I. CALL TO ORDER AND ROLL CALL

II. EMERGENCY ITEMS
   A. Discussion/Action of emergency items, if necessary.

III. PUBLIC COMMENTS

Any member of the public may address the Committee for a period not to exceed three minutes on any item of interest not on the agenda within the jurisdiction of the Committee. The Committee will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

IV. APPROVAL OF CONSENT CALENDAR
   A. Approval of Management Committee Draft Minutes: April 9, 2014 Pages 5-21
   B. Receive and File:
      1. ICTC Board Draft Minutes: April 23, 2014
      2. ICTC SSTAC Draft Minutes: April 2, 2014
      3. ICTC TAC Minutes: March 27, 2014

It is requested that ICTC Management Committee forward this item to the Commission for review and approval after the receipt of public comment, if any:

1. Approve the proposed FY 2014-15 DBE goal of 2%, for distribution for public comment.
2. Direct staff to return with this item for review and adoption of the proposed DBE goal after the public review process has been completed.
D. ICTC Overall Work Program (OWP) and Budget FY 2013-2014, Amendment #3  

It is requested that the ICTC Management Committee forward this item to the ICTC Commission for their review and approval after public comment, if any:

1. Approve the FY 2013-14 Budget Amendment Request No. 3

V. REPORTS

A. ICTC Executive Director
   • See attached Executive Director Report on page 65

B. Southern California Association of Governments

C. California Department of Transportation – District 11

D. Committee Member Reports

VI. ACTION CALENDAR

A. Update to the 2014 Competitive Bid for the Coordination of Public Dial-a-Ride Paratransit Services – IVT RIDE  

It is requested that the ICTC Management Committee forward this item to the ICTC Commission for their review and approval after public comment, if any:

1. Reject all bids from the January 2014 IVT RIDE Consolidated Paratransit Services bid due to a change in the scope of work.
2. Direct staff to circulate a revised June 2014 IVT RIDE Consolidated Paratransit Services bid.
3. Direct staff to return for final direction on an IVT RIDE Consolidated Paratransit Services contract award.

B. Amendment 7 to the West Shores Dial-A-Ride Operating Agreement, ARC- Imperial Valley, FY 2014-15  

It is requested that the ICTC Management Committee forward this item to the ICTC Commission for their review and approval after public comment, if any:

1. Confirm the West Shores Dial-a-Ride service participation in the Consolidated Paratransit Services Competitive Bid Process.
2. Direct staff to negotiate a contract extension #7 with ARC-Imperial Valley for the operation of the West Shores Dial-A-Ride for the period effective July 1, 2014 through September 30, 2014.
3. Direct staff to return with a West Shores Dial-A-Ride contract extension #7 for Commission approval.

C. Resolution authorizing Imperial County Transportation Commission (ICTC) to Provide Local Match Funds for an Active Transportation Program Grant  

It is requested that the ICTC Management Committee forward this item to the ICTC Commission for their review and approval after public comment, if any:

4. Authorize the Chairman to sign the resolution authorizing Imperial County Transportation Commission (ICTC) to use Transit Development Act (TDA) funds in an amount not to exceed 11.47% of the total project cost.
VII. NEXT MEETING DATE AND PLACE

A. The next meeting of the Management Committee is currently scheduled for **Wednesday June 11, 2014 at 10:30 a.m.**, at the **County of Imperial, El Centro, CA.**

VIII. ADJOURNMENT

A. Motion to Adjourn
IV. APPROVAL OF CONSENT CALENDAR

A. APPROVAL OF MANAGEMENT COMMITTEE
   DRAFT MINUTES: APRIL 9, 2014

B. RECEIVE AND FILE:

1. ICTC BOARD DRAFT MINUTES:
   APRIL 23, 2014

2. ICTC SSTAC MINUTES:
   APRIL 2, 2014

3. ICTC TAC MINUTES:
   MARCH 27, 2014
IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE
DRAFT MINUTES OF APRIL 9, 2014
10:30 a.m.

VOTING MEMBERS PRESENT:
City of Brawley Rosanna Bayon Moore (Vice Chair)
City of El Centro Ruben Duran
City of Holtville Nick Wells for Alex Meyerhoff (Chair)
City of Imperial Marlene Best
County of Imperial Bill Brunet

STAFF PRESENT: Mark Baza, Cristi Lerma, Virginia Mendoza, Kathi Williams, Michelle Bastidas

OTHERS PRESENT: Tomas Oliva, SCAG; Sam Amen: Caltrans, Krista Daly: IV Press; Grace Connor, City of El Centro

The following minutes are listed as they were acted upon by the Imperial County Transportation Commission Management Committee and as listed on the agenda for the meeting held Wednesday, April 9, 2014 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL
Vice-Chair Bayon Moore called the Committee meeting to order at 10:42 a.m. Roll call was taken. Introductions were made.

II. EMERGENCY ITEMS
A. There were none.

III. PUBLIC COMMENTS
A. There were none.

IV. CONSENT ITEMS
A motion was made by Duran seconded by Brunet to approve consent items 4A and 4B Motion carried unanimously.

A. Approved ICTC Management Committee Minutes for March 12, 2014
B. Received and filed:
   1. ICTC Board Draft minutes for March 26, 2014
   2. ICTC SSTAC Draft Minutes for March 5, 2014

V. REPORTS
A. ICTC Executive Director
Mr. Baza had the following updates:
   - FY 2014 State Transportation Improvement Program (STIP): On March 20, 2014, the California Transportation Commission (CTC) approved ICTC’s project requests for the FY 2014 STIP. The approval fully funds the design and construction of the I-8 / Imperial Avenue Interchange Reconstruction project for $37.9 million, and gives us the opportunity to begin Design for this Summer 2014 with Right-of-Way and Construction to begin in 2017. See attached draft press release for more information.

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
Imperial-Mexicali Binational Alliance: The next Binational Alliance meeting will be held in El Centro at the SDG&E offices on Thursday, April 10, 2014 at 10:30AM. See attached Draft Agenda.

Calexico Intermodal Transportation Center: The feasibility study’s scope of work will also include: stakeholder meetings, public workshops, stakeholder surveys, site selection analysis, and financial and operational feasibility reports. See attached fact sheet. On April 29th the consultant will conduct a second steering committee meeting to review the project location alternatives and findings to date. A public hearing meeting is programmed for the Calexico’s City Council meeting on May 27, 2014.

Transportation Development Act (TDA-State Funds) Triennial Performance Audit Project: A kick off meeting was conducted on December 10th at ICTC offices. Requests for information have been emailed to member agency staff. The audit is a State mandated requirement every three years for all TDA funds received in Imperial County. Audit staff are expected to be in the Valley and visiting member agencies the week of April 28, 29 and 30th. Also staff is encouraging cities to turn in their TDA claim forms by the 3rd Friday in May.

ADA Paratransit Service Certification and Eligibility Process, Demand Management Review and Growth Assessment. The stakeholders' meeting was held on February 4, 2014 at the ICTC offices. The consultant will evaluate our certification and eligibility process for the ADA paratransit service; provide an assessment of the growth and subsequent demand for future years. The consultant is reviewing data gathered and developing recommendations.

Mr. Baza thanked everyone for their contributions thus far regarding the Imperial County Aerial Acquisition Project.

B. Southern California Association of Governments (SCAG)

- Mr. Baza encouraged all to attend the 2014 Regional Conference & General Assembly. It will be held at the Renaissance Esmeralda Indian Wells Resort & Spa located at 44-400 Indian Wells Lane, Indian Wells, CA 92210 on May 1, 2014 and May 2, 2014.

C. California Department of Transportation – District 11
- Mr. Amen presented updates:
  - New Maintenance building for Caltrans was awarded and will begin construction soon.
  - Dogwood project is set to be advertised on April 29, 2014.
  - Active Transportation Program (ATP) applications are due to Caltrans by May 21, 2014. Caltrans will be providing ATP training at the ICTC offices on April 14, 2014 from 1:00 to 4:00 PM.
  - An Interstate 8 Imperial Avenue Interchange Fact Sheet was distributed. The project will enter the design phase in mid-2014. Construction could begin at the end of 2017 and will take two years to complete.
  - Caltrans is working with ICTC to submit a Tiger 6 application.

D. Committee Member Reports
- There were none.

VI. ACTION CALENDAR

A. 2014 Competitive Bid for the Coordination of Paratransit Services

As a result of prior direction from the Commission, ICTC recently completed a competitive bid focused on the consolidation of the five public dial-a-ride services. ICTC currently administers turnkey contracted paratransit system in the West Shores communities of the Salton Sea. The Cities of Brawley, Calexico, El Centro and Imperial
administer turnkey contracted intra-city Dial-A-Ride services. There are multiple operators under multiple contracts with these agencies.

The five (5) agencies determined that they were interested in determining if greater efficiencies, better compliance with regulations and cost reductions could be achieved through the consolidation of the management, dispatch, reservationists, maintenance and marketing etc. under one turnkey contractor with one administering agency. This process would be determined through this competitive bid, whereby one (1) operator may be offered a contract for all five services.

In February 2014, fourteen transportation providers were invited to submit written proposals for consideration for the service tentatively branded as IVT RIDE, and with primary colors of yellow, black and white. The providers were requested to submit one proposal for all five of the paratransit services; for a five year contract, with three one year extensions.

It was anticipated that any new contract would then be administered by ICTC. The participating public agencies would terminate their individual contracts during a scheduled transition effective in the new fiscal year. However, for management and accountability, a new Paratransit Coordination Committee (PCC) would also be created by which the participating public agencies will retain the ability to be responsive to their constituents, review system performance and make recommendations as necessary.

The RFP required several key issues be addressed including; compliance with the twenty-four mandatory functional areas in order to be eligible for federal transit funding, i.e., drug and alcohol testing, the Americans with Disabilities Act, performance measures, as well, as State requirements for driver training and offering employment to incumbent displaced transit personnel, and local requirements for facilities, marketing, bilingual drivers and reservationists, and participation with local agency Office of Emergency Services for emergency evacuation purposes etc.

Five proposals were ultimately received. Two proposals were from incumbent providers and three proposals were from new providers. All five proposals met the required initial screening for responsiveness and reference checks. ICTC staff also completed a labor allocation comparison and a vehicle usage report to identify shortcomings or other issues as compared to current operations, and a reference check.

A Proposal Evaluation Committee comprised of staff from Brawley, El Centro, Imperial and ICTC reviewed and scored the proposals on March 24, 2014. The proposals were evaluated and ranked based on the categories of: Technical Qualifications and Experience; Proposed Methodology; Staff Qualifications and DBE Goal Attainment; Facilities and Equipment; Cost and Best Value; References; and attainment with State Labor Code 1072.

Four of the five providers were invited to come to the oral interview phase based on the evaluation and scores for the respective proposals. For the interviews, the evaluation was based on responses to questions based on the following eight (8) categories: Operations and Management Experience; Vehicle Procurement; Proposed Facility; Use of Technology and Software; Transition Plan; Bilingual Capabilities; Eligibility Determinations; and, Interactions with the Administering Public Agency.

Based on the proposals received, we have an opportunity to achieve greater efficiencies, better compliance with regulations, new technology for reservations/dispatching and performance management, and cost reductions can be achieved through the consolidation
of the operations including: management, dispatch, reservationists, maintenance and marketing under one provider under one contract. The range of costs in the proposals (not including marketing) for the eight-year period were between a 9% reduction in cost, to an 11.5% increase in cost when compared to the current budgeted year projected over the eight year period, with a 3% escalator per the consumer price index, at $9,738,556.

The Evaluation Committee forwards the following final ranking:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Provider</th>
<th>8 Year Costs</th>
<th>Budget vs. Proposal Comparison</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>First Transit</td>
<td>$ 9,226,154</td>
<td>-9%</td>
</tr>
<tr>
<td>2.</td>
<td>MV Transportation</td>
<td>$ 10,017,439</td>
<td>-1%</td>
</tr>
<tr>
<td>3.</td>
<td>Ride Right</td>
<td>$ 11,282,387</td>
<td>11.5%</td>
</tr>
<tr>
<td>4.</td>
<td>ARC – Imperial Valley</td>
<td>$ 9,246,075</td>
<td>-6%</td>
</tr>
</tbody>
</table>

The project schedule calls for a presentation to the Commission for further direction on contract award in May 2014. At this point in the project schedule, it is requested that the participating Cities confirm by Council action to ICTC by May 8, 2014 that they desire to retain their current system of independent contracts/operators, or that they will participate in the consolidated contracting opportunity.

Ms. Williams stated that dependent on the procurement process, a consolidated service date of September 1, 2014 is tentatively scheduled. All current contracts that end this fiscal year will need an extension.

A motion was made by Best seconded by Duran, Motion carried unanimously.

The City of Brawley will address this at the April 15, 2014 Council meeting. The City of Imperial has a tentative date of April 16, 2014. The City of El Centro has a date scheduled for May 6, 2014.

Ms. Best thanked staff for all their coordination efforts.


It was requested that the ICTC Management Committee forward this item to the ICTC Commission for their review and approval after public comment, if any:

1. Authorize the Executive Director to proceed with the arrangements for the purchase of ten (10) Gillig 40ft. Clean Diesel, Low Sulfur, Low Floor Gillig Buses from First Transit Inc. for the sum of $3,396,458.25 with an effective date of July 1, 2014.
2. Direct staff to modify the Imperial Valley Transit contract with an effective date of July 1, 2014 and return to the Commission for final approval.

A motion was made by Wells seconded by Duran, Motion carried unanimously.

VII. DISCUSSION / ACTION CALENDAR

A. Active Transportation Program (ATP) Guidelines regarding project scoring for local and regional plans

Imperial County Transportation Commission (ICTC) staff has been working with staff from the Southern California Association of Governments (SCAG) in the review of the Active Transportation Program (ATP) guidelines. The ATP is funded from various federal and
state funds including the federal Transportation Alternatives Program (TAP), the Highway Safety Improvement Program (HSIP), State Highway Account, and Safe Routes to Schools (SR2S).

Per the guidelines issued by the California Transportation Commission (CTC), the program is divided into state and regional shares. Project applications that are not selected for funding from the state’s share of the funds will be passed on to the other Metropolitan Planning Organizations (MPOs) for consideration for regional share funding.

SCAG, in consultation with ICTC and the other county transportation commissions in the SCAG region, must ensure that the SCAG MPO funds apportioned to the region are distributed in a geographically equitable manner and that they are consistent with adopted local and regional plans. SCAG must also ensure that 25% of the total funds in the region benefit disadvantaged communities. In order to meet these standards, SCAG has proposed regional guidelines which will allow each of the transportation commissions to score projects in their respective regions for consistency with adopted plans.

The process for project selection will be as follows:

- Projects selected for the regional program must be submitted as part of the statewide Call for Projects conducted by Caltrans between March 21 and May 21, 2014.
- Projects not selected for the statewide program will be considered for funding in the SCAG program.
- Each county will have the ability to modify preliminary scores by adding up to 10 points to projects that are consistent with local and regional plans within each county, as adopted by the respective county transportation commission.
- There will be two funding categories for the projects in the SCAG regional program: 1.) Planning, which includes the development of active transportation plans in disadvantaged communities and non-infrastructure projects, and 2.) Implementation, which may include the planning, design, and construction of facilities and/or non-infrastructure projects.
- No less than 95% of the total SCAG funds will be awarded to Implementation Projects. If the total request in the Planning Category is less than 5% of the total regional funds, or if applications in this category fail to meet minimum requirements, then the remaining funds will be allocated to implementation projects. Geographic equity will be considered in this category as well but will not follow a strict dollar per capita formula.
- ICTC will receive SCAG funds in the amount proportionate to the population within Imperial County, which is equal to approximately $420,000 total for this round of funding.
- SCAG will retain the authority to modify the preliminary recommended project list in order to ensure 25% of the total regional program is dedicated to projects benefitting disadvantaged communities. The final recommended project list will be reviewed by the CEOs, Caltrans and CTC staff to make any final adjustments and achieve consensus prior to submitting the Regional Program of Projects to SCAG’s Regional Council as well as each respective County’s Board for approval prior to submission to the CTC.

ICTC is responsible for scoring from within Imperial County for their consistency with plans adopted by local and regional governments within the county. In this first round of funding, there is an emphasis on projects that are ready to go.

Assigning a methodology for assigning the ten (10) points needs to be completed in the month of April. ICTC staff will consult with the Technical Advisory Committee prior to developing the methodology for assigning points. Once a methodology is proposed, the item will be presented for review and consideration at the regularly scheduled Commission meeting of April 23, 2014.
This item is provided for information/discussion and no action is required at this point in time.

B. Budget Workshop discussion for the ICTC Overall Work Program (OWP) and Budget, FY 2014-15

1. A date and time of May 28, 2014 from 4 p.m. to 6 p.m. was recommended by staff and Management Committee.

VIII. NEXT MEETING DATE AND PLACE

The next meeting of the Management Committee will be held on May 14, 2014 at the City of Westmorland, Westmorland, CA.

IX. ADJOURNMENT

A. Meeting adjourned at 11:55 a.m.
IMPERIAL COUNTY TRANSPORTATION COMMISSION
DRAFT MINUTES FOR MARCH 26, 2014
6:00 p.m.

VOTING MEMBERS PRESENT:

City of Brawley        George A. Nava
City of Calipatria     Maria Nava-Froelich
City of El Centro      Sedalia Sanders
City of Holtville      Jim Predmore
City of Imperial       Mark Gran
County of Imperial     Jack Terrazas
County of Imperial     Ryan Kelley
Imperial Irrigation District Bruce Kuhn

NON-VOTING MEMBERS PRESENT:

Caltrans District 11    Bill Figge

STAFF PRESENT:

Mark Baza, Kathi Williams, David Salgado, Cristi Lerma, Michelle Bastidas,
Virginia Mendoza

OTHERS PRESENT:

Sam Amen, Ross Cather: Caltrans; Tomas Oliva: SCAG; Isabel Pacheco,
Adriana Pacheco: Brawley Dial-a-Ride

The following action minutes are listed as they were acted upon by the Imperial County Transportation Commission and as listed on the agenda for the meeting held Wednesday April 23, 2014 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Vice- Chair Kuhn called the Commission meeting to order at 6:14 p.m. Roll call was taken.

II. EMERGENCY ITEMS

A. There were none.

III. PUBLIC COMMENTS

Ms. Isabel Pacheco from Brawley’s Dial-a-Ride service commented regarding the Consolidated Paratransit (Dial-A-Ride) Requests for Proposal (IVT RIDE). She stated that her agency missed the opportunity for public comment at the Brawley City Council meeting previously, therefore is attending the Commission meeting to address her concerns. Ms. Pacheco stated that she has always cooperated with City staff and has never had any issues with the service. Mr. Nava assured Ms. Pacheco that the consolidation will only go forward if all participants agree and that will not be known until next month. Mr. Nava also assured Ms. Pacheco that he will keep her abreast of any decisions or changes made to the service.

IV. APPROVAL OF CONSENT CALENDAR

A motion was made by Nava and seconded by Predmore to approve consent item A and B, Motion carried unanimously.

A. Approval of ICTC Board Draft Minutes: March 26, 2014
B. Receive and File:
   1. ICTC Management Committee Draft Minutes April 9, 2014
   2. ICTC TAC Draft Minutes: March 27, 2014
   3. ICTC SSTAC Minutes: March 5, 2014

V. REPORTS

A. ICTC Executive Director

Mr. Baza and staff had the following announcements:
ICTC is proposing to submit TIGER applications for 2 projects.
- Staff will be working with Caltrans and the City of Calexico to submit an application for the Cesar Chavez / SR98 project.
- Staff will be working on submitting an application for ICTC’s Long Range Transportation Plan.

Consolidated Paratransit (Dial-A-Ride) Requests for Proposal (IVT RIDE): Bids were received on March 21, 2014. A scoring and evaluation committee has been developed and coordinated by ICTC staff that includes a staff member from each City with paratransit services participate in this process. The committee met on March 24th and ranked the proposals. Oral interviews were conducted with proposers on April 3, 2014. A recommendation is expected to be forwarded to the participating City Councils in April or early May for a decision on continuing participation in the consolidation. The results of the process would then be forwarded to the Commission for a final decision at our Commission meeting on May 28, 2014. A service start date is targeted for September 2, 2014.

Active Transportation Program (ATP) Call for Projects Announcement. The ATP call for projects application period was released on Friday March 21, 2014. The Applications will be due to Caltrans NO LATER THAN 3 p.m. on MAY 21, 2014. The ATP guidelines, and the application forms and instructions can be found at [http://www.dot.ca.gov/hq/LocalPrograms/atp/index.html](http://www.dot.ca.gov/hq/LocalPrograms/atp/index.html). There will not be a second call for projects under the ATP for our MPO SCAG. The applications submitted to the state will be passed onto the MPO’s once scored and ranked for further recommendations using the MPO designated pot of funds under ATP. If any agency plans to submit an application please contact David Salgado at ICTC in order to review the application and provide input prior to their submittal to the state.
- ICTC is proposing to submit an ATP application for the Calexico West Port of Entry Pedestrian Improvements. The proposed project would add up to 5 additional primary inspection stations. Construction costs are estimated at $3 million.
- ICTC is proposing to submit an ATP application for sidewalk and pedestrian improvements in the town of Heber.

Meetings attended on behalf of ICTC:
- SANDAG Borders Committee, March 28, 2014
- SCAG Regional Council, April 3, 2014
- Imperial – Mexicali Binational Alliance, April 10, 2014
- Briefing on California’s Border Infrastructure with newly appointed U.S. Customs & Border Protection (CBP) Commissioner R. Gil Kerlikowske, April 17, 2014
- County Transportation Commission CEOs'/SCAG Meeting and Regionwide CEO’s Meeting, April 18, 2014
- A Roundtable discussion regarding the Calexico West Land Port of Entry (LPOE) Expansion and Reconfiguration Project Funding with Congressman Vargas, April 22, 2014.

Mr. Baza referred to the Executive Report on page 19 for additional information on other projects that ICTC is currently working on.

Southern California Association of Governments (SCAG)
Mr. Oliva had the following announcements:
- 2014 Regional Conference & General Assembly - May 1st & 2nd, 2014. It will be held at the Renaissance Esmeralda Indian Wells Resort & Spa located at 44-400 Indian Wells Lane, Indian Wells, CA 92210. You can register online by visiting this website: [http://www.scag.ca.gov/calendar/Pages/GA2014.aspx](http://www.scag.ca.gov/calendar/Pages/GA2014.aspx). A Salton Sea tour will be held on April 30th. SCAG’s Sustainability Awards for the Cities of Brawley and El Centro will be held on May 1, 2014.
- The 2016 RTP and SCS is in the drafting process, with SCAG staff meeting with agency staff to provide input.

C. California Department of Transportation (Caltrans)
Mr. Figge had the following announcements:

- Project Updates
  - SR-186 Sidewalk/Landscape Project at Andrade:
    - Construction awarded, December 2013
    - Construction starts, April 2014
    - Complete Construction, October 2014
  - Dogwood Project:
    - CTC Vote, January 29, 2014
    - HQ Advertising, April 2014
    - Bid Open, May 2014
    - Award, July 2014
    - Start Construction, July 2014
    - Complete Construction, March 2016
  - Signal Project at SR-86/Center Street (City of Westmorland):
    - Design Completed
    - RTL (Ready to List), February 2014
    - Advertise, May 2014
    - Award (Obligate construction funds), June 2014
    - Start Construction, July 2014
    - Complete Construction, September 2014
  - El Centro Maintenance Station
    - Bids opened
    - Award, mid-April 2014 SR-111 Rest Area Project:
  - Caltrans will start PR/ED for the SR-111 rest area. The environmental process will consider the option of closing the rest area. Caltrans will coordinate with the County and City of Calipatria during the process. SR-111 rest area project schedule will be developed once the project has begun.
  - I-8/Imperial Avenue Interchange:
    - Caltrans has received funding to move forward on reconstructing this interchange. The $37.9 million project is funded through the State’s Transportation Improvement Program. Design will begin in summer 2014, followed by the right of way phase, with a two year construction phase possible in 2017.

- Local Assistance:
  - Active Transportation Program (ATP)
    - Caltrans is now accepting applications for the ATP until May 21, 2014. All applications must be received (not postmarked) by 3:00 p.m. on May 21, 2014.
  - FMIS Database Shutdown
    - Caltrans has been informed by FHWA that the FMIS database will shut down for a period of two weeks beginning April 28, 2014 through May 15, 2014 for maintenance. This means that no Federal Obligation of Funds can be approved during this period. In anticipation of this shut down, Caltrans is requesting that all Local Agencies, that have Request for Authorization’s (RFA’s) ready for obligations, to please submit them to our District Office by the deadline of Friday, April 18, 2014. Caltrans will transmit complete obligation requests that are complete to FHWA prior to the shutdown of FMIS. Any RFA’s that do not get approved by April 28, 2014, will be added to the Federal queue and will be processed on a statewide first-come-first-serve basis after May 15, 2014. A full report of Caltrans updates can be found on page 66 of the agenda.
- The Gold Line and new transit station in Brawley are nominated for an award through the California Transportation Foundation and award ceremony is scheduled to take place on May 22, 2014 in Sacramento, CA.

D. Commission Member Report
- Mr. Gran stated that CEO of Imperial Chamber of Commerce Sharon Ryan passed away and a celebration of life will be held on May 1, 2014 from 6 p.m. to 9 p.m. at the Veteran’s Hall.
- Mr. Gran stated that a new store, Crazy Horse, and a recreation facility, Ricochet, both recently opened in Imperial.
- Ms. Sanders stated that a retirement party is scheduled for Police Chief McGinley on May 1, 2014. Ms. Sanders reminded all that the National Day of Prayer is May 1st. There will be a prayer service hosted by the Salvation Army at Desert Trails RV at 6:45 p.m.
- Ms. Nava-Froelich stated that on May 11, 2014 the city of Calipatria will be hosting a Chamber mixer at the Community Center.
- Mr. Terrazas stated that the Department of Transportation is looking to terminate Imperial County’s Airport Essential Air Service (EAS) program designation. He urged cities to participate in the appeals process and waiver of exemption. He said that the goal is 10 enplanements per day and currently they have 9.2.
- Mr. Kelley reminded all that the Imperial Valley 250 is taking place this weekend.
- Mr. Nava stated that Congressman Vargas attended an Art competition at Hidalgo School in Brawley. Mr. Nava also stated that an AT&T store opened in Brawley and a Burger King will be opening soon.
- Mr. Predmore stated that he attended the roundtable meeting with Congressman Vargas and he hopes there is a lot of support for funding.
- Mr. Predmore said there will be a Farmer’s Market in Holtville on Saturday, April 26, 2014.
- Mr. Kuhn said the bill of the geothermal was a concerted effort by the County of Imperial, IID and the geothermal Association.

VI. ACTION CALENDAR
A. Active Transportation Program Regional Guidelines

ICTC Management Committee and the Technical Advisory Committee forward this item to the Commission for review and approval after public comment, if any:

1. Approved the following methodology for assigning points of the Active Transportation Program Regional Guidelines:
   a. 10 points for projects that have been identified in an adopted local and/or regional plan, and;
   b. Zero points for projects that have not been identified in an adopted local and/or regional plan.

A motion was made by Sanders and seconded by Kelley, Motion Carried unanimously.


ICTC Management Committee met on April 9, 2014 and forwards this item to the Commission for review and approval after public comment, if any:
1. Authorized the Executive Director to proceed with the arrangements for the purchase of ten (10) Gillig 40ft. Clean Diesel, Low Sulfur, Low Floor Gillig Buses from First Transit Inc. for the sum of $3,396,458.25 with an effective date of July 1, 2014.

2. Directed staff to modify the Imperial Valley Transit contract with an effective date of July 1, 2014 and return to the Commission for final approval.

A motion was made by Gran and seconded by Nava-Froelich, Motion Carried unanimously.

C. Budget Workshop discussion for the ICTC Overall Work Program (OWP) and Budget, FY 2014-15

ICTC Management Committee met on April 9, 2014 and forwards this item to the Commission for review and approval after public comment, if any:

1. Set a Date and Time for a Budget Workshop. Staff and Management Committee recommend May 28, 2014 from 4 p.m. to 6 p.m. prior to the Commission meeting scheduled for 6 p.m.

A motion was made by Gran and seconded by Nava-Froelich, Motion Carried unanimously.

VII. NEXT MEETING DATE AND PLACE

A. The next meeting of the Imperial County Transportation Commission will be held on Wednesday, May 28, 2014 at 6:00 p.m., at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

VIII. ADJOURNMENT

A Motion was made to adjourn by Gran, seconded by Nava, Motion Carried. Meeting adjourned at 7:29 p.m.
1. Chair Vizcarra called the meeting to order at 10:00 a.m. A quorum was present. Introductions were made.

2. Minutes adopted for March 5, 2014 with a correction on item 7, from March 5, 2014 to April 2, 2014. (Hack/Ceasar) **Motion Carried.**

3. **CTSA Reports**
   - Mr. Salgado and Ms. Williams had the following announcements:
     - The Consolidated Paratransit (Dial-A-Ride) Requests for Proposal was released for a competitive bid process. Bids were due on March 21, 2014. ICTC received 5 responses; the projects were reviewed and ranked; and, oral interviews were held. Ms. Williams stated that there were good proposals from both local agencies and out of area agencies. The goal is to have a contract by June/July timeframe.
     - Mr. Salgado stated that he appreciates everyone’s participation with the ADA Paratransit Service Certification and Coordinated Plan Update projects.
     - Mr. Salgado stated that the UTN process was approved by the Commission.

4. **Transit Operator Reports**
- Brawley Dial-a-Ride: No update.
- Calexico Dial-a-Ride: Service is doing well, staying busy, no issues.
- El Centro Dial-a-Ride: Service is busy and doing well.
- Imperial Dial-a-Ride: Service is busy and doing well.
- Imperial Valley Transit: Mr. Sanchez had the following update
  o Sundays were implemented on January 5, 2014
    - There were 979 passengers in the month of January.
    - There were 1380 passengers in the month of February, which is a 40% increase from January.
    - There were 1959 passengers in the month of March, which is a 14% increase from February.
  o 35 Minute Headways
    - This added service began in October 2013. March 2013 there were 23,034 passengers; March 2014 there were 41,405 passengers.
  o IVC Express additional routes were implemented in August 2013
    - Buses are full in the morning and in the afternoon. There are an average of 37 passengers in the morning per trip and an average of 48 passengers in the afternoon per trip.
  o Saturday additional service began in August 2013.
    - 684 passengers in March 2013 compared to 1199 passengers in March 2014.
  o IVT Gold Line:
    - Implemented on December 18, 2013
    - An average of 50 passengers per day for January, an average 38 passengers per day in February, and 36 in March.
- IVT Access: Updates were given by Ms. Montemayor
  o For the month of March on time performance was 98%
  o Passenger per revenue hour: 2.5
  o No Shows: 47
  o Late Cancellations: 155
  o Wheelchairs: 1,632
  o The ADA No Show / Late Cancellation Policy was re-implemented on April 1, 2014.
- Med-Express: Service is well and is busy.
- West Shores Dial-a-Ride: Service is doing well.
- YCAT Turquoise Line: Mr. Robinson gave an update on the Turquoise Route 10 January statistics.
  For the month of January there were 198 passengers, it operated for 11 days, revenue hours were 72.57, revenue miles were 2,833, cost for route $3,563.19. Additional information was distributed to all.

5. General Discussion
- Dr. Stoddard gave an update of the ADA Certification and Eligibility study to the SSTAC. He stated that himself, Mr. Calves and Mr. Sampson conducted stakeholder meetings in February and again in April. Mr. Calves also rode on IVT Access and interviewed passengers. Most passengers stated that they had assistance with the certification process from agencies such as Day Out. Most found the process easy and straightforward. Dr. Stoddard stated that some of the suggestions may be to do an in person interview and/or functional assessment. The next steps will be to evaluate all the feedback and ideas.
- Mr. Brockwell stated that training and education is available for all passengers using fixed transit. They can be picked up by IVT and brought to the IVT facilities. Ms. Vizcarra stated that some passengers with high functioning disabilities can utilize regular transit with proper training.
- Mr. Ceasar stated that the IVC Summer session will run from June 16 – July 3, 2014 (Monday – Thursday). ICV Winter session will begin January 6 – February 6, 2015 (Monday – Friday).

6. Adjournment
- The next meeting of the SSTAC will be on May 7, 2014 at 10:00 a.m.
- Meeting adjourned at 10:35 a.m.
TECHNICAL ADVISORY COMMITTEE
MINUTES

March 27, 2014.

Present:

Gordon Gaste City of Brawley
Ana Gutierrez City of Brawley
Mindy Hernandez City of Calipatria
Oscar Valenzuela City of Calexico
Robert Ortiz City of Calexico
Adriana Nava City of El Centro
Abraham Campos City of El Centro
Terry Hagen City of El Centro
Nick Wells City of Holtville
Gracie Hauvermale City of Imperial
Joel Hamby City of Westmorland

Others:

Mark Baza ICTC
David Salgado ICTC
Virginia Mendoza ICTC
Cristi Lerma ICTC
Luis Medina Caltrans
Khaled Mohame Noor Caltrans
Angel Hernandez The Holt Group
Tomas Oliva SCAG
Phil Kern NV5

1. The meeting was called to order by Chair Wells at 10:05 a.m. A quorum was present. Introductions were made.

2. A motion was made to adopt the minutes for February 27, 2014. (Hauvermale/Hagen) Motion Carried.

3. ICTC Updates / Announcements

   a. Transit Updates
      Mr. Salgado had the following updates:
      - The Consolidated Paratransit (Dial-A-Ride) Requests for Proposal was released
and there seems to be a lot of interest. It is being referred as IVT – Ride for the time being. Three addendums have been posted on the website. There is a pre-bid non-mandatory meeting on Monday, March 3, 2014. If there are any questions, please let staff know.

- TDA audits were due to the State Controller’s Office on December 31, 2013. Please follow up with staff.
- The Bus Stop Design Guidelines Handbook will have a draft for review in late March.

b. Active Transportation Program (ATP) Update

- The ATP guidelines Program goals are:
  1. Increase the proportion of trips accomplished by biking and walking.
  2. Increase the safety and mobility of non-motorized users.
  3. Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to Senate Bill 375 (Chapter 728, Statutes of 2008) and Senate Bill 391 (Chapter 585, Statutes of 2009).
  4. Enhance public health, including reduction of childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding.
  5. Ensure that disadvantaged communities fully share in the benefits of the program.
  6. Provide a broad spectrum of projects to benefit many types of active transportation users.

- The following schedule lists the major milestones for the development and adoption of the 2014 Active Transportation Program:
  
  - Commission adopts Fund Estimate December 11, 2013
  - Guidelines hearing, South January 22, 2014
  - Guidelines hearing, North January 29, 2014
  - Guidelines submitted to the Joint Legislative Budget Committee February 3, 2014
  - Commission adopts Active Transportation Program Guidelines March 20, 2014
  - Call for projects March 21, 2014
  - Project applications to Caltrans May 21, 2014
  - Large MPOs submit optional guidelines to Caltrans May 21, 2014
  - Commission approves or rejects MPO guidelines June 25, 2014
  - Staff recommendation for statewide and rural/small urban portions of the program August 8, 2014
  - Commission adopts statewide and rural/small urban portions of the program August 20, 2014
  - Projects not programmed distributed to large MPOs based on location August 20, 2014
  - Deadline for MPO project programming recommendations to the Commission September 30, 2014
  - Commission adopts MPO selected projects November 2014

- Matching requirements: 11.47% unless project is benefitting a disadvantaged community, stand-alone non-infrastructure projects and safe routes to school projects.

c. 2013 FTIP Administrative Modification 13-18

- The 2013 FTIP Administrative Modification 13-18 is due April 1, 2014. This
amendment is for minor modifications and should be approved end of April for current requests for proposals (RFA’s). Please submit changes one week before April 1st.

d. Calexico Intermodal Transportation Center Study
   - A Community Walk was held on February 8, 2014. A Community Forum will be held on March 6, 2014 at Kiki Camarena Library from 4:30 p.m. – 6:30 p.m. A Fact Sheet was attached to the agenda.

e. Pedestrian & Bicycle Transportation Access Study
   - The agreement was approved at the Commission meeting the night before. The goal of the study will be to analyze all 6 Ports of Entry and identify pedestrian and bicycle projects at each location.

Other Updates:
   - Ms. Mendoza took a poll of individuals interested in a Resident Engineer Academy in Imperial County. The minimum people needed are 20. The training would be 3 ½ days sometime after July 1st of this year.
   - Mr. Baza stated that $600,000 of FY 13/14 TE funds are available to all member agencies. Packages are due to the CTC by March 24, 2014. Interested agencies should contact staff for specifics right away.

4. Caltrans Updates / Announcements (by Luis Medina)

   a. The Obligation Plan was reviewed with cities/county.

   b. National Highway System (NHS) Update
      The existing National Highway System (NHS) has been expanded to include all Principal Arterials. (i.e. Functional Classifications 1,2 and 3) to the new Enhanced NHS. More detailed information can be found in the Caltrans Local Assistance weblink: http://dot.ca.gov/hq/tsip/hseb/map21_nhs.html

      MAP-21 Legislation:
      http://www.fhwa.dot.gov/map21/legislation.cfm

      The only official functional classification for Federal Aid Funding can be found on the California Road System (CRS Maps) displayed on the website below:
      http://www.dot.ca.gov/hq/tsip/hseb/crs maps/

      Agencies needing support for removing a principal arterial from being upgraded to NHS standards can get guidance on how to change the functional classification of a principal arterial by contacting: Navneet Singh (Branch Chief) at (916) 654-6585 or navneet.singh@dot.ca.gov.

   c. Southern California Local Assistance Meeting (SCLAM)
      The meeting will be held in the District 7 District Offices, located in Los Angeles, on Thursday, April 3, 2014 from 9:00 to 3:00. Regarding the agenda, please send potential subjects you would like to discuss to heather.cheyney@dot.ca.gov by Thursday February 21, 2014, so we may add them to the agenda.

   d. Upcoming Trainings
      - Active Transportation Program (ATP) Update
      The CTC submitted the final draft ATP guidelines to the Joint Legislative Budget
Committee on February 3, 2014. The final draft ATP guidelines, including milestones, can be viewed at: http://www.catc.ca.gov/programs/ATP.htm Call for Projects will be announced on March 21, 2014 and applications are due to Caltrans by May 21, 2014. Caltrans will be providing ATP training at the Gallegos Room, Caltrans District 11 on April 15, 2014. Caltrans Division of Local Assistance has agreed to bring the ATP Training to ICTC and it is now scheduled for April 14, 2014 from 1:00 to 4:00 PM. Other training webinars will also be conducted.

- Every Day Counts (EDC) is designed to focus on a finite set of initiatives. Teams from the Federal Highway Administration will work with state, local, and industry partners to deploy the initiatives and will develop performance measures to gauge their success. Another Every Day Counts Webinar is coming up on March 26, 2014 from 11:00 a.m. to 1:00 p.m. A room will be reserved in Caltrans District 11 for the event. Details of the webinar will be provided as soon as information is available.

Other Caltrans updates:
- The next Southern California Local Assistance Meeting (SCLAM) meeting will be held in the District 7 District Offices located in Los Angeles, on Thursday, April 3, 2014 from 9:00 to 3:00. Regarding the agenda, please send potential subjects you would like to discuss to heather.cheyney@dot.ca.gov by Thursday March 6, 2014, so we may add them to the agenda.

5. SCAG Updates / Announcements
Mr. Oliva had the following announcements:
- 2014 SCAG Public Participation Plan: SCAG released the 2014 Draft Public Participation Plan on January 22, 2014 for a mandatory 45-day public review and comment period, which ends at 5:00 p.m. on March 7, 2014.
- 2014 Regional Conference & General Assembly is scheduled for May 1-2, 2014. It will be held at the Renaissance Esmeralda Indian Wells Resort & Spa located at 44-400 Indian Wells Lane, Indian Wells, CA 92210. You can register online by visiting this website: http://www.scag.ca.gov/calendar/Pages/GA2014.aspx, the cost to register will be $150 before April 1, 2014.
- Imperial County Aerial Imagery Acquisition Project: Through the SCAG GIS Service Program, SCAG staffs are assisting Imperial County and its local jurisdictions acquire aerial imagery and possibly derived products to assist with their planning, engineering, and other related activities. As part of the service, SCAG staff will manage the project, assist to secure funds and coordinate activities with other stakeholder technical staffs. In addition, SCAG staff will take the opportunity of this coordination /collaboration with the many Imperial Valley stakeholders to draft an agreement for the next cycle of aerial imagery acquisition, so that all jurisdictions and other stakeholders are able to program their funds ahead of time. Mr. Oliva thanked all jurisdictions that have contributed to the project cost.
- Annual SCAG Sustainability Awards are due to SCAG by March 21, 2014

6. General Discussion / New Business
- Adriana Nava, Associate Planner for the City of El Centro was introduced to the group.

7. Meeting adjourned at 11:45 a.m.
- The next meeting will be replaced with the Caltrans / ICTC External meeting held on April, 24, 2014 at 9:30 a.m. at the IID Water Control Conference Room.
C. FEDERAL TRANSIT ADMINISTRATION (FTA) DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL FOR FY 2014-15 FOR FEDERAL TRANSIT FUNDS
May 6, 2014

ICTC Management Committee
Imperial County Transportation Commission
1405 N. Imperial Ave Suite 1
El Centro, CA 92243


Dear Committee Members:

As a recipient of Federal Transit Administration (FTA) dollars, the ICTC is required to adopt and implement a Disadvantaged Business Enterprise (DBE) program to provide opportunities to underprivileged firms in the award and administration of contracts utilizing FTA funds. As part of this program, the ICTC must adopt an annual DBE goal. The goal is to be expressed as the percentage of FTA funds awarded to ICTC.

ICTC staff proposes a FY 2014-15 DBE goal of 2.0%. This goal is calculated by examining all the expected contracting opportunities utilizing FTA funds in a given year, determining what proportion of potential DBE firms qualified to bid on those contracts, and then using that information to establish a reasonable goal regarding the amount of FTA funds that will actually be awarded to DBE firms. This methodology is outlined in detail in the attached report.

As an additional requirement in the goal setting process, ICTC must publish its goal for a public comment period of no less than 45 days. After this time, the proposed DBE goal may then be amended or adopted by the ICTC Commission.

It is requested that ICTC Management Committee forward this item to the ICTC Commission for review and approval, after the receipt of public comment:

1. Approve the proposed FY 2014-15 DBE goal of 2.0%, for distribution for public comment.

2. Direct staff to return with this item for review and adoption of the proposed DBE goal after the public review process has been completed.

Sincerely,

MARK BAZA
Executive Director

Attachment

MB/ksw/cl

CITIES OF BRAWLEY, CALÉXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
Disadvantaged Business Enterprise Plan (DBE)
For Projects Funded Through
the Federal Transit Administration (FTA)
FY 2013-15  (revised FY 2015)
DRAFT
Policies Statement

Section 26.1, 26.23 Objectives/Policy Statement

The Imperial County Transportation Commission has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The ICTC has received federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the ICTC has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the ICTC to ensure that DBEs are defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT – assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

Kathi Williams has been delegated as the DBE Liaison Officer. In that capacity, Kathi Williams is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the ICTC in its financial assistance agreements with the Department of Transportation.

ICTC has disseminated this policy statement to the ICTC Commission and all of the relative components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform, or are anticipated to perform work for our organization on DOT assisted contracts. This distribution is accomplished through 1. Adoption of the program by the Commission 2. Publication available to all interested parties via the Commission’s website 3. Inclusion in all relative competitive bid documents.

______________________________    ________________
Executive Director      Date
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ATTACHMENTS
SUBPART A – GENERAL REQUIREMENTS

Section 26.1 Objectives

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

Section 26.3 Applicability


Section 26.5 Definitions

The ICTC will adopt the definitions contained in Section 26.5 for this program.

Section 26.7 Non-discrimination Requirements

The ICTC will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, the ICTC will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Section 26.11 Record Keeping Requirements

Reporting to DOT: 26.11(b)

We will report DBE participation to DOT as follows:

We will report DBE participation on a quarterly basis, using DOT Form 4630 or through the FTA TEAM website. These reports will reflect payments actually made to DBEs on DOT-assisted contracts.

Bidders List: 26.11(c)

The ICTC will create a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on DOT-assisted contracts. The purpose of this requirement is to allow use of the bidders list approach to calculating overall goals. The bidder list will include the name, address, DBE non-DBE status, age, and annual gross receipts of firms.

We will collect this information in the following ways: requiring prime bidders to report the names/addresses and possible other information, of all firms who quote to them on subcontracts, providing a notice in solicitations and post it on the Commission website.
Section 26.13 Federal Financial Assistance Agreement

ICTC has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

Assurance: 26.13(a)

ICTC shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. The ICTC shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The ICTC’s DBE Program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the ICTC of its failure to carry out its approved program, the Department may impose sanction as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

This language will appear in financial assistance agreements with sub-recipients.

Contract Assurance: 26.13b

We will ensure that the following clause is placed in every DOT-assisted contract and subcontract:

The contractor, sub-recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the ICTC deems appropriate.

SUBPART B - ADMINISTRATIVE REQUIREMENTS

Section 26.21 DBE Program Updates

Since the ICTC may receive a grant of $250,000 or more for planning or development, planning capital, and or operating assistance in a federal fiscal year, by the statute for we will continue to carry out this program until all funds from DOT financial assistance have been expended. We will provide to DOT updates representing significant changes in the program.

Section 26.23 Policy Statement

The Policy Statement is elaborated on the first page of this program.
Section 26.25  DBE Liaison Officer (DBELO)

We have designated the following individual as our DBE Liaison Officer:

Kathi Williams, Senior Transit Planner
Imperial County Transportation Commission
1405 N. Imperial Ave. Suite 1
EL Centro, Ca, 92243
760-592-4492
kathiwilliams@imperialctc.org

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that the ICTC complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the Executive Director of ICTC concerning DBE program matters. An organization chart displaying the DBELO’s position in the organization is found in Attachment A to this program.

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The DBELO has a staff of 0 to assist in the administration of the program. The duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with all components within the ICTC to set overall annual goals.
4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals attainment and identifies ways to improve progress.
6. Analyzes ICTC’s progress toward attainment and identifies ways to improve progress.
7. Participates in pre-bid meetings.
8. Advises the Executive Director/Commission on DBE matters and achievement.
10. Provides DBEs with information and assistance in preparing bids.
11. Plans and participates in DBE training seminars.
13. Provides outreach to DBEs and community organizations to advise them of opportunities.
14. Maintains the ICTC’s updated directory on certified DBEs.

Section 26.27  DBE Financial Institutions

It is the policy of the ICTC to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contract to make use of these institutions. We have made the following efforts to identify and use such institutions: research the credit unions and commercials banks in the community through on site visits and website reviews.

To date we have identified the following such institutions: None
Section 26.29 Prompt Payment Mechanisms

The ICTC will include the following clause in each DOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contract receives from ICTC. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the ICTC. This clause applies to both DBE and non-DBE subcontracts.

Any failure to comply with this section by the prime contractor shall be considered as a breach of the contract, subject to the provisions of the agreement. In addition, the prime contractor will not be reimbursed for work performed by subcontractors unless and until the prime contractors ensures that the subcontractors are promptly paid for the work that they have performed.

Section 26.31 Directory

The ICTC maintains a directory identifying all firms eligible to participate as DBEs. The directory lists the firm’s name, address, phone number, date of the most recent certification, and the type of work the firm has been certified to perform as a DBE. We revise the Directory annually.

We make the Directory available online at http://www.dot.ca.gov/hq/bep/find_certified.htm.

Further information may be found about California’s Uniform Certification Program at http://www.dot.ca.gov/hq/bep/ucp.htm.

Section 26.33 Overconcentration

ICTC has not identified that overconcentration exists in the types of work that DBEs perform.

Section 26.35 Business Development Programs

ICTC has not established a business development program.

Section 26.37 Monitoring and Enforcement Mechanisms

The ICTC will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

1. We will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109.

2. We will consider similar action under out own legal authorities, including responsibility determinations in future contracts. Attachment 3 lists the regulation, provisions, and contract remedies available to us in the events of non-compliance with the DBE regulation by a participant in our procurement activities.
3. We will also provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs. This will be accomplished via a reporting mechanism.

4. We will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award.

**SUBPART C – GOALS, GOOD FAITH EFFORTS, AND COUNTING**

**Section 26.43 Set-asides or Quotas**

The ICTC does not use quotas in any way in the administration of this DBE program.

**Section 26.45 Overall Goals**

A description of the methodology to calculate the overall goal and the goal calculations can be found in Attachment 4 to this program. This section of the program will be updated annually.

In accordance with Section 26.45(f) the ICTC will submit its overall goal to DOT on August 1 of each year. Before establishing the overall goal each year, ICTC will consult with the Chambers of Commerce and CALTRANS Local District Offices to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the ICTC’s efforts to establish a level playing field for the participation of DBEs.

Following this consultation, we will publish a notice of the proposed overall goals, informing the public that the proposed goal and its rational are available for inspection during normal business hours at our office for 30 days following the date of the notice, and informing the public that you and DOT will accept comments on the goals for 45 days from the date of the notice. The notice will be available on the Commission’s website and the local newspaper of general circulation. We, we will issue this notice by June 1 of each year. The notice must include addresses to which comments may be sent and addresses (including offices and websites) where the proposal may be reviewed.

Our overall goal submission to DOT will include a summary of information and comments received during this public participation process and our responses.

We will begin using our overall goal on October 1 of each year, unless we have received other instructions from DOT. If we establish a goal on a project basis, we will begin using our goal by the time of the first solicitation for a DOT-assisted contract for the project.

**Section 26.49 Transit Vehicle Manufacturers Goals**

ICTC will require each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, to certify that it has complied with the requirements of this section. Alternatively, ICTC may, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of the TVM complying with this element of the program.

**Section 26.51(a-c) Breakout of Estimated Race-Neutral & Race-Conscious Participation**
The breakout of estimated race-neutral and race-conscious participation can be found in Attachment 5 to this program. This section of the program will be updated annually when the goal calculation is updated.

**Section 26.51(d-g) Contract Goals**

The ICTC will use contract goals to meet any portion of the overall goal. ICTC does not project being able to meet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of our overall goal that is not projected to be met through the use of race-neutral means.

We will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. We need not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work.)

We will express our contract goals as a percentage of total amount of a DOT-assisted contract.

**Section 26.53 Good Faith Efforts Procedures**

**Demonstration of Good Faith Efforts (26.53(a) & (c))**

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts are located in Appendix A to 49 CFR Part 26.

The following personnel is responsible for determining whether a bidder/offeror who has not met the contract goal has documented sufficient good faith efforts to be regarded as responsive.

Kathi Williams, Senior Transit Planner
Imperial County Transportation Commission
1405 N. Imperial Ave. Suite 1
EL Centro, Ca, 92243
760-592-4492
kathiwilliams@imperialctc.org

We will ensure that all information is complete and accurate and adequately documents the bidder/offer’s good faith efforts before we commit to the performance of the contract by the bidder/offeror.

**Information to be submitted (26.53(b))**

ICTC treats bidder/offers’ compliance with good faith efforts’ requirements as a matter of responsiveness.

Each solicitation for which a contract goal has been established will require the bidders/offerors to submit the following information:

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of the participation of each DBE firm participating;
4. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
5. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractors commitment and
6. If the contract goal is not met, evidence of good faith efforts.

Administrative reconsideration (26.53(d))

Within 10 days of being informed by ICTC that it is not responsive because it has not documented sufficient good faith efforts, a bidder/offeror may request administrative reconsideration. Bidder/offerors should make this request in writing to the following reconsideration official:

Mark Baza, Executive Director
Imperial County Transportation Commission
1405 N. Imperial Ave. Suite 1
El Centro Ca, 92243
760-592-4494
markbaza@imperialctc.org

The reconsideration official will not have played any role in the original determination that the bidder/offeror did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do so. We will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transpiration.

Good Faith Efforts when a DBE is replaced on a contract (26.53(f))

ICTC will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. We will require the prime contractor to notify the DBE Liaison officer immediately of the DBE’s inability or unwillingness to perform and provide reasonable documentation.

In this situation, we will require the prime contractor to obtain our prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

If the contractor fails or refuses to comply in the time specified, ICTC will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

Sample Bid Specification:

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of the [Name of ICTC] to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements apply to all bidders/offerors, including those who qualify as a DBE. A DBE contract goal of ____ percent has been
established for this contract. The bidder/offeror shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26 (Attachment 1), to meet the contract goal for DBE participation in the performance of this contract.

The bidder/offeror will be required to submit the following information: (1) the names and addresses of DBE firms that will participate in the contract; (2) a description of the work that each DBE firm will perform; (3) the dollar amount of the participation of each DBE firm participating; (4) Written documentation of the bidder/offeror’s commitment to use a DBE subcontractor whose participation it submits to meet the contract goal; (5) Written confirmation from the DBE that it is participating in the contract as provided in the commitment made under (4); and (5) if the contract goal is not met, evidence of good faith efforts.

Section 26.55 Counting DBE Participation

We will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

SUBPART D – CERTIFICATION STANDARDS

Section 26.61 – 26.73 Certification Process

ICTC will use the certification standards of Subpart D of Part 26 to determine the eligibility of firms to participate as DBEs in DOT-assisted contracts. To be certified as a DBE, a firm must meet all certification eligibility standards. We will make our certification decisions based on the facts as a whole.

For information about the certification process or to apply for certification, firms should contact:

CALTRANS Civil Rights
ATTN: Certification Unit
1823 14th Street
Sacramento, Ca. 95811
(866) 810-6346
http://www.caltrans.ca.gov/hq/bep/business_forms.htm

SUBPART E – CERTIFICATION PROCEDURES

Section 26.81 Unified Certification Programs

ICTC adopts the California Unified Certification program (CUCP) procedures administered by the Certifying agencies of the CUCP. The ICTC is the member of a Unified Certification Program (UCP)]. The UCP meets all of the requirements of this section. The following is a description of the UCP (as provided on the CUCP website located at http://www.californiaucp.com/index.html)

“The California Unified Certification Program (CUCP) went into effect on January 1, 2002. It is a one stop shopping certification procedure that eliminates the need for Disadvantaged Business Enterprises (DBE) firms to obtain certifications from multiple agencies within the State.

The CUCP is charged with the responsibility of certifying firms and compiling and maintaining a single Statewide database of certified DBEs, pursuant to 49 CFR Part 26. The database is intended to expand the use of DBE firms by maintaining complete and
current information on those businesses and the products and services they can provide to all DOT assisted grantees in California.

The CUCP has established two regional DBE certification clusters throughout the State, designated by geographical boundaries to effectively facilitate Statewide DBE certification activities. The CUCP certifying agencies are responsible for certifying DBE firms. It is not necessary to apply for DBE certification at more than one agency. If your firm meets the general criteria for DBE certification as provided on the Application package, please submit your completed application, along with the requested documentation to one of the Certifying agencies serving the County where your firm has its principal place of business."

Section 26.83 Procedures for Certification Decisions

Re-certifications 26.83(a) & (c)

We will review the eligibility of DBEs, to make sure that they will meet the standards of Subpart E of Part 26. We will complete this review no later than five years from the most recent certification date of each firm.

For firms that we have reviewed and found eligible under part 26, we will again review their eligibility every five years. These reviews will include the following components: filing out a new application, performing on site visits in the ICTC local area, and reviewing work history, qualifications and equipment of the firm.

“No Change” Affidavits and Notices of Change (26.83(j))

To the extent as required by the CUCP, we require all DBEs to inform us, in a written affidavit, of any change in its circumstances affecting its ability to meet size, disadvantaged status, ownership or control criteria of 49 CFR Part 26 or of any material changes in the information provided with the CUCP’s application for certification.

We also require all owners of all DBEs to submit, on the anniversary date of their certification, a “no change” affidavit meeting the requirements of 26.83(j). The test of this affidavit is the following:

I swear (or affirm) that there have been no changes in the circumstances of [name of DBE firm] affecting its ability to meet the size, disadvantaged status, ownership, or control requirements of 49 CFR part 26. There have been no material changes in the information provided with [name of DBE]’s application for certification, except for any changes about which you have provided written notice to the ICTC under 26.83(j). [Name of firm] meets Small Business Administration (SBA) criteria for being a small business concern and its average annual gross receipts (as defined by SBA rules) over the firm’s previous three fiscal years do not exceed $16.6 million.

We require DBEs to submit with this affidavit documentation of the firm’s size and gross receipts.

We will notify all currently certified DBE firms of these obligations. This notification will inform DBEs that to submit the “no change” affidavit, their owners must swear or affirm that they meet all regulatory requirements of part 26, including personal net worth. Likewise, if a firm’s owner knows or should know that he or she, or the firm, fails to meet a part 26 eligibility requirement (e.g. personal net worth), the obligation to submit a notice of change applies.
Section 26.85 Denials of Initial Requests for Certification

If the CUCP denies a firm’s application or decertify it, it may not reapply until 12 months have passed from the action.

Section 26.87 Removal of a DBE’s Eligibility

In the event the CUCP proposes to remove a DBE’s certification, we will follow procedures consistent with 26.87.

Section 26.89 Certification Appeals

Any firm or complainant may appeal the CUCP decision in a certification matter to DOT. Such appeals may be sent to:

Department of Transportation  
Office of Civil Rights Certification Appeals Branch  
400 7th Street, SW  
Room 2104  
Washington, D.C. 20590

We will promptly implement any DOT certification appeal decisions affecting the eligibility of DBEs for our DOT-assisted contracting

SUBPART F – COMPLIANCE AND ENFORCEMENT

Section 26.109 Information, Confidentiality, Cooperation

We will safeguard from disclose to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law.

Notwithstanding any contrary provisions of state or local law, we will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than DOT) without the written consent of the submitter.

Monitoring Payments to DBEs

We will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the ICTC or DOT. This reporting requirement also extends to any certified DBE subcontractor.

We will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.
<table>
<thead>
<tr>
<th>Attachment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment 1</td>
<td>Organizational Chart</td>
</tr>
<tr>
<td>Attachment 2</td>
<td>DBE Directory</td>
</tr>
<tr>
<td>Attachment 3</td>
<td>Monitoring and Enforcement Mechanisms</td>
</tr>
<tr>
<td>Attachment 4</td>
<td>Overall Goal Calculation</td>
</tr>
<tr>
<td>Attachment 5</td>
<td>Breakout of Estimated Race-Neutral &amp; Race-Conscious Participation</td>
</tr>
<tr>
<td>Attachment 6</td>
<td>Forms for Demonstration of Good Faith Efforts</td>
</tr>
<tr>
<td>Attachment 7</td>
<td>Certification Application</td>
</tr>
<tr>
<td>Attachment 8</td>
<td>Procedures for Removal of DBE’s Eligibility</td>
</tr>
<tr>
<td>Attachment 9</td>
<td>Regulations: 49 CFR part 26</td>
</tr>
<tr>
<td>Attachment 10</td>
<td>Affidavit of Publication</td>
</tr>
<tr>
<td>Attachment 11</td>
<td>Small Business Program</td>
</tr>
</tbody>
</table>
DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

Commission

Mark Baza
Executive Director

Kathi Williams
Senior Transit Planner
See the CUCP directory, found at http://www.dot.ca.gov/ucp/GetLicenseForm.do

ICTC encourages prime contract bidders to search this directory when seeking subcontractors that are certified as a DBE.
Attachment 3

Monitoring and Enforcement Mechanisms

The ICTC has available several remedies to enforce the DBE requirements contained in its contracts, including, but are not limited to, the following:

1. Breach of contract action, pursuant to the terms of the contract;
2. Breach of contract action pursuant to California Civil Code S 3300, et. seq:
3. Any other enforcement mechanism in law or equity allowable in California

In addition, the federal government has available several enforcement mechanisms that it may apply to firms participating in the DBE problem, including, but not limited to, the following:

1. Suspension or debarment proceedings pursuant to 49 CFR part 26
2. Enforcement action pursuant to 49 CFR part 31
3. Prosecution pursuant to 18 USC 1001.
ICTC Methodology for adopting an FY 2013-15 DBE goal for FTA purposes

Pursuant to Section 49 CFR Part 26, The ICTC present the following information as it relates to the development of the ICTC Methodology for adopting a FY 2013-15 DBE goal for FTA purposes.

The projects include various transit service oriented and professional contracting opportunities and are anticipated to be awarded during the first year of the triennial period. This is the third year of the triennial report period.

Anticipated ICTC contracting opportunities during FY 2015 utilizing FTA funds:

1. One (1) Contract for public fixed route transit services and One (1) Contract for ADA paratransit services.
   - Total FY 15 contract cost (including federal and non federal funds): $6,285,747
   - Total FY 2015 FTA 5307 Funds: $2,371,399, FTA 5311 Funds: $142,900

These contracts are for turnkey operation of all public fixed route transit and ADA paratransit services currently or proposed to be administered by ICTC (i.e. Imperial Valley Transit and IVT Access). ICTC does not own transit vehicles or facilities, therefore only those firms capable of providing facilities and the vehicles needed for operations (at a minimum, sixteen 40’ buses and eighteen cutaways) will respond to ICTC’s competitive bid processes.

Approximate total amounts were based upon:

1. Obligated funds based on revenue apportionments as posted by the FTA under the FY 2013-14 FTA 5307 and FTA 5311 program and documented in the FY 2013-14 ICTC OWP and Transit Budget.

Unique factors affecting the development of the DBE Goal for FY 2015

1. Recognition and local knowledge that as a small urban turnkey transit system, the majority of the FTA 5307 and FTA 5311 funds are used for direct operating costs in turn key contracts for which limited opportunities exist for DBE and small business participation i.e. salaries, vehicle and facility lease costs.
2. Recognition and local knowledge that there is limited DBE participation in the immediate geographic area. The area is 84 miles to the south of Riverside and 120 miles to the east of San Diego counties, which represent the closest populated areas. The market area, or region, therefore has been expanded to include the Counties of Imperial, Riverside and San Diego Counties. The DBE firms certified by the California Unified Certification Program with the most appropriate NAICS classification code (485113 – Bus and motor vehicle transit systems) are generally charter services who are not ready, willing, or able to bid on public fixed route contracts of this size and complexity.

3. There may exist opportunities for the prime contractor (currently First Transit) to utilize outside firms to provide needed services. However the distance to cover providing these services when unbundled has not proven attractive or realistic to DBE providers from adjacent urbanized areas.

**Step 1 – Development of the Base Goal Figure**

In order to determine an overall goal the first step is to determine a base figure:

Approximate potential funding available for the contacting opportunities

<table>
<thead>
<tr>
<th>Table 1</th>
<th>Amount of DOT Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Description of the Work</td>
</tr>
<tr>
<td>NAICS CODE</td>
<td></td>
</tr>
<tr>
<td>423120</td>
<td>Parts (general)</td>
</tr>
<tr>
<td>423130</td>
<td>Tire products</td>
</tr>
<tr>
<td>424720</td>
<td>Fuel and Oil Suppliers</td>
</tr>
<tr>
<td>541614</td>
<td>Consulting Services</td>
</tr>
<tr>
<td>541850</td>
<td>Transit Advertising</td>
</tr>
<tr>
<td>541870</td>
<td>Transit printing</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
</tr>
</tbody>
</table>
The number of DBE and non DBE firms ready, willing, and able to bid on contracting opportunities

### Table 2  Relative Availability of DBEs

<table>
<thead>
<tr>
<th>NAICS CODE</th>
<th>Description of the Work</th>
<th>Available DBEs</th>
<th>Number of all Firms</th>
<th>Relative Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>423120</td>
<td>Parts (general)</td>
<td>0</td>
<td>21</td>
<td>0.000</td>
</tr>
<tr>
<td>423130</td>
<td>Tire products</td>
<td>0</td>
<td>32</td>
<td>0.000</td>
</tr>
<tr>
<td>424720</td>
<td>Fuel and Oil Suppliers</td>
<td>0</td>
<td>4</td>
<td>0.000</td>
</tr>
<tr>
<td>541614</td>
<td>Consulting Services</td>
<td>0</td>
<td>5</td>
<td>0.000</td>
</tr>
<tr>
<td>541850</td>
<td>Transit Advertising</td>
<td>0</td>
<td>4</td>
<td>0.000</td>
</tr>
<tr>
<td>541870</td>
<td>Transit printing</td>
<td>0</td>
<td>10</td>
<td>0.000</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td><strong>0</strong></td>
<td><strong>100%</strong></td>
<td><strong>0%</strong></td>
</tr>
</tbody>
</table>

### Local Potential Subcontracting Opportunities

There are currently a total of six certified DBE’s in the entire County of Imperial. None perform the services that Imperial Valley Transit needs. Two are general freight trucking companies, two provide engineering services, one is an electrical contractor, and one does fabricated structural metal manufacturing. Therefore, there are no DBE’s available in the region to provide unbundled services i.e. printing, advertising, or website services.

### Table 3  Step One - Base Goal Development

<table>
<thead>
<tr>
<th>NAICS CODE</th>
<th>Description of the Work</th>
<th>Weight</th>
<th>Availability</th>
<th>Base Figure</th>
</tr>
</thead>
<tbody>
<tr>
<td>423120</td>
<td>Parts (general)</td>
<td>0.118</td>
<td>0.000</td>
<td>0.000</td>
</tr>
<tr>
<td>423130</td>
<td>Tire products</td>
<td>0.019</td>
<td>0.000</td>
<td>0.000</td>
</tr>
<tr>
<td>424720</td>
<td>Fuel and Oil Suppliers</td>
<td>0.733</td>
<td>0.003</td>
<td>0.000</td>
</tr>
<tr>
<td>541614</td>
<td>Consulting Services</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
</tr>
<tr>
<td>541850</td>
<td>Transit Advertising</td>
<td>0.084</td>
<td>0.000</td>
<td>0.000</td>
</tr>
<tr>
<td>541870</td>
<td>Transit printing</td>
<td>0.065</td>
<td>0.000</td>
<td>0.000</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td>100%</td>
<td>100%</td>
<td>0.000</td>
</tr>
</tbody>
</table>
Step 2: Adjustments to the Base DBE Relative Availability Figure

Adjustments to the base figure goal may be necessary and justified for a variety of reasons including: lower or higher than expected past participation by DBE firms, additional evidence from disparity studies, etc. Unfortunately, very little data of this sort is currently available to ICTC. In past years FTA funds were spent solely on the turnkey operations contract. In addition, no comprehensive disparity study has been or is likely to be conducted in Imperial County. Therefore, ICTC cannot identify a valid reason to adjust its base goal upward or downward based on past participation or based upon other available studies.

However, ICTC does recognize that there are many firms within Imperial County currently eligible to be certified as DBE firms that simply have not gone through the application process. Based on recent conversation with potential applicants, this is because of a lack of understanding of said process but more to do with a lack of desire or monetary incentive to do so. ICTC encouraging these firms in contracting opportunities, especially local subcontracting opportunities.

An outreach program may be successful given the large proportion of minority and women owned firms without the County of Imperial. (The numbers reported below are from 2010 Census data.)

<table>
<thead>
<tr>
<th></th>
<th>Hispanic owned firms</th>
<th>Asian owned firms</th>
<th>Women owned firms</th>
<th>Black owned firms</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>44.1%</td>
<td>6.3%</td>
<td>25.8%</td>
<td>1.6%</td>
</tr>
</tbody>
</table>

Table 4: Historical DBE Participation

<table>
<thead>
<tr>
<th>FFY</th>
<th>Goals</th>
<th>Annual Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>1.40%</td>
<td>0.00%</td>
</tr>
<tr>
<td>2012</td>
<td>1.40%</td>
<td>0.00%</td>
</tr>
<tr>
<td>2013</td>
<td>1.40%</td>
<td>0.00%</td>
</tr>
<tr>
<td>2014</td>
<td>2.00%</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

The median participation FFYs 2015 and Step 2 Goal

- DBE Median Participation = 0.00%
- Step One Base Goal = 0.00%
- Total = 0.00%
- Divided by 2 = 2 = 0.00%

However, ICTC feels an adjustment of its DBE goal is warranted. There have been opportunities for non federally funded projects to have DBE/WBE/MDE/UDBE participation. Most recently, three consultant developed projects were completed in FY 2012 and 2013:

- Transit Drug and Alcohol Programs Compliance Audit $11,000
  DBE participation = 100% = $11,000

- Short Range Transit Plan $97,317
  DBE participation = 15.4% = $14,986

- IVT – Specific Operational Analysis $112,500
  DBE Participation = 4% = $4,500

In a desire to maintain the spirit of the law, it will be requested that consultants or subcontractors strive to attain a race neutral DBE goal of **FY 2014-15 DBE Goal = 2.0%**
The ICTC is a small urban organization with the majority of its FTA funding used for operating expenses rather than for capital purchases. ICTC will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating DBE participation as required in Section 26.51(a). Planned outreach efforts by ICTC are all race/gender neutral and it is anticipated that ICTC will accomplish its DBE goal solely through race/gender neutral means.

ICTC will use the following race neutral means to increase DBE participation:

1. Arranging solicitations, times for the presentations of bids, quantities, specifications and delivery schedules in a manner that facilitate DBE and other small businesses participation. i.e unbundling large contracts to make them more accessible, requiring large contractors to subcontract portions of the work effort
2. Reducing bonding requirements when possible
3. Providing technical assistance and other services
4. Providing information and communications in a bilingual format
5. Coordinating with resource agencies i.e. workforce development, small business alliance, chambers of commerce and economic development centers
Attachment 6

Forms for Demonstration of Good Faith Efforts

[Forms should be provided as part of the solicitation documents.]
Placeholder for form
Placeholder for form
Attachment 7

Certification Application Forms

The certification application forms for the CUCP are found at:

http://caltrans.ca.gov/hq/bep/downloads/pdf/UCP_application_package_rev_06_2

The application package includes an affidavit of personal net worth.
Attachment 8

Procedures for Removal of DBE's Eligibility

The ICTC is not a certifying agency under the CUCP.

Ineligibility complaints

Any person may file a written complaint alleging that a currently certified firm is not eligible and specifying the alleged reasons why the firm is ineligible. ICTC is not required to accept a general statement or allegation that a firm is ineligible, or an anonymous complaint. The complaint must include information supporting the assertion that the firm is ineligible and should not continue to be certified. Complainants identified must be protected as provided in Sec 26.109(b).

ICTC will review its records concerning the firm and any materials provided by the complainant. ICTC may request additional information or conduct any other investigation that ICTC deems necessary.

If the ICTC determines that there is reasonable cause to believe that the firm is ineligible, ICTC will provide written notice to the firm that ICTC proposes to find the firm ineligible, setting forth the reasons. If ICTC determines that reasonable cause does not exist, the ICTC will notify the complainant and the firm in writing of this determination and the reasons for it. All statements and reasons for findings on the issue of reasonable cause must specifically reference the evidence in the record on which the reason is based.

Recipient initiated

If based on notifications by the firm of a change in its circumstances or other information that comes to ICTC attention, the ICTC determines that there is reasonable cause to believe that a currently certified firm is ineligible, the ICC will provide written notice to the firm that ICTC proposes to find the firm ineligible, setting forth the reasons for the proposed determination. The statement of reasons for the finding of reasonable cause must specifically reference the evidence in the record on which each reason is based.

DOT directive

If the DOT determines that a firm does not meet the requirements for eligibility, the DOT will provide a notice setting forth the reasons for the record with relevant documentation and the ICTC may initiate appropriate actions after consultation with the DOT.
Attachment 9

Regulations: 49 CFR Part 26

Please refer to: http://www.fhwa.dot.gov/HEP/49cfr26.htm
Attachment 10

Affadavit(s) of Publication
Consistent with Imperial County Transportation Commission’s policy that firms certified as DBE, MBE, WBE and ESB have an equal opportunity to participate in the performance of contracts, as well as to foster small business participation in conformance with CFR 49 Part 26.39, ICTC has developed and administers a Small Business program.

Under the Small Business program, ICTC will facilitate participation by Small Businesses in its contracts and agreements through the development of procedures, documents and practices that are “Small Business friendly”.

Elements of ICTC’s Small Business Program are as follows:

**Size Standard**

1. Under ICTC’s Small Business program, a Small Business is a business that:
   
   a. Is organized for profit;  
   b. Has a place of business in the United States;  
   c. Is independently owned and operated  
   d. For its industry, does not exceed the numerical size standard established by the federal Small Business Administration pursuant to 13 Code of Federal Regulations Part 121. For more information on these standards see the following Internet site:  
   http://www.sba.gov/content/table-small-business-size-standards

2. A business shall be presumed to meet the Small Business size standard and be a Small Business if the business comes within one of the following categories:

   a. Is a participant in federal Small Business Administration programs such as, but not limited to Section 8(a) Business Development, Small Disadvantaged, and HUBZone.

   b. Is certified by a public agency other than OMWESB and has a size standard that is no greater than the Small Business Administration Size Standard.
To obtain a listing of Small Businesses participating in the U.S. Small Business Administration programs or activities as eligible Small Businesses, contact the SBA’s San Diego District Office at 550 West C Street Suite 550, San Diego, CA 92101.

3. If a business does not come within one of the categories set forth in the paragraph immediately above, the business may qualify if it can assure itself and demonstrate to ICTC that the business does in fact meet the applicable Small Business size standard. The business may use tax records, certified annual audit reports of the business, or other documents reasonably related to showing that the business meets the Small Business definition and size standard.

4. Businesses are advised that in proving they meet the size standard for annual gross receipts, the amounts are averaged over the business’ latest three (3) completed fiscal years to determine its average annual receipts. If a business has not been in business for three (3) years, the average weekly revenue for the number of weeks it has been in business is multiplied by 52 to determine its average annual receipts. If there are questions or issues about whether a business meets the applicable size standard, ICTC and the business will consult and, to the extent practicable, follow the methodologies established by the federal Small Business Administration in determining whether a business is within or exceeds an applicable size standard.

Facilitation of Contracting Opportunities

In order to facilitate participation by Small Businesses in its contracts and agreements, ICTC will implement “Small Business friendly” strategies in its procurement process. These strategies may include the following, as appropriate, however at the current time, ICTC will not “set-aside” contracts for Small Businesses:

1. On larger contracts, require bidders on the prime contract to specify elements of the contract or specific subcontracts that are of a size Small Businesses can reasonably perform.
2. Require general contractors to provide subcontracting opportunities of a size that Small Businesses can reasonably perform.
3. Identify alternative procurement strategies; structure procurements to facilitate the ability of Small Businesses, or consortia or joint ventures including Small Businesses, to compete for and perform the work.
4. Require general contractors to describe historical usage of Small Businesses.
5. Require contractors to describe strategies for maximizing Small Business usage under the contract, through use of an outreach plan or other appropriate means.
D. ICTC OVERALL WORK PROGRAM (OWP) AND BUDGET FY 2013-2014, AMENDMENT #3
May 9, 2014

ICTC Management Committee
1405 N. Imperial Avenue, Suite 1
El Centro, CA 92243

SUBJECT: ICTC Overall Work Program (OWP) and Budget FY 2013-2014 Amendment #3

Dear Committee Members:

The Fiscal Year (FY) 2013/2014 Imperial County Transportation Commission (ICTC) Overall Work Plan (OWP) and Budget was presented and approved by the Commission on June 26, 2012.

The OWP and Budget is divided into the core programs of Regional Transportation Planning and Programming, and, Transit Planning and Program Management. This budget contains seven full-time positions to manage the programs and services. The full-time positions includes one office assistant, the secretary/clerk to the Commission, one administrative analyst, three transportation planner positions from entry-level to senior-level in classifications (responsible for: Regional Transportation Planning and Programming, and Transit Planning, Programming, Contracts and Transit Service Administration), and the Executive Director.

The budget also includes funding for consultant services to continue to support the Commission’s administrative functions, i.e., accounts payable, accounts receivable, payroll, various program and fiscal audits, HR activities and legal counsel. In addition, consultant services are identified for our on-going planning, programming, and transit programs.

The attachment illustrates the requested Amendment No. 3 for consideration of the Commission. There have been no changes in revenues and expenses in the Regional Transit Plans and Programs Budget. There have been changes in the Regional Transportation Planning Budget at this time. There is no local or in kind match required. The changes are summarized as follows:

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
ICTC Management Committee   (2)   May 9, 2014

Revenues:

1. $300,000       State - California State Planning and Research Grant

Expenses:

1. $300,000       Consultant firm contract (KOA Corp) awarded by Commission action (February 2014) for the Pedestrian and Bicycle Transportation Access Study of the California/Mexico Land Ports of Entry.

It is requested that the ICTC Management Committee recommend that the Commission take the following actions:

1. Approve the FY 2013-14 Budget Amendment Request No. 3

Sincerely,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Senior Transit Planner

MB/ksw/vm

Attachments
# Imperial County Transportation Commission

**FY 2013-14 Overall Work Program and Transit Finance Plan Amendment 3**

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<tr>
<th>Budget</th>
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**EXPENSES**

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<td>$16,824,167</td>
<td>3%</td>
<td>$16,958,538</td>
<td>1%</td>
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V. REPORTS

A. ICTC EXECUTIVE DIRECTOR
Memorandum

Date: May 14, 2014
To: ICTC Management Committee
From: Mark Baza, Executive Director
Re: Executive Director’s Report

The following is a summary of the Executive Director’s Report for the Management Committee meeting of May 14, 2014.

1. **Consolidated Paratransit (Dial-A-Ride) Requests for Proposal (IVT RIDE):** Bids were received on March 21, 2014. A scoring and evaluation committee has been developed and coordinated by ICTC staff that includes a staff member from each City with paratransit services participate in this process. The committee met on March 24th and ranked the proposals. Oral interviews were conducted with proposers on April 3, 2014. In May 2014, each of the participating cities are taking action to consider proceeding with consolidation. The results of the process would then be forwarded to the Commission for direction at our Commission meeting on May 28, 2014.

2. **Heber Public Utility District request for bus shelters in the community of Heber:** ICTC received a request from the Heber Public Utility District for bus shelter and ADA access improvements in the community of Heber in the areas of SR 86 (East Main St.) and Parkyns. On February 26, 2014 ICTC and Caltrans met to review the area and potential improvements, such as, sidewalks with ADA ramps, and re-location of the current westbound bus stop to the north west corner of Parkyns Ave. and SR-86. ICTC and Caltrans staff will have following discussions for scope of improvements, funding and next steps. ICTC is partnering with Caltrans to submit an ATP grant application for these improvements. Construction costs are initially estimated at $800,000.

3. **Calexico Intermodal Transportation Center:** The feasibility study’s scope of work will also include: stakeholder meetings, public workshops, stakeholder surveys, site selection analysis, and financial and operational feasibility reports. See attached fact sheet. On April 29th the consultant conducted a second steering committee meeting to review the project location alternatives and findings to date. Preliminary study findings will be presented to the Calexico City Council in June 2014.

4. **2014 Road Closures and Bus Delays:** It has been brought to the attention of ICTC staff that road closures will occur within the City of Westmorland. Routes 2N and 2S will be affected sometime in May or June due to a street rehab project in Westmorland of North Center St. The only bus stop in Westmorland is located directly on North Center St. A detour will take place and a temporary bus stop identified. Rider’s alerts will also be posted of the future changes. Once work begins it is expected to last 30 to 60 days.

5. **California / Baja California Pedestrian and Bicycle Transportation Access Study:** The Study will focus on the California-Baja California border region, specifically its six Ports of Entry (POEs). On February 26, 2014, the Commission approved the selection of KOA and Associates. The project kick-off was conducted on April 8, 2014 at ICTC. Data collection is in progress, and public outreach to begin in late May 2014.
6. **IVT Bus Stop Safety and Design Standards Guidelines Project:** The final product will benefit ICTC, the cities and County in the implementation of future bus stop and terminal capital improvements throughout the region. This project is the second phase of the multi-year Four Phase Bus Stop Improvement Program. A draft is expected to be available for member agency review by May 1, 2014.

7. **Transportation Development Act (TDA-State Funds) Triennial Performance Audit Project:** A kick off meeting was conducted on December 10, 2014 at ICTC offices. Requests for information have been emailed to member agency staff. The audit is a State mandated requirement every three years for all TDA funds received in Imperial County. Audit staff are expected to be in the Valley and visiting member agencies the week of April 28, 29 and 30th.

8. **ADA Paratransit Service Certification and Eligibility Process, Demand Management Review and Growth Assessment.** The draft certification process changes are scheduled to be presented at public meetings to occur on June 3rd, 2014. The meetings will be held throughout the county all day, for information contact ICTC. The consultant will evaluate our certification and eligibility process for the ADA paratransit service; provide an assessment of the growth and subsequent demand for future years. The consultant is reviewing data gathered and developing recommendations.

9. **Update to the 2008 Coordinated Public Transit and Human Services Transportation Plan.** The stakeholders’ meeting was held on February 4, 2014 at the ICTC offices. In addition, additional stakeholders are meeting on an individual basis with the consultants through the end of the month. The primary purpose of the Coordinated Plan is to continue to meet the Federal Transit Administration’s (FTA) and other funding agency’s requirements for eligibility for various grants, including but not limited to the FTA Section 5310 program. The update to the Coordinated Plan will include a reassessment of all available public and private transportation services in Imperial County, a reassessment of public and social services transportation needs, development of strategies and/or activities to address gaps in service, identification of coordination actions to eliminate or reduce duplication in services where they exist, and a prioritization of implementation strategies.

10. **The San Diego State University / Imperial Valley College Transit Shuttle Analysis.** A Memorandum of Understanding between SCAG and ICTC was executed on December 19, 2013. The Transit Shuttle Analysis will assess the feasibility of an inter-college shuttle service in Imperial County. ICTC and SCAG staff are working on completing the RFP process in the summer of 2014.

11. **Imperial County Aerial Acquisition Project.** The Imperial County Aerial Acquisition project is for a consultant to fly-over and process the aerial imagery in order to be used in GIS or CAD systems for analytical activities. SCAG has committed resources and staff time for procurement and contract management. Other local contributions have been confirmed for another $50,000. The project may have a funding shortfall pending RFP process scheduled for completion in May 2014. RFP evaluation is in progress.

12. **Active Transportation Program (ATP) Call for Projects Announcement.** The ATP call for projects application period was released on Friday March 21, 2014. The Applications will be due to Caltrans NO LATER THAN 3 p.m. on MAY 21, 2014. The ATP guidelines, and the application forms and instructions can be found at [http://www.dot.ca.gov/hq/LocalPrograms/atp/index.html](http://www.dot.ca.gov/hq/LocalPrograms/atp/index.html). There will not be a second call for projects under the ATP for our MPO SCAG. The applications submitted to the state will be passed onto the MPO’s once scored and ranked for further recommendations using the MPO designated pot of funds under ATP. If any agency plans to submit an application please contact David Salgado at ICTC in order to review the application and provide input prior to their submittal to the state.

ICTC is proposing to submit an ATP application in cooperation with Caltrans for the town of “Heber Bus Stop and Sidewalk Improvements.” The proposed ATP grant submittal will be for the amount of $800,000 to install sidewalk, curb and gutter, residential driveways and ADA accessible curb cuts at 6 locations. The work, should the grant be approved, will be completed by Caltrans, and occur on SR-86 between Parkys Ave. and Heber Ave.

13. **Meetings attended on behalf of ICTC:**
   - Imperial – Mexicali Binational Alliance, April 10, 2014
• Briefing on California’s Border Infrastructure with newly appointed U.S. Customs & Border Protection (CBP) Commissioner R. Gil Kerlikowske, April 17, 2014
• County Transportation Commission CEOs'/SCAG Meeting and Regionwide CEO’s Meeting, April 18, 2014
• Calexico West Land Ports Of Entry Roundtable Discussion with Congressman Vargas, April 22, 2014
• SANDAG Borders Committee, April 25, 2014
• SCAG General Assembly and Regional Council, May 1-2, 2014
• Caltrans External Advisory Liaison (CEAL) meeting, May 6, 2014
VI. ACTION CALENDAR

May 9, 2014

ICTC Management Committee
Imperial County Transportation Commission
1405 N. Imperial Ave Suite 1
El Centro, CA 92243

SUBJECT: Update to the 2014 Competitive Bid for the Coordination of Public Dial-a-Ride Paratransit Services – IVT RIDE

Dear Committee Members:

As a result of prior direction from the Commission, ICTC recently completed a competitive bid focused on the consolidation of the five public dial-a-ride services. ICTC currently administers turnkey contracts for the paratransit system in the West Shores communities of the Salton Sea. The Cities of Brawley, Calexico, El Centro and Imperial administer turnkey contracts for intra-city Dial-A-Ride services. There are multiple operators under multiple contracts with these agencies.

The five (5) agencies determined that they were interested in determining if greater efficiencies, better compliance with regulations and cost reductions could be achieved through the consolidation of the management, dispatch, reservationists, maintenance and marketing etc. under one turnkey contractor with one administering agency. This process would be determined through this competitive bid, whereby one (1) operator may be offered a contract for all five services.

In February 2014, fourteen transportation providers were invited to submit written proposals for consideration for the service tentatively branded as IVT RIDE, and with primary colors of yellow, black and white. The providers were requested to submit one proposal for all five of the paratransit services; for a five year contract, with three one-year extensions.

It was anticipated that any new contract would then be administered by ICTC. The participating public agencies would terminate their individual contracts during a scheduled transition effective in the new fiscal year. However, for management and accountability, a new Paratransit Coordination Committee (PCC) would also be created by which the participating public agencies will retain the ability to be responsive to their constituents, review system performance and make recommendations as necessary.

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
The Request For Proposal (RFP) required several key issues be addressed including compliance with the twenty-four mandatory functional areas in order to be eligible for federal transit funding, i.e., drug and alcohol testing, the Americans with Disabilities Act, performance measures, as well, as State requirements for driver training and offering employment to incumbent displaced transit personnel as necessary, and local requirements for facilities, marketing, bilingual drivers and reservationists, and participation with the local agencies’ Offices of Emergency Services for emergency evacuation purposes etc.

Five proposals were ultimately received. Two proposals were from incumbent providers and three proposals were from new providers. All five proposals met the required initial screening for responsiveness to bid requirements and reference checks. ICTC staff also completed a labor allocation comparison and a vehicle usage report to identify shortcomings or other issues as compared to the current operations.

A Proposal Evaluation Committee comprised of staff from Brawley, El Centro, Imperial and ICTC reviewed and scored the proposals on March 24, 2014. The proposals were evaluated and ranked based on the categories of: Technical Qualifications and Experience; Proposed Methodology; Staff Qualifications and DBE Goal Attainment; Facilities and Equipment; Cost and Best Value; References; and compliance with State Labor Code 1072.

Four of the five providers were invited to come to the oral interview phase based on the evaluation and scores for the respective proposals. For the interviews, the evaluation was based on responses to questions based on the following eight (8) categories: Operations and Management Experience; Vehicle Procurement; Proposed Facility; Use of Technology and Software; Transition Plan; Bilingual Capabilities; Eligibility Determinations; and, Interactions with the Administering Public Agency.

Based on the competitive bid process, it appears that an opportunity to achieve greater efficiencies, better compliance with regulations, new technology for reservations/dispatching and performance management, and cost reductions can be achieved through the consolidation of the operations including management, dispatch, reservationists, maintenance and marketing under one provider under one contract. The range of costs in the proposals (not including marketing) for the eight-year period were between a 9% reduction in cost, to an 11.5% increase in cost when compared to the current budgeted year projected over the eight year period, with a 3% escalator per the consumer price index, at $9,738,556.

The Evaluation Committee forwarded the following final ranking:

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<th>Rank</th>
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<tr>
<td>3.</td>
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<td>4.</td>
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The project schedule calls for a presentation to the Commission for further direction on contract award on May 28th 2014. As of this date, Brawley and Calexico confirmed by Council action that they desire to participate in the consolidated contracting opportunity. The City of El Centro has confirmed non – participation. The City of Imperial is scheduled to take action on June 4, 2014. ICTC also must confirm its participation with regards to its West Shores Dial-A-Ride contract.
As of this date, at least one member has confirmed non-participation, therefore the scope of work has changed and a new competitive bid process must be undertaken. This action is consistent with procurement requirements per federal and CALTRANS statutes. ICTC staff will revised the scope of work for the remaining member agencies and recirculate the RFP under a compressed time frame. The results are expected to be returned to the Commission for a final decision in the July/August time frame.

Therefore, it is requested the ICTC Management Committee forward this item to the Commission for review and approval after the receipt of public comment:

1. Reject all bids from the January 2014 IVT RIDE Consolidated Paratransit Services bid due to a change in the scope of work.
2. Direct staff to circulate a revised June 2014 IVT RIDE Consolidated Paratransit Services bid.
3. Direct staff to return for final direction on an IVT RIDE Consolidated Paratransit Services contract award.

Sincerely,

[Signature]
MARK BAZA
Executive Director

MB/ksw/cl
VI. ACTION CALENDAR

B. AMENDMENT 7 TO THE WEST SHORES DIAL-A-RIDE OPERATING AGREEMENT, ARC-IMPERIAL VALLEY, FY 2014-15
May 9, 2014

ICTC Management Committee
Imperial County Transportation Commission
1405 N. Imperial Ave. Suite 1
El Centro, CA 92243

SUBJECT: Amendment 7 to the West Shores Dial-A-Ride Operating Agreement, ARC-Imperial Valley, FY 2014-15

Dear Members of the Committee:

The West Shores Dial-A-Ride is the public paratransit service operated by ARC-Imperial Valley within the communities along the West side of the Salton Sea. The use of the service revolves primarily around access by transit dependent residents to the nutrition program and medical clinic. There is also some use of the connection to Imperial Valley Transit in Westmorland, for those that need to travel into the more urbanized area (i.e. Brawley) for banking and other necessities. There are an average of 15 passengers per service day and the farebox ratio is approximately 5%.

Effective FY 2012-13, funding for this service is now derived from the Local Transportation Authority (LTA) 2% set aside for transit services, and is included in the FY 2013-14 ICTC OWP and Transit Budget that is expected to be approved on June 26, 2013.

The Cities of Brawley, Calexico, El Centro and Imperial administer turnkey contracted intra-city Dial-A-Ride services. As a result of requests from member agencies operating Dial-A-Ride services and prior direction from the Commission, in February 2014, ICTC staff completed a competitive bid focused on the consolidation of the five public Dial-A-Ride services. Currently, there are multiple operators under multiple contracts with these agencies. The consolidated contract would be with one contracted service operator and under the management and administration of ICTC.

CITIES OF BRAWLEY, CALExico, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
The five (5) agencies determined that they were interested in determining if greater efficiencies, better compliance with regulations and cost reductions could be achieved through the consolidation of the management, dispatch, reservationists, maintenance and marketing etc. under one turnkey contractor with one administering agency. This process would be determined through this competitive bid, whereby one (1) operator may be offered a contract for all five services.

There were five proposals reviewed and ranked by City staff from Brawley, El Centro, Imperial and ICTC Staff. After the scoring and ranking process conducted in March and April, there were clear advantages and service efficiencies that the agencies would realize, with a new consolidated services contract with the top ranked proposer:

1) One single consolidated administrative, management, maintenance, dispatching location/operator.

2) One single audit, budget and performance management system.

3) The top ranked proposers have committed more efficient dispatch and reservations, performance management and improved customer service due to advanced dispatch/maintenance technology and software, as well as, software that can generate performance data reporting.

4) The top ranked proposers are committed to hiring as many incumbent and local drivers and dispatchers as are interested, and, that can meet the State and federal requirements. ICTC requires bilingual drivers but will grandfather otherwise qualified incumbent staff.

5) The top ranked proposers would have superior fleet management through dedicated and in house mechanics and maintenance services, and the flexibility to move vehicles between jurisdictions as needed. There creates a self-reliant and self-sufficient operations, with no dependency on vendor contracted maintenance

6) The top ranked proposers will provide a dedicated facility. The only activity conducted at this facility would be public transit services. There are no conflicts with other transit or non transit services operated by the proposers.

7) The top ranked proposers have dedicated management resources that are specialists in activities focused on the transit industry; i.e. Fleet Maintenance and Human Resources. This allows for a significant amount of experience and knowledge when needed.

8) The potential for seamless travel possibilities for passengers from Dial-a-Ride service to local or regional fixed route buses with co-located, coordinated dispatchers.
9) The potential for Dial-A-Ride services to provide limited emergency evacuation for seniors and disabled, through a new reporting relationship with local member agencies’ OES services.

10) The potential for community services hours available in a limited number for events as in a “Holley Trolley” at Christmas. However the bank of community service hours are shared between agencies.

11) The potential for additional service hours added if cost savings can be translated into additional service hours i.e. limited Sunday service may be added.

12) A new marketing program that includes brochures and print media, with a dedicated website for information.

The current contractor, ARC – Imperial Valley while submitting a proposal for the consolidated services, was not one of the top three ranked proposers.

The contract with ARC was executed in September 2006 through June 30, 2011. There are one-year extensions allowable through June 30, 2016. The extensions are available per contract Section 1.1.3, “...unless good and reasonable cause is shown why the agreement should or could not be extended…”

As a result of the competitive bid process, ICTC staff recommends that the West Shores Dial-a-Ride service be formally included in the consolidated competitive bid, by Commission action confirming participation. In addition, the current contract with ARC – Imperial Valley should be extended for an additional three months, to allow the competitive bid process to become finalized.

Therefore, it is requested that the Management Committee forward this item to the ICTC Commission for review and approval after the receipt of public comment:

1. Confirm the West Shores Dial-a-Ride service participation in the Consolidated Paratransit Services Competitive Bid Process.

2. Direct staff to negotiate a contract extension #7 with ARC-Imperial Valley for the operation of the West Shores Dial-A-Ride for the period effective July 1, 2014 through September 30, 2014.

3. Direct staff to return with a West Shores Dial-A-Ride contract extension #7 for Commission approval.

Sincerely,

MARK BAZA
Executive Director
C. RESOLUTION AUTHORIZING IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC) TO PROVIDE LOCAL MATCH FUNDS FOR AN ACTIVE TRANSPORTATION PROGRAM GRANT
May 9, 2014

ICTC Management Committee
Imperial County Transportation Commission
1405 N. Imperial Ave Suite 1
El Centro, CA 92243

SUBJECT: Resolution authorizing Imperial County Transportation Commission (ICTC) to Provide Local Match Funds for an Active Transportation Program Grant

Dear Committee Members:

The Imperial County Transportation (ICTC) in collaboration with Caltrans is preparing an Active Transportation Program (ATP) application for bus stop and pedestrian access improvements on State Route 86 in the community of Heber, a regionally significant highway and transit corridor.

The improvements are proposed on State Route 86 between Parkyns Road and Heber Street in Imperial County in the town of Heber. The improvements will include two upgraded bus stops with covered shelters, improved driveway access to seven parcels of property, 690 linear feet of new sidewalks, six ADA accessible curb ramps and three crosswalks. Drainage will also be improved with 630 linear feet of new concrete curb and gutter and 215 feet of concrete lined ‘V’ ditch to carry storm water run-off away from the roadway. The new bus pads will be constructed of concrete to prevent the asphalt from buckling and will provide a longer life span for the bus stop and State Route.

The Project will construct the necessary pedestrian and roadway infrastructure to serve the community of Heber. The improvements on SR-86 will enhance access to pedestrians and transit users. The project area is a highly utilized area of the City by all residents including students traveling to and from school.

The Project will improve circulation at this intersection for both pedestrians and vehicles by enabling safe and efficient crossings and pedestrian pathways. This outcome will also greatly improve access to transit services for the community.

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
Per the ATP Guidelines, matching funds are required for all capital improvement projects in the amount equivalent of 11.47% of the total project cost. Caltrans District 11 engineering staff have prepared detail plans and cost estimates for the project. The total project cost is estimated at $800,000, ATP grant amount requested would be $708,240 and local match contribution would be $91,760.

Based on the transit aspects of this project, ICTC staff recommends the use of Transportation Development Act (TDA) funds to match the required $91,760. The TDA funds would be counted towards the Overall Work Plan in FY 2014/15.

It is requested that the ICTC Management Committee forward this item to the ICTC Commission for their review and approval.

1. Authorize the Chairman to sign the resolution authorizing Imperial County Transportation Commission (ICTC) to use Transit Development Act (TDA) funds in an amount not to exceed 11.47% of the total project cost.

Sincerely,

[Signature]

MARK BAZA
Executive Director

MB/vm

Attachments
RESOLUTION NO. XXXXX-XX

A RESOLUTION OF THE IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC) APPROVING AN APPLICATION SUBMISSION TO OBTAIN FUNDING FOR HEBER BUS STOP AND PEDESTRIAN ACCESS IMPROVEMENT PROJECT AT STATE ROUTE 86 UNDER THE ACTIVE TRANSPORTATION PROGRAM, AGREEING TO PROVIDE A REQUIRED LOCAL MATCH AND AGREEING TO COMPLY WITH PROJECT DELIVERY SCHEDULES AND TIMELY USE OF FUNDS

WHEREAS, the Active Transportation Program (ATP) was created by Senate Bill 99 (Chapter 359, Statutes of 2013) and Assembly Bill 101 (Chapter 354, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking; and

WHEREAS, the ATP Guidelines identifies eligible applicants to be Local, Regional, or State Agencies; and

WHEREAS, regional transportation planning agencies (RTPA), such as the Imperial County Transportation Commission (ICTC) are eligible applicants per the ATP Guidelines; and

WHEREAS, a call for projects was released in March 26, 2014 and ICTC is hopeful of obtaining funding for the bus stop and pedestrian access improvement on State Route 86 in the community of Heber, a regionally significant highway and transit corridor; and

WHEREAS, ICTC will be requesting $708,240 for FY14/15 and provide a required local match of 11.47% of the total project cost; and

WHEREAS, the total project cost estimate is $800,000, requesting $708,240 from ATP and a local match of $91,760; and

WHEREAS, if awarded ICTC would commit $91,760 from Transportation Development Act (TDA) funds in FY14/15; and

WHEREAS, ICTC will ensure the project is delivered in a timely manner to prevent funds from lapsing due to non-delivery; and

NOW THEREFORE, BE IT RESOLVED by the ICTC that it affirms its continuing commitment to the project delivery deadline for all project phases will be met or exceeded.

BE IT FURTHER RESOLVED, that ICTC commits the use of TDA funds in the amount not to exceed 11.47% of the total project cost.

PASSED AND ADOPTED at a regular meeting of the Imperial County Transportation Commission held on____________.
By: 
Chairman

ATTEST:

By: 

CRISTI LERMA
Secretary to the Commission