



Metropolitan Transportation Commission

101 Eighth Street,
Joseph P. Bort
MetroCenter
Oakland, CA

Meeting Agenda

Administration Committee

Adrienne J. Tissier, Chair David Campos, Vice Chair

Wednesday, October 14, 2015

9:30 AM

Lawrence D. Dahms Auditorium

This meeting is scheduled to be audiocast live on Metropolitan Transportation Commission's Web site: www.mtc.ca.gov

1. Roll Call/Confirm Quorum

Quorum: A quorum of this committee shall be a majority of its regular non-ex-officio voting members (5).

2. Pledge of Allegiance

3. Compensation Announcement (Committee Secretary)

4. Consent Calendar

- 4a. [15-0906](#) Minutes of September 9, 2015 meeting.
- Action: Committee Approval
- Attachments: [4a 09-09-2015 Admin Minutes.pdf](#)
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- 4b. [15-0907](#) MTC Financial Statements for August 2015.
- Action: Information
- Presenter: Eva Sun
- Attachments: [4b August Financial Statement.pdf](#)
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- 4c. [15-0908](#) Investment Report for August 2015.
- Action: Information
- Presenter: Susan Woo
- Attachments: [4c August Investment Report.pdf](#)

- 4d. [15-0910](#) MTC Resolution No. 4203 - Small Business Enterprise (SBE) Construction Project Program.
Action: Commission Approval
Presenter: Denise Rodrigues
Attachments: [4d Resolution No 4203 SBE.pdf](#)
- 4e. [15-0797](#) Contract Amendment - Alta Planning + Design: Bay Bus Outreach. (\$100,000)
Action: Committee Approval
Presenter: Ursula Vogler
Attachments: [4e ContractAmend Bay Bus Outreach.pdf](#)
- 4f. [15-0926](#) Contract Amendment - Transit Passenger Survey Services: ETC Institute (\$1,000,000)
Action: Committee Approval
Presenter: Shimon Israel
Attachments: [4f ContractAmend ETC Institute.pdf](#)
- 4g. [15-0931](#) Contract Amendment - San Francisco Bay Area Core Capacity Transit Study: Arup North America, Ltd. (\$1,000,000)
Action: Committee Approval
Presenter: Matt Maloney
Attachments: [4g ContractAmend Arup NA.pdf](#)
- 4h. [15-0912](#) Monthly Travel Report for August 2015.
Action: Information
Presenter: Eva Sun
Attachments: [4h Monthly Travel Report August'2015.pdf](#)

Approval

5. [15-0949](#) International Travel Request - Andrew Fremier: International Complex Bridge Operators Workshop: Amsterdam, Netherlands (\$264 meal per diem)
Action: Committee Approval
Presenter: Steve Heminger
Attachments: [5 Intl Travel Request Amsterdam.pdf](#)

6. Public Comment / Other Business

7. Adjournment / Next Meeting

The next meeting of the Administration Committee will be November 4, 2015, 9:35 a.m. in the Lawrence D. Dahms Auditorium, First Floor, 101 Eighth Street, Oakland, CA.

Public Comment: The public is encouraged to comment on agenda items at committee meetings by completing a request-to-speak card (available from staff) and passing it to the committee secretary. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgement, it is necessary to maintain the orderly flow of business.

Meeting Conduct: If this meeting is willfully interrupted or disrupted by one or more persons rendering orderly conduct of the meeting unfeasible, the Chair may order the removal of individuals who are willfully disrupting the meeting. Such individuals may be arrested. If order cannot be restored by such removal, the members of the committee may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue.

Record of Meeting: MTC meetings are recorded. Copies of recordings are available at a nominal charge, or recordings may be listened to at MTC offices by appointment. Audiocasts are maintained on MTC's Web site (mtc.ca.gov) for public review for at least one year.

Accessibility and Title VI: MTC provides services/accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address Commission matters. For accommodations or translations assistance, please call 510.817.5757 or 510.810.5769 for TDD/TTY. We require three working days' notice to accommodate your request.

可及性和法令第六章：MTC 根據要求向希望來委員會討論有關事宜的殘疾人士及英語有限者提供服務/方便。需要便利設施或翻譯協助者，請致電 510.817.5757 或 510.817.5769 TDD / TTY。我們要求您在三個工作日前告知，以滿足您的要求。

Acceso y el Titulo VI: La MTC puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Comisión. Para solicitar asistencia, por favor llame al número 510.817.5757 o al 510.817.5769 para TDD/TTY. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

Attachments are sent to committee members, key staff and others as appropriate. Copies will be available at the meeting.

All items on the agenda are subject to action and/or change by the Committee. Actions recommended by staff are subject to change by the Committee.

MTC's Chair and Vice-Chair are ex-officio voting members of all standing committees.



Metropolitan Transportation Commission

101 Eighth Street,
Joseph P. Bort MetroCenter
Oakland, CA

Legislation Details (With Text)

File #: 15-0906 **Version:** 1 **Name:**
Type: Minutes **Status:** Committee Approval
File created: 9/17/2015 **In control:** Administration Committee
On agenda: 10/14/2015 **Final action:**
Title: Minutes of September 9, 2015 meeting.
Sponsors:
Indexes:
Code sections:
Attachments: [4a_09-09-2015_Admin_Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Minutes of September 9, 2015 meeting.

Recommended Action:
Committee Approval



Metropolitan Transportation Commission Meeting Minutes

101 Eighth Street,
Joseph P. Bort
MetroCenter
Oakland, CA

Administration Committee

Adrienne J. Tissier, Chair David Campos, Vice Chair

Wednesday, September 9, 2015

9:35 AM

Lawrence D. Dahms Auditorium

Call Meeting to Order

1. Roll Call/Confirm Quorum

Present: 7 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Vice Chair Campos, Commissioner Baker, Commissioner Luce and Commissioner Schaaf
Absent: 2 - Commissioner Glover and Commissioner Rein Worth

Non-Voting Member Present: Commissioner Sartipi

Ex Officio Voting Member Present: Commission Chair Cortese

Ad Hoc Non-Voting Members Present: Commissioner Giacopini, Commissioner Haggerty, Commissioner Halsted, Commissioner Pierce, and Commissioner Spering

2. Consent Calendar

Approval of the Consent Calendar

Upon the motion by Commissioner Luce and the second by Commissioner Baker, the Consent Calendar was unanimously approved by the following vote:

Aye: 7 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Vice Chair Campos, Commissioner Baker, Commissioner Luce and Commissioner Schaaf

Absent: 2 - Commissioner Glover and Commissioner Rein Worth

2a. [15-0792](#) Minutes of July 8, 2015 meeting.

Action: Committee Approval

2b. [15-0793](#) MTC Financial Statements for June 2015 (Unaudited).

Action: Information

Presenter: Eva Sun

2c. [15-0794](#) Investment Report for June 2015 and Investment Report for July 2015.

Action: Information

Presenter: Susan Woo

- 2d.** [15-0796](#) Purchase Order Amendment and Purchase Order - Copier Equipment:
Xerox Corporation (\$150,000)
Action: Committee Approval
Presenter: Robert Hoffman
- 2e.** [15-0800](#) Contract - StreetSaver® Software Development, Maintenance & Support
Services: DevMecca.com, LLC (\$500,000)
Action: Committee Approval
Presenter: Sui Tan
- 2f.** [15-0801](#) Purchase Order - FY 2015-16 Annual Software License Agreement:
Sungard Public Sector (\$324,000)
Action: Committee Approval
Presenter: Suzanne Bode
- 2g.** [15-0836](#) Contract Amendment - Regional Geographic Information System (GIS)
Base Map: TomTom North America, Inc. (\$190,000)
Action: Committee Approval
Presenter: Kearey Smith
- 2h.** [15-0837](#) Contract Amendment - Communications Assistance for Regional Planning
Activities: Barbary Coast Consulting (\$100,000)
Action: Committee Approval
Presenter: Catalina Alvarado
- 2i.** [15-0707](#) Contract - Underutilized Public Lands Near Rail Corridors Study:
Community Design and Architecture (\$224,330 plus additional contingency
not to exceed \$75,663)
Action: Committee Approval
Presenter: Doug Johnson
- 2j.** [15-0795](#) Purchase Order Amendment - Security Guard Services: Overton Security
(\$35,000)
Action: Committee Approval
Presenter: Robert Hoffman

Approval

3. [15-0803](#) MTC Resolution No. 4183, Revised - FY 2015-16 Overall Work Program (OWP) Amendment

A request for the Committee to refer the amendment to the FY 2015-16 OWP including \$4,060,000 of new Federal grant award for Connected Vehicle Pilot Deployment project to the Commission for approval.

Action: Commission Approval

Presenter: Eva Sun

Upon the motion by Commissioner Baker and the second by Commissioner Bates, the Committee unanimously approved the referral of MTC Resolution No. 4183, Revised - FY 2015-16 Overall Work Program (OWP) Amendment to the Commission for approval. The motion carried by the following vote:

Aye: 7 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Vice Chair Campos, Commissioner Baker, Commissioner Luce and Commissioner Schaaf

Absent: 2 - Commissioner Glover and Commissioner Rein Worth

4. [15-0807](#) Contract Amendment - Legislative Representation: Government Relations, Inc. (\$526,200)

Proposal to extend Tom Bulger (d/b/a Government Relations, Inc.) Washington, D.C. advocacy contract by two years.

Action: Committee Approval

Presenter: Randy Rentschler

Upon the motion by Commissioner Bates and the second by Commissioner Campos, the Committee unanimously approved the Contract Amendment with Government Relations, Inc. The motion carried by the following vote:

Aye: 7 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Vice Chair Campos, Commissioner Baker, Commissioner Luce and Commissioner Schaaf

Absent: 2 - Commissioner Glover and Commissioner Rein Worth

Information

5. [15-0808](#) Monthly Travel Report.

Action: Information

Presenter: Eva Sun

6. Public Comment / Other Business

7. Adjournment / Next Meeting

The next meeting of the Administration Committee will be held on October 14, 2015 at 9:35 a.m. in the Lawrence D. Dahms Auditorium, First Floor, 101 Eighth Street, Oakland, CA.



Metropolitan Transportation Commission

101 Eighth Street,
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Oakland, CA

Legislation Details (With Text)

File #: 15-0907 **Version:** 1 **Name:**
Type: Report **Status:** Informational
File created: 9/17/2015 **In control:** Administration Committee
On agenda: 10/14/2015 **Final action:**
Title: MTC Financial Statements for August 2015.
Sponsors:
Indexes:
Code sections:
Attachments: [4b August Financial Statement.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
MTC Financial Statements for August 2015.

Presenter:
Eva Sun

Recommended Action:
Information



METROPOLITAN
TRANSPORTATION
COMMISSION

Agenda Item: 4b

Joseph P. Bort MetroCenter
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Memorandum

TO: Administration Committee

DATE: October 7, 2015

FR: Executive Director

RE: MTC Financial Statements for August 2015

Attached please find MTC financial statements for the two-month period ending August 31, 2015. Major highlights of the two-month period include:

(1) **Operating Income:** Overall operating income for the two months is trending slightly higher at 18% with 17% of the budget year expired. Revenue from Pavement Management is also trending ahead of budget at 23%.

(2) **Transfers:** Transfers include the annual 1% BATA administration fee in the amount of \$7.1 million.

(3) **Operating Expenditures:** Total operating expenditures, excluding contracts, are at 14% for the two month period, or 17% of the budget year. Contract services are well below budget at 1.2% which is not unusual since most of the contracts will run over multiple years.

(4) **Federal Grants:** There are four new grants in the FY 2015-16 budget that MTC will be applying for in the near future. The Connected Vehicle grant will be amended out of the budget since MTC was not awarded the grant.

If there are any questions, please contact Eva Sun at (510) 817-5795.



Steve Heminger

OPERATING INCOME
MTC OPERATING BUDGET FOR FY 2015-16
As of August 2015 16.6% of year)

	1	2	3	4
Operating Revenue	FY 2015-16 Adopted Budget	Actual Revenue	Budget Balance Over/(Under)	% of Budget (col 2/1)
General Fund Revenue:				
TDA	12,300,000	2,002,322	(10,297,678)	16.3%
Interest	20,000	3,577	(16,423)	17.9%
General Fund Total	12,320,000	2,005,899	(10,314,101)	16.3%
Federal Planning Revenue:				
FHWA	7,546,404	740,405	(6,805,999)	9.8%
Sustainable Transportation Planning Grant	300,000	-	-	0.0%
FTA	3,247,073	398,639	(2,848,434)	12.3%
	11,093,477	1,139,044	(9,954,433)	10.3%
State Funding Revenue:				
STIP	1,142,067	18,000	(1,124,067)	1.6%
State Revenue Total	1,142,067	18,000	(1,124,067)	1.6%
Local Funding Revenue:				
TFCA	1,204,967	-	(1,204,967)	0.0%
HOV	490,000	4,498	(485,502)	0.9%
Pavement Management	800,000	180,439	(619,561)	22.6%
Misc	541,311	645	(540,666)	0.1%
Local Total	3,036,278	185,581	(2,850,697)	6.1%
Transfers:				
BATA Reimbursement	3,797,400	362,603	(3,434,797)	9.5%
RAFC	531,769	54,570	(477,199)	10.3%
SAFE	3,545,386	1,953	(3,543,433)	0.1%
BATA 1%	7,087,000	7,087,000	-	100.0%
2% Transit Transfers	511,254	-	(511,254)	0.0%
Transfers in - STA	2,749,000	13,424	(2,735,576)	0.5%
Exchange Fund Transfer	10,000,000	-	(10,000,000)	0.0%
Transfer from or (to) Reserve/Capital	5,616,545	-	(5,616,545)	0.0%
Transfers Total	33,838,354	7,519,549	(26,318,805)	22.2%
Total Operating Revenue	61,430,176	10,868,074	(50,562,102)	17.7%

OPERATING EXPENDITURES
MTC OPERATING BUDGET FOR FY 2015-16
As of August 2015 16.6% of year)

	3	4	5	6	7
Operating Expenditures	FY 2014-15 Adopted Budget	Actual Expense	Budget Balance Over/(Under)	% of Budget (col 4/3)	Encumbrance
Salaries & Benefits	23,141,789	3,506,104	(19,635,685)	15.2%	-
Travel & Training	402,000	28,644	(373,356)	7.1%	22,278
Commission Expense					
Commissioner Expense	70,000	5,144	(64,856)	7.3%	-
Advisory Committees	15,000	3,150	(11,850)	21.0%	-
Printing & Graphics	134,100	6,154	(127,946)	4.6%	6,496
Computer Services	1,404,500	279,537	(1,124,963)	19.9%	383,692
General Operations	3,708,656	162,325	(3,546,331)	4.4%	485,192
Total operating	28,876,045	3,991,059	(24,884,986)	13.8%	897,657
Contract Services	32,554,131	399,915	(32,154,216)	1.2%	2,599,426
Total Operating Expenditures	61,430,176	4,390,973	(57,039,203)	7.1%	3,497,084

MTC CAPITAL BUDGETS
As of August 2015 16.6% of year)

<u>Capital</u>	Total Budget	Actual	Encumbrance	Balance
Transfer from Reserves	\$1,543,000	-	-	\$1,543,000
Expense	\$1,543,000	-	\$38,876	\$1,504,124

<u>Hub Signage Program</u>	LTD Total Budget	LTD Actual	Encumbrance	LTD Balance
Revenue (Prop 1B)	9,856,450	9,856,450	-	-
Real Time Sign - STA	567,968	409,340	-	158,628
RM2	362,000	158,512	-	203,488
Revenue	\$10,786,418	\$10,424,303	-	\$362,115
Expense	\$10,786,418	\$8,628,776	-	\$2,157,642

Life to Date Federal Grants Budget
As of August 2015 16.6% of year)

Fund Source	Project Description	FY 2015-16 Grant LTD Balance	FY 2015-16 New Grants	FY 2015-16 Total Grants	FY 2015-16 Staff Actual	FY 2015-16 Consultant Actual	FY 2015-16 Encumbrances Includes LGS	Grant Remaining Balance
STP Grants								
1580	Station Area Planning	\$2,159,406	-	\$2,159,406	-	-	-	\$2,159,406
1590	Performance Monitoring	209,014	-	209,014	-	-	-	209,014
1595	Ramp Metering, TOS and FPI Projects	226,795	-	226,795	183,617	-	-	43,179
1801	CMA Planning	16,671,313	-	16,671,313	508	-	-	16,670,805
1803	511 Grant	19,438,448	-	19,438,448	-	103,608	1,955,453	17,379,387
1805	Regional Streets and Roads	595,066	-	595,066	34,410	-	221,325	339,331
1806	Pavement Management	2,662,556	-	2,662,556	-	4,975	44,778	2,612,802
1811	PDA Planning (ABAG)	680,000	-	680,000	-	-	-	680,000
1812	Regional PDA Planning	8,120,451	-	8,120,451	-	-	-	8,120,451
1816	Arterial Operations	2,500,000	-	2,500,000	-	-	-	2,500,000
Total STP Grants		\$53,263,049	-	\$53,263,049	\$218,535	\$108,583	\$2,221,557	\$50,714,375
CMAQ Grants								
1589	Arterial Operations (PASS Program)	5,533,635	-	5,533,635	68,328	-	125,755	5,339,553
1591	Climate Initiatives Program Public Outreach	2,130,376	-	2,130,376	-	5,333	128,293	1,996,751
1592	Climate Initiatives Evaluation	1,959,915	-	1,959,915	-	-	141,788	1,818,127
1596	Freeway Performance Initiative	5,386,636	-	5,386,636	-	-	-	5,386,636
1800	Incident Management	5,027,488	-	5,027,488	40,667	-	-	4,986,821
1804	511 Grant	5,730,350	-	5,730,350	245,621	-	2,619,901	2,864,829
1809	FPI Corridor Studies	3,162,712	-	3,162,712	-	-	-	3,162,712
1814	Regional Bicycle Sharing Program	1,556,747	-	1,556,747	-	-	-	1,556,747
New	Incident Management	-	10,840,000	10,840,000	-	-	-	10,840,000
New	Climate Initiatives Cycle 2	-	7,000,000	7,000,000	-	-	-	7,000,000
Total CMAQ Grants		\$30,487,860	\$17,840,000	\$48,327,860	\$354,616	\$5,333	\$3,015,736	\$44,952,175
FTA GRANTS								
1613	JARC	\$126,594	-	\$126,594	-	-	\$4,549	\$122,045
1614	JARC	347,421	-	347,421	-	-	-	347,421
1623	New Freedom	126,594	-	126,594	-	-	-	126,594
1624	New Freedom	7,093	-	7,093	-	-	-	7,093
1625	JARC	304,533	-	304,533	-	-	-	304,533
1626	New Freedom	195,925	-	195,925	-	-	-	195,925
1627	JARC	287,182	-	287,182	-	-	-	287,182
1628	New Freedom	293,611	-	293,611	-	-	-	293,611
1629	JARC	678,567	-	678,567	3,852	-	-	674,715
1630	JARC	2,154,267	-	2,154,267	-	-	-	2,154,267
1631	FTA 5339	10,506,277	-	10,506,277	-	-	-	10,506,277
1632	New Freedom	950,621	-	950,621	-	-	-	950,621
1633	FTA 5339	12,240,015	11,565,979	23,805,994	-	-	-	23,805,994
Total FTA Grants		\$28,218,700	\$11,565,979	\$39,784,679	\$3,852	\$0	\$4,549	\$39,776,278
HPP/VPP GRANTS								
1739	VPPL Value Pricing	\$119,276	-	\$119,276	-	-	-	\$119,276
Total HPP/VPP Grants		119,276	-	119,276	-	-	-	119,276
Other Grants								
1111	FHWA - Climate Change Adaptation Study	\$132,644	-	\$132,644	-	-	\$105	\$132,539
1112	SHRP2L Travel Analysis	430,000	-	430,000	-	-	-	430,000
New	Connected Vehicle	-	3,870,000	3,870,000	-	-	-	3,870,000
New	Climate Initiatives Cycle 2	-	7,713,000	7,713,000	-	-	-	7,713,000
Total Other Grants		562,644	11,583,000	12,145,644	-	-	105	12,145,539
Total Federal Grants Budget		\$112,651,528	\$40,988,979	\$153,640,507	\$577,002	\$113,916	\$5,241,947	\$147,707,642

CLIPPER OPERATING BUDGET
As of August 2015 16.6% of year)

	Total FY2015-16			
Clipper Operating	Budget	Actual	Encumbrance	Balance
RM2	2,825,000	124,102	-	2,700,898
STA	17,856,667	169,477	-	17,687,190
Transit Operators	17,914,400	12,877	-	17,901,523
Revenue	\$38,596,067	\$306,456	-	\$38,289,611
Expense	\$38,596,067	\$306,457	\$2,719,680	\$35,569,930

CLIPPER CAPITAL BUDGET (Life to Date)
As of August 2015 16.6% of year)

	LTD Budget			Project
Clipper Capital	Thru FY 2015-16	Actual	Encumbrance	Balance
				L-T-D
CMAQ	71,675,201	58,486,474	-	13,188,727
Card Sales	4,851,267	4,342,380	-	-
ARRA	11,167,891	11,167,891	-	-
FTA	25,009,181	21,527,838	-	3,481,343
STP	43,605,002	22,007,147	-	21,597,855
STA	21,207,597	20,332,788	-	874,809
Prop 1B	1,000,000	988,137	-	11,863
SFMTA	3,905,421	3,067,541	-	837,880
GGBHTD	2,975,000	2,638,123	-	336,877
BART	725,000	412,762	-	312,238
MTC Exchange Fund	8,269,158	7,572,638	-	696,520
BATA	27,124,813	24,305,869	-	2,818,944
Transit Operators	11,807,000	657,776	-	11,149,224
WETA	603,707	603,707	-	-
Sales Tax	99,311	890,216	-	(790,905)
Revenue	\$234,025,549	\$179,001,286	-	\$55,024,263
Expense	\$234,025,549	\$174,658,907	\$15,467,259	\$43,899,383

DISBURSEMENT REPORT (Non- Federal Funded)
As of August 2015 16.6% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Support to the Commission	150,000			
1051111 - Subtotal	150,000	-	-	150,000
Implement Public Information Program	465,000			
Consultants		44,646	46,418	
1051112 - Subtotal	465,000	44,646	46,418	373,936
Regional Transportation Plan				
Consultants	965,000	2,848		
1051121 - Subtotal	965,000	2,848	-	962,152
Analyze Regional Data using GIS & Travel Models	1,575,000			
ETC Institute		9,994		
1051122 - Subtotal	1,575,000	9,994	-	1,565,006
Airport/Seaport/Freight Planning	600,000			
1051124 - Subtotal	600,000	-	-	600,000
Advocate Legislative Programs	514,000			
Carter, Wetch & Associates		5,767		
Government Relations			87,700	
1051132 - Subtotal	514,000	5,767	87,700	420,533
Agency Financial Management	435,000			
Sungard Opublic Professional		583	80,287	
PWC		99,180	184,421	
1011152 - Subtotal	435,000	99,763	264,708	70,529
Administrative Services	461,000			
Pathways for High School		126,033	35,636	
1011153 - Subtotal	461,000	126,033	35,636	299,331

DISBURSEMENT REPORT (Non- Federal Funded)
As of August 2015 16.6% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Information Technology Services	650,000			
DLT Solutions				
1011161 - Subtotal	650,000	-	-	650,000
Performance Measurement and Monitoring	300,000			
Consultants				
1051212 - Subtotal	300,000	-	-	300,000
Regional Rideshare Program	1,200,000			
Parsons Brinkerhoff			1,205,011	
1051222 - Subtotal	1,200,000	-	1,205,011	(5,011)
Operational Support for Regional Programs	350,000			
1051223 - Subtotal	350,000	-	-	350,000
Regional Traveler Information	4,350,400			
Civic Resource Group		13,424	61,399	
1051224 - Subtotal	4,350,400	13,424	61,399	4,275,577
Emergency Response Operations	125,000			
Consultants				
1051228 - Subtotal	125,000	-	-	125,000
Emergency Response Planning	1,834,000			
1051229 - Subtotal	1,834,000	-	-	1,834,000
Pavement Management Program (PMP)	1,343,386			
DevMecca.com, LLC		94,418	305,583	
JG3 Consulting LLC		645	5,802	
Nicholas Consulting Engineers			32,906	
1051233 - Subtotal	1,343,386	95,063	344,291	904,032
Arterial Operations Coordination	100,000			
1051235 - Subtotal	100,000	-	-	100,000
Freeway Performance Initiative	975,000			
1051237 - Subtotal	975,000	-	-	975,000

DISBURSEMENT REPORT (Non- Federal Funded)
As of August 2015 16.6% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Implement Lifeline Transportation Programs	1,349,000			
1051311 - Subtotal	1,349,000	-	-	1,349,000
Climate Assessment Initiative	115,000			
Consultants			267,335	
1051413 - Subtotal	115,000	-	267,335	(152,335)
Federal TIP Development	50,000			
CH2M Hill			157,316	
1051512 - Subtotal	50,000	-	157,316	(107,316)
Regional Assistance Program	250,000			
Pieriott & Associates, LLC				
1051514 - Subtotal	250,000	-	-	250,000
Regional Assistance Program	125,000			
Consultants			93,600	
1051515 - Subtotal	125,000	-	93,600	31,400
Transit Sustainability Project	1,061,254			
1051517 - Subtotal	1,061,254	-	-	1,061,254
New Freedom	5,000			
1051518 - Subtotal	5,000	-	-	5,000
Transportation for Livable Communities Program	12,406,091			
1051611 - Subtotal	12,406,091	-	-	12,406,091
Liability Reserve	800,000			
Hanson and Bridgett		-	33,059	
Glynn and Finley		2,378	2,952	
1060000 - Subtotal	800,000	2,378	36,012	761,611
Total Operating Contract Services	32,554,131	399,915	2,599,426	29,554,790

DISBURSEMENT REPORT - (Funded by Federal Grants)
As of August 2015 16.6% of year)

Work Element/Consultant	Expended	Encumbered
Analyze Regional Data using GIS & Travel Models		
Parsons Brinkerhoff		4,535,904
1051222 - Subtotal	-	4,535,904
Regional Traffic Information Services		
Civic Resource Group	103,608	161,076
1051224 - Subtotal	103,608	161,076
Pavement Management Program (PMP)		
JG3 Consulting	4,975	44,778
Nichols Consulting Engieners		221,325
1051233 - Subtotal	4,975	266,103
Climate Initiative		
Consultants	5,333	6,667
1051413 - Subtotal	5,333	6,667
Federal Programming. Monitoring and TIP Development		
CH2M Hill		4,549
1051512 - Subtotal	-	4,549
Total Federal Grant Funded	113,916	4,974,299

CAPITAL PROJECTS DISBURSEMENT REPORT

As of August 2015 16.6% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Capital Expenditures	\$1,543,000	-	38,876	
Subtotal	\$1,543,000	-	\$38,876	1,504,124
Hub Signage Program	\$10,786,418			
Staff Costs		1,210,880		
Consultants		1,083,448		
Kimly-Horn and Associates		599,195		
BART		3,803,394		
Wilbur Smith Associates		100,850		
City of Santa Rosa		89,424		
Jacobs Carter Burgess		481,201		
Fluoresco Lighting		448,201		
Parsons Brinkerhoff		188,388		
Nematode Holdings, LLC		223,996		
NCPTA		133,860		
Ghirardelli Association		265,939		
3322650,2651,2652,2654 & 2655 Subtotal	\$10,786,418	\$8,628,776	-	\$2,157,642
Capital Projects Total	\$12,329,418	\$8,628,776	\$38,876	\$3,661,766

CLIPPER PROJECTS DISBURSEMENT REPORT
As of August 2015 16.6% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Clipper Operating	38,596,067			
Staff Costs		154,224		
AC Transit			249,800	
Auriga Corporation		6,903	128,510	
Caribou Public Relations		3,250	121,750	
Consultants		108,508	117,684	
Cubic Transportation systems			947,229	
Moore, Iacofano, Goltsman			526,737	
Nematode Holdings LLC		17,500	436,400	
Synapse Strategies		16,072	191,569	
320122116	38,596,067	306,457	2,719,680	35,569,930
Clipper Capital	234,025,549			
Staff costs		13,643,772		
A T & T		77,112	38,000	
AC TRANSIT		397,683		
Acumen Building Enterprise		302,151		
AT&T		13,445		
Auriga Corporation		245,692	80,000	
BART		2,574,547		
BART		1,130,185		
Booz Allen Hamilton		8,082,237		
Booz Allen Hamilton		9,729,004		
CH2M Hill		342,019	2,057,840	
Caporicci & Larson		11,530		
Consultants		1,217,744	71,276	
Cornerstone Transp. Consulting		110,119		
Cubic Transportation Systems		60,241,715	12,891,058	
D-S-P		10,000		
Elmwood Consulting		11,603		
Fleishman-Hillard Inc.		175,760		
Glynn & Finley, LLP		197,673		
Golden Gate BHTD		46,347		
Golden Gate BHTD		38,790		
Golden Gate Transit District		25,270		
Hanson Bridgett Marcus Vlahos		5,000		
Hothouse Interactive		13,104		
Intl. Programming & Systems		29,491		
Invoke Technologies		156,962	66,324	
Karen Antion Consulting		290,397		
Kennison Metal Fabrication		225,361		
Kimley-Horn and Associates		712,420		
Kimley-Horn and Associates		337,390	57,869	
KPMG consulting		1,127,033		
Local Government Services		915,517		
Macias, Gini and Company		47,190		
Moore, Iacofano, Goltsman		114,183	121,373	

CLIPPER PROJECTS DISBURSEMENT REPORT
As of August 2015 16.6% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
MOTOROLA (PHASE I)		2,166,458		
MOTOROLA (PHASE II)		37,511,848		
PB CONSULT		193,500		
Peninsula Corr. Joint Powers		2,079,685		
Pricewaterhouse Coopers		40,000		
Samtrans		149,013		
San Francisco Muni		579,882		
Santa Clara VTA		1,636,101		
SBC/MCI		1,128		
SF Muni		431,580		
Shiralian Management Group		83,160		
Synapse Strategies		437,245		
Solano County Transit		65,000	9,520	
Solutions for Transit		65,000	74,000	
Thompson Coburn LLP		19,459		
Valley Transportation Authority		2,235,535		
Water Emergency Transportation Authority		60,000		
RM2 Capital construction		24,305,869		
Grand Total	234,025,549	174,658,907	15,467,259	43,899,383

PURCHASE ORDERS EXECUTED BY EXECUTIVE DIRECTOR

		As of August, 2015
Agility Recovery Solution		\$2,760
	Computer Maintenance Services	
Sierra Deli and Market		\$4,000
	Catering	
Sierra Deli and Market		\$3,000
	Catering	
Telegraph Media		\$7,500
	Advertising and Public Awareness	
US Postal Service		\$10,000
	Mailing and Postage	
Lunchstop Café		\$5,000
	Catering	
Lunchstop Café		\$5,000
	Catering	
Lunchstop Café		\$5,000
	Catering	
Mail Stream Corporation		\$3,000
	Mailing and Postage	
PSPrint LLC		\$3,000
	Printing and Reproduction	
Finger Design and Associates		\$3,000
	Printing and Reproduction	
Lunchstop Café		\$3,000
	Catering	
Nematode Holdings LLC		\$18,000
	Advertising and Public Awareness	
ESRI Inc.		\$78,038
	Software License Renewal	
PR Newswire Association		\$6,000
	Newswire Service	
Info-Tech Research		\$10,335
	Software License Renewal	
Sierra Deli and Market		\$2,500
	Catering	
County of Ventura		\$44,000
	Software License Renewal	
Nextel IT Inc.		\$79,200
	Consultant to Develop an IT Roadmap	
Mail Stream Corporation		\$10,000
	Mailing and Postage	
West Payment		\$17,000
	Software License Renewal	

PURCHASE ORDERS EXECUTED BY EXECUTIVE DIRECTOR

		As of August, 2015
Lunchstop Café		\$3,500
	Catering	
Coast Lithographic		\$6,000
	Printing and Reproductions	
Denise Blake		\$3,500
	Relocation Expense	
AT&T		\$35,000
	Communications Expense	
AT&T		\$25,000
	Communications Expense	
City Carshare		\$5,000
	Auto Expense	
Extra Space Storage		\$16,263
	Storage Unit Rentals	
Accel Employment Services		\$64,998
	Temporary Employment Services	
First Choice Service		\$15,000
	Coffee Expenses	
Xerox Corporation		\$100,000
	FY 15/16 Copier Lease Expenses	
Associated Services Company		\$4,000
	Drinking Water Dispenser Expense	
International Program		\$170,560
	Temporary Employment Services	
Shred-It		\$6,000
	Document Shredding Expenses	
Karl Nielsen		\$5,000
	Printing and Reproduction	
Karl Nielsen		\$15,000
	Printing and Reproduction	
Noah Berger		\$15,000
	Printing and Reproduction	
Kingmond Young		\$5,000
	Printing and Reproduction	
Contoural Inc.		\$76,240
	Sharepoint Deployment Consultant	
Lunchstop Café		\$5,000
	Catering	
Lunchstop Café		\$5,000
	Catering	
Lunchstop Café		\$5,000
	Catering	
Pathways for Students		\$12,000
	High School Spare the Air - Youth Program	

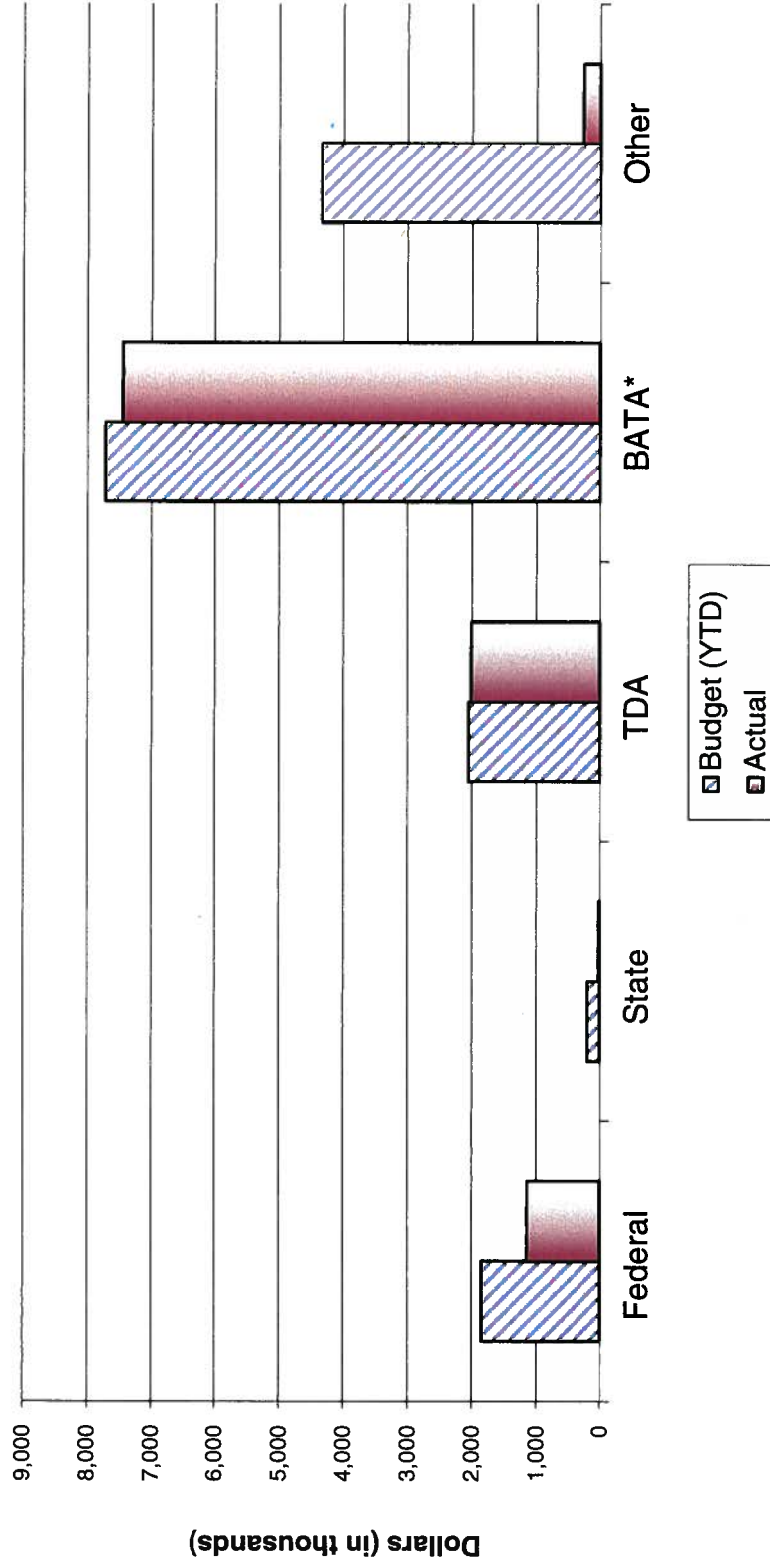
PURCHASE ORDERS EXECUTED BY EXECUTIVE DIRECTOR

		As of August, 2015
Sierra Deli and Market		\$5,000
	Catering	
Lunchstop Café		\$3,000
	Catering	
Schneider Electric		\$4,050
	Equipment Maintenance Expenses	
AT&T		\$92,248
	Communications Expenses	
United Parcel Service		\$15,000
	Mailing and Postage	
Direct TV		\$3,000
	Communications Expenses	
NI Government Service		\$20,599
	FY15/16 Stationary Satellite Communications Expenses	
Down Town Auto Center		\$3,000
	Auto Expense	
The Ford Store		\$3,000
	Auto Expense	
Honda of Oakland		\$3,000
	Auto Expense	
Modern Express Courier		\$3,000
	Mailing and Postage	
The Office City DBA		\$50,000
	Office Supplies	
Amazon.Com LLC		\$90,000
	Software License Renewal	
Protiviti Government		\$99,749
	Temporary Employment Services	
ARC		\$3,000
	Printing and Reproduction	
Group Sharegate Inc.		\$5,351
	Software License Renewal	

**CONTRACTS EXECUTED BY EXECUTIVE DIRECTOR
\$2,500-100,000**

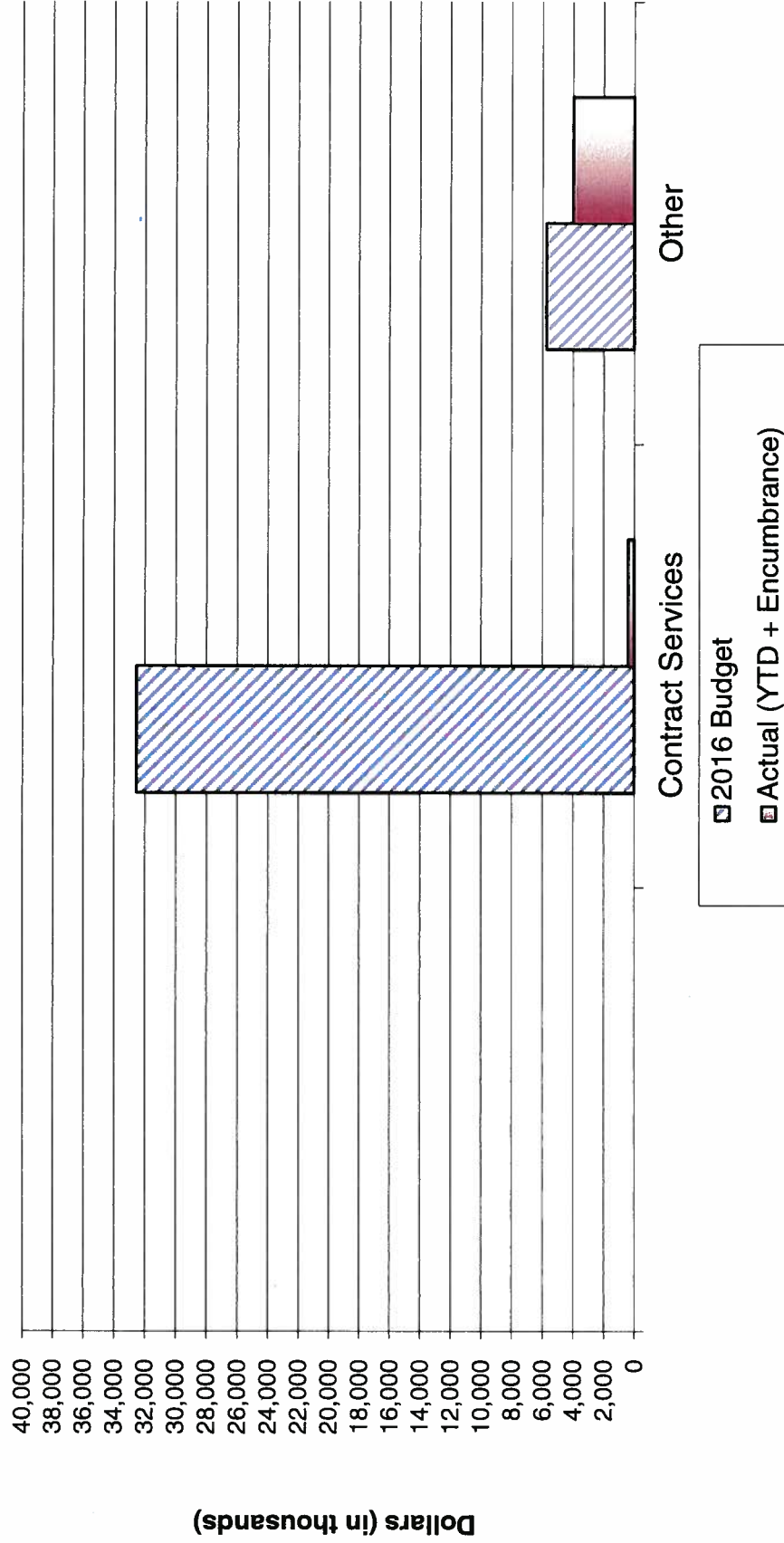
<u>Consultant</u>	<u>Purpose</u>	<u>As of August, 2015</u>
Union Bank	FY15/16 Clipper Annual Service Fee	\$50,000

**Chart 1: Revenue Comparison between Budget and Actual
August 2015**

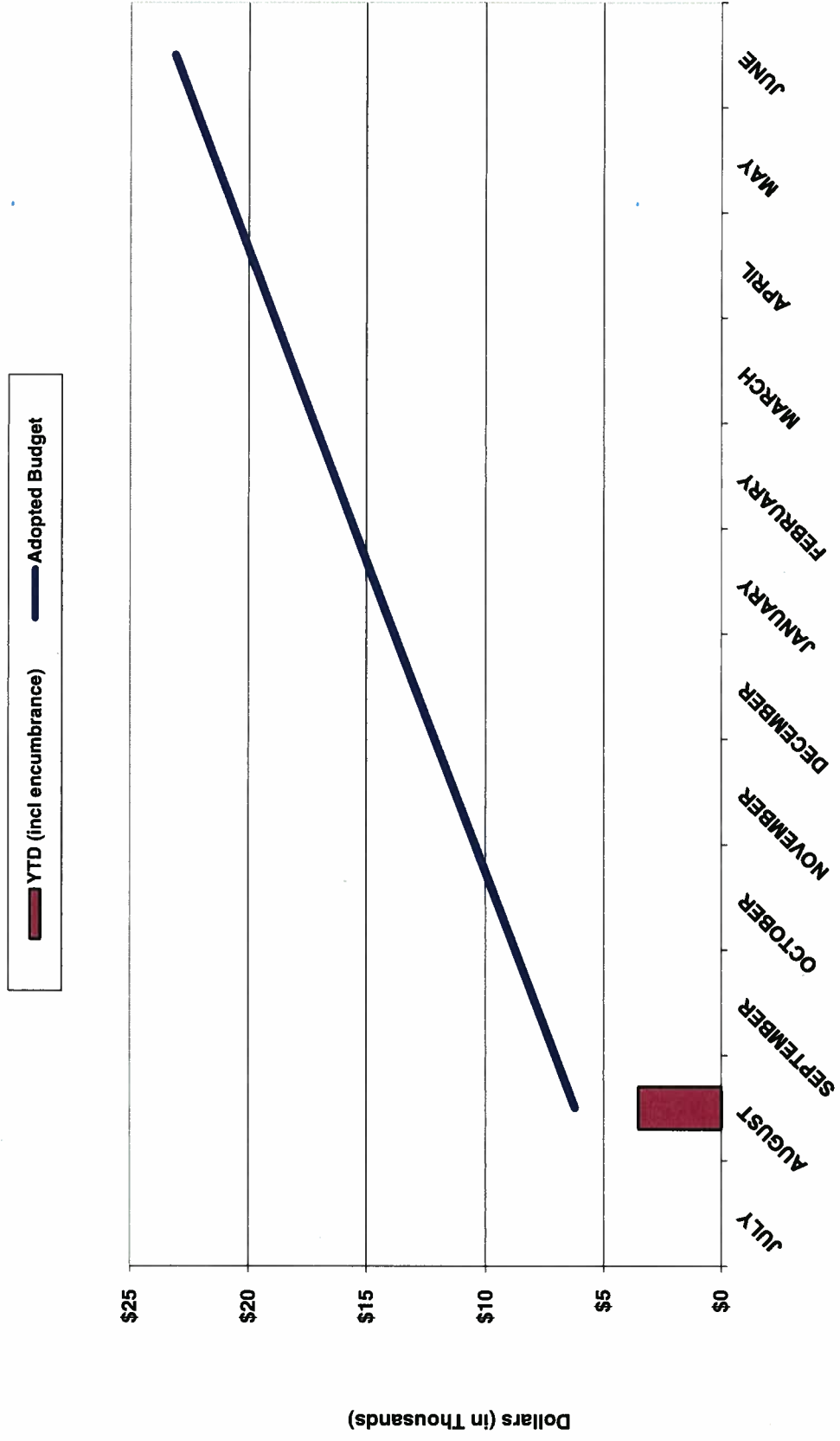


* Annual

**Chart 2: Expenditure Comparison between Budget to Actual and Encumbrances
August 2015**



**Budget vs Actual Plus Encumbrance
Salaries & Benefits**





Metropolitan Transportation Commission

101 Eighth Street,
Joseph P. Bort MetroCenter
Oakland, CA

Legislation Details (With Text)

File #: 15-0908 **Version:** 1 **Name:**

Type: Report **Status:** Informational

File created: 9/17/2015 **In control:** Administration Committee

On agenda: 10/14/2015 **Final action:**

Title: Investment Report for August 2015.

Sponsors:

Indexes:

Code sections:

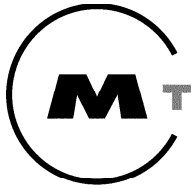
Attachments: [4c August Investment Report.pdf](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Subject:
Investment Report for August 2015.

Presenter:
Susan Woo

Recommended Action:
Information



**METROPOLITAN
TRANSPORTATION
COMMISSION**

Joseph P. Bort MetroCenter
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Agenda Item: 4c

Memorandum

TO: Administration Committee

DATE: October 7, 2015

FR: Executive Director

RE: Investment Report for August 2015

In accordance with the adopted investment policy, attached are the comprehensive investment holdings for MTC and all operating units.

Total funds under MTC management are just under \$4.0 billion. A breakdown by fund is as follows:

<u>Fund</u>	<u>Market Value (\$ million)</u>	<u>% of Total</u>
BATA Admin	\$ 1,079.8	27.3%
BATA Projects	815.0	20.6%
BATA Debt Payment	33.6	0.8%
BATA Debt Service Reserve	511.1	12.9%
BATA RM2	326.8	8.3%
MTC	543.2	13.7%
BART Car Exchange Program	276.0	7.0%
AB 1171	128.9	3.3%
FasTrak® (Customer Deposits)	91.3	2.3%
Clipper®	42.9	1.1%
BAHA	91.2	2.3%
SAFE	10.5	0.3%
RAFC	2.9	0.1%
Portfolio Total	<u>\$ 3,953.2</u>	<u>100.0%</u>

The BART Car Exchange fund is held in trust for future replacement of BART cars.

The portfolio consists mainly of Government Sponsored Enterprises (GSEs). The portfolio breakdown is as follows:

<u>Security Holding</u>	<u>Portfolio Composite</u>	<u>Policy Limits</u>
Fed Home Loan Bank	43.9%	No limit
Fed Home Loan Mortgage	23.0%	No limit
Fed National Mortgage Association	7.7%	No limit
Fed Farm Credit Bank	0.8%	No limit
Cash	7.4%	No limit
Certificates of Deposit	2.4%	10% portfolio
Commercial Paper	0.9%	10% portfolio
Corporate Bonds	0.3%	10% portfolio
Gov't Pools	Less than 0.1%	No limit
CalTrust Heritage Money Market Fund	7.6%	No limit
CA Asset Mgmt Program (CAMP)	0.5%	No limit
Municipal Bonds	2.3%	No limit
Mutual Funds	2.3%	20% Portfolio/10% One Fund
Blackrock (BATA Trustee)	0.4%	Trustee Funds – No limit
Morgan Stanley (BATA Trustee)	0.5%	Trustee Funds – No limit
Federated (BATA Trustee)	Less than 0.1%	Trustee Funds – No limit
Portfolio Total	100.0%	

Funds held by trustee are subject to permitted investments authorized in the approved issuing documents and are not subject to mutual fund limits as defined by California law and the MTC Investment Policy.

Credit ratings of commercial paper, corporate medium-term notes, municipal VRDOs, mutual funds, and certificates of deposit held in the MTC portfolio are within the limits required by the MTC Investment Policy.

Liquidity Summary of MTC Portfolio

Maturity	Market Value (\$ million)	% of Total
0-30 days	\$ 1,417.2	35.9%
31-90 days	788.1	19.9%
91-365 days	1,008.8	25.5%
1-2 years	228.0	5.8%
2-3 years	297.5	7.5%
3-5 years	183.6	4.6%
* greater than 5 years	30.0	0.8%
Portfolio Total	\$ 3,953.2	100.0%

* BAAQMD Certificate of Participation matures November 2053

The average maturity of the MTC portfolio is 339 days.

The MTC portfolio holds \$63 million (2%) in variable rate demand obligations (VRDOs) issued by various California local agencies. The VRDOs are recognized as short term (30 days) investment bonds for accounting classification purposes even though the various securities have maturities up to 30 years. The classification as short term investments is possible because VRDOs have "liquidity instruments" that allow the bonds to be "put" to the liquidity support bank at any time with seven days' notice.

If there are any questions, please contact Susan Woo at (510) 817-5729.



Steve Heminger

SH:SW



MTC
Summary by Type
August 31, 2015
Grouped by Fund

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: MTC CASH AND CASH EQUIVALENT						
Local Agency Investment Funds	2	1,051,951.43	1,051,951.43	0.03	0.568	1
MM Funds	2	29,487,712.85	29,487,712.85	0.75	0.010	1
Subtotal	4	30,539,664.28	30,539,664.28	0.78	0.029	1
Fund: AB664 EAST						
Mutual Funds - Custodial	1	114,488.80	114,488.80	0.00	0.010	1
Federal Agency Disc. -Amortizing	8	100,700,000.00	100,651,677.30	2.55	0.165	89
Federal Agency Coupon Securities	3	16,050,000.00	16,038,364.20	0.41	0.914	649
MM Funds	1	20,433,085.97	20,433,085.97	0.52	0.010	1
Negotiable CDs	1	25,000,000.00	25,005,275.00	0.63	0.294	98
Subtotal	14	162,297,574.77	162,242,891.27	4.11	0.239	135
Fund: AB664 WEST						
Mutual Funds - Custodial	1	87,080.70	87,080.70	0.00	0.010	1
Federal Agency Coupon Securities	2	24,500,000.00	24,484,468.50	0.62	0.645	436
Federal Agency Disc. -Amortizing	4	36,100,000.00	36,089,718.00	0.91	0.118	68
MM Funds	1	12,043,614.00	12,043,614.00	0.30	0.010	1
Subtotal	8	72,730,694.70	72,704,881.20	1.83	0.278	181
Fund: 5% STATE						
MM Funds	1	11,568,926.57	11,568,926.57	0.29	0.010	1
Subtotal	1	11,568,926.57	11,568,926.57	0.29	0.010	1
Fund: 2% TRANSIT RESERVES FERRY						
Mutual Funds - Custodial	1	98,750.23	98,750.23	0.00	0.010	1
Federal Agency Coupon Securities	2	13,000,000.00	13,002,929.00	0.33	0.589	370
MM Funds	1	5,936,454.03	5,936,454.03	0.15	0.010	1
Subtotal	4	19,035,204.26	19,038,133.26	0.48	0.406	253

MTC
Summary by Type
August 31, 2015
Grouped by Fund

Page 2

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: 2% TRANSIT RESERVES STUDIES						
Mutual Funds - Custodial	1	22,739.01	22,739.01	0.00	0.010	1
Federal Agency Coupon Securities	1	11,000,000.00	11,000,143.00	0.28	0.400	199
Federal Agency Disc. -Amortizing	3	10,100,000.00	10,099,446.00	0.26	0.088	34
MM Funds	1	4,629,519.06	4,629,519.06	0.12	0.010	1
Subtotal	6	25,752,258.07	25,751,847.07	0.66	0.207	98
Fund: 90% RAIL RESERVE EAST						
Mutual Funds - Custodial	1	19,755.59	19,755.59	0.00	0.010	1
Federal Agency Disc. -Amortizing	5	57,500,000.00	57,481,634.00	1.45	0.149	75
Federal Agency Coupon Securities	3	40,500,000.00	40,485,241.00	1.02	0.678	498
Commercial Paper Disc. -Amortizing	1	16,500,000.00	16,498,867.92	0.42	0.193	13
Municipal Bonds	4	20,950,000.00	20,950,000.00	0.53	0.002	34
MM Funds	1	26,358,004.58	26,358,004.58	0.67	0.010	1
Subtotal	15	161,827,760.17	161,793,503.09	4.09	0.244	157
Fund: 90% RAIL RESERVE WEST						
Mutual Funds - Custodial	1	21,272.08	21,272.08	0.00	0.010	1
Federal Agency Disc. -Amortizing	5	19,200,000.00	19,194,878.00	0.49	0.132	71
MM Funds	1	4,969,158.29	4,969,158.29	0.13	0.010	1
Subtotal	7	24,190,430.37	24,185,308.37	0.62	0.107	56
Fund: MTC FEEDER BUS						
MM Funds	1	168,222.84	168,222.84	0.00	0.010	1
Subtotal	1	168,222.84	168,222.84	0.00	0.010	1
Fund: MTC EXCHANGE FUND						
MM Funds	1	27,524,330.00	27,524,330.00	0.70	0.010	1
Subtotal	1	27,524,330.00	27,524,330.00	0.70	0.010	1
Fund: BART CAR EXCHANGE PROGRAM						
Mutual Funds - Custodial	1	65,059.27	65,059.27	0.00	0.010	1
Federal Agency Coupon Securities	6	75,500,000.00	75,495,519.50	1.91	0.697	510

MTC
Summary by Type
August 31, 2015
Grouped by Fund

Page 3

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: BART CAR EXCHANGE PROGRAM						
Federal Agency Disc. -Amortizing	12	169,500,000.00	169,436,681.20	4.29	0.152	77
Commercial Paper Disc. -Amortizing	1	19,000,000.00	18,998,696.39	0.48	0.193	13
Negotiable CDs	1	12,000,000.00	12,001,524.00	0.30	0.385	128
Subtotal	21	276,065,059.27	275,997,480.36	6.98	0.314	193
Fund: CLIPPER CAPITAL (MTC)						
MM Funds	1	7,886,891.64	7,886,891.64	0.20	0.010	1
Subtotal	1	7,886,891.64	7,886,891.64	0.20	0.010	1
Fund: CLIPPER OPERATIONS (MTC)						
MM Funds	1	-2,201,568.51	-2,201,568.51 *	-0.06	0.010	1
Subtotal	1	-2,201,568.51	-2,201,568.51	-0.06	0.010	1
Fund: MTC CAPITAL PROJECTS						
MM Funds	1	1,946,130.95	1,946,130.95	0.05	0.010	1
Subtotal	1	1,946,130.95	1,946,130.95	0.05	0.010	1
Fund: SAFE						
Local Agency Investment Funds	1	107,063.72	107,063.72	0.00	0.330	1
MM Funds	1	5,036,747.90	5,036,747.90	0.13	0.010	1
Subtotal	2	5,143,811.62	5,143,811.62	0.13	0.017	1
Fund: SAFE CAPITAL PROJECTS						
MM Funds	1	5,354,355.12	5,354,355.12	0.14	0.010	1
Subtotal	1	5,354,355.12	5,354,355.12	0.14	0.010	1
Fund: RM2 OPERATING						
MM Funds	1	6,189,061.79	6,189,061.79	0.16	0.010	1
Subtotal	1	6,189,061.79	6,189,061.79	0.16	0.010	1
Fund: UB DEBT PAYMENT - TRUSTEE						
Mutual Funds - Trustee	1	16,329,548.87	16,329,548.87	0.41	0.010	1
Subtotal	1	16,329,548.87	16,329,548.87	0.41	0.010	1

* Pending reimbursement from transit operators

MTC
Summary by Type
August 31, 2015
Grouped by Fund

Page 4

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: DEBT SERVICE RESERVE						
Mutual Funds - Trustee	1	109,309.38	109,309.38	0.00	0.010	1
Federal Agency Coupon Securities	23	288,834,999.99	288,825,948.98	7.31	1.377	1,100
Federal Agency Disc. -Amortizing	1	14,500,000.00	14,498,274.50	0.37	0.093	51
Federal Agency Coupon - Actual	2	34,000,000.00	34,012,214.00	0.86	0.208	156
Subtotal	27	337,444,309.37	337,445,746.86	8.54	1.203	959
Fund: BATA 2013 S-4 RESERVE						
Federal Agency Disc. -Amortizing	1	1,200,000.00	1,199,991.60	0.03	0.082	17
Federal Agency Coupon Securities	5	45,600,000.00	45,599,136.40	1.15	1.439	1,174
Mutual Funds - Trustee	1	33,712.50	33,712.50	0.00	0.040	1
Subtotal	7	46,833,712.50	46,832,840.50	1.18	1.404	1,144
Fund: BATA S-6 2014 BOND PROJ FD						
Federal Agency Disc. -Amortizing	1	22,500,000.00	22,499,797.50	0.57	0.051	22
Mutual Funds - Trustee	1	747,312.41	747,312.41	0.02	0.040	1
Subtotal	2	23,247,312.41	23,247,109.91	0.59	0.051	21
Fund: BATA SUB 2014 S-5 RESERVE						
Federal Agency Coupon Securities	1	1,400,000.00	1,398,251.40	0.04	1.150	972
Mutual Funds - Trustee	1	19,760.53	19,760.53	0.00	0.040	1
Subtotal	2	1,419,760.53	1,418,011.93	0.04	1.135	958
Fund: BATA SUB 2014 S-6 RESERVE						
Federal Agency Coupon Securities	1	13,800,000.00	13,782,763.80	0.35	1.150	972
Mutual Funds - Trustee	1	20,402.42	20,402.42	0.00	0.040	1
Subtotal	2	13,820,402.42	13,803,166.22	0.35	1.148	971
Fund: BATA 2010 S-1 RESERVE						
Federal Agency Disc. -Amortizing	1	10,600,000.00	10,596,714.00	0.27	0.165	78
Federal Agency Coupon Securities	4	58,446,000.00	58,385,321.15	1.48	1.205	892
Mutual Funds - Trustee	1	22,993.59	22,993.59	0.00	0.040	1
Subtotal	6	69,068,993.59	69,005,028.74	1.75	1.045	767

MTC
Summary by Type
August 31, 2015
Grouped by Fund

Page 5

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: BONY DEBT PAYMENT - TRUSTEE						
Mutual Funds - Trustee	1	17,298,339.46	17,298,339.46	0.44	0.040	1
Subtotal	1	17,298,339.46	17,298,339.46	0.44	0.040	1
Fund: BATA 2010 S-2 RESERVE						
Federal Agency Coupon Securities	4	20,760,000.00	20,749,126.47	0.52	1.237	1,013
Mutual Funds - Trustee	2	68,675.33	68,675.33	0.00	0.040	1
Subtotal	6	20,828,675.33	20,817,801.80	0.52	1.233	1,009
Fund: BATA 2010 S-3 RESERVE						
Mutual Funds - Trustee	3	260,512.28	260,512.28	0.01	0.021	1
Federal Agency Disc. -Amortizing	1	6,500,000.00	6,499,941.50	0.16	0.051	22
Federal Agency Coupon Securities	1	15,000,000.00	14,988,015.00	0.38	0.750	475
Subtotal	5	21,760,512.28	21,748,468.78	0.55	0.533	334
Fund: RM2 CAPITAL						
Mutual Funds - Custodial	3	8,648,656.17	8,648,656.17	0.22	0.115	1
Federal Agency Coupon Securities	1	17,000,000.00	17,003,961.00	0.43	0.500	364
Federal Agency Disc. -Amortizing	8	143,400,000.00	143,325,814.20	3.63	0.154	95
MM Funds	1	12,012,553.08	12,012,553.08	0.30	0.010	1
Negotiable CDs	1	11,000,000.00	10,999,505.00	0.28	0.385	174
Subtotal	14	192,061,209.25	191,990,489.45	4.86	0.187	113
Fund: BATA REHAB RESERVE						
Mutual Funds - Custodial	1	78,246.03	78,246.03	0.00	0.010	1
Federal Agency Disc. -Amortizing	3	43,100,000.00	43,081,127.30	1.09	0.125	91
MM Funds	1	885,903.13	885,903.13	0.02	0.010	1
Negotiable CDs	1	30,100,000.00	30,060,749.60	0.76	0.345	141
Subtotal	6	74,164,149.16	74,106,026.06	1.87	0.213	110
Fund: BATA REHAB PROJECTS						
Mutual Funds - Custodial	2	6,992,807.48	6,992,807.48	0.18	0.043	1
Federal Agency Disc. -Amortizing	1	12,000,000.00	11,999,928.00	0.30	0.051	15

MTC
Summary by Type
August 31, 2015
Grouped by Fund

Page 6

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: BATA REHAB PROJECTS						
Municipal Bonds	1	2,550,000.00	2,550,000.00	0.06	0.004	30
MM Funds	1	3,363,267.61	3,363,267.61	0.09	0.010	1
Subtotal	5	24,906,075.09	24,906,003.09	0.63	0.039	11
Fund: BATA - SEISMIC CAPITAL						
Mutual Funds - Custodial	3	158,523,487.59	158,523,487.59	4.01	0.117	1
Federal Agency Disc. -Amortizing	14	312,500,000.00	312,485,184.00	7.90	0.082	21
MM Funds	1	5,852,231.70	5,852,231.70	0.15	0.010	1
Subtotal	18	476,875,719.29	476,860,903.29	12.06	0.093	14
Fund: AB 1171 PROJECTS						
Mutual Funds - Custodial	2	124,978.48	124,978.48	0.00	0.020	1
Federal Agency Coupon Securities	1	10,000,000.00	10,002,330.00	0.25	0.500	364
Federal Agency Disc. -Amortizing	5	102,900,000.00	102,855,595.80	2.60	0.156	93
Municipal Bonds	1	5,905,000.00	5,905,000.00	0.15	0.003	30
MM Funds	1	9,981,836.31	9,981,836.31	0.25	0.010	1
Subtotal	10	128,911,814.79	128,869,740.59	3.25	0.164	104
Fund: EXPRESS LANES CAPITAL						
Mutual Funds - Custodial	3	45,116,225.67	45,116,225.67	1.14	0.130	1
Federal Agency Disc. -Amortizing	8	243,600,000.00	243,505,059.90	6.16	0.138	80
MM Funds	1	1,416,610.09	1,416,610.09	0.04	0.010	1
Subtotal	12	290,132,835.76	290,037,895.66	7.34	0.136	67
Fund: RM1 BATA ADMIN - SELF INSURED						
Mutual Funds - Custodial	2	172,806.77	172,806.77	0.00	0.012	1
Federal Agency Coupon Securities	9	141,000,000.00	140,769,114.00	3.56	0.902	705
Federal Agency Disc. -Amortizing	5	108,800,000.00	108,739,226.30	2.75	0.161	96
Federal Agency Coupon - Actual	1	25,000,000.00	25,019,025.00	0.63	0.208	349
Corporate Bonds	1	10,000,000.00	10,069,020.00	0.25	0.581	315
Municipal Bonds	4	20,505,000.00	20,505,000.00	0.52	0.010	35

MTC
Summary by Type
August 31, 2015
Grouped by Fund

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Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: RM1 BATA ADMIN - SELF INSURED						
MM Funds	1	73,568.08	73,568.08	0.00	0.010	1
Subtotal	23	305,551,374.85	305,347,760.15	7.71	0.510	401
Fund: RM1 BATA ADMIN - O&M RESERVE						
Municipal Bonds	4	12,900,000.00	12,900,000.00	0.33	0.002	31
Mutual Funds - Custodial	3	2,394,245.10	2,394,245.10	0.06	0.102	1
Federal Agency Coupon - Actual	1	10,000,000.00	10,008,920.00	0.25	0.208	430
Federal Agency Disc. -Amortizing	5	82,100,000.00	82,031,793.00	2.08	0.190	128
Federal Agency Coupon Securities	3	44,500,000.00	44,530,910.00	1.13	1.794	1,474
MM Funds	1	75,870.36	75,870.36	0.00	0.010	1
Subtotal	17	151,970,115.46	151,941,738.46	3.85	0.644	532
Fund: RM1 BATA ADMIN						
Mutual Funds - Custodial	3	125,477,138.60	125,477,138.60	3.17	0.123	1
Federal Agency Disc. -Amortizing	21	403,000,000.00	402,820,957.00	10.19	0.149	83
Local Agency Investment Funds	1	233.24	233.24	0.00	0.330	1
MM Funds	1	1,884,567.96	1,884,567.96	0.05	0.010	1
Negotiable CDs	1	15,000,000.00	15,003,165.00	0.38	0.294	98
Subtotal	27	545,361,939.80	545,186,061.80	13.79	0.147	65
Fund: RM2 ADMIN RESERVES						
Mutual Funds - Custodial	1	910,435.52	910,435.52	0.02	0.010	1
Federal Agency Disc. -Amortizing	12	126,900,000.00	126,813,820.60	3.21	0.180	112
MM Funds	1	874,817.70	874,817.70	0.02	0.010	1
Subtotal	14	128,685,253.22	128,599,073.82	3.25	0.177	111
Fund: UNDISTRIBUTED FUNDS						
MM Funds	1	1,521,982.48	1,521,982.48	0.04	0.010 *	1
Subtotal	1	1,521,982.48	1,521,982.48	0.04	0.010	1
Fund: SEISMIC ADMIN						
Mutual Funds - Custodial	3	404,593.03	404,593.03	0.01	0.043	1

* Earnings Credit Rate

MTC
Summary by Type
August 31, 2015
Grouped by Fund

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Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: SEISMIC ADMIN						
MM Funds	1	1,338,846.77	1,338,846.77	0.03	0.010	1
Subtotal	4	1,743,439.80	1,743,439.80	0.04	0.018	1
Fund: FASTRAK						
MM Funds	6	91,268,134.74	91,268,134.74	2.31	0.122 **	1
Subtotal	6	91,268,134.74	91,268,134.74	2.31	0.122	1
Fund: CLIPPER						
MM Funds	4	42,910,222.53	42,910,222.53	1.09	0.040 *	1
Subtotal	4	42,910,222.53	42,910,222.53	1.09	0.040	1
Fund: BAHA OPERATING						
MM Funds	1	690,175.30	690,175.30	0.02	0.010 *	1
Subtotal	1	690,175.30	690,175.30	0.02	0.010	1
Fund: BAHA OWNER'S						
MM Funds	1	109,960.86	109,960.86	0.00	0.010 *	1
Subtotal	1	109,960.86	109,960.86	0.00	0.010	1
Fund: BAHA CAPITAL						
Municipal Bonds	1	30,000,000.00	30,000,000.00	0.76	0.130	13,941
Federal Agency Disc. -Amortizing	4	47,000,000.00	46,994,542.00	1.19	0.093	38
Mutual Funds - Custodial	1	22,305.65	22,305.65	0.00	0.010	1
MM Funds	1	13,407,207.57	13,407,207.57	0.34	0.010	1
Subtotal	7	90,429,513.22	90,424,055.22	2.29	0.093	4,645
Fund: RAFC						
Local Agency Investment Funds	1	699,415.22	699,415.22	0.02	0.330	1
MM Funds	1	2,183,056.60	2,183,056.60	0.06	0.010	1
Subtotal	2	2,882,471.82	2,882,471.82	0.08	0.088	1
Total and Average	320	3,954,246,762.09	3,953,176,069.11	100.00	0.339	339

* Earnings Credit Rate

* Earnings Allowance Rate



**MTC
Summary by Issuer
August 31, 2015**

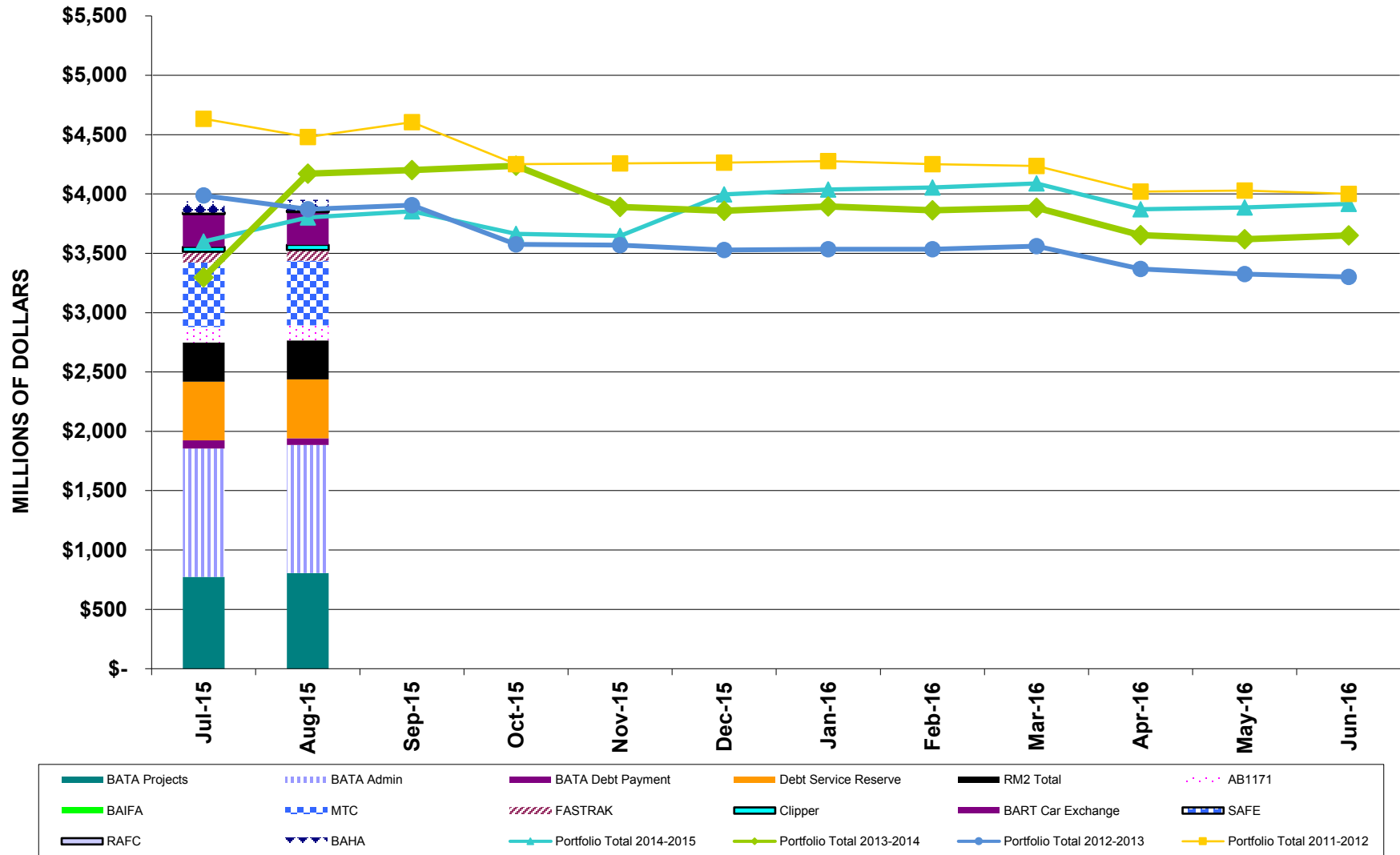
Issuer	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
FASTRAK - PREPAID	1	25,088,550.81	25,088,550.81	0.63	0.350	1
BAY AREA AIR QUALITY MGMT DIST	1	30,000,000.00	30,000,000.00	0.76	0.130	13,941
BLK ROCK T-FUND TRUSTEE	2	16,438,858.25	16,438,858.25	0.42	0.010	1
BLK ROCK T-FUND CUSTODY	11	12,083,095.90	12,083,095.90	0.31	0.010	1
FASTRAK-BOA GOVT RES FUND	1	61,078,226.64	61,078,226.64	1.55	0.010	1
FASTRAK - PARKING FEES	1	134,056.62	134,056.62	0.00	0.350	1
FASTRAK - VIOLATIONS	1	1,798,457.27	1,798,457.27	0.05	0.350	1
FASTRAK - REFUND	1	1,990,120.56	1,990,120.56	0.05	0.350	1
FASTRAK - FEE ACCOUNT	1	1,178,722.84	1,178,722.84	0.03	0.350	1
CALIFORNIA ASSET MANAGEMENT PR	9	18,857,580.29	18,857,580.29	0.48	0.110	1
CALIFORNIA ST GO	3	14,950,000.00	14,950,000.00	0.38	0.002	30
CASH BALANCE	1	207.64	207.64	0.00	0.000	1
CALTRUST HERITAGE MONEY MARKET	6	299,837,199.66	299,837,199.66	7.58	0.130	1
COUNTY OF ALAMEDA	1	834,956.88	834,956.88	0.02	0.630	1
DREYFUS GOVT CASH MGMT	7	18,494,890.27	18,494,890.27	0.47	0.010	1
FED FARM CREDIT BANK	3	30,400,000.00	30,409,618.40	0.77	0.220	167
FED HOME LOAN BANK	114	1,735,334,999.99	1,734,669,249.58	43.88	0.265	173
FED HOME LOAN MTG CORP	65	910,510,000.00	910,047,623.07	23.02	0.695	537
FED NATIONAL MTG ASSN	20	303,346,000.00	303,357,013.05	7.67	0.438	358
GEN ELEC CAP CORP	3	45,500,000.00	45,566,584.31	1.15	0.279	80
FEDERATED GOVT OBLIG TRUSTEE	2	168,887.85	168,887.85	0.00	0.010	1
FEDERATED GOVT OBLIG CUSTODY	1	22,305.65	22,305.65	0.00	0.010	1
IRVINE RANCH CA WATER DIST	1	4,600,000.00	4,600,000.00	0.12	0.001	30

MTC
Summary by Issuer
August 31, 2015

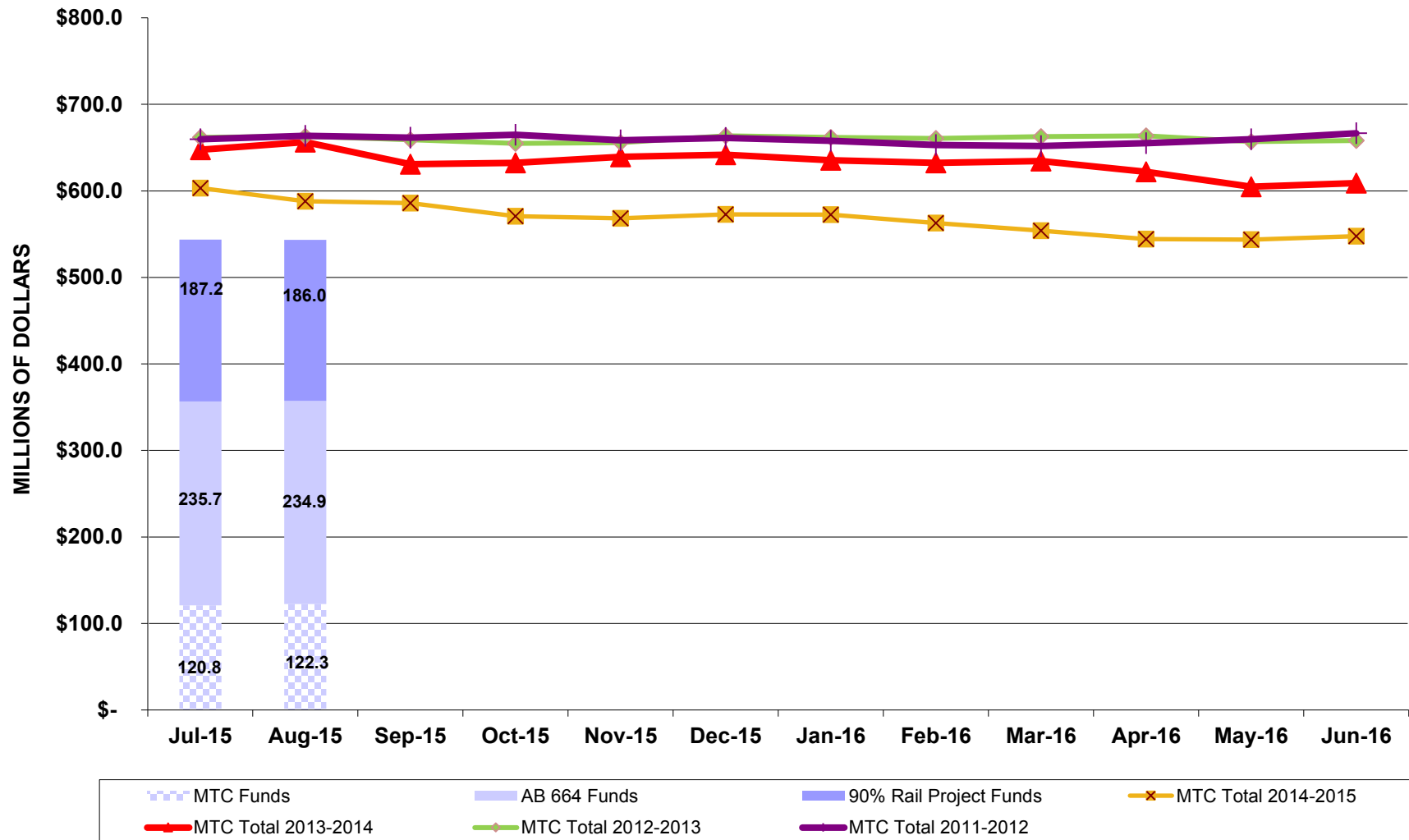
Page 2

Issuer	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
LAIF	4	1,023,706.73	1,023,706.73	0.03	0.330	1
METROPOLITAN WTR DIST SOCAL SE	4	12,460,000.00	12,460,000.00	0.32	0.004	30
MORGAN STANLEY GOVT INST	8	18,302,613.03	18,302,613.03	0.46	0.040	1
ORANGE CNTY CA WTR DIST	2	11,000,000.00	11,000,000.00	0.28	0.002	36
SACRAMENTO CA SUBN WATER DIST	4	19,800,000.00	19,800,000.00	0.50	0.010	36
UBOC CHECKING	2	3,311,027.28	3,311,027.28	0.08	0.010	1
UBOC DISTRICT 4 AND CHANGE FUN	1	1,521,982.48	1,521,982.48	0.04	0.010	1
UBOC INTEREST ON CHECKING	28	217,369,956.76	217,369,956.76	5.50	0.010	1
CLIPPER SETTLEMENT ACCOUNT	1	1,551,984.91	1,551,984.91	0.04	0.040	1
CLIPPER FLOAT ACCOUNT	1	40,894,800.57	40,894,800.57	1.03	0.040	1
CLIPPER PARTICIPANT CLAIM FUND	1	295,719.30	295,719.30	0.01	0.040	1
UBOC BAHA CHECKING	2	800,136.16	800,136.16	0.02	0.010	1
CLIPPER REFUND ACCOUNT	1	167,717.75	167,717.75	0.00	0.040	1
UNION BANK NA	3	53,100,000.00	53,061,778.60	1.34	0.362	145
WELLS FARGO BANK NA	2	40,000,000.00	40,008,440.00	1.01	0.294	98
Total and Average	320	3,954,246,762.09	3,953,176,069.11	100.00	0.339	339

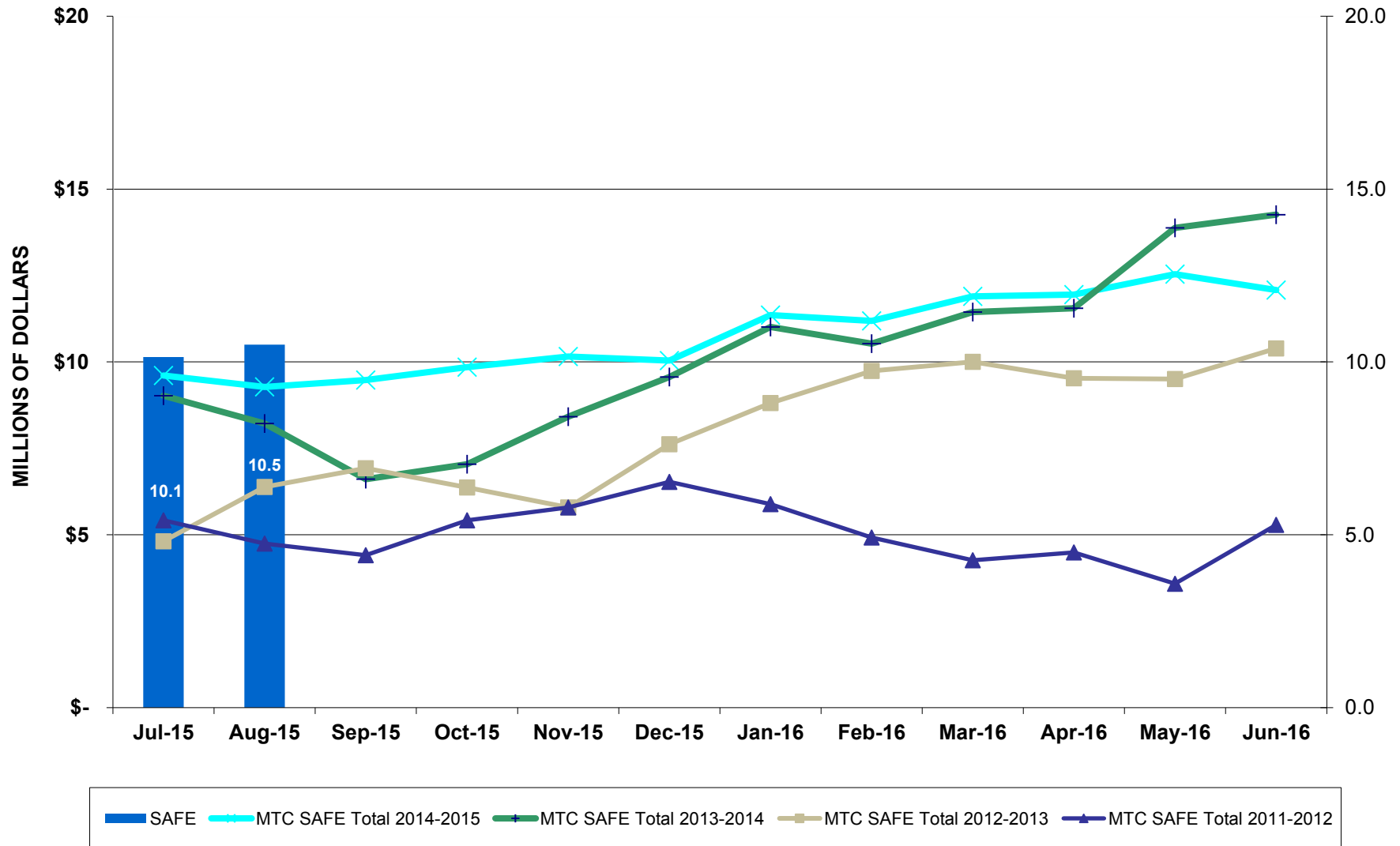
TOTAL PORTFOLIO August 2015



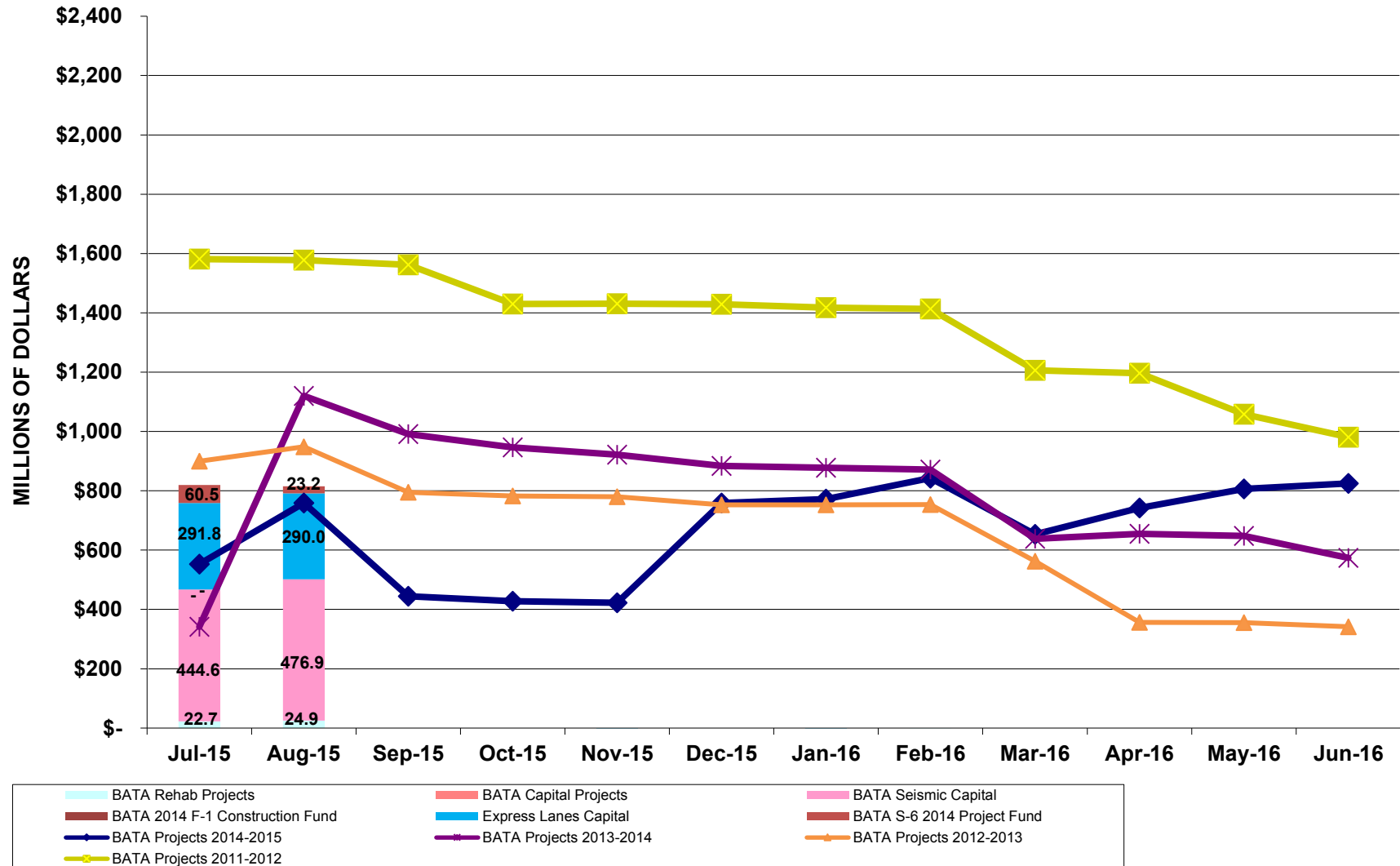
MTC FUNDS August 2015



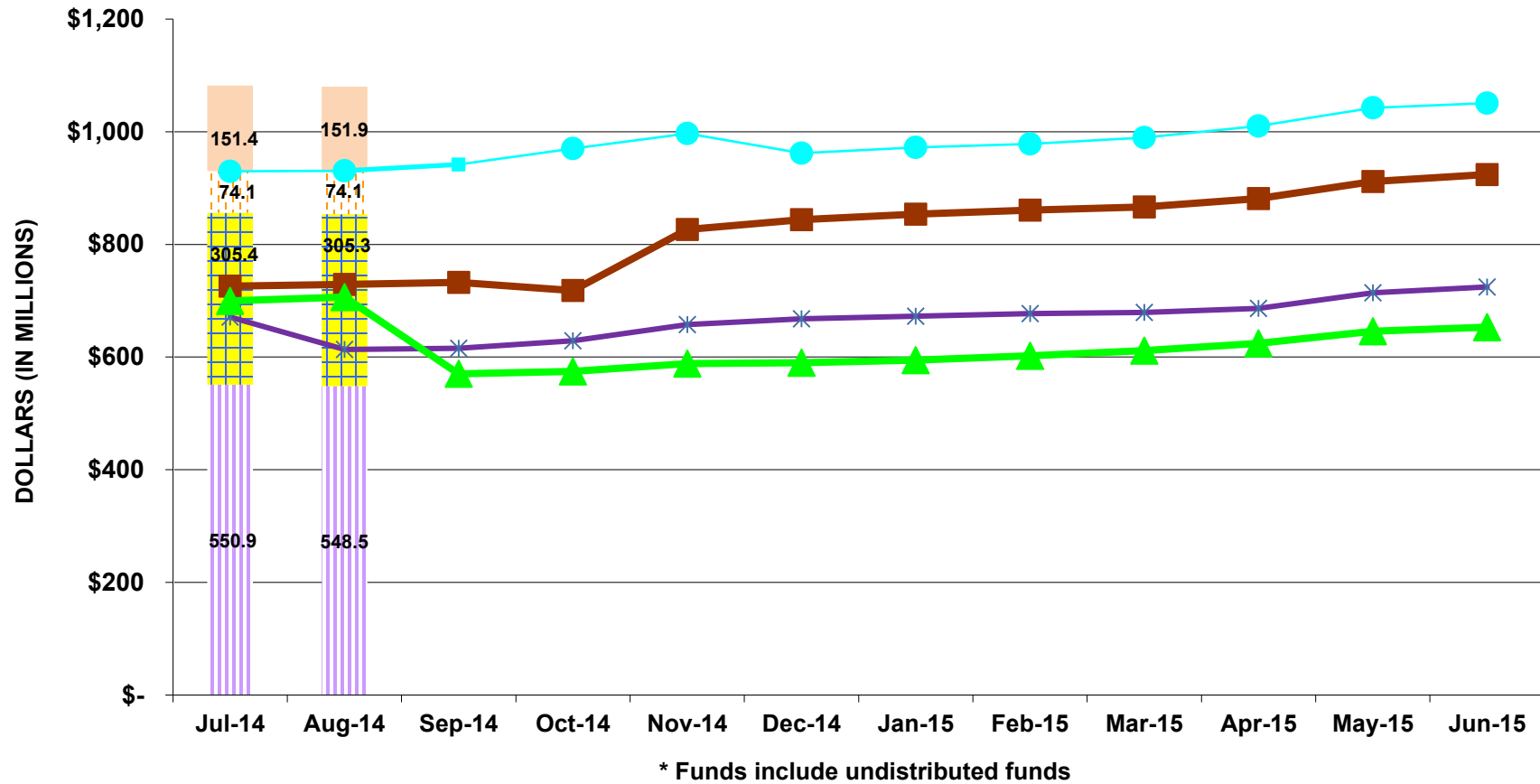
MTC SAFE FUNDS August 2015



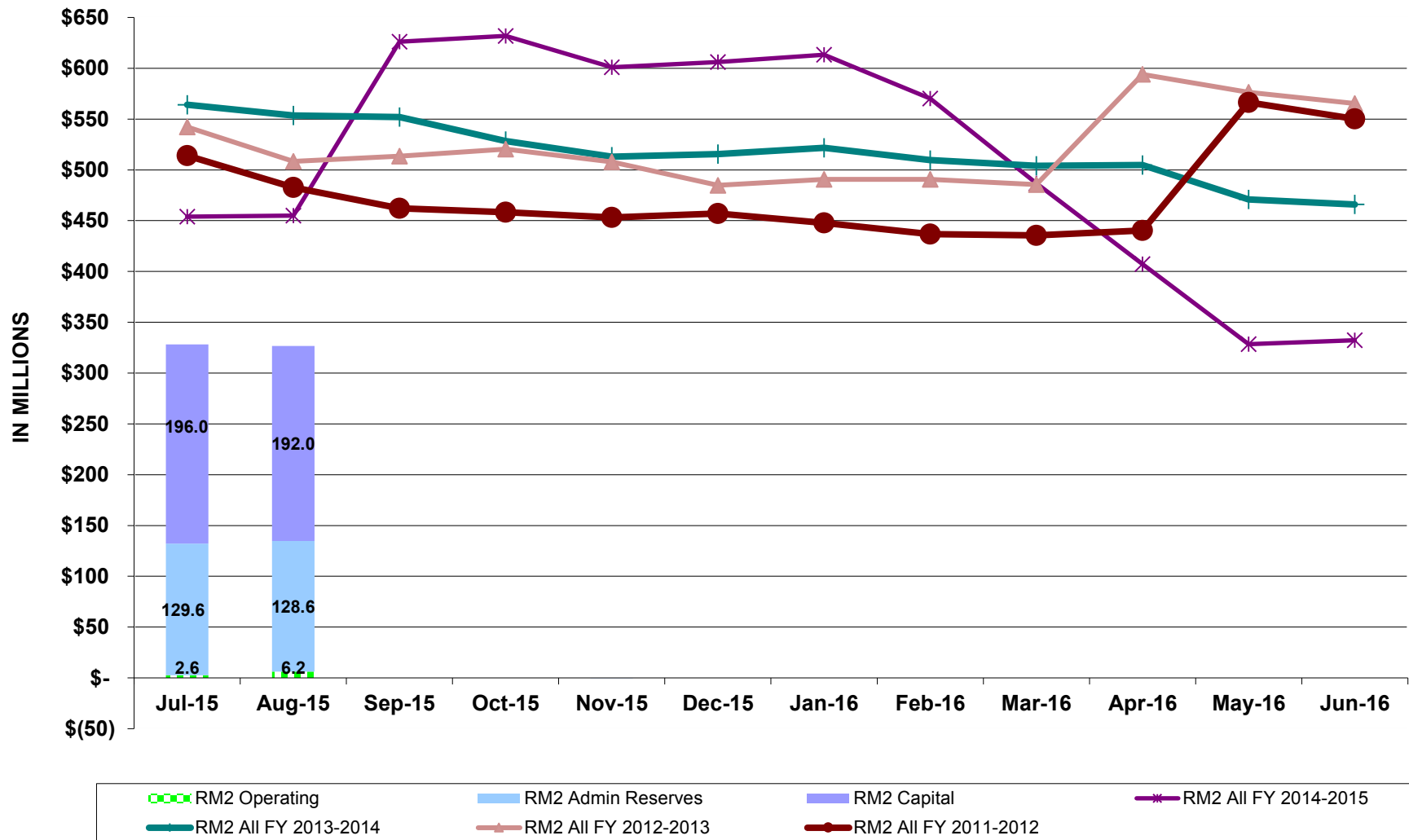
BATA PROJECTS August 2015



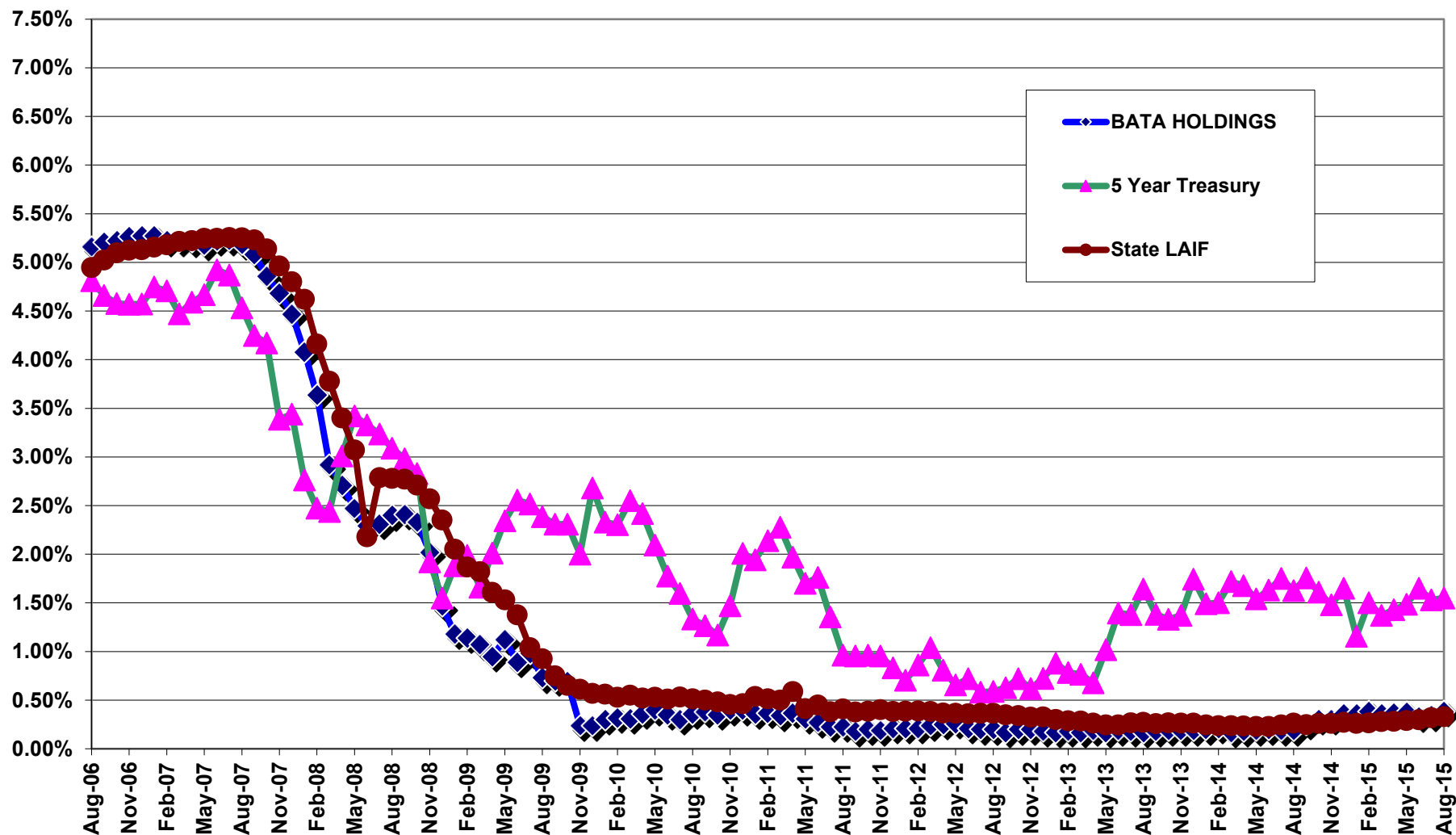
BATA ADMIN **August 2015**



REGIONAL MEASURE 2 FUNDS August 2015



Investment Rate Benchmarks August 2015 (BATA)





Metropolitan Transportation Commission

101 Eighth Street,
Joseph P. Bort MetroCenter
Oakland, CA

Legislation Details (With Text)

File #: 15-0910 **Version:** 1 **Name:**

Type: Resolution **Status:** Committee Approval

File created: 9/17/2015 **In control:** Administration Committee

On agenda: 10/14/2015 **Final action:**

Title: MTC Resolution No. 4203 - Small Business Enterprise (SBE) Construction Project Program.

Sponsors:

Indexes:

Code sections:

Attachments: [4d Resolution No 4203_SBE.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
MTC Resolution No. 4203 - Small Business Enterprise (SBE) Construction Project Program.

Presenter:
Denise Rodrigues

Recommended Action:
Commission Approval



METROPOLITAN
TRANSPORTATION
COMMISSION

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
Tel: 510.464.7700
TDD/TTY: 510.464.7769
Fax: 510.464.7848

Memorandum

TO: Administration Committee

DATE: October 7, 2015

FR: Executive Director

W.I. 1150

RE: MTC Resolution No. 4203 – Small Business Enterprise (SBE) Construction Project Program

This memo requests the Committee refer MTC Resolution No. 4203, Construction Project Small Business Enterprise (SBE) Program, to the Commission for approval. Similar SBE programs were adopted by the Bay Area Toll Authority and the Bay Area Infrastructure Authority in September.

Background

In an effort to increase competition on MTC construction projects, promote SBE firm participation on MTC construction contracts, and increase SBE construction contracting opportunities with MTC, staff has developed a proposed Construction Project SBE Program (“Program”).

There are a variety of programs giving certain types of contractor preference in place in the region. The types of programs and preferences vary greatly throughout the region and are applied based on requirements for size (SBE programs), ownership (Disadvantaged Business Enterprise (DBE) programs), or location (Local Business Enterprise (LBE) programs).

Since MTC is a regional agency and many of MTC’s construction projects are state and locally funded, it was determined that a SBE Program was most appropriate for MTC as it intended to:

1. Increase the number of certified SBEs competing for MTC’s construction projects and increase overall competition on these projects, potentially allowing for the completion of projects at a lower overall cost;
2. Ensure that only firms (prime or subcontractor) that are certified by the State of California as SBEs per the requirements listed at <http://www.dgs.ca.gov/pd/Programs/OSDS/SBEligibilityBenefits.aspx> (see Attachment A) are eligible for the bid preference allowed under the Program; and
3. Help remove barriers to the participation of SBEs in MTC’s construction contracts.

DBE and SBE Outreach

Staff works with other transportation partner agencies as the Business Outreach Committee (BOC) to implement race-neutral measures to increase SBE and DBE participation in contracting. The BOC provides business outreach, networking events with prime contractors and agency procurement officers, a quarterly newsletter that includes upcoming procurement opportunities, and direct referral of SBEs and DBEs to prime contractors.

Recent events hosted by the BOC and MTC were the “Meet the Buyers” event on March 25th, and the “Why Get Certified” webinar in July 2015. Staff also participated in the Caltrans District 4 Quarterly Professional Liaison and Cal-Mentor Program meeting and networking events on May 5th and July 23rd, and in the Northern California Construction Management Association of America (CMAA) Owners’ Night on July 15th. The most recent newsletters and flyers for the outreach events staff planned and participated in are included in Attachment B.

DBE and SBE Monitoring

Staff has implemented contract compliance software that will facilitate monitoring and reporting of SBE/DBE utilization for all agency contracts regardless of fund type. The software will facilitate automated workflows to reduce the manual paper processing currently in place. In addition to the current practice of noting SBE/DBE status on committee memoranda, staff will include SBE/DBE utilization information in all committee memoranda requesting contract approval or additional funding for contract amendments after the compliance software is fully implemented. This will allow Commissioners to be better informed of SBE/DBE participation on all agency contracts.

SBE Program

The Program, attached as Attachment C, includes:

- Designation of a SBE Liaison Officer (SBELO), who will be Mamie Lai of MTC staff;
- A requirement for State of California Department of General Services (DGS) SBE certification;
- A SBE preference of 5% in the form of a bid discount, when the bidder meeting specifications is a certified SBE and is performing 40% of the work **or** a SBE preference of 5% when a non-SBE prime contractor subcontracts with a SBE firm or firms for 40% of the work;
- A requirement that SBE subcontractors not be removed or replaced, unless prior written concurrence of SBE substitution is provided by the SBELO; and
- A compliance component that requires monitoring and refinement of these initiatives.

Staff reviewed the Santa Clara Valley Transportation Authority (VTA), the City of Oakland, and San Francisco Bay Area Rapid Transit (BART) SBE programs to assist in the development of this Program.

Recommendation

Staff recommends that the Committee refer MTC Resolution No. 4203, Construction Project Small Business Enterprise (SBE) Program, to the Commission for approval.



Steve Heminger

Attachments

J:\COMMITTEE\Administration\2015 by Month\10_October 2015\4d_SBE Memo.docx

Attachment A



Procurement Division

[Programs & Services \(http://www.dgs.ca.gov/pd/Programs.aspx\)](http://www.dgs.ca.gov/pd/Programs.aspx) > [Office of Small Business & Disabled Veteran Business Enterprise Services \(OSDS\) \(http://www.dgs.ca.gov/pd/Programs/OSDS.aspx\)](http://www.dgs.ca.gov/pd/Programs/OSDS.aspx) > [Small Business Certification Eligibility Requirements & Benefits \(http://www.dgs.ca.gov/pd/Programs/OSDS/SBEligibilityBenefits.aspx\)](http://www.dgs.ca.gov/pd/Programs/OSDS/SBEligibilityBenefits.aspx)

Small Business Eligibility Requirements

In order for a small business to be eligible for certification, the small business must meet the following requirements:

- Be independently owned and operated;
- Not dominant in field of operation;
- Principal office located in California;
- Owners (officers, if a corporation) domiciled in California; and,
- Including affiliates, be either,
 - A business with 100 or fewer employees; an average annual gross receipts of \$14 million or less, over the last three tax years;
 - A manufacturer* with 100 or fewer employees; or,
 - A microbusiness. A small business will automatically be designated as a microbusiness, if gross annual receipts are less than \$3,500,000; or the small business is a manufacturer with 25 or fewer employees.

* For Small Business Certification purposes, a manufacturer is a business that is both of the following:

1. Primarily engaged in the chemical or mechanical transformation of raw materials or processed substances into new products.
2. Classified between Codes 31 to 339999, inclusive, of the North American Industrial Classification System (NAICS) Manual, published by the United States Census Bureau, 2007 edition.

Small Business Certification Benefits

Upon meeting the Small Business Certification eligibility requirements, certified small business (SBs) and microbusinesses (MBs) are entitled to the following benefits:

- A five percent (5%) bid preference on applicable State solicitations;
- As a certified small business/microbusiness, you are eligible for the State's Small Business Participation Program. This program sets a goal for the use of small businesses in at least 25% of the State's overall annual contract dollars;
- Under the Prompt Payment Act, the State must pay a certified SB / MB higher interest penalties for late payment of an undisputed invoice. Prompt payment penalties for construction firms are addressed separately under Public Contract Code, Section 10261.5);
- State agencies may use a streamlined process, known as the SB/DVBE Option, by contracting directly with a California certified small business/microbusiness for goods, services, information technology and Public Works projects. The solicitation must be valued at more than \$5,000 and the State agency must obtain price quotes from at least two California certified small business/microbusiness;

Effective January 1, 2010, the maximum thresholds are:

Goods, Services, or Information Technology - \$249,999.99

Public Works - \$250,000

Effective January 12, 2012, the maximum thresholds are:

Goods, Services, or Information Technology - \$249,999.99

Public Works - \$281,000 (Effective 1/30/14: BL 14-01)

- The DGS-PD charges State and local agencies an administrative fee, when contracting with a California Multiple Award Schedules

Attachment A

(CMAS) vendor. As an incentive, the fee is waived, if the CMAS vendor is a certified small business/microbusiness;

- As an incentive, a non-small business prime contractor, who uses certified small business/microbusiness subcontractors for at least 25% of its net bid price, is eligible for a bid preference of five percent (5%) of the lowest responsible bid, when competing against another non-small business; and, When applying bidder preferences, in which non-small business bidders may be eligible, certified small business/microbusiness bidders have precedence over non-small business bidders.

NOTE: Small business/microbusiness bids cannot be displaced by non-small business/microbusiness bids, when applying any applicable lawful preferences.

If you have any questions regarding the Small Business Certification eligibility requirements and benefits, please contact OSDS Help at (916) 375-4940 or by [email \(mailto:OSDSHelp@dgs.ca.gov\)](mailto:OSDSHelp@dgs.ca.gov).

What's New

- [How to do Business with the State Webinars ... \(/pd/NewsEvents.aspx#1079\)](/pd/NewsEvents.aspx#1079)
- [Release of Cloud Computing Special Provisions for ... \(/pd/NewsEvents.aspx#1040\)](/pd/NewsEvents.aspx#1040)
- [Small Business & DVBE Outreach Events 2015 ... \(/pd/NewsEvents.aspx#856\)](/pd/NewsEvents.aspx#856)

[View All news and events items \(/pd/NewsEvents.aspx\)](/pd/NewsEvents.aspx)

PD Quick Links

- [Notice of Rulemaking \(/pd/Programs/OSDS/NoticeofRulemaking.aspx\)](/pd/Programs/OSDS/NoticeofRulemaking.aspx)
- [SB/DVBE Legislation & Executive Orders \(/pd/Programs/OSDS/legislation.aspx\)](/pd/Programs/OSDS/legislation.aspx)
- [Broadcast Bulletins \(/pd/Resources/BroadcastBulletins.aspx\)](/pd/Resources/BroadcastBulletins.aspx)
- [Communications & Outreach \(/pd/Programs/OSDS/CommunicationsOutreach.aspx\)](/pd/Programs/OSDS/CommunicationsOutreach.aspx)
- [RESD Small Business and DVBE Outreach Program \(/resd/RESDSBDVBEOutreach.aspx\)](/resd/RESDSBDVBEOutreach.aspx)
- [SB/DVBE Reports \(/pd/Programs/OSDS/ContractReporting.aspx\)](/pd/Programs/OSDS/ContractReporting.aspx)
- [eProcurement \(/pd/Programs/eprocure.aspx\)](/pd/Programs/eprocure.aspx)
- [Prompt Payment \(/pd/Programs/OSDS/PromptPayment.aspx\)](/pd/Programs/OSDS/PromptPayment.aspx)
- [DVBE Substitution Instructions and Form \(http://www.documents.dgs.ca.gov/pd/delegations/pac011910_DVBE.pdf\)](http://www.documents.dgs.ca.gov/pd/delegations/pac011910_DVBE.pdf)
- [How to Establish Disabled Veteran Business Enterprise \(DVBE\) Equipment Ownership for **New Certifications** \(http://www.documents.dgs.ca.gov/pd/smallbus/DVBE_Equipment_Ownership_Requirements-New.pdf\)](http://www.documents.dgs.ca.gov/pd/smallbus/DVBE_Equipment_Ownership_Requirements-New.pdf)
- [How to Establish Disabled Veteran Business Enterprise \(DVBE\) Equipment Ownership for **Renewal Certifications** \(http://www.documents.dgs.ca.gov/pd/smallbus/DVBE_Equipment_Ownership_Requirements-Renewal.pdf\)](http://www.documents.dgs.ca.gov/pd/smallbus/DVBE_Equipment_Ownership_Requirements-Renewal.pdf)

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Professional Liaison

NEW DATE: FEBRUARY 24, 2015

Enhancing the growth potential of small business

What: Caltrans District 4 Jt. Professional Liaison — Calmentor Program Quarterly Meeting

When: February 24, 2015, 1:00 p.m. to 3:00 p.m.

Where: Caltrans District 4 Office, 111 Grand Avenue, 15th Floor, Park View Room, Oakland.

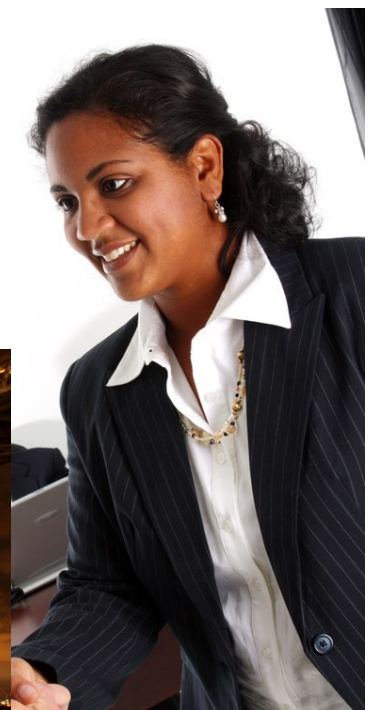
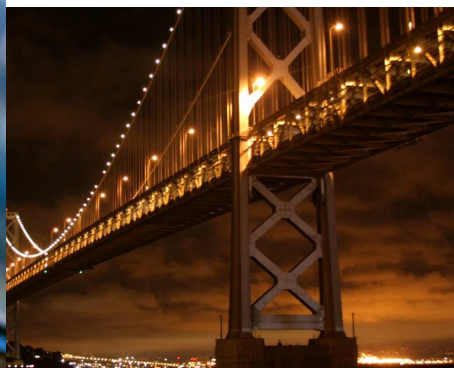
Meeting Agenda

- ⇒ Caltrans Look Ahead
- ⇒ Local Public Agency Updates
- ⇒ Presentation on California High Speed Rail Project
- ⇒ Protégé Firm 5-Minute Marketing Pitches
- ⇒ Formal Networking Session with Senior Public Transportation Agency Managers, Mentor Firms & Protégé Firms

The Joint Professional Liaison—Calmentor Program Quarterly Meeting facilitates networking opportunities with senior public transportation agency managers.

Register online today:

<http://goo.gl/forms/HyKe4gi1Xf>





Attachment B

**CALTRANS DISTRICT 4 OFFICE
JOINT PROFESSIONAL LIAISON-CALMENTOR PROGRAM
QUARTERLY MEETING**

AGENDA

Thursday, February 24, 2015

1:00 p.m. - 3:00 p.m.

Park View Room, 15th Floor, 15-700

111 Grand Avenue, Oakland, California

Item	Topics	Presenter(s)
1	Welcome and Introductions (5 min.) • Introductions & Executive Staff Welcome	Bijan Sartipi, Caltrans District 4 Director
2	Approvals (2 min.) • Approval of the 10/30/14 meeting minutes	Ali M. Banani, Office Chief, Consultant Services Unit, Caltrans District 4
3	District 4/Statewide Reports and Updates (8 min.) • Caltrans A&E Procurement Look Ahead • Governor's Budget Highlights	Ali M. Banani, Office Chief, Consultant Services Unit, Caltrans District 4
4	California High-Speed Rail Project (40 min.) • Presentation – 25 min. • Participant Questions – 15 min.	Karen Massie, Information Officer, California High-Speed Rail Authority Ricci Graham, Information Officer, Northern California High-Speed Rail Authority
5	Calmentor Steering Committee Update (10 min.) • Committee Report • Pledge Forms	Jim Dickey, Cinquini & Passarino, Chair, District 4 Calmentor Steering Committee
6	Public Agency Partner Reports (10 min.)	Liz Brazil, DBE Program Manager, Santa Clara VTA Luz Campos, Purchasing Technician, MTC
7	Protégé Firms: Give Us Your Best Pitch! (45 min.) • Albion Environmental, Inc. • Alfred Civil Engineering • HSI Engineering, Inc. • Lantex Landscape Architecture, Inc. • Surf to Snow Environmental Resource Management	Public Agency Partner Review Panel Liz Brazil, DBE Program Manager, Santa Clara VTA Luz Campos, Purchasing Technician, MTC Romy F. Fuentes, Branch Chief, Consultant Services Unit, Caltrans District 4
8	Adjourn Meeting Next Meeting: Annual Awards Luncheon & Public Agency Manager Networking Sessions – Cinco de Mayo, Tuesday, May 5, 2015, 12 noon – 3:00 p.m.	Romy F. Fuentes, Branch Chief, Consultant Services Unit, Caltrans District 4


Calmentor
Professional Liaison

SAVE THE DATE: MAY 5, 2015

Enhancing the growth potential of small business

2015 Annual Caltrans District 4 Calmentor Program Awards and Business Networking Event

Registration: 11:00 a.m. - 11:30 a.m., 1st Floor Lobby, Caltrans District 4 Office

Keynote & Awards Presentation: 11:30 a.m. - 12:15 p.m.

Please join Caltrans District 4 Director Bijan Sartipi, Caltrans project managers, and regional and local public transportation managers from the nine Bay Area Counties to celebrate small business success!

2015 Annual Mentor Firm Recognition Awards

Silver Award presented to Harris & Associates, Inc.

Bronze Award presented to PSOMAS Engineering, Inc.

Quarterly Protégé Firm Graduation Recognition

Adanta, Inc., CBL Professional Services, and Designlab 252

Hosted Networking Lunch: 12:30 p.m. - 1:30 p.m.

Meet & Greet Public Agency Managers: 1:30 p.m. - 3:30 p.m.

Following lunch, meeting participants are invited to attend small group networking sessions with senior state, regional and local public agency transportation infrastructure managers including Caltrans, MTC, VTA, ACTC and others!

Registration is on a first come, first serve basis. Space is limited.

Register online today: <http://goo.gl/forms/PD33IUVVHD>

Event Location: Caltrans District 4 Office, 111 Grand Avenue, Oakland, California



Event Sponsors





2015 Annual Caltrans District 4 Calmentor Program Awards & Business Networking Event

Tuesday, May 5, 2015

Official Program

Welcome & Acknowledgements

Jim Dickey, Principal, Cinquini & Passarino, Inc.
Caltrans District 4 Calmentor Program Steering Committee Chairperson

Keynote Address

Bijan Sartipi, District 4 Director
California Department of Transportation

2015 Transportation Infrastructure Small Business Advocate Award Presentations

The Honorable Edmund G. Brown, Governor of California
The Honorable Gavin Newsom, Lt. Governor of California

Caltrans District 4 Calmentor Program Protégé Firm Graduations

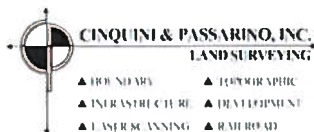
Adanta, Inc.
CBL Professional Services
Designlab 252

Caltrans District 4 Calmentor Program Mentor Firm Awards

Harris & Associates, Inc.—Silver Award
Psomas—Bronze Award

Calmentor Program Luncheon & Business Networking Sessions

Event Sponsors



Business Outreach Committee (BOC) Attachment B

Contracting Newsletter #27, Spring 2015

The goal of the BOC is to assist small and disadvantaged companies in doing business with Bay Area transportation agencies.

UPCOMING CONTRACTING OPPORTUNITIES (SELECTED AGENCIES):

GOLDEN GATE BRIDGE, HIGHWAY & TRANSPORTATION DISTRICT (GGBHTD)

Solicitation Letter: Purchase and Installation of a Wireless Infrastructure Upgrade	Due Date*: May 2015	Est.\$: 90K
Third Party Administrator for Public Liability and Fleet Claims Investigation and Adjustment Services	Due Date*: May 2015	Est.\$: 350K
Toll Plaza Administration Building Improvements	Due Date*: May 2015	Est.\$: 500K
San Rafael Improvements Employee Parking Lot	Due Date*: TBD	Est.\$: 1.5M
Larkspur Ferry Terminal Sewer and Fuel Systems Rehabilitation	Due Date*: TBD	Est.\$: 800K
Bus Stop Shelter & Signage Improvements	Due Date*: TBD	Est.\$: 500K
South Approach and Pier Security Improvements	Due Date*: TBD	Est.\$: 4M
Sausalito Ferry Terminal Gangway and Pier Improvements, Construction	Due Date*: TBD	Est.\$: 10M
San Francisco Ferry Terminal Gangway and Pier Improvements, Construction	Due Date*: TBD	Est.\$: 20M

METROPOLITAN TRANSPORTATION COMMISSION (MTC)

Business Process Identification and Documentation Project	Due Date*: May 8, 2015	Est. \$: TBD
Compensation Study	Due Date*: May 13, 2015	Est. \$: TBD
Program for Arterial System Synchronization (PASS)	Due Date*: May 15, 2015	Est. \$: TBD
SHRP2 Implementation Assistance and Technical Guidance and Support	Due Date*: May 22, 2015	Est. \$: TBD
511 System Integrator, Data Management & Dissemination, and Interactive Voice Response (IVR) Phone System	Issue Date*: TBD	Est. \$: TBD
Bay Area Infrastructure Financing Authority (BAIFA) I-680 Express Lanes Civil Construction Project	Issue Date*: TBD	Est. \$: TBD
Maintenance, Diagnostic and Repair Services of Traffic Operations System (TOS) Devices	Issue Date*: TBD	Est. \$: TBD
Transit Oriented Workforce Housing Assessment	Issue Date*: TBD	Est. \$: TBD
Express Lanes Backhaul Communications Network	Issue Date*: TBD	Est. \$: TBD

SAN FRANCISCO BAY FERRY (WETA)

San Francisco Bay Ferry Ridership Database	Issue Date*: May 2015	Est. \$: TBD
On-Call Planning, Engineering, and Professional Services	Issue Date*: May/June 2015	Est. \$: TBD
Vallejo Ferry Terminal Dredging (IFB)	Issue Date*: June 2015	Est. \$: TBD
Ferry Vessel Peralta Major Refit Phase 2	Issue Date*: July 2015	Est. \$: TBD
Central Bay Maintenance Facility	Issue Date*: Aug 2015	Est. \$: TBD
Vallejo Ferry Terminal Maintenance Dredging (RFP)	Issue Date*: Summer 2015	Est. \$: TBD
Harbor Bay Ferry Terminal Piling Replacement	Issue Date*: Sept 2015	Est. \$: TBD
Ferry Vessel Taurus Minor Refit	Issue Date*: Sept 2015	Est. \$: TBD
Ferry Vessels Gemini Class Emissions Reduction Systems Rehab	Issue Date*: Sept 2015	Est. \$: TBD
Ferry Vessel Replacement and New Ferry Vessels	Issue Date*: Fall 2015	Est. \$: TBD

SANTA CLARA VALLEY TRANSPORTATION AUTHORITY (VTA)

CCTV Surveillance Equipment	Issue Date*: May 2015	Est. \$: TBD
Montague Expressway & South Milpitas Blvd. Improvements	Issue Date*: June 2015	Est. \$: TBD
GFCI Switchgear Testing & Repair	Issue Date*: Aug 2015	Est. \$: TBD
VTA Communications Backbone	Issue Date*: Aug 2015	Est. \$: TBD
Pavement Manager	Issue Date*: Sept 2015	Est. \$: TBD



UPCOMING EVENTS



The Business Outreach Committee (BOC) will be hosting a

"How to Get Certified" Webinar

More information to follow.

A date and corresponding link will be available to all interested firms as soon as possible.



WHERE TO FIND CONTRACTING OPPORTUNITIES:

AC TRANSIT: http://www.actransit.org/purchasing/	NCTPA: http://www.nctpa.net/procurement-opportunities
ALAMEDA CTC: http://www.alamedactc.org/app_page_s/view/3999	SAMTRANS/CALTRAIN: http://procurement.samtrans.com
BART: http://www.bart.gov/about/business/procurement/	SFMTA: http://sfgsa.org/index.aspx?page=4767
COUNTY CONNECTION: http://countyconnection.com/about/business-advertising/procurements/	SOLTRANS: http://www.soltransride.com/procurement
RIO VISTA: http://riovistacity.com	TJPA: http://transbaycenter.org/tjpa/doin-business-with-the-tjpa
GGBHTD: http://www.goldengate.org/contracts/	VTa: http://www.vta.org/procurement/solicitations/
MARIN TRANSIT: http://www.marintransit.org/purchasing.html	WETA: https://watertransit.org/contract_opportunities
MTC: http://procurements.mtc.ca.gov	WESTCAT: http://www.westcat.org

The BOC wants your help to make sure this newsletter brings you the information you want. Send suggestions and topics to improve newsletter content to:

Kristina Martinez, County Connection

kmartinez@cccta.org

AGENCY CONTACTS

AC Transit: Phillip McCants
Contracts Compliance Officer
(510) 577-8815 or pmccants@actransit.org

Alameda CTC: Seung Cho
Contracting, Administration, and Fiscal
Resource Manager
(510) 208-7472 or scho@alamedactc.org

BART: Ron Granada
Senior Civil Rights Officer
(510) 464-6103 or RGranad@bart.gov

County Connection: Kristina Martinez
Civil Rights Administrator
(925) 680-2031 or
vassallo@countyconnection.com

GGBHTD: Aretmise Davenport
DBE Program Analyst
(415) 257-4581 or
adavenport@goldengate.org

Marin Transit: Amy Van Doren
Director of Policy & Legislative Programs
(415) 226-0859 or
avandoren@marintransit.org

MTC: Denise Rodrigues
Contract Compliance Manager
(510) 817-5897 or drodri@mtc.ca.gov

NCTPA: Antonio Onorato
Manager of Finance, Grants, and
Administration
(707) 259-8779 or aonorato@nctpa.net

SamTrans/Caltrain: Elke Campbell
(650) 508-7939 or
campbelle@samtrans.com

SFMTA: Sheila Evans Peguese
Contract Compliance Officer
(415) 701-4436 or sheila.evans-peguese@sfmta.com

SolTrans: Gary Albright, Program Analyst II,
(707) 736-6986 or
gary@soltransride.com

TJPA: Eddie Phillips
Contract Compliance Officer
(415) 597-4041 or
EPhillips@TransbayCenter.org

VTa: Liz Brazil
DBE Program Manager
(408) 321-5874 or liz.brazil@vta.org

WETA: Lauren Gularte
Admin/Policy Analyst, (415) 364-3188 or
gularte@watertransit.org

WestCAT: Laura Calica
DBE Liaison Officer
(510) 724-3331 Ext. 113 or
laura@westcat.org



**YOU ARE INVITED
TO THE BUSINESS OUTREACH COMMITTEE (BOC)
MEET THE BUYERS
PROCUREMENT FORUM**

Wednesday, March 25, 2015

1:30 p.m. to 3:30 p.m.

**at the Metropolitan Transportation Commission (MTC),
101 8th Street, Oakland, California**

(Conveniently located next to the Lake Merritt BART Station, see attached directions)

This event will provide the opportunity for Small, Local and Disadvantaged businesses to introduce their products and services and receive information from participating San Francisco Bay Area Transit and Transportation Agencies and the following Contractors:

**Stacy and
Witbeck**

ROBERT A.
BOTHMAN
CONSTRUCTION **B**



MCK Services, Inc.

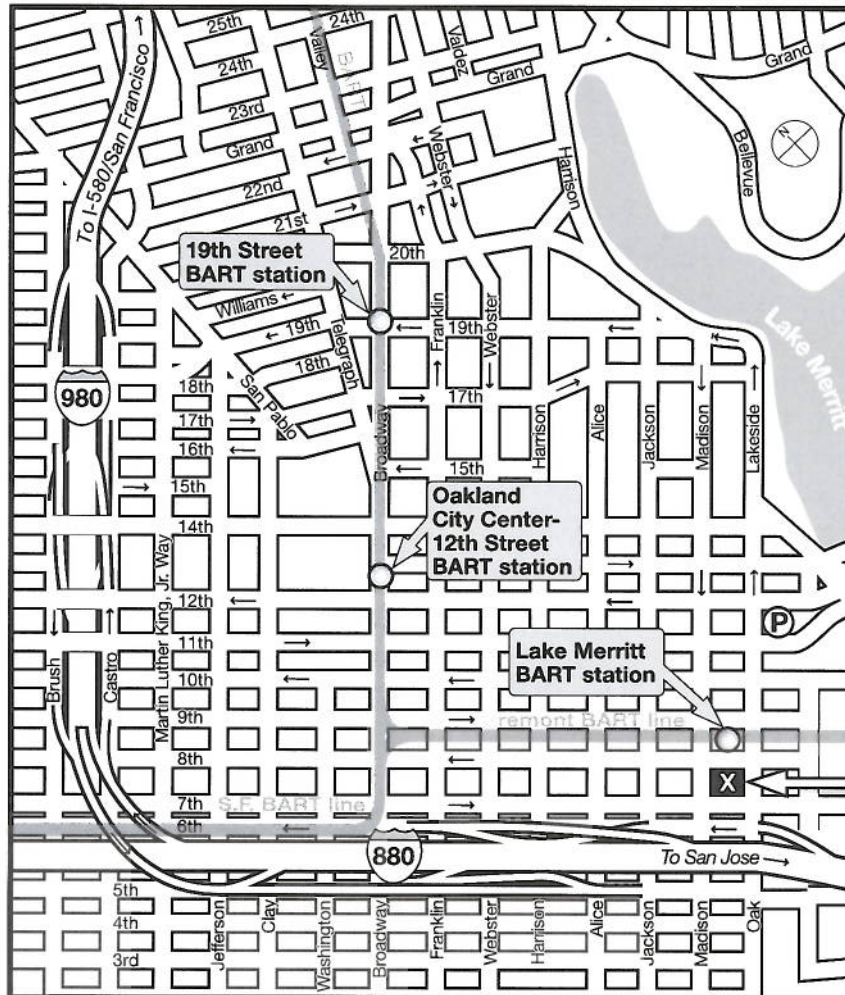
Asphalt Paving/Resurfacing/Rehabilitation

Don't miss your opportunity to show your products to prospective buyers. Please complete and bring copies of the attached Business Profile Form to distribute to the buyers.

RSVP is **not** required

Metropolitan Transportation Commission

Joseph P. Bort MetroCenter
101 Eighth Street, 3rd Floor
Oakland, CA 94607



- **BART**
Lake Merritt station
- **AC Transit**
11 from Piedmont or Montclair; 59 or 59A from Montclair; 62 from East or West Oakland; 88 from Berkeley.
- **Amtrak**
C.L. Dellums Station (2nd and Alice Streets)
- **Auto**
From the San Francisco Bay Bridge, take I-580 East, exit onto I-980 West, merge onto I-880 South, take the Jackson St. exit and go straight on 5th, left on Oak and left on 8th.

Travelling south on I-980, merge onto I-880 South, take the Jackson St. exit and go straight on 5th, left on Oak and left on 8th.

Travelling north on the Nimitz Freeway (I-880), take the Oak St. exit.
- **Parking**
Oakland Museum – 11th and Oak (underground parking, entrance on Oak between 11th and 12th). Metered parking is available on streets in the MetroCenter vicinity. Parking lot behind the MetroCenter is for BART patrons only.
- **From the Oakland Airport**
AIR BART shuttle from Oakland Airport to BART is near baggage claim, but outside terminal. Cost is \$3 (no change given). Take BART to Lake Merritt station.

For detailed transit directions, visit: www.511.org

Business Profile Form

Please complete this form and attach a business card, line card, brochure, and/or other marketing materials that describe your company's products and/or services and bring it with you to the Meet the Buyers Event to help inform Bay Area agencies and contractors about your business.

Name of Company: _____

Contact Person: _____

Address: _____

Phone: _____

E-mail: _____

My firm is a: ☐ Manufacturer ☐ Retailer ☐ Wholesaler

Check all that apply: ☐ DBE ☐ SBE ☐ WBE ☐ MBE ☐ LBE

Certified By (list all applicable certifying agencies):

Describe the major type(s) of product(s) or services your firm provides:

Suggestion: Make several copies of completed form and distribute to buyers.

Business Outreach Committee (BOC) Attachment B

Contracting Newsletter #28, Summer 2015

The goal of the BOC is to assist small and disadvantaged companies in doing business with Bay Area transportation agencies.

UPCOMING CONTRACTING OPPORTUNITIES (SELECTED AGENCIES):

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT (AC TRANSIT)

Division 2 Transit Building Roof Replacement Construction	Issue Date*: July 2015	Est.\$: TBD
Division 6 Roof Replacement Construction	Issue Date*: July 2015	Est.\$: TBD
Division 3 Bid Package 1 – Fueling & Soils Remediation	Issue Date*: Aug 2015	Est.\$: TBD
Facilities Rehab, Construction, Division 3	Issue Date*: Aug 2015	Est.\$: TBD
Division 2 Storm Drain Construction	Issue Date*: Sept 2015	Est.\$: TBD
General Office Weatherization Construction	Issue Date*: Sept 2015	Est.\$: TBD
Bus Rapid Transit Bid Package 3	Issue Date*: Oct 2015	Est.\$: TBD

ALAMEDA COUNTY TRANSPORTATION COMMISSION (ACTC)

I-680 Northbound HOV/Express Lane Project	Issue Date*: July 2015	Est. \$: TBD
East Bay Greenway Maintenance: 75th Ave to 85th Ave, Oakland	Issue Date*: July 2015	Est. \$: TBD
Overall Monitoring Services	Issue Date*: Summer 2015	Est. \$: TBD

GOLDEN GATE BRIDGE, HIGHWAY & TRANSPORTATION DISTRICT (GGBHTD)

Golden Gate Bridge Physical Suicide Deterrent System & Wind Retrofit	Issue Date*: Summer 2015	Est.\$: 62M
Toll Plaza Administration Building Roof and HVAC Renovations	Issue Date*: Winter 2015	Est.\$: 1.75M
San Rafael Employee Parking Lot Improvements	Issue Date*: TBD	Est.\$: 1.5M
Bus Stop Shelter & Signage Improvements	Issue Date*: TBD	Est.\$: 500K
South Approach and Pier Security Improvements	Issue Date*: TBD	Est.\$: 4M
Sausalito Ferry Terminal Gangway & Pier Improvements, Construction	Issue Date*: TBD	Est.\$: 10M
San Francisco Ferry Terminal Gangway & Pier Improvements, Construction	Issue Date*: TBD	Est.\$: 20M

METROPOLITAN TRANSPORTATION COMMISSION (MTC)

375 Beale Street Mover Services RFP	Issue Date*: July 2015	Est. \$: TBD
Bridgeyard Building Seismic Retrofit	Issue Date*: TBD	Est. \$: TBD
I-880 Integrated Corridor Management (ICM)	Issue Date*: TBD	Est. \$: TBD
Transit Oriented Workforce Housing Assessment	Issue Date*: TBD	Est. \$: TBD

SAN FRANCISCO BAY FERRY (WETA)

Vessel Quarter Life Refurbishment (M/V Vallejo), RFP	Issue Date*: Aug 2015	Est. \$: TBD
Harbor Bay Ferry Terminal Piling Replacement, IFB	Issue Date*: Aug 2015	Est. \$: TBD
Vessel Midlife Refurbishment Phase 2 (M/V Peralta), RFP	Issue Date*: Aug 2015	Est. \$: TBD
Selective Catalyst Reduction (SCR) System Overhaul – 4 Vessels, RFP	Issue Date*: Aug 2015	Est. \$: TBD
Vessel Major Component Overhaul (M/V Intintoli), RFP	Issue Date*: Aug 2015	Est. \$: TBD
Vessel Construction Management Services (M/V Vallejo replacement, Richmond vessel), RFQ	Issue Date*: Aug 2015	Est. \$: TBD
Central Bay Operations & Maintenance Facility Construction, RFP	Issue Date*: Summer 2015	Est. \$: TBD
San Francisco Bay Ferry Ridership Database, RFP	Issue Date*: Summer 2015	Est. \$: TBD

SANTA CLARA VALLEY TRANSPORTATION AUTHORITY (VTA)

Bus Stop Pavement/Duckout Improvements	Issue Date*: Sept 2015	Est. \$: TBD
Capitol Expressway Pedestrian Connection to Eastridge	Issue Date*: Oct 2015	Est. \$: TBD
Pavement Management - North Yard	Issue Date*: Oct 2015	Est. \$: TBD
Younger Half-Grand and LRT Crossovers & Switches	Issue Date*: Nov 2015	Est. \$: TBD
Tasman Drive Sanitary Sewer	Issue Date*: Nov 2015	Est. \$: TBD
GFCI Switchgear Testing & Repair	Issue Date*: Nov 2015	Est. \$: TBD
Santa Clara Pedestrian Underpass Extension	Issue Date*: Dec 2015	Est. \$: TBD

ALL DATES SUBJECT TO CHANGE. PLEASE VISIT AGENCY WEBSITES FOR MORE INFORMATION.



UPCOMING EVENTS



“MEET THE PRIMES”

Friday, October 2nd, 2015

Napa County Transportation & Planning Agency (NCTPA)
625 Burnell Street, Napa, CA 94559



The Business Outreach will be hosting its annual “Meet the Primes” event. Businesses are encouraged to attend to connect with prime contractors and learn about upcoming projects and opportunities.

More information, including how to register for this event, will follow.

WHERE TO FIND CONTRACTING OPPORTUNITIES:

AC TRANSIT: http://www.actransit.org/purchasing/	NCTPA: http://www.nctpa.net/procurement-opportunities
ALAMEDA CTC: http://www.alamedactc.org/app_page_s/view/3999	SAMTRANS/CALTRAIN: http://procurement.samtrans.com
BART: http://www.bart.gov/about/business/procurement/	SFMTA: http://sfgsa.org/index.aspx?page=4767
COUNTY CONNECTION: http://countyconnection.com/about/business-advertising/procurements/	SOLTRANS: http://www.soltransride.com/procurement
RIO VISTA: http://riovistacity.com	TJPA: http://transbaycenter.org/tjpa/doin-g-business-with-the-tjpa
GGBHTD: http://www.goldengate.org/contracts/	VTa: http://www.vta.org/procurement/solicitations/
MARIN TRANSIT: http://www.marintransit.org/purchasing.html	WETA: https://watertransit.org/contract_opportunities.aspx
MTC: http://procurements.mtc.ca.gov	WESTCAT: http://www.westcat.org

The BOC wants your help to make sure this newsletter brings you the information you want. Send suggestions and topics to improve newsletter content to:

Kristina Martinez, County Connection

kmartinez@countyconnection.com

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Alameda CTC: Seung Cho
Contracting, Administration, and Fiscal
Resource Manager
(510) 208-7472 or scho@alamedactc.org

BART: Ron Granada
Senior Civil Rights Officer
(510) 464-6103 or RGranad@bart.gov

County Connection: Kristina Martinez
Civil Rights Administrator
(925) 680-2031 or
vassallo@countyconnection.com

GGBHTD: Aretmise Davenport
DBE Program Analyst
(415) 257-4581 or
adavenport@goldengate.org

Marin Transit: Amy Van Doren
Director of Policy & Legislative Programs
(415) 226-0859 or
avandoren@marintransit.org

MTC: Denise Rodrigues
Contract Compliance Manager
(510) 817-5897 or drodri@mtc.ca.gov

NCTPA: Antonio Onorato
Manager of Finance, Grants, and
Administration
(707) 259-8779 or aonorato@nctpa.net

SamTrans/Caltrain: Elke Campbell
DBE Officer
(650) 508-7939 or
campbelle@samtrans.com

SFMTA: Sheila Evans Peguese
Contract Compliance Officer
(415) 701-4436 or
sheila.evans-pequese@sfmta.com

SolTrans: Gary Albright, Program Analyst II,
(707) 736-6986 or
gary@soltransride.com

TJPA: Eddie Phillips
Contract Compliance Officer
(415) 597-4041 or
EPhillips@TransbayCenter.org

VTa: Liz Brazil
DBE Program Manager
(408) 321-5874 or liz.brazil@vta.org

WETA: Lauren Gularte
Admin/Policy Analyst, (415) 364-3188 or
gularte@watertransit.org

WestCAT: Laura Calica
DBE Liaison Officer
(510) 724-3331 Ext. 113 or
laura@westcat.org



Professional Liaison

SAVE THE DATE: JULY 23, 2015

Enhancing the growth potential of small business

What: Caltrans District 4 Jt. Professional Liaison — Calmentor Program Quarterly Meeting

When: July 23, 2015, 1:00 p.m. to 3:00 p.m.

Where: Caltrans District 4 Office, 111 Grand Avenue, 15th Floor, Park View Room, Oakland.

Meeting Agenda

- ⇒ Caltrans District 4 Look Ahead:
 1. On-Call Hydraulic Engineering District Wide Contract
 2. On-Call Environmental Support Services- South Region
 3. On-Call Environmental Support Services – East Region
- ⇒ DPAC: Contracting Rules and Regulations Update
- ⇒ Local Public Agency Partner Updates
- ⇒ Firm 5-Minute Marketing Pitches
- ⇒ Informal Networking Session with Senior Public Transportation Agency Managers, Mentor Firms & Protégé Firms

The Joint Professional Liaison—Calmentor Program Quarterly Meeting facilitates networking opportunities with senior public transportation agency managers.

Register online today: <http://goo.gl/forms/mUhFLQyZXx>





OWNERS' NIGHT

Capital Program Updates

Confirmed Owners *as of June 20th*

CALTRANS
CALTRAIN
Contra Costa Transportation Authority
County of Alameda General Services
Metropolitan Transportation Commission
San Francisco Public Utilities Commission
San Francisco Public Works
State of CA - Dept. of Water Resources

Join us to learn about:

- Upcoming projects
- Opportunities for construction, engineering and professional services
- Small business opportunities

Gold Sponsors



OWNERS' NIGHT

Wednesday
July 15, 2015
5:30 - 8:00 pm

5:30 - 8:00 pm
Networking, Exhibits,
Light Buffet Dinner

Location:

Union Square Marriott
480 Sutter Street (at Powell)
San Francisco, CA

*Valet Parking available
BART / MUNI—Powell St. Station*

Cost:

\$65/person CMAA Members
\$85/person Non-Members

After July 10
\$105/person Non-members

**Pre Registration Required
Guarantee Admission**

On-line registration /
pay by credit card at
www.cmaanorcal.org

CMAA Northern California Chapter
Construction Management Association of America
www.cmaanorcal.org

Date: October 28, 2015
W.I.: 1150
Referred by: Administration

ABSTRACT

MTC Resolution No. 4203

This resolution adopts a Construction Project Small Business Enterprise (SBE) Program (“Program”) to assist SBE firms in participating in MTC’s contracts for locally funded formal construction projects. The Program is intended to provide economic opportunity for the residents and businesses, and stimulate economic development in the San Francisco Bay region.

Discussion of this action is contained in the Executive Director’s Memorandum to the Administration Committee, dated October 14, 2015.

Date: October 28, 2015
W.I.: 1150
Referred by: Administration

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 4203

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for the San Francisco Bay Area pursuant to Government Code § 66500 *et seq.*; and

WHEREAS, MTC issues and oversees construction contracts from time to time; and

WHEREAS, MTC wishes to assist Small Business Enterprise (SBE) firms in participating in MTC's construction contracts, to provide economic opportunity for the residents and businesses, and stimulate economic development in the San Francisco Bay region; and

WHEREAS, providing assistance to SBE firms could increase competition for such contracts potentially allowing MTC to complete projects at a lower overall cost; and

WHEREAS, MTC has developed a Construction Project SBE Program ("Program") for its construction projects to assist SBE firms in participating in MTC's construction contracts; and

WHEREAS, the Program allows for a bid preference to be applied to locally funded construction projects when the requirements for participation are met; and

WHEREAS, the Program describes the monitoring and oversight requirements to ensure that SBE participation is achieved; now, therefore, be it further

RESOLVED, that MTC hereby adopts the Program described in Attachment A; and be it further

RESOLVED, that the Executive Director is hereby authorized to revise Attachment A as may be required from time to time due to changes in law, regulation or procedures relating to the

Program and to take such actions as may be necessary or appropriate to implement the Program;
and be it further

RESOLVED, that this Resolution shall take effect from and after its adoption.

METROPOLITAN TRANSPORTATION COMMISSION

Dave Cortese, Chair

The above resolution was entered into by
MTC at a regular meeting of the Commission
held in Oakland, California, on October 28,
2015.

Date: October 28, 2015
W.I.: 1150
Referred by: Administration

Attachment A
MTC Resolution No. 4203



**METROPOLITAN
TRANSPORTATION
COMMISSION**

Metropolitan Transportation Commission

Construction Project Small Business Enterprise (SBE) Program

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OBJECTIVES/POLICY STATEMENT

In order to provide economic opportunity for the residents and businesses, and stimulate economic development in the San Francisco Bay Area Region, the Metropolitan Transportation Commission (MTC) has established a Construction Project Small Business Enterprise (SBE) Program (“Program”) for its construction contracts to assist SBE firms in participating in MTC’s construction contracts. This Program is aimed at using the power of the public purse to stimulate economic development.

The objectives of the Program include:

1. To increase the number of certified SBEs participating in non-federally funded construction contracts;
2. To increase overall competition on non-federally-funded construction contracts potentially allowing for the completion of projects at a lower overall cost;
3. To create a level playing field on which SBEs can compete fairly on non-federally funded construction contracts;
4. To confirm that only firms (prime or subcontractor) certified by the State of California as SBEs per the requirements listed at <http://www.dgs.ca.gov/pd/Programs/OSDS/SBEligibilityBenefits.aspx> are eligible for the bid preference allowed under the Program; and
5. To help remove barriers to the participation of SBEs in non-federally funded construction contracts.

Mamie Lai, Director of Administrative Services Section (ADS), has been designated as the SBE Liaison Officer (SBELO). In that capacity, Mamie Lai is responsible for implementing all aspects of the Program.

SUBPART A – GENERAL REQUIREMENTS

A.1 Objectives

The objectives are found in the policy statement on the first page of this Program.

A.2 Applicability

MTC is a recipient of state and local funds. As a condition of this assistance, and in compliance with Proposition 209, MTC shall implement this Program without consideration of race, sex, or ethnicity. This Program sets forth the policies and procedures to be implemented by MTC to confirm that all small businesses have the maximum opportunity to participate in MTC non-federally funded construction contracts.

When a non-federally funded construction contract is awarded to a Contractor based on the bid preference described in C.1 of this Program, the Contractor must adhere to all the requirements included in this Program.

This Program applies solely to non-federally funded construction contracts with a budget in excess of \$25,000. This Program does not apply to construction contracts with a budget of \$25,000 or less or to contracts with federal funding.

A.3 Definitions

MTC adopts the following definitions listed below for this Program:

1st Tier Subcontractor – A subcontractor to a Contractor.

ADS – Administrative Services Section.

Bid – The offer of the bidder for the construction project when completed and submitted in response to an IFB on the prescribed bid form.

Bid Preference – The application of a percentage discount to the total amount of a bid submitted by a Bidder for a Contract solely for the purpose of bid comparisons when determining the lowest and best bid, or lowest responsible bid. The use of a bid preference for bid comparison does not alter the total amount of the bid submitted by a bidder or the contract executed based on a bid.

Business Suppliers – An individual or business entity that makes available a certain commodity for meeting demand or for purchase at a given price.

Commercially Useful Function (CUF) – A SBE performs a commercially useful function when it is responsible for the execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. A SBE

does not perform a CUF if it does not perform or exercise responsibility for at least 60 percent of the total cost of its contract than would be expected on the basis of normal industry practice for the type of work involved. If, in MTC's judgment, the SBE does not perform a CUF in the transaction, no bid preference will be awarded.

Community Based Organization (CBO) – A non-government agency created to provide training, employment or community assistance.

Contractor/Vendor – The individual, partnership, corporation, joint venture or other legal entity entering into a contractual agreement with MTC.

Invitation for Bid (IFB) – Invitation for Bid issued by MTC for construction services.

Manufacturer – A firm that operates or maintains a factory or establishment that produces on the premises the materials or supplies purchased.

MTC - Metropolitan Transportation Commission.

Monitoring – The system established to measure compliance with the Program.

Post Award – The meeting held between MTC and Contractors after the award of a construction project and before the issuance of a notice to proceed. Post award meetings occur at the request of either MTC or Contractor.

Program – The MTC Construction Project SBE Program.

Public works contract – As further defined in California Public Contract Code Section 22002, public works generally includes such work as construction, reconstruction, erection, alteration, renovation, improvement, and repair including painting and repainting of publicly-owned property. It does not include maintenance work such as routine or recurring work for protection or preservation, minor painting, or landscape maintenance.

Small Business Enterprise (SBE) – Firms certified by the State of California as SBEs per the requirements listed at <http://www.dgs.ca.gov/pd/Programs/OSDS/SBEligibilityBenefits.aspx>.

SBE Directory – The list of firms certified by the State of California which is used by MTC and its Contractors to identify SBE potential contractors and subcontractors and suppliers. The SBE directory can be accessed at the website link at <http://www.bidsync.com/DPXBisCASB>.

SBELO – Small Business Enterprise Liaison Officer.

Subcontractor - The individual, partnership, corporation or other legal entity that contracts to perform part of or all of the obligations of another's contract.

Subrecipient – Any agency that receives funds from MTC via statute, an interagency,

cooperative or funding agreement.

Web-based Diversity Tracking System - The diversity software provided by MTC to Contractors accessible from any internet browser on any platform or operating system.

SUBPART B - ADMINISTRATIVE REQUIREMENTS

B.1 Program Updates

The SBELO or designee will provide the Administration Committee with updates representing significant changes in the Program.

B.2 SBELO and Program Implementation

MTC has designated the following individual as its SBE Liaison Officer (SBELO):

Mamie Lai, Director of Administrative Services Section
Metropolitan Transportation Commission
101 8th Street, Oakland, CA 94607
Phone: (510) 817-5860, Email: mlai@mtc.ca.gov

In that capacity, the SBELO is responsible for implementing all aspects of the Program and ensuring that MTC complies with all provisions of the Program. The SBELO has direct, independent access to the Executive Director concerning Program matters.

The SBELO is responsible for developing, implementing and monitoring the SBE program, in coordination with other appropriate officials. The SBELO has staff to assist in the administration of the Program. The duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required.
2. Reviews third party contracts and purchase requisitions for compliance with the Program.
3. Works with ADS staff to determine if a Contractor has achieved the requirements for the bid preference.
4. Confirms that bid notices and Invitation for Bid are available to SBEs in a timely manner.
5. Identifies contracts and procurements so that SBE preferences are included in construction projects.
6. Analyzes MTC's progress toward SBE attainment and identifies ways to improve progress.
7. Participates in pre-bid meetings.
8. Advise the Executive Director and/or MTC Commissioners on SBE matters and achievement.
9. Provides outreach to SBEs and community based organizations to advise them of opportunities and technical assistance to SBEs to assist in bid preparation and obtaining bonding and insurance.

B.3 Certification Standards and SBE Directory

MTC does not administer a SBE certification program. Only firms (prime or subcontractor) that are certified by the State of California as SBEs per the requirements listed at <http://www.dgs.ca.gov/pd/Programs/OSDS/SBEligibilityBenefits.aspx> are eligible for the

bid preference allowed under the Program.

The State of California SBE Directory can be accessed at <http://www.bidsync.com/DPXBisCASB>.

B.4 Record Keeping Requirements

When a non-federally funded construction contract is awarded to a Contractor based on the bid preference listed in Subpart C, Section C.1 of this Program, ADS will monitor the contract as per Subpart D, to confirm that the Contractors are in compliance with the requirements of the Program. ADS staff will report SBE participation to the Administration Committee via reports generated from the web-based diversity tracking system.

MTC will require Contractors to maintain records and documents of payments to all subcontractors (SBEs and non-SBEs) for four years following the completion of the contract. MTC will perform interim reviews of contract payments to SBEs. Payments to SBE subcontractors will be reviewed to verify that the actual amount paid to SBE subcontractors equals or exceeds the dollar amounts stated in the schedule of SBE participation included in the contract.

B.5 Public Outreach

MTC will participate in outreach events with other San Francisco Bay Area transportation agencies and community based organizations to leverage its efforts to assist SBE firms. MTC will also participate in Caltrans' CalMentor Protégé Program for small business development.

SUBPART C – BID PREFERENCE AND SBE PARTICIPATION

C.1 Bid Preference

MTC will allow a bid preference applied as a percentage discount to the total amount of a bid submitted by a Bidder for a contract solely for the purpose of bid comparisons when determining the lowest and best bid, or lowest responsible bid. The use of a bid preference for bid comparison does not alter the total amount of the bid submitted by a bidder or the contract executed based on a bid. The bid preference will be applied to all locally-funded construction contracts with a budget in excess of \$25,000, based on the level of participation proposed prior to the award of a contract. Bid preferences will be applied as follows after MTC verifies responsiveness requirements have been met:

- A discount of five percent (5%) to the total amount bid, when the bidder meeting specifications is a certified SBE and is performing at least forty percent (40%) of the work, **or**
- A discount of five percent (5%) to the total amount bid, when the bidder is a non-SBE prime Contractor that commits to subcontract with SBE firms for at least forty percent (40%) of the work in its bid submittal.

ADS staff will monitor MTC's Program to confirm that the Contractors are in compliance with the requirements the Program. The report of SBE awards, commitments and payments will be generated from the web-based diversity tracking system.

C.2 Maintaining Participation

Once a project begins, it is important to achieve and maintain the participation that allowed the bid preference. Prime Contractors must maintain the SBE percentages indicated in the bid documents at the time of bid submittal throughout the term of the contract.

If MTC modifies the original scope of work, the Contractor must make reasonable efforts to maintain the SBE participation for the bid preference. In the event of change orders, ADS staff may use their discretion to allow adjustments to SBE percentages for the change order portion of the work. Upon request, MTC staff will help firms to determine methods of maintaining percentages.

Should the prime Contractor fail to maintain the SBE participation listed at the time of bid submittal, MTC reserves the right to enforce Contractors' compliance with this Program through one or more of the remedies included in Section D.3 of this Program.

C.3 Substitution of Listed Subcontractors

Substitution of listed subcontractors shall be in accordance with Public Contracts Code Section 4107. In addition, the SBELO must concur in any decision to permit substitution of a SBE subcontractor(s) when the award was made on the basis of the bid preference listed in Section C.1 above.

C.4 Joint Venture Agreements

A business that is bidding or competing for MTC contracts may associate with a certified SBE business to compete for contracts as a joint venture. A joint venture should be between two entities with the same discipline or license as required by MTC. Joint ventures receive a bid preference depending upon the SBE percentage of participation as set forth in Section C.1 of Subpart C, Bid Preference and SBE Participation. The parties must agree to enter into the relationship for at least the term of the project.

Basic Elements of the Joint Venture Agreement

A Joint Venture must submit a Joint Venture Management Plan and/or a Joint Venture Agreement in their bid. Each agreement or management plan must include, but is not limited to the following:

- Detailed explanation of the financial contribution of each partner;
- List of the personnel and equipment used by each partner;
- Detailed breakdown of the responsibilities of each partner;
- Explanation of how the profits and losses will be distributed;
- Description of the bonding capacity of each partner; and
- Management or incentive fees available for any one of the partners (if any).

Commercially Useful Functions (CUF) Performed by Joint Venture Partners

Each JV partner must perform a “commercially useful function” as that term is defined herein. A SBE that relies on the resources and personnel of a non-SBE firm will not be deemed to perform a CUF.

Joint Venture License Requirements

Each joint venture partner must possess licenses appropriate for the discipline for which a bid is being submitted. If a joint venture is bidding on a single trade project, at the time of bid submittal, each of the joint venture partners must hold a Joint Venture License and possess the requisite specialty license for that trade bid.

Delineation of Joint Venture Work

The SBE partner must clearly define the portion of the work to be performed during the project. This work must be of the similar type of work the SBE partner performs in the normal course of its business. The Joint Venture Participation Form must specify the project bid items to be performed by each individual joint venture partner. Lump sum joint venture participation is not acceptable.

Responsibilities of the SBE Joint Venture Partners

The SBE partner must share in the ownership, control, management responsibilities, risks, and profits of the joint venture in proportion with level of participation in the project; the SBE partner must perform work that is commensurate with its experience. The SBE partner

must use its own employees and equipment to perform its portion of the project. Only the portion of the total dollar value of the contract equal to the distinct, clearly-defined portion of the work of the contract that the SBE performs with its own forces will be counted toward SBE participation

Application of Bid Discounts for Joint Venture Agreements

To be eligible for a bid discount, at the time of bid submittal, each joint venture partner must each have the license that is appropriate for the project as required in the contract document of the contract award authority. Unless permission is granted by the SBELO or designee for good cause shown, based on sudden and unexpected necessity, the following actions are not permitted: i) the non-SBE partner performing work for the SBE partner; ii) leasing of equipment or property by the SBE partner from the non-SBE partner; and iii) the hiring of the non-SBE partner's employees by the SBE partner.

Other Joint Venture Conditions

The SBELO or a designee must first approve the SBE Joint Venture Agreement/Management Plan before the joint venture is eligible for a bid preference. Any changes must also receive the prior approval of the SBELO or designee. In addition to any other information required by conditions specified herein, each SBE joint venture must provide upon request, cancelled checks and any other financial records to MTC.

C.5 Counting SBE Participation

SBEs may perform as Contractors, or 1st tier subcontractors. Only the value of the work to be performed by the SBE, including materials and supplies, will be counted toward SBE participation.

A SBE must perform a commercially useful function, i.e., must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing and supervising the work. If a SBE 1st Tier Subcontractor does not perform or exercise responsibility for at least sixty percent (60%) of the total cost of its contract with its own work force, or if the SBE subcontracts a greater portion of work of a contract than would be expected on the basis of normal industry practice, then it will be presumed that the SBE is not performing a CUF.

Credit for a SBE vendor of materials or supplies is limited to sixty percent (60%) of the amount to be paid to the vendor for the materials or supplies unless the vendor manufactures or substantially alters the goods. Credit for SBE brokers is limited to only the fees and commissions portion of the amount paid. All other firms receive 100% credit, less work subcontracted by the SBE to non-SBE firms.

During the term of a contract, work performed by SBE firms whose certification has expired will continue to be counted toward the SBE participation.

SUBPART D – COMPLIANCE AND ENFORCEMENT

D.1 Monitoring

When a contract is awarded to a Contractor based on the bid preference listed in Subpart C, Section C.1 of this Program, ADS will monitor the contract as per Subpart D, to confirm that the Contractors are in compliance with the requirements of the Program. ADS staff will report SBE participation to the appropriate MTC Administration Committee via reports generated from the web-based diversity tracking system.

MTC will require Contractors to maintain records and documents of payments to all subcontractors (SBEs and non-SBEs) for four years following the performance of the contract. MTC will perform interim reviews of contract payments to SBEs. Payments to SBE subcontractors will be reviewed to verify that the actual amount paid to SBE subcontractors equals or exceeds the dollar amounts stated in the schedule of SBE participation included in the contract.

Subrecipients may be required to submit verification of the SBE Program adopted for non-federal funds allocated construction projects and provide annual reports of SBE utilization on construction projects achieved under the adopted program.

MTC has implemented the following monitoring mechanisms to monitor Contractor compliance with Program requirements:

1. The SBELO or designee will verify that work committed to SBEs at contract award is actually performed by the SBEs.
2. The SBELO or designee will keep a running tally of actual payments to SBE firms for work committed to them at the time of contract award with the use of MTC's web-based diversity tracking system.

For public works projects valued over \$1,000.00, the State's Labor Code requires Contractors to pay their employees in accordance with general prevailing wages. The prime Contractor and all subcontractors including truckers and owner/operators are required to submit certified payroll records in accordance with Labor Code section 1776 upon request from MTC. Failure to submit certified payroll records could result in withholding of progress payment(s).

Upon request, Contractors will provide MTC with executed copies of its subcontractor agreements to verify dollar amounts stated for all SBEs.

D.2 SBE Utilization Report

Contractors are required to submit monthly SBE Utilization Reports electronically to MTC ADS. These monthly reports shall be submitted electronically and the Contractor will document the dollar value of payments to SBE firms and the percentage of the contract completed. MTC will monitor the contract for compliance with SBE

requirements.

This system is web-based, accessible from any computer via the internet. Each Contractor and subcontractor will receive an email providing them with Log On identification, and a temporary password and instructions on how to use the system. Training will also be provided upon request. Contractor will include this requirement in all of its subcontracts and purchase orders when required to provide or verify SBE utilization documentation.

If the SBE Utilization Reports indicate potential problems, such as a failure to comply with the contract SBE participation, the Contractor shall meet with the MTC SBELO or designee to address any deficiencies and discuss appropriate corrective actions. When the Contract completion reaches 50% and the SBE participation completed is less than 50%, a detailed report of the reasons why must be submitted to MTC stating a plan to reach the SBE participation by Contract completion.

Prior to final payment, Contractor will be required to submit a final SBE Utilization Report by selecting the "Final Audit" reporting designation within the web-based diversity tracking system. In addition to payments to the SBEs, the final report must include payments to and other information about all other businesses, including non-SBE subcontractors, suppliers of materials and others.

D.3 Program Enforcement

MTC has available several remedies to enforce compliance of the Program requirements contained in its contracts, including, but not limited to, the following:

1. Breach of contract action, pursuant to the terms of the IFB and contract.
2. Assessment of a penalty of up to one and one half times the amount that should have been awarded to SBE(s).
3. Termination of Contractor's performance of work under the contract.
4. Any other remedy available to MTC in the contract or the relevant IFB.



Metropolitan Transportation Commission

101 Eighth Street,
Joseph P. Bort MetroCenter
Oakland, CA

Legislation Details (With Text)

File #: 15-0797 **Version:** 1 **Name:**

Type: Contract **Status:** Committee Approval

File created: 8/13/2015 **In control:** Administration Committee

On agenda: 10/14/2015 **Final action:**

Title: Contract Amendment - Alta Planning + Design: Bay Bus Outreach. (\$100,000)

Sponsors:

Indexes:

Code sections:

Attachments: [4e_ContractAmend_Bay Bus Outreach.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Contract Amendment - Alta Planning + Design: Bay Bus Outreach. (\$100,000)

Presenter:
Ursula Vogler

Recommended Action:
Committee Approval



METROPOLITAN
TRANSPORTATION
COMMISSION

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WEB www.mtc.ca.gov

Memorandum

TO: Administration Committee

DATE: October 7, 2015

FR: Executive Director

W.I. 1413

RE: Contract Amendment – Alta Planning + Design: Bay Bus Outreach (\$100,000)

Staff seeks the Committee's approval of a contract amendment with Alta Planning + Design, MTC's Spare the Air Youth contractor, to develop and deliver outreach for the Bay Bus project in an amount not to exceed \$100,000. The implementing agency, Aquarium of the Bay, is currently under contract with Alta Planning + Design to implement an educational program. The recommended funds are Cycle 1 Congestion Mitigation and Air Quality (CMAQ) funds programmed in the agency budget for this purpose.

Background

Educational field trips are in decline across the nation, despite the many benefits they provide. For disadvantaged youth, trips to local nature centers, museums, zoos and aquariums are less likely to occur if not provided by their schools. Transportation is broadly recognized as one of the top factors limiting school field trips. Even in school districts that own and operate their own buses, securing a school bus is a challenge as those buses have restricted hours and travel. Public transportation, which is a good choice in some instances, is also a challenge for schools and education centers as many field trip locations are not located near a transit stop or station. Due to this and other difficulties, more than half of schools in the United States eliminated at least some planned field trips in 2010-2011, according to the American Association of School Administrators (Green, Kisida, & Bowen, 2014).

Created by the Aquarium of the Bay, the Bay Bus project attempts to bridge this gap by providing Bay Area students with field trip transportation via a bus reservation system. With Bay Bus, teachers will be able to reserve dormant buses with professional-level drivers for field trips, eliminating the need for teachers to coordinate transport with parents or guardians. And, because Bay Bus reduces both vehicle miles traveled and greenhouse gas emissions, it has been adopted as an official Legacy Project by the San Francisco Bay Area Super Bowl Host Committee as part of its "Net Positive" sustainability commitments.

Bay Bus Outreach Proposal

The Aquarium of the Bay has developed a community outreach strategy to support Bay Bus' goal of providing 50 field trips during winter 2016. They will conduct an extensive community engagement campaign, which will include public relations efforts as well as creation of community outreach materials and collateral. They will also pilot with 8-10 environmental education organizations that will serve as field trip locations; develop relationships with local transportation businesses to investigate driver requirements and certifications as well as availability and cost of busses during off hours; and develop relationships with the Bay Area

funding community to build the long-term funding for the program. The requested funds would support the development of an outreach implementation plan, produce educational and promotional materials and provide staffing.

The Bay Bus program will be included as one of the Spare the Air School and Youth Outreach suite of programs, which MTC contracted to Alta Planning + Design in 2011 after a competitive procurement. The Aquarium of the Bay is one of Alta Planning + Design's subcontractors, and they will implement the Bay Bus as part of the Climate Initiatives Program, which includes Spare the Air Youth. The proposed CMAQ funds are currently obligated to MTC for the purpose of Climate Initiatives Program outreach, so no programming revisions are necessary. Neither Alta Planning + Design nor its subcontractors are a small business or a disadvantaged business enterprise.

Recommendation

Staff recommends that the Committee authorize the Executive Director or his designee to amend the Alta Planning + Design contract to develop and deliver outreach for the Bay Bus project in an amount not to exceed \$100,000.



Steve Heminger

SH:UV

J:\COMMITTEE\Administration\2015 by Month\10_October 2015\4e_Alta Planning + Design_Bay Bus.docx

REQUEST FOR COMMITTEE APPROVAL
Summary of Proposed Contract Amendment

Work Item No.:	1413
Consultant:	Alta Planning + Design Berkeley, CA
Work Project Title:	Bay Bus Program
Purpose of Project:	Develop and implement outreach for a field trip transportation system for Bay Area schools.
Brief Scope of Work:	Develop and implement outreach elements for a field trip transportation system for Bay Area schools, including an outreach campaign, collateral and staffing.
Project Cost Not to Exceed:	\$100,000 this amendment Previously approved agreement = \$2,950,000 Total approved contract amount based on this action = \$3,050,000
Funding Source:	CMAQ Funds
Fiscal Impact:	Funds programmed in the FY 2015-16 Agency Budget
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with Alta Planning + Design in an amount not to exceed \$100,000 to provide outreach for the Bay Bus program, as described above and in the Executive Director's October 7, 2015 memorandum, and the Chief Financial Officer is authorized to set aside \$100,000 for such amendment.
Administration Committee:	<hr/> Adrienne J. Tissier, Chair
Approved:	Date: October 14, 2015



Metropolitan Transportation Commission

101 Eighth Street,
Joseph P. Bort MetroCenter
Oakland, CA

Legislation Details (With Text)

File #: 15-0926 **Version:** 1 **Name:**
Type: Contract **Status:** Committee Approval
File created: 9/25/2015 **In control:** Administration Committee
On agenda: 10/14/2015 **Final action:**
Title: Contract Amendment - Transit Passenger Survey Services: ETC Institute (\$1,000,000)
Sponsors:
Indexes:
Code sections:
Attachments: [4f_ContractAmend_ETC Institute.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Contract Amendment - Transit Passenger Survey Services: ETC Institute (\$1,000,000)

Presenter:
Shimon Israel

Recommended Action:
Committee Approval



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Agenda Item: 4f

Memorandum

TO: Administration Committee

DATE: October 7, 2015

FR: Executive Director

W. I. 1122

RE: Contract Amendment - Transit Passenger Survey Services: ETC Institute (\$1,000,000)

This memorandum requests the Committee's approval to enter into a contract amendment in an amount not to exceed \$1,000,000 with ETC Institute (ETC) to begin work on a demographic and travel pattern survey of San Francisco Municipal Transportation Agency (SFMTA) passengers.

Background:

In April 2013, this Committee approved a pre-qualified consultant panel of the following three firms to collect and analyze transit passenger demographic and travel pattern data from Bay Area transit agencies, with the goal of surveying operators within a five-year time horizon: Corey, Canapary & Galanis, Redhill Group Inc., and ETC. Survey data gathered by firms on the panel will be used to support Title VI equity reporting requirements and to refine regional analytical planning tools. With respect to the survey of SFMTA passengers, MTC and SFMTA staff have collaborated on the selection of ETC as the best-qualified consultant for this work, and have begun planning and scheduling efforts for the survey.

The proposed contract amendment funds preliminary tasks related to the demographic and travel pattern survey of SFMTA transit passengers, which is scheduled for spring 2016. The preliminary work includes the following items: the survey instrument design and passenger sampling plan; a pilot test of the survey instrument and procedures, to be administered to approximately 1,000 SFMTA passengers; and a pre-survey of SFMTA passengers, which collects passenger boarding and alighting data by route, enabling the spring 2016 main survey to be segmented by the travel patterns of passengers (i.e., short, medium, and longer trips). ETC and its subcontractor's small business and disadvantaged business enterprise status is shown in Attachment A.

Recommendation:

Staff recommends that this Committee authorize the Executive Director or his designee to negotiate and enter into a contract amendment with ETC in an amount not to exceed \$1,000,000 to continue and expand the scope of the transit passenger survey for SFMTA.



Steve Heminger

AB:SI

Attachment A

			DBE* Firm			SBE** Firm		
	Firm Name	Role on Project	Yes	If Yes, List #	No	Yes	If Yes, List #	No
Prime Contractor	ETC Institute	Survey Development and Project Management			X			X
Subcontractor	A+ Student Staffing	Temporary Staffing of Onboard Survey Administrators	X	42197				X

*Denotes certification by the California Unified Certification Program (CUCP).

**Denotes certification by the State of California.

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract Amendment

Work Item No.:	1122
Consultant(s):	ETC Institute, Olathe, KS
Work Project Title:	Transit Passenger Survey Services
Purpose of Project:	Collect and analyze transit passenger demographic and travel data from Bay Area transit agencies.
Brief Scope of Work:	Collect transit passenger survey data that will be used to support Title VI equity reporting requirements for transit riders and to refine regional analytical planning tools.
Project Cost Not to Exceed:	\$1,000,000 (this amendment) Total contract before this amendment: \$1,668,530 Total Authorized Contract after this amendment: \$2,668,530
Funding Source:	FHWA Planning, FTA 5303, and SFMTA Funds
Fiscal Impact:	Funds are included in the FY 2015-16 agency budget.
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with ETC Institute to continue transit passenger survey work, as described above and in the Executive Director's memorandum dated October 7, 2015, and the Chief Financial Officer is authorized to set aside funds in the amount of \$1,000,000 for such contract amendment.
Administration Committee:	<hr/> Adrienne J. Tissier, Chair
Approved:	Date: October 14, 2015



Metropolitan Transportation Commission

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Legislation Details (With Text)

File #: 15-0931 **Version:** 1 **Name:**

Type: Contract **Status:** Committee Approval

File created: 10/1/2015 **In control:** Administration Committee

On agenda: 10/14/2015 **Final action:**

Title: Contract Amendment - San Francisco Bay Area Core Capacity Transit Study: Arup North America, Ltd. (\$1,000,000)

Sponsors:

Indexes:

Code sections:

Attachments: [4g_ContractAmend_Arup NA.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

Contract Amendment - San Francisco Bay Area Core Capacity Transit Study: Arup North America, Ltd. (\$1,000,000)

Presenter:

Matt Maloney

Recommended Action:

Committee Approval



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Agenda Item: 4g

Memorandum

TO: Administration Committee

DATE: October 7, 2015

FR: Executive Director

W. I. 1519

RE: Contract Amendment - San Francisco Bay Area Core Capacity Transit Study: Arup North America, Ltd. (\$1,000,000)

This memorandum requests the Committee's approval to enter into a contract amendment in an amount not to exceed \$1,000,000 with Arup North America, Ltd. (Arup) to continue work on developing the San Francisco Bay Area Core Capacity Transit Study ("Study").

Background:

In October 2014, after a competitive procurement, this Committee approved a contract with Arup in an amount up to \$1,000,000 to develop and prepare the Study. The Study is evaluating, identifying and prioritizing short-, mid-, and long-range transit strategies, including infrastructure improvements and policy and operational recommendations, to maintain and increase transit capacity, as well as improve reliability and connectivity. MTC is leading the Study in consultation and partnership with the Alameda-Contra Costa Transit District (AC Transit), San Francisco Bay Area Rapid Transit District (BART), Peninsula Corridor Joint Powers Board (Caltrain), San Francisco County Transportation Authority (SFCTA), San Francisco Municipal Transportation Agency (SFMTA) and San Francisco Bay Area Water Emergency Transportation Authority (WETA) (Study Partners). MTC and the Study Partners have committed \$1,000,000 of funding to the Study.

In April 2014, MTC and the Study Partners submitted a request for a regional planning grant from the United States Department of Transportation's (U.S. DOT) Transportation Investment Generating Economic Recovery (TIGER) Discretionary Grant program for this Study. On September 12, 2014, MTC was notified it received a \$1,000,000 regional planning grant from the TIGER Discretionary Grant program to complete the Study. A grant agreement was subsequently signed and executed with U.S. DOT in June 2015. The October 2014 Administration Committee memorandum contemplated the U.S. DOT TIGER Grant of up to \$1,000,000 as a funding source for the Study. Staff is now requesting authority to augment the Arup contract by \$1,000,000 given final execution of the TIGER grant. Arup and its subcontractors' small business and disadvantaged business enterprise status is shown in Attachment A.

Recommendation:

Staff recommends that this Committee authorize the Executive Director or his designee to negotiate and enter into a contract amendment with Arup in an amount not to exceed \$1,000,000 to continue and expand the scope of the Core Capacity Transit Study.



Steve Heminger

AB:MM

Attachment A

	Firm Name	Role on Project	DBE* Firm			SBE** Firm	
			Yes	If Yes, List #	No	Yes	If Yes, List # #
Prime Contractor	Arup North America, Ltd.	Project Management			X		
Subcontractor	Daniller Consulting	Stakeholder Engagement	X	38764		X	1118103
	Strategic Economics	Market Analysis	X	33062		X	1791308
	Nelson\Nygaard Consulting Associates	Stakeholder Engagement and Transit Systems and Operations Planning			X		
	Cambridge Systematics	Transit Systems Operations and Planning			X		
	URS Corporation	Transit Systems Operations and Planning			X		
	Jacobs Associates	Transit Systems Engineering and Design			X		
	Connetics Transportation Group, Inc	Transit Systems Operations and Planning	X	35782			
	TJKM Transportation Consultants	Transit Systems Operations and Planning			X	X	38780
	M. Arthur Gensler Jr. and Associates	Transit Systems Operations and Planning			X		
	NWC Partners, Inc	Transit Systems Operations and Planning	X	42346			
	Will Travis	Stakeholder Engagement			X		

*Denotes certification by the California Unified Certification Program (CUCP).

**Denotes certification by the State of California.

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract Amendment

Work Item No.:	1519
Consultant(s):	Arup North America, Ltd. (San Francisco, CA)
Work Project Title:	Bay Area Transit Core Capacity Study
Purpose of Project:	Identify and prioritize short-, mid-, and long-range transit strategies to maintain and increase transit capacity, as well as improve reliability and connectivity.
Brief Scope of Work:	Corridor demand/capacity analysis, development of capacity improvement concepts and packages, evaluation of packages, initial engineering.
Project Cost Not to Exceed:	\$1,000,000 (this amendment) Total contract before this amendment: \$1,000,000 Total Authorized Contract after this amendment: \$2,000,000
Funding Source:	Federal TIGER grant funds
Fiscal Impact:	Funds are included in the FY 2015-16 agency budget.
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with Arup North America, LTD. to continue the transit core capacity study, as described above and in the Executive Director's memorandum dated October 7, 2015, and the Chief Financial Officer is authorized to set aside funds in the amount of \$1,000,000 for such contract amendment.
Administration Committee:	<hr/> Adrienne J. Tissier, Chair
Approved:	Date: October 14, 2015



Metropolitan Transportation Commission

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Legislation Details (With Text)

File #: 15-0912 **Version:** 1 **Name:**

Type: Report **Status:** Informational

File created: 9/17/2015 **In control:** Administration Committee

On agenda: 10/14/2015 **Final action:**

Title: Monthly Travel Report for August 2015.

Sponsors:

Indexes:

Code sections:

Attachments: [4h_Monthly_Travel_Report_August'2015.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Monthly Travel Report for August 2015.

Presenter:
Eva Sun

Recommended Action:
Information



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Memorandum

TO: Administration Committee

DATE: October 7, 2015

FR: Executive Director

RE: Monthly Travel Report for August 2015

Pursuant to MTC Resolution No. 1058, Revised, this constitutes the monthly travel report to the Administration Committee. As a reminder, the Commission revised the policies governing Commissioner and staff travel to require that three items be approved by, or reported to, this Committee:

1. International travel (outside the United States and Canada) must be approved in advance by this Committee at a regular public meeting.
2. All Commissioner travel must be disclosed in regular monthly reports to this committee.
3. On a quarterly basis, actual vs. budgeted travel expenditures must be reported to this Committee.

International Travel Requests

One request this month – see Agenda Item 5.

Commissioner Travel

No Commissioner travel for the month of August.

Budget Report

As outlined in Attachment 1, actual travel expenses for all combined MTC funds are below budget at 7% as of August with 17% of the budget year elapsed.

Steve Heminger

SH:bm

Attachment

J:\COMMITTEE\Administration\2015 by Month\10_October 2015\4h_Travel Report_August'2015.doc

Travel Report
As of August, 2015 (16.6% of year)

FUND	Budget	YTD Actual	% of Budget
MTC	194,400	19,974	10%
BATA	180,400	6,654	4%
SAFE	9,400	1,813	19%
Clipper	43,600	0	0%
Total	427,800	28,441	7%



Metropolitan Transportation Commission

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Legislation Details (With Text)

File #: 15-0949 **Version:** 1 **Name:**

Type: Action Item **Status:** Committee Approval

File created: 10/7/2015 **In control:** Administration Committee

On agenda: 10/14/2015 **Final action:**

Title: International Travel Request - Andrew Fremier: International Complex Bridge Operators Workshop: Amsterdam, Netherlands (\$264 meal per diem)

Sponsors:

Indexes:

Code sections:

Attachments: [5 Intl Travel Request Amsterdam.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

International Travel Request - Andrew Fremier: International Complex Bridge Operators Workshop: Amsterdam, Netherlands (\$264 meal per diem)

Presenter:

Steve Heminger

Recommended Action:

Committee Approval



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Memorandum

TO: Administration Committee

DATE: October 7, 2015

FR: Executive Director

RE: International Travel Request – Andrew Fremier: International Complex Bridge Operators Workshop: Amsterdam, Netherlands (\$264 meal per diem)

This memorandum asks for Committee approval to reimburse Andrew Fremier for his international business travel to a workshop in Holland.

Andrew Fremier, Deputy Executive Director, Operations, has been invited to participate in an international workshop designed to assist complex bridge operators in developing long term maintenance programs. The goal of the workshop is to identify structural health monitoring systems that will provide solutions to extend the service life of bridge systems. He will be presenting the case history of the Bay Area Toll Authority end of service life strategies, alongside other international bridge authority programs. It is expected that participation in this workshop will help prepare for the maintenance program required for the new East Span and other toll bridge systems in the Bay Area.

The workshop is in Amsterdam, Netherlands and as a guest of the Ministry of Infrastructure and the Environment, all conference, air travel and lodging fees are included in the invitation. The net cost to MTC would be \$264 in meal per diem.

Recommendation

Staff recommends that this Committee authorize the Executive Director or his designee to authorize Andrew Fremier's international business travel as described herein.



Steve Heminger

ABF: mil

REQUEST FOR COMMITTEE APPROVAL
Summary of International Travel Request

Work Item No.:	1253
Staff:	Andrew Fremier, Deputy Executive Director, Operations
Travel Location:	Amsterdam, Netherlands
Purpose of Travel	Attend and speak at the International Complex Bridge Operations Workshop in Amsterdam, Netherlands
Estimated Travel Cost:	\$264 meal per diem
Funding Source:	BATA Operating Budget
Fiscal Impact:	Funds are available, subject to the approval of the BATA FY 2015-16 budget.
Motion by Committee:	That the Executive Director or his designee is authorized to reimburse Andrew Fremier for international travel as described above and in the Executive Director's memorandum dated October 7, and that the Chief Financial Officer is authorized to set aside funds in the amount of a meal per diem from the FY 2015-16 BATA Budget for this purpose.
Administration Committee:	<hr/> Adrienne Tissier, Chair
Approved:	Date: October 14, 2015