



**SCOPE CHANGES SUBCOMMITTEE OF THE
TECHNICAL ADVISORY COMMITTEE OF THE MOBILE SOURCE
AIR POLLUTION REDUCTION REVIEW COMMITTEE**

AGENDA

Thursday, April 6, 2023 at 12:30 p.m.

The Scope Changes Subcommittee meeting will be held at 12:30 p.m. on Thursday, April 6, 2023. The public may attend the meeting in Conference Room CC3-5 at the South Coast AQMD Headquarters, 21865 Copley Drive, Diamond Bar, California, and other locations (if any) provided on this agenda. The public may also attend via videoconference or telephone using the instructions below.

OTHER LOCATIONS

Los Angeles County ISD
1100 N. Eastern Avenue
3rd Floor Conference Room
Los Angeles, CA 90063

California Air Resources Board
4001 Iowa Avenue
CARB Riverside PressRoom 1-113
Riverside, CA 92507

Given health and safety concerns, seating availability may be limited, and the meeting format may be changed to full remote. Please refer to the MSRC's website for information regarding the format of the meeting, updates if the meeting format is changed, and details on how to participate.

Face Coverings: In accordance with state and local public health department guidelines, wearing a mask is based on personal preference for people attending the meeting at South Coast AQMD Headquarters

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(Instructions provided at bottom of agenda)**

Join Zoom Webinar Meeting - from PC or Laptop
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Audience will be allowed to provide public comment at location(s) provided on this agenda and through telephone or Zoom connection during public comment periods

PUBLIC COMMENT WILL STILL BE TAKEN

Subcommittee Members

Jason Farin, representing Riverside County Board of Supervisors
Minh Le, representing County of Los Angeles
Kelly Lynn, representing San Bernardino County Transportation Authority
Jack Garate, representing Regional Rideshare Agency
Derek Winters, representing California Air Resources Board

*Members of the public may address this body concerning any agenda item before or during consideration of that item (Gov't Code Section 54954.3(a)). If you wish to comment on an agenda item or during the public comment period, please "raise your hand" on Zoom or dial *9 on your phone. All agendas for regular meetings are posted at District Headquarters, 21865 Copley Drive, Diamond Bar, California, at least 72 hours in advance of the regular meeting. Speakers may be limited to three (3) minutes each.*

CALL TO ORDER

- Roll Call

ACTION CALENDAR

1. Consider 6-Month Extension by Southern California Association of Governments (SCAG), Contract #MS18015 (\$2,000,000 – Future Communities Partnership Program) **Ravenstein**

Having previously received extensions totaling 27 months, SCAG requests a 6-month term extension. The pilot in Los Angeles has encountered an obstacle with recruiting pilot participants, and additional time is needed to incorporate and implement new strategies which have been identified. Additionally, the pilot in Anaheim has been impacted by the dissolution of the company which managed a key mobile application. While necessary reconfigurations have been accomplished, this delayed the project. The MSRC Contracts Administrator recommends approval, contingent on this being the final extension.
2. Assess Progress and Consider Reduced Scope and Value by San Bernardino County Transportation Authority (SBCTA), Contract #MS14072 (\$1,250,000 – Implement Various Signal Synchronization Projects) **Ravenstein**

SBCTA indicates that one of their project partners, the City of Yucaipa, has been unable to install fiber optic cable in a segment of the project area. However, the Traffic Signal Interconnect System which the fiber optic cable was intended to support will still be able to function as originally designed due to a wireless connection. SBCTA requests to remove the requirement to install the fiber optic in this segment, with a corresponding reduction in contract value from \$1,250,000 to \$1,237,500 as part of the FYs 2012-14 Traffic Signal Coordination CTC Partnership Program. As part of considering this request, the MSRC needs to evaluate whether the contingency associated with the previous term extension has been met.
3. Modified Statement of Work and One-Year Term Extension by Riverside County Transportation Commission (RCTC), Contract #MS18024 (\$1,500,000 – Implement Vanpool Incentive Program) **Ravenstein**

RCTC requests two modifications to the Statement of Work: 1) Vanpool is currently defined as “five to fifteen Eligible Commuters commuting on a regular basis...”, and RCTC requests to modify the definition to “four to fifteen Eligible Commuters...”; and 2) the contract specifies that vanpool incentives shall not exceed \$400 per vanpool per month, but RCTC desires the latitude to increase incentives up to \$600 per month using non-MSRC funds. Additionally, having previously receiving extensions totaling two years, RCTC is requesting a one-year term extension to maximize and amplify the use of the contract allocation to attract more vanpoolers. This contract was previously extended a total of two years. The MSRC Contracts Administrator recommends approval of the requested modifications to the Statement of Work but recommends against granting the requested term extension. Alternatively, if the MSRC does desire to grant the extension, the MSRC Contracts Administrator recommends that the contract value be reduced by \$171,500.

4. Consider Change of Station Locations and 18-Month Term Extension by City of Yucaipa, Contract #ML18129 (\$63,097 – Install EV Charging Infrastructure) Ravenstein

The City of Yucaipa requests MSRC review of an 18-month term extension request which has been denied by the MSRC Contracts Administrator. The City indicates that the funding priorities of their intended funding partners shifted, forcing them to seek new potential partners and delaying project completion. This contract was previously extended for a total of three years.

5. Consider Authorizing Issuance of New Contract to Complete Work Initiated by City of Wildomar under Contract #ML18137 (\$50,000 – Install Class II Bicycle Lane Improvements) Ravenstein

After previously having been granted extensions totaling 18 months, the City of Wildomar requests MSRC review of a contract replacement request for one of two alternatives which were both denied by the MSRC Contracts Administrator. The City indicates that several staff transitions necessitated the outsourcing of design for this project, thereby delaying progress. The MSRC Contracts Administrator recommends that a new contract be executed to complete the project, should the MSRC wish to grant the City's request.

OTHER BUSINESS

6. **Any member of the Subcommittee, on his or her own initiative or in response to questions posed by the public, may ask a question for clarification, may make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter, or may take action to direct staff to place a matter of business on a future agenda. (Gov't Code Section 54954.2)*

PUBLIC COMMENT PERIOD - (Public Comment on Non-Agenda Items, Pursuant to Government Code Section 54954.3)

At the end of the regular meeting agenda, an opportunity is provided for the public to speak on any subject within the Subcommittee's authority that is not on the agenda. Speakers may be limited to three (3) minutes each.

ADJOURNMENT

Next Meeting: Date: Thursday, May 4, 2023, 12:45 p.m., location: Conference Room CC3-5 at the South Coast AQMD Headquarters and/or virtual attendance via videoconferencing and by telephone

Americans with Disabilities Act and Language Accessibility

Disability and language-related accommodations can be requested to allow participation in the MSRC-TAC meeting. The agenda will be made available, upon request, in appropriate alternative formats to assist persons with a disability (Gov't Code Section 54954.2(a)). In addition, other documents may be requested in alternative formats and languages. Any disability or language-related accommodation must be requested as soon as practicable. Requests will be accommodated unless providing the accommodation would result in a fundamental alteration or undue burden to the District. Please contact Marjorie Eaton at (909) 396-3036 from 7:00 a.m. to 5:30 p.m., Tuesday through Friday, or send the request to meaton@aqmd.gov

Pursuant to SB 343

All documents (i) constituting non-exempt public records, (ii) relating to an item on an agenda for a regular meeting, and (iii) having been distributed to at least a majority of the Committee after the Agenda is posted, are available by contacting Marjorie Eaton at (909) 396-3036 or send the request to meaton@aqmd.gov

Contacts: Cynthia Ravenstein, MSRC Contracts Administrator – (909) 396-3269
Ray Gorski, MSRC Technical Advisor – (909) 396-2479
Marjorie Eaton, MSRC Administrative Liaison – (909) 396-3036

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As an attendee, you will have the opportunity to virtually raise your hand and provide public comment.

Before joining the call, please silence your other communication devices such as your cell or desk phone. This will prevent any feedback or interruptions during the meeting.

Please note: During the meeting, all participants will be placed on mute by the host. You will not be able to mute or unmute your lines manually.

After each agenda item, the Chair will announce public comment.

A countdown timer may be displayed on the screen for each public comment.

If interpretation is needed, more time will be allotted.

Once you raise your hand to provide public comment, your name will be added to the speaker list. Your name will be called when it is your turn to comment. The host will then unmute your line.

Directions for Video ZOOM on a DESKTOP/LAPTOP:

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Directions for TELEPHONE line only:

- If you would like to make public comment, please **dial *9** on your keypad to signal that you would like to comment.

MSRC-TAC Scope Changes Subcommittee Agenda Item No. 1

DATE: April 6, 2023

FROM: Cynthia Ravenstein, MSRC Contracts Administrator

SUBJECT: Six-Month Term Extension by Southern California Association of Governments (SCAG), Contract #MS18015

SYNOPSIS: SCAG requests a six-month term extension. The pilot in Los Angeles has encountered an obstacle with recruiting pilot participants, and additional time is needed to incorporate and implement new strategies which have been identified. Additionally, the pilot in Anaheim has been impacted by the dissolution of the company which managed a key mobile application. While necessary reconfigurations have been accomplished, this delayed the project. This contract was previously extended a total of 27 months. This project is part of the FYs 2016-18 Future Communities Partnership Program.

FINANCIAL IMPACT: None

RECOMMENDATIONS: The MSRC-TAC Scope Changes Subcommittee will review the request and their recommendations will be brought forward at the MSRC-TAC meeting. The MSRC Contracts Administrator recommends approval, contingent on this being the final extension.

ATTACHMENTS: Contractor's letter requesting modification

DISCUSSION:

Contractor: Southern California Association of Governments

Project Title: Future Communities Partnership Program

MSRC Funding: \$2,000,000

Project Term: July 13, 2018 to May 31, 2023

Current Request: Six-month term extension

Previous Requests: Modify one project, modify payment schedule, and one-year term extension; six-month term extension; reallocation of costs between tasks; nine-month term extension

Project Description: The MSRC awarded SCAG \$2,000,000 to partner on their broad-based regional program to support city and county agencies in implementing pilot projects that reduce vehicle miles traveled (VMT) from local travel and municipal operations through the use of new technologies and enhanced data analytics. Contract #MS18015 was executed to

effectuate the award, and the MSRC approved the specific list of projects in April 2019. The Glendale, Monrovia, San Bernardino County, and Riverside pilots have been concluded, and \$415,803.97 has been paid to date on this contract.

Previous Requests: 1) SCAG was able to accomplish Task I (Research Promising Practices) and Task II (Selection of Specific Project Elements) at lower costs than anticipated. SCAG requested to reallocate \$50,000 from Task I, \$40,000 from Task II, and \$10,000 from Task IV (Reporting) to Task III (Implementation). At their April 2019 meeting, the MSRC considered and approved these reallocations. 2) Subsequently, in September 2019 SCAG indicated that the initial administrative processes for some communities had taken longer than anticipated. SCAG requested a contract term extension to August 31, 2021 to allow time for appropriate data collection and to align deadlines with their other funding source. This modification was processed administratively. 3) Then in the Fall of 2020, SCAG indicated that the COVID-19 pandemic had significantly delayed implementation of most projects in the program. SCAG requested a one-year term extension to allow partnering agencies the flexibility to compensate for lost time and determine if additional modifications may be necessary to complete project work. In particular, the City of Monrovia had been compelled to develop a new scope of work for their project. SCAG requested approval of the revised project list, substituting the proposed bike share and bike delivery incentive program for the shared ride program in Monrovia. 4) Next, due to the expiration of certain co-funding sources, SCAG requested modifications to the payment schedule, which would result in a net increase in total co-funding. At their December 2020 meeting, the MSRC considered and approved these modifications. 5) Lastly, in March 2022 SCAG indicated that four pilots were expected to be complete by the current deadline, but supply chain pressures and staffing capacity challenges associated with the COVID-19 pandemic had continued to delay the Anaheim, Cerritos, Los Angeles, and Ontario project elements. SCAG requested, and the MSRC approved, a nine-month term extension.

Contract Request: SCAG indicates that the Glendale, Monrovia, San Bernardino County, and Riverside pilots are complete. Meanwhile, the Ontario and Cerritos pilots could benefit tremendously from additional time to finish deliverables and complete project close-out tasks.

The Los Angeles Department of Transportation and Anaheim pilots have encountered more involved issues, however. The Los Angeles pilot was not achieving sufficiently high participation. The project team has developed new strategies, but time is needed to incorporate and implement these strategies. For the Anaheim pilot, the project was structured to use an existing mobile application to connect drivers to underutilized parking, and then connect the passengers to the Center City area via free electric shuttle. The company which created and managed the application was recently dissolved, however. While necessary reconfigurations have been accomplished to allow the pilot to proceed, this delayed the project. Therefore, SCAG requests a six-month term extension to allow them to complete the work.

Recommendations: The MSRC-TAC Scope Changes Subcommittee will review the request and their recommendations will be brought forward at the MSRC-TAC meeting. The MSRC Contracts Administrator recommends approval, contingent on this being the final extension.



March 23, 2023

Ms. Cynthia Ravenstein
MSRC Contracts Administrator
South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765-4178

Subject: Contract Timeline Extension for No. MS18015D

Dear Ms. Ravenstein:

The Southern California Association of Governments (SCAG) and the Future Communities Partnership Program (FCPP) would like to officially request a contract extension for Contract No. MS18015D. We are requesting a six-month extension to amend the contract timeline, which is currently planned for termination effective May 31, 2023. The FCPP project team is proposing a new termination date effective November 30, 2023 to provide additional time for administrative responsibilities, the completion of the final report, and alignment with SCAG’s fiscal quarters.

We have brought attention to previous issues caused by the ongoing pandemic, which impacted data collection and the timing of critical milestones. While some pilots have completed their consultant contracts and move through project close-out, others continue to experience delays. The FCPP project teams have completed four pilots, including Glendale, Monrovia, San Bernardino County, and Riverside, with the Evaluation Consultant and respective SCAG project teams finalizing deliverables and educational materials related to the individual projects. However, the pilots with Ontario, Cerritos, Anaheim, and Los Angeles DOT would benefit tremendously from an additional six months to finish deliverables and complete administrative responsibilities related to project close-out and billing/reimbursements, and the LADOT and Anaheim pilots have unique issues impacting their consultant contract timelines and final deliverables. Without additional time, the overall program may not meet the grant’s requirements related to data collection or local match reimbursement, due to these difficulties at the pilot level.

The pilot in Los Angeles has encountered an obstacle with recruiting pilot participants. After exhaustive efforts to enroll and recruit new members to the BlueLA program, participation was still not high enough to provide the substantive dataset needed to meet the FCPP requirements. As such, the project team has developed new strategies to engage and obtain this needed information, but these strategies must be formally amended into existing consultant contracts and require some additional time to pivot and incorporate suggested changes. The LADOT team’s proposed changes in scope do not impact the overall pilot intent or deviate from the approved Project Elements, but rather they allow the consultant team to deploy new

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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techniques and outreach strategies to bolster participation and incorporate additional back-up methods.

The pilot in Anaheim was structured to utilize an existing mobile application to connect drivers to underutilized parking, and once parked, to then connect the passengers from those City-owned parking lots to the “CtyCenter” area via free electric shuttle. The company which created and managed the application, however, was recently dissolved during a company merger and the City had to onboard another consultant to take on both the maintenance/development responsibilities as well as the required reconfigurations/updates for the purposes of the FCPP project. Unfortunately, this change in procurement and application management has impacted the project timeline and temporarily delayed implementation efforts.

The pilots in Cerritos and Ontario also would tremendously benefit from additional time to strengthen data collection and meet anticipated match commitments. Recognizing that capacity constraints have impacted these projects in the past, SCAG has recently dedicated additional staff resources to support a successful conclusion to these pilots and effectively deliver results. If granted a final six-month extension to support these remaining projects, it will help ensure adequate data is captured and program expectations are met, not only for Cerritos and Ontario, but also for LADOT and Anaheim.

We thank you for your continued patience and support on the Future Communities Partnership Program as well as other SCAG initiatives. This program has learned to adjust and adapt alongside the evolution of life during Covid-19 and provided many valuable insights along the way. Staff would be happy to present on findings-to-date and lessons learned for any working groups, committees, or boards, and any questions or concerns related to this request may be directed to Marisa Laderach, FCPP Project Manager, at 213-236-1927 or laderach@scag.ca.gov.

Sincerely,



Kana Sato-Nguyen

Manager, Budget & Grants Department

MSRC-TAC Scope Changes Subcommittee Agenda Item No. 2

DATE: April 6, 2023

FROM: Cynthia Ravenstein, MSRC Contracts Administrator

SUBJECT: Assess Progress and Consider Reduced Scope and Value by San Bernardino County Transportation Authority (SBCTA), Contract #MS14072

SYNOPSIS: SBCTA indicates that one of their project partners, the City of Yucaipa, has been unable to install fiber optic cable in a segment of the project area. However, the Traffic Signal Interconnect System which the fiber optic cable was intended to support will still be able to function as originally designed due to a wireless connection. SBCTA requests to remove the requirement to install the fiber optic in this segment, with a corresponding reduction in contract value from \$1,250,000 to \$1,237,500 as part of the FYs 2012-14 Traffic Signal Coordination CTC Partnership Program. As part of considering this request, the MSRC needs to evaluate whether the contingency associated with the previous term extension has been met.

FINANCIAL IMPACT: None

RECOMMENDATIONS: The MSRC-TAC Scope Changes Subcommittee will review the request and their recommendations will be brought forward at the MSRC-TAC meeting. The MSRC Contracts Administrator recommends, if the MSRC opts to approve SBCTA's requested reduction in scope and value, that language be added making reimbursement contingent upon delivery of a Traffic Signal Interconnect System which is operational for the entire project area.

ATTACHMENTS: Contractor's letter requesting modification

DISCUSSION:

Contractor: **San Bernardino County Transportation Authority**

Project Title: Implement Various Signal Synchronization Projects

MSRC Funding: \$1,250,000

Contract Term: March 27, 2015 to March 26, 2024

Current Request: Reduced scope and value

Previous Requests: Two-year term extension; two-year term extension; two-year term extension

Project Description: SBCTA was awarded \$1,250,000 to implement a number of signal synchronization projects in partnership with their member jurisdictions. The Baseline/5th/Greenspot, Five Corridors, West Valley TMC, Chino Traffic Control System, and Mt. Vernon/Washington projects have been completed and \$1,023,566.17 has been reimbursed to date.

Previous Requests: SBCTA indicated that for one of the project elements, the Mt. Vernon Avenue/Washington Street project in partnership with the City of Colton, signals at the three of the affected intersections first needed to be modified as part of a separate project not funded by the MSRC. The signal modification project had encountered funding issues. Therefore, SBCTA requested a two-year contract term extension while they worked with Caltrans. The MSRC considered and approved SBCTA's request.

Subsequently, SBCTA indicated that the delays with the Caltrans project in Colton had been even greater than anticipated. SBCTA anticipated that several additional months would be needed to complete this project. However, to minimize the potential for additional requests, SBCTA requested a two-year term extension. The MSRC considered and approved SBCTA's request.

Still later, SBCTA stated that another of their project partners, the City of Yucaipa, had experienced extensive delays involving re-distributed staffing hours and the COVID-19 pandemic's impact on goods and services nationwide. The City's portion of the project involved upgrading signal communications technology along Yucaipa Boulevard by installing interconnect conduit and fiber optic cables. SBCTA represented that the conduit installation had been completed, and the City was currently putting together the construction contract documents to obtain a contractor to complete the final phase of the work. A two-year term extension was requested. The MSRC considered and approved SBCTA's request, with the contingency that SBCTA check in to show progress after one year.

Contract Request: Contract #MS14072 specifies that SBCTA shall partner with the City of Yucaipa to upgrade signal technology by installing along Yucaipa Boulevard: interconnect conduit from 15th Street to Hampton Road, and fiber optic cables from Hampton Road to 5th Street and then into Yucaipa City Hall. Contrary to what was reported at the time of the last extension, SBCTA now states that the City has not completed all the conduit installation. For the segment of Yucaipa Boulevard between 16th Street and 18th Street, lack of funding to complete street widening has prevented the conduit installation. Because the conduit has not been installed, it is not possible to install fiber optic cable as specified by the contract. SBCTA indicates, however, that if all the other segments are completed, the Traffic Signal Interconnect System which the fiber optic cable was intended to support will still be able to function as originally designed due to a wireless connection. SBCTA requests to remove the requirement to install the fiber optic in the subject segment, with a corresponding reduction in contract value from \$1,250,000 to \$1,237,500 (as referenced in their letter, reducing from \$90,000 to \$77,500

for this project). The activation of the Traffic Signal Interconnect System is forecasted to occur in September 2023 - within the current contract term.

Fulfilling Contingency: In considering approval of this request, the MSRC is also asked to consider whether SBCTA has fulfilled the requirements of the contingency which was associated with the most recent term extension. The contingency to “show progress” is not necessarily clearcut. By some measures, given that no construction occurred and the City did not even select a construction contractor, it could be argued that no progress has been demonstrated. Alternatively, SBCTA has identified a path forward by which the intent of the project – an operational Traffic Signal Interconnect System - could be fulfilled, with no extension of time, and at a lower cost to MSRC.

Recommendations: The MSRC-TAC Scope Changes Subcommittee will review the request and their recommendations will be brought forward at the MSRC-TAC meeting.

Because the current contract language only requires the installation of the conduit and fiber optic cables to upgrade signal communications technology, the MSRC Contracts Administrator recommends, if the MSRC opts to approve SBCTA’s requested reduction in scope and value, that language be added making reimbursement contingent upon delivery of a Traffic Signal Interconnect System which is operational for the entire project area.

March 1, 2023

Cynthia Ravenstein
MSRC Contracts Administrator
Submitted via email

RE: MS14072C Yucaipa Blvd. Traffic Signal Interconnect Scope Change Request

Dear Ms. Ravenstein:

SBCTA respectfully requests a scope change to contract MS14072C that removes the requirement to install fiber optic cable between 16th Street and 18th Street on Yucaipa Boulevard from the scope of work. Conduit installation occurred for the remaining project area when the City performed work on Yucaipa Boulevard Street Widening Project. Since then, the City has not been able to secure funding to complete the widening between 16th Street and 18th Street, therefore the City has not been able to move forward with installation of the conduit needed for the fiber optic cable in this location.

The Interconnect system will be able to function without signal communication disruption, as originally designed, despite the gap in physical connectivity between 16th and 18th Street, due to a wireless connection that has already been set up at Hampton Road (on the other side of the fiber optic gap). This wireless connection is already linked in to the system at Yucaipa City Hall.

Commensurate with the reduction in scope, SBCTA asks that the grant funding be reduced from \$90,000 with a \$175,100 local match to \$77,500 with a \$150,780.56 local match.

Project	Mi. Share	Miles	MSRC	Local	Total	Extent(s)
Original	100%	3.60	\$ 90,000.00	\$ 175,100.00	\$ 265,100.00	Hampton to 5th & City Hall
Revised	86%	3.10	\$ 77,500.00	\$ 150,780.56	\$ 228,280.56	Hampton to 18th, 16th to 5th & 5th to City Hall

Please feel free to contact me if additional information is needed.

Sincerely,



Ginger Koblasz
Sr. Planner
gakoblasz@gosbcta.com
909-884-8276

MSRC-TAC Scope Changes Subcommittee Agenda Item No. 3

DATE: April 6, 2023

FROM: Cynthia Ravenstein, MSRC Contracts Administrator

SUBJECT: Modified Statement of Work and One-Year Term Extension by Riverside County Transportation Commission (RCTC), Contract #MS18024

SYNOPSIS: RCTC was awarded funding to implement a vanpool incentive program. RCTC requests two modifications to the Statement of Work: 1) Vanpool is currently defined as “five to fifteen Eligible Commuters commuting on a regular basis...”, and RCTC requests to modify the definition to “four to fifteen Eligible Commuters...”; and 2) the contract specifies that vanpool incentives shall not exceed \$400 per vanpool per month, but RCTC desires the latitude to increase incentives up to \$600 per month using non-MSRC funds. Additionally, RCTC is requesting a one-year term extension to maximize and amplify the use of the contract allocation to attract more vanpoolers. This contract was previously extended a total of two years. This project is part of the FYs 2016-18 County Transportation Commission Partnership Program.

FINANCIAL IMPACT: If the MSRC denies RCTC’s requested modification regarding the definition of vanpool, some funds previously reimbursed would be subject to possible payback.

RECOMMENDATIONS: The MSRC-TAC Scope Changes Subcommittee will review the request and their recommendations will be brought forward at the MSRC-TAC meeting. The MSRC Contracts Administrator recommends approval of the requested modifications to the Statement of Work but recommends against granting the requested term extension. Alternatively, if the MSRC does desire to grant the extension, the MSRC Contracts Administrator recommends that the contract value be reduced by \$171,500.

ATTACHMENTS: Contractor’s request letter

DISCUSSION:

Contractor: **Riverside County Transportation Commission**

Project Title: Implement Vanpool Incentive Program

MSRC Funding: \$1,500,000

Project Term: June 28, 2018 to August 27, 2023
Current Request: Modified Statement of Work and one-year term extension
Previous Requests: Two-year term extension

Project Description: RCTC was awarded \$1,500,000 in January 2018 under the MSRC’s FYs 2016-18 County Transportation Commission Partnership Program to implement a vanpool incentive program. The VanClub program launched in May 2018 and \$812,660 has been paid to date, covering the period through September 2022. An additional invoice for October through December 2022, in the amount of \$43,000, is on hold pending the outcome of this item.

Previous Requests: RCTC indicated that the VanClub program had been significantly impacted by COVID-19 and it would take additional time to ramp the program back up. They request a two-year term extension. At their June 2021 meeting, the MSRC considered and approved RCTC’s request.

Contract Request

Vanpool Definition

Contract #MS18024 defines “Vanpool” as “five to fifteen Eligible Commuters commuting on a regular basis...”. While this is, and was always intended to be, the minimum occupancy for *new* vanpools at time of application, RCTC’s program guidelines have allowed ongoing occupancy of 50%, or four commuters for a seven-passenger vehicle. This distinction was not understood by MSRC staff at the time of contract formation and thus not reflected in the contract language. Portions of the payments already made to date have been for ongoing vanpools which have had average occupancy greater than four but less than five commuters. RCTC requests the definition be modified to “four to fifteen Eligible Commuters...” consistent with their guidelines. If the MSRC does not approve this request, portions of earlier payments may need to be paid back.

Vanpool Incentive Amount

The Contract currently specifies that vanpool incentives shall not exceed \$400 per vanpool per month. RCTC notes that since the inception of the program in 2018, this amount has not changed, but the cost of leased vehicles has increased. Additionally, neighboring vanpool programs have increased their subsidy amounts or are evaluating potential increases. RCTC attests that they will be evaluating the potential of increasing the incentive up to \$600 per vanpool, using other than MSRC funds. If this does occur, it would represent an additional consideration being brought forward by RCTC. While there is no firm commitment, RCTC requests that the language be modified to allow for a higher incentive with a \$400 per month cap on the MSRC funding contribution.

Term Extension

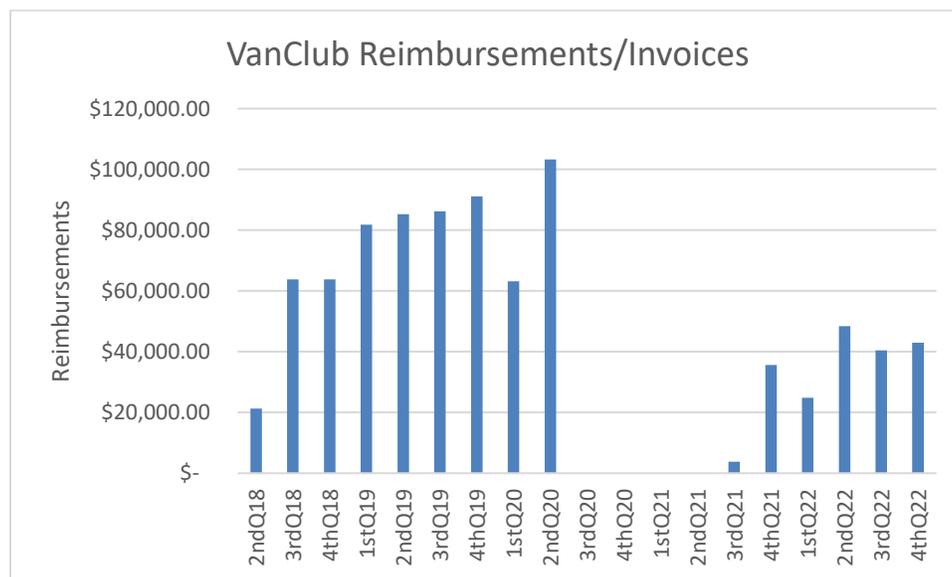
Lastly, RCTC requests an extension to August 31, 2024—approximately a one-year term extension—to provide additional time to maximize and amplify the benefits of the contract allocation to attract more vanpoolers. RCTC indicates that the delay in expending all the funds is a result of the COVID-19 pandemic, which significantly reduced the number of vanpools enrolled in the program. Recovery was also slower than anticipated. RCTC cites that the

decrease in frequency of days working from home has begun to show an increase in the number of enrolled vanpools. They anticipate that increasing the monthly incentive amount would further boost enrollment.

Recommendations: The MSRC-TAC Scope Changes Subcommittee will review the request and their recommendations will be brought forward at the MSRC-TAC meeting.

The difference in definition between what is required to be deemed vanpool at inception, versus what is required to be considered a vanpool on an ongoing basis, were not clearly understood when the contract was being formulated. Given that RCTC always intended this difference and has been consistently operating the program using this distinction from the outset, the MSRC Contracts Administrator recommends approval of their requested change in the vanpool definition. Likewise, the MSRC Contracts Administrator recommends approval of the requested language clarification to allow a greater per-month incentive, provided that the MSRC contribution remains capped at \$400 per month.

With respect to RCTC’s term extension request, the two-year extension previously granted by the MSRC has not proven sufficient for the VanClub program to be able to return to pre-pandemic participation levels. As indicated by the chart below, invoicing has resumed at about half the level seen pre-pandemic, on a quarterly basis.



While an increase in the maximum per-month vanpool incentive would likely result in some growth in participation, it is difficult to gauge the extent of this. A one-year term extension might not be sufficient to see a significant impact from the change, especially since RCTC does not provide a date certain when such an increase might take effect. Certainly if invoicing remains at current levels the remaining funds would not all be expended, and even if it increases modestly a substantial balance would remain.

In consideration of the above, the MSRC Contracts Administrator recommends against granting the requested term extension. Alternatively, if the MSRC does desire to grant the extension, the MSRC Contracts Administrator recommends that the contract value be reduced by \$171,500 to

\$1,328,500. This would retain sufficient funding in the contract to reimburse quarterly invoices at about 1.5 times the current rate over the extended term.



4080 Lemon St. 3rd Fl. Riverside, CA 92501
Mailing Address: P.O. Box 12008 Riverside, CA 92502-2208
951.787.7141 • rctc.org

March 9, 2023

Mr. Matt Mackenzie
MSRC Contracts Administration
Clean Transportation Funding from MSRC
21865 Copley Drive
Diamond Bar, CA 91765

RE: Contract Number MS18024

Dear Matt,

Riverside County Transportation Commission (RCTC) respectfully requests a modification to contract MS18024 to adjust the following:

1. Attachment 1 - Statement of Work
 - a. Definition of Vanpool
 - b. Clarification of Vanpool Incentive
2. Term of Contract

1. Attachment 1 - Statement of Work

a. Definition of Vanpool

As currently written, a "Vanpool" is defined as "five to fifteen Eligible Commuters commuting on a regular basis...". However, this definition, specifically the reference to "five", applies to the capacity requirements for the inception of a new vanpool only, as opposed to requirements of an ongoing vanpool. As referenced in the program guidelines, the minimum occupancy at the time of application for a new vanpool is 70%, or five commuters for a 7-passenger vehicle. However, the minimum ongoing occupancy requirement is 50%, or four commuters for a 7-passenger vehicle. As such, RCTC requests the definition of "Vanpool" in the Statement of Work to be updated to "four to fifteen Eligible Commuters commuting on a regular basis...".

b. Vanpool Incentive

The current minimum requirements listed in the Statement of Work state that "Vanpool incentives shall not exceed \$400 per vanpool per month...". Since inception of the VanClub program, incentives have remained unchanged at \$400 per month. However, the cost of leased vehicles has increased over the years. Additionally, neighboring Vanpool programs have already increased the subsidy amount or are in the process of evaluating an increase to their current subsidy amount. In order to continue to

help keep vanpool an attractive alternative to driving alone and remain consistent with other vanpool programs in the region, RCTC will be evaluating the need to increase the subsidy amount up to \$600 per vanpool per month. While the incentive amount may increase, there is no expectation that MSRC reimburse vanpools beyond the \$400 amount outlined in the Statement of Work. For clarification purposes however, RCTC requests the language under minimum requirements be updated to "Vanpool incentives shall not exceed the RCTC board approved monthly vanpool subsidy amount. Reimbursements by the MSRC shall not exceed \$400 per vanpool per month...".

2. Term of Contract

Contract MS18024 currently expires August 27, 2023. RCTC respectfully requests a no-cost, twelve-month (12) extension through August 31, 2024. This request is to provide additional time to maximize and amplify the benefits of the contract allocation to attract more vanpoolers. As mentioned in the above requested change to the Statement of Work, RCTC intends to increase the monthly subsidy per vanpool from \$400 to \$600. Other funding sources will be used for the additional subsidy amount, and MSRC funds will continue to subsidize vanpools up to only \$400 per month, per vanpool. The Commission is scheduled to expend the full grant funds by August 31, 2024. At this point in time, RCTC has expended over 57% of the granted funds and anticipates expending the full amount by the date of the extension. The delay in expending the funds is a result of the COVID-19 pandemic, which significantly reduced the number of vanpools that were enrolled in the program, and a slower than anticipated recovery. However, as more employees transition back to working on site and decreasing the frequency of days working from home, the number of enrolled vanpools is beginning to grow.

The requested extension will provide for continued subsidies for eligible vanpools destined for worksites in western Riverside County. Since VanClub's inception, it is estimated that participants who have switched from single occupancy vehicle trips to vanpooling have eliminated more than 5,300 tons of emissions thanks to MSRC funding. Denial of this request may result in RCTC needing to reduce the timeframe that VanClub subsidies are available and potentially causing vanpools to disband and revert to lower density/lower emission reducing carpools or worse, back to single occupancy vehicle arrangements.

Thank you for your consideration. If you have any questions or concerns regarding this request, I can be reached at 951-778-1094.

Sincerely,



Hanan Sawalha
Management Analyst, Commuter & Motorist Assistance

MSRC-TAC Scope Changes Subcommittee Agenda Item No. 4

DATE: April 6, 2023

FROM: Cynthia Ravenstein, MSRC Contracts Administrator

SUBJECT: Change of Station Locations and 18-Month Term Extension by City of Yucaipa, Contract #ML18129

SYNOPSIS: The City of Yucaipa requests MSRC review of an 18-month term extension request which has been denied by the MSRC Contracts Administrator. The City indicates that the funding priorities of their intended funding partners shifted, forcing them to seek new potential partners and delaying project completion. This contract was previously extended for a total of three years. This project is part of the FYs 2016-18 Local Government Partnership Program.

FINANCIAL IMPACT: None

RECOMMENDATIONS: The MSRC-TAC Scope Changes Subcommittee will review the request and their recommendations will be brought forward at the MSRC-TAC meeting. This request was previously denied by the MSRC Contracts Administrator.

ATTACHMENTS: Contractor's letter requesting review of denial; Contracts Administrator's letter notifying Contractor of denial; original letter requesting extension

DISCUSSION:

Contractor: City of Yucaipa

Project Title: Install EV Charging Infrastructure

MSRC Funding: \$63,097

Project Term: December 14, 2018 to March 13, 2026

Current Request: Location change and 18-month term extension

Previous Requests: Three-year term extension

Project Description: The MSRC awarded the City \$63,097 to install six Level II publicly accessible EV charging stations. No construction has been completed and nothing has been paid to date on this contract.

Previous Request: The City indicated that from 2019 to early 2021, their Public Works, Engineering and Development Services departments underwent a fluctuation in staffing. Vacant positions critical to progress on the project were not filled until mid-2021. Additionally, the City had determined that costs to install the charging stations would be higher than originally

anticipated. They were in the process of researching additional funding opportunities including those offered by Southern California Edison. The City was confident that the project could be completed and requested a three-year contract term extension to allow them to complete the required operational period. At their February 2022 meeting, the MSRC considered and approved the City's request.

Contract Request: The City and its partners reviewed the tentative locations specified in the contract, and felt that the locations are in too close proximity for optimal utilization. Therefore, the City requests to locate stations at the Yucaipa Performing Arts Center at 12062 California Street rather than the Yucaipa Police Department at 34144 Yucaipa Boulevard. Please note that the provisions of Contract #ML18129 specify that the locations described therein are tentative and the City may notify MSRC staff of location changes. Thus, if no other changes were sought, no MSRC consideration would be required.

The City indicates that the funding priorities of their intended funding partners shifted, forcing them to seek new potential partners and delaying project completion. They are still in the process of trying to obtain additional co-funding. The City requests an 18-month term extension to allow time to complete the installations and fulfill the three-year operational requirement.

MSRC Contracts Administrator Review & Contractor Request for MSRC Review of Denial: In accordance with the MSRC's recently adopted Policy on Contract Modifications, the request was reviewed by the MSRC's Contracts Administrator. The first review is for completeness. Having satisfied those requirements, the request is then checked against a set list of pre-established criteria for denial. The Contracts Administrator denied the City's request because it fell into the following category: this contract has previously been extended a for total of two years or more, and the current request is for greater than one year.

Also as established by the Policy on Contract Modifications, the Contractor has the right to request MSRC review if their extension request is denied by the Contracts Administrator. The City has exercised this option.

Recommendations: The MSRC-TAC Scope Changes Subcommittee will review the request and their recommendations will be brought forward at the MSRC-TAC meeting.

March 7, 2023

Cynthia Ravenstein
MSRC Contracts Administrator
SCAQMD
21865 Copley Drive
Diamond Bar, CA 91765



RE: Request for Review of Denial (MSRC Contract #ML18129 Extension Request)

Dear Ms. Ravenstein:

Thank you for considering the City of Yucaipa's MSRC Contract #ML18129 Extension Request. Based on the letter dated February 23, 2023, denying the City's Extension Request, the City would like to request an appeal of the denial and place it on the next MSRC-TAC agenda.

If you have any questions, please contact me at (909) 797-2489 x240 or you may contact Todd Gutjahr at (909) 797-2489 x289 or by email at tgutjahr@yucaipa.org.

Thank you,

A handwritten signature in blue ink, appearing to read "Fermin", is written over the "Thank you," text.

Fermin G. Preciado, P.E.
Director of Development Services/City Engineer



VIA CERTIFIED MAIL

February 23, 2023

Fermin Preciado
Director of Development Services
City of Yucaipa
34272 Yucaipa Blvd.
Yucaipa, CA 92399

RE: MSRC Contract #ML18129 Extension Request

Dear Fermin Preciado:

MSRC staff have received the City's request for an 18-month term extension of the above-referenced contract for the installation of EV charging infrastructure.

Pursuant to the MSRC's Policy on Contract Modifications as last modified in February 2022 (attached), as Contracts Administrator I have the responsibility to assess the request and determine if there is an adequate case for approval (Section B.7). Upon review of the City's request and the previous history of Contract #ML18129, I hereby deny the City's request for an 18-month term extension because it falls into the following category: the contract has previously been extended for a total of two years or more, and the current request is for greater than one year.

The City has the option to appeal this denial to the MSRC. If the City desires to pursue this course, please submit a letter requesting MSRC review of the denial. **We need to receive such letter no later than March 24, 2023.**

Should you have any questions, please don't hesitate to contact me at 909-396-3269 or the email below.

Sincerely,

A handwritten signature in black ink that reads "Cynthia Ravenstein". The signature is written in a cursive, flowing style.

Cynthia Ravenstein
MSRC Contracts Administrator
Cynthia@CleanTransportationFunding.org

cc: Todd Gutjahr

February 15, 2023



Leah Alfaro
MSRC Contracts Administration
21865 Copley Drive,
Diamond Bar, CA 91765

Re: Contract #ML18129 – EV Charging Station Infrastructure

The purpose of this letter is to respectfully request an extension of time to deliver the City of Yucaipa's (City) MSRC-funded project. Per the email dated February 2, 2023, the expiration date for the subject contract is April 2026. The City of Yucaipa is requesting that this expiration date be extended for an additional eighteen (18) months to October 2027.

In December 2018, the City requested a three (3) year extension for City's Clean Transportation Funding project. In February 2019, that request was granted, and the End of Three-Year Operational Availability was extended to April of 2026.

For FY 21/22, City Council has placed the alternative fueling/power projects on its list of priorities. This includes the research, development, and implementation of EV programs. Due to this priority, and the increased staff levels, the City has focused on the EV Charging Station Infrastructure at various City locations. The City is in the process of re-evaluating the EV charging station locations and quantities at each location (there will still be a total of six (6) electric vehicle (EV) Charging Stations) set forth by the funding guidelines.

Since FY 21/22, the City has been communicating and collaborating with numerous partners for providing hardware, installation, and monitoring of the proposed EV Charging Stations. During this process, the funding requirements of the partners have shifted away from the goals of the City (for example – installing only Level 1 charging stations). This change has required the City to reach out to new potential partners in order to secure the necessary available funding to install the EV Charging Stations.

At the time of the shift, the City was in the preliminary design of the EV Charging Stations at the three (3) designated locations set forth by the funding guidelines. During the preliminary design, staff looked at other City facilities that would better suit EV Charging Stations. The funding guidelines state that EV Charging Stations would be installed at the locations listed below:

- Yucaipa City Hall, 34272 Yucaipa Boulevard
- Yucaipa Community Center, 34900 Oak Glen Road
- Yucaipa Police Department, 34144 Yucaipa Boulevard

The proposed locations of the EV Charging Stations at Yucaipa City Hall and the Yucaipa Police Department facilities are approximately 140 feet apart. When working on the preliminary design,

staff and City partners felt that the locations are too close in proximity and investigated a third alternate City location to install the EV Charging Stations.

This investigation led to the Yucaipa Performing Arts Center (YPAC) (12062 California Street). The YPAC is located in the center of the City's Historic Uptown District and would be an attractive addition to the City's growing Uptown District.

In addition to the timeline extension, the City is also requesting that EV Charging Stations located to be installed at the Yucaipa Police Station, be moved to the YPAC. The number of EV Charging Stations will remain the same.

The City is confident that construction of the EV Charging Stations can be completed by the March 2024 timeframe and the extension will allow the City to complete the three (3) year operation requirement.

Following is the proposed schedule for the completion of the City's "EV Charging Station Infrastructure" project:

Task	Completion Date
Go to bid for EVSE	January 2024
Award of Contract/Purchase Order for EVSE	February 2024
Purchase and Begin Installation of EVSE	March 2024
Completion of Installation of EVSE	October 2024
End of Three-Year Operational Availability	October 2027

If you have any questions, please contact me at (909) 797-2489 x240 or you may contact Todd Gutjahr at (909) 797-2489 x289. Thank you in advance for your consideration.

Sincerely,



Fermin G. Preciado, P.E.
Director of Development Services/City Engineer



MSRC-TAC Scope Changes Subcommittee Agenda Item No. 5

DATE: April 6, 2023

FROM: Cynthia Ravenstein, MSRC Contracts Administrator

SUBJECT: Authorize Issuance of New Contract to Complete Work Initiated by City of Wildomar under Contract #ML18137

SYNOPSIS: After previously having been granted extensions totaling 18 months, the City of Wildomar requests MSRC review of a contract replacement request for one of two alternatives which were both denied by the MSRC Contracts Administrator. The City indicates that several staff transitions necessitated the outsourcing of design for this project, thereby delaying progress. This project is part of the FYs 2016-18 Local Government Partnership Program.

FINANCIAL IMPACT: Nothing has been paid to date under #ML18137. \$50,000 remains committed towards the bicycle lane improvements, and will become available to fund a replacement contract if so authorized by the MSRC.

RECOMMENDATIONS: This request was previously denied by the MSRC Contracts Administrator.

ATTACHMENTS: Contractor’s letter requesting review of denial; Contracts Administrator’s letter notifying Contractor of denial; original letter requesting extension

DISCUSSION: The City was originally awarded \$50,000 under the MSRC’s FYs 2016-18 Local Government Partnership Program to install Class II bicycle lane improvements along approximately 1.5 miles of roadway. Preliminary engineering has been completed and nothing has been paid to date on this contract.

Previous Requests: The City indicated that they needed additional time to inform the public of the completed project, which could possibly affect the data in the post-completion bicycle counts. They requested a six-month contract term extension, which was processed administratively. Subsequently, the City indicated that it might be necessary to relocate some existing utility poles. To accommodate this and any other unforeseen delays, the City requested, and the MSRC approved, a one-year term extension.

Contract Request: The City now indicates that they had intended to design this project in-house. However, several staff transitions have made in-house design no longer a viable option. The City requested an extension for one of two alternatives:

1. A 24-month extension to complete the full scope of work, which would represent a slight expansion including all of the original scope as well as adjacent parts of Clinton Keith Rd. that are missing bike lanes; or
2. A 12-month extension to complete a shorter segment of the project—specifically, to replace approximately 20 grate inlets across the Clinton Keith Rd./Interstate 15 bridge with bicycle-compliant grates and to restripe the bridge to provide adequate width for bike lanes. The City estimates the total cost of this reduced scope at \$50,000, and understands that the corresponding contract value would be \$25,000. The remaining \$25,000 would revert to the AB 2766 Discretionary Fund.

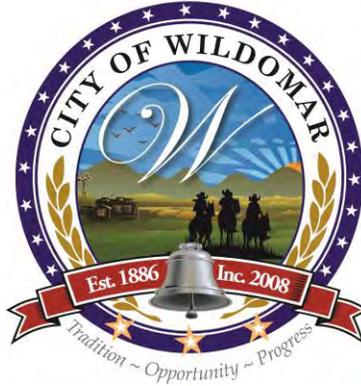
MSRC Contracts Administrator Review & Contractor Request for MSRC Review of Denial: In accordance with the MSRC's recently adopted Policy on Contract Modifications, the request was reviewed by the MSRC's Contracts Administrator. The first review is for completeness. Having satisfied those requirements, the request is then checked against a set list of pre-established criteria for denial. The Contracts Administrator denied the City's request for both alternatives because they fell into the following category: contract has previously been extended for a total of one year or more, no work has been completed, and there are no noncancellable expenses.

Also as established by the Policy on Contract Modifications, the Contractor has the right to request MSRC review if their extension request is denied by the Contracts Administrator. The City has exercised this option.

During the process of MSRC staff working with the City to obtain further details and clarification regarding their proposed alternatives and current project status, Contract #ML18137 lapsed. MSRC staff are still attempting to obtain additional details on the proposed alternative.

Recommendations: The MSRC Contracts Administrator recommends that a new contract be executed to complete the project, should the MSRC wish to grant the City's request. Nothing has been paid to date on the previous contract, so the new contract value would be either \$50,000 or \$25,000 depending upon the alternative selected.

Joseph Morabito, Mayor, Dist. 3
Bridgette Moore, Mayor Pro Tem, Dist. 4
Ashlee DePhillippo, Council Member, Dist. 5
Carlos Marquez, Council Member, Dist. 1
Dustin Nigg, Council Member, Dist. 2



23873 Clinton Keith Rd, Ste. 201
Wildomar, CA 92595
951.677.7751 Phone
951.698.1463 Fax
www.CityofWildomar.org

January 31, 2023

VIA ELECTRONIC MAIL

South Coast Air Quality Management District (SCAQMD)
21865 Copley Drive
Diamond Bar, CA 91765-4178
Attn: Cynthia Ravenstein
MSRC Contracts Administrator
cravenstein@aqmd.gov

RE: MSRC Contract #ML18137B – Extension Request

Dear Ms. Ravenstein,

The City of Wildomar is in receipt of the attached response to our Extension Request for the subject funding contract for the Clinton Keith Rd. Widening and Bike Lanes Project. Please accept this letter response as a follow up to your response dated December 2, 2022.

The City respectfully would like to appeal the decision denying our request of an extension to maintain the previously awarded funds. The City would still like to request a contract amendment to extend the completion date of the contract or to evaluate an alternative option to accelerate the expenditure of the grant funds. The City can provide the necessary details to support the review of either the extension or the scope amendment, by February 17, 2023.

Thank you for your time and consideration.

Sincerely,

Jason Farag, PE
Public Works Director
jfarag@cityofwildomar.org
951-677-7751 x219

Enclosed: Attachment 1 – Extension Request Denial Letter (December 2, 2022)

Cc: *File*

December 2, 2022

Jason Farag
Public Works Director
City of Wildomar
23873 Clinton Keith Rd, Ste 201
Wildomar, CA 92595

RE: MSRC Contract #ML18137 Extension Request

Dear Jason Farag:

MSRC staff have received the City's request for a two-year term extension of the above-referenced contract for the installation of Class II bicycle lane improvements, with an alternative option for a one-year term extension to complete a shorter segment of the project.

Pursuant to the MSRC's Policy on Contract Modifications as last modified in February 2022 (attached), as Contracts Administrator I have the responsibility to assess the request and determine if there is an adequate case for approval (Section B.7). Upon review of the City's request and the previous history of Contract #ML18137, I hereby deny the City's request for a two-year term extension, as well as the City's alternative request for a one-year term extension, because they fall into the following category: the contract has previously been extended for a total of one year or more, no work has been completed, and there are no noncancellable expenses.

The City has the option to appeal this denial to the MSRC. If the City desires to pursue this course, please submit a letter requesting MSRC review of the denial. We need to receive such letter no later than December 23, 2022 for the item to be placed on the January 12, 2023 MSRC-TAC agenda. You may still submit a letter through January 31, 2023, however, and the item will be placed on a later agenda.

Because the subject contract expired yesterday, if requested, technically the MSRC would be considering authorization of a replacement contract. I will take responsibility for the fact that no administrative modification was processed to keep the contract open while a potential extension was under consideration.

City of Wildomar, continued

Should you have any questions, please don't hesitate to contact me at 909-396-3269 or the email below.

Sincerely,

A handwritten signature in black ink that reads "Cynthia Ravenstein". The script is cursive and fluid.

Cynthia Ravenstein

MSRC Contracts Administrator

Cynthia@CleanTransportationFunding.org

cc: Cameron Luna
Warren Repke

Ben J. Benoit, Mayor, Dist. 1
Joseph Morabito, Mayor Pro Tem, Dist. 3
Ashlee DePhillippo, Council Member, Dist. 5
Bridgette Moore, Council Member, Dist. 4
Dustin Nigg, Council Member, Dist. 2



23873 Clinton Keith Rd, Ste 201
Wildomar, CA 92595
951.677.7751 Phone
951.698.1463 Fax
www.CityofWildomar.org

November 15, 2022

VIA ELECTRONIC MAIL

South Coast Air Quality Management District (SCAQMD)
21865 Copley Drive
Diamond Bar, CA 91765-4178
Attn: Cynthia Ravenstein, MSRC Contracts Administrator
cravenstein@aqmd.gov

RE: Contract ML18137B – Contract Extension Request

Dear Ms. Ravenstein,

Pursuant to Contract No. ML18137, ML18137A, and ML18137B between the City of Wildomar (City) and the South Coast Air Quality Management District (SCAQMD), the City is submitting this letter as a request for a Contract Extension of Contract No. ML18137, ML18137A, and ML18137B for the Clinton Keith Rd. Widening and Bike Lanes Project (CIP 025-1, Project). Enclosed you will find a detailed summary of the contract extension request with a current Project schedule and a revised contract schedule.

As previously noted in the City's Notice of Breach Response Letter dated October 18, 2022, the City planned to design this project in-house and was making progress towards that goal in 2021. However, over the past year, there have been several staff transitions and changes in staff responsibilities at the City that made in-house design of this project no longer a viable option. As a result, the design and construction of this project did not progress as originally scheduled. The project is still budgeted in the City's 5-Year CIP, but it has been rescheduled for design in FY 22/23 and construction in FY 23/24. To continue moving the project forward, the City assigned a new project manager to the project and is requesting a proposal from an on-call consultant to complete the project design, with construction of the project in the following fiscal year (FY 23/24).

This extension request is submitted to extend the contract term based on the new Project completion schedule. To assist the MSRC with reviewing this request and making a determination, the City is proposing two options to expend the grant funds, one of which can progress more quickly than the other.

- Alternative 1: Extend the existing contract by 24 months and complete the project as previously planned
- Alternative 2: Extend the existing contract by 12 months and complete a shorter segment of the project early

The City remains committed to delivering this regional project to provide additional new bike lanes and close an existing bike lane gap on this regional corridor. Should you have any questions, please do not hesitate to contact the City's Project Manager, Cameron Luna, by phone (951-677-7751 x245) or by email (cluna@cityofwildomar.org). Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script that reads 'Jason Farag'.

Jason Farag, PE
Public Works Director
jfarag@cityofwildomar.org
951-677-7751 x219

Enclosed: Contract Extension Request No. 3 – Details
Cc: *Matt MacKenzie, AQMD/MSRC*

Contract Extension Request and Alternatives

AB 2766/MSRC Local Government Partnership Program Contract

Contractor Name: City of Wildomar
Contract Number: ML18137, A, B

Current Contract Term: 3/1/2019 – 12/1/2022
Current Contract Month: Month #45 (Nov. 2022)

Current Project Schedule

Below is the City's current schedule for the Clinton Keith Rd. Widening and Bike Lanes Project (Project). Construction of the Project is now currently scheduled to be completed after the end of the Contract Term.

Task/Phase	Start Date	End Date
Preliminary Engineering/ Project Development	1/1/2020	11/30/2020
Environmental	11/1/2020	8/31/2023
Right-of-Way	11/1/2020	8/31/2023
Design/PS&E	12/1/2020	8/31/2022
Bid & Award	9/1/2022	11/8/2023
Construction	11/9/2023	6/30/2024

Requested Extension

The City requests that the Contract Term be extended by twenty-four (24) months, with a new end date of 12/1/2024.

Reason for Extension Request

As previously noted in the City's Notice of Breach Response Letter dated October 18, 2022, the City planned to design this project in-house and was making progress towards that goal in 2021. However, over the past year, there have been several staff transitions and changes in staff responsibilities at the City that made in-house design of this project no longer a viable option. As a result, the design and construction of this project did not progress as originally scheduled. The project is still budgeted in the City's 5-Year CIP, but it has been rescheduled for design in FY 22/23 and construction in FY 23/24. To continue moving the project forward, the City assigned a new project manager to the project and is requesting a proposal from an on-call consultant to complete the project design, with construction of the project in the following fiscal year (FY 23/24).

Contract Extension Request and Alternatives

AB 2766/MSRC Local Government Partnership Program Contract

Requested Revisions to Contract Schedule

Revisions to the Contract Schedule have been proposed to align interim contract task due dates with the current Project schedule and to provide sufficient time to implement the Public Outreach Plan, post-construction. Below is the proposed Revised Contract Schedule.

Task No.	Task Description	Current Contract Completion Date (Due Date)	Requested Contract Completion Date (Due Date)
1	Conduct Pre-Project Bicycle Counts	Month 4 (July 1, 2019)	N/A - Complete
2	Prepare Plans and Specifications (PS&E)	Month 29 (July 31, 2021)	Month 55 (September 1, 2023)
3	Submit Public Outreach Plan	Month 25 (March 31, 2021)	N/A - Complete
4	Select Construction Contractor(s)	Month 32 (October 31, 2021)	Month 57 (November 9, 2023)
5	Complete Construction	Month 39 (May 31, 2022)	Month 64 (June 30, 2024)
6	Conduct Post-Completion Bicycle Counts	Month 42 (August 31, 2022)	Month 66 (August 1, 2024)
7	Implement Public Outreach Plan	Month 42 (August 31, 2022)	Month 67 (September 1, 2024)
8	Quarterly Reports	Quarterly (beginning with Month 4)	No Changes Proposed
9	Final Report (including post-project counts)	Month 43 (Sept. 30, 2021)	Month 70 (December 1, 2024)

Contract Extension Request and Alternatives

AB 2766/MSRC Local Government Partnership Program Contract

Alternative Extension Request to Expedite Project Expenditures

The Project limits, as originally approved by Attachment 1 of Contract ML18137, are from George Ave. (now Wildomar Trail) to the eastern City limits. As part of the Project design, the Project limits have expanded about 1750 feet to the west and 600 feet to the east to incorporate adjacent parts of Clinton Keith Rd. that are missing bike lanes. The new Project limits are from the I-15 Southbound Ramps at Clinton Keith Rd. east to Copper Craft Rd. To the west, the added scope proposes to replace approximately 20 grate inlets across the Clinton Keith Rd./I-15 bridge with bicycle compliant grates. In addition, restriping of the bridge is required to provide adequate width for new bike lanes. Currently, there are Class II bike lanes on either side of the bridge, but the bridge does not include bike lanes. An exhibit of the revised limits and updated scope of work is included as an attachment to this request. The City estimates that the cost of the bridge improvements alone, apart from the rest of the widening project, would be approximately \$50,000. An encroachment permit from Caltrans would be required to complete these improvements, but design is complete and the City could proceed with these improvements sooner than the overall project schedule. If allowed by the MSRC, the City can expend the grant funds on these bicycle improvements alone and accelerate the expenditure of the grant funds. Below is a potential schedule to complete this work:

- **February 1 – March 30, 2023:** Update existing design plans and prepare bid package for construction
- **April 1 – September 30, 2023:** Obtain Caltrans Encroachment Permit
- **September 1 – November 8, 2023:** Advertise and Award
- **November 9 – December 31, 2023:** Complete Construction

Additional Information/Questions

For additional information or questions, please contact Cameron Luna (Project Manager) at 951-677-7751 x245 or by email at cluna@cityofwildomar.org.

CIP 025-1: CLINTON KEITH RD. WIDENING AND BIKE LANES PROJECT

