



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

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HYBRID (IN-PERSON & REMOTE PARTICIPATION) *

EXECUTIVE/ ADMINISTRATION COMMITTEE

*In-Person & Remote Participation**

Thursday, October 6, 2022

8:30 a.m. – 9:30 a.m.

**Public Participation: The SCAG offices are currently closed to members of the public. Please see next page for detailed instructions on how to participate in the meeting.*

To Attend and Participate on Your Computer:

<https://scag.zoom.us/j/889726747>

To Attend and Participate by Phone:

Call-in Number: 1-669-900-6833

Meeting ID: 889 726 747

PUBLIC ADVISORY

Given the declared state of emergency (pursuant to State of Emergency Proclamation dated March 4, 2020) and local public health directives imposing and recommending social distancing measures due to the threat of COVID-19, and pursuant to Government Code Section 54953(e)(1)(A), the meeting will be conducted in a hybrid manner (both in-person and remotely by telephonic and video conference); however, SCAG's offices are currently closed to the general public and public participation will occur as described in the instructions below.

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Maggie Aguilar at (213) 630-1420 or via email at aguilarm@scag.ca.gov. Agendas & Minutes are also available at: www.scag.ca.gov/committees.

SCAG, in accordance with the Americans with Disabilities Act (ADA), will accommodate persons who require a modification of accommodation in order to participate in this meeting. SCAG is also committed to helping people with limited proficiency in the English language access the agency's essential public information and services. You can request such assistance by calling (213) 630-1420. We request at least 72 hours (three days) notice to provide reasonable accommodations and will make every effort to arrange for assistance as soon as possible.



Instructions for Public Comments

You may submit public comments in two (2) ways:

1. **In Writing:** Submit written comments via email to: ePublicComment@scag.ca.gov by **5pm on Wednesday, October 5, 2022**. You are **not** required to submit public comments in writing or in advance of the meeting; this option is offered as a convenience should you desire not to provide comments in real time as described below.

All written comments received after 5pm on Wednesday, October 5, 2022 will be announced and included as part of the official record of the meeting.

2. **In Real Time:** If participating in real time via Zoom or phone, during the Public Comment Period (Matters Not on the Agenda) or at the time the item on the agenda for which you wish to speak is called, use the “raise hand” function on your computer or *9 by phone and wait for SCAG staff to announce your name/phone number. SCAG staff will unmute your line when it is your turn to speak. Limit oral comments to 3 minutes, or as otherwise directed by the presiding officer. For purpose of providing public comment for items listed on the Consent Calendar, please indicate that you wish to speak when the Consent Calendar is called; items listed on the Consent Calendar will be acted on with one motion and there will be no separate discussion of these items unless a member of the legislative body so requests, in which event, the item will be considered separately.

If unable to connect by Zoom or phone and you wish to make a comment, you may submit written comments via email to: ePublicComment@scag.ca.gov.

In accordance with SCAG’s Regional Council Policy, Article VI, Section H and California Government Code Section 54957.9, if a SCAG meeting is “willfully interrupted” and the “orderly conduct of the meeting” becomes unfeasible, the presiding officer or the Chair of the legislative body may order the removal of the individuals who are disrupting the meeting.



Instructions for Participating in the Meeting

SCAG is providing multiple options to view or participate in the meeting:

To Participate and Provide Verbal Comments on Your Computer

1. Click the following link: <https://scag.zoom.us/j/889726747>.
2. If Zoom is not already installed on your computer, click “Download & Run Zoom” on the launch page and press “Run” when prompted by your browser. If Zoom has previously been installed on your computer, please allow a few moments for the application to launch automatically.
3. Select “Join Audio via Computer.”
4. The virtual conference room will open. If you receive a message reading, “Please wait for the host to start this meeting,” simply remain in the room until the meeting begins.
5. During the Public Comment Period (Matters Not on the Agenda) or at the time the item on the agenda for which you wish to speak is called (see note above regarding items on the Consent Calendar), use the “raise hand” function located in the participants’ window and wait for SCAG staff to announce your name. SCAG staff will unmute your line when it is your turn to speak. Each speaker is limited to oral comments totaling 3 minutes for all matters, or as otherwise directed by the presiding officer.

To Listen and Provide Verbal Comments by Phone

1. Call **(669) 900-6833** to access the conference room. Given high call volumes recently experienced by Zoom, please continue dialing until you connect successfully.
2. Enter the **Meeting ID: 889 726 747**, followed by #.
3. Indicate that you are a participant by pressing # to continue.
4. You will hear audio of the meeting in progress. Remain on the line if the meeting has not yet started.
5. During the Public Comment Period (Matters Not on the Agenda) or at the time the item on the agenda for which you wish to speak is called (see note above regarding items on the Consent Calendar), press *9 to add yourself to the queue and wait for SCAG staff to announce your name/phone number. SCAG staff will unmute your line when it is your turn to speak. Each speaker is limited to oral comments totaling 3 minutes for all matters, or as otherwise directed by the presiding officer.



EAC - Executive/Administration Committee
Members – October 2022

- 1. Hon. Jan C. Harnik**
Chair, RCTC Representative
- 2. Hon. Art Brown**
1st Vice Chair, Buena Park, RC District 21
- 3. Hon. Clint Lorimore**
Imm. Past President, Eastvale, RC District 4
- 4. Hon. Frank A. Yokoyama**
CEHD Chair, Cerritos, RC District 23
- 5. Hon. David J. Shapiro**
CEHD Vice Chair, Calabasas, RC District 44
- 6. Hon. Deborah Robertson**
EEC Chair, Rialto, RC District 8
- 7. Sup. Luis Plancarte**
EEC Vice Chair, Imperial County
- 8. Hon. Ray Marquez**
TC Chair, Chino Hills, RC District 10
- 9. Hon. Tim Sandoval**
TC Vice Chair, Pomona, RC District 38
- 10. Hon. Peggy Huang**
LCMC Chair, TCA Representative
- 11. Hon. Jose Luis Solache**
LCMC Vice Chair, Lynwood, RC District 26
- 12. Hon. Larry McCallon**
Highland, RC District 7, Pres. Appt.
- 13. Hon. Margaret Finlay**
Duarte, RC District 35, Pres. Appt.
- 14. Hon. Kathleen Kelly**
Palm Desert, RC District 2, Pres. Appt.
- 15. Hon. Nithya Raman**
Los Angeles, RC District 51, Pres. Appt.

OUR MISSION

To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.

OUR VISION

Southern California's Catalyst for a Brighter Future

OUR CORE VALUES

Be Open | Lead by Example | Make an Impact | Be Courageous



- 16. Hon. Andrew Masiel**
Tribal Govt Regl Planning Board Representative

- 17. Ms. Lucy Dunn**
Business Representative - Non-Voting Member

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EXECUTIVE/ADMINISTRATION COMMITTEE MEETING AGENDA

Southern California Association of Governments
Hybrid (In-Person and Remote Participation)
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room
Los Angeles, CA 90017
Thursday, October 6, 2022
8:30 AM

The Executive/Administration Committee may consider and act upon any of the items on the agenda regardless of whether they are listed as Information or Action items.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE *(The Honorable Jan Harnik, Chair)*

PUBLIC COMMENT PERIOD (Matters Not on the Agenda)

This is the time for persons to comment on any matter pertinent to SCAG's jurisdiction that is *not* listed on the agenda. Although the committee may briefly respond to statements or questions, under state law, matters presented under this item cannot be discussed or acted upon at this time. Public comment for items listed on the agenda will be taken separately as further described below.

General information for all public comments: Members of the public are encouraged, but not required, to submit written comments by sending an email to: ePublicComment@scag.ca.gov by 5pm on Wednesday, October 5, 2022. Such comments will be transmitted to members of the legislative body and posted on SCAG's website prior to the meeting. Any writings or documents provided to a majority of the Executive Administration Committee regarding any item on this agenda (other than writings legally exempt from public disclosure) are available at the Office of the Clerk, located at 900 Wilshire Blvd., Suite 1700, Los Angeles, CA 90017 during normal business hours and/or by contacting the office by phone, (213) 630-1420, or email to aguilarm@scag.ca.gov. Written comments received after 5pm on Wednesday, October 5, 2022, will be announced and included as part of the official record of the meeting. Members of the public wishing to verbally address the Executive/Administration Committee in real time during the meeting will be allowed up to a total of 3 minutes to speak on items on the agenda, with the presiding officer retaining discretion to adjust time limits as necessary to ensure efficient and orderly conduct of the meeting. The presiding officer has the discretion to equally reduce the time limit of all speakers based upon the number of comments received. If you desire to speak on an item listed on the agenda, please wait for the chair to call the item and then indicate your interest in offering public comment by either using the "raise hand" function on your computer or pressing *9 on your telephone. For purpose of providing public comment for items listed on the Consent Calendar, please indicate that you wish to speak when the Consent Calendar is called; items listed on the Consent Calendar will be acted upon with one motion and there will be no separate discussion of these items unless a member of the legislative body so requests, in which event, the item will be considered separately.



REVIEW AND PRIORITIZE AGENDA ITEMS

ACTION ITEM

1. Findings to Continue Holding Virtual Regional Council and Committee Meetings Under AB 361 PPG. 8
(Ruben Duran, BB&K Board Counsel)

RECOMMENDED ACTION:

That the Executive/Administration Committee (EAC): (1) make the following findings required by Government Code Section 54953(e)(3) on the basis of the staff report, which is incorporated by this reference, that (i) a proclaimed state of emergency remains active in connection with the COVID-19 public health crisis, (ii) the EAC has reconsidered the circumstances of the state of emergency and (iii) state and local officials continue to impose or recommend measures to promote social distancing in relation to the COVID-19 public health crisis and, further, (2) authorize all legislative bodies of the Southern California Association of Government (SCAG), including the EAC, RC and all committees, subcommittees and task forces established by the RC or SCAG's Bylaws, to utilize remote teleconference meetings pursuant to and in compliance with Brown Act provisions contained in Government Code Section 54953(e).

2. Approval of Amendment No. 1 to Executive Director's Employment Agreement PPG. 14
(Ruben Duran, BB&K Board Counsel)

RECOMMENDED ACTION:

Approve the attached Amendment No. 1 to the Employment Agreement between SCAG and Kome Ajise.

CONSENT ITEMS

Approval Items

3. Minutes of the Regular Meeting – August 31, 2022 PPG. 26
4. Resolution 22-647-6 Acceptance of Office of Traffic Safety Grant Funds to Support the Active Transportation Safety and Encouragement Campaign PPG. 36
5. Contract Amendment Greater Than 30% of the Contract's Original Value and \$75,000 or Greater: Contract No. 18-046-C01, Project Portfolio Management - Implementation PPG. 40
6. Contracts \$200,000 or Greater: Contract No. 22-054-C01, City of Buena Park Comprehensive Active Transportation Program PPG. 48
7. Contracts \$200,000 or Greater: Contract No. 23-007-C01, ESRI Enterprise Agreement Software PPG. 63



EXECUTIVE/ADMINISTRATION COMMITTEE MEETING AGENDA

8. SCAG Memberships and Sponsorships PPG. 71

Receive and File

9. Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 - \$74,999 PPG. 74

10. CFO Monthly Report PPG. 88

INFORMATION ITEM

11. REAP 2 Program Development Update PPG. 90
(Sarah Jepson, Director of Planning)

CFO REPORT *(Cindy Giraldo, Chief Financial Officer)*

PRESIDENT'S REPORT *(The Honorable Jan C. Harnik, Chair)*

EXECUTIVE DIRECTOR'S REPORT *(Kome Ajise, Executive Director)*

FUTURE AGENDA ITEMS

ANNOUNCEMENTS

ADJOURNMENT



AGENDA ITEM 1
REPORT

Southern California Association of Governments
Hybrid (In-Person and Remote Participation)
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room
Los Angeles, CA 90017
October 6, 2022

To: Executive/Administration Committee (EAC)
Regional Council (RC)

From: Michael Houston, Director of Legal Services/Chief Counsel
(213) 630-1467, houston@scag.ca.gov

Subject: Findings to Continue Holding Virtual Regional Council and Committee
Meetings Under AB 361

EXECUTIVE DIRECTOR'S
APPROVAL

RECOMMENDED ACTION FOR EAC:

That the Executive/Administration Committee (EAC): (1) make the following findings required by Government Code Section 54953(e)(3) on the basis of the staff report, which is incorporated by this reference, that (i) a proclaimed state of emergency remains active in connection with the COVID-19 public health crisis, (ii) the EAC has reconsidered the circumstances of the state of emergency and (iii) state and local officials continue to impose or recommend measures to promote social distancing in relation to the COVID-19 public health crisis and, further, (2) authorize all legislative bodies of the Southern California Association of Government (SCAG), including the EAC, RC and all committees, subcommittees and task forces established by the RC or SCAG's Bylaws, to utilize remote teleconference meetings pursuant to and in compliance with Brown Act provisions contained in Government Code Section 54953(e).

RECOMMENDED ACTION FOR RC:

That the Regional Council (RC): (1) ratify the prior actions of the Executive/Administration Committee taken at its October 6, 2022 meeting relating to findings made pursuant to Government Code Section 54953(e)(3); (2) make the following findings required by Government Code Section 54953(e)(3) on the basis of the staff report, which is incorporated by this reference, that (i) a proclaimed state of emergency remains active in connection with the COVID-19 public health crisis, (ii) the RC has reconsidered the circumstances of the state of emergency and (iii) state and local officials continue to impose or recommend measures to promote social distancing in relation to the COVID-19 public health crisis and, further, (3) authorize all legislative bodies of the Southern California Association of Government (SCAG), including the RC, EAC and all committees, subcommittees and task forces established by the RC or SCAG's Bylaws, to utilize remote teleconference meetings pursuant to and in compliance with Brown Act provisions contained in Government Code Section 54953(e).

STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

On March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency pursuant to Government Code Section 8625 in relation to the COVID-19 public health crisis. Notwithstanding declines in COVID-19-related cases and hospitalizations, and the relaxing of COVID-19-related requirements, this State of Emergency is still in force. Additionally, variants such as variant b.a.5 have shown continued prevalence in test results in the region. To continue assisting in managing this ongoing public health situation, local public health officials still recommend social distancing and other measures, as further discussed below, as a means to control and prevent the spread of COVID-19. Amendments to the Brown Act in Government Code section 54953(e) (hereafter, "Section 54953(e)") allow legislative bodies to conduct remote/teleconferenced meetings without posting the location of teleconferenced meeting sites or making such sites available to the public (as is required by Section 54953(b)(3)), provided that certain conditions facilitating "real time" public participation and other requirements are satisfied. SCAG's Regional Council Policy Manual permits the holding of remote and teleconferenced meetings in the manner permitted by Section 54953(e). Teleconference meetings include meetings that are held in a "hybrid" manner (that is, with both remote and "in-person" participation, and where the public is not permitted to attend in-person).

Since the enactment of Section 54953(e), the EAC, SCAG's Policy Committees, its other committees and the RC have met pursuant to Section 54953(e), subdivision (1)(A). SCAG's legislative bodies may continue meeting pursuant to Section 54953(e) provided that certain findings are made to continue doing so. Further, to continue meeting in such manner, the meetings must be held pursuant to the requirements of subdivision (e) of Section 54953.

This staff report includes findings that the EAC and RC can make to continue meeting remotely. Action by the EAC and RC will facilitate and authorize all of SCAG's legislative bodies (the RC, EAC, Policy Committees, other committees, subcommittees and task forces) to continue utilizing teleconference/videoconference meetings for a thirty-day period. Further continuation of this practice would require the EAC and/or RC to reconsider the then-current circumstances and make findings accordingly.

BACKGROUND:

The United States Secretary of Health and Human Services declared a public health emergency based on the threat cause by COVID-19 on January 31, 2020. The President of the United States issued a Proclamation Declaring a National State of Emergency Concerning COVID-19 beginning March 1, 2020. Thereafter, the Governor of California issued a Proclamation of State of Emergency pursuant to Government Code Section 8625 in relation to the COVID-19 public health crisis on

March 4, 2020. This proclamation has not yet been repealed or rescinded and is currently in force, notwithstanding declines in in COVID-19-related cases and hospitalizations from rates in the 2021-22 wintertime and the general relaxing or retiring of COVID-19-related requirements. As a result, a state of emergency continues to be declared in California with respect to COVID-19. Additionally, COVID-19 variants, including the b.a.5 variant, demonstrate that the virus continues to transmit in public places, as evidenced by test results. Early summertime increases in positive COVID-19 test results and hospitalization lead to the potential that a public health order mandating masks would be issued. While no mandatory masking policy was ordered by the Los Angeles Public Health Officer in July, and the health officer recently relaxed further certain mandatory masking requirements, the health officer has made it clear that Los Angeles County continues to monitor case numbers and the Public Health Officer has not ruled out mandatory masking or other prophylactic measures in the future, should circumstances warrant.¹ The public health officer also continues to advocate for social distancing as a prudent and reasonable means to assist in controlling COVID-19.²

Pursuant to Assembly Bill (AB) 361, which amended the Brown Act’s teleconferencing provisions, Section 54953(e) allows legislative bodies to meet virtually without posting the remote meeting locations and without providing public access at such locations (as is generally required by section 54953(b)(3)), provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees. Additionally, Section 54953(e) imposes transparency requirements to the management of remote and teleconference public meetings held under this section. Specifically, Section 54953(e) imposes two requirements for remote public meetings:

1. Public agencies hosting teleconference meetings pursuant to Section 54953(e) in lieu of traditional in-person or teleconferenced meetings must permit direct “real time” public comment during the teleconference and must leave open the opportunity for public comment until the comment period is closed during the ordinary course of the meeting. The opportunity to make public comment must be of a sufficient duration to allow actual public participation.
2. Any action by the governing body during a public teleconference meeting held under Section 54953(e) must occur while the agency is actively and successfully broadcasting to

¹ http://publichealth.lacounty.gov/media/coronavirus/docs/HOO/HOO_SaferReturnWorkCommunity.pdf (visited September 26, 2022) (noting “Public Health will continue following the County’s COVID-19 Response Plan to recommend or require future mitigation measures should the County’s designation on the CDC’s Community Level framework increase to Medium or High and the County’s COVID-19 transmission level substantially increases in the future.”)

² <http://publichealth.lacounty.gov/acd/ncorona2019/BestPractices/> (visited September 26, 2022) (noting that in business locations it is recommended to “Limit indoor occupancy to increase the physical space between employees at the worksite, between employees and customers, and between customers.”)

members of the public through a call-in option or an internet-based service option. If a technical disruption within the agency's control prevents members of the public from either viewing the meeting of the public agency or prevents members of the public from offering public comment, the agency must cease all action on the meeting agenda until the disruption ends and the broadcast is restored.

SCAG has implemented the requirements for conducting public meetings in compliance with the prior executive orders and Section 54953(e). Teleconference accessibility via call-in option or an internet-based service option (via the Zoom Webinars platform) is listed on the published agenda for each meeting of SCAG legislative bodies, and on SCAG's website. Further, SCAG provides access for public comment opportunities in real time at the time noted on the agenda. The holding of remote meetings in compliance with Section 54953(e) promotes the public interests of facilitating robust public participation on a remote platform and, further, protecting the public, SCAG's members and its employees when congregating indoors and against recent variants (including variants b.a.5) that pose health risks. Providing remote meetings also allows for the fully participation of SCAG's governing board members and staff who otherwise have tested positive, are mildly ill, and would be unable to personally attend meetings at SCAG's offices but for the accommodations in Section 54953(e). Recent SCAG meetings have included remote participation of either staff or committee members who have been ill with COVID-19 and, but for remote participation, would not have attended in person due to communicable illness.

Since the enactment of Section 54953(e), the EAC, SCAG's Policy Committees, its other committees and the RC have met pursuant to provisions in Government Code section 54953(e)(1)(A) because a declared state of emergency exists and County of Los Angeles Public Health Department and the City of Los Angeles currently recommends a variety of social distancing measures (including recommended, but not presently required, masking, recommending avoidance of crowded indoor spaces and social distancing, especially in cases where, as is the case here, the vaccination status of persons outside your household is unknown).³ The continued importance of social distancing measures is exemplified by current local health order recommendations to continue adhering to public health measures and recognition that local agencies and businesses may desire to adhere to more stringent health protocols than formally mandated.⁴

³ See <https://coronavirus.lacity.org/> (visited September 26, 2022) Los Angeles County Public Health Department notation that social distancing is still a recommended practice.

⁴ See <https://www.lamayor.org/sites/g/files/wph1781/files/page/file/20220304%20SAFER%20LA%20ORDER%202020.03.19%20%28REV%202022.03.04%29.pdf> (City of Los Angeles Mayoral Order), noting "All persons living and working within the City of Los Angeles should continue to always practice required and recommended COVID-19 infection control measures at all times and when among other persons when in community, work, social, or school settings, especially when multiple unvaccinated persons from different households may be present and in close contact with each other, especially when in indoor or crowded outdoor settings." Also, noting "Consistent and

SCAG's legislative bodies may continue meeting pursuant to Section 54953(e) if certain findings are periodically made and provided, further, that such meetings continue to be held pursuant to the requirements of subdivision (e) of Section 54953. The required findings include: (1) the legislative body has reconsidered the circumstances of the state of emergency and (2) that either (i) state or local officials continue to recommend measures to promote social distancing or (ii) an in-person meeting would constitute an imminent risk to the safety of attendees.

SCAG's Regional Policy Manual permits holding teleconference/videoconference meetings and permits the President to waive certain requirements in the Policy Manual where state law permits such waiver. Likewise, SCAG's Bylaws authorize the EAC to make decisions and take actions binding on SCAG if such decisions or actions are necessary prior to the next regular meeting of the Regional Council. (Art. V.C(3)(a).) Given the RC's regular meeting on October 6th will occur following the earlier meetings that day of the EAC and Policy Committees, SCAG's Bylaws authorize the EAC to make the findings contained in this staff report.

If the findings below are made, all SCAG legislative bodies (i.e., the RC, EAC, Policy Committees and other SCAG committees, subcommittees and task forces) are authorized to meet pursuant to Section 54953(e) for thirty days. Further continuation beyond this period would require the EAC and/or RC to reconsider the then-current circumstances.

FINDINGS:

The recommendations in this staff report are based on the following facts and findings, made pursuant to Government Code Section 54953(e)(3), which are incorporated into the recommended action taken by the EAC and RC, as noted above:

1. The EAC and RC have reconsidered the circumstances of the state of emergency initially declared by the Governor on March 4, 2020, pursuant to section 8625 of the California Emergency Services Act, relating to the COVID-19 public health crisis and find that the declaration remains in effect. The continuation of virtual meetings will allow for full participation by members of the public, consistent with continued social distancing recommendations, and will facilitate the purposes of such social distancing recommendations by preventing large crowds from congregating at in indoor facilities for extended periods of time. Given that the vaccination status of meeting participants (including members of the public) is not known, it is prudent to use caution in protecting the health of the public, SCAG's employees and its membership where, as here, adequate virtual means exist to permit the meeting to occur by teleconference/videoconference with

correct mask use (covering nose and mouth) is especially important indoors when in close contact with others (less than six feet from) who are not fully vaccinated against COVID-19 or whose vaccination status is unknown."

the public being afforded the ability to comment in real time.⁵ Additionally, continuing virtual meetings allows for the fully participation of SCAG's governing board members and staff who otherwise have tested positive, are mildly ill, and would be unable to personally attend meetings at SCAG's offices but for the accommodations in Section 54953(e). Allowing the continued participation of mildly ill persons by remote means while they isolate promotes the public interest and, in fact, has permitted staff and governing board members to fully participate in prior meetings.

2. The EAC and RC find that state and local officials continue to recommend measures to promote social distancing as exemplified by the discussion and footnoted provisions above. Further the Los Angeles County Department of Public Health and City of Los Angeles continue to recommend measures to promote social distancing, including recommendations to avoid crowded indoor spaces and to maintain social distancing, especially in cases where the vaccination status of persons outside a person's household is unknown. The continued importance of social distancing measures is exemplified by recent health order recommending the need to continued adherence to public health measures and recognition that local agencies and businesses may desire to adhere to more stringent health protocols than formally mandated. Finally, SCAG's primary offices and its regional offices remain closed to the public in relation to the COVID-19 emergency declaration.

CONCLUSION:

Staff recommends the actions described above be taken based on the findings contained in this staff report. Should further remote meetings pursuant to Section 54953(e) be warranted, the EAC and/or RC are required to reconsider the circumstances and make findings to continue holding meetings in this manner.

FISCAL IMPACT:

None.

⁵ See

<https://www.lamayor.org/sites/g/files/wph1781/files/page/file/20220304%20SAFER%20LA%20ORDER%202020.03.19%20%28REV%202022.03.04%29.pdf>, noting "People at risk for severe illness or death from COVID-19—such as unvaccinated older adults and unvaccinated individuals with underlying medical conditions associated with higher risk for severe COVID-19—and members of their household, should defer participating in activities with other people outside their household where taking protective measures, including wearing face masks and social distancing, may not occur or will be difficult, especially indoors or in crowded spaces. For those who are not yet fully vaccinated, staying home or choosing outdoor activities as much as possible with physical distancing from other households whose vaccination status is unknown is the best way to prevent the risk of COVID-19 transmission."



AGENDA ITEM 2
REPORT

Southern California Association of Governments
Hybrid (In-Person and Remote Participation)
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room
Los Angeles, CA 90017
October 6, 2022

To: Executive/Administration Committee (EAC)
Regional Council (RC)
From: Ruben Duran, Board Counsel
(213) 787-2569, ruben.duran@bbklaw.com
Subject: Approval of Amendment No. 1 to Executive Director’s Employment
Agreement

EXECUTIVE DIRECTOR’S
APPROVAL

RECOMMENDED ACTION:

Approve the attached Amendment No. 1 to the Employment Agreement between SCAG and Kome Ajise.

STRATEGIC PLAN:

This item supports the following Strategic Plan Goal 2: Advance Southern California’s policy interests and planning priorities through regional, statewide, and national engagement and advocacy. 4: Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration.

EXECUTIVE SUMMARY:

In accordance with SCAG’s Bylaws and the Executive Director’s Employment Agreement, the Executive/Administration Committee (EAC) conducted an annual performance evaluation of the Executive Director earlier this year. At its regular meeting on August 31, 2022, the EAC recommended that the RC approve an amendment to the agreement to (1) adjust the annual salary; (2) delete provisions related to an automatic cost-of-living adjustment; and (3) amend language related to the timing of the annual evaluation to make the agreement consistent with SCAG’s Bylaws. The attached amendment makes only those changes; the remaining terms of the agreements remain in full force and effect.

BACKGROUND:

SCAG’s Executive Director, Kome Ajise, was hired on April 5, 2019. His employment agreement, attached hereto, sets forth the terms of employment, including an initial five-year term, an annual salary of \$335,000, customary employee benefits such as health and life insurance, and various other terms.

Section 2.03 of the agreement provides for an annual performance evaluation of the executive director by SCAG’s Executive/Administrative Committee; that process was recently completed. As

authorized by section 3.04 of the agreement (related to Discretionary Merit Increase), the EAC recommended at its August 31, 2022 meeting that the RC approve an increase in the executive director's annual salary to \$382,000. The annual salary has not been adjusted since Mr. Ajise commenced his tenure.

The RC approved that recommendation at its September 1, 2022, along with minor changes to the employment agreement to delete reference to an annual cost-of-living adjustment (which had likewise not been made) and to require that the timing of the annual performance evaluation comply with SCAG's Bylaws (the original agreement contained language on timing that was inconsistent with the Bylaws).

Accordingly, Board Counsel has prepared the attached Amendment No. 1 to the employment agreement for the RC's consideration.

FISCAL IMPACT:

The fiscal impact of this change to salaries and fringe benefits in the Indirect Cost budget is \$68,735.

ATTACHMENT(S):

1. SCAG_Draft Amendment 1 to K. Ajise Employment Agreement-c1
2. Ajise Employment Agreement 2019-c1

AMENDMENT NO. 1

EMPLOYMENT AGREEMENT BETWEEN
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
AND KOME AJISE

The EMPLOYMENT AGREEMENT BETWEEN SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS AND KOME AJISE, dated May 2, 2019, is hereby amended as follows:

1. **Section 2.03. (Performance Evaluation):** This section shall be revised, as follows:

Employee’s performance will be evaluated in accordance with Article V, section C(3)(b) of SCAG’s Bylaws.
2. **Section 3.02. (Employee Base Salary):** The base salary shall be increased to Three Hundred and Eighty-Two Thousand Dollars (\$382,000) per year.
3. **Section 3.03. (Cost of Living Adjustment):** This section shall be removed in its entirety.
4. Except as expressly amended herein, all other terms and conditions of the Agreement shall remain in full force and effect.

These amendments have been mutually agreed upon and shall become effective upon approval of this Amendment by the Regional Council.

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

By: _____
Jan C. Harnik, President

By: _____
Kome Ajise, Executive Director

DATE: _____

APPROVED AS TO FORM

Ruben Duran, Board Counsel

EMPLOYMENT AGREEMENT

FOR

KOME AJISE

This Employment Agreement (hereinafter referred to as "Agreement") is entered into by and between the Southern California Association of Governments, a California Joint Powers Agency (hereinafter referred to as the "Employer" or "SCAG") and Kome Ajise (hereinafter referred to as the "Employee"), each individually referred to as "Party" and collectively referred to as the "Parties," in consideration of the mutual promises as set forth herein.

RECITALS

WHEREAS, the position of Executive Director is a "Director" level and "at-will" position;

WHEREAS, it has been determined that it is in the best interest of SCAG that all "Director" level positions and their terms of employment be set forth in an employment contract between SCAG and the Executive Director;

WHEREAS, the Regional Council has given authority to the SCAG President to enter into this Agreement on behalf of Employer; and

WHEREAS, SCAG intends that this Agreement set forth all obligations, rights and privileges it may owe to Employee and which Employee may owe to SCAG as a result of the employment relationship.

NOW THEREFORE, the Parties agree to enter into this Agreement under the terms and the conditions set forth below.

ARTICLE 1. TERM OF EMPLOYMENT

Section 1.01 -- Specified Term

The Employer hereby employs Employee and Employee hereby accepts employment with Employer for the period from April 5, 2019 to April 4, 2024, hereinafter referred to as the "Term" of the Agreement.

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Section 1.02 -- Earlier Termination

This Agreement may be terminated earlier as hereinafter provided under Article 4.

ARTICLE 2. DUTIES AND OBLIGATIONS OF EMPLOYEE

Section 2.01 -- Title and Description of Performance Goals

Employee shall serve as the Executive Director of SCAG. In that capacity, Employee shall do and perform all services, acts, or things necessary or advisable to fulfill the duties of an Executive Director pursuant to the provisions of Article VII of SCAG's Bylaws. However, Employee shall at all times be subject to the direction of the Regional Council and the policies of the Regional Council.

Section 2.02 -- Loyal and Conscientious Performance of Duties

Employee agrees that to the best of his ability and experience, he will at all times loyally and conscientiously perform all of the duties and obligations required of him either expressly or implicitly by the terms of this Agreement. Said required duties and obligations are set forth in Article VII of SCAG's Bylaws.

Section 2.03 -- Performance Evaluation

Employee's performance will be evaluated annually by SCAG's Executive / Administration Committee (EAC) and ratified by SCAG's Regional Council in accordance with the Bylaws of SCAG. This annual performance evaluation shall occur on or before April 30th of each year during the Term of this Agreement. Informal performance evaluations by the EAC may be undertaken as determined by the EAC. Each annual performance evaluation shall be based on Employee's performance as measured against both the required duties and obligations of the Executive Director and an annual Work Plan developed by Employee and the EAC and agreed to by the Regional Council. The EAC shall also have the authority to seek input from SCAG's Executive Management staff in assessing Employee's performance.

Section 2.04 -- Employer's Personnel Rules

Employee agrees to comply with all of the provisions set forth within the Personnel Rules of SCAG that are applicable to this Agreement, as they are adopted and periodically amended.

ARTICLE 3. OBLIGATIONS OF EMPLOYER

Section 3.01 -- General Description

Employer shall provide Employee with the compensation, incentives, and benefits as set forth below, and reasonable business expense reimbursement in accordance with SCAG's policies.

Section 3.02 -- Employee Base Salary

Commencing the starting date (Term) of this Agreement (April 5, 2019) and as compensation for the services to be rendered by Employee under this Agreement, Employer shall pay Employee a base salary of Three Hundred and Thirty Five Thousand Dollars (\$335,000.00) per year paid in equal biweekly amounts during the period of his employment and prorated for any partial employment period. During the Term of this Agreement and subject to the terms of this Article 3, the EAC shall have the authority to recommend the adjustment and increase of the base salary of Employee, with any such base salary adjustment and increase subject to the ratification of the Regional Council.

Section 3.03 -- Annual Cost of Living Increases

At the sole discretion of SCAG, and commencing on April 5, 2019 and continuing each year thereafter, provided that the Regional Council and General Assembly approve salary adjustments for SCAG employees through the annual budget approval process, Employee shall receive a cost of living increase paid consistent with any cost of living increase made available to SCAG staff and only if a cost of living increase is made available to SCAG staff. The amount of any such cost of living increase for Employee must be determined using a process that is consistent with that used for SCAG staff. Any such cost of living increase must be authorized by the SCAG President before it takes effect, and will be effective on the same date as it is effective for SCAG staff.

Section 3.04 -- Discretionary Merit Increase

At the sole discretion of SCAG and commencing on April 5, 2019 and continuing each year thereafter, provided that the Regional Council and General Assembly approve salary adjustment for SCAG employees through the annual budget approval process, Employee shall receive a merit salary adjustment based on the EAC' s review of Employee's performance of duties and obligations and achievement, as well as the achievement of performance objectives/desired outcomes as provided in a Work Plan to be subsequently approved and agreed upon between Employee and the EAC. Any merit salary increase, if any, must be consistent with any merit salary increase available to

SCAG staff and, after authorization by the SCAG President, will be effective on the same date as it is effective for SCAG staff.

Section 3.05 -- Limitation on Increases

Notwithstanding Sections 3.03 and 3.04 above, in years when there is no cost of living increase, merit salary adjustment or other form of compensation adjustment provided to SCAG staff, Employee will not receive any such increases, payments or adjustments. .

Section 3.06 -- Employee Benefits

(a) Employee is entitled to sick leave, all retirement, health, vision and dental insurance, life insurance, deferred compensation, and disability benefits and other work related programs offered to all non-exempt SCAG employees. In addition, life insurance with an increased coverage level of \$150,000.00 is provided. The Employer shall pay the full premium of this coverage; but the Employee shall be responsible for the taxable value of this benefit. Also, the Employer agrees to match Employee's annual contribution to SCAG's 457 deferred compensation retirement plan(s) provider, except that matching amount from Employer, not to exceed IRS limits in any given year.

(b) Employee will be entitled to accumulate annual vacation leave at the rate of 160 hours or at such accumulation rate as provided in the Personnel Rules as they are adopted and periodically amended, whichever is greater. Utilization of such leave and restrictions on the accumulation of such leave shall be governed by the provisions of the Personnel Rules.

(c) Employee will be entitled to receive ~~\$10,500 annually~~ ^{KA} ^Q or \$750 monthly for an auto allowance. This supplemental allowance will be paid as part of a non-accountable plan in accordance with applicable regulations of the United States Treasury Department, Internal Revenue Service, and all such payments will be reported as income.

(d) Employee shall receive a monthly allowance equal to cost of monthly parking in SCAG's Downtown Los Angeles headquarters.

(e) Employee shall receive \$250 monthly as reimbursement for the acquisition and use of a Cellular Telephone and for unrestricted Internet home use; and any hardware accessories.

(f) Employee shall also be entitled to receive, each year, Personal Floating Holidays to be used in accordance with the provisions set forth in the Personnel Rules of SCAG, as they are adopted and periodically revised.

(g) In addition to the vacation leave described in Section 3.06(b) above, Employee shall also be entitled to receive each year 80 hours of executive leave accrued annually on a calendar year basis, and whatever portion is unused as of December 31st of the calendar year, shall be paid out in cash upon Employee's request in the following calendar year.

(h) All sick leave, vacation, retirement and other benefits accrued by Employee as of the Effective Date of this Agreement shall be carried forward under this Agreement.

ARTICLE 4. TERMINATION OF EMPLOYMENT

Section 4.01 -- Automatic Termination

This Agreement shall automatically terminate, with or without notice, and without the severance payment set forth in Article 4.03(a) (2), upon the occurrence of the following events:

- (a) the death of the Employee;
- (b) the inability of the Employee to perform the essential functions of his employment;
- (c) the voluntary or involuntary dissolution of Employer; or
- (d) the expiration of the Term of this Agreement.

This Agreement will also automatically terminate, after sixty (60) days written notice, in the event that Employee's position is eliminated due to work reduction caused by budgetary constraints or for any other reason; provided, however, that in this situation, severance payment may be paid to Employee in accordance with Article 4.03(a) (2) of this Agreement at the sole discretion of the Employer.

Section 4.02 -- Termination by Employee

The Employee may terminate this Agreement by providing the Employer with sixty (60) days written notice of his resignation of employment. Upon his resignation, Employee shall be entitled only to the compensation set forth in Section 4.04 and shall not be entitled to any severance payment.

Section 4.03 -- Termination by Employer

(a) **Without Cause:** The Employer may, at its sole discretion, terminate this Agreement without cause provided that Employer gives Employee at least sixty (60) days written notice of such termination without cause. Being at-will, Employee acknowledges that he has no right to the grievance procedures established by Employer.

- (1) Should Employer elect to terminate this Agreement without cause, Employer agrees to provide Employee with a severance payment as set forth in Section 4.03(a) (2) below from the date of termination.
- (2) Employee shall receive an amount equal to Employee's annual base salary as defined in Section 3.02 at the time of termination as a severance payment; except, that, in accordance with Government Code Section 53260, the maximum severance payment made to Employee cannot be more than Employee's annual base salary divided by twelve and multiplied by the number of months remaining in the Term of this Agreement (up to a maximum of twelve (12) months). In addition, Employer shall pay the life, vision, medical and dental premiums of Employee at the then current participation rate at the time of termination for the number of months remaining in the Term of this Agreement (up to a maximum of twelve (12) months).

(b) **For Cause:** The Employer shall have the right to immediately terminate Employee for cause if the Employee does any of the following:

- (1) willfully breaches or habitually neglects the duties which he is required to perform under terms of this Agreement;
- (2) commits acts of dishonesty, fraud, misrepresentation, or other acts of moral turpitude, that would prevent the effective performance of his duties or that places SCAG in an unfavorable light;
- (3) substantially fails to perform his duties or fails to meet his performance objectives based upon the annual review by the EAC;
- (4) engages in any actions that is disruptive to the workplace;
- (5) commits significant acts of insubordination to the Regional Council; or
- (6) violates any of the policies set forth in the Personnel Rules of SCAG, as adopted and periodically amended.

If the Employee is terminated by Employer for cause, Employee shall not be entitled to any severance payment from Employer, unless the EAC in its sole discretion authorizes severance payment and the decision by the EAC is ratified by a majority vote of the Regional Council.

(c) Notice of For Cause Termination: Should the Employer terminate Employee pursuant to Section 4.03(b), Employer agrees to provide Employee with written notice detailing the specific grounds leading to his for cause termination, provided that such written notice of termination for cause may be effective immediately.

Section 4.04 -- Effect on Compensation

In the event that this Agreement is terminated, for any of the reasons set forth in this Article, Employee shall be entitled to his base salary owed and benefits earned by and vested in Employee prior to the date of his termination, computed pro rata up to and including that date. Except for the provisions in this Agreement allowing for severance payment, and except for the payment of life, vision, medical and dental premiums as discussed in Section 4.03(a) (2), Employee shall be entitled to no further compensation as of the date of termination.

ARTICLE 5: GENERAL PROVISIONS

Section 5.01 -- Notices

Any notices to be given by either Party to the other shall be in writing and maybe transmitted either by personal delivery or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the Parties at the addresses appearing below. Each Party may change that address by written notice in accordance with this section. Notices delivered personally shall be deemed communicated as of the date of actual receipt; mailed notices shall be deemed communicated as of the date of mailing.

Notice to Employer

Human Resources Department
SCAG
900 Wilshire Boulevard
Suite 1700
Los Angeles, California 90017

Notice to Employee

Kome Ajise
900 W. Temple Street #407
Los Angeles, CA 90012

Section 5.02 -- Attorney's Fees and Costs

If any action is necessary to enforce or interpret the terms of this Agreement, the prevailing Party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which that Party may be entitled. This provision shall be construed as applicable to the entire contract.

Section 5.03 -- Entire Agreement

This Agreement supersedes any and all other agreements, either oral or in writing, between the Parties with respect to the employment of Employee by Employer, and contains all of the covenants and agreements between the Parties with respect to that employment in any manner whatsoever. Each Party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any Party, or anyone acting on behalf of any Party, which are not embodied herein, and that no other agreement, statement; or promise not contained in this Agreement shall be valid or binding.

Section 5.04 -- Modification

Any modification or amendment of this Agreement will be effective only if it is in writing signed by both the President of SCAG acting on behalf of SCAG's Regional Council and the Employee. However, changes to the Personnel Rules of SCAG, except for those addressing compensation or benefits, are applicable to this Agreement.

Section 5.05 -- Partial Invalidity

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

Section 5.06 -- Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

Executed on May 2nd, 2019 at Los Angeles, California.

EMPLOYER

Southern California Association of Governments


By  _____
Alan Wapner, SCAG President

EMPLOYEE

Kome Ajise

By  _____
Executive Director

Approved as to Form:

 _____
Legal Counsel



Southern California Association of Governments
Hybrid (In-Person and Remote Participation)
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room
Los Angeles, CA 90017
October 6, 2022

**MINUTES OF THE MEETING
EXECUTIVE/ADMINISTRATION COMMITTEE (EAC)
WEDNESDAY, AUGUST 31, 2022**

THE FOLLOWING MINUTES IS A SUMMARY OF ACTIONS TAKEN BY THE EXECUTIVE/ADMINISTRATION COMMITTEE (EAC). AN AUDIO RECORDING OF THE ACTUAL MEETING IS AVAILABLE AT: <http://scag.iqm2.com/Citizens/>.

The Executive/Administration Committee (EAC) of the Southern California Association of Governments (SCAG) held its special meeting virtually (telephonically and electronically), given the declared state of emergency (pursuant to State of Emergency Proclamation dated March 4, 2020) and local public health directives imposing and recommending social distancing measures due to the threat of COVID-19, and pursuant to Government Code Section 54953(e)(1)(A). A quorum was present.

Members Present

| | | |
|--|----------------------------|-------------------------|
| Hon. Jan Harnik, President | | RCTC |
| Hon. Art Brown, 2nd Vice President | Buena Park | District 21 |
| Hon. Clint Lorimore, Imm. Past President | Eastvale | District 4 |
| Hon. Frank Yokoyama, Chair, CEHD | <i>Cerritos</i> | District 23 |
| Hon. David J. Shapiro, Vice Chair, CEHD | <i>Calabasas</i> | District 44 |
| Hon. Deborah Robertson, Chair, EEC | <i>Rialto</i> | District 8 |
| Hon. Luis Plancarte, Vice Chair, EEC | | Imperial County |
| Hon. Ray Marquez, Chair, TC | <i>Chino Hills</i> | District 10 |
| Hon. Peggy Huang, Chair, LCMC | | TCA |
| Hon. Margaret Finlay, President’s Appt. | <i>Duarte</i> | District 35 |
| Hon. Kathleen Kelly, President’s Appt. | <i>Palm Desert</i> | District 2 |
| Hon. Larry McCallon, President’s Appt. | <i>Highland</i> | District 7 |
| Hon. Nithya Raman, President’s Appt. | <i>Los Angeles</i> | District 51 |
| Hon. Andrew Masiel, Sr. | <i>Pechanga Dev. Corp.</i> | TGRP Representative |
| Hon. Lucy Dunn | | Business Representative |

Members Not Present

| | | |
|--|----------------|-------------|
| Hon. Tim Sandoval, Vice Chair, TC | <i>Pomona</i> | District 38 |
| Hon. Jose Luis Solache, Vice Chair, LCMC | <i>Lynwood</i> | District 26 |



Staff Present

Kome Ajise, Executive Director
Darin Chidsey, Chief Operating Officer
Debbie Dillon, Chief Strategy Officer
Cindy Giraldo, Chief Financial Officer
Sarah Jepson, Director of Planning
Javiera Cartagena, Director of Government and Public Affairs
Julie Shroyer, Chief Information Officer
Michael Houston, Chief Counsel, Director of Legal Services
Ruben Duran, Board Counsel
Maggie Aguilar, Clerk of the Board
Cecilia Pulido, Deputy Clerk of the Board

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The Honorable Jan Harnik called the meeting to order at 3:00 p.m. President Harnik asked Regional Council Member Larry McCallon, Highland, District 7, to lead the Pledge of Allegiance.

President Harnik expressed they had experienced a devastating loss since their last meeting, the loss of First Vice President Carmen Ramirez who tragically died last month. She informed members that they would take time at the Regional Council meeting to commemorate Vice President Ramirez. She also noted there were plans for proposals to name the annual SCAG scholarship in Ventura County in her name and bestow on her the posthumous title of Regional Council President in Memoriam for 2023-2024. She extended their deepest sympathies to her husband and her family, and the many more who knew and loved her.

PUBLIC COMMENT PERIOD

President Harnik opened the Public Comment Period and outlined instructions for public comments. She noted this was the time for persons to comment on any matter pertinent to SCAG's jurisdiction that were not listed on the agenda. She reminded the public to submit comments via email to ePublicComment@scag.ca.gov.

Ruben Duran, Board Counsel, acknowledged there no written public comments for items not listed on the agenda.

Seeing no public comment speakers, President Harnik closed the Public Comment Period.

REVIEW AND PRIORITIZE AGENDA ITEMS

There was no prioritization of agenda items.

ACTION ITEM

1. Findings to Continue Holding Virtual Regional Council and Committee Meetings under AB 361

President Harnik opened the Public Comment Period.

Seeing no public comment speakers, President Harnik closed the Public Comment Period.

A MOTION was made (McCallon) that the Executive Administration Committee (EAC): (1) make the following findings required by Government Code Section 54953(e)(3) on the basis of the staff report, which is incorporated by this reference, that (i) a proclaimed state of emergency remains active in connection with the COVID-19 public health crisis, (ii) the EAC has reconsidered the circumstances of the state of emergency and (iii) state and local officials continue to impose or recommend measures to promote social distancing in relation to the COVID-19 public health crisis and, further, (2) authorize all legislative bodies of the Southern California Association of Government (SCAG), including the EAC, RC and all committees and task forces established by the RC or SCAG's Bylaws, to utilize remote teleconference meetings pursuant to and in compliance with Brown Act provisions contained in Government Code Section 54953(e). Motion was SECONDED (Marquez) and passed by the following votes:

AYES: Brown, Finlay, Harnik, Huang, Kelly, Lorimore, Marquez, Masiel, McCallon, Plancarte, Raman, Shapiro, and Yokoyama (13)

NOES: None (0)

ABSTAIN: None (0)

2. 2022-2023 Executive Administration Committee Strategic Work Plan

President Harnik opened the Public Comment Period.

Seeing no public comment speakers, President Harnik closed the Public Comment Period.

Kome Ajise, Executive Director, expressed appreciation for the feedback that the EAC members provided at the retreat in June. He indicated they were continuing the tradition they began a couple of years of having a presidential workplan that guides this work based on the feedback from the retreat.

Sarah Jepson provided a brief overview of the suggested changes to the 2022-2023 EAC Strategic Workplan. She highlighted two main changes to the workplan as follows: 1) Leadership in Resource Deployment - Connect SoCal implementation, which includes an action item focused on expanding communication strategies and outreach. She noted that SCAG had a lot of new programs that they wanted to promote so that local agencies could take advantage of them. She explained that they were looking at a variety of different strategies to expand their communications and outreach. She highlighted Money Monday which had been implemented and provided information on funding opportunities that were available; and 2) Expand the discussion on major policy issues that have not been fully addressed in the workplan. She noted those issues were water resilience, digital equity, the clean energy economy, and particularly how their clean transportation technology and promotion of that can support workforce development. She indicated that they had talked [at the retreat] about issues of hydrogen and electric vehicles (EV), the impacts on a need for lithium as part of the batteries that would supply those EVs, issues related to the supply chain, and SCAG's need to continue to provide leadership. She noted that they had recognized those major policy issues as priorities for discussion among the Regional Council and added to the outlook of agendas, a Regional Council agenda policy outlook, which included month to month policy conversations on these issues. She provided a brief overview of the policy discussion over the next several months, which was included in the staff report.

Lastly, she noted that the staff report also included an outlook for the Emerging Technologies Committee and the policy issues that they would be looking to address.

Regional Councilmember McCallon thanked staff for implementing Money Monday's and stated he had seen the communications on this and noted that it was going to be beneficial.

A MOTION was made (Finlay) that the Executive/Administration Committee review and finalize the 2022-2023 EAC Strategic Work Plan and recommend approval by the Regional Council at the October 6, 2022 meeting. Motion was SECONDED (Kelly) and passed by the following votes:

AYES: Brown, Finlay, Harnik, Huang, Kelly, Lorimore, Marquez, Masiel, McCallon, Plancarte, Raman, Robertson, Shapiro, and Yokoyama (14)

NOES: None (0)

ABSTAIN: None (0)

CONSENT CALENDAR

President Harnik opened the Public Comment Period.

Seeing no public comment speakers, President Harnik closed the Public Comment Period.

Approval Items

3. Minutes of the Special Meeting – August 3, 2022
4. Minutes of the Special Meeting – August 15, 2022
5. Amend Previous Approval of Participation in the Vienna Social Housing Field Study, Occurring Sept 11-17, 2022 to Confirm and Identify SCAG Delegates for Attendance
6. Resolution No. 22-646-1 Approving Amendment 1 to the FY 2022-23 Overall Work Program (OWP)
7. Contracts \$200,000 or Greater: Contract No. 22-57-C01, Regional Data Platform Phase 2
8. Contracts \$200,000 or Greater: Contract No. 22-052-C01, Connect SoCal 2024 Public and Stakeholder Engagement
9. Contracts \$200,000 or Greater: Contract No. 22-055-C01 through 22-055-C09, Economic Advisory and Analysis Services Supporting Annual Economic Summit and SCAG Quarterly Indicators Dashboard (SQID)
10. Contracts \$200,000 or Greater: Contract No. 22-061-C01, Streamlining Services for SCAG's Broadband Program
11. Contracts \$200,000 or Greater: Contract No. 22-062-C01, Strategic Services for SCAG's Broadband Program
12. Contract Amendment Greater than \$75,000 and 30% of the Contract's Original Value: Contract No. 22-064-C01, Amendment No. 1, Computing and Storage Services (On-Demand Availability of Scalable Computing Resources and Storage Over the Internet) Provided by Amazon Web Services (AWS)
13. Contracts \$200,000 or Greater: Contract No. 22-066-C01, Industry Forum: Tribal Engagement and General Outreach
14. SCAG Memberships and Sponsorships

Receive and File

15. Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 - \$74,999

16. CFO Monthly Report

A MOTION was made (Finlay) to approve Consent Calendar, Items 3 through 14; Receive and File Item 15-16. Motion was SECONDED (Brown) and passed by the following votes:

AYES: Brown, Finlay, Harnik, Huang, Kelly, Lorimore, Marquez, Masiel, McCallon, Plancarte, Raman, Robertson, Shapiro, and Yokoyama (14)

NOES: None (0)

ABSTAIN: Lorimore (1) Abstained on Agenda Item 5 due to a possible conflict of interest.

INFORMATION ITEM

17. 2022 Federal Certification Review

Executive Director Ajise reported that the federal certification review was something that occurred every four years and certified that SCAG could continue practices as a Metropolitan Planning Organization (MPO). He noted that they appreciated the partnership they had with the federal agencies. He indicated that the federal agencies not only reviewed SCAG's documents and processes, but they also interviewed several stakeholders across the region. He highlighted that there were some commendations on the work that SCAG did, one notable example was Toolbox Tuesday's. He stated they also appreciated the work SCAG had done on equity and public engagement. He also noted there was one finding pertaining to the CMAQ-STBG processes and they had started to work with the Commissions and hoped to have a recommendation for the corrective action in the spring to the RC.

CFO REPORT

Cindy Giraldo, Chief Financial Officer, reported the CFO report included the quarterly CFO charts that highlighted agency business through June 30, 2022. She noted the charts had a new design and layout, and in some cases, the content had been updated with the goal of providing more meaningful information to the EAC and the Regional Council. She also explained that two new reports had been added to provide timely information on the core agency planning work that was either currently underway or would be soon. She noted the first report provided information on the planning Request for Proposals completed in the prior quarter and detailed the major SCAG

program or initiative, the specific project name and description, the amounts of funds awarded, and the specific agency or region served by the work to be performed. She also noted that the second report was an outlook on planning procurements and that the report provided their best estimate on when funded projects would be contracted with service providers. She stated that collectively they hoped these reports would provide more insight into the work currently underway.

PRESIDENT'S REPORT

President Harnik reported they would be doing a call for candidates for Second Vice President position. She noted that the Bylaws outlined next steps for filing a vacant officer position. She reported that effective immediately Second Vice President Art Brown would assume the role of First Vice President for the remainder of the term and noted that staff would be sending an email on a call for Second Vice President candidates. She stated that once a list of interested candidates was compiled the Nominating Committee would consider the candidates and make a recommendation to the Regional Council at its October meeting. Lastly, President Harnik announced that the next EAC meeting would be on Thursday, October 6 at 8:30 a.m. due to Yom Kippur beginning on Tuesday, October 4 and ending on the evening of Wednesday, October 5.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Kome Ajise reminded the EAC about the important air quality issue related to the Notice of Intent (NOI) to sue filed by the South Coast Air Quality Management District (SCAQMD) against the EPA. He also noted that a comprehensive staff report status update on two regional air quality and conformity challenges including the NOI issue was included as an Receive and File item on the July Regional Council meeting agenda. He reported that on the NOI, staff recently requested a status update from the SCAQMD staff, and they were informed that they are continuing to meet with the EPA about this issue, but they had not taken any further steps on the NOI with the EPA. He indicated this was a good sign that they were still having conversations with the EPA. Regarding the conformity lockdown, he stated they were cautiously optimistic that significant progress had been made, and that proactive steps had been taken with RTP and FTIP amendments to minimize the lockdown impact. He reported that ARB updated their mission model and was currently under review. He stated that if the EPA approves the new model, it could significantly address the issues implicated in the conformity lockdown, but it would not fully address it. He indicated that he thought there was motivation on all sides to find a way and not go through a lockdown. He explained that under the most optimal scenario it was possible that the lockdown could be resolved in time for the needed federal approvals for SCAG's proactive RTP and FTIP amendments by the timeline around April/May 2023. Additionally, he also brought their attention to two emerging air quality issues related to the Mojave Desert AQMD and the Antelope Valley AQMD that could potentially trigger some sanctions in the region.

He also provided an update on the meeting they had on August 10th with HCD. He indicated that staff and he traveled to Sacramento to meet with HCD Director Gustavo Velasquez and his executive team to share the progress of the REAP 1.0 program, a \$47M program that they launched with the Regional Council's direction 18 plus months ago. He explained that they shared that SCAG was on track in delivering the largest technical assistance program it had ever provided in the region, and the only technical assistance program they had ever provided on housing; had executed 19 contracts totaling \$7.1 million to support this work to date, mostly in direct support of local housing planning; and executed 15 MOU's with all interested subregional Councils of Governments (COG) allocating half of their REAP 1.0 funding to the COGs based on their 6th Cycle RHNA numbers to match resources with units to be accommodated in housing element updates. He noted that these agreements were supporting 60 COG led projects across the region. He highlighted that it was a positive meeting and that what was really critical about these opportunities to meet and share SCAG's work was that it helps them gain better footing with their state partners.

He also provided an update on the progress of the Regional Advance Mitigation Planning Advisory Task Group (RAMP-ATG) and the Greenprint and indicated that the RAMP-ATG had met five times. He reported that as of April, the RAMP-ATG had asked staff that they work closely with stakeholders. He reported that staff had presented best practices from various transportation agencies on RAMP and had reviewed the white paper with the ATG. He also reported that staff developed draft Policy Framework which was also addressed with the ATG. He informed the Regional Council that the ATG members asked to continue outreach, particularly with the building community, and get their feedback and comments. He stated they had been meeting with stakeholders and were wrapping up those meetings where they intended to meet with the business coalition. He explained that based on this feedback, staff would revise the draft policy document and bring it back to the ATG, which they expected would be sometime in late September. He noted that the contract with the Nature Conservancy contract would conclude at the end of September 2022 and contract deliverables would set SCAG up to finish the work however directed by the Regional Council. He indicated that they probably would have to go through another procurement to allow them to get to the Greenprint.

Lastly, he reported that SCAG sponsored the 2022 Mobility 21 summit and thought it was probably the best one-day transportation policy Summit. He noted that President Harnik, Second Vice President Brown, and many other RC and PC members attended, and that Chief Operating Officer Darin Chidsey and Organizational Development Business Unit Lead Nicole Katz and he attended as well. He reported the conference focused on major themes like transit and goods movement.

FUTURE AGENDA ITEMS

There were no future agenda items.

ANNOUNCEMENTS

Regional Council Member Frank Yokoyama, Cerritos, District 23, requested an updated list on the housing element compliance status.

CLOSED SESSION

Ruben Duran, Board Counsel, announced two Closed Session discussion items on:

- Public Employment: Pursuant to California Government Code Section 54957(b)(1), Public Employee Performance Evaluation - Title: Executive Director; and
- Public Employment: Pursuant to California Government Code Section 54957.6, Conference with Labor Negotiators, Agency designated representatives: Ruben Duran, Board Counsel - Unrepresented employee: Executive Director.

President Harnik opened the Public Comment Period.

Seeing no public comment speakers, President Harnik closed the Public Comment Period.

President Harnik recessed the Regional Council into Closed Session.

REPORT OF CLOSED SESSION ACTIONS

President Harnik reconvened the meeting of the Regional Council.

Board Counsel Duran reported there was no reportable action.

ADJOURNMENT

There being no further business, President Harnik adjourned the Regular Meeting of the Executive Administration Committee at 4:33 p.m. in memory of First Vice President and Supervisor Carmen Ramirez, a tireless leader who served her community and made us all better.

[MINUTES ARE UNOFFICIAL UNTIL APPROVED BY THE EAC]

//

Executive / Administration Committee Attendance Report

| 2022-23 | | | | | | | | | | | | | | | | | | Total M Attend To D |
|--|---------------------------------------|---|-----|--------|-------|------|-----|--------|--------|-----|-----|-----|-----|-----|-----|-----|-----|---------------------------|
| MEMBERS | CITY | Representing | JUN | 30-Jun | 1-Jul | JULY | AUG | 15-Aug | 31-Aug | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | |
| Hon. Jan Harnik, Chair, President, Chair | | RCTC | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | 7 |
| Hon. Art Brown, 1st Vice Chair | Buena Park | District 21 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | | | | | | | | | 5 |
| Hon. Clint Lorimore, Imm. Past President | Eastvale | District 4 | 1 | 0 | 1 | 1 | 1 | 0 | 1 | | | | | | | | | 5 |
| Hon. Frank Yokoyama, Chair, CEHD | Cerritos | District 23 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | 7 |
| Hon. David J. Shapiro, Vice Chair, CEHD | Cerritos | District 44 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | 7 |
| Hon. Deborah Roberston, Chair, EEC | Rialto | District 8 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | 6 |
| Hon. Luis Plancarte, Vice Chair, EEC | | Imperial County | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | 7 |
| Hon. Ray Marquez, Chair, TC | Chino Hills | District 10 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | | | | | | | | | 6 |
| Hon. Tim Sandoval, Vice Chair, TC | Pomona | District 38 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | 1 |
| Hon. Peggy Huang, Chair, LCMC | | TCA | 1 | 1 | 0 | 1 | 1 | 1 | 1 | | | | | | | | | 6 |
| Hon. Jose Luis Solache, Vice Chair, LCMC | Lynwood | District 26 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | | | | | | | | | 3 |
| Hon. Margaret Finlay, President's Appt. | Duarte | District 35 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | 7 |
| Hon. Kathleen Kelly, President's Appt. | Palm Desert | District 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | 7 |
| Hon. Larry McCallon, President's Appt. | Highland | District 7 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | 7 |
| Hon. Nithya Ramen, President's Appt. | Los Angeles | District 51 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | | | | | | | | | 6 |
| Hon. Andrew Masiel, Sr. | Pechanga Dev. Corporation | Tribal Government Regional Planning Board | 0 | 1 | 1 | 1 | 0 | 1 | 1 | | | | | | | | | 5 |
| Ms. Lucy Dunn, Ex-Officio Member | Lucy Dunn Strategic Issues Mar | Business Representative | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | 7 |
| | | | 14 | 15 | 13 | 15 | 13 | 14 | 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Attachment: EAC Attendance Sheet 2022-23 (Minutes of the Meeting - August 31, 2022)



AGENDA ITEM 4
REPORT

Southern California Association of Governments
Hybrid (In-Person and Remote Participation)
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room
Los Angeles, CA 90017
October 6, 2022

To: Executive/Administration Committee (EAC)
Transportation Committee (TC)
Regional Council (RC)
From: Andres Carrasquillo, Engagement Specialist
(213) 630-1401, carrasquillo@scag.ca.gov
Subject: Resolution No. 22-647-6 Acceptance of Office of Traffic Safety Grant
Funds to Support the Active Transportation Safety and Encouragement
Campaign

EXECUTIVE DIRECTOR'S
APPROVAL

RECOMMENDED ACTION EAC AND RC:

Approve Resolution No. 22-647-6 authorizing SCAG to accept, if awarded, Office of Traffic Safety grant funds in the amount of \$1,188,005 to support the *Go Human* Campaign and authorizing the Executive Director to execute all necessary agreements and other documents as they relate to supporting the Southern California Active Transportation Safety and Encouragement Campaign.

RECOMMENDED ACTION TC:

Receive and File

STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

On May 1, 2014, the General Assembly adopted the Resolution No. GA 2014-2 titled "Regional Effort to Promote Pedestrian and Bicycle Safety Initiative." To pursue this effort, SCAG launched Go Human, a Regional Active Transportation Safety and Encouragement Campaign, with funding from the Active Transportation Program. To extend campaign efforts, SCAG applied for Pedestrian/Bicycle Safety funds from the Office of Traffic Safety in the amount of \$1,188,005 to conduct a seventh round of Go Human safety programming and engagement across the region. On June 22, SCAG was informed that the grant award was being tentatively offered. SCAG is seeking Regional Council (RC) approval to receive the funds and authorization for the Executive Director to execute necessary agreements and other documents as they relate to supporting the Southern California Active Transportation Safety and Encouragement Campaign.

BACKGROUND:

In the six-county SCAG region, walking or bicycling accounts for 8.9% of all trips, but 27% of all roadway fatalities, according to Connect SoCal, SCAG's Adopted 2020-2045 Regional Transportation Plan (RTP). To address this, the SCAG 2014 General Assembly passed Resolution No. GA 2014-2, titled "Regional Effort to Promote Pedestrian and Bicycle Safety Initiative" to support a regional safety initiative aimed at improving roadway safety for bicyclists and pedestrians. To implement the resolution, SCAG secured \$2.3 million in California Department of Transportation (Caltrans) grant funding from the statewide 2014 Active Transportation Program call for projects to coordinate a Southern California Active Transportation Safety and Encouragement Campaign.

Using these grant resources, SCAG successfully initiated the *Go Human* Campaign with the launch of a first round of advertising and outreach in September of 2015 as well as five additional grant opportunities through the Office of Traffic Safety to implement safety activities. The advertising campaign has secured more than one billion impressions to date (each time an ad is seen) region-wide through a combination of SCAG's initial investment, as well as leveraged and donated media from local and county partners. SCAG has also completed and extended other components of the initial grant scope of work which include implementing a series of *Go Human* events in partnership with local cities and developing toolkits aimed at creating active transportation champions.

To continue the *Go Human* Campaign's momentum, SCAG applied for additional funding in January 2022 in the amount of \$1,188,004.97 from the Office of Traffic Safety to extend the campaign into 2021 and 2022. On June 22, 2022, SCAG received notice that an award in the amount of \$1,188,005 was being tentatively offered, given final approval from National Highway Traffic Safety Administration in October 2022. If awarded, this funding will be used to conduct a seventh round of safety engagement and programming. Funds will be used to support localized safety outreach for drivers, pedestrians, and bicyclists across the region, through the multiple safety strategies, including safety messaging and advertising, temporary demonstration projects, and the development of Community Safety Hubs across the region. SCAG is seeking Regional Council approval to receive the funds.

FISCAL IMPACT:

If awarded, SCAG will receive \$1,188,005 in grant funds from the Office of Traffic Safety that will be utilized for the Southern California Active Transportation Safety and Encouragement Campaign.

ATTACHMENT(S):

1. Resolution No. 22-647-6 - Acceptance of Traffic Safety Grant Funds



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

RESOLUTION NO. 22-647-6

**A RESOLUTION OF THE SOUTHERN CALIFORNIA
ASSOCIATION OF GOVERNMENTS (SCAG)
APPROVING SCAG TO ACCEPT, IF AWARDED, OFFICE OF TRAFFIC
SAFETY GRANT FUNDS IN THE AMOUNT OF \$1,188,005 TO SUPPORT
THE SOUTHERN CALIFORNIA GO HUMAN CAMPAIGN**

WHEREAS, the Southern California Association of Governments (SCAG) is the Metropolitan Planning Organization, for the six-county region consisting of Los Angeles, Orange, San Bernardino, Riverside, Ventura, and Imperial counties;

WHEREAS, on average, 1,500 people are killed and 136,000 are injured in traffic collisions throughout the SCAG region every year;

WHEREAS, SCAG has applied for an award of \$1,888,005 in Office of Traffic Safety, Pedestrian/Bicycle Safety Funds (“Grant Funds”), to support the Active Transportation Safety and Encouragement Campaign;

WHEREAS, the mission of the California Office of Traffic Safety is to “Effectively administer traffic safety grants that deliver innovative programs and eliminate traffic fatalities and injuries on California roadways”; and

WHEREAS, the Grant Funds will be used for the Southern California Active Transportation Safety and Encouragement Campaign, which will involve consulting services to extend the Go Human Advertising Campaign and support Community Outreach and Engagement strategies focused on traffic safety.

NOW, THEREFORE, BE IT RESOLVED, by the Regional Council that SCAG is authorized to accept and administer the Grant Funds to support the Southern California Active Transportation Safety and Encouragement Campaign.

BE IT FURTHER RESOLVED THAT:

1. That the Regional Council hereby authorizes SCAG to accept the tentative Grant Funds in the amount of \$1,888,005 Office of Traffic Safety to support the Southern California Active Transportation Safety and Encouragement Campaign.
2. That SCAG’s Executive Director or his designee is hereby designated and authorized by the Regional Council to execute all necessary agreements and other documents on behalf of the Regional Council as they relate to supporting the Southern California Active Transportation Safety and Encouragement Campaign.

REGIONAL COUNCIL OFFICERS

- President
Jan C. Harnik, Riverside County
Transportation Commission
- First Vice President
Carmen Ramirez, County of Ventura
- Second Vice President
Art Brown, Buena Park
- Immediate Past President
Clint Lorimore, Eastvale

COMMITTEE CHAIRS

- Executive/Administration
Jan C. Harnik, Riverside County
Transportation Commission
- Community, Economic &
Human Development
Frank Yokoyama, Cerritos
- Energy & Environment
Deborah Robertson, Rialto
- Transportation
Ray Marquez, Chino Hills

Attachment: Resolution No. 22-647-6 - Acceptance of Traffic Safety Grant Funds (Resolution No. 22-647-6 Acceptance of Office of Traffic Safety

PASSED, APPROVED AND ADOPTED by the Regional Council of the Southern California Association of Governments at its regular meeting this 6th day of October, 2022.

Jan C. Harnik
President, SCAG
Riverside County Transportation Commission

Attested by:

Kome Ajise
Executive Director

Approved as to Form:

Michael R.W. Houston
Chief Counsel



AGENDA ITEM 5
REPORT

Southern California Association of Governments
Hybrid (In-Person and Remote Participation)
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room
Los Angeles, CA 90017
October 6, 2022

To: Executive/Administration Committee (EAC)
Regional Council (RC)

EXECUTIVE DIRECTOR'S
APPROVAL

From: Cindy Giraldo, Chief Financial Officer
(213) 630-1413, giraldo@scag.ca.gov

Subject: Contract Amendment Greater Than 30% of the Contract's Original Value
and \$75,000 or Greater: Contract No. 18-046-C01, Project Portfolio
Management - Implementation

RECOMMENDED ACTION:

Approve Amendment No. 4 to Contract No. 18-046-C01, Carahsoft Technology Group, in an amount not to exceed \$63,602, increasing the contract value from \$358,681 to \$422,283 for the consultant to provide 15 additional software licenses. Authorize the Executive Director, or his designee, pursuant to legal counsel review, to execute the amendment on behalf of SCAG.

STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

In June of 2018, SCAG awarded Contract 18-046-C01 to Carahsoft Technology Group to as part of the Information Technology (IT) Process Improvement project initiated in FY18. The continued efforts of the SCAG IT team have resulted in the implementation of a work management tool, known as ServiceNow, supporting improved IT processes and system support to provide valuable and reliable IT services and solutions to the entire organization.

ServiceNow is a work management and process tool (sold by Carahsoft Technology Group, a licensed reseller) comprised of Project Portfolio Management and IT Service Management to support the IT Process Improvement project and improve overall work and resource management. Staff had a continuing need for the IT Service Management system support to assist staff with making continuous improvements to various IT processes. Do to increase staffing and demand, staff now requires 15 additional licenses.

This amendment when combined with previous amendments exceeds 30% of the contract's original value as well as \$75,000. Therefore, in accordance with the SCAG Procurement Manual (January 2021) Section 9.3, it requires the Regional Council's approval.



BACKGROUND:

Staff recommends executing the following amendment greater than 30% of its original value:

| <u>Consultant/Contract #</u> | <u>Contract Purpose</u> | <u>Amendment Amount</u> |
|--|--|-------------------------|
| Carahsoft Technology Group (18-046-C01) | The consultant shall provide SCAG 15 additional software licenses. | \$63,602 |

FISCAL IMPACT:

Funding of \$63,602 is available in the FY 2022-23 Indirect Cost Program Budget in Project Number 811-1163.14.

ATTACHMENT(S):

1. Contract Summary 18-046-C01 Amendment 5
2. Contract Summary 18-046-C01 Amendment 5 COI

CONTRACT 18-046-C01 AMENDMENT NO. 4

Consultant: Carahsoft Technology Group

**Background &
Scope of Work:**

In June of 2018, SCAG awarded Contract 18-046-C01 to Carahsoft Technology Group to as part of the Information Technology (IT) Process Improvement project initiated in FY18. The continued efforts of the SCAG IT team have resulted in the implementation of a work management tool, known as ServiceNow, supporting improved IT processes and system support to provide valuable and reliable IT services and solutions to the entire organization.

ServiceNow is a work management and process tool (sold by Carahsoft Technology Group, a licensed reseller) comprised of Project Portfolio Management and IT Service Management to support the IT Process Improvement project and improve overall work and resource management. Staff had a continuing need for the IT Service Management system support to assist staff with making continuous improvements to various IT processes. Consequently, in July of 2019 staff amended contract 18,046-C01 via Amendment 1, increasing its value \$291,216 to \$332,304 (\$41,088), to obtain the later services.

In July of 2020, staff had the need for additional IT Service Management system support licenses to be assigned to E.K. Associates consultants, the new managed services provider. Consequently, in July of 2020 staff amended contract 18,046-C01 via Amendment 2, increasing its value from \$332,304 \$342,576 (\$10,272), to obtain the later services.

Further, in July 2020, SGAG began a new contract, 20-035-C01, with E.K. Associates to provide expert scheduled and on-demand managed information technology services (planning and design, monitoring, troubleshooting and repair, maintenance, and support services). As a result of the shift from SCAG previous Managed IT provider to E.K. Associates, staff had a need to obtain 15 additional licenses to be assigned to E.K. Associates consultants, via Amendment 3 to the contract. Amendment 3 increases the contract value from \$342,576 to \$358,681 (\$16,105).

Do to increase staffing and demand, staff now requires 15 additional licenses that would increase the contract value from \$358,681 to \$422,283 (\$63,602) for the final year of the contract.

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

The project's key benefits include centralized work management processes to better identify and track work requests, prioritize work and resources, and accurately estimate necessary resources and timelines. Through metrics and reporting, the organization will also have better visibility into what work has been completed, the status of work that is currently being performed, and what work is planned. Ultimately, having these processes and systems centrally managed is expected to improve budget management, scheduling, work priorities, and resource management, allowing IT efforts to align with SCAG organizational objectives and create continuous improvement to facilitate improved decision making.

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

Amendment Amount:

| | |
|--|------------------|
| Amendment 4 | \$63,602 |
| Amendment 3 | \$16,105 |
| Amendment 2 | \$10,272 |
| Amendment 1 | \$41,088 |
| Original contract value | <u>\$291,216</u> |
| Total contract value is not to exceed | \$422,283 |

This amendment when combined with previous amendments exceeds 30% of the contract’s original value as well as \$75,000. Therefore, in accordance with the SCAG Procurement Manual (January 2021) Section 9.3, it requires the Regional Council’s approval.

Contract Period: June 25, 2018 through June 30, 2023

Project Numbers: 811-1163.14 \$63,602
Funding source: Indirect Cost

Funding of \$63,602 is available in the FY 2022-23 Indirect Cost Program Budget in Project Number 811-1163.14.

Basis for Selection: In accordance with SCAG’s Procurement Manual (January 2021) Section 9.3, to foster greater economy and efficiency, SCAG’s federal procurement guidance (2 CFR 200.318 [e]) authorizes SCAG to procure goods and services by using an Intergovernmental Agreement (Master Service Agreement – MSA, also known as a Leveraged Purchase Agreement – LPA). The goods and services procured under an MSA were previously competitively procured by another governmental entity (SCAG is essentially “piggy-backing” on the agreement). As with the original agreement and both previous Amendments, for Amendment 3, SCAG utilized an MSA with the National Intergovernmental Purchasing Alliance (National IPA) Agreement No. TCPN R150402 that was competitively procured. This MSA is specifically designed for use by local agencies to leverage combined purchasing power for discounted volume pricing.

**Conflict Of Interest (COI) Form - Attachment
For October 6, day, 2022 Regional Council Approval**

Approve Amendment No. 4 to Contract No. 18-046-C01, Carahsoft Technology Group, in an amount not to exceed \$63,602, increasing the contract value from \$358,681 to \$422,283 for the consultant to provide 15 additional software licenses. Authorize the Executive Director, or his designee, pursuant to legal counsel review, to execute the amendment on behalf of SCAG.

The consultant team for this contract includes:

| Consultant Name | Did the consultant disclose a conflict in the Conflict of Interest Form they submitted with its proposal (Yes or No)? |
|---|---|
| Carahsoft Technology Group (prime consultant) | No - form attached |

SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 18-046-C01

SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG’s Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG’s Regional Council members. All three documents can be viewed online at <https://scag.ca.gov>. The SCAG Conflict of Interest Policy is located under “GET INVOLVED”, then “Contract & Vendor Opportunities” and scroll down under the “Vendor Contracts Documents” tab; whereas the SCAG staff may be found under “ABOUT US” then “OUR TEAM” then “Employee Directory”; and Regional Council members can be found under “MEETINGS”, then scroll down to “LEADERSHIP” then select “REGIONAL COUNCIL” on the left side of the page and click on “Regional Council Officers and Member List.”

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

Name of Firm: Carahsoft Technology Corp.
Name of Preparer: Kristina Smith
Project Title: ServiceNow Renewal
Date Submitted: 9/27/2022

SECTION II: QUESTIONS

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

YES NO

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

| Name | Nature of Financial Interest |
|-------|------------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

YES NO

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

| Name | Position | Dates of Service |
|-------|----------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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

YES NO

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

| Name | Relationship |
|-------|--------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

YES NO

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

| Name | Relationship |
|-------|--------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |



AGENDA ITEM 6
REPORT

Southern California Association of Governments
Hybrid (In-Person and Remote Participation)
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room
Los Angeles, CA 90017
October 6, 2022

To: Executive/Administration Committee (EAC)
Regional Council (RC)

EXECUTIVE DIRECTOR'S
APPROVAL

From: Cindy Giraldo, Chief Financial Officer
(213) 630-1413, giraldo@scag.ca.gov

Subject: Contracts \$200,000 or Greater: Contract NO. 22-054-C01, City of Buena
Park Comprehensive Active Transportation Plan

RECOMMENDED ACTION:

Approve Contract No. 22-054-C01 in an amount not to exceed \$248,977 with KOA Corporation, to develop a Comprehensive Active Transportation Plan (ATP) for the City of Buena Park, subject to final negotiation. Authorize the Executive Director, or his designee, pursuant to legal counsel review, to execute the contract on behalf of SCAG.

STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

Consistent with the requirements of the Active Transportation Program grant that funds this project, the consultant shall complete a comprehensive ATP to support active transportation in the City of Buena Park. This project also supports the goals outlined in the adopted Connect SoCal 2020, the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) Active Transportation Technical Report. This project supports regional planning by advancing active transportation in local jurisdictions, supporting equitable public engagement, reducing motorized Vehicle Miles Traveled (VMT), and aims to reduce local and regional greenhouse gas (GHG) emissions.

STRATEGIC PLAN:

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

BACKGROUND:

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

| <u>Consultant/Contract #</u> | <u>Contract Purpose</u> | <u>Contract</u> |
|------------------------------|-------------------------|-----------------|
|------------------------------|-------------------------|-----------------|



KOA Corporation
22-054-C01

The project will support the development of a comprehensive Active Transportation Plan for the City of Buena Park.

Amount
\$248,977

FISCAL IMPACT:

Funding of \$158,000 is available in the FY 2022-23 Overall Work Program (OWP) Budget in Project Number 275-4823.07, and the remaining \$90,977 is expected to be available in the FY 2023-24 OWP budget in Project Number 275-4823.07, subject to budget availability.

ATTACHMENT(S):

1. Contract Summary 22-054-C01
2. Contract Summary 22-054-C01 COI

CONSULTANT CONTRACT NO. 22-054-C01

Recommended Consultant: KOA Corporation

Background & Scope of Work: The Consultant shall develop the City of Buena Park’s (City’s) first city-wide Comprehensive Active Transportation Plan (ATP) to further active transportation in the City. This project will support the goals outlined in the adopted Connect SoCal 2020, the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) Active Transportation Technical Report and further support regional planning by advancing active transportation in local jurisdictions, supporting equitable public engagement, reducing motorized Vehicle Miles Traveled (VMT), and reducing local and regional greenhouse gas (GHG) emissions.

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

- Creating an Outreach Strategy for inclusive engagement and stakeholder outreach;
- Conducting data collection and analyses of existing conditions;
- Completing a Prioritized Project List including cost estimates and potential revenue sources; and
- Developing the Final Active Transportation Plan.

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

| | | |
|-------------------------|------------------------------------|------------------|
| Contract Amount: | Total not to exceed | \$248,977 |
| | KOA Corporation (prime consultant) | \$140,561 |
| | KTUA (subconsultant) | \$59,497 |
| | Circulate Planning (subconsultant) | \$48,919 |

Contract Period: Notice to Proceed through February 28, 2024

Project Number(s): 275-4823UA.07 \$139,877
 275-4823E.07 \$18,123
 Funding source(s): Sustainable Communities Formula Senate Bill 1 (SB1) and Transportation Development Act (TDA).

Funding of \$158,000 is available in the FY 2022-23 Overall Work Program (OWP) Budget in Project Number 275-4823.07, and the remaining \$90,977 is expected to be available in the FY 2023-24 OWP Budget in Project Number 275-4823.07, subject to budget availability.

Request for Proposal (RFP): SCAG staff notified 3,559 firms of the release of RFP 22-054-C01 via SCAG’s Solicitation Management System website. A total of 57 firms downloaded the RFP. SCAG received the following five (5) proposals in response to the solicitation:

| | |
|---|------------------|
| KOA Corporation (2 subconsultants) | \$248,977 |
| Toole Design Group (1 subconsultant) | \$236,214 |
| Mark Thomas (1 subconsultant) | \$248,169 |

| | |
|--|-----------|
| Kittleson & Associates (1 subconsultant) | \$248,666 |
| IBI Group (1 subconsultant) | \$248,940 |

Selection Process: The Proposal Review Committee (PRC) evaluated each proposal in accordance with the criteria set forth in the RFP and conducted the selection process in a manner consistent with all applicable federal and state contracting regulations. After evaluating the proposals, the PRC interviewed the three (3) highest ranked offerors.

The PRC consisted of the following individuals:

Deepthi, Arabolu, Principal Engineer/Traffic Engineer Manager, City of Buena Park
 Matt Foulkes, Community & Economic Develop Director, City of Buena Park
 Leslie Cayton, Jr. Planner, SCAG

Basis for Selection: The PRC recommended KOA Corporation for the contract award because the consultant:

- Demonstrated an excellent understanding of the project, with a strong focus on leveraging strategic locations in the City to enhance safer active transportation connections to existing regional infrastructure (bike lanes, walkways). KOA engaged the City’s diverse communities by being responsive to the City’s most vulnerable residents, recognizing existing barriers in the City and proposing solutions to address them;
- Provided the best technical approach that meets and exceeds the requirements of the scope of work. Specifically, KOA provided a strong proposal with an emphasis on outreach, data collection and project implementation. Due to their efficiencies in ATP plans, KOA went above and beyond by proposing five additional project concepts that will benefit the City by providing a fuller range of City improvements in safe routes to school, first-and last-mile travel, cyclist and pedestrian safety. KOA also proposed a minimum of ten (10), instead of the RFP minimum of 5, community leadership meetings that will strengthen stakeholder involvement in all phases of plan development;
- Demonstrated significant experience on projects of similar size and scope, such as the Irvine Strategic ATP, Costa Mesa Pedestrian Master Plan, and Garden Grove Downtown ATP (winning the APA California Chapter – Orange Award of Excellence, Transportation Planning in 2020), as well as expansive experience in active transportation projects and plans for Barstow, Ontario, Montclair, San Bernardino, Santa Clarita, Imperial County, and San Bernardino County. KOA also demonstrated extensive experience with the *Go Human* demonstration projects, planning and participating in over 15 plan demonstration events in the last five years. KOA also demonstrated strong grant-writing experience, preparing over 80 grant applications that exemplify their thoughtful approach to position high-priority projects for grant funding; and
- Provided a realistic price within the scheduled timeframe under SCAG’s estimated cost.

Although other firms proposed slightly lower prices, the PRC did not recommend these firms for contract award because these firms:

- Project team on one firm’s project schedule went past the strict February 2024 expiration.

- The lowest proposer's price per hour was higher than that of the selected consultant and the PRC did not believe they provided sufficient hours to successfully complete the scope of work.

**Conflict of Interest (COI) Form - Attachment
For October 6, 2022 Regional Council Approval**

Approve Contract No. 22-054-C01 in an amount not to exceed \$248,977 with KOA Corporation, to develop a Comprehensive Active Transportation Plan (ATP) for the City of Buena Park, subject to final negotiation. Authorize the Executive Director, or his designee, pursuant to legal counsel review, to execute the contract on behalf of SCAG.

The consultant team for this contract includes:

| Consultant Name | Did the consultant disclose a conflict in the Conflict of Interest Form they submitted with its original proposal (Yes or No)? |
|------------------------------------|--|
| KOA Corporation (prime consultant) | No - form attached |
| KTUA (subconsultant) | No - form attached |
| Circulate Planning (subconsultant) | No - form attached |

SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 22-054

SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG’s Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG’s Regional Council members. All three documents can be viewed online at <https://scag.ca.gov>. The SCAG Conflict of Interest Policy is located under “GET INVOLVED”, then “Contract & Vendor Opportunities” and scroll down under the “Vendor Contracts Documents” tab; whereas the SCAG staff may be found under “ABOUT US” then “OUR TEAM” then “Employee Directory”; and Regional Council members can be found under “MEETINGS”, then scroll down to “LEADERSHIP” then select “REGIONAL COUNCIL” on the left side of the page and click on “Regional Council Officers and Member List.”

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

Name of Firm: KOA Corporation

Name of Preparer: Walter Okitsu, PE, PTOE, PTP, RSP2I

Project Title: City of Buena Park Comprehensive Active Transportation Plan

RFP Number: 22-054 Date Submitted: July 13, 2022

SECTION II: QUESTIONS

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

YES NO

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

| Name | Nature of Financial Interest |
|-------|------------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

YES NO

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

| Name | Position | Dates of Service |
|-------|----------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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

YES NO

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

| Name | Relationship |
|-------|--------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

YES NO

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

| Name | Relationship |
|-------|--------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

YES NO

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

| Name | Date | Dollar Value |
|-------|-------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

SECTION III: VALIDATION STATEMENT

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

DECLARATION

I, (printed full name) Walter Okitsu, PE, PTOE, PTP, RSP2I, hereby declare that I am the (position or title) VP | Principal of (firm name) KOA Corporation, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated July 13, 2022 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

Walter Okitsu Digitally signed by Walter Okitsu
Date: 2022.07.12 09:56:36 -07'00' July 13, 2022
Signature of Person Certifying for Proposer Date
(original signature required)

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 22-054

SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at <https://scag.ca.gov>. The SCAG Conflict of Interest Policy is located under "GET INVOLVED", then "Contract & Vendor Opportunities" and scroll down under the "Vendor Contracts Documents" tab; whereas the SCAG staff may be found under "ABOUT US" then "OUR TEAM" then "Employee Directory"; and Regional Council members can be found under "MEETINGS", then scroll down to "LEADERSHIP" then select "REGIONAL COUNCIL" on the left side of the page and click on "Regional Council Officers and Member List."

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

Name of Firm: WALK SAN DIEGO DBA CIRCULATE SAN DIEGO
Name of Preparer: Colin Parent
Project Title: CITY OF BUENA PARK COMPREHENSIVE ACTIVE TRANSPORTATION PLAN
RFP Number: 22-054 Date Submitted: 6.22.22

SECTION II: QUESTIONS

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

YES NO

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

| Name | Nature of Financial Interest |
|-------|------------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

YES NO

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

| Name | Position | Dates of Service |
|-------|----------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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

YES NO

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

| Name | Relationship |
|-------|--------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

YES NO

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

| Name | Relationship |
|-------|--------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

YES NO

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


| Name | Date | Dollar Value |
|-------|-------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

SECTION III: VALIDATION STATEMENT

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

DECLARATION

I, (printed full name) Colin Parent, hereby declare that I am the (position or title) Executive Director of (firm name) Walk San Diego DBA Circulare Services and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 6/23/2022 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.


6/23/2022

 Signature of Person Certifying for Proposer Date
 (original signature required)

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 22-054

SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at <https://scag.ca.gov>. The SCAG Conflict of Interest Policy is located under "GET INVOLVED", then "Contract & Vendor Opportunities" and scroll down under the "Vendor Contracts Documents" tab; whereas the SCAG staff may be found under "ABOUT US" then "OUR TEAM" then "Employee Directory"; and Regional Council members can be found under "MEETINGS", then scroll down to "LEADERSHIP" then select "REGIONAL COUNCIL" on the left side of the page and click on "Regional Council Officers and Member List."

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

Name of Firm: KTU&A
Name of Preparer: Joe Punsalan
Project Title: City of Buena Park Comprehensive Active Transportation Plan
RFP Number: 22-054 Date Submitted: 7/13/2022

SECTION II: QUESTIONS

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

YES NO

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

| Name | Nature of Financial Interest |
|-------|------------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

YES NO

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

| Name | Position | Dates of Service |
|-------|----------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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

YES NO

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

| Name | Relationship |
|-------|--------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

YES NO

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

| Name | Relationship |
|-------|--------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

YES NO

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

| Name | Date | Dollar Value |
|-------|-------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

SECTION III: VALIDATION STATEMENT

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

DECLARATION

I, (printed full name) Joe Punsalan, hereby declare that I am the (position or title) Principal of (firm name) KTU&A, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 6/24/2022 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



Signature of Person Certifying for Proposer
(original signature required)

6/24/2022

Date

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.



AGENDA ITEM 7
REPORT

Southern California Association of Governments
Hybrid (In-Person and Remote Participation)
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room
Los Angeles, CA 90017
October 6, 2022

To: Executive/Administration Committee (EAC)
Regional Council (RC)

EXECUTIVE DIRECTOR'S
APPROVAL

From: Leyton Morgan, Manager of Contracts
(213) 236-1982, morganl@scag.ca.gov

Subject: Contracts \$200,000 or Greater: Contract No. 23-007-C01, Esri Enterprise
Software Agreement

RECOMMENDED ACTION:

Approve Contract No. 23-007-C01, with Environmental Systems Research Institute, Inc., a Professional Corporation, in an amount not to exceed \$1,500,000, to provide SCAG with its proprietary GIS software. Authorize the Executive Director, or his designee, pursuant to legal counsel review, to execute the contract on behalf of SCAG.

STRATEGIC PLAN:

This item supports the following Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians. 3: Be the foremost data information hub for the region.

EXECUTIVE SUMMARY

In 2019 SCAG kicked off the Regional Data Platform (RDP) project – a transformative project to provide geographic information system (GIS) data and applications to local jurisdictions across the region. In support of this development as well as SCAG’s legacy GIS work and open data portal, SCAG entered into an enterprise license agreement for Esri software licenses to gain efficiency, scalability, and to modernize SCAG’s GIS infrastructure and workflows. The original RDP Contract 18-040 was for the development phase of the project. It included the purchase of a three-year Esri Enterprise License Agreement to support the development of the RDP. The contract for initial development work on the RDP is coming to a close and the RDP is now live. SCAG is now processing this sole source contract to address the continued need for these licenses to support the current and future use of the RDP and SCAG’s internal GIS needs.

BACKGROUND:

SCAG executed the following Contract of more than \$200,000:

| <u>Consultant/Contract #</u> | <u>Contract Purpose</u> | <u>Contract Amount</u> |
|------------------------------|--|------------------------|
| Esri (23-007-C01) | The consultant shall provide Esri GIS software | \$1,500,000 |



to support the RDP and SCAG's GIS projects.

FISCAL IMPACT:

Funding of \$500,000 is available in the FY 2022-23 Overall Work Program (OWP) Budget in Project Number 045-0142.12 and the remaining funding is expected to be available, \$500,000 in FY 2023-24 OWP Budget in Project Number 045-0142.12, and \$500,000 in the FY 2024-25 OWP budget in Project Number 045-0142.12, subject to budget availability.

ATTACHMENT(S):

1. Contract Summary 23-007-C01
2. Contract Summary 23-007-C01 COI

CONSULTANT CONTRACT NO. 23-007-C01

| | | | | | |
|---|---|----------------------------|--------------------|-------------------------|--|
| Recommended Consultant: | Environmental Systems Research Institute (Esri), Inc. | | | | |
| Background & Scope of Work: | In 2019 SCAG kicked off the Regional Data Platform (RDP) project – a transformative project to provide geographic information system (GIS) data and applications to local jurisdictions across the region. In support of this development as well as SCAG’s legacy GIS work and open data portal, SCAG entered into an enterprise license agreement for Esri software licenses to gain efficiency, scalability, and to modernize SCAG’s GIS infrastructure and workflows. The original RDP Contract 18-040 was for the development phase of the project. It included the purchase of a three-year Esri Enterprise License Agreement to support the development of the RDP. The contract for initial development work on the RDP is coming to a close and the RDP is now live. SCAG is now processing this sole source contract to address the continued need for these licenses to support the current and future use of the RDP and SCAG’s internal GIS needs. | | | | |
| Project’s Benefits & Key Deliverables: | The project’s benefits and key deliverables include, but are not limited to: <ul style="list-style-type: none">• Esri Software to support the RDP and internal staff for three years; and• 50 Esri license packages (ArcGIS Urban Online & ArcGIS Pro Standard) for the regional member agencies for one year at no cost to SCAG. | | | | |
| Strategic Plan: | This item supports SCAG’s Strategic Plan Goals 1 & 3: 1. Produce innovative solutions that improve the quality of life for Southern Californians and 3. Be the foremost data information hub for the region. | | | | |
| Contract Amount: | <table border="0" style="width: 100%;"><tr><td style="width: 60%;">Total not to exceed</td><td style="text-align: right;">\$1,500,000</td></tr><tr><td>Esri (prime consultant)</td><td></td></tr></table> <p>Note: Esri originally proposed \$4,052,000, but staff negotiated the price down to \$1,500,000. Staff negotiated the price down by scaling back the Esri proposed software license package to better reflect actual usage to date without compromising on the needs or integrity of the RDP.</p> | Total not to exceed | \$1,500,000 | Esri (prime consultant) | |
| Total not to exceed | \$1,500,000 | | | | |
| Esri (prime consultant) | | | | | |
| Contract Period: | Notice to Proceed through October 20, 2025. | | | | |
| Project Number(s): | 045-0142A.12 \$500,000 Funding source(s): Federal Highway Administration (FHWA) PL. Funding of \$500,000 is available in the FY 2022-23 Overall Work Program (OWP) Budget in Project Number 045-0142A.12 and the remaining \$1,000,000 is expected to be available, \$500,000 in FY 2023-24 OWP Budget in Project Number 045-0142.12, and \$500,000 in the FY 2024-25 OWP budget in Project Number 045-0142.12, subject to budget availability. | | | | |
| Request for Proposal (RFP): | Not Applicable – Sole Source | | | | |
| Selection Process: | Not Applicable – Sole Source | | | | |

Basis for Selection:

Esri is the single source provider for Esri software licenses and Esri Enterprise License Agreements. While Esri does have a partner program of service providers – namely consulting in specific industries, needs, or product implementations – the licensing is provided by Esri. If SCAG does not successfully process this sole source contract, all mapping, GIS applications and data, and the Regional Data Platform would need to be decommissioned should the Esri software licenses not be renewed. This would have immediate impact on SCAG staff productivity, development of Connect SoCal 2024, and 197 local jurisdictions who leverage SCAG GIS data and resources.

**Conflict of Interest (COI) Form - Attachment
For October 6, 2022 Regional Council Approval**

Approve Contract No. 23-007-C01, with Environmental Systems Research Institute, Inc., a Professional Corporation, to provide SCAG with its proprietary GIS software, in an amount not to exceed \$1,500,000. Authorize the Executive Director, or his designee, pursuant to legal counsel review, to execute the contract on behalf of SCAG.

The consultant team for this contract includes:

| Consultant Name | Did the consultant disclose a conflict in the Conflict of Interest Form they submitted with its original proposal (Yes or No)? |
|-----------------|--|
| Esri | No- form attached |

SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 23-007

SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG’s Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG’s Regional Council members. All three documents can be viewed online at <https://scag.ca.gov>. The SCAG Conflict of Interest Policy is located under “GET INVOLVED”, then “Contract & Vendor Opportunities” and scroll down under the “Vendor Contracts Documents” tab; whereas the SCAG staff may be found under “ABOUT US” then “OUR TEAM” then “Employee Directory”; and Regional Council members can be found under “MEETINGS”, then scroll down to “LEADERSHIP” then select “REGIONAL COUNCIL” on the left side of the page and click on “Regional Council Officers and Member List.”

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

Name of Firm: Environmental Systems Research Institute, Inc. (Esri)
Name of Preparer: Tamisa Greening
Project Title: Regional Data Platform (RDP) Phase II
RFP Number: RFP No. 22-057-C01 Date Submitted: 3 June 2022

SECTION II: QUESTIONS

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

YES NO

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

| Name | Nature of Financial Interest |
|-------|------------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

YES NO

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

| Name | Position | Dates of Service |
|-------|----------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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

YES NO

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

| Name | Relationship |
|-------|--------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

YES NO

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

| Name | Relationship |
|-------|--------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

YES NO

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

| Name | Date | Dollar Value |
|-------|-------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

SECTION III: VALIDATION STATEMENT

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

DECLARATION

I, (printed full name) Tamisa Greening, hereby declare that I am the (position or title) Managing Business Attorney of (firm name) Esri, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 3 June 2022 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

Tamisa Greening

3 June 2022

Signature of Person Certifying for Proposer
(original signature required)

Date

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.



AGENDA ITEM 8
REPORT

Southern California Association of Governments
Hybrid (In-Person and Remote Participation)
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room
Los Angeles, CA 90017
October 6, 2022

To: Executive/Administration Committee (EAC)
Regional Council (RC)

EXECUTIVE DIRECTOR'S
APPROVAL

From: Javiera Cartagena, Director of Government and Public Affairs
(213) 236-1980, cartagena@scag.ca.gov

Subject: SCAG Memberships and Sponsorships

RECOMMENDED ACTION:

Approve up to \$15,772 to sponsor 1) CoMotion LA '22 (\$10,000) and retain our membership with 2) the American Public Transit Association (APTA) (\$5,772).

STRATEGIC PLAN:

This item supports the following Strategic Plan Goal 2: Advance Southern California's policy interests and planning priorities through regional, statewide, and national engagement and advocacy.

EXECUTIVE SUMMARY:

At its September 20, 2022, meeting, the Legislative/Communications and Membership Committee (LCMC) recommended approval of up to \$15,772 to sponsor 1) CoMotion LA '22 (\$10,000) and retain our membership with 2) the American Public Transit Association (APTA) (\$5,772).

BACKGROUND:

Item 1: CoMotion LA '22

Type: Sponsorship **Amount:** \$10,000

The CoMotion LA '22 Conference will be held from November 15-17, 2022, in the heart of the Arts District at the Japanese American National Museum. The event will bring together key public and private stakeholders shaping the future of mobility to emerge with new policy and innovation mandates for a more connected, innovative, and sustainable urban future. CoMotion will offer a curated three-day conference full of immersive and interactive talks, pitches, demos, and workshops to find a path forward for cities and mobility systems.

CoMotion LA is the leading global conference and expo focused on New Mobility. It is an initiative of the NewCities Foundation, the Montreal-based nonprofit institution dedicated to improving the quality of life and work in 21st-century cities worldwide. CoMotion LA has the support of LA Mayor Eric Garcetti, the Los Angeles County Metropolitan Transportation Authority (Metro), the

International Organization for Public Transport Authorities (UITP), and other leading city, state, national, and international organizations, both public and private. Over a thousand international leaders, including mayors, policymakers, CEOs, leading researchers, innovators, nonprofit, and civil society leaders, will gather to discuss key themes, including reimagining infrastructure, designing seamless journeys, connecting communities, and powering sustainable mobility. Speakers for this year's conference include Transportation Secretary Pete Buttigieg, Los Angeles Mayor Eric Garcetti, LA Metro CEO Stephanie Wiggins, and other top officials across the public, private, and nonprofit sectors.

SCAG sponsored this event in 2017, 2018, and 2019, and the feedback was very positive due to the integration of the agency's *GoHuman* campaign. SCAG staff recommends sponsorship of this event in the amount of \$10,000, which will provide SCAG with the following:

- SCAG to be branded as a CoMotion LA '22 Partner, which includes branding on websites, print, marketing materials, social media channels, and on-site signage;
- SCAG Executive Director or President invited to speak on a CoMotion Panel at the conference (whether virtual or in-person);
- Ten (10) admission passes for senior SCAG executives and leadership team and/or clients to the event;
- List of CoMotion LA '22 participants;
- Opportunity to share SCAG content on the CoMotion LA newsletter; and
- Exhibitor Space

Item 2: American Public Transit Association

Type: Membership **Amount:** \$5,772

The American Public Transportation Association (APTA) is a leading force in advancing public transportation. APTA members include transit systems, government agencies, manufacturers, suppliers, consulting firms, contractors, and other business partners. To strengthen and improve public transportation, APTA serves and leads its diverse membership through advocacy, innovation, and information sharing. An annual membership provides SCAG access to the highest-quality tools, resources, and programs, including advocacy efforts, networking and partnership opportunities, the latest industry research and data, and professional development. These benefits are valuable in light of recent and continued work in Congress on providing aid to transit agencies in light of the Coronavirus Disease 2019 (COVID-19) pandemic, as well as transportation reauthorization legislation and spending bills.

PRIOR COMMITTEE ACTION:



Staff presented the sponsorship for 1) CoMotion LA '22 (\$10,000) membership retention with 2) the American Public Transit Association (\$5,772) to the LCMC at its meeting on September 20, 2022. The LCMC approved both items unanimously as part of the consent calendar.

FISCAL IMPACT:

\$5,772 for membership with APTA and sponsorship for CoMotion LA '22 is included in the approved FY 22-23 General Fund Budget.



AGENDA ITEM 9
REPORT

Southern California Association of Governments
Hybrid (In-Person and Remote Participation)
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room
Los Angeles, CA 90017
October 6, 2022

To: Executive/Administration Committee (EAC)
Regional Council (RC)

EXECUTIVE DIRECTOR'S
APPROVAL

From: Leyton Morgan, Manager of Contracts
(213) 236-1982, morganl@scag.ca.gov

Subject: Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and
Amendments \$5,000 - \$74,999

RECOMMENDED ACTION:

For Information Only - No Action Required

STRATEGIC PLAN:

This item supports the following Strategic Plan Goal 7: Secure funding to support agency priorities to effectively and efficiently deliver work products.

BACKGROUND:

SCAG executed the following Purchase Orders (PO's) for more than \$5,000 but less than \$200,000

| <u>Consultant/Contract #</u> | <u>PO' Purpose</u> | <u>Amount</u> |
|--|----------------------------------|---------------|
| Sheraton Grand Los Angeles | FY23 Economic Summit Sheraton | \$95,000 |
| HealthChampion Partners LLC | FY23 Covid Tracking App & Soft | \$53,740 |
| | FY23 Remi Transight Software | |
| Regional Economic Models Inc. | Maintenance | \$36,500 |
| West Publishing Corp., dba Thomson West | FY23 West Proflex Subscription | \$29,304 |
| US Postal Service | FY23 Postage | \$10,000 |
| US Postal Service | FY23 Delivery Services | \$10,000 |
| Cellco Partnership, dba Verizon Wireless | FY23 Verizon Services | \$6,614 |
| Quadient Leasing USA Inc. | FY23 Mail Machine Lease | \$6,500 |
| Solid Surface Care Inc. | FY23 Carpet Cleaning | \$6,500 |
| ASSI Security Inc | FY23 Security Camera Maintenance | \$5,000 |
| Fedex Kinkos | FY23 Printing Service | \$5,000 |

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

| <u>Consultant/Contract #</u> | <u>Contract's Purpose</u> | <u>Contract Amount</u> |
|------------------------------|---------------------------|------------------------|
|------------------------------|---------------------------|------------------------|



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

| <u>Consultant/Contract #</u> | <u>Contract's Purpose</u> | <u>Contract Amount</u> |
|--|---|---|
| Various (21-047-C01 through 21-047-C41) | Monthly report on Regional Early Action Plan Program (REAP) on-call services. | Various (as identified the attachment) |
| Caliper Corporation (22-027-C01) | The Master Network Add-In for TransCAD is a proprietary tool developed by Caliper Corp on the TransCAD v8 platform. The tool is used to support the highway network development on TransCAD. Due to the scale and the complexity of the highway network in SCAG model, the current Master Network Add-In cannot provide sufficient functions and stability. SCAG staff have identified some limitations in the existing Add-In. The consultant will address those limitations and add desirable new features in this Add-In to enhance the productivity of the highway network development, maintenance, and extraction for SCAG's modeling work. | \$80,150 |

SCAG executed these Amendments for more than \$5,000 but less than \$75,000 and less than 30% of the original contract value

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

ATTACHMENT(S):

1. Contract Summary 21-047-C01 through C42
2. 22-027-C01 Contract Summary

CONSULTANT CONTRACT NOS. 21-047-C01 THROUGH 21-047-C42
MONTHLY REAP FOLLOW UP

**Selected
Consultants:**

1. AECOM Technical Services, Inc.
2. Arup North America, Ltd.
3. Ascent Environmental, Inc.
4. BAE Urban Economics, Inc.
5. CTY Housing, Inc.
6. ECONorthwest
7. Estolano Advisors
8. HR&A Advisors Inc.
9. Kimley-Horn and Associates, Inc.
10. Kosmont & Associates, Inc.
11. LeSar Development Consultants
12. National Community Renaissance of California
13. Opticos Design, Inc.
14. Raimi + Associates
15. Stantec Consulting Services, Inc.
16. RDC-S111 (dba Studio One Eleven)
17. Turner Housing Innovation Labs, Inc.
18. Woodsong Associates, LLC
19. WSP USA Inc.

**Background &
Scope of Work:**

On April 1, 2021, the Regional Council approved a procurement program to accelerate project delivery for the Regional Early Action Plan Program (REAP) and requested staff to report back monthly on procurement activities related to the On Call Services for the REAP Program. This report is to inform the Regional Council of procurement activities, contracts and amendments related to the On-call Services for the REAP Program. In addition, this report includes a summary of the contracts awarded under the REAP procurement program that were procured outside of the OCS.

In summary, the REAP Program provides a new model for timely implementation of SCAG's local assistance programs and the Regional Council has approved the following:

- (1) Authorized staff to enter into up to a total of \$10,000,000 in On Call Services contracts to implement the Regional Council's approved REAP work program, upon completion of competitive procurement and selection of consultants for the On Call Services;
- (2) Waived SCAG's procurement requirement to first obtain the Executive/Administration Committee's and Regional Council's approval for contracts at or above \$200,000 prior to execution, for any individual contract up to \$500,000 awarded to complete work that is part of the Regional Council's approved REAP grant funded program and authorization for the Executive Director or his/her designee to execute such contracts upon consultation with legal counsel;
- (3) Waived SCAG's procurement requirement necessitating Executive/Administration Committee's and Regional Council approval prior to entering any contract amendment exceeding \$75,000 or 30% (whichever is less) and, instead, requiring amendments of 30% or more to be first approved by the

Executive/Administration Committee and Regional Council, and authorizing the Executive Director or his/her designed to execute such amendments upon consultation with legal counsel; and (4) directing staff to make monthly informational reports to the Regional Council of procurement activities, contracts and amendments related to REAP made pursuant to this action.

Project’s Benefits & Key Deliverables:

- The project’s benefits and key deliverables include, but are not limited to:
- Supporting local jurisdictions in the update of their Housing Elements;
 - Assistance with integrated land use planning, urban design and land use policy;
 - Assistance with community development finance;
 - Assistance with racial equity analysis and training; and
 - Assistance with Grant Writing and Grant Program Administration.

Strategic Plan:

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

Contract Amount:

Total not to exceed \$10,000,000

Note: This is for on-call, or as needed services with consultants to be paid upon a Task Order award. As such, there is no specific award amount to each consultant, nor does SCAG guarantee any specific amount of work to a consultant. Therefore, the amount that may be funded to each consultant is not yet determined

Contract Period:

June 2021 through December 31, 2023

Project Number(s):

- 300.4887.01 – 300.4887.04
- 300.4888.01
- 300.4889.01 – 300.4889.04
- 300.4890.01 – 300.4890.02
- 300.4891.01 – 300.4891.02

Funding source(s): REAP Program Grant

Update

Below is a table showing the on-call services procurements and the procurements in progress or completed outside the on-call services, and their status at present. Any future dates are subject to change, and procurements may be added or removed to this list.

| MRFP # | Project Title | RFP Release Date | Procurement/Contract Stage | Consultant Selected | Award Amount |
|--------------------|--|------------------|--|-------------------------------|---------------------|
| 1 | Housing Policy Leadership Academy (P&O-1 Leadership Academy) | 05/03/21 | Agreement Executed | LeSar Development Consultants | \$815,823 |
| | | | Awarded or in Progress thru the REAP OCS | | \$7,862,756 |
| | | | Awarded or in Progress REAP Funded, outside OCS | | \$3,227,545 |
| Grand Total | | | | | \$11,090,301 |

| MRFP # | Project Title | RFP Release Date | Procurement/Contract Stage | Consultant Selected | Award Amount |
|-----------|--|------------------------|----------------------------------|--|-------------------------|
| 1 | Housing Policy Leadership Academy (P&O-1 Leadership Academy) | 05/03/21 | Agreement Executed | LeSar Development Consultants | \$815,823 |
| 2 | SCAG Development Streamlining (HPS-1 CEQA) | 05/25/21 | Agreement Executed | Ascent Environmental, Inc. | \$337,738 |
| 3 | Advanced Accessory Dwelling Unit (ADU) Bundle (HSD 1-A - Advanced ADU Bundle) | 06/30/21 | Agreement Executed | AECOM Technical Services, Inc. | \$546,676 |
| 4 | Westside Cities COG (WSCCOG) Partnership (Project 1) | 07/16/21 | Agreement Executed | ARUP US, Inc. | \$148,513 |
| 5 | Other-To Residential Tool Kit | 07/30/21 | Agreement Executed | Studio One Eleven | \$137,740 |
| 6 | 1-B HSD Preliminary ADU Bundle (HSD 1-B Preliminary ADU Bundle) | 08/04/21 | Agreement Executed | Woodsong Associates | \$533,965 |
| 7 | 2-A HSD EIFD Bundle | 07/30/21 | Agreement Executed | Kosmont | \$582,638 |
| 8 | 3-A HSD Objective Development Standards | 08/23/21 | Cancelled | N/A | \$0 |
| 9 | 2-D HSD One San Pedro EIFD Study | 08/11/21 | Agreement Executed | Kosmont | \$222,834 |
| 10 | Digitize Utilities Inventory For Housing Tool | 08/11/21 | Cancelled | N/A | \$0 |
| 11 | 2-C (HSD) – Heart of Hollywood TIF Study | 08/19/21 | Agreement Executed | HR&A Advisors | \$219,584 |
| 12 | <i>Digitize Utilities Inventory For Housing Tool Rerelease of MRFP-10</i> | <i>10/14/21</i> | <i>Agreement Executed</i> | <i>Black & Veatch</i> | <i>\$201,224</i> |
| 13 | 2-B HSD Palmdale Housing Project | 09/21/21 | Cancelled | | \$0 |
| 14 | <i>Regional Resilience Framework (RRF)</i> | <i>01/13/22</i> | <i>Agreement Executed</i> | <i>AECOM Technical Services, Inc.</i> | <i>\$504,954</i> |
| 15 | 3-E HSD South El Monte Zoning Update | 10/01/21 | Agreement Executed | WSP USA, Inc. | \$239,394 |
| 16 | 3-C HSD Rialto Specific Plan Update | 10/14/21 | Agreement Executed | WSP USA, Inc. | \$467,604 |

Attachment: Contract Summary 21-047-C01 through C42 (Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments

| MRFP # | Project Title | RFP Release Date | Procurement/Contract Stage | Consultant Selected | Award Amount |
|--------|--|------------------|---------------------------------------|--------------------------------------|------------------|
| 17 | San Fernando Valley COG (SFVCOG) Partnership Program | 11/29/21 | Agreement Executed | ARUP US, Inc. | \$198,742 |
| 18 | 3-A1 HSD Objective Development Standards LA Rerelease of MRFP-8 | 10/27/21 | Agreement Executed | AECOM Technical Services, Inc. | \$583,057 |
| 19 | 3-A2 HSD Objective Development Standards Bundle | 10/27/21 | Cancelled | Woodsong Associates | \$0 |
| 20 | HSD 3-D Burbank Media Specific Plan Update | 02/08/22 | Agreement Executed | WSP USA, Inc. | \$654,549 |
| 21 | Metro's Joint Development | 12/01/21 | Agreement Executed | HR&A Advisors | \$350,736 |
| 22 | SRP-1A Westside Cities COG (WSCCOG) REAP Subregional Partnership (Project #2 and #4 - re-release) | 12/21/21 | Agreement Executed | ECONorthwest | \$105,519 |
| 23 | Metro's Equitable Housing | 12/23/21 | Agreement Executed | Raimi + Associates | \$332,812 |
| 24 | 2-B HSD Palmdale Housing Project | 01/07/22 | Agreement Executed | LeSar Development Consultants | \$557,773 |
| 25 | HPS-1 Grant Application Technical Assistance | 03/21/22 | Cancelled | | \$0 |
| 26 | HSD 1-C - Compton ADU Project | 01/21/22 | Cancelled | | \$0 |
| 27 | HPS-3 TIF EIFD Projects (Barstow, County of Imperial) | 05/12/22 | Consultant Selected/Agreement Routing | Kosmont | \$237,662 |
| 28 | SRP-4 Riverside County Thermal Community Plan | 01/31/22 | Cancelled | | |
| 29 | 3-A2 HSD Objective Development Standards Bundle Rerelease of MRFP-19 | 01/26/22 | Agreement Executed | Crandall Arambula | 638,400 |
| 30 | TOD 2- Metrolink Area Station Analysis | 02/15/22 | Agreement Executed | BAE Urban Economics, Inc. | \$717,444 |
| 31 | Los Angeles Metro's Joint Development Housing Accelerator Part C | 02/09/22 | Agreement Executed | LeSar Development Consultants | \$388,500 |

Attachment: Contract Summary 21-047-C01 through C42 (Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments

| MRFP # | Project Title | RFP Release Date | Procurement/Contract Stage | Consultant Selected | Award Amount |
|---------------|---|---------------------|--|--|---------------------|
| 32 | TCC Pomona Technical Assistance | 02/14/22 | Cancelled | | \$0 |
| 33 | TCC Riverside Technical Assistance | 02/14/22 | Cancelled | | \$0 |
| 34 | SRP-4 Riverside County Thermal Community Plan | 03/09/22 | Cancelled | | \$0 |
| 35 | SPR-5 Imperial County | 03/31/22 | Cancelled | | \$0 |
| 36 | <i>TCC Pomona Technical Assistance</i> | <i>03/17/22</i> | <i>Agreement Executed</i> | <i>Lamar Johnson Collaborative</i> | <i>\$269,054</i> |
| 37 | TCC Riverside Technical Assistance | 04/07/22 | Cancelled | | \$0 |
| 38 | <i>HSD 1-C - Compton ADU Project</i> | <i>04/01/24+P44</i> | <i>Agreement Executed</i> | <i>Woodsong Associates</i> | <i>\$128,615</i> |
| 39 | SPR-5 Imperial County | 5/16/2022 | Agreement Executed | Berkeley Economic Advising and Research (BEAR) | \$273,192 |
| 40 | <i>HPS-1 Grant Application Technical Assistance</i> | <i>05/13/22</i> | <i>Agreement Executed</i> | <i>SCANPH</i> | <i>\$286,142</i> |
| 41 | <i>Preservation of At Risk Units</i> | <i>05/19/22</i> | <i>Agreement Executed</i> | <i>HR&A Advisors</i> | <i>\$198,587</i> |
| 42 | <i>TCC Riverside Technical Assistance</i> | | <i>Pre-release/RFP Routing</i> | <i>TBD</i> | <i>\$250,000</i> |
| | | | Awarded or in Progress thru the REAP OCS (1) | | \$7,914,597 |
| | | | Awarded or in Progress REAP Funded, outside OCS (2) | | \$3,214,873 |
| Total: | | | | | \$11,129,470 |

(1) Most of the RFPs that are noted as cancelled were cancelled due to lack of response from OCS consultants. In these cases, SCAG staff took two steps (1) extended the response timeline and, if no responses were received after the extension, (2) re-released the procurement using SCAG’s standard procurement portal, Planet Bids, which taps into a broader pool of consultants. Note that public agencies across the State are struggling with procurements for housing policy and related land use work, due to the large amount of funding flowing for this work and the impacts of COVID pandemic on the overall work force. In effect, the consultants with the capacity/expertise to do this work are incredibly busy and struggling to hire enough staff to keep up with demand. Given this, SCAG’s OCS and REAP procurement program have been

exceptionally successful in moving forward a large work program.

- (2) These procurements are primarily those that were cancelled and thus procured outside of the OCS through a larger pool of consultants (Planet Bids). Contracts procured through Planet Bids fall under the second category of the REAP Procurement Program approved by the RC, which allow for staff to execute contracts up to \$500,000 without seeking RC approval (two such awards are attached below). The total procurement for the OCS is within the \$10M approved by the RC, while the REAP program procurement as a whole exceeds \$10M.

CONSULTANT CONTRACT NO. 21-047-MRFP-39

| | |
|---|---|
| Recommended Consultant: | Berkeley Economic Research and Advising |
| Background & Scope of Work: | <p>The County of Imperial, located near the U.S./Mexico border, is home to a rich agricultural community in an area encompassing 4,284 square miles. The County contains nine unincorporated communities known as Colonias. Imperial County is the only county in the State that contain Colonias designations recognized by HCD and the U.S. Housing and Urban Development (HUD). Some of the challenges that Colonias face are based on the fact that most are situated in remote and isolated areas of the County, away from crucial services and resources. As a result, residents located in these areas lack sewer, water services, and paved roads as well as affordable housing in their communities. The challenge of building affordable housing in these areas is that additional infrastructure is needed such as sidewalks, curb and gutters, storm water system, and pavement to name a few. The Colonias are a prime opportunity for community planning to identify the infrastructure needed to develop more housing. The proposed plan, Imperial County Colonias Housing Infrastructure Needs Assessment, will identify and prioritize the infrastructure needed to increase the much-needed housing stock in the unincorporated Colonias of the County of Imperial.</p> |
| Project's Benefits & Key Deliverables: | <p>The project's benefits and key deliverables include, but are not limited to:</p> <ul style="list-style-type: none">• Community profile of each Colonia which will include housing stock, tenure, and demographic data;• Technical memorandum focusing on the Colonias housing needs;• Summary of current infrastructure capacity and planned infrastructure;• Cost estimates and timeline for required infrastructure improvements; and• Final Housing Supportive Infrastructure Needs Strategy Plan. |
| Strategic Plan: | <p>This item supports SCAG's Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians; and 2: Advance Southern California's policy interests and planning priorities through regional, statewide, and national engagement and advocacy; and 4: Provide innovative information and value-added services to enhance member agencies' planning and operations and promote regional collaboration.</p> |
| Contract Amount: | Total not to exceed \$273,192 Berkeley Economic Research and Advising (prime consultant) |
| Contract Period: | September 8, 2022 through October 31, 2023 |
| Project Number(s): | Funding source(s): AB101/REAP Funding of \$273,192 is available in the FY 2022-23 Overall Work Program (OWP) Budget in Project Number 300-4891Y0.01. |
| Request for Proposal (RFP): | SCAG staff notified 5,110 firms of the release of RFP 21-047-MRFP 39 via SCAG's Solicitation Management System website. A total of 37 firms downloaded the RFP. SCAG received the following one (1) proposal in response to the solicitation: |

Berkeley Economic Advising and Research (no subconsultants)

\$273,192

Selection Process:

The Proposal Review Committee (PRC) evaluated the proposal in accordance with the criteria set forth in the RFP and conducted the selection process in a manner consistent with all applicable federal and state contracting regulations. After evaluating the proposal, the PRC interviewed the offeror.

The PRC consisted of the following individuals:

Gwendy Silver, Project Manager, SCAG Consultant
David Hernandez, Analyst, Imperial County
Jade Padilla, Development Program Manager, Imperial County

Basis for Selection:

The PRC selected Berkeley Economic Advising and Research for the contract award because the consultant:

- The firm has worked on similar types of projects throughout the United State, and has demonstrated relevant experience related to affordable housing program design and strategy development;
- The firm’s proposal provided a clear strategy as to how they would approach the work;
- The staff demonstrated relevant experience in affordable housing strategy and policy, with backgrounds and work experience also related to economics, real estate financing and development, and public financing;
- The firm demonstrated the capacity to complete the work, as there are multiple staff members selected to work on this project, and the work will be well balanced amongst them; and
- The labor rates appear to be fair and reasonable, and their overall price is less than SCAG's internal estimated cost for this scope of work.

CONSULTANT CONTRACT NO. 21-047-MRFP-41

Recommended Consultant:

HR&A Advisors

Background & Scope of Work:

The proposed project is focused on preservation of housing units that are currently affordable to lower income households. They may be affordable due to covenants on the property associated with public funding or other programs, or they may be Naturally Occurring Affordable Housing (NOAH), which is existing rental properties that are affordable without public subsidy to low-income households. In the context of this project, use of the term “preservation” refers to preserving both units with expiring covenants or NOAH units at risk of converting to market rate due to market pressures. Combined, the units with expiring covenants and NOAH units are referred to as “at risk” units. Preservation is a critical component of both anti-displacement strategies as well as Affirmatively Furthering Fair Housing. It is also included as a strategy in many Housing Element programs.

Consultant will provide White Paper and related analysis to gather current data on the preservation challenges facing the SCAG region with a cost benefit analysis that considers both quantitatively and qualitatively the case for preservation. Consultant will develop a cost benefit model, in the form of a useable spreadsheet or other manipulable tool, that can be used to determine if providing a tax exemption for the preservation of a particular property creates a net positive public benefit. The final outcome will be an implementation oriented comprehensive set of recommendations for a robust preservation strategy.

Project’s Benefits & Key Deliverables:

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

- Preservation Advisory Committee;
- Database for online publishing that displays at-risk units;
- Methodology for and Cost-benefit calculation tool; and
- White Paper/Final Summary Report.

Strategic Plan:

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

Contract Amount

Total not to exceed

\$198,587

HR&A Advisors (Prime Consultant)

\$173,481

California Housing Partnership (Subconsultant)

\$25,106

Contract Period:

September 16, 2022 through June 30, 2023

Project Number:

300. 4890.02

Funding source: REAP

Funding of \$198,587 is available in the FY 2022-23 Overall Work Program (OWP) in Project Number 300-4890Y0.02

Attachment: Contract Summary 21-047-C01 through C42 (Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments

Request for Proposal (RFP):

SCAG staff notified 16 prospective firms on bench of consultants of the release of RFP No. 21-047-MRFP 41 SCAG received two (2) proposals in response to the solicitation:

| | |
|--|------------------|
| HR&A Advisors California Housing Partnership (subconsultant) | \$198,587 |
| LeSar Development Consultant Arup (subconsultant) | \$201,951 |

Basis for Selection:

The PRC recommends HR&A Advisors because the consultant team:

- Demonstrated expertise in range of disciplines including housing preservation, affordable housing including Naturally Occurring Affordable Housing (NOAH), financial analysis (including the development of public facing calculator tools), market and data trends, academic research, and public policy;
- Presented and described experience from other similar projects (at the local, state, and national level) that can be directly applied to executing the various tasks included in the scope of work;
- Identified a sub-consultant that has directly applicable experience in developing innovative preservation analyses, access to pertinent data around affordable housing stock, relevant institutional knowledge, and policy expertise;
- Recommended a thorough technical approach and methodology for the technical tasks and additional value-add deliverables;
- Proposed an ambitious project schedule along with the flexibility to adjust as deemed necessary; and
- On balance, the consultant presented a more cost-effective proposal combined with a diverse project team that was equipped with the technical skills and expertise consistent with the proposed deliverables and outcomes of the Project.

CONSULTANT CONTRACT NO. 22-027-C01

Recommended Consultant: Caliper Corporation

Background & Scope of Work: The Master Network Add-In for TransCAD is a proprietary tool developed by Caliper Corp on the TransCAD v8 platform. The tool is used to support the highway network development on TransCAD. Due to the scale and the complexity of the highway network in SCAG model, the current Master Network Add-In cannot provide sufficient functions and stability. SCAG staff have identified some limitations in the existing Add-In. The consultant will address those limitations and add desirable new features in this Add-In to enhance the productivity of the highway network development, maintenance, and extraction for SCAG’s modeling work.

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

- Enhancing the productivity of SCAG highway network development.
- Reducing the chance of human error in the highway network development.
- Increasing the flexibility to extract different versions of modeling highway networks for a variety of planning scenarios.

Strategic Plan: This item supports SCAG’s Strategic Plan Goal 3A: Develop and maintain models, tools, and data sets that support innovative plan development, policy analysis and project implementation.

Contract Amount:

| | |
|--|-----------------|
| Total not to exceed | \$80,150 |
| Caliper Corporation (prime consultant) | \$67,186 |
| CLR Analytics (subconsultant) | \$12,964 |

Contract Period: September 1, 2022 through August 31, 2023

Project Number: 070-130B.10 \$50,635

Funding source(s): Consolidated Planning Grant (CPG) – Federal Transit Administration (FTA) 5303 Consultant Toll Credits

Funding of \$50,635 is available in the FY 2022-23 Overall Work Program (OWP) Budget in Project number 070-130B.10, and the remaining funding is expected to be available in the FY 2023-24 OWP Budget in Project Number 070-130B.10, subject to budget availability.

Request for Proposal N/A – Sole Source

Selection Process: N/A – Sole Source

Basis for Selection: The subject contract award is in accordance with the Regional Council Policy Manual, Article VIII, Section 1.2 (updated September 2009, pg. 26), and the SCAG Procurement Manual (January 2021 sections 3.3. and 3.4) which authorizes the Executive Director or his designee (the Chief Financial Officer) to approve a consultant contract without competition, if the contract is less than \$200,000. Further, staff requested and obtain Caltrans District 7’s authorization to proceed

Attachment: 22-027-C01 Contract Summary (Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 -

with the sole source, given they are responsible for administer the funding for this project, primarily because TransCAD software is proprietary to Caliper Corporation and they have not licensed any other vendors to resell their software. If SCAG does not upgrade the existing software, SCAG's highway network development work will continue in a low productive fashion. As planning scenarios get more and more complex in each Regional Transportation Plan (RTP), the network development will take longer time. Since SCAG's travel demand model is built on the TransCAD software, enhancing the tool to address our need is the only feasible and viable way to improve our work.



AGENDA ITEM 10
REPORT

Southern California Association of Governments
Hybrid (In-Person and Remote Participation)
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room
Los Angeles, CA 90017
October 6, 2022

To: Executive/Administration Committee (EAC)
Regional Council (RC)

EXECUTIVE DIRECTOR'S
APPROVAL

From: Cindy Giraldo, Chief Financial Officer
(213) 630-1413, giraldo@scag.ca.gov

Subject: CFO Monthly Report

RECOMMENDED ACTION:

Information Only - No Action Required

STRATEGIC PLAN:

This item supports the following Strategic Plan Goal 7: Secure funding to support agency priorities to effectively and efficiently deliver work products.

FINANCE STAFF UPDATE:

Mr. Emad Gewaily, SCAG Controller, has left SCAG to return to his local government roots. The Controller position is critical in the finance division, and the recruitment of a new Controller has been prioritized. Ms. Erika Bustamante has been named Acting Controller until a permanent replacement for Mr. Gewaily has been found. With the departure of Mr. Gewaily, the accounting department now has three vacant positions for which recruitment is in various stages of completion.

ACCOUNTING:

During FY 2022-23, staff has prepared and submitted requests for reimbursements of approximately \$6.02 million to Caltrans for work funded with federal and state grants completed from June 2022 to July 2022. Of this amount, \$3.50 million has been received, and the remaining \$2.52 million is still pending approval by Caltrans.

BUDGET & GRANTS (B&G):

On August 31, 2022, staff submitted the FY 2021-22 (FY22) Overall Work Program (OWP) Year-End Package to Caltrans, which included the certification of final expenditures, the final progress report, and the final work products for projects completed in the fiscal year. The final expenditures reported for the year were \$68 million or 46% of the FY 2021-22 OWP budget.

On September 1, 2022, the Regional Council approved Administrative Amendment 1 to the FY 2022-23 OWP in the amount of \$831,476, which increased the FY 2022-23 OWP budget from \$116.96

million to \$117.79 million. This amendment included grant balance adjustments, primarily MSRC Future Communities Pilot Program grant funds. Additionally, this amendment reallocated Consolidated Planning Grant (CPG) funds that resulted in budget-neutral changes for various regional transportation planning projects. This amendment was approved by Caltrans on September 14, 2022.

On September 19, 2022, Caltrans issued a reconciliation letter to confirm unexpended totals of \$18.18 million in CPG and State planning grants as of June 30, 2022. The adjustments to the grant balances will be included in the second amendment to the FY 2022-23 OWP this November.

CONTRACTS:

In August 2022, the Contracts Department issued seven (7) Requests for Proposal; awarded five (5) contracts; issued four (4) contract amendments and processed two-hundred and ten (210) Purchase Orders to support ongoing business and enterprise operations. Staff also administered 193 consultant contracts. Contracts staff continued to negotiate better pricing as well as reduced costs for services. This month Contracts' staff negotiated \$388,580 in budget savings, bringing the Fiscal Year total to \$517,665.



AGENDA ITEM 11
REPORT

Southern California Association of Governments
Hybrid (In-Person and Remote Participation)
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room
Los Angeles, CA 90017
October 6, 2022

To: Executive/Administration Committee (EAC)

EXECUTIVE DIRECTOR'S
APPROVAL

From: Hannah Brunelle, Senior Planner
(213) 236-1907, brunelle@scag.ca.gov

Subject: REAP 2.0 Program Development Update

RECOMMENDED ACTION FOR EAC:

Information Only – No Action Required

STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

On July 7, 2022, the RC approved the Regional Early Action Planning 2021 (REAP 2.0) Program Development Framework to guide the development of the specific funding programs and projects to be supported with the approximately \$246 million formula grant SCAG is eligible to receive from the California Department of Housing and Community Development through the Regional Early Action Planning Grant Program for 2021 (REAP 2.0). Over the last three months, staff has continued outreach efforts to develop specific programs using the framework as a guiding document. This report provides an update on program development activities; the refinement of major Program Areas including progress made toward establishing individual program guidelines and budgets; additional outreach and opportunities for feedback; and the schedule for Policy Committee and Regional Council consideration in advance of the December 31, 2022, application deadline.

BACKGROUND:

REAP 2.0 and SCAG's REAP 2.0 Program Development Framework

The REAP 2.0 program is a flexible, statewide program that seeks to accelerate progress towards state housing goals and climate commitments through a strengthened partnership between the state, its regions, and local entities. REAP 2.0 seeks to accelerate infill housing development, reduce Vehicle Miles Traveled (VMT), increase housing supply at all affordability levels, affirmatively further fair housing, and facilitate the implementation of adopted regional and local plans to achieve these goals.

The program was established as part of the 2021 California Comeback Plan under AB 140 and builds on the success of REAP 2019 but expands the program focus by integrating housing and climate goals, and allowing for broader planning and implementation investments, including infrastructure investments that support infill development that facilitates housing supply, choice, and affordability.

Through the REAP 2.0 program, approximately \$600 million will be made available statewide to the advance the program objectives in ways that lead to transformative policy outcomes and accelerate the implementation of regional and local plans that achieve the state priority planning goals.

SCAG's full funding application will be driven by the state's program guidelines, released from the State in July 2022, and an extensive engagement process that meets state requirements. Since 2021 and throughout 2022 SCAG has been and will continue to conduct outreach to a broad array of stakeholders to identify programs and partners and develop the complete REAP 2021 application, due to the State by December 2022. SCAG is eligible to apply for approximately \$246 million in grant funds through REAP 2.0. All funds must be obligated by June 2024 and expended by June 2026.

SCAG's **REAP 2.0 Program Development Framework** (Framework) provides the policy direction to support the stakeholder engagement process and development of SCAG's full REAP 2.0 funding application to ensure SCAG's REAP 2.0 program is aligned with agency goals and board direction. SCAG staff first presented the Draft Framework to all three SCAG Policy Committees in October 2021, and a revised Draft Framework was presented in April 2022, incorporating feedback from the committees, as well as from external stakeholders, including the subregional Councils of Government. The Draft Framework was subsequently posted to the program website with an open comment period from April 19 – May 19. On June 1, 2022, the Executive Administration Committee reviewed and recommended Regional Council approval of the Framework. The RC approved the Framework on July 7, 2022. Following approval, staff continued with the program outreach and engagement process focused on the development of program guidelines for major program areas identified in the Framework and refinement of projects for inclusion in the full application.

The adopted Framework identifies Core Program Objectives that set a path and define measurable actions for how the REAP 2.0 program will align and support implementation of Connect SoCal and the 6th Cycle Regional Housing Needs Allocation Plan.

These **Core Program Objectives** are:

- Support **transformative** planning and **implementation** activities that realize Connect SoCal objectives
- Leverage and augment the **Connect SoCal Implementation Strategy** to support activities that can be implemented quickly and in line with community-driven priorities

- Build regional capacity to deliver housing that realizes **6th cycle RHNA goals**
- Represent best practices in **vehicle miles traveled (VMT) reduction**
- Demonstrate consistency with **the Racial Equity Early Action Plan**
- Promote **infill development** in Connect SoCal identified Priority Growth Areas

The Framework also established a set of Guiding Principles for further developing the program to meet the Core Program Objectives and defined three major Program Areas to focus program development activities, including an Early Program Initiative, a Housing Supportive Infrastructure Program, and a County Transportation Commission Partnership Program.

Program Development Activities: Draft Programs & Proposed Budget

Since the approval of the Framework by the Regional Council in July, staff has continued outreach efforts and work to develop three specific Program Areas using the Framework as a guiding document. Collectively, the programs combine coordinated and transformative housing development and finance, and land use and transportation strategies to help achieve California's housing and greenhouse gas emission reduction goals. The three program areas include 1. Early Program Initiatives, 2. the Transportation Partnership Programs (formerly the County Transportation Commission (CTC) Partnership Program with title expanded to clarify inclusion of regional SCAG-led and county transportation commission-led projects), and 3. Programs to Achieve Transformative Housing (PATH) Program (formerly the Housing Supportive Infrastructure Program). The PATH Program will support strategies to accelerate infill development leading to increased housing supply, choice, and affordability. The Transportation Partnership Programs will connect infill housing to daily services and increase travel options that support multimodal communities to shift travel modes. The Early Program Initiatives tie this work together by building capacity for planning innovation across the region through advancements in community engagement and partnerships, data driven decision making and performance measurement and monitoring.

The REAP 2.0 Proposed Budget and individual program guidelines with associated project evaluation and selection criteria have been designed to meet the Framework's Guiding Principles. They propose funding opportunities that balance formula allocations with competitive programs; advance regionally coordinated and significant solutions as well as county-specific or geographically targeted programs that advance best practices reflecting the unique opportunities in the region; and ensure funding allocations to advance a number of equity considerations. Per the Guiding Principles, the funding proposed for each program area is included in the draft program guidelines. The proposed funding allocations for each program are also summarized in the Attachment, REAP 2.0 Draft Proposed Budget.

The REAP 2.0 Draft Proposed Budget meets all the thresholds established by the Framework's Guiding Principles, including the sub-allocation of 80 percent of the full grant award for partner-led projects. This strategy will ensure projects can be delivered efficiently and effectively, while

reducing SCAG's administrative costs. The Sub-Regional Partnership Program 2.0, the CTC Partnership Program, and the PATH program are all designed to support sub-allocation of funding.

The two largest programs in the Draft Proposed Budget—the Transportation Partnership Programs and PATH—include both SCAG-led, regional pilots and partner-led projects. Per the Guiding Principles, this approach aims to advance regionally coordinated and significant solutions as well as county-specific and/or geographically targeted programs that advance best practices reflecting the unique opportunities in different parts of the region. The Transportation Partnerships Program is now inclusive of the County Transportation Commission (CTC) Partnership Program and Regional Pilot Initiatives (RPI) Program to clearly distinguish between regional and county-specific opportunities. These programs include a mix of transportation planning and implementation activities that will connect infill housing to daily services and increase travel options that support multimodal communities to shift travel modes. Similarly, the PATH Program prioritizes both geographically targeted and regionally scalable solutions. The program includes a Notice of Funding Availability for housing trust funds and catalyst funds in support of partner-led capacity building region-wide and two pilot programs focused on uplifting innovative approaches to bring housing development to scale across the region.

Per the Guiding Principles, the Draft Proposed Budget also includes resources for Early Program Initiatives (EPI) to provide immediate benefit to the region through expanding SCAG's existing technical assistance programs. The EPI TA programs are developed to ensure that under-resourced jurisdictions are not left out due to lack of capacity to apply or manage grant funding and to promote planning innovation that accelerates progress across the region to implement Connect SoCal and the 6th Cycle Regional Housing Needs Allocation Plan. The majority of the funding in the Early Program Initiatives will be sub-allocated to sub-regional agencies through the Subregional Partnership Program. The Early Program Initiative also provides for the expansion of SCAG's Decision-Making Tools and Technical Assistance, building on the success of the Regional Data Platform to offer new resources to support local planning including opportunities to access big data for planning and performance monitoring. In addition, the program supports expansion of Sustainable Communities Program (SCP) Technical Assistance and Go Human to meet REAP 2.0 objectives. Early Program Initiatives as reflected in the proposed budget are limited to 15% of total available resources.

Additional Outreach & Next Steps

SCAG has procured a consultant to support staff over the upcoming months to implement an outreach plan that supports final program and budget development and leads to the final program application submittal to the State in December 2022. The outreach and engagement efforts will include opportunities to provide feedback on the comprehensive REAP 2.0 program, including the Draft Proposed Budget. In addition, targeted outreach will be conducted for individual programs. Key efforts include collecting input on draft program guidelines for the CTC Partnership Program,

SCP Call 4 and PATH programs, while also promoting and helping eligible applicants prepare for each program's call for projects. The team will also conduct targeted outreach to disadvantaged communities, including tribal entities, CBOs and rural communities to identify how the programs can be designed to be inclusive of their respective group and identify technical assistance needs. The team will host various workshops and provide presentations to share the final key elements of the program.

These engagement efforts build on the outreach that has been conducted since the approval of the Framework by the Regional Council in July, which have focused on targeted outreach to the Subregional Councils of Governments to inform the development of the Subregional Partnership Program 2.0 Guidelines; engagement with the County Transportation Commissions to better understand opportunities and define project concepts to be incorporated into CTC Partnership Program, and soliciting feedback through SCAG hosted listening sessions on the program guidelines for the Connect SoCal SCP Call 4: Civic Engagement, Equity and Environmental Justice (CEEEJ). In addition, a series of activities were pursued to refine the development of the PATH program through one-on-one meetings, listening sessions and presentations to solicit stakeholder input on the proposed focus areas and prioritization of projects. These engagements span from April 2022–October 2022, and have engaged various stakeholders, including local jurisdictions, subregional COGS, community-based organizations, housing developers, housing trust funds, tribal entities, and the general public. A summary of outreach conducted, feedback received, and how the feedback is incorporated into the development of the program will be included in the final program application to the State.

The REAP 2.0 program development schedule is included in the Attachment, REAP 2.0 Revised Program Development Schedule. The schedule provides a high-level overview of program milestones and activities since the adoption of the Framework in July through the end of the Fiscal Year. Staff will take individual program guidelines to the Policy Committees and Regional Council for review and approval and take the comprehensive REAP 2.0 Proposed Budget to EAC for authorization to apply for funding on behalf of the RC on November 30, 2022, in order to meet the December to submit the full funding application.

FISCAL IMPACT:

Work associated with this item will be included in the FY22-23 OWP, once funding is received, with no fiscal impact to the existing budget.

ATTACHMENT(S):

1. Attachment_REAP 2.0 Revised Program Development Schedule
2. Attachment_REAP 2.0 Program DRAFT Proposed Budget

REAP 2.0 REVISED PROGRAM DEVELOPMENT SCHEDULE

| Program | 2022 | | | | | | 2023 | | | | | |
|---|---|-----|-----------------------------------|--|---|---|---|---|-----|-----|---|---|
| | FY22/23 | | | | | | FY23/24 | | | | | |
| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| REAP 2021 Program Deadlines and Milestones | Full Guidelines Released by State | | Resubmit Advance Application | | | Full Application Deadline: 12/31/22 | | | | | | |
| Overall Program Development | Regional Council approved and adopted the REAP 2.0 Framework | | | REAP 2.0 Program Development and Outreach Update (Info: EAC) | REAP 2.0 Budget Approval and Authorization to Apply for Full Funding (Action: EAC Nov-30) | Full Application to be Submitted to State | | | | | | |
| Early Initiatives | Decision-Making Tools and Technical Assistance Development | | | | | | | | | | | |
| | SRP 2.0 Guidelines (Approved: CEHD) SCP Call 4 Guidelines Item (Approved: EEC) | | SRP 2.0 Guidelines (Approved: RC) | SRP 2.0 Program - Notice of Intent to Apply Due (Oct 14) | | | SCP Call 4 Guidelines & Release CFP (Action: RC) | SRP 2.0 Program Call for Funding Deadline February 10 (anticipated) | | | | |
| Transportation Partnership Programs | RPI Initiative Pilot Development | | | | | | | | | | | |
| | | | | CTC Partnership Program Guidelines (Info: TC) | CTC Partnership Program Guidelines (Action: TC, RC) | | CTC Partnership Program Call for Funding Released | | | | CTC Partnership Recommended Projects (Action: TC, RC) | |
| PATH Program | | | | PATH Program (Info: CEHD) | PATH Program (Action: CEHD, RC) | | | NOFA and the Housing Infill on Public and Private Lands (HIPP) Program Application (Action: CEHD, RC) | | | NOFA & HIPP awards (Action: CEHD, RC) | Regional Utilities Supporting Housing (RUSH) Application (Action: CEHD, RC) |

*Note: Program activities began in October 2021. This schedule only reflects activities since July 2022.

Attachment: Attachment_REAP 2.0 Revised Program Development Schedule (REAP 2.0 Program

SCAG'S REAP 2.0 PROGRAM DRAFT PROPOSED BUDGET

| Total SCAG Allocation: \$246,024,084 | 4 Year-TOTAL* | Full Application Request |
|--|----------------|--------------------------|
| Administration** | \$ 3,485,384 | \$ 3,485,384 |
| Outreach & Engagement | \$ 910,000 | \$ 360,000 |
| Early Program Initiatives (<= 15% \$36,903,613) | \$ 36,296,249 | \$ 33,196,249 |
| Programs to Accelerate Transformative Housing (PATH) | \$ 101,812,272 | \$ 97,910,990 |
| Transportation Partnership Program | \$ 103,520,179 | \$ 100,609,324 |
| Budgeted Total | \$ 246,024,084 | \$ 235,561,948 |
| Allocated Amount | \$ 246,024,084 | |

*SCAG's Advance Application request of \$10,462,136 is included in the 4-Year Total, and represents staff and consultant costs to support development of the full program.

**Administration costs are limited to staff costs not directly related to program work. Staff costs for each program are contained within each program's budgeted amount.

| Type of Funding | 'Full Application Request | Percentage of Full Application |
|------------------------------|---------------------------|--------------------------------|
| Outreach | \$ 1,110,000 | 0.47% |
| Regional Programs - SCAG Led | \$ 24,409,324 | 10.36% |
| Staff | \$ 16,042,623 | 6.81% |
| Sub-Allocation | \$ 194,000,000 | 82.36% |
| Grand Total | \$ 235,561,948 | 100% |