schedulin	7629	Bus Kiosk Signage	30,000	213
2169	Maintenance Training	7519	Contracted Training - Natural Gas Tank Inspector	2,950	214
2169	Maintenance Training	7519	Contracted Training - Opacity Inspector Training	1,050	214
2194	Maint-Specialty Shops Ad	7519	Plasma Cutter and Brake Lathe Service	15,000	215
2194	Maint-Specialty Shops Ad	7519	Tool Calibration Services	50,000	216
<b>LTF - California Department of Tax and Fee Administration</b>					
0011	Local Transportation Fund	7519	State Board of Equalization Fees	2,267,269	217
<b>LTF Article 3 and Article 4</b>					
0012	Orange County Unified Tra	7515	Investment Fees	8,091	217
0030	Orange County Transit Dis	7515	Investment Fees	328,480	218
<b>Mobile Ticketing</b>					



<b>Bus</b>					
<b>Line Item Controlled Services</b>					
<b>Org- Key</b>	<b>Department / Fund Name</b>	<b>Obj</b>	<b>Line Item Description</b>	<b>Budget</b>	<b>Page No.</b>
<b>Mobile Ticketing</b>					
1288	IS Transit Radio Support &	7519	FareShare Licensing & Commission	50,000	218
1288	IS Transit Radio Support &	7519	Hosting Services	95,549	219
1288	IS Transit Radio Support &	7519	Software Interface Maintenance	6,000	219
<b>Paratransit Services</b>					
2147	Paratransit Support	7519	ACCESS In-Person Assessment/Certification	975,667	220
2147	Paratransit Support	7519	Travel Training Program	285,000	220
2147	Paratransit Support	7519	Trapeze Service Infractions Migration	41,613	221
2147	Paratransit Support	7519	211Ride Find-A-Ride Web Tool	2,200	222
2147	Paratransit Support	7519	Graphic Design Services	35,000	222
2147	Paratransit Support	7629	Mail House - Postage and Stuffing	30,000	223
<b>Transit Security Programs</b>					
1316	Security and Emergency Pr	7519	OCTA Public Awareness Program	50,000	224
1316	Security and Emergency Pr	7519	Security Awareness and Emergency Response	404,700	225
1316	Security and Emergency Pr	7519	Hazard Mitigation	125,000	226
1316	Security and Emergency Pr	7519	Behavioral Intervention Consultation	8,000	227
<b>Vanpool Program</b>					
1842	Vanpool Program	7519	Vanpool Marketing Agency	120,000	228
1842	Vanpool Program	7519	Vanpool Sponsorship Expense	5,000	229
<b>Subtotal Services - Bus</b>				<b>\$ 11,952,160</b>	



# Bus Program

## Administrative Supplies

<b>Description:</b>	<b>Disposal Fees</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1114-7629-D4113-0T9	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02238	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$3,600.00
<b>Manager:</b>	Patrick Sampson			<b>Total:</b>	<b>\$3,600</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 supports disposal services for unclaimed items in Lost and Found. The disposal service was included in the contracted service for Lost and Found. On December 31, 2018, the Lost and Found service was brought in-house. Disposal will now be handled through OCTA surplus disposal processes and an agreement has already been established by OCTA's Contracts Administration and Materials Management section for OCTA Surplus Items. Based on the agreement, the contractor is responsible for removing surplus items from OCTA property.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** The contractor is required to remove surplus items from OCTA. The surplus items may require pick-up.

**Please explain how you arrived at the budgeted dollars requested.** The estimate is based on the use of an average of 4 trucks per month at \$75 per truck.

**What phase of the project does this line item support?** This covers the disposal of unclaimed Lost and Found items.

**What phase of the project is this line item currently in, as of January 2, 2019?** As of January 2, 2019, Lost and Found service is now performed in-house with OCTA, and disposal will now be handled through the OCTA surplus disposal process.

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>OC Flex Application Enhancements</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1288-7519-D0001-9S6	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02065	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Lloyd Sullivan			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 anticipated future enhancements for our OC Flex rider application. This application is currently being provided to us by Via Transportation, Inc. through a sub-contracting arrangement with our OC Flex service provider Keolis. We anticipate that additional enhancements will be requested throughout the remainder of our first-year pilot.

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

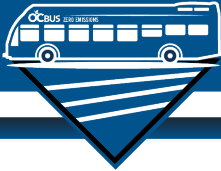
**Please explain how you arrived at the budgeted dollars requested.** Based on similar costs for other customer facing applications such as our Mobile Ticketing application provided to us via Moovel company.

**What phase of the project does this line item support?** Pilot phase.

**What phase of the project is this line item currently in, as of January 2nd.** N/A

**Is this line item rebudgeted from a prior fiscal year?** No.





**Administrative Supplies**

<b>Description:</b>	<b>Fitness Center Staffing</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1343-7519-A2352-3WV	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00786	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$72,982.00
<b>Manager:</b>	Hayley Stevens			<b>Total:</b>	<b>\$72,982</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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, 2019?** Line item requires ongoing management throughout the entire fiscal year. Not a one time project allocation.

**Is this line item rebudgeted from a prior fiscal year?** Yes

<b>Description:</b>	<b>Short-Range Transit Planning Support</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1539-7519-A1408-TQQ	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00885	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$75,000.00
<b>Manager:</b>	Gary Hewitt			<b>Total:</b>	<b>\$75,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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, 2019?** None

**Is this line item rebudgeted from a prior fiscal year?** No



# Bus Program

## Administrative Supplies

<b>Description:</b>	<b>Transit Supportive Street Design Guidelines</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1539-7519-A1408-TV1	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01854	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$100,000.00
<b>Manager:</b>	Kevin Khouri			<b>Total:</b>	<b>\$100,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Update the OCTA Bus Stop Design Guidelines to include recent National Association of Transportation Officials (NACTO) updates, Transit Master Plan, and Orange County Council of Governments (OCCOG) Complete Street Guidelines. The product would be used by OCTA and local jurisdictions when planning and designing transit stops and roadways.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Consultant with Transit Planning experience desired.

**Please explain how you arrived at the budgeted dollars requested.** Estimate based on previous efforts

**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, 2019?** None

**Is this line item rebudgeted from a prior fiscal year?** No

<b>Description:</b>	<b>Zero-Emission Bus Rollout Plan</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1539-7519-D0016-TQV	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01855	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$150,000.00
<b>Manager:</b>	Jorge Duran			<b>Total:</b>	<b>\$150,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 implementation plan to meet Zero Emission Bus requirements from California Air Resources Board (CARB). OCTA is required to complete a plan by July 2020.

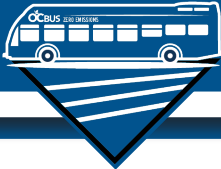
**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Consultant with experience in transit vehicle technology and transit planning.

**Please explain how you arrived at the budgeted dollars requested.** Estimated based on similar efforts such as developing the Transit Asset Management Plan.

**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, 2019?** None

**Is this line item rebudgeted from a prior fiscal year?** No



**Administrative Supplies**

<b>Description:</b>	<b>Paratransit Sustainability Strategy</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1539-7519-D1208-0Q5	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01856	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$150,000.00
<b>Manager:</b>	Gary Hewitt			<b>Total:</b>	<b>\$150,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Review OCTA's Americans with Disabilities Act (ADA) paratransit program with focus on developing strategies to reduce long-term costs while remaining in compliance with federal law. Review will benchmark OCTA's operations to peers and develop recommendations for policy and operational changes.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Transit planning consultant with experience in ADA paratransit service modeling and operations.

**Please explain how you arrived at the budgeted dollars requested.** Estimated based on similar efforts.

**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, 2019?** Currently operating

**Is this line item rebudgeted from a prior fiscal year?** No

<b>Description:</b>	<b>Coordinated Public Transit - Human Service Transportation Plan</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1539-7519-D1503-0Q7	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01864	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$125,000.00
<b>Manager:</b>	Kevin Khouri			<b>Total:</b>	<b>\$125,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 to update the Human Service Transportation Plan which brings together human service organizations and public transit agencies to identify and meet mobility needs of older adults, persons with disabilities, and persons of low income. Plan required to receive Federal Transit Administration (FTA) Section 5310, Section 5316, and Section 5317 funding.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Transit planning consultant with experience in developing Coordinated Plans.

**Please explain how you arrived at the budgeted dollars requested.** Cost from previous plan development.

**What phase of the project does this line item support?** Compliance

**What phase of the project is this line item currently in, as of January 2, 2019?** Existing plan will be updated under this effort.

**Is this line item rebudgeted from a prior fiscal year?** No



# Bus Program

## Customer Information Center

<b>Description:</b>	<b>Customer Relations System Implementation</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1837-7519-D4601-01H	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02783	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$54,600.00
<b>Manager:</b>	Ryan Maloney			<b>Total:</b>	<b>\$54,600</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 seeking a replacement Customer Relations Management / Case Management (CRM) solution to replace existing legacy software, add social media response capabilities, and improve coordination of responses to public and customer compliments, complaints and comments.

Existing Customer Relations software is an in-house developed database used to manage comments, complaints and compliments. The software (C3) is a shared Microsoft ACCESS application that is used by a variety of departments, including OCTA's Customer Relations and customer information call staff to log incoming calls, address respective questions and to coordinate outgoing responses. The existing application is 15+ years old, with a high dependency on limited staff for in-house support and maintenance. Maintaining the legacy software has become increasing difficult, and stability and compatibility issues continue to affect the customer response process. The cost to add needed features to the existing software exceeds the cost to procure a replacement CRM solution.

By procuring a cloud-based solution, OCTA is able to utilize a unified CRM system that shares information between email and social media platforms, while adding the customer response, case management, and reporting functions currently provided by C3. Enhancements include the integration of social media channels / systems to allow Customer Relations staff and customer information call center staff to quickly and directly respond to online comments, along with phone calls, emails, letters, and walk-in customer comments. Improved industry reporting solutions available would provide needed reports on trends, root cause issue analysis, customer comment history, and voice of the customer (VOC) insights.

Direct communication with the customer via social media will reduce the number of duplicative or incomplete comments received from multiple channels and improve the overall customer experience, consistency and rate of response. By procuring a modern CRM solution, additional capabilities, such as customer support by text message (SMS), become feasible future enhancements.

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

Enterprise level Customer Relations Management / Case Management (CRM) deployment, integration and configuration professional services.

**Please explain how you arrived at the budgeted dollars requested.**

The estimate was based on assessment of multiple Enterprise Customer Relations Management / Case Management (CRM) solutions, including structure, pricing and implementation costs.

**What phase of the project does this line item support?**

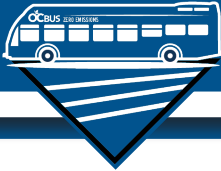
Implementation and ongoing licensing and support.

**What phase of the project is this line item currently in, as of January 2nd.**

NA.

**Is this line item rebudgeted from a prior fiscal year?**

No.



**Customer Information Center**

<b>Description:</b>	<b>Customer Relations Management System Enhancement</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1837-7519-D4601-ORF	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01997	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$95,400.00
<b>Manager:</b>	Ryan Maloney			<b>Total:</b>	<b>\$95,400</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 seeking a replacement Customer Relations Management / Case Management (CRM) solution to replace existing legacy software, add social media response capabilities, and improve coordination of responses to public and customer compliments, complaints and comments.

Existing Customer Relations software is an in-house developed database used to manage comments, complaints and compliments. The software (C3) is a shared MS ACCESS application that is used by a variety of departments, including OCTA's Customer Relations and customer information call staff to log incoming calls, address respective questions and to coordinate outgoing responses. The existing application is 15+ years old, with a high dependency on limited staff for in-house support and maintenance. Maintaining the legacy software has become increasing difficult, and stability and compatibility issues continue to affect the customer response process. The cost to add needed features to the existing software exceeds the cost to procure a replacement CRM solution.

By procuring a cloud-based solution, OCTA is able to utilize a unified CRM system that shares information between email and social media platforms, while adding the customer response, case management, and reporting functions currently provided by C3. Enhancements include the integration of social media channels / systems to allow Customer Relations staff and customer information call center staff to quickly and directly respond to online comments, along with phone calls, emails, letters, and walk-in customer comments. Improved industry reporting solutions available would provide needed reports on trends, root cause issue analysis, customer comment history, and voice of the customer (VOC) insights.

Direct communication with the customer via social media will reduce the number of duplicative or incomplete comments received from multiple channels and improve the overall customer experience, consistency and rate of response. By procuring a modern CRM solution, additional capabilities, such as customer support by text message (SMS), become feasible future enhancements.

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

Enterprise level Customer Relations Management / Case Management (CRM) deployment, integration and configuration professional services

**Please explain how you arrived at the budgeted dollars requested.**

On an annual basis, the licensing and maintenance of the solution is budgeted at \$95,000, an estimate that includes user licensing, social media connectivity, and ongoing user support.

**What phase of the project does this line item support?**

Implementation and ongoing licensing and support.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Initial phases

**Is this line item rebudgeted from a prior fiscal year?**

No



# Bus Program

## Customer Information Center

<b>Description:</b>	<b>Customer Information Center</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1837-7519-D4601-1E4	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01039	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$1,060,880.00
<b>Manager:</b>	Ryan Maloney			<b>Total:</b>	<b>\$1,060,880</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 66 fixed-route bus lines, with approximately 125,000 average weekday bus boardings. Additional services provided by OCTA include ACCESS operations, the 91 Express Lanes, Freeway Service Patrol, vanpool, 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 Customer Information Center (CIC) for customers to receive routing assistance, and answer questions about OCTA programs, services, and products. It also allows customers to receive, code, and enter customer comments, complaints, and compliments into a database. The representatives also receive pass sales orders, and provide assistance for reduced fare programs and ACCESS service. In FY 2018-19, the monthly call volume has been approximately 26,000 calls per month (based on year to date data). For FY 2019-20, the call volume is expected to remain consistent, resulting in an estimate of \$84,240 per month (\$1.011M annually). An additional \$50,000 has been added to the monthly estimate, based on regular updates to the CIC phone tree and recorded content, reporting costs, and regular maintenance costs. This is consistent with the amount budgeted in FY 2018-19.

**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.**

The costs are estimated based on contract terms and current call volumes.

**What phase of the project does this line item support?**

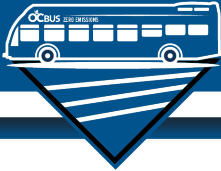
Ongoing

**What phase of the project is this line item currently in, as of January 2, 2019?**

Ongoing

**Is this line item rebudgeted from a prior fiscal year?**

N/A



**Directly Operated Fixed Route Services and Supplies**

<b>Description:</b>	Transit Compliance Training			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1142-7519-A2334-9HE	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00423	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$7,000.00
<b>Manager:</b>	Matthew DesRosier			<b>Total:</b>	<b>\$7,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 the training requirement for compliance with California Occupational Safety & Health Administration (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, 2019?**

The line item requires ongoing management throughout the fiscal year.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.



# Bus Program

## Directly Operated Fixed Route Services and Supplies

<b>Description:</b>	<b>Health, Safety and Environmental Regulatory Consultation</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1142-7519-A2339-PQ9	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00424	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$30,000.00
<b>Manager:</b>	Matthew DesRosier			<b>Total:</b>	<b>\$30,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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?**

Qualified safety and environmental professionals with subject matter knowledge and experience.

**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.**

These services are used 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, 2019?**

Line item requires ongoing management throughout the entire fiscal year.

**Is this line item rebudgeted from a prior fiscal year?**

Yes

<b>Description:</b>	<b>Audio Metric Testing</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1142-7519-A2339-T3B	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00425	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$3,000.00
<b>Manager:</b>	Matthew DesRosier			<b>Total:</b>	<b>\$3,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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?**

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

**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.**

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

**What phase of the project does this line item support?**

All phases

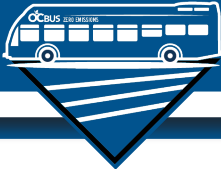
**What phase of the project is this line item currently in, as of January 2, 2019?**

This line item requires ongoing management throughout the entire fiscal year.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.





**Directly Operated Fixed Route Services and Supplies**

<b>Description:</b>	<b>Environmental Sustainability Consulting</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1142-7519-A2360-T31	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00426	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$6,000.00
<b>Manager:</b>	Kat Balanza			<b>Total:</b>	<b>\$6,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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, 2019?** The line item requires ongoing management throughout the fiscal year.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



# Bus Program

## Directly Operated Fixed Route Services and Supplies

<b>Description:</b>	<b>Fare Collection Technology - Concept of Operations</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1261-7519-A5105-F30	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02296	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$300,000.00
<b>Manager:</b>	Sam Kaur			<b>Total:</b>	<b>\$300,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 Phase 3 of the overall project. The purpose of this Concept of Operations (ConOps) is to provide a description of the planned future regional fare collection system, including project goals and system architecture, components, fare policy, and operations. These concepts will be described primarily at a functional level, and will help in developing the technical specifications for procurement of the system. The ConOps is intended as a living document that can be revised or updated as the project progresses. It can be used as a tool to solicit discussion from project stakeholders, or as a means to evaluate feedback from industry vendors and peers.

This document will identify detailed system requirements - The primary requirement is for an account-based system with real time communications.

Requirements of the new system include:

- Flexible and Expandable Fare Policy
- Mobile Ticketing Integration
- Reliable Back Office Hosting and Data Reporting
- Payment Card Industry (PCI) Data Security Standard (DSS) Payment Card and Personally Identifiable Information Security
- Future Expandability
- Legacy System Transition

**What are the qualifications required for this line item?**

**Example: Expert-level JAVA programmer to enhance website.**

Expertise in identifying Fare Collection Systems for Regional Transit Operators.

**Please explain how you arrived at the budgeted dollars requested.**

Request for Proposals developed by similar size Transit Agencies.

**What phase of the project does this line item support?**

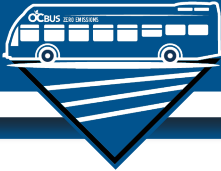
Planning.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Pre-Planning.

**Is this line item rebudgeted from a prior fiscal year?**

No.



**Directly Operated Fixed Route Services and Supplies**

<b>Description:</b>	<b>Armored Vehicle Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1261-7629-A5105-DU4	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00505	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$407,000.00
<b>Manager:</b>	Sam Kaur			<b>Total:</b>	<b>\$407,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 transporting 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.** Licensed armored vehicle services company with requisite experience.

**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?** N/A

**What phase of the project is this line item currently in, as of January 2, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>Business Process Improvements and Operating System</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1275-7519-A0001-C3H	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00535	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$15,005.00
<b>Manager:</b>	Ronald Rojas			<b>Total:</b>	<b>\$15,005</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Enhance Warranty Process (Ellipse integration); convert conventional bin labels to bar code labels (support mobile applications).  
The current warranty database is not fully integrated with the material management operating system. Bar code labeling will support mobile business applications.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** System consultants to develop Ellipse improvements for warehouse functions.

**Please explain how you arrived at the budgeted dollars requested.** An estimated 43.5 hours @ \$230.00/hour for time to develop applications. Training and Material Cost \$5,000.

**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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** No



# Bus Program

## Directly Operated Fixed Route Services and Supplies

<b>Description:</b>	<b>Freight Transportation Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1275-7629-A5050-1JM	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00536	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$3,000.00
<b>Manager:</b>	Ronald Rojas			<b>Total:</b>	<b>\$3,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

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

**What phase of the project is this line item currently in, as of January 2, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** Yes

<b>Description:</b>	<b>Professional Services - Right-of-Way</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1722-7514-D2601-ODK	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00940	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$30,000.00
<b>Manager:</b>	Bill Mock			<b>Total:</b>	<b>\$30,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 (PE) right-of-way. This work is needed for the tenant contract agreement compliance. The work includes tenant review services for reviewing tenant revenue, insurance, agreements, and the right-of-way, in the PE right-of-way.

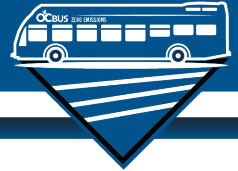
**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** This is a professional services request for PE right-of-way services. The consultant firms must be professional consulting firms. Engineers and real-estate professionals must use staff 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, 2019?** Ongoing property maintenance phase.

**Is this line item rebudgeted from a prior fiscal year?** Yes, but under the existing contract.



**Directly Operated Fixed Route Services and Supplies**

<b>Description:</b>	<b>On-Call Appraisal and Engineering Right-of-Way Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1722-7514-D2601-AR7	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00941	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Bill Mock			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 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.** 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 phases. However, there is also some minor support during the bidding phase and the construction phase with respect to questions that may arise during the bidding phase, design phase, and final acceptance of work.

**What phase of the project is this line item currently in, as of January 2, 2019?** Design and construction

**Is this line item rebudgeted from a prior fiscal year?** Yes, but under the existing contract.

<b>Description:</b>	<b>Land Maintenance for 1510-1520 West Lincoln Avenue in Anaheim</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1722-7517-D2601-0U3	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02401	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	George Olivo			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 weeds and debris from Orange County Transportation District (OCTD)-owned property for the future Transit Security Operations Center. To minimize risk, maintenance must be trained and personnel must be certified for OCTD 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/OCTD 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 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 maintenance of the land on the property.

**What phase of the project is this line item currently in, as of January 2nd.** The property acquisition phase.

**Is this line item rebudgeted from a prior fiscal year?** No.



# Bus Program

## Directly Operated Fixed Route Services and Supplies

<b>Description:</b>	<b>Pacific Electric Right-of-Way Maintenance</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1722-7517-D2601-AR7	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00942	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$170,000.00
<b>Manager:</b>	Bill Mock			<b>Total:</b>	<b>\$170,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 (PE) 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 PE right of way.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** California licensed contractors under contracts C-8-1452 Joshua Grading, C-6-1504 Pest Options, and capacity to meet OCTA's insurance requirements.

**Please explain how you arrived at the budgeted dollars requested.** The estimated annual maintenance cost for PE Right-of-Way is based on Contracts C-8-1452 Joshua Grading and C-6-1504 Pest Options.

**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, 2019?** PE right-of-way maintenance.

**Is this line item rebudgeted from a prior fiscal year?** Yes, but under the existing contract.

<b>Description:</b>	<b>Construction Management Services - Facilities Engineering</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1722-7519-D3120-0F3	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00943	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$200,000.00
<b>Manager:</b>	George Olivo			<b>Total:</b>	<b>\$200,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

<b>Funding:</b>	0030-6033-D3120-MKK	Construction Management Services - Facilities Engineering	180,000
<b>Funding:</b>	0030-6049-D3120-MJK	Construction Management Services - Facilities Engineering	200,000
<b>Total Funded:</b>			<b>380,000</b>

**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 would cover project management and construction management services to support facilities and the engineering department's execution of projects including: facility upgrades, modifications to projects on OCTA Bus Bases, Park and Rides, Transportation Centers, and new projects assigned.

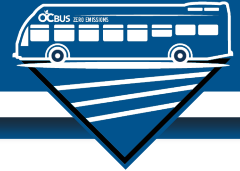
**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Professional construction managers and licensed engineers with experience in construction management of all aspects of transit facilities.

**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?** Project development and construction phase.

**What phase of the project is this line item currently in, as of January 2, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** Yes, but under the existing contract.



## Directly Operated Fixed Route Services and Supplies

<b>Description:</b>	<b>On-Call Environmental Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1722-7519-D3122-G1B	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00944	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	George Olivo			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 the 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, asbestos/lead/mold. 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.

**What phase of the project is this line item currently in, as of January 2, 2019?** Design and construction phase.

**Is this line item rebudgeted from a prior fiscal year?** Yes, but under the existing contract.

<b>Description:</b>	<b>On-Call Architectural/Engineering Design Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1722-7629-D3107-2BT	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00945	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$500,000.00
<b>Manager:</b>	George Olivo			<b>Total:</b>	<b>\$500,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 professional architectural/engineering design services for facility modifications and upgrades at OCTA's transit facilities including five bus bases, two park and rides, and five transportation centers. OCTA is requesting a cost proposal from the consultant to provide design and construction monitoring services for evaluating and replacing existing rooftop 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.** The consultant firm must be a professional design firm 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 firm will be procured through a qualification based selection process in compliance with The Brooks Act.

**Please explain how you arrived at the budgeted dollars requested.** Based on existing contracts, actuals, and projected expenditures to deliver initiated/planned projects including: replacement of the remaining 6 rooftop heating/ventilation units at the Anaheim base maintenance building; multizone rooftop heating/ventilation air-conditioning (HVAC) unit replacement at Anaheim base operations building; steam cleaning rack hoist replacement at Irvine construction circle (IRCC) base; maintenance shop floor restoration at Garden Grove base; bus wash interior restoration at bus bases; electrical room ventilation at IRCC base; locker room expansion at Santa Ana base maintenance building; maintenance storage enclosure/canopy at Garden Grove base; bus yard light emitting diode luminaire replacement at Anaheim base; maintenance bay manlifts at Santa Ana base maintenance shop; and hard surface repairs at transit facilities.

**What phase of the project does this line item support?** This line item mainly supports the design development and construction documents phase.

**What phase of the project is this line item currently in, as of January 2, 2019?** This line item is in the design development and construction documents phase.

**Is this line item rebudgeted from a prior fiscal year?** Yes, but under the existing contract.



# Bus Program

## Directly Operated Fixed Route Services and Supplies

<b>Description:</b>	<b>On-Call Testing and Inspection Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1722-7629-D3107-2BW	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00946	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$80,000.00
<b>Manager:</b>	George Olivo			<b>Total:</b>	<b>\$80,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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.

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

The 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 are not 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, 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 independent laboratory performing testing and special inspection must be a State-certified Laboratory and have professionals 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 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.

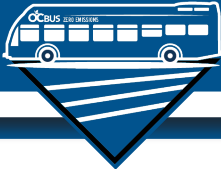
**What phase of the project is this line item currently in, as of January 2, 2019?**

The construction phase.

**Is this line item rebudgeted from a prior fiscal year?**

Yes, but under the existing contract.





**Directly Operated Fixed Route Services and Supplies**

<b>Description:</b>	<b>BRAVO! 529 Marketing Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1837-7519-A0001-ACE	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01893	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$100,000.00
<b>Manager:</b>	Stella Lin			<b>Total:</b>	<b>\$100,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

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

OCTA launched a new type of bus service called Bravo! in June 2013. This new service type provides limited stop service along an existing bus corridor. Ridership on Bravo! 543 and 560 have performed well in the past years. As a result of the successful new service launch and to provide the faster service options customers are asking for, 1 new Bravo route began operation on Bus Route 29 in February 2019. New Bravo! 529 was launched with a full scale marketing plan, but will need ongoing marketing support to maintain education and awareness. Funding will be used to continue education and awareness of Route 529, as well as encourage new riders to the system. An agency will be used to develop and execute a ridership program. This firm will be responsible for the creative development, design, media such as print ads, direct mail, and online banner ads will be required.

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

Project Manager, Professional Services Consultant

**Please explain how you arrived at the budgeted dollars requested.**

The budgeted amount is based on the original budget request.

**What phase of the project does this line item support?**

Entire project

**What phase of the project is this line item currently in, as of January 2nd.**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

No



# Bus Program

## Directly Operated Fixed Route Services and Supplies

<b>Description:</b>	Promotion of Mobile Ticketing			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1837-7519-A3311-0AZ	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01031	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Stella Lin			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 application 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 application. 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.

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

Marketing will target existing 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.  
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?**

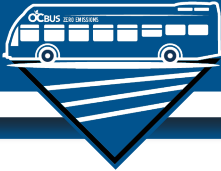
Ongoing

**What phase of the project is this line item currently in, as of January 2, 2019?**

Ongoing

**Is this line item rebudgeted from a prior fiscal year?**

N/A



**Directly Operated Fixed Route Services and Supplies**

<b>Description:</b>	<b>Targeted Route Promotions</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1837-7519-A3311-0B6	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01032	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$300,000.00
<b>Manager:</b>	Stella Lin			<b>Total:</b>	<b>\$300,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 marketing programs were implemented to promote individual or a group of routes to create awareness, improve perception, change behavior, and ultimately increase ridership among new riders while prompting current riders to take trips more frequently, and to different places.

OCTA will 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.

The OC Bus core service area include cities such as Santa Ana, Anaheim, Tustin, Garden Grove, Westminster, Costa Mesa and Orange. There are 11 high-frequency routes, 3 Xpress routes, and 2 Bravo! routes in the area.

Target market include 25 colleges/universities, 43 high schools, and 1,013 businesses with 100 or more employees in the core service area.

- In 2019-2020, marketing and promotional efforts will include:
1. Ride the Bus Ridership Campaign – Summer Activities Destinations
  2. Ride the Bus Ridership Campaign – To Work/Commute
  3. Ride the Bus Ridership Campaign – Shopping/Dining/Entertainment Destinations During Holiday Season
  4. Ride the Bus Ridership Campaign – Work/School Trips
  5. Ride the Bus Ridership Campaign – Summer Activities Destinations
  6. Laguna Summer Breeze
  7. Mexican Consulate PASE (Walk around, learn, surprise yourself and experiment) Program
- Project Manager, Professional Services/Marketing/Outreach Consultant

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

**Please explain how you arrived at the budgeted dollars requested.** Budget based on original budget request,

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** N/A



# Bus Program

## Directly Operated Fixed Route Services and Supplies

<b>Description:</b>	Millennial Marketing & Outreach			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1837-7519-A3311-OBR	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01033	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$40,000.00
<b>Manager:</b>	Stella Lin			<b>Total:</b>	<b>\$40,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 the American Public Transportation Association'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 OC Bus 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.

In May 2017, OCTA developed a new three-year pilot pass program to allow every full and part-time student from Santa Ana College and Continuing Education students from the Rancho Santiago Community College to ride OCTA's fixed-route bus service with a valid student Identification. The program was made possible using funding from California's Low Carbon Transit Operations Program (LCTOP). Since the program's launch in May 2017, 253,797 total boarding have been generated through November.

Ongoing support of the pilot 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.

In addition, promotion and communications materials are also necessary for the existing University Pass Program to reach new students and retain current students at University of California, Irvine (UCI), California State University, Fullerton (CSUF), and Chapman Universities.

Project Manager, Professional Services/Marketing/Outreach Consultant.

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

**Please explain how you arrived at the budgeted dollars requested.**

The budgeted amount is based on the original budget request.

**What phase of the project does this line item support?**

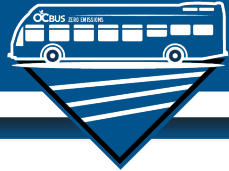
Ongoing

**What phase of the project is this line item currently in, as of January 2, 2019?**

Ongoing

**Is this line item rebudgeted from a prior fiscal year?**

N/A



**Directly Operated Fixed Route Services and Supplies**

<b>Description:</b>	<b>Summer Youth Program</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1837-7519-A3311-0BZ	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01034	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$40,000.00
<b>Manager:</b>	Stella Lin			<b>Total:</b>	<b>\$40,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 while creating a positive perception of the bus service system among all audiences. This is anticipated 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?** Project Manager, Professional Services/Marketing/Outreach Consultant  
 Example: Expert-level JAVA programmer to enhance website.

**Please explain how you arrived at the budgeted dollars requested.** The budget amount is based on the original budget request

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** N/A

<b>Description:</b>	<b>Diversity Outreach Program (Hispanic)</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1837-7519-A3311-0C4	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01035	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$40,000.00
<b>Manager:</b>	Stella Lin			<b>Total:</b>	<b>\$40,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 positive perceptions 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, print ads within the Hispanic market, and email and social media distribution.

**What are the qualifications required for this line item?** Project Manager, Professional Services/Marketing/Outreach Consultant  
 Example: Expert-level JAVA programmer to enhance website.

**Please explain how you arrived at the budgeted dollars requested.** Budget based on original budget request

**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 2nd.** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** N/A



# Bus Program

## Directly Operated Fixed Route Services and Supplies

<b>Description:</b>	Diversity Outreach Program (Asian)			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1837-7519-A3311-OC5	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01036	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$40,000.00
<b>Manager:</b>	Stella Lin			<b>Total:</b>	<b>\$40,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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, 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.** Project Manager, Professional Services/Marketing/Outreach Consultant

**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 2nd.** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** N/A

<b>Description:</b>	Customer Loyalty and Referral Programs			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1837-7519-A3311-ORG	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01998	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$40,000.00
<b>Manager:</b>	Jennifer O'Connor			<b>Total:</b>	<b>\$40,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 digital marketing campaigns with Moovel (OC Bus Mobile app developer) using their performance marketing services, which include third party software development kits (SDK), to enable campaign tracking and attribution of digital ad activity correlated to in-app behaviors and purchases, the ability to send in-app push notifications to customers, and utilize promotional codes for ridership incentives. These tools will assist increasing user adoption and drive incremental ticket sales. These funds will be used to contract with Moovel to utilize the SDKs available within the OC Bus Mobile app (Adjust for analytics, Talon One for promotional codes and Localities for push notifications), as well as for Moovel to provide performance marketing services and reporting of mobile app analytics and campaign performance reports. OCTA is not able to access these services without this funding.

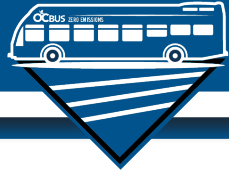
**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Mobile app development expertise for OC Bus Mobile specific app as well as expert knowledge of software development kits.

**Please explain how you arrived at the budgeted dollars requested.** Budget is based on estimate received from Moovel on providing these services for use with OC Bus Mobile app

**What phase of the project does this line item support?** Ongoing mobile app awareness and conversion

**What phase of the project is this line item currently in, as of January 2, 2019?** Not started; new services available with OC Bus Mobile update in February 2019.

**Is this line item rebudgeted from a prior fiscal year?** No



**Directly Operated Fixed Route Services and Supplies**

<b>Description:</b>	Transportation Needs Assessment			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1837-7519-A3311-0SQ	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02062	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$450,000.00
<b>Manager:</b>	Amelia Hsu			<b>Total:</b>	<b>\$450,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Gathering feedback from customers and stakeholders is important to ensure there is an ongoing dialog between OCTA and its customers. Conducting periodic surveys of the public is extremely useful in determining ways in which OCTA can address transportation needs and improve bus service. Feedback will be sought through quantitative and qualitative research including surveys, focus groups, and key stakeholder discussions.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Project Manager, Professional Services Consultant

**Please explain how you arrived at the budgeted dollars requested.** The budget amount is based on the original budget request in 2014.

**What phase of the project does this line item support?** Entire project

**What phase of the project is this line item currently in, as of January 2nd.** N/A

**Is this line item rebudgeted from a prior fiscal year?** No

<b>Description:</b>	New College Pass Program			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1837-7519-A3311-0SR	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02063	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$40,000.00
<b>Manager:</b>	Amelia Hsu			<b>Total:</b>	<b>\$40,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 the American Public Transportation Association'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, biking, or walking) based on the trip they plan to take. In order to increase and retain ridership of OC Bus within the millennial market, marketing needs to position OC Bus as a reliable, affordable, simple, and sustainable way to travel within Orange County while building stronger relationships between OCTA and local college students. In May 2017, OCTA developed a new three-year pilot pass program to allow every full and part-time student from Santa Ana College and Continuing Education students from the Rancho Santiago Community College to ride OCTA's fixed-route bus service with a valid student Identification. The program was made possible using funding from California's Low Carbon Transit Operations Program (LCTOP). A Similar program with Santiago Canyon College was launched in August 2018. Based on the success of the program, staff is working with Fullerton College to evaluate the potentials of developing a new pass program. If successful, a new program will be launched with a full scale marketing plan, and will need ongoing marketing support to maintain education and awareness.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Project Manager, Professional Services Consultant

**Please explain how you arrived at the budgeted dollars requested.** Past history

**What phase of the project does this line item support?** Entire project

**What phase of the project is this line item currently in, as of January 2, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** No



# Bus Program

## Directly Operated Fixed Route Services and Supplies

<b>Description:</b>	<b>OC Flex Existing Zones Marketing</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1837-7519-A3311-17S	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02738	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$100,000.00
<b>Manager:</b>	Stella Lin			<b>Total:</b>	<b>\$100,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 the OC Bus 360 program, OCTA has implemented a number of initiatives to improve bus ridership and meet the changing mobility within the OCTA service area. In an effort to continue to improve mobility choices for transit riders, OCTA has developed OC Flex in October 2018, a one-year pilot program to provide micro-transit in two low demand areas of the County. The two zones include service areas within Huntington Beach, Aliso Viejo, Laguna Niguel, and Mission Viejo.

Funding will allow continuous marketing support to facilitate service operations, create public awareness and trial usage, and increase ridership. Strategies include:

1. Develop print and digital marketing collaterals
2. Conduct grassroots outreach and promotion
3. Build partnerships with targeted stakeholders
4. Implement integrated advertising campaign

Ridership and number of new users will be used to determine the success of the program.

Project Manager, Professional Services/Marketing/Outreach Consultant

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

**Please explain how you arrived at the budgeted dollars requested.**

Budget based on original budget request

**What phase of the project does this line item support?**

Ongoing

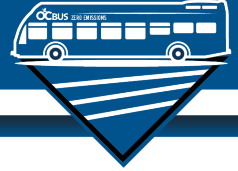
**What phase of the project is this line item currently in, as of January 2nd.**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

No





**Directly Operated Fixed Route Services and Supplies**

<b>Description:</b>	<b>Baseline Public Information</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1837-7519-A3311-B2K	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01037	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Jennifer O'Connor			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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. This will allow them efficiently navigate OCTA's bus system. A firm is needed to develop new, user-friendly bus system and route maps along with a how to ride guide to educate the public on OCTA's bus system to increase ridership. A 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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** N/A

<b>Description:</b>	<b>Reduced Fare Identification Card Data Entry</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1837-7519-A3311-TXA	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01038	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$36,000.00
<b>Manager:</b>	Ryan Maloney			<b>Total:</b>	<b>\$36,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 Identification (RFID) is provided to customers to provide a reduced fare when riding OCTA fixed-route bus service. The 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. The data for each applicant is entered into a database and approval or denial letters are generated for each applicant.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Data entry and application processing services will be utilized.

**Please explain how you arrived at the budgeted dollars requested.** The costs estimated are based on the expected number of RFID applications.

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** N/A



# Bus Program

## Directly Operated Fixed Route Services and Supplies

<b>Description:</b>	<b>Color Copying &amp; Mounting Service</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1837-7629-A3311-1EL	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01040	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$4,000.00
<b>Manager:</b>	Jennifer O'Connor			<b>Total:</b>	<b>\$4,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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?** Expert printing and reprographics production.  
**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.** The 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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** N/A

<b>Description:</b>	<b>Service Change Shipping</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1837-7629-A3311-4QC	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01041	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$4,000.00
<b>Manager:</b>	Jennifer O'Connor			<b>Total:</b>	<b>\$4,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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.

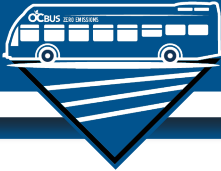
**What are the qualifications required for this line item?** Professional shipping and delivery services will be utilized.  
**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.** The amount is based on 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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** N/A



**Directly Operated Fixed Route Services and Supplies**

<b>Description:</b>	<b>On-Hold Recording</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1837-7629-A3311-AG5	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01042	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$1,000.00
<b>Manager:</b>	Amelia Hsu			<b>Total:</b>	<b>\$1,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 will be required.

**Please explain how you arrived at the budgeted dollars requested.**

This estimate is based on existing 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, 2019?**

Ongoing

**Is this line item rebudgeted from a prior fiscal year?**

N/A

<b>Description:</b>	<b>Bus Book Design Service</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1837-7629-A3311-JGG	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01043	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$40,000.00
<b>Manager:</b>	Jennifer O'Connor			<b>Total:</b>	<b>\$40,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 are expected.

**Please explain how you arrived at the budgeted dollars requested.**

The estimate is based on 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, 2019?**

Ongoing

**Is this line item rebudgeted from a prior fiscal year?**

N/A



# Bus Program

## Directly Operated Fixed Route Services and Supplies

<b>Description:</b>	Translation Services/ Bus Customer Information			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1837-7629-A3311-TKR	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01044	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$30,000.00
<b>Manager:</b>	Jennifer O'Connor			<b>Total:</b>	<b>\$30,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 need to be translated and printed 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 diverse marketing strategies, funds are also needed to provide translations 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?**

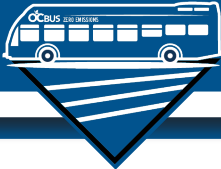
Ongoing

**What phase of the project is this line item currently in, as of January 2, 2019?**

Ongoing

**Is this line item rebudgeted from a prior fiscal year?**

N/A



**Directly Operated Fixed Route Services and Supplies**

<b>Description:</b>	<b>Material Testing and Forensic Analysis of Various Components</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	2114-7519-D2103-K1N	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01121	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$9,000.00
<b>Manager:</b>	Bill Habibe			<b>Total:</b>	<b>\$9,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

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

The Orange County Transportation Authority (OCTA) contracts for material testing and forensic analysis services; these services are intended to aid in the identification of the failures or malfunctions of systems, components, fluids and materials commonly found on OCTA equipment. The contracted professional technical expertise is not available within the existing OCTA staff in the areas of metallurgical analysis, thermal evaluations, dynamic assessments and other fields related to vehicle technology and mostly associated with premature failure of components.

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

International Standard of International Organization for Standardization (ISO)/International Electro technical Commission (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, structural 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 historical expenditures and the award to existing contractor via competitive bids. Existing Purchase Order C-5-3062 will expire on April 30, 2020.

**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, 2019?**

As needed.

**Is this line item rebudgeted from a prior fiscal year?**

No.



# Bus Program

## Directly Operated Fixed Route Services and Supplies

<b>Description:</b>	In-Plant Inspection for 299 Buses - 40 Foot			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	2114-7519-D2108-006	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01739	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$490,958.00
<b>Manager:</b>	Bill Habibe			<b>Total:</b>	<b>\$490,958</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

**Funding:** 0030-6042-D2108-LKA In-Plant Insp for 201 40FT CNG Buses 330,000

**Total Funded: 330,000**

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

Contracted In-Plant Inspection Services are required to provide daily monitoring and progress status reports at the manufacturing plant where the 40 foot, Compressed Natural Gas (CNG) powered buses will be built. Due to OCTA's staffing constrains, these services are contracted for this kind of task. However, OCTA's personnel performs periodic in-plant inspections jointly with the In-Plant Inspectors during the bus's manufacturing phases and especially during the presentation and acceptance process of the pilot bus.

The contracted In-Plant Vehicle Acceptance Services for this agreement are based on the requested delivery timelines and will last approximately three years.

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

This recommended practice establishes recommended minimum bus inspection requirements for new bus inspections and details on what specific documentation is required during the bus procurement and manufacturing phase per American Public Transportation Association (APTA) Standards BTS-II-RP-001-11 (In-Plant Inspection for Bus Procurements).

**Please explain how you arrived at the budgeted dollars requested.**

The requested amount of \$1,642 per bus was estimated from most recent awarded In-Plant Contracted Services Agreements. The reference used is C-7-1972 with approximately \$2,100 per bus.

**What phase of the project does this line item support?**

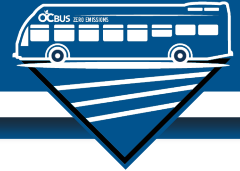
Project to be completed by 2023.

**What phase of the project is this line item currently in, as of January 2, 2019?**

N/A.

**Is this line item rebudgeted from a prior fiscal year?**

No.



## Directly Operated Fixed Route Services and Supplies

<b>Description:</b>	<b>In-Plant Inspection for 116 Cutaway Buses - 22 Foot</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	2114-7519-D2108-00A	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01740	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$110,000.00
<b>Manager:</b>	Bill Habibe			<b>Total:</b>	<b>\$110,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

**Funding:** 0030-6042-D2108-LKA *In-Plant Insp for 116 22FT Cut-Buses* 110,000

**Total Funded: 110,000**

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

Contracted In-Plant Inspection Services are required to provide daily monitoring and progress status reports from the manufacturing plant where the Cutaway buses will be built. Due to OCTA's staffing constrains, these services are contracted for this kind of task. However, OCTA's personnel performs periodic in-plant inspections jointly with the In-Plant Inspectors during the cutaways' manufacturing phases and especially during the presentation and acceptance process of the pilot or the first article bus.

**What are the qualifications required for this line item?**

This recommended practice establishes recommended minimum bus inspection requirements for new bus inspections and details on what specific documentation is required during the bus procurement and manufacturing phase per American Public Transportation Association (APTA) BTS-II-RP-001-11 (In-Plant Inspection for Bus Procurements).

**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.**

The requested amount of \$950 per bus was estimated from OCTA's most recent awarded In-Plant Contracted Services Agreement. The reference used is C-7-1669 with approximately \$1,570 per bus and C-5-3270 with approximately \$620 per bus.

**What phase of the project does this line item support?**

Complete project build.

**What phase of the project is this line item currently in, as of January 2, 2019?**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

No.

<b>Description:</b>	<b>In-Plant Inspection for iShuttle Buses - 32 Foot</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	2114-7519-D2108-00R	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01769	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$47,500.00
<b>Manager:</b>	Bill Habibe			<b>Total:</b>	<b>\$47,500</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 In-Plant Inspection Services are required to provide daily monitoring and progress status reports from the manufacturing plant where the "i-Shuttle" buses will be built. Due to OCTA's staffing constrains, these services are contracted for this kind of task. However, OCTA's personnel performs periodic in-plant inspections jointly with the In-Plant Inspectors during the bus's manufacturing phases and especially during the presentation and acceptance process of the pilot bus.

**What are the qualifications required for this line item?**

This recommended practice establishes recommended minimum bus inspection requirements for new bus inspections and details on what specific documentation is required during the bus procurement and manufacturing phase per American Public Transportation Association (APTA) BTS-II-RP-001-11 (In-Plant Inspection for Bus Procurements).

**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.**

The requested amount of \$2,500 per bus was estimated from OCTA's most recent awarded In-Plant Contracted Services Agreement. The reference used is C-7-1972 with approximately \$2,100 per bus however, that award did not include a first article nor pre-production meetings.

**What phase of the project does this line item support?**

Complete project build.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Planning phase.

**Is this line item rebudgeted from a prior fiscal year?**

No.



# Bus Program

## Directly Operated Fixed Route Services and Supplies

<b>Description:</b>	<b>Diagnostic Tools, Resident Inspector, Training and Technical Assistance for Electric</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	2114-7519-D2108-0UU	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02793	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$630,976.00
<b>Manager:</b>	Cliff Thorne			<b>Total:</b>	<b>\$630,976</b>
<b>Grant Funded?</b> <input checked="" type="checkbox"/>					
<b>Funding:</b>	0030-6109-D2108-0UU Diagnostic Tools, Resident Inspector, Training and Technical Assistan			630,976	
				<b>Total Funded:</b>	<b>630,976</b>

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

Five battery electric buses be procured as part of the Solutions for Congested Corridors Program (SCCP) grant awarded to OCTA to operate in BRAVO! service on Main street. These five battery electric buses will be procured through one of the following sources; OCTA's own Technical Request for Proposal (RFP) which has well defined attributes, operating parameters and requirements for buses intended for service by the Authority or, through the State of California, Department of General Services solicitation for battery electric buses, RFP #2310-4399 released on Feb-28-2019, which has a planned award timeline during the FY-2019/2020. This line item will be supporting the diagnostic tools, resident inspector, workforce training, project management and technical assistance for the electric buses.

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

NA.

**Please explain how you arrived at the budgeted dollars requested.**

The budgetary funding request is based on most recently submitted pricing by a battery electric bus builder.

**What phase of the project does this line item support?**

The procurement of five battery electric buses

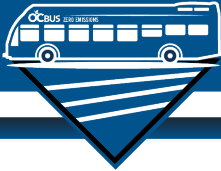
**What phase of the project is this line item currently in, as of January 2nd.**

Bid Proposal review/Final award.

**Is this line item rebudgeted from a prior fiscal year?**

No.





**Directly Operated Fixed Route Services and Supplies**

<b>Description:</b>	<b>Depot Design/Construction Management Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	2114-7519-D2108-0UV	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02794	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$184,843.00
<b>Manager:</b>	Cliff Thorne			<b>Total:</b>	<b>\$184,843</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

**Funding:** 0030-6080-D2108-0UV Depot Design/Construction Management Services 184,843  
**Total Funded:** 184,843

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Five battery electric buses be procured as part of the Solutions for Congested Corridors Program (SCCP) grant awarded to OCTA to operate in BRAVO! service on Main street. These five battery electric buses will be procured through one of the following sources; OCTA’s own Technical RFP which has well defined attributes, operating parameters and requirements for buses intended for service by the Authority or, through the State of California, Department of General Services solicitation for battery electric buses, Request for Proposal (RFP) #2310-4399 released on Feb-28-2019, which has a planned award timeline during the FY-2019/2020. This line item will support the depot design/construction management services for the infrastructure for the electric buses.

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

**Please explain how you arrived at the budgeted dollars requested.** The budgetary funding request is based on most recently submitted pricing by a battery electric bus builder

**What phase of the project does this line item support?** The procurement of five battery electric buses and the infrastructure.

**What phase of the project is this line item currently in, as of January 2nd.** Bid Proposal review/Final award.

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>Training Hours for 116 Cutaway Buses - 22 Foot</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	2114-7519-D2116-0TI	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02283	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$20,000.00
<b>Manager:</b>	Bill Habibe			<b>Total:</b>	<b>\$20,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 approximately 100 training hours and 4 sets of manuals needed to support the introduction of a replacement sub-fleet of 116, 22 foot gasoline powered cutaway buses. Due to accounting requirements, the requested funds are needed to support a 116-bus acquisition under account #2114-9024-D2108-000 in the amount of \$14,711,932.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** The contractor is required to have expert knowledge on technology progresses, upgraded systems, and components that are introduced on the 22 foot gasoline powered cutaways.

**Please explain how you arrived at the budgeted dollars requested.** Based on training hours, tools and manuals expenditures from previous awards; e.g., 40 foot Compressed Natural Gas (CNG) powered buses, Agreement #C-4-1280.

**What phase of the project does this line item support?** Training and ongoing bus servicing and maintenance.

**What phase of the project is this line item currently in, as of January 2, 2019?** N/A.

**Is this line item rebudgeted from a prior fiscal year?** No.



# Bus Program

## Directly Operated Fixed Route Services and Supplies

<b>Description:</b>	Training Hours for 12 Heavy Duty 30 Buses - 32 Foot			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	2114-7519-D2116-0TJ	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02284	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$21,000.00
<b>Manager:</b>	Bill Habibe			<b>Total:</b>	<b>\$21,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 approximately 80 training hours and 4 sets of manuals needed to support the introduction of a replacement sub-fleet of 12, 30 to 32 foot Compressed Natural Gas (CNG) powered buses. Due to accounting requirements, the requested funds are needed to support a 12 bus acquisition under account #2148-9024-D2140-F30; amount \$6,693,468.00.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** The contractor is required to have expert knowledge on technology progresses, upgraded systems, and components that are introduced on the 30 to 32 foot CNG powered buses.

**Please explain how you arrived at the budgeted dollars requested.** Based on training hours, tools and manuals expenditures from previous awards; e.g., 40 foot CNG powered buses, Agreement #C-4-1280

**What phase of the project does this line item support?** Training and ongoing buses' servicing and maintenance.

**What phase of the project is this line item currently in, as of January 2, 2019?** N/A.

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	Software Training			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	2128-7519-D4106-055	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01159	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$2,800.00
<b>Manager:</b>	Johnny Dunning			<b>Total:</b>	<b>\$2,800</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 Horaire Assignation Système Transport Urbain Structuré (HASTUS) software upgrades necessitates annual HASTUS training. The expenses budgeted here are for airfare and hotel (per diem) for the HASTUS trainer. The training itself is paid for out of "Bank" days.

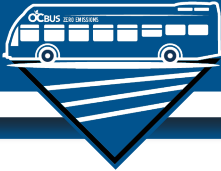
**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** HASTUS expertise.

**Please explain how you arrived at the budgeted dollars requested.** Airfare, hotel, and per diem for the HASTUS trainer.

**What phase of the project does this line item support?** HASTUS upgrade version 2019.

**What phase of the project is this line item currently in, as of January 2, 2019?** On-going process to aid analysts in maximizing software possibilities.

**Is this line item rebudgeted from a prior fiscal year?** No.



**Directly Operated Fixed Route Services and Supplies**

<b>Description:</b>	<b>Manual Ridecheck Data Collection</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	2128-7519-D4106-97S	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01160	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$255,047.00
<b>Manager:</b>	Johnny Dunning			<b>Total:</b>	<b>\$255,047</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 National Transit Database (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 collecting this information manually for the time being, pending the completion of APC installation and data analysis software acquisition. Although the contracted 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.** The qualification required for this line item includes professional experience in on-board schedule checks.

**Please explain how you arrived at the budgeted dollars requested.** The budgeted amount is the 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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>Bus Kiosk Signage</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	2128-7629-D4901-N5A	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01818	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$30,000.00
<b>Manager:</b>	Stella Lin			<b>Total:</b>	<b>\$30,000</b>
<b>Grant Funded?</b> <input checked="" type="checkbox"/>					

**Funding:** 0030-6032-D4901-LFJ Bus Kiosk Signage 24,000  
**Total Funded:** 24,000

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** This request is for printing and installation of metal panels for existing transit center kiosks as well as new holders for literature. Each of OCTA's bus transit centers have existing triangular kiosks which display pertinent bus customer information, as well as literature holders for additional marketing and customer information pieces. The information contained on these displays require updating to reflect route and schedule changes. This item also supports updating and replacing literature holders to accommodate various sized information pieces, on an as needed basis.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** The contract was awarded. The awarded firm is experienced in making 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 contract based on a historical basis for schedule changes.

**What phase of the project does this line item support?** Fourth year of contract C-6-1197.

**What phase of the project is this line item currently in, as of January 2, 2019?** Third year of contract C-6-1197.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



# Bus Program

## Directly Operated Fixed Route Services and Supplies

<b>Description:</b>	<b>Contracted Training - Natural Gas Tank Inspector</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	2169-7519-D2114-0P7	<b>Quantity:</b>	10
<b>Line Item ID:</b>	FY20-01413	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$295.00
<b>Manager:</b>	Frank J. Scholl			<b>Total:</b>	<b>\$2,950</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 36,000 mile tank inspections on our fixed-route fleet of Compressed Natural Gas (CNG) buses. This training is to certify new tank inspectors and re-certify existing tank inspectors whose certification has expired. CNG Tank Inspector training and certification costs \$295 per inspector (\$2,950 for 10 inspectors).

**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 \$295 per inspector times 10 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, 2019?** Ongoing training required as long as the OCTA utilizes CNG fuel systems.

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>Contracted Training - Opacity Inspector Training</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	2169-7519-D2114-0P8	<b>Quantity:</b>	6
<b>Line Item ID:</b>	FY20-01414	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$175.00
<b>Manager:</b>	Frank J. Scholl			<b>Total:</b>	<b>\$1,050</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 the fleet of diesel buses. Recertification is required every four years. Opacity Inspector Training and Certification costs \$175 per inspector.

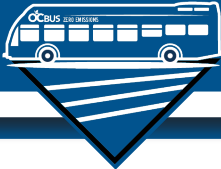
**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Instructor must be certified to train and certify employees to complete tank inspections and sign off on opacity certification paperwork.

**Please explain how you arrived at the budgeted dollars requested.** Current cost for training is \$175.00 per inspector times 6 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, 2019?** Ongoing training required as long as the OCTA utilizes diesel fuel systems.

**Is this line item rebudgeted from a prior fiscal year?** No.



**Directly Operated Fixed Route Services and Supplies**

<b>Description:</b>	<b>Plasma Cutter and Brake Lathe Service</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	2194-7519-D2108-09Q	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01427	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$15,000.00
<b>Manager:</b>	Troy Wilkins			<b>Total:</b>	<b>\$15,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** No



# Bus Program

## Directly Operated Fixed Route Services and Supplies

<b>Description:</b>	<b>Tool Calibration Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	2194-7519-D2108-Q59	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01672	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Troy Wilkins			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 supports Test, Measurement & Diagnostic Equipment (TMDE) calibration service. This item was previously budgeted under OrgKey 2162 and 2168. As the Rebuild Department has taken over the responsibility for the tracking and monitoring of all tool calibration, the funding is been moved accordingly. OCTA's current contracts are C72097, C72144, and C61072

The intent of the calibration service is to ensure the accuracy of all TMDE in support of the repair of all the Orange County Transportation Authority fleet of vehicles, facilities and their components both past and present years. Testing shall include, but is not limited to, calibrating, repairing, cleaning and certifying that the TMDE meets Original Equipment Manufacturers' (OEM) specifications.

A) The Contractor and all sub-contractors shall comply with International Organization for Standardization (ISO)/the International Electrotechnical Commission (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 American National Standards Institute(ANSI)/ the National Conference of State Legislatures (NCSL) Z540.3.

C) Contractor measurement reference standards shall be traceable to 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/NCSL Z540.3).

**Please explain how you arrived at the budgeted dollars requested.**

Expenditures identified in Interactive Fund Accounting System (IFAS).

**What phase of the project does this line item support?**

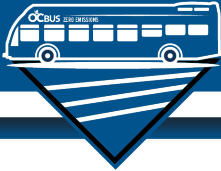
N/A

**What phase of the project is this line item currently in, as of January 2, 2019?**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

No.



**LTF - California Department of Tax and Fee Administration**

<b>Description:</b>	<b>State Board of Equalization Fees</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0011-7519-A0001-F11	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00001	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$2,267,269.00
<b>Manager:</b>	May Hout			<b>Total:</b>	<b>\$2,267,269</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 (LTF). 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 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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** No.

**LTF Article 3 and Article 4**

<b>Description:</b>	<b>Investment Fees</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0012-7515-A1004-F12	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00005	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$8,091.00
<b>Manager:</b>	Sean Murdock			<b>Total:</b>	<b>\$8,091</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 within the fiscal year.

**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



# Bus Program

## LTF Article 3 and Article 4

<b>Description:</b>	Investment Fees			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0030-7515-D0001-F30	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00226	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$328,480.00
<b>Manager:</b>	Sean Murdock			<b>Total:</b>	<b>\$328,480</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 within the fiscal year.

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

**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

## Mobile Ticketing

<b>Description:</b>	FareShare Licensing & Commission			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1288-7519-D3131-336	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02064	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Justin Alcober			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 module within our current mobile ticketing back office that allows us to distribute employer, university, and promotional passes to our rider base. A one percent commission cost was agreed upon for all passes distributed within the Fareshare module.

**What are the qualifications required for this line item?** Back-end developers that add in the module within our current mobile ticketing back office.  
**Example: Expert-level JAVA programmer to enhance website.**

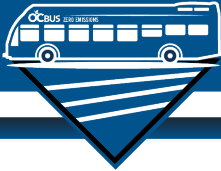
**Please explain how you arrived at the budgeted dollars requested.** This was the negotiated price for the scope listed in C-53244 Amendment #5.

**What phase of the project does this line item support?** Deployment phase.

**What phase of the project is this line item currently in, as of January 2, 2019?** Post-deployment support phase.

**Is this line item rebudgeted from a prior fiscal year?** No.





**Mobile Ticketing**

<b>Description:</b>	<b>Hosting Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1288-7519-D3131-THK	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00607	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$95,549.00
<b>Manager:</b>	Justin Alcober			<b>Total:</b>	<b>\$95,549</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 are annual costs associated with C-5-3244 for maintaining and hosting the Information Technology infrastructure for the OC Bus mobile ticketing application.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Technical infrastructure that is hosted outside of OCTA's data center

**Please explain how you arrived at the budgeted dollars requested.** This was the negotiated price for year 3 in license and maintenance fees for C-53244

**What phase of the project does this line item support?** Post Deployment Support

**What phase of the project is this line item currently in, as of January 2, 2019?** Post Deployment Support

**Is this line item rebudgeted from a prior fiscal year?** No

<b>Description:</b>	<b>Software Interface Maintenance</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1288-7519-D3131-THK	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00606	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$6,000.00
<b>Manager:</b>	Justin Alcober			<b>Total:</b>	<b>\$6,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 are annual costs associated with C-5-3244 for maintaining and monitoring Computer-aided Dispatch (CAD)/Automatic Vehicle Location (AVL) data points that are passed through our Electronic Readers when each rider scans a mobile ticket.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Retrieval of CAD/AVL data points during each mobile ticket scan on OCTA readers.

**Please explain how you arrived at the budgeted dollars requested.** This was the negotiated price for the scope listed in C-5-3244 Amendment 4

**What phase of the project does this line item support?** Post Deployment Support

**What phase of the project is this line item currently in, as of January 2, 2019?** Post Deployment Support

**Is this line item rebudgeted from a prior fiscal year?** No



# Bus Program

## Paratransit Services

<b>Description:</b>	<b>ACCESS In-Person Assessment/Certification</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	2147-7519-D1208-8T7	<b>Quantity:</b>	7,700
<b>Line Item ID:</b>	FY20-01270	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$126.71
<b>Manager:</b>	Gracie Davis			<b>Total:</b>	<b>\$975,667</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 an evaluation and determination process for clients to utilize OCTA's ACCESS services, and a contractor is needed to provide 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 Fiscal Year end 2019 assessments of 6,720 adjusted by the variance between Fiscal Year to date 2018 and Fiscal Year to date 2019 of 14% then rounded up to estimate Fiscal year 2020 assessments of 7,700. Fiscal Year 2020 contract rate of \$126.71 per contractual agreement is used for the estimate.

**What phase of the project does this line item support?**

Fourth year of contract C-5-3706.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Third year of contract C-5-3706.

**Is this line item rebudgeted from a prior fiscal year?**

No.

<b>Description:</b>	<b>Travel Training Program</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	2147-7519-D1208-THP	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01677	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$285,000.00
<b>Manager:</b>	Gracie Davis			<b>Total:</b>	<b>\$285,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

<b>Funding:</b>	0030-6061-D1208-MFJ	Travel Training Program	285,000
<b>Total Funded:</b>			<b>285,000</b>

**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 provides in-depth, one-on-one travel training for Orange County ACCESS customers to utilize fixed-route service for some or all of their trips as part of a Mobility Management Program

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

The contractor must have knowledge of American with Disabilities Act (ADA) bus stop methodology and be able to design specific training to OCTA consumer needs; provide classroom training to address accessibility issues, safety and transfers of attendees; provide field mobility training aboard revenue vehicles, covering all aspects of the trip; and encourage and promote travel-training services. The current contract for this line item is C-8-1505.

**Please explain how you arrived at the budgeted dollars requested.**

Partially funded with Federal Transit Administration (FTA) Section 5310 grant funds (\$35,000) and local fund (\$250,000).

**What phase of the project does this line item support?**

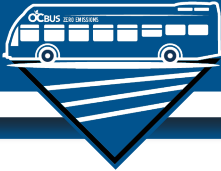
Third year of contract agreement C-8-1505.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Second year of contract agreement C-8-1505.

**Is this line item rebudgeted from a prior fiscal year?**

No.



**Paratransit Services**

<b>Description:</b>	<b>Trapeze Service Infractions Migration</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	2147-7519-D4302-0PX	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01833	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$41,613.00
<b>Manager:</b>	Jack Garate			<b>Total:</b>	<b>\$41,613</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 of 1990 (ADA) defines specific guidelines and processes that must be followed when addressing ADA customer issues. The Trapeze Service Infractions module is an add-on module to the Trapeze scheduling software currently utilized to schedule OC ACCESS Paratransit trips. The Service Infractions module will:

- Allow staff to create and manage trip policies
- Automatically evaluate customer trip histories based on agency-defined trip policies including no-shows and late cancellations
- Automatically identify, track, and record policy violations
- Be dashboard-ready for quicker implementation
- Be easily kept up-to-date as industry changes occur
- Allow investigation items to be in one central location organizing disparate data and reports
- Reduce errors by a large margin
- Allow uniformity on implementation of agency policy
- Increase staff efficiency and effectiveness when implementing policies
- Automate warning and suspension letters replacing currently antiquated manual processes

This service is required to keep OCTA in compliance with Federal Transit Administration guidelines. This product was developed in 2017 is currently being utilized by three transit agencies with four other sites in progress of implementation.

**What are the qualifications required for this line item?**

Knowledge of the Trapeze software, Trapeze PASS-SUS module, Trapeze Service Infractions module, ADA guidelines and policies, and understanding OCTA's unique service infraction policies.

**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.**

Requested amount provided by Trapeze per their budgetary pricing summary.

**What phase of the project does this line item support?**

Initial project development.

**What phase of the project is this line item currently in, as of January 2nd.**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

No.



# Bus Program

## Paratransit Services

<b>Description:</b>	211Ride Find-A-Ride Web Tool			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	2147-7519-D4302-AK4	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01851	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$2,200.00
<b>Manager:</b>	Gracie Davis			<b>Total:</b>	<b>\$2,200</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 implementation of the Find-A-Ride tool such as 211RIDE will allow seniors and persons with disabilities to make more informed decisions of the most appropriate transit/specialized transit mode(s)/services available to provide trips to members of the target populations in their region. In order to facilitate the development and implementation of the Find-A-Ride web tool OCTA has signed a Cooperative Agreement with 211OC. Under the agreement, 211OC (Contractor) is responsible for hosting and maintaining the tool as well as performing ongoing quarterly audits of the resources listed in the tool along with providing monthly reports to OCTA on the growth and utilization of the tool.

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

Standing agreement with the vendor that provides the tools programing and support (Cambridge Systematics Inc.) The current contract for this line item is C-8-1575.

**Please explain how you arrived at the budgeted dollars requested.**

Based on the existing contract.

**What phase of the project does this line item support?**

Second year of the contract agreement C-8-1575.

**What phase of the project is this line item currently in, as of January 2nd.**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

Yes.

<b>Description:</b>	Graphic Design Services			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	2147-7519-D4302-FP6	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01271	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$35,000.00
<b>Manager:</b>	Joanne Jacobsen			<b>Total:</b>	<b>\$35,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 Transportation Services 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 OC 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 contract's three-year term of \$75,000 thus calculated to \$25,000 per year, plus \$10,000 for annual OC ACCESS Riders' Guide updates.

**What phase of the project does this line item support?**

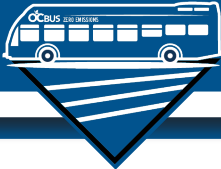
Second year of contract C-6-1614.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Previous contract.

**Is this line item rebudgeted from a prior fiscal year?**

No.



**Paratransit Services**

<b>Description:</b>	<b>Mail House - Postage and Stuffing</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	2147-7629-D4302-8RH	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01272	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$30,000.00
<b>Manager:</b>	Joanne Jacobsen			<b>Total:</b>	<b>\$30,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 with the quarterly Transit Connection Newsletter for active OC ACCESS customers (over 14,000 clients) and information pieces that may be necessary to inform OC ACCESS clients (over 30,000 customers) of service changes or issues. An additional \$10,000.00 will be for the continued marketing of Trapeze modules - OC ACCESS Online, "EZ Wallet" and Same Day Taxi's mobile application to enhance customer service and service operations.

**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 for general mail house services and postage fees including the continued marketing of Trapeze modules - OC ACCESS Online, "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, 2019?** This line item supports the continuation of the project.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



# Bus Program

## Transit Security Programs

<b>Description:</b>	OCTA Public Awareness Program			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1316-7519-A0001-OMY	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00684	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Katrina Faulkner			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

<b>Funding:</b>	0001-6036-A2027-XJH	OCTA Public Awareness Program	75,000
			<b>Total Funded: 75,000</b>

**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 FY17, Transportation Security Administration (TSA) conducted a Baseline Assessment for Security Enhancement (BASE). The purpose of the TSA BASE is to support the agency's strategic goals of increasing security and domain awareness, enhancing prevention and protection capabilities, and furthering response preparedness of transit systems. Under Security Action Item 7: Implement and reinforce a Public Security and Emergency Awareness program, several items were listed for consideration to include utilizing social media to issue security announcements, utilizing pre-recorded messages on buses, and encouraging the public to report suspicious behavior, unattended property and other security concerns. To address these considerations, it is requested a program be utilized by leveraging past short-term campaigns, such as the Be the One (BT1) program, and creating a long-term sustainable program. The initial cost for this Fiscal Year (FY) will be \$50,000 with an additional \$32,000 on an ongoing basis for future FYs to keep it running and to refresh

A public awareness campaign will be developed to address security and emergency preparedness while riding OC Buses, as well as while at or around OC Bus stops and OC Bus transit centers. The campaign will utilize the creative concepts from the previous grant funded campaigns and expand them to create targeted messages around these programs. The campaign will consist of English, Spanish and Vietnamese components to reach our customer base.

The awareness campaign will consist of a program launch that will create a wide spread awareness over a 6-8-week period. Tactics for this launch will consist of on-board messaging, interior bus cards, flyers on buses and at transit centers, signage at transit centers, signage at selected bus stops with transit tubes, ads within the bus book, website content and a social media campaign.

Following the launch period, ongoing customer communications will continue throughout the year through social media presence providing a series of targeted messages and refreshing of the core communications to keep the message relevant throughout the year.

An outside firm will be required to assist in the development and production of some of the materials. Vendor with similar project experience.

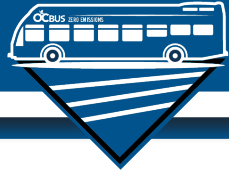
**What are the qualifications required for this line item?**  
**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.** Consulted with Marketing to determine needs and wants

**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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** Yes



**Transit Security Programs**

<b>Description:</b>	<b>Security Awareness and Emergency Response</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1316-7519-A0001-OSS	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02066	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$404,700.00
<b>Manager:</b>	Katrina Faulkner			<b>Total:</b>	<b>\$404,700</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

**Funding:** 0001-6036-A0001-XKH Security Awareness and Emergency Response 404,700  
**Total Funded:** 404,700

**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 provide security-oriented training and exercise as required by 49 Code of Federal Regulations (CFR) 659.23.  
 Phase 1 – OCTA will use an industry expert to review 2017 Threat and Vulnerability Analysis (TVA) for recommendation and development of a security specific hazard annex to OCTA’s Emergency Operations Plan.  
 Phase 2 – OCTA will provide security-oriented training to employees. OCTA will use a contractor to give Train-The-Trainer (TTT) Training to in-house instructors. A contractor will develop Computer-based-training (CBT) via a one hour e-learning course and utilize in-house resources for training. A contractor will be used to develop relevant workshops. A contractor will develop Tailgate-based-training (TBT) via 52 short training sessions. Management will deliver training at shift tailgate meetings.  
 Phase 3 – The exercise progression for OCTA is to move from the proposed security training to workshops which develop Table Top Exercises (TTX), a Functional Exercise (FE), and a Full-Scale Exercise (FSE). These exercises allow for a progression of preparedness and learning by increasing in size, complexity, and stress factor. This exercise model allows for a cyclical approach to the Operational Area exercises to improve preparedness. This would increase employees' ability to respond to a security event.

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

Maximizing internal resources where possible. OCTA will also procure an industry expert to consult during each phase of the project.

**Please explain how you arrived at the budgeted dollars requested.**

Security Hazard Annex	32 weeks/480hours	\$100/Hr.	\$48,000
Classroom (TTT) Development	16 weeks/240hours	\$95/Hr.	\$22,800
Classroom (TTT) Delivery	10 days/80 hours	\$175 /Hr.	\$ 14,000
Computer-Based-Training (CBT)	8 weeks/320 hours	\$150/Hr.	\$48,000
Tailgate-Based-Training (TBT)	16 weeks/240 hours	\$95/Hr.	\$22,800
Workshop Development	16 weeks/240 hours	\$95/Hr.	\$22,800
Table-Top Exercises (x4)	6 weeks/90hours	\$100/Hr.	\$40,000
Table-Top Exercises (x4)	2 days/24hours	\$175/Hr.	\$16,800
Functional Exercises (x2)	18 weeks/270 hours	\$125/Hr.	\$67,500
Functional Exercises (x2)	2 days/48 hours	\$175/Hr.	\$16,800
Full-Scale Development	24 weeks/480 hours	\$125/Hr.	\$60,000
Full-Scale Delivery	3 days/144 hours	\$175/Hr.	\$25,200

**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, 2019?**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

This was approved, but not funded, via the FY2018 Transportation Security Grant Program (TSGP). If not grant funded, local funding should be considered with the project being implemented over several budget cycles to ensure compliance with 49 CFR 659.



# Bus Program

## Transit Security Programs

<b>Description:</b>	Hazard Mitigation			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1316-7519-A0001-OST	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02067	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$125,000.00
<b>Manager:</b>	Katrina Faulkner			<b>Total:</b>	<b>\$125,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

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

Hazard mitigation is any sustained action taken to reduce or eliminate the long-term risk to human life and property from hazards. A hazard mitigation plan identifies the hazards a community or region faces, assesses their vulnerability to the hazards and identifies specific actions that can be taken to reduce the risk from the hazards. The Federal Disaster Mitigation Act of 2000 (DMA 2000) outlines a process which cities, counties, and special districts can follow to develop a Local Hazard Mitigation Plan (LHMP). Development of this plan is a requirement for certain benefits from CalOES (Office of Emergency Services) and Federal Emergency Management Agency (FEMA).

The proposed plan will follow guidelines outlined in the Local Mitigation Planning Handbook published by FEMA published in March of 2013, and the five key elements of the plan aim to produce a roadmap for identifying and mitigating hazard exposure:

1. Planning Process
2. Hazard Identification and Risk Assessment
3. Mitigation Strategy
4. Plan Review, Evaluation, and Implementation
5. Plan Adoption

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

In addition to utilizing internal OCTA resources, an industry expert will be procured to consult during the plan development and implementation.

**Please explain how you arrived at the budgeted dollars requested.**

The dollar amount is set forth by FEMA for a single jurisdiction plan.

**What phase of the project does this line item support?**

N/A

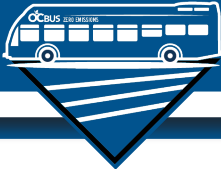
**What phase of the project is this line item currently in, as of January 2, 2019?**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

No - this project is currently being reviewed for a pre-disaster hazard mitigation grant award. If federal grant is not awarded, local money should be considered as a FEMA approved Hazard Mitigation Plan is a condition for receiving certain types of non-emergency disaster assistance, including funding for mitigation projects. Ultimately, hazard mitigation planning enables action to reduce loss of life and property, lessening the impact of disasters.





**Transit Security Programs**

<b>Description:</b>	<b>Behavioral Intervention Consultation</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1316-7519-D0001-TYJ	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00686	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$8,000.00
<b>Manager:</b>	Katrina Faulkner			<b>Total:</b>	<b>\$8,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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?** Forensic psychologist  
 Example: Expert-level JAVA programmer to enhance website.

**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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** Yes



# Bus Program

## Vanpool Program

<b>Description:</b>	Vanpool Marketing Agency			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1842-7519-D4621-OHM	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01890	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$120,000.00
<b>Manager:</b>	Kristopher Hewkin			<b>Total:</b>	<b>\$120,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				
<b>Funding:</b>	0030-6037-D4621-LJ7	Vanpool Marketing Agency			120,000
				<b>Total Funded:</b>	<b>120,000</b>

**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 provides increased mobility options for individuals commuting long distances to Orange County worksites as a means to help them save money, time and stress on their commute. The community benefits from a decrease in cars on the road and pollution. The employers of Orange County benefit by having a way to attract, retain and engage talent who may live a long distance from work, reduce parking congestion and improve South Coast Air Quality Management District (SCAQMD) compliance among other goals. The target audience for OCTA's Vanpool Program includes larger employers and their employees along with commuters from smaller employers who can connect with a group of 5 or more to make a vanpool possible. OCTA's Vanpool Program is branded as "OC Vanpool." Promotions will include: Direct Mail Business-to-Business (B2B) Campaign to Employers, Business-to-Consumer (B2C) Commuter Digital Advertising Campaign, Loyalty Awards for Current Vanpoolers, Promotional Products, Formation Meeting Incentives and B2C Commuter Video.

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

Professional services to support the growth of the Vanpool program.

**Please explain how you arrived at the budgeted dollars requested.**

The budget is based on historical budget and actual figures from contract C81566.

**What phase of the project does this line item support?**

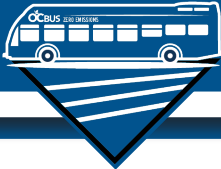
Ongoing.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Ongoing.

**Is this line item rebudgeted from a prior fiscal year?**

No.



**Vanpool Program**

<b>Description:</b>	<b>Vanpool Sponsorship Expense</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1842-7519-D4621-N9Y	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01930	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$5,000.00
<b>Manager:</b>	Kevin McMichael			<b>Total:</b>	<b>\$5,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 receives sponsorship funds as donations from corporations and businesses to OCTA at no cost, for the purpose of being used as incentives and/or to support special events or promotions related to Vanpool marketing programs and promotions.

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

**Please explain how you arrived at the budgeted dollars requested.** This amount is based on prior years' expenses.

**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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** No.

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Non-Program Specific					
Line Item Controlled Services					
Org- Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
<b>APTA 2020</b>					
0091	APTA	7519	American Public Transportation Association 2020 Support	20,000	235
<b>Bicycle and Pedestrian Facilities</b>					
1531	Planning & Analysis	7519	Bicycle and Pedestrian Safety Classes	100,000	235
1531	Planning & Analysis	7519	Top 100 Bus Stops in Orange County Walk Audits	400,000	236
1531	Planning & Analysis	7519	Safe Travels Education Program	500,000	237
1531	Planning & Analysis	7519	Gap Feasibility Analysis on Regional Bikeway Connectors	250,000	238
1531	Planning & Analysis	7519	Active Transportation Support Services	75,000	239
<b>General Fund Administrative Expenses</b>					
0001	General Fund	7514	I-5 North Widening - Right-of-Way Support Services	50,000	240
1100	CEO	7519	Strategic Management Services by M Ward & Associates	4,000	240
1120	Clerk of the Board	7629	Publication of Official Meeting Notices	10,000	241
1120	Clerk of the Board	7629	Professional Photographer/Signage Services	2,200	241
1120	Clerk of the Board	7629	Court Reporting Services	10,000	242
1120	Clerk of the Board	7629	Translation and Interpreter Services	2,500	242
1120	Clerk of the Board	7629	Publication of Official Meeting Notices - LOSSAN	1,000	243
1120	Clerk of the Board	7629	Signage Services - LOSSAN	1,100	243
1120	Clerk of the Board	7629	Court Reporting Services - LOSSAN	2,300	244
1120	Clerk of the Board	7629	Translation and Interpreter Service - LOSSAN	2,500	244
1141	Safety & Environmental	7519	Federal Transit Administration (FTA) Safety Management Syst	50,000	245
1141	Safety & Environmental	7519	DOT/FTA Drug/Alcohol Testing/Vaccinations	131,000	245
1141	Safety & Environmental	7519	DMV Recertification/Alcohol/Drug Test	59,600	246
1141	Safety & Environmental	7519	Environmental On Call Consulting Services	20,000	246
1141	Safety & Environmental	7519	OSHA Compliance Training/Hygiene Services	5,000	247
1141	Safety & Environmental	7519	First Aid CPR	3,850	247
1141	Safety & Environmental	7519	Regulatory Refresher Training	6,000	248
1210	Finance & Administration	7519	Management Studies Fee	30,000	248
1230	Treasury & Public Finance	7519	Treasury Policies & Procedures - 3rd Party Review	75,000	249
1230	Treasury & Public Finance	7519	Custodial Services	75,000	249
1240	Accounting & Financial Rp	7519	SunGard Upgrade	4,320	250
1240	Accounting & Financial Rp	7519	Additional Retiree Benefit Account - Actuarial Services	30,000	250
1240	Accounting & Financial Rp	7519	Accounting Software - Project Manager and Developer Service	15,000	251
1240	Accounting & Financial Rp	7519	SunGard Hosting	62,015	251
1240	Accounting & Financial Rp	7629	Banking Fees - Bank of the West	55,400	252
1250	Financial Planning & Analy	7519	Paratransit Fleet Mix Analysis	100,000	252



# Administration

## Non-Program Specific

### Line Item Controlled Services

Org- Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
<b>General Fund Administrative Expenses</b>					
1250	Financial Planning & Analy	7519	New Budget Software - Implementation	230,000	253
1250	Financial Planning & Analy	7519	System Manager - Outsourced	214,158	254
1270	Contracts Admin & Mtls M	7519	Disadvantaged Business Enterprise Consulting Services	190,000	255
1270	Contracts Admin & Mtls M	7629	Small Business Training	10,000	255
1281	IS Administration	7519	Technology Advisory Services	91,400	256
1285	E'prise Comp Solut'n & Su	7519	Unlimited Access to Tactical Documents	8,000	257
1285	E'prise Comp Solut'n & Su	7519	Mobile Ticketing and EZ Wallet Test Charges	1,000	257
1285	E'prise Comp Solut'n & Su	7519	Custom Application Replacement Studies	25,000	258
1290	General Services	7629	Office Equipment and Relocation Services	10,000	258
1321	Learning & Development-	7519	In-House Excel Training	8,000	259
1321	Learning & Development-	7519	Training Instruments	7,000	259
1321	Learning & Development-	7519	Training Licenses	24,000	260
1321	Learning & Development-	7519	Executive and Professional Coaching	30,000	260
1321	Learning & Development-	7519	Online Training Creation	25,000	261
1321	Learning & Development-	7519	Emotional Intelligence Training	6,000	262
1340	Human Resources	7513	Arbitration/Mediation Fees	10,000	263
1340	Human Resources	7519	Photography Services	12,500	263
1340	Human Resources	7519	Compensation System-Subscription and Maintenance	30,000	264
1340	Human Resources	7519	Maintain And Update iCIMS With New Forms and/or Onboard	55,000	264
1340	Human Resources	7519	Graphic Design Services-Employee Programs	2,000	265
1340	Human Resources	7519	Vendor for Engagement and Other Employee Surveys	30,000	265
1340	Human Resources	7519	Performance Management Consultant	30,000	266
1340	Human Resources	7519	HR Consulting Services	79,600	266
1340	Human Resources	7519	System Functional Support Contract	15,000	267
1340	Human Resources	7519	Pre-employment Background Checks	52,000	267
1340	Human Resources	7519	Health Insurance Broker	420,000	268
1340	Human Resources	7519	Flexible Spending Account- Discovery Benefits	17,000	268
1340	Human Resources	7519	Health Awareness	2,400	269
1340	Human Resources	7519	Flu Shots	7,200	269
1340	Human Resources	7519	Return to Duty Physicals	5,000	270
1340	Human Resources	7519	DMV Recertification Physicals	15,000	270
1340	Human Resources	7519	Fitness Center Staffing	25,500	271
1340	Human Resources	7629	Court Reporting Services	10,000	271
1412	Government Relations	7519	Local Government Advocacy	40,000	272



<b>Non-Program Specific</b>					
<b>Line Item Controlled Services</b>					
<b>Org- Key</b>	<b>Department / Fund Name</b>	<b>Obj</b>	<b>Line Item Description</b>	<b>Budget</b>	<b>Page No.</b>
<b>General Fund Administrative Expenses</b>					
1412	Government Relations	7519	Federal Transit Administration Compliance Review Consultant	250,000	272
1412	Government Relations	7629	Mail House Services	500	273
1610	Internal Audit	7512	General On-call Auditing Services	100,000	273
1610	Internal Audit	7512	Price Review/Buy America/Audit	25,000	274
1820	Public Information Office	7519	Media Public Service Announcements	10,000	274
1820	Public Information Office	7629	Media Tracking	50,000	275
1831	OCTA Marketing and Cust	7519	Online Marketing Enhancement/Maintenance and Technical S	100,000	276
1831	OCTA Marketing and Cust	7519	Marketing Services Agency	25,000	277
1841	Rideshare PDC	7519	Active Transportation Sponsorship Expenses	5,000	277
1861	Public Outreach	7519	Planning Studies Support	130,000	278
1861	Public Outreach	7519	Telephone Town Hall Consultant Services	20,000	278
1861	Public Outreach	7519	South County Multi Modal Study	80,000	279
1861	Public Outreach	7519	Freeway Express Lanes Study Public Outreach Support	25,000	279
1861	Public Outreach	7519	General Awareness in Diverse Communities	60,000	280
1861	Public Outreach	7519	Outreach Services South County High Occupancy Vehicle Lane	150,000	280
1861	Public Outreach	7629	Small Business Outreach	28,500	281
1861	Public Outreach	7629	Translations	2,000	282
<b>PL &amp; PD Legal, Insurance and Claims Expense</b>					
0040	Internal Service Fund - PL	7515	Investment Fees	13,543	282
0040	Internal Service Fund - PL	7629	Insurance Services Office Index System	4,600	283
0040	Internal Service Fund - PL	7629	Investigation Services	5,000	283
0040	Internal Service Fund - PL	7629	Legal Service of Process (5 Year Contract)	25,000	284
0040	Internal Service Fund - PL	7629	Medical Records Review	5,000	284
0040	Internal Service Fund - PL	7629	Property Damage Appraisals (5 Year Contract)	25,000	285
<b>Rideshare/BikeShare</b>					
1841	Rideshare PDC	7519	Rideshare Design Agency	125,000	286
1841	Rideshare PDC	7519	Rideshare Sponsorship Expense	5,000	287
1841	Rideshare PDC	7519	Employer Rideshare Outreach	200,000	287
1841	Rideshare PDC	7519	Regional Rideshare Database	45,000	288
1841	Rideshare PDC	7519	Rideshare Survey Processing	125,000	289
<b>Technical Infrastructure and Business Systems Support</b>					
1270	Contracts Admin & Mtls M	7519	Junior Programmer Analyst Consultant	93,000	290
1282	Proj Mngt/Business Intel	7519	Contracted Enterprise Content Management Application Sup	138,154	291
1282	Proj Mngt/Business Intel	7519	Enterprise Content Management Projects	180,000	292



# Administration

Non-Program Specific					
Line Item Controlled Services					
Org- Key	Department / Fund Name	Obj	Line Item Description	Budget	Page No.
<b>Technical Infrastructure and Business Systems Support</b>					
1282	Proj Mngt/Business Intel	7519	Full-Time Contracted Business Intelligence Architect	189,297	293
1282	Proj Mngt/Business Intel	7519	Full-Time Contracted Data Warehouse Architect	224,640	294
1282	Proj Mngt/Business Intel	7519	Full-Time Contracted Project Manager	217,152	295
1282	Proj Mngt/Business Intel	7519	Full-Time Contracted Project Manager - Security Program	217,152	196
1283	IS Technology & User Sup	7519	Technology User Education for Staff	50,000	296
1283	IS Technology & User Sup	7519	Help Desk & Desktop Operations Services	229,657	297
1284	IS Technical Services	7519	Data Center Colocation Services	175,000	298
1284	IS Technical Services	7519	Study of Technologies to Enhance Bus Bases	80,000	299
1284	IS Technical Services	7519	Cloud Disaster Recovery Services	248,000	299
1284	IS Technical Services	7519	Offsite Data Storage	50,000	300
1284	IS Technical Services	7519	Contract Network Engineer	210,000	301
1285	E'prise Comp Solut'n & Su	7519	Human Resources System Specialist	130,000	301
1285	E'prise Comp Solut'n & Su	7519	Asset Management System Support Junior Level	83,000	302
1285	E'prise Comp Solut'n & Su	7519	Ellipse Support Specialist	120,000	302
1285	E'prise Comp Solut'n & Su	7519	Lawson Upgrade to Version 11 - Support	500,000	303
1285	E'prise Comp Solut'n & Su	7519	Operations System Application Support and Administration	170,000	303
1289	Cyber Security	7519	Cyber Security Services - Single and Multi-Year	148,500	304
<b>Transportation Planning and Studies</b>					
1531	Planning & Analysis	7519	Regional Planning Support	125,000	305
1531	Planning & Analysis	7519	Golden West Joint Development Study	150,000	306
1531	Planning & Analysis	7519	Express Lane Project Initiation Document	650,000	306
1531	Planning & Analysis	7519	South Orange County Multimodal Study	750,000	307
1531	Planning & Analysis	7519	Active Transportation Count Program	25,000	308
1531	Planning & Analysis	7519	Corridor Technical Studies	200,000	308
1535	Transit Service Planning	7519	Freeway Bus Rapid Transit Concept Study	238,000	309
<b>Workers' Compensation</b>					
0041	Int Ser Fund - Workers' Co	7515	Investment Fees	21,535	309
0041	Int Ser Fund - Workers' Co	7519	Disability Management Program	250,000	310
<b>Subtotal Services - Non-Program Specific</b>				<b>\$ 11,392,773</b>	





## APTA 2020

<b>Description:</b>	<b>American Public Transportation Association 2020 Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0091-7519-A0001-4DC	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00347	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$20,000.00
<b>Manager:</b>	Jennifer O'Connor			<b>Total:</b>	<b>\$20,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 support for promoting American Public Transportation Association (APTA) 2020 in Orange County. Costs are associated with creating awareness at the APTA Conference in New York in October 2019 and other potential APTA conferences throughout the year. OCTA will be providing a booth for the conference which requires design and production, activity at the booth (photobooth rental), collateral materials and promotional item for attendees.

**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?** ongoing awareness

**What phase of the project is this line item currently in, as of January 2, 2019?** ongoing

**Is this line item rebudgeted from a prior fiscal year?** N/A

## Bicycle and Pedestrian Facilities

<b>Description:</b>	<b>Bicycle and Pedestrian Safety Classes</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1531-7519-A4530-0MT	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01877	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$100,000.00
<b>Manager:</b>	Paul Martin			<b>Total:</b>	<b>\$100,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

**Funding:** 0001-6053-A4530-YKO *Bicycle and Pedestrian Safety Classes* 100,000

**Total Funded:** 100,000

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** This project will provide Bicycle and Pedestrian Safety Education classes to OCTA's Stakeholders in fulfillment of a California Office of Traffic Safety Grant. A scope of work has been prepared using prior successful grant funding from the Office of Traffic Safety.

Key deliverables include:  
 1) Bike skills classes  
 2) Distribution of bike and pedestrian safety equipment

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** An experienced project manager with a team of qualified staff (primarily active transportation and safety educators) is required to conduct this project. The project manager and team should have strong experience in both active transportation and teaching safety programs.

**Please explain how you arrived at the budgeted dollars requested.** Developed a project Independent Cost Estimate (ICE) using staff expertise, and prior work program funded by Office of Traffic Safety (OTS).

**What phase of the project does this line item support?** Outreach and training.

**What phase of the project is this line item currently in, as of January 2, 2019?** Analysis to commence next fiscal year.

**Is this line item rebudgeted from a prior fiscal year?** No.



# Administration

## Bicycle and Pedestrian Facilities

<b>Description:</b>	Top 100 Bus Stops in Orange County Walk Audits			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1531-7519-A4530-0QA	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01873	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$400,000.00
<b>Manager:</b>	Paul Martin			<b>Total:</b>	<b>\$400,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				
<b>Funding:</b>	0001-6053-A4530-YKN	Top 100 Bus Stops in Orange County Walk Audits.			350,000
<b>Funding:</b>	0001-6026-A4530-XKT	Top 100 Bus Stops in Orange County Walk Audits.			50,000
				<b>Total Funded:</b>	<b>400,000</b>

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 objective of this line item is to prepare walk audits and recommendations for infrastructure improvements at the top 100 bus stops in Orange County.

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

An experienced project manager with a team of qualified staff (primarily active transportation and safety planners) is required to conduct this project. The project manager and team should have strong experience in both active transportation and outreach.

Please explain how you arrived at the budgeted dollars requested.

Developed an Independent Cost Estimate (ICE).

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, 2019?

Analysis to commence next fiscal year.

Is this line item rebudgeted from a prior fiscal year?

No.



## Bicycle and Pedestrian Facilities

<b>Description:</b>	Safe Travels Education Program			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1531-7519-A4530-0QB	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01872	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$500,000.00
<b>Manager:</b>	Paul Martin			<b>Total:</b>	<b>\$500,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

**Funding:** 0001-6061-A4530-XK9 Safe Travels Education Program 500,000

**Total Funded:** 500,000

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

The objective of this line item is to lead education and encouragement activities at 25 schools countywide. Topics covered will address safe walking and biking to and from schools.

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

A scope of work has been developed as part of the grant application submitted to the state as part of the Active Transportation Program. This item supports and aligns with needs identified in the Board approved 2015 Pedestrian Action Plan.

An experienced project manager with a team of qualified staff (primarily active transportation and safety planners) is required to conduct this project. The project manager and team should have strong experience in both active transportation and training/instruction.

**Please explain how you arrived at the budgeted dollars requested.**

Developed an 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, 2019?**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

No.



# Administration

## Bicycle and Pedestrian Facilities

<b>Description:</b>	<b>Gap Feasibility Analysis on Regional Bikeway Connectors</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1531-7519-A4530-0QC	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01874	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$250,000.00
<b>Manager:</b>	Paul Martin			<b>Total:</b>	<b>\$250,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

**Funding:** 0001-6053-A4530-YKN Gap feasibility analysis on regional bikeway connectors. 250,000

**Total Funded: 250,000**

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

Coordinate with local agencies to develop engineering gap feasibility analysis for regional connectors bikeway projects that create two loops in central and south Orange County (similar to the OC Loop in northern Orange County). Additionally, the Regional Connectors includes a diagonal linking all three. Cost Estimates to be developed to position local cities to further advance implementation.

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

An experienced project manager with a team of qualified staff (primarily civil engineering and active transportation) is required to conduct this project. The project manager and team should have strong experience in both bikeway design addressing engineering design issues.

**Please explain how you arrived at the budgeted dollars requested.**

Budget developed as part of grant application.

**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, 2019?**

Analysis to commence next fiscal year.

**Is this line item rebudgeted from a prior fiscal year?**

No



## Bicycle and Pedestrian Facilities

<b>Description:</b>	<b>Active Transportation Support Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1531-7519-A4530-P5V	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01871	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$75,000.00
<b>Manager:</b>	Paul Martin			<b>Total:</b>	<b>\$75,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

<b>Funding:</b>	0001-6026-A4530-XKT	Active Transportation Support Services	75,000
			<b>Total Funded: 75,000</b>

**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 objective of this line item is to support future studies that may emerge during the course of the fiscal year to support Board directives, local cities' requests, and any unforeseen technical studies which may be required of the Active Transportation Section.

Potential support may include:  
 1.) Staff or stakeholder training;  
 2.) Engineering review; and  
 3.) Graphics and best practices evaluation

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

A scope of work is available using work conducted during the past two fiscal years. Supports and aligns with needs identified in the Board approved 2015 Pedestrian Action Plan.  
 An experienced project manager with a team of qualified staff (primarily active transportation and safety planners) is required to conduct this project. The project manager and team should have strong experience in both active transportation and training/instruction.

**Please explain how you arrived at the budgeted dollars requested.**

Developed an Independent Cost Estimate (ICE).

**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, 2019?**

Analysis to commence next fiscal year.

**Is this line item rebudgeted from a prior fiscal year?**

No



# Administration

## General Fund Administrative Expenses

<b>Description:</b>	<b>I-5 North Widening - Right-of-Way Support Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0001-7514-F1110-F01	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02442	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Bill Mock			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Relocation of tenants, environmental services, appraisal, excess land deposition, and other right-of-way services for the project. The budget request is for costs associated with these services.

**What are the qualifications required for this line item?** Licensed right-of-way professionals.  
**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.** The budgeted dollars 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 project closeout phase.

**What phase of the project is this line item currently in, as of January 2nd.** Project closeout phase.

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>Strategic Management Services by M Ward &amp; Associates</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1100-7519-A0001-0K2	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00352	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$4,000.00
<b>Manager:</b>	Ken Phipps			<b>Total:</b>	<b>\$4,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 executive team on the implementation of various transportation projects (i.e. rail, highway, and transit), as well as the environmental mitigation and cleanup programs as part of OCTA's Strategic Plan.

2. Advise the CEO/executive team with the development of the Strategic Plan and achievement of various agency performance goals.

3. Support OCTA staff on miscellaneous tasks and services to complete and deliver M2 projects and programs, such as annual M2 reports, performance reviews, triannual performance review, and risk management.

**What are the qualifications required for this line item?** Strategic management, familiarity with the M2 program, OCTA Strategic Plan.  
**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.** The budget is determined based on utilization of this line item from past years.

**What phase of the project does this line item support?** Various phases of development.

**What phase of the project is this line item currently in, as of January 2, 2019?** N/A; see question 3 above.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



**General Fund Administrative Expenses**

<b>Description:</b>	<b>Publication of Official Meeting Notices</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1120-7629-A0001-QV4	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00377	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$10,000.00
<b>Manager:</b>	Olga Prado			<b>Total:</b>	<b>\$10,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 publications of approximately ten (10) official meeting notices in the Orange County Register, Excelsior, and Nguio Viet (English, Spanish, and Vietnamese languages respectively) newspapers of general circulation in Orange County. The law mandates publication of public hearing notices.

**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, amended ordinances, or annual fiscal year budget.

**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 of circulation.

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>Professional Photographer/Signage Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1120-7629-A0001-QVD	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00378	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$2,200.00
<b>Manager:</b>	Olga Prado			<b>Total:</b>	<b>\$2,200</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 and signage for Board and Committee meetings and events.

**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.** The budgeted amount is based on previous years' costs for similar services.

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** Yes.



# Administration

## General Fund Administrative Expenses

<b>Description:</b>	<b>Court Reporting Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1120-7629-A0001-QW4	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00379	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$10,000.00
<b>Manager:</b>	Olga Prado			<b>Total:</b>	<b>\$10,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 (10) public hearings. 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 will be required.

**Please explain how you arrived at the budgeted dollars requested.** The budgeted amount is based on previous years' costs for similar services.

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>Translation and Interpreter Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1120-7629-A0001-QW5	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00380	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$2,500.00
<b>Manager:</b>	Olga Prado			<b>Total:</b>	<b>\$2,500</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 will be required.

**Please explain how you arrived at the budgeted dollars requested.** The budgeted amount is based on previous year's costs for similar services.

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** Yes.





**General Fund Administrative Expenses**

<b>Description:</b>	<b>Publication of Official Meeting Notices - LOSSAN</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1120-7629-X0001-QV4	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00381	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$1,000.00
<b>Manager:</b>	Olga Prado			<b>Total:</b>	<b>\$1,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 Los Angeles-San Diego-San Luis Obispo (LOSSAN) Rail Corridor Agency Board of Directors. The Orange County Transportation Authority, as the Managing Agency, publishes the meeting notice(s) for the LOSSAN Rail Corridor Agency in five (5) different county periodicals.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Expert-level services are required. 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.** The 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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>Signage Services - LOSSAN</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1120-7629-X0001-QVD	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00382	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$1,100.00
<b>Manager:</b>	Olga Prado			<b>Total:</b>	<b>\$1,100</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 represents 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 will be required.

**Please explain how you arrived at the budgeted dollars requested.** The LOSSAN Rail Corridor Agency requires signage services. The cost for these services was estimated based on prior year expenses.

**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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** Yes.



# Administration

## General Fund Administrative Expenses

<b>Description:</b>	<b>Court Reporting Services - LOSSAN</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1120-7629-X0001-QW4	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00383	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$2,300.00
<b>Manager:</b>	Olga Prado			<b>Total:</b>	<b>\$2,300</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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?** Expert/certified court reporting services will be needed.  
**Example:** Expert-level JAVA programmer to enhance website.

**Please explain how you arrived at the budgeted dollars requested.** The budgeted amount is based on costs for similar 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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>Translation and Interpreter Service - LOSSAN</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1120-7629-X0001-QW5	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00384	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$2,500.00
<b>Manager:</b>	Olga Prado			<b>Total:</b>	<b>\$2,500</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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?** Expert-level translation/sign language services.  
**Example:** Expert-level JAVA programmer to enhance website.

**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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** Yes



## General Fund Administrative Expenses

<b>Description:</b>	<b>Federal Transit Administration (FTA) Safety Management System Program Complian</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1141-7519-A0001-EL4	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01923	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Matthew DesRosier			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 required to plan, initiate, and sustain the Federal Transit Administration (FTA) final Safety Management System (SMS) Rule that went into effect in July 2018 (49 CFR Part 673).

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Professional firms with competencies and experience implementing and maintaining compliance with the regulations established by the FTA SMS.

**Please explain how you arrived at the budgeted dollars requested.** Past and current efforts that have required unbudgeted funding for similar services (i.e. SMS Gap Analysis, SMS Planning and Public Transportation Safety Plan (PTASP) development).

**What phase of the project does this line item support?** Program development, implementation, and ongoing compliance efforts

**What phase of the project is this line item currently in, as of January 2, 2019?** Program development

**Is this line item rebudgeted from a prior fiscal year?** No - New item

<b>Description:</b>	<b>DOT/FTA Drug/Alcohol Testing/Vaccinations</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1141-7519-A2312-DWA	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00401	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$131,000.00
<b>Manager:</b>	Matthew DesRosier			<b>Total:</b>	<b>\$131,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 the Orange County Transportation Authority (OCTA), the Department of Transportation and the Federal Transit Administration regulations. Vaccinations are required by the 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. The contract is up for Request for Proposal (RFP) in July 2019.

**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 percent. 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, 2019?** Ongoing.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



# Administration

## General Fund Administrative Expenses

<b>Description:</b>	<b>DMV Recertification/Alcohol/Drug Test</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1141-7519-A2312-EP6	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00402	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$59,600.00
<b>Manager:</b>	Matthew DesRosier			<b>Total:</b>	<b>\$59,600</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 Department of Motor Services (DMV) recertification process for all current Orange County Transportation Authority (OCTA) employees who need to have a commercial drivers license (CDL) in order to perform their job responsibilities. The contract is up for Request for Proposal (RFP) in July 2019.

**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 expire consistently throughout the year.

**What phase of the project is this line item currently in, as of January 2, 2019?** Ongoing.

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>Environmental On Call Consulting Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1141-7519-A2317-TKC	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00403	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$20,000.00
<b>Manager:</b>	Matthew DesRosier			<b>Total:</b>	<b>\$20,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 further support varying Orange County Transportation Authority (OCTA) departments (OC Streetcar, OC 405, Capital Programs, Facilities, Maintenance, etc.), Health, Safety and Environmental Compliance (HSEC) will procure Environmental Compliance professional consulting services. The consultant will be able to assist OCTA in complying with environmental compliance-related rules, regulations and programs (Orange County Health Care Agency, Department of Toxic Substance Control, State Water Resources Control Board and South Coast Air Quality Management District). The consultant will prepare reports as needed (i.e. Certified Asbestos Consultant required to conduct asbestos surveys, Professional Engineer required to prepare Level 2 for Industrial Storm water compliance), as well as advise HSEC as subject matter expert when needed.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** An expert in environmental compliance to provide ongoing consulting services.

**Please explain how you arrived at the budgeted dollars requested.** The budgeted amount was estimated based on industry standards for similar services.

**What phase of the project does this line item support?** The services will support various departments and Phase I of projects for the upcoming fiscal year.

**What phase of the project is this line item currently in, as of January 2, 2019?** The services have not yet been procured and are to be used as needed.

**Is this line item rebudgeted from a prior fiscal year?** No



**General Fund Administrative Expenses**

<b>Description:</b>	<b>OSHA Compliance Training/Hygiene Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1141-7519-A2334-9HA	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00404	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$5,000.00
<b>Manager:</b>	Matthew DesRosier			<b>Total:</b>	<b>\$5,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 California 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?** Professionals with experience and qualifications in the subject matter.

**Example:** Expert-level JAVA programmer to enhance website.

**Please explain how you arrived at the budgeted dollars requested.** Actuals 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, 2019?** Year round training.

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>First Aid CPR</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1141-7519-A2339-9HB	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00405	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$3,850.00
<b>Manager:</b>	Matthew DesRosier			<b>Total:</b>	<b>\$3,850</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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?** Certification from the American Heart Association or American Red Cross.

**Example:** Expert-level JAVA programmer to enhance website.

**Please explain how you arrived at the budgeted dollars requested.** Previous years actuals.

**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, 2019?** Year round training.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



# Administration

## General Fund Administrative Expenses

<b>Description:</b>	<b>Regulatory Refresher Training</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1141-7519-A2339-GJE	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00406	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$6,000.00
<b>Manager:</b>	Matthew DesRosier			<b>Total:</b>	<b>\$6,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 California 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.

**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.**

Previous year actuals.

**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, 2019?**

Year round training.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.

<b>Description:</b>	<b>Management Studies Fee</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1210-7519-A0001-DN7	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00432	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$30,000.00
<b>Manager:</b>	Andrew Oftelie			<b>Total:</b>	<b>\$30,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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, 2019?**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

No



**General Fund Administrative Expenses**

<b>Description:</b>	<b>Treasury Policies &amp; Procedures - 3rd Party Review</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1230-7519-A0001-1ST	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02366	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$75,000.00
<b>Manager:</b>	Sean Murdock			<b>Total:</b>	<b>\$75,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Based on audit recommendations, the Treasury/Public Finance Department is seeking an external review of the policies and procedures to ensure consistency with industry standards.

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

**Please explain how you arrived at the budgeted dollars requested.** Estimated based on hours required and average hourly rates.

**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 2nd.** N/A

**Is this line item rebudgeted from a prior fiscal year?** Yes

<b>Description:</b>	<b>Custodial Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1230-7519-A5400-F01	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00443	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$75,000.00
<b>Manager:</b>	Sean Murdock			<b>Total:</b>	<b>\$75,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 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 Payden & Rygel, Logan Circle, Public Finance Management, and Chandler.

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

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

**Please explain how you arrived at the budgeted dollars requested.** Budget is based on previous year's expenses from agreement C-4-1699.

**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 2nd.** These services are continuous.

**Is this line item rebudgeted from a prior fiscal year?** Yes



# Administration

## General Fund Administrative Expenses

<b>Description:</b>	<b>SunGard Upgrade</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1240-7519-A0001-OBG	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02023	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$4,320.00
<b>Manager:</b>	Vicki Austin			<b>Total:</b>	<b>\$4,320</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** For the services and supplies portion of the SunGard upgrade to HTML5 protocol.

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

**Please explain how you arrived at the budgeted dollars requested.** Quote from vendor.

**What phase of the project does this line item support?** All phases, including project management and installation to test and production.

**What phase of the project is this line item currently in, as of January 2, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>Additional Retiree Benefit Account - Actuarial Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1240-7519-A5100-B7K	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02022	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$30,000.00
<b>Manager:</b>	Vicki Austin			<b>Total:</b>	<b>\$30,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** To provide actuarial valuations of OCTA's liability for retiree healthcare program (OPEB) and the additional retiree benefit account (ARBA) and provide information to comply with all applicable Governmental Accounting Standards. This item will now include Coach Operators and Administrative employees.

**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.

**What phase of the project does this line item support?** There is just one phase.

**What phase of the project is this line item currently in, as of January 2nd.** N/A

**Is this line item rebudgeted from a prior fiscal year?** No





**General Fund Administrative Expenses**

<b>Description:</b>	<b>Accounting Software - Project Manager and Developer Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1240-7519-A5110-0BG	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02034	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$15,000.00
<b>Manager:</b>	Benjamin Torres			<b>Total:</b>	<b>\$15,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** COGNOS (SunGard) project management, universe development and report development for OneSolution.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Knowledge of the current accounting system, SunGard.

**Please explain how you arrived at the budgeted dollars requested.** Current contract.

**What phase of the project does this line item support?** Project management, universe development, report writing.

**What phase of the project is this line item currently in, as of January 2, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** Yes

<b>Description:</b>	<b>SunGard Hosting</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1240-7519-A5110-0BG	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02033	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$62,015.00
<b>Manager:</b>	Vicki Austin			<b>Total:</b>	<b>\$62,015</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 part of a strategic initiative by the Information Systems department to move any software that is currently hosted in the data center to move to the cloud. This cuts down cost by eliminating additional hardware needs that the Authority would have to pay for to host this service locally.

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

**Please explain how you arrived at the budgeted dollars requested.** Quote from vendor.

**What phase of the project does this line item support?** All phases, including start up fee and ongoing hosting fee.

**What phase of the project is this line item currently in, as of January 2, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** No



# Administration

## General Fund Administrative Expenses

<b>Description:</b>	<b>Banking Fees - Bank of the West</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1240-7629-A0001-1GJ	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00459	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$55,400.00
<b>Manager:</b>	Vicki Austin			<b>Total:</b>	<b>\$55,400</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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. We currently have a contract with a maximum payment of \$277,000 over 5 years with 1 three-year option to renew.

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

**Please explain how you arrived at the budgeted dollars requested.** Per the 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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** This is an encumbered contract.

<b>Description:</b>	<b>Paratransit Fleet Mix Analysis</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1250-7519-A0001-0TN	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02292	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$100,000.00
<b>Manager:</b>	Victor Velasquez			<b>Total:</b>	<b>\$100,000</b>
<b>Grant Funded?</b>	<input type="checkbox"/>				

**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 interested in obtaining a consultant to evaluate the last 12 months of demand and the performance of OCTA's ACCESS service's current fleet, while taking into consideration seat-type utilization, transport length times, points of origin and destination, and vehicle run assignments. The consultant should provide a report with details of the analysis undertaken in determining a more effective and/or efficient fleet mix ratio.

**What are the qualifications required for this line item?** The ideal qualified firm should have:  
**Example: Expert-level JAVA programmer to enhance website.**

- Significant public paratransit transportation knowledge/experience, including the understanding of the variety of needs regarding persons with developmental and physical disabilities.
- Knowledge of Orange County's population and geographic makeup, including traffic patterns and urban sprawl.
- Proven track record of consulting with similar sized transportation agencies that provide similar paratransit services.
- Experience working with Trapeze transportation software.

**Please explain how you arrived at the budgeted dollars requested.** Estimate based on prior analysis of similar magnitude.

**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 2nd.** N/A

**Is this line item rebudgeted from a prior fiscal year?** No.



**General Fund Administrative Expenses**

<b>Description:</b>	<b>New Budget Software - Implementation</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1250-7519-A0001-CAV	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02291	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$230,000.00
<b>Manager:</b>	Victor Velasquez			<b>Total:</b>	<b>\$230,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 FP&A Department issued a Request for Information in FY 2019 and is now ready to issue a Request for Proposals. The goals consist of the following.

- Purchase a cloud-based budgeting and planning software available as a service. Reduce the dependency on Excel as a modelling tool. Transition all processes and data out of existing BUDBAR system. Move 100% from on-premise to a cloud-based technology.
- Centralize all processes and data for the budgeting, variance analysis and CBP in the new platform.
- Prioritize knowledge transfer during the implementation to ensure that FP&A Analysts will be able to administer, manage and maintain the new software. It is a goal to reduce dependency on consulting services through the acquisition of the new tool.
- Use dashboarding and reporting functionality provided by the solutions available in the CPM sector to facilitate a greater OCTA-wide involvement and analysis at the department level. It is a goal of this project to re-engage the organization in planning and performance analysis.
- Use the report-building capabilities in the new tool to transition all document publishing to the new tool. Currently, reports are generated from the current tools, either BUDBAR or Excel, and are then combined with text and graphical elements using Adobe's InDesign publishing software.

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

The selected firm should be familiar with budget software, recommend a software and have experience in budget software implementation.

**Please explain how you arrived at the budgeted dollars requested.**

The estimate was based on information received through the RFI (request for information) process.

**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 2nd.**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

No.



# Administration

## General Fund Administrative Expenses

<b>Description:</b>	<b>System Manager - Outsourced</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1250-7519-A5266-CAV	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00487	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$214,158.00
<b>Manager:</b>	Victor Velasquez			<b>Total:</b>	<b>\$214,158</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 a 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, 2019?**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

No



## General Fund Administrative Expenses

<b>Description:</b>	<b>Disadvantaged Business Enterprise Consulting Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1270-7519-A0011-KHT	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00511	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$190,000.00
<b>Manager:</b>	Laura Foster			<b>Total:</b>	<b>\$190,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 participation in federally funded contracts, 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 funded projects, and assisting in community outreach as needed. The DBE Program is a FTA mandated program. Currently there is only one staff person that manages the DBE Program. Current Agreement No. C-4-1514 expires on August 31, 2019. A new Request for Proposal will be issued in the spring to hire a consultant to continue providing the service. The contract would be on a time and expense basis not to exceed \$950,000.

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

**Please explain how you arrived at the budgeted dollars requested.** Historical invoicing data shows that monthly invoices range between \$15,000 to \$16,000 per month.

**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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** Yes

<b>Description:</b>	<b>Small Business Training</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1270-7629-A5160-1J5	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00513	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$10,000.00
<b>Manager:</b>	Laura Foster			<b>Total:</b>	<b>\$10,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Contracts Administration & Materials Management (Camm) hosts 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, Jet Propulsion Laboratory, and Construction Management Association of America 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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** Yes



# Administration

## General Fund Administrative Expenses

<b>Description:</b>	Technology Advisory Services			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1281-7519-A5020-9HV	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00553	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$91,400.00
<b>Manager:</b>	Bill Mao			<b>Total:</b>	<b>\$91,400</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 pay 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.

A qualified information technology industry advisor.

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

**Please explain how you arrived at the budgeted dollars requested.**

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, 2019?**

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 rebudgeted from a prior fiscal year?**

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



**General Fund Administrative Expenses**

<b>Description:</b>	<b>Unlimited Access to Tactical Documents</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1285-7519-A5050-03V	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00597	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$8,000.00
<b>Manager:</b>	Catherine Whitmore			<b>Total:</b>	<b>\$8,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 Information Technology (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 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 are 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, 2019?** Operations.

**Is this line item rebudgeted from a prior fiscal year?** Yes

<b>Description:</b>	<b>Mobile Ticketing and EZ Wallet Test Charges</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1285-7519-A5104-7F3	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00598	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$1,000.00
<b>Manager:</b>	Catherine Whitmore			<b>Total:</b>	<b>\$1,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 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 of the systems. This line item is to capture those testing costs. This will be an 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, 2019?** Testing.

**Is this line item rebudgeted from a prior fiscal year?** Yes



# Administration

## General Fund Administrative Expenses

<b>Description:</b>	<b>Custom Application Replacement Studies</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1285-7519-A5351-7F3	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02233	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$25,000.00
<b>Manager:</b>	Catherine Whitmore			<b>Total:</b>	<b>\$25,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 Authority has several custom applications that were written by internal employees throughout the Authority over the past twenty years and were built to fill a process need. Currently the Information Systems Department has taken over several of these applications and is now seeking to find commercial software to replace these applications. This line item is for research and implementation costs for those software systems.

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

The primary group that is being serviced by these applications is the Operations division. Some of the applications are TOPCAR, Lost and Found, C3, RI2, Caseload, Workweek and Training Assignment

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 OCTA.

**Please explain how you arrived at the budgeted dollars requested.**

This is calculated based on the previous years' history, average, and patterns of expenditures for similar application replacements and implementations

**What phase of the project does this line item support?**

Implementation and Operations

**What phase of the project is this line item currently in, as of January 2, 2019?**

Planning

**Is this line item rebudgeted from a prior fiscal year?**

No

<b>Description:</b>	<b>Office Equipment and Relocation Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1290-7629-A5302-1P3	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00628	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$10,000.00
<b>Manager:</b>	Gina Jimenez			<b>Total:</b>	<b>\$10,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 headquarters 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.

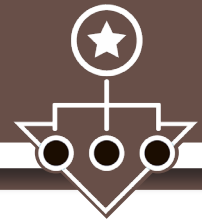
**What phase of the project is this line item currently in, as of January 2, 2019?**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

Yes





**General Fund Administrative Expenses**

<b>Description:</b>	<b>In-House Excel Training</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1321-7519-A0001-1C6	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00703	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$8,000.00
<b>Manager:</b>	Julie Espy			<b>Total:</b>	<b>\$8,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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) seeks to provide in-house Excel training for employees at beginning and intermediate levels of proficiency. The goal is to provide in-house training for those employees who have indicated that online training is not an option.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** In the past year, OCTA has tried four online options for training employees, none of which were successful. Based on input from employees, they would prefer an in-house trainer to provide on-site instruction.  
Expert-level Excel capability, expert-level presentation skills, knowledge of adult learning principles, ability to create and deliver stand-up training

**Please explain how you arrived at the budgeted dollars requested.** Based on the amounts that were proposed by qualified vendors from the current open procurement process and the number of people that have indicated that they would like such training

**What phase of the project does this line item support?** All phases from initial procurement through delivery.

**What phase of the project is this line item currently in, as of January 2, 2019?** In the process of procuring a vendor.

**Is this line item rebudgeted from a prior fiscal year?** No

<b>Description:</b>	<b>Training Instruments</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1321-7519-A0001-D1S	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00704	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$7,000.00
<b>Manager:</b>	Julie Espy			<b>Total:</b>	<b>\$7,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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) seeks to provide a variety of self-assessments that can be used in conjunction with internal leadership and development training for staff, such as the Management Development Academy and the Early Career Academy, both planned for FY 19/20. These assessments can be a valuable tool in helping participants learn more about their own leadership and learning styles.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Nationally standardized and normed instruments that are well-known and are the "gold standard" for assessments, such as the Meyers-Briggs Type Indicator (MBTI), Thomas-Kilmann Conflict Mode Instrument (TKI), Strength Deployment Inventory (SDI), DISC assessments, and similar.

**Please explain how you arrived at the budgeted dollars requested.** Based on previous year's purchases and standard pricing given on websites such as CPP.com (who administers a number of assessments)

**What phase of the project does this line item support?** Purchase of assessments throughout the fiscal year to be used in conjunction with applicable internal training programs such as the 2019 Management Development Academy.

**What phase of the project is this line item currently in, as of January 2, 2019?** The MDA will launch in Q1 2019 and go through October 2019. A second cohort of the Early Career Academy (ECA) is planned for Fall 2019.

**Is this line item rebudgeted from a prior fiscal year?** No - this is a recurring line item - we purchase and use these instruments on an ongoing basis.



# Administration

## General Fund Administrative Expenses

<b>Description:</b>	<b>Training Licenses</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1321-7519-A2006-010	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02004	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$24,000.00
<b>Manager:</b>	Julie Espy			<b>Total:</b>	<b>\$24,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 the Orange County Transportation Authority (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 many of our training vendors, they have told us that they are moving away from a model where they send external instructors into companies, to a model where internal instructors are certified and the company is licensed to print materials. This is a tremendous savings on purchasing the 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, 2019?**

All Phases.

**Is this line item rebudgeted from a prior fiscal year?**

Yes - this is a recurring item.

<b>Description:</b>	<b>Executive and Professional Coaching</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1321-7519-A2006-0TP	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02304	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$30,000.00
<b>Manager:</b>	Julie Espy			<b>Total:</b>	<b>\$30,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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) seeks additional consulting in areas where Learning and Development staff may not be able or certified to deliver training, specifically Executive and Professional Coaching. A qualified, certified professional coach will be retained to conduct executive and professional coaching on an as-needed basis for OCTA management. Currently, OCTA Learning and Development staff are not qualified to provide this service.

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

International Coach Federation (ICF) certification and designation to conduct professional coaching.

**Please explain how you arrived at the budgeted dollars requested.**

Consulted with professional coaching firms and individuals that provide this type of service to determine an average hourly rate.

**What phase of the project does this line item support?**

All phases from development to delivery

**What phase of the project is this line item currently in, as of January 2, 2019?**

Development. We are currently drafting a scope of work and hope to award a contract contingent upon budget approval for work commencing July 1, 2019.

**Is this line item rebudgeted from a prior fiscal year?**

Yes. It was budgeted in the FY 2018/19 budget but the dollars were reallocated somewhere else and the project was rolled over to FY 19/20. HROD envisions this being a recurring line item.



## General Fund Administrative Expenses

<b>Description:</b>	<b>Online Training Creation</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1321-7519-A2006-P95	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00708	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$25,000.00
<b>Manager:</b>	Julie Espy			<b>Total:</b>	<b>\$25,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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. In FY 19/20 we anticipate expenses related to the creation of Remote Work Training, online Interviewing training, and other as-needed trainings.

**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, 2019?**

Planning phase only.

**Is this line item rebudgeted from a prior fiscal year?**

Yes - this is an ongoing budget item that supports training initiatives in all areas of OCTA.



# Administration

## General Fund Administrative Expenses

<b>Description:</b>	Emotional Intelligence Training			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1321-7519-A2006-P96	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00710	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$6,000.00
<b>Manager:</b>	Julie Espy			<b>Total:</b>	<b>\$6,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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) seeks to provide Emotional Intelligence (EQ) training for managers and staff. Emotional intelligence (EI or EQ) can be defined as the ability to be aware of one's own emotions and those of others and regulate personal emotions to facilitate effective thinking, action and relationships. Studies have shown that emotional intelligence has a much greater impact on career success than a person's IQ. Currently, OCTA sends some individuals outside to EQ workshops through the AMA (American Management Association) and other organizations at a cost of somewhere between \$299 (low-end) to \$2500 (multi-day, Cadillac model classes). OCTA seeks to bring such instruction internal at a cost savings to the Authority.

The training will enable employees to:

- Recognize how feelings, reactions and emotions affect work relationships
- Start choosing how to act instead of reacting
- Work easily and effectively with people who have different personalities and communication styles
- Remain flexible and open in the face of change
- Remain in control in emotionally charged situations
- Anticipate problem situations and the underlying emotions and be prepared to handle them

Expert-level Emotional Intelligence training and/or certification in EQ assessments.

**What are the qualifications required for this line item?**

**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.**

Research done on other EQ courses, speaking with consultants who are certified in EQ assessments, and cost paid in FY 18/19 for EQ assessments and 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, 2019?**

Planning and discussion.

**Is this line item rebudgeted from a prior fiscal year?**

No



**General Fund Administrative Expenses**

<b>Description:</b>	<b>Arbitration/Mediation Fees</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1340-7513-A0001-GN2	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00726	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$10,000.00
<b>Manager:</b>	Karen DeCrescenzo			<b>Total:</b>	<b>\$10,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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. 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.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** 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.  
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?** The service of an arbitrator/mediator is to be used as needed throughout the course of the fiscal year.

**What phase of the project is this line item currently in, as of January 2, 2019?** This is an as needed expense to be used as needed beginning next fiscal year.

**Is this line item rebudgeted from a prior fiscal year?** Yes, this line item is re-budgeted from the prior fiscal year.

<b>Description:</b>	<b>Photography Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1340-7519-A0001-ORI	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02000	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$12,500.00
<b>Manager:</b>	Karen DeCrescenzo			<b>Total:</b>	<b>\$12,500</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 the Orange County Transportation Authority (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 requiring these services 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 19/20 fiscal year.

**What phase of the project does this line item support?** Current contract is budgeted at \$12,000 per year. Contract will need to be re-procured in January 2020 for 4-years, \$50,000. The total ask is \$6,000 (July 2019-December 2019) + \$6,000 (remainder of FY 19-20) = \$12,000.

**What phase of the project is this line item currently in, as of January 2, 2019?** The last year of the contract. This will need to be re-procured in January 2020.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



# Administration

## General Fund Administrative Expenses

<b>Description:</b>	<b>Compensation System-Subscription and Maintenance</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1340-7519-A0001-16Q	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00727	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$30,000.00
<b>Manager:</b>	Karen DeCrescenzo			<b>Total:</b>	<b>\$30,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Human Resources subscription and maintenance of real time compensation market data & compensation system.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Small-to-Medium sized Enterprise Section Manager HRIS

**Please explain how you arrived at the budgeted dollars requested.** PayScale won a Request for Proposal (RFP) and this line item is the yearly subscription costs and maintenance of the software.

**What phase of the project does this line item support?** Beginning

**What phase of the project is this line item currently in, as of January 2, 2019?** Beginning

**Is this line item rebudgeted from a prior fiscal year?** Yes

<b>Description:</b>	<b>Maintain And Update iCIMS With New Forms and/or Onboarding Solutions</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1340-7519-A0001-16S	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02052	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$55,000.00
<b>Manager:</b>	Karen DeCrescenzo			<b>Total:</b>	<b>\$55,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Maintain and update Internet Collaborative Information Management Systems (iCIMS) with new forms and/or onboarding solutions; offer letters; implement Hiring Manager.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Small-to-Medium Sized Enterprise (SME) HRIS Section Manager.

**Please explain how you arrived at the budgeted dollars requested.** Quote from iCIMS.

**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, 2019?** Has not started.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



**General Fund Administrative Expenses**

<b>Description:</b>	<b>Graphic Design Services-Employee Programs</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1340-7519-A2018-OSC	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02043	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$2,000.00
<b>Manager:</b>	Karen DeCrescenzo			<b>Total:</b>	<b>\$2,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 are required to design marketing materials for a variety of Employee Recreation Association (ERA) and Employee Programs including 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 phases

**What phase of the project is this line item currently in, as of January 2, 2019?** In use as needed

**Is this line item rebudgeted from a prior fiscal year?** Yes.

<b>Description:</b>	<b>Vendor for Engagement and Other Employee Surveys</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1340-7519-A2109-OSF	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02050	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$30,000.00
<b>Manager:</b>	Karen DeCrescenzo			<b>Total:</b>	<b>\$30,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Human Resources is looking to re-procure a vendor for the Employee Engagement Survey, Pulse Surveys, Exit Surveys and other employee surveys. The vendor will provide consultation on employee engagement and other organizational effectiveness needs.

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

**Please explain how you arrived at the budgeted dollars requested.** Budget from previous year of \$25,000, plus an additional \$5000 to re-procure a three year contract in the current 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, 2019?** This is an ongoing service.

**Is this line item rebudgeted from a prior fiscal year?** Yes.



# Administration

## General Fund Administrative Expenses

<b>Description:</b>	<b>Performance Management Consultant</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1340-7519-A2109-OSI	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02054	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$30,000.00
<b>Manager:</b>	Karen DeCrescenzo			<b>Total:</b>	<b>\$30,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Procure consultant to redesign Performance Management program and tools.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Expert level consultant who has the ability to assess current programs, evaluate tools, and recommend best practices.

**Please explain how you arrived at the budgeted dollars requested.** The consultant fees are to be allocated based on experience, scope of work, etc. which will be determined at a later time. The current contract expires in fiscal year 2019-2020. The total ask is for \$25,000 (from the existing contract) + \$5,000 (new contract) = \$30,000

**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, 2019?** The procurement of the contract is anticipated to take place next fiscal year.

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>HR Consulting Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1340-7519-A2110-E8A	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00728	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$79,600.00
<b>Manager:</b>	Karen DeCrescenzo			<b>Total:</b>	<b>\$79,600</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 (On-Call / Executive Recruitment) 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 position. This service procured for a three year term in the total amount of \$240,000, approximately \$79,600 per year.

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** Yes





**General Fund Administrative Expenses**

<b>Description:</b>	<b>System Functional Support Contract</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1340-7519-A2110-E8A	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00729	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$15,000.00
<b>Manager:</b>	Karen DeCrescenzo			<b>Total:</b>	<b>\$15,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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, Talentwise, iCIMS, Halogen, Org. Publisher and PayScale. Amount includes cost for additional iCIMS user license accounts at \$150.00 per month, per account for three Business Partners.

**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. Amount includes cost for additional iCIMS user license accounts at \$150.00 per month, per account for three Business Partners.

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** Yes

<b>Description:</b>	<b>Pre-employment Background Checks</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1340-7519-A2207-E3T	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00731	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$52,000.00
<b>Manager:</b>	Karen DeCrescenzo			<b>Total:</b>	<b>\$52,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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.** A new contract will begin on July 1, 2019, covering 3-years at \$156,000.00.

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** Yes



# Administration

## General Fund Administrative Expenses

<b>Description:</b>	Health Insurance Broker			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1340-7519-A2307-FBE	<b>Quantity:</b>	3
<b>Line Item ID:</b>	FY20-02773	<b>Type:</b>	Multi-year Encumbrance	<b>Unit Cost:</b>	\$140,000.00
<b>Manager:</b>	Bea Maselli			<b>Total:</b>	<b>\$420,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

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.

Small-to-Medium sized Enterprise Benefits Manager

Please explain how you arrived at the budgeted dollars requested.

Current contract is budgeted at \$140,000 per year. Contract will need to be re-procured in April 2020 for 3-years, \$420,000. This is a fixed monthly rate and will be encumbered in April 2020 for 3 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 2nd.

Ongoing

Is this line item rebudgeted from a prior fiscal year?

Yes

<b>Description:</b>	Flexible Spending Account- Discovery Benefits			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1340-7519-A2307-T5Q	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00733	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$17,000.00
<b>Manager:</b>	Karen DeCrescenzo			<b>Total:</b>	<b>\$17,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

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 of Flexible Spending Account-Discovery Benefits.

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

Small-to-Medium sized Enterprise Benefits Manager

Please explain how you arrived at the budgeted dollars requested.

Current contract is budgeted at \$17,000 per year. Contract will need to be re-procured in December 2019 for 3-years, \$51,000. The total ask is \$8,500 from July 2019 to December 2019 and an additional \$8,500 from January 2020 to June 2020.

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, 2019?

Ongoing

Is this line item rebudgeted from a prior fiscal year?

Yes



## General Fund Administrative Expenses

<b>Description:</b>	<b>Health Awareness</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1340-7519-A2327-SC2	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00734	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$2,400.00
<b>Manager:</b>	Karen DeCrescenzo			<b>Total:</b>	<b>\$2,400</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** This program is to provide information to promote healthy behaviors, achieve health oriented goals and ultimately help in the development of the employees' wellbeing. 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.** Budgeted from 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, 2019?** Line item requires ongoing management throughout the entire fiscal year. Not a one time project allocation. (Reoccurring budget line item).

**Is this line item rebudgeted from a prior fiscal year?** Yes

<b>Description:</b>	<b>Flu Shots</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1340-7519-A2342-9HC	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00735	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$7,200.00
<b>Manager:</b>	Karen DeCrescenzo			<b>Total:</b>	<b>\$7,200</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 a cost effective decision to help keep all employees healthy and productive resulting in a reduction in absenteeism. A flu shot clinic can help OCTA 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 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, 2019?** This line item will be paid out in September 2019. (recurring budget line item)

**Is this line item rebudgeted from a prior fiscal year?** Yes



# Administration

## General Fund Administrative Expenses

<b>Description:</b>	<b>Return to Duty Physicals</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1340-7519-A2344-E3X	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00739	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$5,000.00
<b>Manager:</b>	Karen DeCrescenzo			<b>Total:</b>	<b>\$5,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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?**

The examinations are an as needed expense.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Services are ongoing through next fiscal year.

**Is this line item rebudgeted from a prior fiscal year?**

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

<b>Description:</b>	<b>DMV Recertification Physicals</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1340-7519-A2344-F30	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00740	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$15,000.00
<b>Manager:</b>	Karen DeCrescenzo			<b>Total:</b>	<b>\$15,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 \$59.00 to \$120.00 per examination.

**What phase of the project does this line item support?**

The examinations are an as needed expense.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Services are ongoing through next fiscal year.

**Is this line item rebudgeted from a prior fiscal year?**

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



## General Fund Administrative Expenses

<b>Description:</b>	<b>Fitness Center Staffing</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1340-7519-A2352-3WV	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00741	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$25,500.00
<b>Manager:</b>	Karen DeCrescenzo			<b>Total:</b>	<b>\$25,500</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Provide staffing support for the fitness centers located at the Orange location. Staff to help supervise fitness center usage and equipment. The staff is used by OCTA to deliver important physical activity and dietary direction of OCTA employees. These services aid OCTA in encouraging employees to participate in and practice healthy lifestyle behaviors with 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.** The current contract (C-5-3607) will need to be re-procured in April 2020 for a two-year term. Current contract is budgeted for \$24,000 annually. New procurement will be a 2-year \$60,000 contract.

\$18,000 will need to be budgeted from July 2019 to March 2020 to cover the old contract. \$7,500 will need to be budgeted to cover the remainder of the year for the new contract. This comes to a total of \$25,500 for the fiscal year.

**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 2nd.** This is an ongoing expense that will continue into and through next fiscal year.

**Is this line item rebudgeted from a prior fiscal year?** Yes

<b>Description:</b>	<b>Court Reporting Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1340-7629-A2325-E42	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00746	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$10,000.00
<b>Manager:</b>	Karen DeCrescenzo			<b>Total:</b>	<b>\$10,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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-6-1617 with an effective date of April 1, 2017 through March 31, 2022.

These expert-level court reporters are ordered through our court reporting service, Kennedy Court Reporters whose contract is in place through March 31, 2022.

**Please explain how you arrived at the budgeted dollars requested.** Five year contract, \$10,000 per fiscal year.

**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, 2019?** This is an ongoing contract that supports potential legal expenses

**Is this line item rebudgeted from a prior fiscal year?** This line item is re-budgeted from prior fiscal year 2018/2019.



# Administration

## General Fund Administrative Expenses

<b>Description:</b>	Local Government Advocacy			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1412-7519-A0001-5KF	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00809	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$40,000.00
<b>Manager:</b>	David Simpson			<b>Total:</b>	<b>\$40,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 a one-year option term of the contract.

**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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	Federal Transit Administration Compliance Review Consultant			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1412-7519-A0001-N06	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00810	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$250,000.00
<b>Manager:</b>	Ric Teano			<b>Total:</b>	<b>\$250,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Perform the compliance reviews of federal subrecipients, provide guidance to the Authority on rules and regulations and their implementation, and conduct agency-wide staff training as required by the Federal Transit Administration (FTA).

**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 FTA requirements.

**Please explain how you arrived at the budgeted dollars requested.** \$250,000 NTE (based on 4 compliance reviews conducted annually at \$25,000 each, two-day training workshop, and ongoing support for the Authority. Cost estimates are based on compliance reviews, regulatory training and support conducted over the past three years, including C-7-1736, C-6-1342, C-4-1517.)

**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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** No.



**General Fund Administrative Expenses**

<b>Description:</b>	<b>Mail House Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1412-7629-A0001-1PE	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00813	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$500.00
<b>Manager:</b>	Andrea West			<b>Total:</b>	<b>\$500</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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?** N/A  
**Example: Expert-level JAVA programmer to enhance website.**

**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, 2019?** N/A

**Is this line item rebudgeted from a prior fiscal year?** Yes

<b>Description:</b>	<b>General On-call Auditing Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1610-7512-A0001-KHL	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00904	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$100,000.00
<b>Manager:</b>	Teri Lepe			<b>Total:</b>	<b>\$100,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 assist the Internal Audit Department with audits requiring specialization and/or to supplement audit staff. The scope of work will be developed for services as required.

**What are the qualifications required for this line item?** Consultants that perform audits for OCTA should be able to demonstrate compliance with Government Auditing Standards.  
**Example: Expert-level JAVA programmer to enhance website.**

**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 last year of the initial term for contracted services.

**What phase of the project is this line item currently in, as of January 2, 2019?** This line item is currently in the second year of the contract.

**Is this line item rebudgeted from a prior fiscal year?** No.



# Administration

## General Fund Administrative Expenses

<b>Description:</b>	Price Review/Buy America/Audit			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1610-7512-A1211-KGK	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00906	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$25,000.00
<b>Manager:</b>	Teri Lepe			<b>Total:</b>	<b>\$25,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 agreed-upon procedures 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 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 budgeted dollars 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 option year for contracted services.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Currently, this contract is in its last year of the initial term.

**Is this line item rebudgeted from a prior fiscal year?**

No.

<b>Description:</b>	Media Public Service Announcements			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1820-7519-A0001-5WV	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01001	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$10,000.00
<b>Manager:</b>	Joel Zlotnik			<b>Total:</b>	<b>\$10,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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.**

The estimate is 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, 2019?**

Ongoing

**Is this line item rebudgeted from a prior fiscal year?**

Yes





## General Fund Administrative Expenses

<b>Description:</b>	<b>Media Tracking</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1820-7629-A0001-4AW	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01002	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Joel Zlotnik			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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, as well as social media, for items related both to OCTA specifically and transportation items of interest in general. A daily media report will be provided for distribution to internal audiences and metrics will be provided to determine media value, tone, and reach of the news coverage or mentions. In addition, this service will allow for wire service distribution of OCTA press releases.

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

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

**Please explain how you arrived at the budgeted dollars requested.**

This amount is based on the current contract and internal 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, 2019?**

Ongoing

**Is this line item rebudgeted from a prior fiscal year?**

Yes



# Administration

## General Fund Administrative Expenses

<b>Description:</b>	<b>Online Marketing Enhancement/Maintenance and Technical Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1831-7519-A0001-G82	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01017	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$100,000.00
<b>Manager:</b>	Ryan Armstrong			<b>Total:</b>	<b>\$100,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 addition to ongoing website security and maintenance updates, 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 contractor would support Marketing programs by developing cost-effective, web-based communications tools and approaches with a visually appealing aesthetic to meet the user's needs and achieve marketing and organizational goals. Digital communications strategies, tools and techniques change rapidly, and working together with OCTA staff, 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 at-a-glance
- Increase ridership by educating, changing perceptions, and motivating the public to take advantage of public transportation
- Enhance communications with transit customers 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 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.**

The budget is based on cost estimates for the ongoing projects:

- Ongoing website security and maintenance (\$50,000)
- Developing cost-effective, web-based communication and marketing approaches (\$40,000)
- Content management platform service that hosts all external web properties (\$10,000)

**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, 2019?**

Discovery, design, development, launch, measurement and ongoing maintenance.

**Is this line item rebudgeted from a prior fiscal year?**

N/A



**General Fund Administrative Expenses**

<b>Description:</b>	<b>Marketing Services Agency</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1831-7519-A0001-PKW	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01018	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$25,000.00
<b>Manager:</b>	Jennifer O'Connor			<b>Total:</b>	<b>\$25,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 and production services are needed to produce online and offline communication materials create awareness for OCTA's programs and services, provide support for various internal departments, such as print shop, and to participate in key community events that enhance OCTA's visibility in key regions throughout Orange County.

**What are the qualifications required for this line item?** Production services as required that are outside of the internal print shop capabilities, such as folders, large format interior cards, specialty envelopes, and die cuts.

**Example: Expert-level JAVA programmer to enhance website.** Professional graphic design and production services.

**Please explain how you arrived at the budgeted dollars requested.** Budget is based on estimates of similar costs for specific tactics.

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** N/A

<b>Description:</b>	<b>Active Transportation Sponsorship Expenses</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1841-7519-A4437-N9Y	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01928	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$5,000.00
<b>Manager:</b>	Kevin McMichael			<b>Total:</b>	<b>\$5,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 receives sponsorship funds as donations from corporations and businesses to OCTA at no cost, for the purpose of being used as incentives, and/or to support special events or promotions related to Active Transportation marketing programs and promotions.

**What are the qualifications required for this line item?** N/A

**Example: Expert-level JAVA programmer to enhance website.** This amount is based on prior years' expenses.

**Please explain how you arrived at the budgeted dollars requested.** This amount is based on prior years' expenses.

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** No



# Administration

## General Fund Administrative Expenses

<b>Description:</b>	<b>Planning Studies Support</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1861-7519-A0001-OLM	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01056	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$130,000.00
<b>Manager:</b>	Marissa Espino			<b>Total:</b>	<b>\$130,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 include assisting with outreach activities in support of OCTA's various planning efforts and studies. In FY 2019-20 the focus will be on the Beach Blvd. Study, Bristol Study and OC/LA Study outreach efforts. Outreach deliverables include coordination of stakeholder workshops, public meetings, online surveys; production of public information materials, such as board presentations and handouts; and development of social media and web content. This contract is time and expense and \$170,000 through June 2020. Approximately \$130,000 will be spent in FY 2019-20.

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

Professional outreach services will be required.

**Please explain how you arrived at the budgeted dollars requested.**

The amount requested is 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, 2019?**

Ongoing

**Is this line item rebudgeted from a prior fiscal year?**

Yes

<b>Description:</b>	<b>Telephone Town Hall Consultant Services</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1861-7519-A0001-OTL	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02282	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$20,000.00
<b>Manager:</b>	Marissa Espino			<b>Total:</b>	<b>\$20,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 will be procured in spring/summer 2019 for Telephone Town Hall consultant services for at least two studies including the South County Multi Modal Study and Bristol Street Study. Telephone Town Hall Meeting LLC is a full-service tele townhall provider that offers live community forums. These forums include polling and real time caller participation with OCTA executives. Detailed reports and audio recordings are provided. Approximately \$20K will be spent in FY 19/20.

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

A Public outreach specialist is required.

**Please explain how you arrived at the budgeted dollars requested.**

The amount is based on past projects.

**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, 2019?**

Ongoing

**Is this line item rebudgeted from a prior fiscal year?**

No



**General Fund Administrative Expenses**

<b>Description:</b>	<b>South County Multi Modal Study</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1861-7519-A4461-0QK	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02275	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$80,000.00
<b>Manager:</b>	Marissa Espino			<b>Total:</b>	<b>\$80,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 will be procured in summer 2019 to assist with outreach activities in support of the South County Multi Modal Study. The purpose is to educate and gain input from affected constituents. Outreach deliverables may include coordination of stakeholder workshops, public meetings, online surveys; production of public information materials, such as board presentations and handouts; and development of social media, web content and databases. This contract would be time and expense for two years at \$200,000. Approximately \$80,000 will be spent in FY 2019-20.

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

**Please explain how you arrived at the budgeted dollars requested.** The requested amount is based on past projects.

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** No

<b>Description:</b>	<b>Freeway Express Lanes Study Public Outreach Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1861-7519-A4461-10Y	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02277	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$25,000.00
<b>Manager:</b>	Marissa Espino			<b>Total:</b>	<b>\$25,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 will be procured in spring/summer 2019 to assist with outreach activities in support of the Freeway Express Lanes Study. The purpose is to educate and gain input from affected constituents. Outreach deliverables may include coordination of stakeholder workshops, online surveys; production of public information materials, such as board presentations and handouts; and development of web content and databases. This contract would be time and expense for one year at \$25,000.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** A Public Outreach Specialist will be required.

**Please explain how you arrived at the budgeted dollars requested.** This estimate is based on past projects.

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** No



# Administration

## General Fund Administrative Expenses

<b>Description:</b>	<b>General Awareness in Diverse Communities</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1861-7519-A5160-ONF	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02229	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$60,000.00
<b>Manager:</b>	Ted Nguyen			<b>Total:</b>	<b>\$60,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 increase the effectiveness of OCTA's engagement with Orange County's diverse community, the team plans to procure an outreach consultant to help OCTA create and execute a communications plan with culturally effective messages that bring awareness to projects, programs, and plans utilizing language and cultural references to inform the targeted demographic. A significant amount of the budget will be directed towards a diversity trust building campaign and influencer campaign that engages with diverse audiences at community centers, business centers, shopping centers, community festivals, and other areas of diverse populations in OC.

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

Diverse Community Outreach Services will be utilized.

**Please explain how you arrived at the budgeted dollars requested.**

The estimate is based on diversity outreach services.

**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, 2019?**

Ongoing

**Is this line item rebudgeted from a prior fiscal year?**

No

<b>Description:</b>	<b>Outreach Services South County High Occupancy Vehicle Lane Project</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1861-7519-A9154-OT8	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02288	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$150,000.00
<b>Manager:</b>	Fernando Chavarria			<b>Total:</b>	<b>\$150,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 and implement a communications and outreach plan that provides the mandated/required communication and outreach program during the Project Approval and Environmental Document Process. Deliverables will include, but are not limited to, media plan, direct mail program, council updates, stakeholder briefings, community presentations, multimedia/digital communications, public information meetings, public hearings/open houses, and project summary report. The communications and outreach program will target elected officials, city staff, civic stakeholders, residential communities/HOAs/, businesses, and other key populations.

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

A professional communications and outreach firm will be required.

**Please explain how you arrived at the budgeted dollars requested.**

The estimates are based on prior projects, with said estimates being adjusted to reflect the scope and phase of the project over the course of the Fiscal Year.

**What phase of the project does this line item support?**

This supports the Project Approval/Environmental Document process (AKA Environmental Review Process).

**What phase of the project is this line item currently in, as of January 2, 2019?**

Planning Stages

**Is this line item rebudgeted from a prior fiscal year?**

No



## General Fund Administrative Expenses

<b>Description:</b>	<b>Small Business Outreach</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1861-7629-A5160-1J5	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01058	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$28,500.00
<b>Manager:</b>	Ted Nguyen			<b>Total:</b>	<b>\$28,500</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 both Orange County and the surrounding counties business outreach expenses. As part of business outreach, the diversity outreach staff plans to include OCTA advertisements on event program booklets, mixers, and other outreach events from existing business partners. This will include placing advertisements on the membership event program booklet for business expos, award programs, and other major events. 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.

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. OCTA staff will participate and conduct training such as "How to do business with OCTA", presentations, matchmaking, and panelist and guest speaker appearances to interact with the diverse communities in person at these events.

Funds will also be used for quarterly vendor orientation meetings and informational materials/ flyers for distribution. This year we plan to use business community events to advertise OCTA services, programs and projects with flyers, ads in program booklets, and other promotional materials to help OCTA reach a larger audience.

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

People experienced in diversity outreach for the purposes of connecting with businesses, advertising, and running events.

**Please explain how you arrived at the budgeted dollars requested.**

This estimate is based on actuals and the budget from previous work.

**What phase of the project does this line item support?**

This will support ongoing operations as needed.

**What phase of the project is this line item currently in, as of January 2, 2019?**

The funds are anticipated to be used in FY 2019-20.

**Is this line item rebudgeted from a prior fiscal year?**

No



# Administration

## General Fund Administrative Expenses

<b>Description:</b>	Translations			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1861-7629-A5160-GBG	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01059	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$2,000.00
<b>Manager:</b>	Ted Nguyen			<b>Total:</b>	<b>\$2,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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. These services will adhere to Title VI requirements.

**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 previous budgeted amounts.

**What phase of the project does this line item support?**

The phase that is supported will vary. The translation will be used as needed, both for capital projects and corporate communications.

**What phase of the project is this line item currently in, as of January 2, 2019?**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

N/A

## PL & PD Legal, Insurance and Claims Expense

<b>Description:</b>	Investment Fees			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0040-7515-A1004-F40	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00310	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$13,543.00
<b>Manager:</b>	Sean Murdock			<b>Total:</b>	<b>\$13,543</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 within the fiscal year.

**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





**PL & PD Legal, Insurance and Claims Expense**

<b>Description:</b>	Insurance Services Office Index System			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0040-7629-A0001-P4G	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00318	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$4,600.00
<b>Manager:</b>	Al Gorski			<b>Total:</b>	<b>\$4,600</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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.** External ISO Services

**Please explain how you arrived at the budgeted dollars requested.** Projected \$4,600 based on projected claims expected to be received in FY 19/20 and \$1,000 yearly subscription fee.

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** Yes

<b>Description:</b>	Investigation Services			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0040-7629-A0017-DTW	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01915	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$5,000.00
<b>Manager:</b>	Al Gorski			<b>Total:</b>	<b>\$5,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 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.** Accident reconstruction experts, investigation services, etc. as needed

**Please explain how you arrived at the budgeted dollars requested.** Projected based on current and expected claims to be received in FY 19/20.

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** Yes



# Administration

## PL & PD Legal, Insurance and Claims Expense

<b>Description:</b>	Legal Service of Process (5 Year Contract)			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0040-7629-A0017-DTW	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01916	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$25,000.00
<b>Manager:</b>	Al Gorski			<b>Total:</b>	<b>\$25,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** 5 year contract FY20-FY25 - Other Claims Related Services to serve claimants to appear in court on an as needed basis to adjudicate and resolve 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.** External legal services as needed

**Please explain how you arrived at the budgeted dollars requested.** Projected based on current and expected claims to be received.

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** Yes

<b>Description:</b>	Medical Records Review			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0040-7629-A0017-DTW	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01917	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$5,000.00
<b>Manager:</b>	Al Gorski			<b>Total:</b>	<b>\$5,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 for expert review of medical records on an as needed basis to reduce the cost and 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.** External review of medical records as needed

**Please explain how you arrived at the budgeted dollars requested.** Projected based on current and expected claims to be received.

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** Yes



**PL & PD Legal, Insurance and Claims Expense**

<b>Description:</b>	Property Damage Appraisals (5 Year Contract)			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0040-7629-A0017-DTW	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00319	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$25,000.00
<b>Manager:</b>	Al Gorski			<b>Total:</b>	<b>\$25,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** 5 year contract FY20-FY25 for other Claims Related Services include expert appraisals of property damage 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?** External appraisers of property damage and other services as needed  
**Example:** Expert-level JAVA programmer to enhance website.

**Please explain how you arrived at the budgeted dollars requested.** Projected based on current and expected claims to be received.

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** Yes



# Administration

## Rideshare/BikeShare

<b>Description:</b>	Rideshare Design Agency			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1841-7519-A2217-L75	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01932	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$125,000.00
<b>Manager:</b>	Kevin McMichael			<b>Total:</b>	<b>\$125,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

**Funding:** 0001-6045-A2217-XJB Rideshare Design Agency 125,000  
**Total Funded:** 125,000

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

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 ""OC Rideshare."" Promotions that require design work include:- Baseline Information Enhancements- Ongoing Rideshare Promotions including refreshing collateral and web design.- Student Programs- Business Marketing- Secure tie-in sponsorships for prizes and even expenses- Promotional campaigns that coincide with national efforts to raise awareness and participation- Rideshare Week - September/October- Get On Board Day – March/April- National Bike Safety Month/Bike to Work Week - April/May- Dump the Pump Week - May/June"

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

Professional services to support the growth of the Rideshare program.

**Please explain how you arrived at the budgeted dollars requested.**

The budget is based on historical budget and actual figures from contract C81566.

**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, 2019?**

Ongoing

**Is this line item rebudgeted from a prior fiscal year?**

no



**Rideshare/BikeShare**

<b>Description:</b>	<b>Rideshare Sponsorship Expense</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1841-7519-A2217-N9Y	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01929	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$5,000.00
<b>Manager:</b>	Kevin McMichael			<b>Total:</b>	<b>\$5,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 receives sponsorship funds as donations from corporations and businesses to OCTA at no cost, for the purpose of being used as incentives and/or to support special events or promotions related to Rideshare marketing programs and promotions.

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

**Please explain how you arrived at the budgeted dollars requested.** This amount is based on prior years' expenses.

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** No

<b>Description:</b>	<b>Employer Rideshare Outreach</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1841-7519-A2235-L75	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01937	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$200,000.00
<b>Manager:</b>	Kevin McMichael			<b>Total:</b>	<b>\$200,000</b>
<b>Grant Funded?</b> <input checked="" type="checkbox"/>					

**Funding:** 0001-6045-A2235-XJB Employer Rideshare Outreach 200,000  
**Total Funded: 200,000**

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** The OCTA Rideshare Program supports commuters and employers with commuting and transportation solutions that meet their unique needs. Outreach support works with employers to develop and implement customized Employer Transportation Plans. Outreach support also identifies businesses that have a potential to participate in OC Rideshare programs and works to grow those programs. The Programs include OC Bus Perk Pass, Metrolink Corporate Pass Program, OC Vanpool, Average Vehicle Ridership (AVR) Survey assistance, and Guaranteed Ride Home.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Professional services to support outreach to local large employers and prospective rideshare riders.

**Please explain how you arrived at the budgeted dollars requested.** "The costs are based on historical budgets and actuals for contract C81539"

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** No



# Administration

## Rideshare/BikeShare

<b>Description:</b>	<b>Regional Rideshare Database</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1841-7519-A2236-L75	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01935	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$45,000.00
<b>Manager:</b>	Kevin McMichael			<b>Total:</b>	<b>\$45,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

<b>Funding:</b>	0001-6045-A2236-XJB	Regional Rideshare Database	45,000
<b>Total Funded:</b>			<b>45,000</b>

**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 deliver recognition programs and services that include recognition and media events, newsletters for ETC's and commuters, and Guaranteed Ride Home reimbursement in addition to providing a regional database for ridematching and assisting employers with compliance to Air Quality Management District (AQMD) Rule 2202.

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

Regional rideshare database.

**Please explain how you arrived at the budgeted dollars requested.**

The budget is based on costs agreed upon within contract C82005 and actual figures.

**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, 2019?**

Ongoing

**Is this line item rebudgeted from a prior fiscal year?**

No



**Rideshare/BikeShare**

<b>Description:</b>	<b>Rideshare Survey Processing</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1841-7519-A2237-L75	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01936	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$125,000.00
<b>Manager:</b>	Kevin McMichael			<b>Total:</b>	<b>\$125,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

<b>Funding:</b>	0001-6045-A2237-XJB	Rideshare Survey Processing	125,000
			<b>Total Funded: 125,000</b>

**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 to 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. This will also 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?** Rideshare matching and assistance professional services will be utilized.  
**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.** The costs are based on historical budgets and actuals for contract C61000.

**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, 2019?** Ongoing

**Is this line item rebudgeted from a prior fiscal year?** No



# Administration

## Technical Infrastructure and Business Systems Support

<b>Description:</b>	Junior Programmer Analyst Consultant			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1270-7519-A5359-9RS	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00512	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$93,000.00
<b>Manager:</b>	Laura Foster			<b>Total:</b>	<b>\$93,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

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

Contracts Administration and Materials Management (Camm) worked with the Information Systems Department to add a full-time Jr. Programmer Analyst position to the Intratek Information Technology Technical Staffing Contract (C-2-2066) in June 1, 2017. Contract C22066 has since been replaced with Contract C-7-1945. Camm is requesting funding for another year for this contract position using the Information Systems Department Information Technology Technical Staffing Contract.

The Benefits of adding the full time Jr. Programmer Analyst position include:

- Procurement template language is updated faster and is more consistent resulting in less Invitation for Bid/Request for Proposal editing by Contract Administrators, Buyers, and Supervisors saving time and effort when creating and reviewing solicitation documents
- Increased efficiency and support for Camm Department staff
- Dedicated Microsoft Word Visual Basic procurement template programming and document content management support
- Less reliance and cost for consultant programming support for application fixes and enhancements to the Camm NET applications
- Enhancement of the Camm NET e-Procurement system and other Camm applications making the procurement process as efficient and effective as possible
- Permanent back-up for the Approval and Tagging of Ellipse requisitions for OCTA
- Full-time back-up support for the Principal Business Systems Analyst position and the systems supported by that position

Jr. Programmer Analyst

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

**Please explain how you arrived at the budgeted dollars requested.**

\$93,000.00 is based on 2080 hours per year and the 2019/2020 contract bill rate for a Jr. Programmer Analyst of \$40.40/hour effective April 1st of 2019, or \$84,032.00 per year. The budgeted amount was further increased from \$84,032.00 to \$93,000.00 as a contingency to cover a potential position upgrade from a Jr. Programmer Analyst to a Programmer Analyst and the 2019/2020 bill rate for a Programmer Analyst.  
 $2080 \times 44.29 = \$92,123.20$  rounded up to \$93,000.00 for the potential position upgrade.

**What phase of the project does this line item support?**

N/A

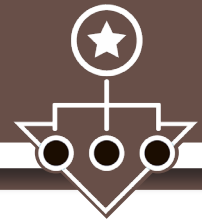
**What phase of the project is this line item currently in, as of January 2, 2019?**

N/A

**Is this line item rebudgeted from a prior fiscal year?**

Yes





**Technical Infrastructure and Business Systems Support**

<b>Description:</b>	<b>Contracted Enterprise Content Management Application Support Specialist</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1282-7519-A5354-9S6	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00562	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$138,153.60
<b>Manager:</b>	Lloyd Sullivan			<b>Total:</b>	<b>\$138,154</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 Enterprise Content Management (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 OCTA divisions. The Specialist will be responsible for the definition and analysis of data needs, system problems, debugging, programming, diagnosing, and developing detailed functional specifications.

**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 level and help execute approved change requests.

**Please explain how you arrived at the budgeted dollars requested.** The budget requested is based on our contracted hourly rate from Intratek for this resource \$73.80 multiplied by 1872 hours. 2080 hours less 208 hours of PPO provided by the contractor.

**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, 2019?** Implementation.

**Is this line item rebudgeted from a prior fiscal year?** Yes



# Administration

## Technical Infrastructure and Business Systems Support

<b>Description:</b>	<b>Enterprise Content Management Projects</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1282-7519-A5354-9S6	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00559	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$180,000.00
<b>Manager:</b>	Lloyd Sullivan			<b>Total:</b>	<b>\$180,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 Enterprise Content Management projects. Documents expected to be scanned next year include, but are not limited to:

- CAMM - Closed Contracts & Purchase Orders (PO)
- CAMM - Active Contracts & POs
- HR - Medical files
- HR - Fair Medical Leave Act files
- Labor & Employee Relations - 2018 Hearing Before Discharge files
- Labor & Employee Relations - 2018 Grievance files
- Risk Management files
- Experienced administrative skills.

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

**Please explain how you arrived at the budgeted dollars requested.**

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?**

Ongoing support.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Ongoing support.

**Is this line item rebudgeted from a prior fiscal year?**

Yes



**Technical Infrastructure and Business Systems Support**

<b>Description:</b>	<b>Full-Time Contracted Business Intelligence Architect</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1282-7519-A5354-9S6	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00560	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$189,296.64
<b>Manager:</b>	Lloyd Sullivan			<b>Total:</b>	<b>\$189,297</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 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.

**Please explain how you arrived at the budgeted dollars requested.**

The budget requested is based on our contracted hourly rate from Intratek for this resource \$101.12 multiplied by 1872 hours. 2080 hours less 208 hours of paid time off provided by the contractor.

**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, 2019?**

Implementation phase.

**Is this line item rebudgeted from a prior fiscal year?**

Yes



# Administration

## Technical Infrastructure and Business Systems Support

<b>Description:</b>	<b>Full-Time Contracted Data Warehouse Architect</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1282-7519-A5354-9S6	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00561	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$224,640.00
<b>Manager:</b>	Lloyd Sullivan			<b>Total:</b>	<b>\$224,640</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 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.

**Please explain how you arrived at the budgeted dollars requested.**

The budget requested is based on our contracted hourly rate from Intratek for this resource \$120.00 multiplied by 1872 hours. 2080 hours less 208 hours of paid time off provided by the contractor.

**What phase of the project does this line item support?**

Ongoing support.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Implementation.

**Is this line item rebudgeted from a prior fiscal year?**

Yes



**Technical Infrastructure and Business Systems Support**

<b>Description:</b>	<b>Full-Time Contracted Project Manager</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1282-7519-A5354-9S6	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02733	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$217,152.00
<b>Manager:</b>	Lloyd Sullivan			<b>Total:</b>	<b>\$217,152</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 reduce costs, the Project Management Office (PMO) is now operating with two full time OCTA Project Managers (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 numerous security projects, data center relocation, Hastus Upgrade, Lawson Upgrade, Budbar replacement, IFAS upgrade, Kronos Upgrade, Electronic Timesheets, Moovel Mobile Ticketing upgrade, Everbridge, and OC Flex. 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 budget requested is based on our contracted hourly rate from Intratek for this resource \$116.00 multiplied by 1872 hours. 2080 hours less 208 hours of PPO provided by the contractor.

**What phase of the project does this line item support?**

Ongoing Support.

**What phase of the project is this line item currently in, as of January 2nd.**

Implementation.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.



# Administration

## Technical Infrastructure and Business Systems Support

<b>Description:</b>	<b>Full-Time Contracted Project Manager - Security Program</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1282-7519-A5354-9S6	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00564	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$217,152.00
<b>Manager:</b>	Lloyd Sullivan			<b>Total:</b>	<b>\$217,152</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 reduce costs, the Project Managers Office (PMO) is now operating with two full time OCTA Project Managers (PM). 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 numerous security projects, data center relocation, Hastus Upgrade, Lawson Upgrade, Budbar replacement, IFAS upgrade, Kronos Upgrade, Electronic Timesheets, Moovel Mobile Ticketing upgrade, Everbridge, and OC Flex. 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 budget requested is based on our contracted hourly rate from Intratek for this resource \$116.00 multiplied by 1872 hours. 2080 hours less 208 hours of PPO provided by the contractor.

**What phase of the project does this line item support?**

Ongoing Support.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Implementation.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.

<b>Description:</b>	<b>Technology User Education for Staff</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1283-7519-A5352-0S3	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02027	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Ron Wolf			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

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

Onsite end user education that will support the efficient use of technology across the Authority. This will include onsite classes as well as one-on-one sessions with upper management to enhance the use of available technology. This would include but not be limited to the use of Microsoft Office 365 tools such as Teams, Phone System, Yammer, OneNote, Flow, Forms, Delve, SharePoint, etc. These sessions would also cover collaboration and the use of tablets and phones in the business environment.

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

Qualifications would be subject matter expert with the correlating topic.

**Please explain how you arrived at the budgeted dollars requested.**

Upper management directive.

**What phase of the project does this line item support?**

This is to continue and expand the efforts that were started by in-house staff this year.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Education sessions have been conducted by staff on Microsoft Teams and OneNote programs. This line item will expand the topics and frequency of sessions.

**Is this line item rebudgeted from a prior fiscal year?**

No.



## Technical Infrastructure and Business Systems Support

<b>Description:</b>	Help Desk & Desktop Operations Services			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1283-7519-A5352-9TU	<b>Quantity:</b>	4,744
<b>Line Item ID:</b>	FY20-00575	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$48.41
<b>Manager:</b>	Ron Wolf			<b>Total:</b>	<b>\$229,657</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 and one part-time position in FY 2019-20. 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 audio/visual equipment in the board room and all conference rooms, printers, and copiers that are used throughout 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.
- The part-time position will cover the Help Desk position freeing up resources to focus on desktop support tasks. This resource will cover the IS Help Desk when the primary Help Desk person is on vacation and flex days. Additionally, the operating system feature upgrade project will take additional desktop resources.

**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 10, Microsoft Office 2016/19, and Microsoft Office 365 Pro Plus.  
 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 information systems resources for speedy resolution.

**Please explain how you arrived at the budgeted dollars requested.**

The 5-year long-term staffing contract was rebid in FY 2018 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) and 1000 hours for the part-time position. The Senior Desktop and Help Desk Technician billable rate increases this year to \$48.41 from \$47.00.

**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, 2019?**

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

**Is this line item rebudgeted from a prior fiscal year?**

No.



# Administration

## Technical Infrastructure and Business Systems Support

<b>Description:</b>	<b>Data Center Colocation Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1284-7519-A5352-0EX	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00589	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$175,000.00
<b>Manager:</b>	Michael Beerer			<b>Total:</b>	<b>\$175,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 for two years or more.

There are 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 and Health Insurance Portability & Accountability compliant security controls, our equipment would be protected around the clock.

Tier 4 Data Center.

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

**Please explain how you arrived at the budgeted dollars requested.**

Per contract for data center (power, cooling and internet) estimate for Wide Area Network (WAN) Connection Services.

**What phase of the project does this line item support?**

Implementation phase.

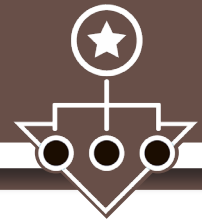
**What phase of the project is this line item currently in, as of January 2, 2019?**

Implementation phase.

**Is this line item rebudgeted from a prior fiscal year?**

Yes





**Technical Infrastructure and Business Systems Support**

<b>Description:</b>	<b>Study of Technologies to Enhance Bus Bases</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1284-7519-A5352-ORP	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02006	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$80,000.00
<b>Manager:</b>	Michael Beerer			<b>Total:</b>	<b>\$80,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Currently OCTA uses AT&T, Inc. Adaptive Server Enterprise (ASE) Service to create a mesh network to bus bases and facilities. OCTA will be adding the maintenance service facility (MSF) and the Transit Security and Operations Center (TSOC) in the near future to our five other bus bases (Anaheim, Garden Grove, Santa Ana, Irvine Sand Canyon, and Construction Circle). We would like to improve the resiliency, performance and bandwidth while lowering our cost of these services. We would like to compare Network topologies and Technologies that could be employed by OCTA to accomplish these goals. Additionally since we are collocating our primary data center to the Las Vegas Area and AT&T is unable to cost effectively provide ASE service to the collocation data center; OCTA would like to explore making each facility independent and leverage the resiliency of the data centers inherent redundancy to the internet.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Expert-Level understanding of Wide Area Network (WAN) technologies and topologies to contrast and compare costs and benefits to various wan technologies and topologies and provide OCTA recommendations for the purpose of altering our network infrastructure to best utilize available technology and bandwidth resources.

**Please explain how you arrived at the budgeted dollars requested.** Past cost for similar studies.

**What phase of the project does this line item support?** Study to determine best path forward to utilize WAN technologies to increase performance, bandwidth and lower cost.

**What phase of the project is this line item currently in, as of January 2, 2019?** Proposed study.

**Is this line item rebudgeted from a prior fiscal year?** No

<b>Description:</b>	<b>Cloud Disaster Recovery Services</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1284-7519-A5352-18P	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02368	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$248,000.00
<b>Manager:</b>	Michael Beerer			<b>Total:</b>	<b>\$248,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 for cloud based Disaster Recovery (DR) Site and Recovery in the event of serious disruption of access to collocation facility or disruption of collocation facility. It is best practice to have an alternate site plan; this is a cost effective solution and does not require build out of an alternate DR site. It is a requirement of our Business Impact Analysis (BIA) and Continuity of Operations Plan (COOP) plans to have an alternate site DR plan.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Vendor with proven track record providing cloud based disaster recovery services. Also with a solution that will easily match the types of systems used in our primary data center (VMWare virtualization, etc.).

**Please explain how you arrived at the budgeted dollars requested.** Currently have received quotes from both Rubrik and Datrium to estimate costs and fees associated with a full build out of a cloud based DR solution utilizing vendor specific solutions using their respective hardware. There are other Cloud based DR solutions and we are exploring the pros and Cons respectively. Our prior contract from Synoptek also was approximately the same amount.

**What phase of the project does this line item support?** Study, design, and implementation.

**What phase of the project is this line item currently in, as of January 2nd.** Study

**Is this line item rebudgeted from a prior fiscal year?** No



# Administration

## Technical Infrastructure and Business Systems Support

<b>Description:</b>	<b>Offsite Data Storage</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1284-7519-A5352-418	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00590	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$50,000.00
<b>Manager:</b>	Michael Beerer			<b>Total:</b>	<b>\$50,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 OCTA's data. Currently we backup to tapes and offsite data archiving services along with the necessary manuals, documentation, special toner and signature cartridges that may be needed as part of the Business Resumption Plan. At some point in the year OCTA will transition to storing data online in block storage with a cloud provider storage costs will remain about the same however OCTA will gain access to data almost instantly.

As part of 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, 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 25 years. This will transition to a cloud provider such as Google, Amazon, or Microsoft.

**Please explain how you arrived at the budgeted dollars requested.**

Pricing based upon current contract rates. Estimates from backup provider.

**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, 2019?**

Transition Phase - we are currently transitioning from all backup data to being archived in the cloud but existing tape must be kept in physical storage until expiration of data. Consequently we will be slowing winding down the storage of tape while increasing the cloud storage of tape.

**Is this line item rebudgeted from a prior fiscal year?**

No



## Technical Infrastructure and Business Systems Support

<b>Description:</b>	<b>Contract Network Engineer</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1284-7519-A5352-41A	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00591	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$210,000.00
<b>Manager:</b>	Michael Beerer			<b>Total:</b>	<b>\$210,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 Senior Network Engineer will support OCTA's Cisco Network at all locations. 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 Network Engineer with 5 to 7 years of experience in support of a Microsoft Windows based server network. CISCO Certified Network Associate & Certified Network Professional Level Experience

**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, 2019?**

Production phase.

**Is this line item rebudgeted from a prior fiscal year?**

yes

<b>Description:</b>	<b>Human Resources System Specialist</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1285-7519-A5359-0R3	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01981	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$130,000.00
<b>Manager:</b>	Catherine Whitmore			<b>Total:</b>	<b>\$130,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 technical and end-user support along with administration services for our Human Resources application, Lawson. Lawson is our Payroll, Benefits and Human Resource Management application. Currently our user populations for this application are all of HROD and all OCTA Administrative personnel. In addition to those teams, Lawson data is used by a majority of our other applications to track employees, employee changes, vacation, sick balances, along with tracking employee leave.

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

Base knowledge level: Lawson v10, C, C++, C#, .NET, HTML, XML, SQL queries  
Base knowledge level: Cobol, Objective-C, MSSQL, PowerShell Script, File encryption, file transfer protocols.  
Ability to understand and self learn new technologies being used by OCTA.

**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 and operations support.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Operations

**Is this line item rebudgeted from a prior fiscal year?**

No



# Administration

## Technical Infrastructure and Business Systems Support

<b>Description:</b>	<b>Asset Management System Support Junior Level</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1285-7519-A5359-0R5	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01982	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$83,000.00
<b>Manager:</b>	Catherine Whitmore			<b>Total:</b>	<b>\$83,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 technical and end-user support along with administration services for our Ellipse application. Ellipse is our procurement, inventory management and maintenance work order application. Currently our user populations for this application are all of Maintenance, Contracts Administration and Materials Management, Parts, Facilities, and Inventory teams. In addition to those teams, Ellipse is used by a large population of Administrative staff for procurements.

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

Base knowledge level: Ellipse v8, C, C++, C#, .NET, HTML, XML, SQL queries  
 Base knowledge level: JAVA, JAVA Script, Objective-C, MSSQL, PowerShell Script, File encryption, file transfer protocols.  
 Ability to understand and self learn new technologies being used by OCTA

**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 and operations support.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Operations

**Is this line item rebudgeted from a prior fiscal year?**

No

<b>Description:</b>	<b>Ellipse Support Specialist</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1285-7519-A5359-1C8	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00599	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$120,000.00
<b>Manager:</b>	Catherine Whitmore			<b>Total:</b>	<b>\$120,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 technical and end-user support along with administration services for our Ellipse application. Ellipse is our procurement, inventory management and maintenance work order application. Currently our user populations for this application are all of Maintenance, Contracts Administration, Parts, Facilities, and Inventory teams. In addition to those teams, Ellipse is used by a large population of Administrative staff for procurements.

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

Expert level: Ellipse v8, C, C++, C#, .NET, HTML, XML, SQL queries  
 Working level: JAVA, JAVA Script, Objective-C, MSSQL, PowerShell Script, File encryption, file transfer protocols.  
 Ability to understand and self learn new technologies being used by OCTA.

**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 and operations support.

**What phase of the project is this line item currently in, as of January 2, 2019?**

Operations.

**Is this line item rebudgeted from a prior fiscal year?**

No



## Technical Infrastructure and Business Systems Support

<b>Description:</b>	<b>Lawson Upgrade to Version 11 - Support</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1285-7519-A5359-9RS	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-02757	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$500,000.00
<b>Manager:</b>	Catherine Whitmore			<b>Total:</b>	<b>\$500,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 Authority is seeking the services from Infor, the manufacturer of the GHR and Lawson application suite, to host, train, design, configure, and implement the Human Resources Information System for the administrative employees. Lawson shall provide setup (setup to be optimized for the Authority's operating and contractual parameters), data migration, testing, and training services. This upgrade support provides the technical and end-user support along with administration services.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Expert level: Infor Lawson GHR suite and Lawson v10 Payroll. 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 v2016 and newer. Ability to understand and self learn new technologies being used by OCTA.

**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 2nd.** Planning.

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>Operations System Application Support and Administration</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1285-7519-A5359-9RS	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00600	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$170,000.00
<b>Manager:</b>	Catherine Whitmore			<b>Total:</b>	<b>\$170,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 technical, end-user support and administration services for numerous in-house developed applications such as Granicus Legistar, Occurrence Tracking System, and TOPCAR system 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 development. This position will be integrated with all 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 OCTA.

**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?** Implementation and Operations phases.

**What phase of the project is this line item currently in, as of January 2, 2019?** Operations

**Is this line item rebudgeted from a prior fiscal year?** No



# Administration

## Technical Infrastructure and Business Systems Support

<b>Description:</b>	<b>Cyber Security Services - Single and Multi-Year</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1289-7519-IX061-0FI	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01941	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$148,500.00
<b>Manager:</b>	Michael Cardoza			<b>Total:</b>	<b>\$148,500</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 Cyber Security team is looking to procure professional services to provide:

- 1) Annual Penetration Testing to assess network security posture
- 2) Email Phishing services and training (current service)
- 3) Vulnerability Scanning for internal and external assets (current service but vendor may change)
- 4) Network monitoring and protection solution (currently only have monitoring piece)

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

All services and tools must be procured through an authorized reseller for the security tool. All assessments and support items must be done by certified professionals for the areas being assessed.

**Please explain how you arrived at the budgeted dollars requested.**

Dollar amounts are based off of prior contracts, existing contracts and new price estimates.

**What phase of the project does this line item support?**

Planning and execution.

**What phase of the project is this line item currently in, as of January 2nd.**

Phishing services are in the execution phases of the project as this service is in use. All other services will require initial coordination to plan for execution taking 30-60 days before implementation.

**Is this line item rebudgeted from a prior fiscal year?**

Yes.



**Transportation Planning and Studies**

<b>Description:</b>	<b>Regional Planning Support</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1531-7519-A4301-TUR	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01824	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$125,000.00
<b>Manager:</b>	Gregory Nord			<b>Total:</b>	<b>\$125,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				
<b>Funding:</b>	0001-6026-A4301-XIT	Regional Planning Support			70,000
<b>Funding:</b>	0001-6026-A4301-XKT	Regional Planning Support			55,000
<b>Total Funded:</b>					<b>125,000</b>

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

Technical support needed to represent OCTA's interests with respect to planning and air quality issues at regional and regulatory agencies. Scope tasks will include:  
 1) Monitor and analyze planning and air quality issues for OCTA.  
 2) Assist in the development of appropriate policy and operational actions to support OCTA's interests.  
 3) Assist in developing and maintaining relationships with regional agencies.

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

An experienced project manager with a team of qualified staff (primarily transportation and air quality planners) is required to conduct this project. The project manager and team should have experience with regional, state, and federal planning and air quality conformity policies and processes and an ability to effectively represent OCTA's interests at regional planning and policy boards such as the Southern California Association of Governments (SCAG), the California Transportation Commission (CTC), South Coast Air Quality Management District (SCAQMD), California Air Resources Board (CARB), and Environmental Protection Agency (EPA).

**Please explain how you arrived at the budgeted dollars requested.**

Historic average of previous expenditures for this type of work.

**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, 2019?**

Planning

**Is this line item rebudgeted from a prior fiscal year?**

No



# Administration

## Transportation Planning and Studies

<b>Description:</b>	<b>Golden West Joint Development Study</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1531-7519-A4461-0M2	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01862	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$150,000.00
<b>Manager:</b>	Sam Sharvini			<b>Total:</b>	<b>\$150,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

**Funding:** 0001-6026-A4461-XKT Goldenwest Joint Development Study 150,000  
**Total Funded:** 150,000

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Professional services to conduct a joint development opportunity assessment at OCTA's Golden West Transit Terminal and 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 skill sets, which are also familiar with real estate development assessments and pro-formas.

**Please explain how you arrived at the budgeted dollars requested.** Consistent with previous joint development assessment studies.

**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, 2019?** Assessment to begin in Fiscal year 2019-20.

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>Express Lane Project Initiation Document</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1531-7519-A4461-0Q1	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01848	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$650,000.00
<b>Manager:</b>	Stephanie Chhan			<b>Total:</b>	<b>\$650,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

**Funding:** 0001-6026-A4461-XKT Express Lane Project Initiation Document 650,000  
**Total Funded:** 650,000

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Develop a Project Initiation Document (PID) for priority express lanes identified through the Express Lane Network Study. OCTA will engage stakeholder agencies through the PID process to identify a purpose and need for implementation of express lanes; develop and evaluate an initial set of alternatives; and make recommendations for the next phase of project development (i.e. PA/ED).

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** The project manager and team should have experience with state planning and project development requirements, familiarity with Orange County travel needs, and an ability to develop consensus among stakeholders.

**Please explain how you arrived at the budgeted dollars requested.** Based on past experiences with PID documents of a similar scale.

**What phase of the project does this line item support?** Project Initiation Document.

**What phase of the project is this line item currently in, as of January 2, 2019?** Planning.

**Is this line item rebudgeted from a prior fiscal year?** No.





## Transportation Planning and Studies

<b>Description:</b>	South Orange County Multimodal Study			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1531-7519-A4461-0QK	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01825	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$750,000.00
<b>Manager:</b>	Gregory Nord			<b>Total:</b>	<b>\$750,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

<b>Funding:</b>	0017-6048-A4461-XKD	South Orange County Multimodal Study	750,000
			<b>Total Funded: 750,000</b>

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

Analyze southern Orange County transportation needs and work with stakeholders to identify a locally preferred set of alternative strategies and improvements. The analysis will build off the 2008 South Orange County Major Investment Study (SOCMIS). Consideration will be given to all modes of transportation, including transit, active transportation, and automobiles.

- Tasks will include:
- 1) Project Management
  - 2) Purpose and Need Refinement
  - 3) Alternatives Development
  - 4) Screening
  - 5) Developing Preferred Improvement Project List
  - 6) Draft Report
  - 7) Final Report
  - 8) Public Presentations

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

An experienced project manager with a team of qualified staff (primarily transportation planners) is required to conduct this project. The project manager and team should have experience with multimodal planning and familiarity with south Orange County issues, projects, studies, and agencies.

**Please explain how you arrived at the budgeted dollars requested.**

The dollar amount is based on SOCMIS and other major investment studies of a similar scale.

**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, 2019?**

Project planning to commence next fiscal year based on prior 2008 Investment Study.

**Is this line item rebudgeted from a prior fiscal year?**

No.



# Administration

## Transportation Planning and Studies

<b>Description:</b>	<b>Active Transportation Count Program</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1531-7519-A4461-0QL	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01866	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$25,000.00
<b>Manager:</b>	Sam Sharvini			<b>Total:</b>	<b>\$25,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

**Funding:** 0001-6026-A4461-XJT Active Transportation Count Program 25,000  
**Total Funded:** 25,000

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Implement, monitor, and maintain permanent count equipment to monitor levels of active transportation at priority locations identified through the first phase of the Active Transportation Count Program. This could also involve use of temporary count equipment to collect data at more locations for a limited time.

**What are the qualifications required for this line item?** Consultant with experience in Active Transportation planning and bike/pedestrian counting.  
**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.** Based on costs developed through the first phase.

**What phase of the project does this line item support?** Implementation and data collection.

**What phase of the project is this line item currently in, as of January 2, 2019?** Implementation strategy.

**Is this line item rebudgeted from a prior fiscal year?** No.

<b>Description:</b>	<b>Corridor Technical Studies</b>			<b>Recurring?</b>	<input checked="" type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1531-7519-A4461-P5V	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01859	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$200,000.00
<b>Manager:</b>	Gregory Nord			<b>Total:</b>	<b>\$200,000</b>
<b>Grant Funded?</b>	<input checked="" type="checkbox"/>				

**Funding:** 0001-6026-A4461-XKT Corridor Technical Studies 200,000  
**Total Funded:** 200,000

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Support studies that may emerge during the course of the fiscal year to address Board directives, local cities' requests, mobility needs assessments, and any unforeseen technical studies which may be required.

**What are the qualifications required for this line item?** A project manager and team will be selected to meet the specific needs of issues that may arise over the course of the fiscal year.  
**Example: Expert-level JAVA programmer to enhance website.**

**Please explain how you arrived at the budgeted dollars requested.** The dollar amount requested is consistent with requests in previous fiscal years.

**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, 2019?** This will be used as needed beginning in fiscal year 2019-20.

**Is this line item rebudgeted from a prior fiscal year?** No.



**Transportation Planning and Studies**

<b>Description:</b>	<b>Freeway Bus Rapid Transit Concept Study</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	1535-7519-A1408-TV1	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01853	<b>Type:</b>	Encumbrance	<b>Unit Cost:</b>	\$238,000.00
<b>Manager:</b>	Eric Carlson			<b>Total:</b>	<b>\$238,000</b>
<b>Grant Funded?</b> <input checked="" type="checkbox"/>					
<b>Funding:</b>	0001-6026-A1408-XKT	Freeway Bus Rapid Transit Concept Study			210,602
<b>Funding:</b>	0001-6037-A1408-XBD	Freeway Bus Rapid Transit Concept Study			27,398
				<b>Total Funded:</b>	<b>238,000</b>

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** Evaluate conceptual alternatives for Freeway Bus Rapid Transit (BRT) service specifically on the I-5 and SR-55 corridors as identified in the OC Transit Vision Short-Term Action Plan.

**What are the qualifications required for this line item? Example: Expert-level JAVA programmer to enhance website.** Consultant with Transit Planning experience is desired.

**Please explain how you arrived at the budgeted dollars requested.** 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, 2019?** None

**Is this line item rebudgeted from a prior fiscal year?** Yes

**Workers' Compensation**

<b>Description:</b>	<b>Investment Fees</b>			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0041-7515-A2311-F41	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-00321	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$21,535.00
<b>Manager:</b>	Sean Murdock			<b>Total:</b>	<b>\$21,535</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**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 within the fiscal year

**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



# Administration

## Workers' Compensation

<b>Description:</b>	Disability Management Program			<b>Recurring?</b>	<input type="checkbox"/>
<b>FY:</b>	2020	<b>Account:</b>	0041-7519-00000-000	<b>Quantity:</b>	1
<b>Line Item ID:</b>	FY20-01894	<b>Type:</b>	Cash	<b>Unit Cost:</b>	\$250,000.00
<b>Manager:</b>	Al Gorski			<b>Total:</b>	<b>\$250,000</b>
<b>Grant Funded?</b> <input type="checkbox"/>					

**Please write a scope of work for this line item that could be used for procurement. Include a work plan identifying tasks or deliverables.** For creation and administration of a program to provide transitional light duty positions for injured workers that are unable to perform their usual and customary job functions. The program will be administered by an outside consultant.

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

**Please explain how you arrived at the budgeted dollars requested.** Based on industry rates for services by a Certified Disability Management Professional.

**What phase of the project does this line item support?** Initial

**What phase of the project is this line item currently in, as of January 2, 2019?** To be administered next fiscal year

**Is this line item rebudgeted from a prior fiscal year?** No



**550 South Main Street  
P.O. Box 14184  
Orange, CA 92863-1584**



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