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MANAGEMENT COMMITTEE AGENDA

**COUNTY OF IMPERIAL
Administration Offices
940 W. Main St., 2nd Fl, Conference Room C&D
El Centro, CA 92243**

**Wednesday, September 11, 2024
10:30 A.M.**

CHAIR: DENNIS MORITA

VICE CHAIR: CEDRIC CESEÑA

In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting on the Commission's website: www.imperialctc.org.

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Secretary to the Commission at (760) 592-4494 if special assistance is needed to participate in a Management Committee meeting, including accessibility and translation services. Assistance is provided free of charge. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/88356074430?pwd=yCAoMJz02fCOLzf3C5c1z0CjVKfyES.1>

Join by phone by dialing 669-444-9171

Meeting ID: 883 5607 4430

Passcode: 169029

I. CALL TO ORDER AND ROLL CALL

II. EMERGENCY ITEMS

A. Discussion/Action of emergency items, if necessary.

III. PUBLIC COMMENTS

This is an opportunity for members of the public to address the Management Committee on any subject matter within their jurisdiction, but not an item on the agenda. Any action taken because of public comment shall be limited to direction to staff. Each speaker should contact the Secretary to the Commission at (760) 592-4494 or by email to cristilerna@imperialctc.org. When addressing the Committee, state your name for the record prior to providing your comments. Please address the Committee as a whole, through the Chairperson. Individuals will be given three (3) minutes to address the Committee; groups or topics will be given a maximum of fifteen (15) minutes. Public comments will be limited to a maximum of 30 minutes. If additional time is required for public comments, they will be heard at the end of the meeting. Please remember to follow the Public Comment Code of Conduct.

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND,
IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL**

IV. CONSENT CALENDAR

- A. Approval of Management Committee Draft Minutes: August 14, 2024 page 4
- B. Receive and File:
 - 1. ICTC Commission Minutes: August 28, 2024

V. REPORTS

- A. ICTC / LTA / IVRMA Executive Director page 17
 - ICTC Executive Director Report
- B. Southern California Association of Governments page 26
 - See attached report
- C. California Department of Transportation – District 11 page 30
 - See attached report
- D. Committee Member Reports

VI. ACTION CALENDAR

- A. 2024 Quality Assurance Program (QAP) page 48

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

 - 1. Approve the proposed 2024 Quality Assurance Program (QAP).
- B. Adjustments to IVT RIDE Paratransit System – Acquisition/Development of Rider Application page 89

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

 - 1. Authorize the Executive Director to proceed with the acquisition and development of the IVT Ride Rider Application and Scheduling Software.

VII. INFORMATION CALENDAR

- A. Forrester Road Proposed Improvements – Project Study Report
Presentation by David Aguirre
- B. Overview of the Calxico East Port of Entry Bridge Widening Project
Presentation by David Aguirre

VIII. NEXT MEETING DATE AND PLACE

- A. The next Management Committee Meeting is scheduled for Wednesday, October 09, 2024, at 10:30 a.m. at the ICTC Offices.

IX. ADJOURNMENT

IV. CONSENT CALENDAR

- A. Approval of Management Committee Draft Minutes: August 14, 2024
- B. Receive and File:
 - 1. ICTC Commission Minutes: August 28, 2024

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE
MINUTES OF August 14, 2024
10:30 a.m.**

VOTING MEMBERS PRESENT:

City of Brawley	Tyler Salcido
City of Calexico	Juan Contreras
City of Calipatria	Edgar Self
City of El Centro	Cedric Ceseña
City of Holtville	Nick Wells
City of Imperial	Dennis Morita
County of Imperial	Absent
County of Imperial	Rebecca Terrazas-Baxter
Imperial Irrigation District	Manuel Ortiz
City of Westmorland	Absent
ICTC	David Aguirre

STAFF PRESENT: Cristi Lerma, Katie Luna, Michelle Bastidas, Angela Delgadillo, Esperanza Avila, Maricela Galarza (Zoom)

OTHERS PRESENT: Alejandro Lopez, Bryan OTT: Caltrans, David Salgado: SCAG

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, August 14, 2024, together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chair Morita called the meeting to order at 10:30 a.m., roll call was taken, and a quorum was present.

II. EMERGENCY ITEMS

There were none.

III. PUBLIC COMMENTS

There were none.

IV. CONSENT ITEMS

- A. Approval of Management Committee Draft Minutes: June 12, 2024
- B. Received and Filed:
 - 1. ICTC Commission Minutes: June 26, 2024
 - 2. ICTC TAC Minutes: June 27, 2024
- C. IVRMA Fiscal Audits for FY 2019-20, FY 2020-21, FY 2021-22, and FY 2022-23

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

1. Received and file the fiscal audits for the Imperial Valley Resource Management Agency, for FY 2019-20, FY 2020-21, FY 2021-22, and FY 2022-23.

D. State of Good Repair Grant Program, FY 2024-25

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

1. Approved the attached resolution authorizing the Executive Director or his designee to take any actions necessary on behalf of the ICTC for the purposes of obtaining FY 2024-25 financial assistance, provided by the State of California Department of Transportation under the State of Good Repair Grant Program.

E. Agreement between the Imperial County Transportation Commission (ICTC)/Service Authority for Freeway Emergencies (SAFE) and the Department of California Highway Patrol (CHP) for Call Box Services and Assistance

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

1. Approved the Agreement with the Department of California Highway Patrol (CHP) for services and assistance provided by CHP for the motorist aid call box system, for the term of January 1, 2025, through December 31, 2027, in the amount not to exceed \$1,572.00.
2. Authorized the Executive Director to sign the agreement.

F. ATP Guidelines 2025 Active Transportation Program Regional Guidelines and 20-Point Scoring Methodology

The ICTC Technical Advisory Committee forwarded this item to the Management Committee for discussion and recommended to submit to the ICTC Commission after public comments, if any:

1. Approved the following methodology for assigning points of the 2025 Active Transportation Program Regional Guidelines:
 - a. Twenty (20) points for projects that have been identified in an adopted local and/or regional plan; and
 - b. Zero (0) points for projects that have not been identified in an adopted local and/or regional plan.

A motion was made by [Salcido](#) seconded by [Wells](#) to approve the consent calendar as presented; Roll call was taken:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Figueroa	Absent
County of Imperial Terrazas-Baxter	Yes

City of Westmorland	Yes
Imperial Irrigation District	Yes

Motion carried.

V. REPORTS

A. ICTC Executive Director

Mr. Aguirre had the following updates:

- Active Transportation Program, Cycle 7: Applications were due to the CTC by June 17, 2024.
- 2024 Local Partnership Program, Cycle 5: is scheduled to adopt the 2024 LPP Program Cycle 5 Guidelines on August 15-16, 2024. Upon adoption of the Cycle 5 Guidelines the Call for Projects will open. The LPP Grant funds require a one-to-one match. The Imperial County Region's estimated allocation amount for FY 2025/26 is \$524million and \$520 million for FY2026/27 for a total of \$1,044 million. The Call for Projects for the CTC is anticipated to open on August 16, 2024, with a deadline of November 15, 2024.
- ICTC/IVT Operations and Maintenance Facility: The site plan will also be shared with the commission upon completion. Staff is working on grant applications to fund the preliminary phases of the project. More information to come.
- Community Project Funding/Congressionally Directed Spending(CPFCDs): ICTC will continue to work with all the awardees to ensure that their projects are programmed to enable the use of the project funding.
- Imperial Valley Transit and Associated Services Operations and Maintenance Request for Proposals: ICTC's existing agreement with its current operator (Transdev) has concluded. As required by federal law, ICTC issued a Request for Proposals (RFP) to qualified transit operations and maintenance operators. The RFP was issued on February 16th, 2024. The new agreement will be for a 5-year fixed period with two additional single-year options. ICTC received multiple responses to its RFP and ultimately ICTC awarded the agreement to Transdev, services continue to be provided and ICTC Staff is working with Transdev staff to strategically improve services.
- Imperial County EV Charging Infrastructure Feasibility Study – ICTC recently submitted a grant application under the Carbon Reduction Program (CRP) to prepare a Countywide EV Charging Infrastructure Feasibility Study. The project will aim to identify strategic locations within the county for EV Charging Infrastructure. Caltrans is currently developing a similar project for locations along State facilities. Staff is currently working on the development of the Scope of Work for the project to proceed to the issuance of a Request for Proposals.
- Calexico East Port of Entry Bridge Widening Project: The final project improvements which consisted of the reinstallation of new bolts under the existing bridge section was completed in early August 2024. The project is now in the closeout phase.
- IVT Ride Potential Service Modifications: IVT Ride is a dial-a-ride service that is available to seniors (55 years of age or older) and persons with disabilities in the communities of Calexico, Heber, El Centro, Imperial, and Brawley. Staff anticipates bringing the further evaluated concept to the Management Committee and Commission in the coming months. Staff are also pursuing funding opportunities to facilitate the possible transition of the service.

- Callexico Intermodal Transportation Center (ITC): It is anticipated that the project will start construction in October 2024. The final set of contract documents is being prepared in anticipation of the construction bidding phase.
- Bus Stop Improvement Project: ICTC released the Request for Proposals for design services for the project. ICTC is looking to begin design services soon and have construction take place within FY23-24/FY24-25. The contract was awarded at the April Commission meeting. ICTC has already participated in a kickoff meeting with the consultant and all of the effected agencies. The project design is ongoing and is anticipated to be completed in the new few months.
- Transit Comprehensive Operational Analysis: Staff recently released the Request for Proposals to the public and are anticipated to work towards a contract award in September/October 2024. The analysis is anticipated to take a year to complete.
- All ICTC Executive Directors updates can be found on page 131.

B. Southern California Association of Governments (SCAG)

Mr. Salgado had the following updates:

- Regional Early Action Plan: Full Funding Anticipated for REAP 2.0 Grants Following \$231.5 Million Allocation: Following the 2024 Budget Act, the state allocated \$560 million to restore the Regional Early Action Planning (REAP 2.0) grant program. SCAG received a final award of \$231.5 million from the California Department of Housing and Community Development, which represents a reduction of \$14.5 million from SCAG's initial allocation. Despite this reduction, SCAG anticipates full funding for all competitive and formula based grant awards previously approved by the Regional Council.
- Sustainable Communities Program- Active Transportation and Safety Call for Applications Guidelines: The Active Transportation and Safety call for applications for the Sustainable Communities Program (SCP) opened on July 8, 2024. Available funding in this call for applications is estimated to be \$10.4 million, comprising Active Transportation Program Cycle 7 regional funds and a 2023 Safe Streets and Roads for All federal grant.
- SCAG Receives \$1 Million In Sustainable Transportation Planning Grants From Caltrans: The California Department of Transportation (Caltrans) recently announced \$76.1 million in fiscal year 2024-2025 Sustainable Transportation Planning Grant Awards, including two \$500,000 grants for SCAG in the Strategic Partnerships funding category. With the first grant, SCAG will conduct a survey and study airport passenger surface transportation behaviors and attitudes in the SCAG region. SCAG anticipates launching the study later this year and completing it in late 2027. With the second grant, SCAG will partner with Caltrans Districts 7, 8, 11, and 12 and local jurisdictions on the "Planning for Main Streets" project, conducting planning work to enable improvements on state highways in the SCAG region that double as main streets given existing and planned land uses, related projects, and

community priorities. The “Planning for Main Streets” project is anticipated to kick off in Spring 2025 and be completed in Summer 2027.

- SCAG updates can be found on page 140.

C. Caltrans Department of Transportation – District 11

Mr. Lopez-Rangel had the following updates:

- October 04, 2024, is the final deadline for the CTC meeting request.
- Friday, June 14, 2024, is the final deadline (for the August 15-16, 2024, CTC meeting).
- Unique Entity Identifier (UEI) Renewals: For assistance, please contact the Caltrans Imperial Area Engineer, Alejandro Lopez-Rangel: at 858-229-1721.
- 2025 Active Transportation Program (Cycle 7): ATP Cycle 7 Application deadline has passed. Applications were due by June 17, 2024.
- Highway Safety Improvement Program (HSIP) – Cycle 12: Deadline is Monday, September 9, 2024.
- All Caltrans updates can be found on page 144.

D. There were no committee member reports.

VI. ACTION CALENDAR

A. ICTC audit award Agreement for Professional Financial Auditing Services - FY 2023-24 through FY 2025-26

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

1. Authorized the Chairman to sign the agreement for the ICTC Agreement for Professional Financial Auditing Services effective July 1, 2024, for the audit periods FY 2023-24 through FY 2025-26, with the firm of Vasquez and Company:
 - a. For the fiscal reporting period of July 1, 2023 through June 30, 2024, the annual not to exceed fee set at \$82,000.00
 - b. For the fiscal reporting period of July 1, 2024 through June 30, 2025, the annual not to exceed fee set at \$84,460.00
 - c. For the fiscal reporting period of July 1, 2025 through June 30, 2026, the annual not to exceed fee set at \$86,994.00

A motion was made by Wells seconded by Ceseña to approve Action A. Roll call was taken:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Figueroa	Absent
County of Imperial Terrazas-Baxter	Yes

City of Westmorland	Yes
Imperial Irrigation District	Yes

Motion carried.

- B. Audit and Accountancy Agreement for the Local Transportation Authority (LTA) for FY 2023-24, FY 2024-25 and FY 2025-26.

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

1. Authorized the Chairman to sign the agreement and engagement letter for financial audit services effective July 1, 2024, for the audit period FY 2023-24, FY 2024-25 and FY 2025-26 with the firm of The Pun Group for the not to exceed annual fees per the following schedule:
 - a. For the audit period July 1, 2023, through June 30, 2024, the annual not to exceed fee set at \$82,750.00
 - b. For the audit period July 1, 2024, through June 30, 2025, the annual not to exceed fee set at \$86,060.00
 - c. For the audit period July 1, 2025, through June 30, 2026, the annual not to exceed fee set at \$89,502.00

A motion was made by [Ceseña](#) seconded by [Contreras](#) to approve Action B. Roll call was taken:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Figueroa	Absent
County of Imperial Terrazas-Baxter	Yes
City of Westmorland	Yes
Imperial Irrigation District	Yes

Motion carried.

- VII. The next meeting is scheduled for **September 11, 2024, at 10:30 a.m.** at the County of Imperial and via Zoom Meeting for non-voting members and the public.

VIII. ADJOURNMENT

The meeting was adjourned at 11:08 a.m.

IMPERIAL COUNTY TRANSPORTATION COMMISSION
MINUTES FOR August 28, 2024
6:00 p.m.

VOTING MEMBERS PRESENT:

City of Brawley	Absent
City of Calipatria	Maria Nava-Froelich
City of Calexico	Camilo Garcia
City of El Centro	Tomas Oliva
City of Imperial	Robert Amparano
City of Holtville	Mike Goodsell
City of Westmorland	Absent
County of Imperial	Luis Plancarte
County of Imperial	Absent
Imperial Irrigation District	Karin Eugenio

STAFF PRESENT: David Aguirre, Cristi Lerma, Maricela Galarza (Zoom), Esperanza Avila, Cesar Beltran,

OTHERS PRESENT: Eric Havens: Counsel; Roy Abboud, John Garcia: Caltrans, David Salgado: SCAG,

PUBLIC: None

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, August 28, 2024, together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

[Chair Plancarte](#) called the Commission meeting to order at 6:03 p.m. Roll call was taken, and a quorum was present.

II. EMERGENCY ITEMS

There were none.

III. PUBLIC COMMENTS

There were none.

IV. CONSENT CALENDAR

- A. ICTC Commission Minutes: June 26, 2024
- B. Received and filed:
 - 1. ICTC Management Committee Minutes: June 12, 2024
 - 2. ICTC TAC Minutes: June 27, 2024
- C. State of Good Repair Grant Program, FY 2024-25

The ICTC Management Committee met on August 14, 2024, and forwarded this item to the Commission for their review and approval after public comment, if any:

- 1. Approved the attached resolution authorizing the Executive Director or his designee to take any actions necessary on behalf of the ICTC for the purposes of obtaining FY 2024-25 financial assistance, provided by the State of California Department of Transportation under the State of Good Repair Grant Program.

- D. Agreement between the Imperial County Transportation Commission (ICTC)/Service Authority for Freeway Emergencies (SAFE) and the Department of California Highway Patrol (CHP) for Call Box Services and Assistance

The ICTC Management Committee met on August 14, 2024, and forwarded this item to the Commission for their review and approval after public comment, if any:

1. Approved the Agreement with the Department of California Highway Patrol (CHP) for services and assistance provided by CHP for the motorist aid call box system, for the term of January 1, 2025, through December 31, 2027, in the amount not to exceed \$1,572.00.
2. Authorized the Executive Director to sign the agreement.

- E. ATP Guidelines 2025 Active Transportation Program Regional Guidelines and 20-Point Scoring Methodology

The ICTC Management Committee met on August 14, 2024, and forwards this item to the Commission for their review and approval after public comment, if any:

1. Approve the following methodology for assigning points of the 2025 Active Transportation Program Regional Guidelines:
 - a. Twenty (20) points for projects that have been identified in an adopted local and/or regional plan; and
 - b. Zero (0) points for projects that have not been identified in an adopted local and/or regional plan.

A motion was made by [Amparano](#) and seconded by [Nava-Froelich](#) to approve the consent calendar as presented, roll call:

Agency	Roll Call
City of Brawley	Absent
City of Calipatria	Yes
City of Calexico	yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Plancarte	Yes
County of Imperial Hawk	Absent
City of Westmorland	Absent
Imperial Irrigation District	Yes

Motion Carried.

V. REPORTS

- A. ICTC Executive Director
- Active Transportation Program Cycle 7: ICTC received correspondence indicating five (5) applications for the Imperial County Region. Applications were submitted by the City of El Centro, Imperial County Office of Education, Heber Public Utility District, City of Calipatria and City of Holtville. As a result of the State of California's budget deficit the ATP program overall funding was reduced significantly. Funding was anticipated to be \$568 Million overall but was ultimately reduced to approximately \$168 Million. Also, because of the budget deficit and associated cuts, the anticipated Imperial County Regional Share was reduced to approximately \$300k. More information is to come pertaining to State and Regional Share awards.

- Partnerships with IVEDC: IVEDC staff presented at the June Commission meeting to provide an update on this project. For more information, please contact Carlos Montes at carlos@ivedc.com.
- Community Project Funding/Congressional Directed Spending (CPFCDs): ICTC recently received an award of 4.1 million dollars to be utilized towards the Calexico Intermodal Transportation Center Project. ICTC will continue to work with all the awardees to ensure that their projects are programmed to enable the use of the project funding.
- Imperial County EV Charging Infrastructure Feasibility Study – ICTC recently submitted a grant application under the Carbon Reduction Program (CRP) to prepare a Countywide EV Charging Infrastructure Feasibility Study. The project will aim to identify strategic locations within the county for EV Charging Infrastructure. Caltrans is currently developing a similar project for locations along State facilities. Staff is currently working on the development of the Scope of Work for the project to proceed to the issuance of a Request for Proposals.
- Calexico East Port of Entry Bridge Widening Project: The final project improvements which consisted of the reinstallation of new bolts under the existing bridge section was completed in early August 2024. The project construction efforts are now complete and the project is now in the closeout phase.
- Imperial Mexicali Binational Alliance (IMBA): September 12th – Mexicali and November 14th (Strategic Planning and IMBA meetings) – Imperial County
- IVT Ride Potential Service Modifications: IVT Ride is a dial-a-ride service that is available to seniors (55 years of age or older) and persons with disabilities in the communities of Calexico, Heber, El Centro, Imperial, and Brawley. Staff anticipates bringing the further evaluated concept to the Management Committee and Commission in the coming months. Staff are also pursuing funding opportunities to facilitate the possible transition of the service.
- Calexico Intermodal Transportation Center (ITC Staff recently released the Request for Proposals to the public and are anticipated to work towards a contract award in September/October 2024. The analysis is anticipated to take a year to complete.
- Transit Comprehensive Operational Analysis: Staff are currently working on the development of the Request for Proposals (RFP), and it is anticipated that the RFP will be released in the coming months.
- All other updates are on the Executive Director report on page 76 of the agenda.

B. Southern California Association of Governments (SCAG)

Mr. Salgado had the following update:

- Regional Early Action Plan: Full Funding Anticipated for REAP 2.0 Grants Following \$231.5 Million Allocation: Following the 2024 Budget Act, the state allocated \$560 million to restore the Regional Early Action Planning (REAP 2.0) grant program. SCAG received a final award of \$231.5 million from the California Department of Housing and Community Development, which represents a reduction of \$14.5 million from SCAG's initial allocation. Despite this reduction, SCAG anticipates full funding for all competitive and formula based grant awards previously approved by the Regional Council.
- Sustainable Communities Program- Active Transportation and Safety Call for Applications Guidelines: The Active Transportation and Safety call for applications for the Sustainable Communities Program (SCP) opened on July 8, 2024. Available funding in this call for applications is estimated to be \$10.4 million, comprising Active Transportation Program Cycle 7 regional funds and a 2023 Safe Streets and Roads for All federal grant.
- SCAG 2024 Southern California Demographic Workshop: Registration is now open for the 2024 Southern California Demographic Workshop, "Navigating the New Growth Reality," presented by SCAG and the Sol Price School of Public Policy at the University of Southern

California. This 35th annual event will be held on Sept. 24 at SCAG's main office in Downtown Los Angeles and will also be available to attend online.

- All other updates are on the SCAG report on page 85 of the agenda.

C. California Department of Transportation (Caltrans)- District 11

Mr. Aboud had the following updates:

- SR-98 Widening Project: Stage 4 of the project is to be completed by the end of August.
- I-8 Roadside Safety Improvements: Completed.
- SR-111 Roadside Improvements: To be completed in October 2024.
- SR- 186 All American Canal Bridge: Project Milestone: Project Approval/Environmental Clearance is 12/24.
- October 4, 2024 – Deadline for California Transportation Commission (CTC) Requests: <https://dot.ca.gov//media/dotmedia/programs/financialprogramming/documents/prposed-2024-draft-prep-external-063024.pdf>
- All other updates are on the Caltrans report on page 89 of the agenda.

D. Commission Member Reports

- Updates were provided by various commissioners.

VI. ACTION CALENDAR

A. ICTC audit award Agreement for Professional Financial Auditing Services - FY 2023-24 through FY 2025-26

The ICTC Management Committee met on August 14, 2024, and forwards this item to the Commission for their review and approval after public comment, if any:

1. Authorized the Chairman to sign the agreement for the ICTC Agreement for Professional Financial Auditing Services effective July 1, 2024, for the audit periods FY 2023-24 through FY 2025-26, with the firm of Vasquez and Company:
 - a. For the fiscal reporting period of July 1, 2023, through June 30, 2024, the annual not to exceed fee set at \$82,000.00
 - b. For the fiscal reporting period of July 1, 2024, through June 30, 2025, the annual not to exceed fee set at \$84,460.00
 - c. For the fiscal reporting period of July 1, 2025, through June 30, 2026, the annual not to exceed fee set at \$86,994.00

A motion was made by [Nava-Froelich](#) and seconded by [Amparano](#) to approve the Action A as presented, roll call:

Agency	Roll Call
City of Brawley	Absent
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Plancarte	Yes
County of Imperial Hawk	Absent
City of Westmorland	Absent
Imperial Irrigation District	Yes

Motion Carried.

B. Appointment of an ICTC Commission Member to the SCAG Regional Council

1. Appointed Commissioner Mike Goodsell to the SCAG Regional Council and the SCAG Transportation Committee

A motion was made by [Nava-Froelich](#) and seconded by [Amparano](#) to approve the Action B as presented, roll call:

Agency	Roll Call
City of Brawley	Absent
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Plancarte	Yes
County of Imperial Hawk	Absent
City of Westmorland	Absent
Imperial Irrigation District	Yes

Motion Carried.

C. Appointment of an alternate to the California Vanpool Authority (Calvans) Board

1. Appointed Commissioner Mike Goodsell as an alternate from the Commission to the Calvans Board.

A motion was made by [Nava-Froelich](#) and seconded by [Amparano](#) to approve the Action C as presented, roll call:

Agency	Roll Call
City of Brawley	Absent
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Plancarte	Yes
County of Imperial Hawk	Absent
City of Westmorland	Absent
Imperial Irrigation District	Yes

Motion Carried.

D. Proposed Distribution plan for the 2024 Cycle 5 Local Partnership Formulaic Program (LPP)

The ICTC TAC Committee met on August 22, 2024, and forwarded this item to the Commission for their review and approval after public comment, if any:

1. Approved Proposed Distribution Plan for the Local Partnership Formulaic Program funds;
 - a. Cycle 5 Option #2 Flat Distribution Plan
 - b. Authorize staff to open Call for Projects for the Local Partnership Formulaic Program Cycle 5
2. Authorized staff to submit the recommended projects to the California Transportation Commission (CTC).

A motion was made by [Nava-Froelich](#) and seconded by [Amparano](#) to approve the Action D as presented, roll call:

Agency	Roll Call
City of Brawley	Absent
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Plancarte	Yes
County of Imperial Hawk	Absent
City of Westmorland	Absent
Imperial Irrigation District	Yes

Motion Carried.

VII. INFORMATION ITEMS

- A. IVT RIDE Adjustments
 - Mr. Aguirre delivered a presentation on the Dial-A-Ride Adjustments. ICTC plans to consider adjustments to the IVT Ride service to overcome significant challenges.

VIII. The next meeting will be on October 23, 2024, at 6:00 p.m. at the ICTC Offices, 1503 N. Imperial Ave., Suite 104, El Centro, CA 92243, and via Zoom Meeting for the public.

IX. ADJOURNMENT

- A. Meeting Adjourned at 8:15 p.m.

V. REPORTS

- A. ICTC/LTA/IVRMA EXECUTIVE DIRECTOR REPORT
- B. SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS REPORT
- C. CALIFORNIA DEPARTMENT OF TRANSPORTATION-DISTRICT 11
- D. COMMITTEE MEMBER REPORTS



1503 N IMPERIAL AVE SUITE 104
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4410

Memorandum

Date: September 3, 2024
To: ICTC Management Committee Members
From: David Aguirre, Executive Director
Re: Executive Director's Report

The following is a summary of the Executive Director's Report for the ICTC Management Committee meeting on September 11, 2024.

- 1) **Active Transportation Program, Cycle 7:** The California Transportation Commission (CTC) has released the Active Transportation Program (ATP) guidelines as of March 22, 2024. Approximately \$568 Million funding will be available for fiscal years 2025/26 through 2028/29 statewide. **Applications were due to the CTC by June 17, 2024.** Imperial County applicants were asked to submit a copy of their applications to the Imperial County Transportation Commission (ICTC). For a copy of the adopted ATP guidelines please refer to Active Transportation Program Guidelines directly at: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle7>.

In addition, only applicants that submit applications to the statewide ATP will be eligible for Regional ATP funds. Imperial County anticipates approximately \$1.1 million in ATP Cycle 7 Regional Funds will be available for all applicants that are not successful in the statewide call. There might also be additional funding available for quick build type projects. ICTC staff have developed an ATP factsheet for reference to both funding opportunities. Also, the Regional Active Transportation Plan adopted by ICTC is a valuable resource for agencies seeking funding through ATP Cycle 7. The document outlines priorities for each jurisdiction within Imperial County and was developed with significant input from the public. This input likely reflects the needs and preferences of the local community, making it a valuable tool for agencies seeking to align their grant proposals with the region's priorities. The ATP document is on the ICTC website at https://www.imperialctc.org/assets/documents/transportation-plans-and-studies/ICTC-ATP_Final-Document_2022.02.28_Reduced-Size.pdf

ICTC received correspondence indicating five (5) applications for the Imperial County Region. Applications were submitted by the City of El Centro, Imperial County Office of Education, Heber Public Utility District, City of Calipatria and City of Holtville.

As a result of the State of California's budget deficit the ATP program overall funding was reduced significantly. Funding was anticipated to be \$568 Million overall but was ultimately reduced to approximately \$168 Million. Also, because of the budget deficit and associated cuts, the anticipated Imperial County Regional Share was reduced to approximately \$300k. More information is to come pertaining to State and Regional Share awards.

- 2) **2024 Local Partnership Program, Cycle 5:** The Road Repair and Accountability Act of 2017 (Senate Bill 1) created the Local Partnership Program (LPP) as a program to reward and incentivize local or regional transportation agencies that have sought and received voter approval of taxes or that have imposed fees, which taxes or fees are dedicated solely for transportation improvements. The program is implemented by the California Transportation

Commission (CTC). The CTC adopted the 2024 LPP Program Cycle 5 Guidelines on August 15-16, 2024. As a result of the adoption of the Cycle 5 Guidelines the Call for Projects has opened. The LPP Grant funds require a one-to-one match. The Imperial County Region's estimated allocation amount for FY 2025/26 is \$524million and \$520 million for FY2026/27 for a total of \$1,044 million. There is also a competitive program that is administered by the CTC. Guidelines for the program can be found at <https://catc.ca.gov/-/media/ctc-media/documents/programs/senate-bill-1/2-bi-4-12-draft-2024-lpp-competitive-guidelines-red-line-v8.pdf>

In the past call for projects, ICTC staff proposed options to TAC members for the distribution of the LPP funds. The distribution calculations proposed were Option 1- Population and Maintained Mileage Based Distribution and Option 2- Using a Flat Distribution in addition to Population and Maintained Mileage Distributions. The proposed distribution is similar to the Local Transportation Authority (LTA) formula distribution.

On August 22, 2024, the TAC committee members reviewed and ultimately recommend Option 2 to be forwarded to the Commission for approval and to authorize ICTC to open the Call for Projects for the Local Partnership Formulaic Program Cycle 5. On August 28, 2024, the Commission approved TACs recommendation. **The Competitive Call for Projects for the CTC opened on August 16, 2024, with a deadline of November 20, 2024. There is also a competitive call for projects that is open for submittal directly to the CTC.**

- 3) **ICTC/IVT Operations and Maintenance Facility:** ICTC staff has engaged with the proposed property owner's representative about ICTC's interest in the property. ICTC has also communicated with the city of El Centro regarding action items that would need to take place to facilitate the goal of the project. ICTC has also communicated with grant agencies and our Zero Emission Bus Plan engineering consultant to develop a preliminary site plan of the proposed improvements. Next steps include executing a Letter of Intent with the property owner, continuing coordination with the city of El Centro, and to begin conducting the required environmental studies like a Phase 1 Site Assessment. ICTC will also continue to work on grant opportunities to fund the acquisition of the property. **The preliminary site plan has been prepared and will be shared with the commission. ICTC was recently informed that it had received a funding commitment for the completion of the design/environmental phases of the project.**
- 4) **Niland Bus Stop Implementation and Improvements:** ICTC staff has evaluated a few locations that may be suitable to integrate a potential bus stop. ICTC will continue to evaluate proposed locations and look for opportunities to potentially integrate the additional stop into its existing route.
- 5) **Community Project Funding/Congressionally Directed Spending (CPFCDs):** ICTC recently received an award of 4.1 million dollars to be utilized towards the Calexico Intermodal Transportation Center Project. The project has already received awards from the RAISE, ATP and REAP 2.0 programs. We would like to thank our local, State and Federal Partners and Congressman Raul Ruiz for their continued support of the project, ICTC and the Imperial County. ICTC would also like to congratulate the cities of Imperial and El Centro, the County of Imperial and the Imperial Irrigation District on their awards. *ICTC will continue to work with all the awardees to ensure that their projects are programmed to enable the use of the project funding.*
- 6) **Surface Transportation Block Grant Program (STBG), Carbon Reduction Program (CRP) and Congestion Mitigation and Air Quality Program (CMAQ) 2024 Call for Projects – FFY 2023-2024 to FFY 2025/2026:** The STBG, CRP and CMAQ Call for Projects began on November 9, 2023. Applications were due on Friday, January 26, 2024, at the ICTC office. All agencies were provided guideline documentation were encouraged to submit potential projects.

Program	Applicants	Total Value Requested by All Applicants
CMAQ	City of Imperial	\$388,000
STBG	City of Imperial, City of Brawley and City of El Centro	\$2,416,000
CRP	ICTC – City of Imperial	\$1,083,000

Due to the number of projects submitted, ICTC was able to evaluate all projects internally without utilizing the normal process which involves all cities participating in the scoring and ranking process. ICTC recommended projects to SCAG as part of the final submittal process. SCAG recently approved the list of projects anticipated to receiving funding. The project list is as follows:

Program	Applicants	Total Value Requested by All Applicants
CMAQ	City of Imperial – Aten Blvd Sidewalk Installation Phases 1 through 3	\$388,000
STBG	City of Imperial – P Street Rehab	\$519,000
STBG	City of El Centro – S. Imperial Avenue Utility Relocations	\$520,000
STBG	City of Brawley – Western Avenue Improvements	\$599,000
CRP	ICTC – EV Charger Study	\$150,000
CRP	City of Imperial – EV Charger Installation Phases 1 and 2	\$622,000

ICTC staff will be working with local agency staff and programming all approved projects in the Federal Transportation Improvement Program (FTIP). *Several projects have already started development for use of the grant funds.*

- 7) **Imperial Valley Transit and Associated Services Operations and Maintenance Request for Proposals:** *ICTC's existing agreement with its current operator (Transdev) has concluded. As required by federal law, ICTC issued a Request for Proposals (RFP) to qualified transit operations and maintenance operators. The RFP was issued on February 16th, 2024. The new agreement will be for a 5-year fixed period with two additional single-year options. ICTC received multiple responses to its RFP and ultimately ICTC awarded the agreement to Transdev, services continue to be provided and ICTC Staff is working with Transdev staff to strategically improve services.*
- 8) **Imperial County EV Charging Infrastructure Feasibility Study** – ICTC recently submitted a grant application under the Carbon Reduction Program (CRP) to prepare a Countywide EV Charging Infrastructure Feasibility Study. The project will aim to identify strategic locations within the county for EV Charging Infrastructure. Caltrans is currently developing a similar project for locations along State facilities. ***Staff is currently working on the development of the Scope of Work for the project to proceed to the issuance of a Request for Proposals.***
- 9) **Calexico East Port of Entry Bridge Widening Project:** The Project proposes to widen the bridge over the All-American Canal at the U.S./Mexico border approximately 0.7 miles south of State Route (SR) 7. The project proposes to widen the existing structure by adding four lanes: Two New Northbound Auto Lanes and Two New Northbound Commercial Vehicle Lanes. In May 2018, Caltrans and ICTC received \$3,000,000 from the California Transportation Commission and the Trade Corridor Enhancement Program (TCEP) to complete the Project Approval and Environmental Document (PA/ED) for the project. In June 2018, Caltrans completed a Project Initiation Document (PID). In Fall of 2018, the PA/ED phase was initiated by Caltrans, technical studies for the National Environment Policy Act (NEPA) document under Caltrans as the NEPA lead are in progress and is scheduled for completion in May 2020. In December 2018, ICTC was awarded \$20 million under the U.S. Department of Transportation's BUILD discretionary grant program to complete the Design-Build construction phase. ICTC subsequently received TCEP in the amount of \$7.4 Million for construction efforts. The design portion of the project is complete. The project construction is underway, and construction was anticipated to be completed at the beginning of 2023 but suffered delays due to the issuance of the presidential permit. Approximately 87% of construction efforts have been completed. The project was temporarily placed on hold for 6 months due to the issuance of the presidential permit to relocate the border fence. The Presidential Permit was received on July 7, 2023. On November 15, 2023, GSA, ICTC, and regional partners celebrated the completion of Stage 1 of the project with a Ribbon Cutting celebration. ICTC Executive Director David Aguirre led the

ceremony. Speakers included ICTC Chair Mike Goodsell, CBP Calexico Port Director Roque Caza, GSA Pacific Rim Region Public Buildings Service Deputy Regional Commissioner Amanda Sweeney, FHWA Senior Project Engineer Tay Dam, Caltrans District 11's South County and Trade Corridor Director Nikki Tiongco, CTC Commissioner Clarissa Reyes Falcon, and Head Counsel of the Mexican Consulate in Calexico Tarcisio Montes de Oca. The event concluded with the anticipated Ribbon Cutting followed by media opportunities. For additional information regarding this project visit the ICTC website at: <https://www.imperialctc.org/projects/calexico-east-port-of-entry-bridge-expansion>. *Stage 3 of the project which consists of the completion of the improvements to the passenger vehicles lanes is now complete. Stage 4 of the project is now complete which consists of the retrofit activities and roadway striping. The final project improvements which consisted of the reinstallation of new bolts under the existing bridge section was completed in early August 2024. The project construction efforts are now complete and the project is now in closeout phase.*

- 10) **Imperial Mexicali Binational Alliance (IMBA):** An IMBA meeting and strategic planning session was held in the City of Mexicali's Preparatoria y Universidad 16 de Septiembre, on January 16, 2024. At the strategic planning meeting, the committee developed the schedule for the year. The following are the remaining dates scheduled for IMBA in 2024.
 - *September 12th – Mexicali*
 - *November 14th (Strategic Planning and IMBA meetings) – Imperial County*
- 11) **Imperial Valley Transit (IVT) FREE FARES PROGRAM:** On August 7, 2020, the Imperial County Transportation Commission (ICTC) announced the implementation of a Free Fares Program for various Imperial Valley Transit (IVT) services. Eligible services include IVT Fixed Route, IVT Circulators (Blue, Green and Gold Lines), IVT ACCESS and IVT RIDE (EL Centro, Imperial, Heber, Brawley, Calexico, Westshores). All passengers are eligible to benefit from the Free Fares Program. The fares are subsidized by a State of California grant and fare contributions to IVT RIDE passengers by the County of Imperial's Area Agency for the Aging (AAA). *ICTC was able to secure a new grant to provide free fares for all its transit programs. Due to the previous labor issues, ICTC implemented free fares for all services to assist with the inconvenience to the public. The labor issues have since been resolved but ICTC will continue to offer free fares to the public until further notice. ICTC was also able to secure a second grant to provide free fares for all services with the exception of the Calexico On Demand service. The free fares program ended in June with existing fares being re-implemented on July 1, 2024. A formal public hearing was held on March 27, 2024, prior to the Commission Meeting.*
- 12) **IVT Ride Potential Service Modifications:** IVT Ride is a dial-a-ride service that is available to seniors (55 years of age or older) and persons with disabilities in the communities of Calexico, Heber, El Centro, Imperial and Brawley. The service primarily operates in an intracity capacity with the exception of the communities of El Centro, Imperial and Heber and the Westshores service which travels to the city of Brawley or the Coachella Valley. The Westshores service is also available to the general public. Due to continuing declining ridership on all IVT Ride services, staff are exploring the possibility of modifying the service to provide trips to the general public but still provide priority to the senior population. The possible modification would enable the service to capture additional passengers and implement a microtransit like service in various communities. The possible modification would also require financial investment in technology and the development of a passenger web and mobile application. Staff anticipates bringing the further evaluated concept to the Management Committee and Commission in the coming months. Staff are also pursuing funding opportunities to facilitate the possible transition of the service. *Staff provided the Commission with a presentation on August 28, 2024, with further details. There was consensus to proceed with the software development and hardware acquisition. This item will be on the action calendar in September.*
- 13) **Calexico Intermodal Transportation Center (ITC):** A new Intermodal Transportation Center in the City of Calexico has been part of ICTC's long range transit planning. The new Calexico ITC will serve as a regional mobility hub that will accommodate bus bays for Imperial Valley Transit in addition to private bus companies, taxis and farm labor buses. ICTC previously received a Congestion Mitigation and Air Quality federal program fund to complete the environmental and design plans of the new Calexico ITC. The environmental and design phase has been completed. Right of Way Acquisition is underway. ICTC has already acquired 2 of the required 3 properties for the project. The City of Calexico Council approved the commencement of the eminent domain process for two of the required properties. ICTC was recently awarded multiple grants to complete the required

construction efforts for the project. ICTC received grant awards from the Regional Early Action Planning (REAP) 2.0, Active Transportation Program (ATP) and Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Programs. Due to the anticipated State budget deficit, REAP 2.0 funding may be impacted. SCAG is working to ensure that the REAP 2.0 funding is not negatively impacted. ICTC is working with SCAG to identify possible alternative funding sources in the interim.

It is anticipated that the project will start construction in November 2024. The final set of contract documents are being prepared in anticipation of the construction bidding phase.

- 14) **Bus Stop Improvement Project:** Staff are working on developing a bus stop improvement project across multiple cities throughout the county. The project consists of installing various bus shelters and potentially other amenities. ICTC will be coordinating with the various cities to complete the development. *ICTC released the Request for Proposals for design services for the project. ICTC is looking to begin design services soon and have construction take place within FY23-24/FY24-25. The contract was awarded at the April Commission meeting. ICTC has already participated in a kickoff meeting with the consultant and all of the effected agencies. The project design is ongoing and is anticipated to be completed in the next few months.*
- 15) **Transit Comprehensive Operational Analysis –** Staff was able to secure grant funding to complete a Transit Comprehensive Operational Analysis (COA). The COA is a comprehensive evaluation of ICTC’s existing transit services while also presenting evaluation findings and recommendations to further improvement of ICTC’s existing public transit system. ICTC intends to evaluate all ICTC operated services in addition to incorporating an assessment of the feasibility of intercity passenger rail. ***Staff recently released the Request for Proposals to the public and are anticipated to work towards a contract award in September/October 2024. The analysis is anticipated to take a year to complete.***
- 16) **EV Charger Installation Project:** Staff are working on developing an EV charger installation project across multiple cities throughout the county. ICTC will be coordinating with the various cities to complete the development. *It is anticipated that the project will be completed within FY23-24/FY24-25.*
- 17) **2022 Long Range Transportation Plan:** The ICTC in its capacity as the Regional Transportation Planning Agency is responsible for leading the Long Range Transportation Plan (LRTP) in Imperial County. The last update to the LRTP was conducted in 2013. ICTC staff completed a Request for Proposal (RFP) to prepare a full update of the Imperial County LRTP. Michael Baker International was the selected consultant. The process took around 18 months to complete, and included various outreach activities including several pop-up events, technical and stakeholder meetings. The final LRTP document adoption took place in the month of February 2024. The completed document and project listings are posted on the ICTC website for review and download, at <https://www.imperialctc.org/publications-and-reports/transportation-plans-and-studies>.
- 18) **Forrester Road Project Study Report (PSR):** Caltrans District 11 has been working on a project report on behalf of ICTC. The PSR will analyze safety and operation improvements along Forrester Road between I-8 and SR86/SR78. Other improvements include the Westmorland bypass. A meeting to discuss the draft PSR took place at the ICTC offices on Wednesday, March 29, 2023, at 9 a.m. Further updates to the PSR are anticipated along with additional meetings to discuss the updated PSR. ***The updated PSR was recently completed, and the PSR will be presented to the management committee and the commission in September.***
- 19) **Calexico Microtransit Service – Calexico On Demand:** ICTC submitted a grant application for the Clean Mobility Options (CMO) program in October of 2020. The grant application was submitted to provide a clean energy microtransit service in the city of Calexico. In early 2021, ICTC was notified of its grant award of \$1 Million to fund the pilot microtransit service. The microtransit service will operate as an on-demand service available to provide trips to the general public within the boundaries of the city of Calexico. The award required that ICTC fund and operate the service for a minimum of 4 years. ICTC partnered with Via Transportation, an experienced transportation operator to operate the service. ICTC and Via began the development of the project including service criteria, marketing information, and operational criteria. ICTC obtained approval from the CMO program to commence the service. ICTC kicked off the service on January 9th, 2023, and intends to have a formal event to celebrate the kickoff of the service as soon as approval is received by the CMO. The service was

free for all passengers until February 9th, 2023. Further information about the service can be viewed on the website: <https://city.ridewithvia.com/calexico-ondemand>. *The service has averaged 180 passengers per day since the removal of the free fares and has been well received. ICTC has been working with CMO to obtain additional funding for the project. ICTC was awarded an additional \$500,000 to be utilized for operations of the service and additional service hours. The contract amendment with the operator was approved at the June 23, 2024, meeting. ICTC is pursuing additional grant opportunities to continue to fund the project.*

- 20) **State Route 86 (Northbound) Border Patrol Checkpoint:** State Route 86 (Northbound) Border Patrol Checkpoint: In August 2017 following a year of coordination, Caltrans, the County of Imperial and ICTC met with CBP management and operations staff achieved consensus for a new conceptual alternative prepared by Caltrans. The LTA Board met on September 27, 2017; staff presented the Board with a fund request for \$1.3 million from the 5% Regional Highway Set-Aside from the Measure D allocations. A Consultant Agreement with AECOM for design and construction engineering was approved by the LTA on February 28, 2018. Following our ICTC Board meeting in late September 2020, ICTC has initiated a traffic study as required by Caltrans. Design work has been delayed due to Border Patrol's concern related to their ability to provide additional funding necessary to meet their operational requirements. On Wednesday, March 17, 2021, ICTC received confirmation from Border Patrol Headquarters in Washington D.C. that they wish to proceed with the original Canopy Design that is similar to Interstate 8 Pine Valley Checkpoint.

As discussed, and confirmed with Border Patrol, ICTC will only provide the remaining funds we had available (February 2021) of approximately \$1.3 million to complete the traffic study, 100% design plans, and construction of the canopy, lighting related to the canopy, and traffic related improvements required by Caltrans. Border Patrol is committed to paying for all other construction-related costs and Border Patrol will lead the construction contract. Border Patrol, Caltrans and ICTC are having weekly meetings toward completing design plans. CBP will be working with Caltrans to obtain environmental clearance once funding for construction is obtained. The improvement plans have been prepared in final draft form and have been submitted to Caltrans for review. Caltrans has provided review comments on the project improvement plans. ICTC will work with the design engineer to complete the required updates. Environmental studies and Caltrans submittal are pending submittal by CBP.

- 21) **Bus Stop along Cole Road west of Highway 111 in the City of Calexico:** *ICTC received a request through its Unmet Transit Needs Public Hearing Process asking for the installation of bus stop improvements along Cole Road west of Highway 111 in the City of Calexico. ICTC and the City of Calexico were able to work together to have the bus shelter and associated infrastructure improvements installed. The bus stop is now open for public use.*
- 22) **Clean California Bus Stop Improvement Project:** Through Clean California Round 1 Funding, Caltrans was able to secure funding to complete bus stop and shelter improvements in the communities of Niland, Calipatria, Brawley and Holtville along various state routes. Caltrans, ICTC and the communities worked together to identify locations, in addition to reviewing possible secondary amenities such as trash enclosures. Construction activities for the new bus stop improvements began on March 13, 2023. The project bus stop improvements were completed in November/December 2023. The final set of bus stop improvements were completed in the city of Brawley in late March/early April 2024.
- 23) **Funding for Phase II of the Calexico West Port of Entry:** As previously noted, Congress authorized \$98 million for Phase 1. The U.S. General Services Administration (GSA) began construction for Phase 1 in December 2015 with completion now scheduled for July 2018. Phase 2A was awarded in the amount of \$191million and will include six additional northbound privately-owned vehicle (POV) inspection lanes, permanent southbound POV inspection, expanded secondary inspection and adding a pre-primary canopy, new administration building, and employee parking structure. *Funding for phase 2B was awarded in the amount of \$103.4 million. Work for phase 2B will include demolition of the old port building and construction of the new pedestrian building. The total estimated investment for the Calexico West POE improvements is \$416.2 million. Construction efforts for the West Port of Entry began in September 2022. GSA recently awarded a new contract for the construction efforts associated with the new pedestrian crossing facility.*

- 24) **Regional Active Transportation Program:** ICTC staff has been working with staff from the Southern California Association of Governments (SCAG) in the development 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). The approved California Transportation Commission 2023 ATP (Cycle 6) program guidelines divide the funds into state and regional shares. State funds are available through a competitive application process. Applicants that are unsuccessful at the state level are considered for regional funds. Regional ATP funds are administered by the Metropolitan Planning Organizations (MPO). SCAG is Imperial County's MPO. Per SCAG's 2023 ATP Regional Guidelines, county transportation commissions may assign up to 20 points to each statewide project application deemed consistent and meeting eligibility requirements. ICTC staff has completed the adoption process of the scoring methodology. ICTC staff received state scoring of ATP applications from Imperial County and presented staff recommendations to TAC members on December 15, 2022. Projects are underway at various stages by the agencies. Staff recommendations were approved at the January Commission meeting. See the table below for further information.

Regional ATP Projects		
Agency	Project Name	Total ATP Funds Requested
City of Calipatria	Bonita Place Pedestrian Safety Project	\$997,000
City of El Centro	Pedestrian Improvement Project – various locations on Main Street	\$1,200,000
ICTC	Pedestrian Improvements for the Calexico Intermodal Transportation Center	\$1,073,000
TOTAL Regional ATP funds		\$3,270,000

- 25) **Orchard Road & SR115 Traffic Concept Report:** During the Commission meeting of September 2022, the Commission asked ICTC staff to follow up on the SR 115 Transportation Concept Report (TCR). ICTC staff has conducted meetings with Caltrans and County Public Works staff during the week of October 17th. ICTC staff in partnership with County and Caltrans staff are continuing discussions for short term options to deter trucks from using Orchard Road. The parties are also expected to discuss long term options as well. More information will be shared as discussions continue.
- 26) **San Diego & Imperial Counties Sustainable Freight Strategy:** San Diego Association of Governments (SANDAG) and ICTC received a Caltrans Sustainable Transportation Planning Grant for a Sustainable Freight Implementation Strategy for both counties. The goal with the strategy is to help transition the freight sector in San Diego and Imperial Counties to sustainable technologies, operations, infrastructure over the next 30 years. The strategy will systematically implement multimodal freight projects and policies, seek to pilot innovation technologies, create a workforce development toolkit, and identify potential funding sources for implementation. The area of study includes communities adjacent to major freight infrastructure in San Diego and Imperial Counties. Environmental justice areas, as defined by AB617, will be a particular focus and include the Portside Environmental Justice Communities, the International Border Community, and Calexico-El Centro-Heber corridor. This plan kicked off in February 2022 and is expected to be completed March 2024. Public engagement has been instrumental in the creation of this strategy, participants of Imperial County have included County Public Works department, Work Force Development, Comité Civico del Valle, Imperial Valley Economic Development Corporation, among others. Strategy outcomes are scheduled to be presented to SANDAG and ICTC groups as well as community organizations such as IMBA and AB617 meetings starting in June in Imperial County.
- 27) **State Route 98 Widening from Ollie to Rockwood:** As part of the Calexico West POE Expansion project, SR-98 and Cesar Chavez Boulevard were widened and improved to serve the expansion to the west. Caltrans' SR-98 work between VV Williams and Ollie Avenue was completed in March 2018, and the Cesar Chavez Blvd. Widening was completed in October 2019. Caltrans has completed the design and right of way phase for SR-98 Widening between Rockwood Avenue and Ollie Avenue. On June 24, 2020, CTC authorized construction funding. The total project cost is estimated at \$7 million using a combination of 2016 Earmark Repurposing, Demonstration, Traffic Congestion Relief, ICTC and local funds. The construction start date was delayed to due to environmental impacts and other utility projects in progress within the project area. Construction of the project

began on August 6, 2021. The existing contractor of the project has been removed. Caltrans has secured a new temporary contractor to complete the project improvements from Ollie Avenue to Highway 111. Caltrans completed Phase 1 in late November. *Phase 2 of the project commenced on January 9th, 2023. The portion of the project that consisted of the north side of Highway 98 between Highway 111 and Ollie Avenue has been completed. Caltrans recently completed the southeast/northeast side of Highway 98 between Highway 111 and Rockwood Avenue.*

28) **State and Federal Local funding Obligations:** Projects programmed in programmed in Federal Fiscal Year (FFY) 2019/2020 were fully obligated according to Caltrans Local Assistance. Beginning October 1, 2020, agencies can move forward with request for authorization (RFA) for Congestion Mitigation Air Quality (CMAQ), Surface Transportation Block Grant program (STBG) programmed in FFY 2020/2021. Other state funding also included in the Federal Transportation Improvement Program (FTIP) include the Active Transportation Program (ATP).

29) **State Legislation for Transportation Funding – SB 1 Road Maintenance and Rehabilitation Account (RMRA):** *According to the California League of Cities, overall local streets and roads allocations to cities and counties from the Highway Users Tax Account (HUTA) and the Road Maintenance and Rehabilitation Account (RMRA) are projected to climb 14.8% in the current fiscal year, 2021-22, above last year, reflecting a rebound from peak impacts of the pandemic in 2020. For the budget year 2022-23, allocations are projected to grow 10.8% over the current year. This presumes that if the scheduled July 1 cost-of-living fuel tax increase is suspended, the Legislature will backfill any revenue impacts to local governments as leaders have pledged. The estimates are based on new statewide tax revenue estimates released by the California Department of Finance with the Governor’s 2022-23 Proposed Budget. The county estimates were prepared in collaboration with the California State Association of Counties.*

For RMRA remittance advice by cities visit: https://www.sco.ca.gov/ard_payments_rmra_cities.html

For RMRA remittance advice by counties visit: https://www.sco.ca.gov/ard_payments_rmra_counties.html

30) **Funding Opportunities:**

- **LPP Cycle 5 Call-for-Projects:** *LPP Cycle 5 is expected to include about \$72M/per year made up of Federal and State funding. The funding/programming years include the 25/26 and 26/27 fiscal years.*
 - *Schedule and major milestones can be found at: <https://catc.ca.gov/-/media/ctc-media/documents/programs/senate-bill-1/2-bi-4-12-draft-2024-lpp-competitive-guidelines-red-line-v8.pdf>*
- *For a complete list of California specific grant opportunities go to <https://www.grants.ca.gov/>.*
 - *[Fiscal Year \(FY\) 2023 through FY 2026 Bridge Investment Program, Planning and Bridge Project Grants](#)*
- *For a complete list of federal transportation grant opportunities go to <https://www.transportation.gov/bipartisan-infrastructure-law/key-notices-funding-opportunity>.*

31) **Meetings/trainings attended on behalf of ICTC Executive Director and staff:**

- August 7, 2024 – Calxico Senior Living Presentation (presented by Priscilla Baca)
- August 13, 2024 – SCAG & CTC Planning Directors Briefing
- August 14, 2024 – ICTC Management Committee Meeting at the ICTC office and via Zoom meeting.
- August 14, 2024 – CSMFO Career Development Committee (attended by Michelle Bastidas)
- August 15, 2024 – California Transportation Commission (attended by David Aguirre)
- August 15, 2024 – Mobility Outreach at IVC (attended by Priscilla Baca)
- August 16, 2024 – California Transportation Commission (attended by David Aguirre)
- August 19-21, 2024 – NTI Training- NTD Reporting (attended by Gustavo Gomez)
- August 20, 2024 – SCAG: Legislative/ Communications & Memberships Committee at the ICTC office
- August 20, 2024 – M21 Summit Planning Committee Meeting (attended by Cristi Lerma)
- August 20, 2024 – CSMFO Career Development Committee (attended by Michelle Bastidas)
- August 22, 2024 – ICTC TAC Meeting at the ICTC office and via Zoom
- August 23, 2024 – Knightscope Imperial SAFE (attended by Michelle Bastidas)
- August 23, 2024 – Imperial County Broadband Planning Committee (attended by Michelle Bastidas)

- August 27, 2024 – M21 Closing Session Prep Meeting
- August 27, 2024 – Webinar: 2024 Annual NTD Reporting Clarifications (attended by Michelle Bastidas)
- August 28, 2024 – ICTC Commission/IVRMA/LTA Meetings at the ICTC office and via Zoom.
- August 29, 2024 – Quarterly Meeting Ops, Safety, Dispatch, and Maintenance (attended by Gustavo Gomez and Priscilla Baca)
- August 30, 2024 – Call Box Ride along on 1-8 (attended by Marlene Flores and Esperanza Avila)
- August 30, 2024 – PCIDSS at Dispatch (attended by Katie Luna and Priscilla Baca)
- September 3, 2024 – M21 Summit Planning Committee Meeting
- September 4, 2024 – SSTAC Meeting at the ICTC office and via Zoom
- September 4, 2024 – City of Calexico Council Meeting (attended by David Aguirre)
- September 5, 2024 – SCAG Regional Council meeting in Los Angeles (attended by David Aguirre and Commissioner Mike Goodsell)
- September 5, 2024 – Ride Along 2 North & 2 South (attended by Priscilla Baca)

Memorandum

Date: September 11, 2024
To: ICTC Committee and Management Meeting
From: David Salgado, Government Affairs Officer (GAO)
Re: Southern California Association of Government's (SCAG) Report

The following is a summary of the SCAG Executive Director's Report and/or Federal and State Legislature Staff Report for the Imperial County Transportation Commission Management Committee and Regular Commission meeting for the month of SEPTEMBER 2024.

1. 2024 SOUTHERN CALIFORNIA DEMOGRAPHIC WORKSHOP PROGRAM ANNOUNCED

Register today to join SCAG for the 2024 Southern California Demographic Workshop on Sept. 24 from 9 a.m. to 3 p.m. at the SCAG offices in downtown Los Angeles. Online attendance is also available.

The program will gather local leaders, elected officials, and demographic experts to discuss how changing population growth affects regional planning—from accommodating development to improving quality of life and cultivating the economy.

Morning Panels

- *Demographic Check-Up: The Numbers Behind the Current Growth Outlook*
- *What Does the New Growth Reality Mean for Regions?*
- *Evolving Southern California Neighborhoods*

Keynote Address: Bill Fulton, FAICP, author and leading expert in urban planning and economic development

Afternoon Roundtable Discussions

- *U.S. Census Bureau's Population Estimates and Projections*
- *Getting to Know the Department of Finance Demographic Research Unit's Data Hub: Population Estimates, Census Data, School Enrollment, and More*
- *The Neighborhood Data for Social Change Platform*

Registration is open until Sept. 20. For additional details about the event, visit the 2024 Southern California Demographic Workshop website. Please contact update@scag.ca.gov with any questions.

2. SUSTAINABLE COMMUNITIES PROGRAM – ACTIVE TRANSPORTATION AND SAFETY CALL FOR APPLICATIONS GUIDELINES

The Active Transportation and Safety call for applications for the Sustainable Communities Program (SCP) opened on July 8. Eligible project types include community plans, area plans, and quick-build

projects. Funded projects will support Connect SoCal 2024’s mobility goal to build and maintain an integrated multimodal transportation network. Available funding in this call for applications is estimated to be \$10.4 million, comprising Active Transportation Program Cycle 7 regional funds and a 2023 Safe Streets and Roads for All federal grant.

The deadline for applications is Sept. 27, and SCAG anticipates announcing application awards in December 2024. To support the application process for eligible applicants, SCAG held an application workshop on July 25, with a second application workshop scheduled for Wednesday, Aug. 7 ([register online](#)). In addition, office hours are available on Mondays and Thursdays during the application period. For more information about the call and to sign up for office hours, visit the [Sustainable Communities Program page](#) on the SCAG website.

3. SCAG PUBLISHES REPORT AND MODEL ORDINANCE FOR BROADBAND PERMIT STREAMLINING

Insufficient broadband infrastructure and permitting challenges continue to complicate efforts to bridge the digital divide. Complex processes, high resource demands, and inconsistent fees impede infrastructure deployment. Lengthy permitting processes increase costs and lead to project delays, which pass costs onto consumers.

To help resolve these challenges, SCAG, in collaboration with the San Diego Association of Governments and with funding from the California Emerging Technology Fund, developed a “[Broadband Permit Streamlining Report](#)” and “[Broadband Permit Streamlining Model Ordinance](#).” The report outlines key challenges and complexities involved in both wireless and wireline broadband deployment. SCAG created a model ordinance based on the report’s findings to offer local jurisdictions options for accelerating permitting processes. Jurisdictions can use this ordinance as a template, either adopting it in full or selecting specific sections to streamline their existing broadband permit processes.

The report and ordinance are available on the SCAG website. For more information regarding the “Broadband Permit Streamlining Report” and “Broadband Permit Streamlining Model Ordinance,” please contact Roland Ok at ok@scag.ca.gov or (213) 236-1819.

4. FEDERAL RECONNECTING COMMUNITIES PILOT PROGRAM OPEN FOR FUNDING

The Notice of Funding Opportunity is now open for the federal [Reconnecting Communities \(RCP\) Pilot Program](#). The funding opportunity is a continuation of two previous rounds of RCP funding condensed into a combined allocation of fiscal years 2024, 2025, and 2026. No further funding is available beyond this cycle, and the application deadline is Sept. 30.

The RCP program funds work to improve access to daily needs, such as jobs, education, healthcare, food, nature, and recreation, fostering equitable development and providing technical assistance to further these goals. **Up to \$607 million is available for planning, capital construction, and technical assistance.** The U.S. Department of Transportation will prioritize grant funding applications that demonstrate the following characteristics:

- Equity and Justice40 (i.e., benefit for economically disadvantaged communities)
- Access
- Facility suitability
- Community engagement and community-based stewardship, management, and partnerships
- Equitable development
- Climate change mitigation and/or adaptation and resilience
- Workforce development and economic opportunity
- Planning integration

SCAG is also committed to advancing this federal initiative through the “Highways to Boulevards Regional Study,” which will identify opportunities to reconnect communities by removing, retrofitting, or mitigating transportation infrastructure, such as highways or railways, that hinder community connectivity, mobility, access, or economic development. Through this study, SCAG seeks to position the region to compete for federal funding while identifying projects that, although not ready to apply, could be compiled into a project list.

5. U.S. ENVIRONMENTAL PROTECTION AGENCY DECISION ENDS POTENTIAL FOR SOUTH COAST HIGHWAY SANCTIONS

On Aug. 15, the U.S. Environmental Protection Agency (U.S. EPA) proposed a finding of failure of the South Coast region to attain the 1997 8-hour ozone standards. This finding of failure will not trigger highway sanctions and will not affect the Connect SoCal 2024 Regional Transportation Plan/Sustainable Communities Strategy, the Federal Transportation Improvement Program, nor any regional transportation projects. In addition, the finding will not trigger new air quality planning requirements for the South Coast region because the 1997 federal ozone standard has been revoked and has been replaced by more stringent standards, namely the 2008 and 2015 federal 8-hour ozone standards.

A previous U.S. EPA proposed disapproval in the South Coast region was collectively resolved in July by the U.S. EPA, the California Air Resources Board, the South Coast Air Quality Management District, and SCAG.

6. SCAG SUBMITS SUSTAINABLE COMMUNITIES STRATEGY TO CALIFORNIA AIR RESOURCES BOARD

As required following adoption of a Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), SCAG provided a SCS submittal package to the California Air Resources Board (CARB) on July 2. The SCS submittal package includes the quantification of the greenhouse gas emission reductions of the SCS and a “Technical Methodology” explaining how SCAG estimated the reductions.

CARB’s review is limited to acceptance or rejection of SCAG’s determination that its SCS would, if implemented, achieve the region’s greenhouse gas emission reduction target of 19 percent by 2035. This acceptance is important for projects included in Connect SoCal 2024 that seek state funding sources required to be included in an RTP and consistent with an approved SCS. If CARB rejects SCAG’s determination of meeting the greenhouse emission target, SCAG would need to revise the SCS or adopt an alternative planning strategy demonstrating the ability to achieve the target.

CARB has 60 business days (through Sept. 27) to complete the evaluation. Staff anticipates working with CARB to respond to questions and requests for additional information as part of the evaluation period.

California Department of Transportation



To: ICTC Management Committee

Date: September 2024

From: EVERETT TOWNSEND (Acting)
Caltrans District 11 Director

Subject: **DISTRICT DIRECTOR'S REPORT**

CONSTRUCTION

1. SR-98 Widening Project:

- As part of the Calexico West POE Expansion project, SR-98 and Cesar Chavez Blvd were widened and improved to serve the expansion to the west.
- This year marks the completion of Stage 3 in January, and this project has been partially opened as of 6/19 and was completed. Total project cost estimated is at 8.2 million.

2. I-8, SR-78 Bridge Rehab at Various Locations: 4 Bridges along I-8 and 2 on SR-78 at Palo Verde

Work on I-8 bridges is mostly complete. These bridges are located at:

- Brock Research Center Rd – Work has been completed.
- All American Canal (left/right) – Bridge deck work and painting is complete.
- Winterhaven Dr/4th Street – work is scheduled to begin in August 2024.
- Palo Verde locations have started and will install a long-term automated traffic control signal at both locations

for reversible 1 way traffic throughout the duration of construction.

3. I-8 Roadside Safety Improvements:

- Safety improvements along I-8 between Silsbee Rd and Anderholt Rd.
- Scope of work includes slope, gore paving and rumble strip installation.
- Construction activities are underway. Estimated completion is end of June 2024. Total project costs are estimated at \$4.6 million.

4. Clean California Projects: Projects in Imperial County

- County of Imperial, City of El Centro and City of Brawley are completed.
- Bus shelter installation and improvements in Niland, Calipatria and Holtville are completed.
- Median island improvements in El Centro (SR86) and the gateway beautification project near the East port of entry are nearly completed.

Bus Shelter Located in the City of Brawley on S. Rio Vista Ave.

Below are completed pictures of all the work consisting of Bus Shelter, curb ramps, loop detectors, camera installation and striping.



Clean CA – Median Island located in the City of El Centro.

The Median Island improvement consisting of curb improvement, installation of gravel mulch, desert worth foliage, and irrigation have been completed.

Below are pictures of the completed median island on SR-86 in the City of El Centro.



5. SR-111 Roadside Improvements:

- Construction started February 2024, to be completed in October 2024.
- This project will be implementing improvements at various locations on SR-111 between Heber Rd and Niland.
- The scope includes upgrading guardrail, ADA curb

ramps and rumble strip installations. The project cost is estimated at \$11 million.

PROJECT DELIVERY

1 . SR-186 All-American Canal Bridge:

- This project proposes to construct a new bridge over the All-American Canal to improve safety and better facilitate international and interregional movement of people, goods and services.
- A 2019 feasibility study proposed 8 alternatives including a no-build option. The following stakeholders have been identified, Fort Yuma Quechan Indian Tribe, US BIA, US BOR, IID, International Boundary and Water Commission, County of Imperial, Union Pacific Railroad and US GSA. Preliminary design of bridge, roadway realignment and temporary detour road are underway, as well as environmental studies.
- Project Milestones: Project Approval/Environmental Clearance 12/2024. (May need to postpone delivery until 2025) Every effort is being made to deliver the PA&ED phase by December of this year.

MAINTENANCE AND TRAFFIC OPERATIONS

1. El Centro Traveled Way Crew – Fence repair: I-8/SR-111, Sealing intersections: SR-86, Mowing/Brush Removal: SR-78 JEO Fifield Road.



2. El Centro Functional/Marking Crew – Sign/Landscape maintenance, Refresh pavement markings-SR-7/Carr Road.



3. Midway Traveled Way Crew – Crack sealing SR98/SR-7 (Night work).



4. Brawley Traveled Way Crew – Sweeping/brush control
Crack sealing-SR-111/Rutherford Road, Ditch cleaning: SR-98 JEO Dogwood Rd.



5. **SR-86/Customs & Border Protection (CBP) Checkpoint Expansion:**

- AECOM has submitted a revised concept plan with a standard acceleration lane from the secondary inspection facility and it has been approved.
- The environmental studies are being prepared by ICTC/CBP and will be sent to Caltrans District 11 Staff for review. Caltrans will assist ICTC in coordinating upcoming meetings.

On May 2024, Caltrans placed this project on hold until ICTC/CBP elects to proceed with the environmental process.

6. **11-2N164 at IMP-8-PM R3.7/48:** HM-1 Pave Preservation Ramp Project. D11 Construction is completing the final punch list. The baseline CCA was on 4/5/2024 the actual milestone will be at the end of this month. Project has been completed on 4/25/24.

7. **FY 23/24 Major HM Projects** that are currently advertised and scheduled to start construction around July 2024, mostly Job Order Contracts (JOC's):

- a. 11-2N178: IMP-8-PM 0/10: HM-1/part of JOC 11JOC23241: Pavement Preservation - Microsurfacing. Start of construction after October 2024.
- b. 11-2N197: IMP-111-PM 23.5/32.1: HM-1/part of JOC 11JOC23241: Pavement Preservation at Various Locations. Start of construction in Fall 2024.

(Non-JOC)

- c. 11-2N194: IMP-8-PM R74.5/R83.2: HM-1 Pavement Preservation – Cold Plane and Overlay with HMA. Start of construction around September 2024.
- d. 11-2N167: IMP-86-PM 50.46/52.43: HM-3 Bridge Preservation. Start of construction around October 2024.
- e. 11-2N204: IMP-8-PM R36.4/R39.5 and SD-8-PM 2.9/11.7: HM4 Safety Project – Rumble Strips. Start of construction around July 2024.

8. FY 24/25 Major HM projects:

- a. 11-2N230: IMP-86-PM 4.5/8.5 and 20.4/21.39. HM-1 Pavement Preservation – Microsurfacing. In design phase, RTL at December 2024, in construction at July 2025.
- b. 11-2N147: IMP-111-PM 50.56/52.43. HM-3 Bridge Preservation. In design phase, RTL in September 2024, in construction in March 2025.
- c. 11-2N226: IMP-98 PM 0/57: HM4 Safety – Rumble Strips. In design phase, RTL in December 2024, in construction at July 2025.
- d. 11-2N225: IMP-78-PM 0/34 and SD-78 PM 16/95. HM4- Safety – Rumble Strips. In design phase, RTL in December 2024, in construction at July 2025.

9. **11-2N228: IMP-78-PM 0/13. HM-1 Pavement Preservation.** In design phase, RTL in December 2024, in construction at July 2025.

PLANNING AND LOCAL ASSISTANCE

1. Project Study Report: Forrester Road Improvements –

- This Project Study Report – Project Development Support (PSR-PDS) was approved on July 3rd, 2024
- Identifies various operational improvements (intersection improvements and passing lanes) on Forrester Road and also proposes a truck bypass to the City of Westmorland.
- Next Steps: close out the CO-OP to avoid unnecessary charges. The CO-OP is currently valid for 6 months after PSR(PDS) is signed.

2. Feasibility Studies: District 11 Truck Parking and Medium/Heavy Duty ZEV Charging Station Site Assessment –

- The purpose of this study is to identify potential sites, assess site feasibility, and develop conceptual planning plans for four future truck parking facilities and Medium Duty/Heavy Duty (MD/HD) Zero Emission (ZEV) charging and fueling stations in San Diego and Imperial counties primarily along corridors identified by the Senate Bill (SB) 671 Clean Freight Corridor Efficiency Assessment.

- The study will also support regional and local efforts to advance MD/HD ZEV including the San Diego and Imperial County Sustainable Freight Implementation Strategy
- On 2/21/2024 the Policy Advisory Committee (PAC) of the California-Border Master Plan (BMP) kicked off efforts to develop a "Tri-State Zero Emissions approach." The proposed concept will develop a ZEV strategy for the states of California, Baja California, and Baja California Sur. The proposed strategy will be considered for adoption by the BMP PAC on June 2024.
- The overall study completion is estimated for end of July 2024.
- Feasibility Study: A feasibility study supporting this effort was completed in July 2024.
- Timeline: The Project Initiation Document (PID) is expected to be completed by July 2026.

3. Calexico East Land Port of Entry Joint Operations Systems-

- Objective: This project aims to develop a concept for a joint operation system at the Calexico East Port of Entry (POE), which will introduce the first land POE appointment system for commercial vehicles.
- System Features: The system will enable commercial vehicle operators to schedule appointments for designated crossing windows based on current border conditions.
- Pilot Program: This pioneering application will initially be tested with commercial vehicles and may later be expanded to passenger vehicles.
- Scalability: If successful, the pilot could be scaled to other POEs and potentially implemented at both northern and southern border POEs across the United States.

- Feasibility Study: A feasibility study to support this effort was completed in July 2024.
- Timeline: The PID is anticipated to be finalized by July 2026.

4. **Calexico Travel Corridor Improvements** (11-43220):

- Calexico West POE – Mobility, Operational Improvements, Complete Streets, and Traffic Signals.
- This study includes four alternatives and a no build option. All options (except the no-build) include accessibility improvements alongside SR-111.
- These improvements includes curb ramps, crosswalks enhancements at 9th and 10th St, pedestrian push buttons at 2nd ST additional guide signs where needed.
- ITS infrastructure has been put in place to inform users on border wait time on both Calexico East and West.
- Proposed bus stop at W 5th ST for East Bound direction on SR-111 PM R0.55.
- The project currently has no funds for PA&ED, Design and Construction phases.

Caltrans Past & Upcoming Events:

Past Events:

- **March 21st 2024** Procurement and Resource Fair at the City of El Centro, Martin Luther King Pavilion
- **March 29th 2024** City of El Centro Check Presentation "El Centro Embellece" Clean California
- **April 22nd 2024** Rockwood Elementary School Outreach Fair.
- **May 6th 2024** City of El Centro South Imperial Avenue Extension Ribbon Cutting Ceremony.
- **June 27th 2024** HSIP Cycle 12 Additional Training for Imperial County Local Agencies.
- **June 28th 2024** Calexico SR-98 Completion and opened to traffic.
- **July 2024** Clean California Ribbon Cutting Brawley Bus Shelter at Rio Vista Ave
- **August 14th 2024** 20th Annual Procurement and Resource Fair at our District Office Courtyard from 9:00am to 12:00am.

Upcoming Events:

N/A

Inactive Projects

Please see link [HERE](#), open file and apply filters to locate your agencies inactive projects, and submit a justification form for inactive projects to Alma Sanchez – alma.sanchez@dot.ca.gov

Project ID	Inactive (Months)
5167(046)	14
5134(026)	13
5958(078)	6
5169(054)	8
5169(049)	7
5958(094)	6
5134(027)	14
5958(119)	8
5168(032)	9
5168(035)	13
5168(036)	9

October 4, 2024 – Deadline for California Transportation Commission (CTC) Requests

Please see link below to review the schedule of deadlines and prepare requests for California Transportation Commission (CTC) approval during the December 5-6, 2024, CTC meeting – <https://dot.ca.gov/-/media/dot-media/programs/financial-programming/documents/proposed-2024-draft-prep-external-063024.pdf>

When possible, do not wait to submit requests, Caltrans District 11 must receive all documents at least two months prior to the desired CTC meeting date.

Friday, **October 4, 2024**, is the final deadline (for that December 5-6, 2024, CTC meeting).

Unique Entity Identifier (UEI) Renewals

For every Local Agency, the Unique Entity Identifier (UEI) expires annually and on different dates. An Agency must reverify on the [SAM.gov](#) website 4-6 weeks before a UEI expires. No Requests for Authorization will be processed if a UEI is flagged as invalid. (If Caltrans cannot verify a UEI, the Local Agency might have opted-out of public view; if so, please send Caltrans a snapshot of the UEI from [SAM.gov](#) as verification.)

To confirm a UEI, click the UEI SmartSheet link [HERE](#), and enter information in the yellow columns.

No agency UEI is expiring now, although please see the following table for future expiration dates:

Agency	UEI Expiration
Calipatria	11/19/2024
County of Imperial	9/20/2024
Westmorland	10/31/2024

For assistance, please call the Caltrans Imperial Area Engineer, Alejandro Lopez- Rangel: 858-229-1721.

Highway Safety Improvement Program (HSIP) – Cycle 12

HSIP Cycle 12 Call-for-Projects has been announced and is now open.

Deadline is Monday, September 9, 2024.

Application instructions [HERE](#).

Further HSIP details are available at this link –

<https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/highway-safety-improvement-program/calls-for-projects-hsip-ssarp>

Division of Local Assistance Office Hours & Webinars

Details are available at this link –

[DLA Office Hours & Webinars](#)

Caltrans Office of Guidance & Oversight Architectural & Engineering Office Hours 2024

* September 19

* November 21

** Each date above: 10:00 am – 11:00 am PT

The Division of Local Assistance (DLA) Office of Guidance and Oversight will host open office hours to assist with questions regarding the use of the Architectural and Engineering (A&E) Consultant Procurement Checklist for Local Public Agencies (LPAs) performing consultant procurement for A&E services with federal funds. The goal of these open office hours is to provide information to LPAs regarding DLA resources for A&E consultant procurements such as utilization of the A&E Consultant Procurement Checklist. Caltrans must ensure that sub-recipients (LPAs) comply with the requirements of 23 CFR 172 (Title 23, Chapter I, Subchapter B, Part 172).

Further details are available [HERE](#)

Bridge Investment Program (BIP)

The Bridge Investment Program is a competitive, discretionary program that focuses on existing bridges to reduce the overall number of bridges in poor condition, or in fair condition at risk of falling into poor condition.

The deadlines for applications to be submitted via [Grants.gov](#) are:

Fiscal Year BIP Funding	Planning Application Deadline	Bridge Project Application Deadline
FY 2025	October 1, 2024	November 1, 2024
FY 2026	October 1, 2025	November 1, 2025

The deadlines for **Large Bridge Project Grant Applications** to be submitted via [Grants.gov](https://www.grants.gov) are:

- August 1, 2024, for consideration of FY 2025 funds.
- August 1, 2025, for consideration of FY 2026 funds.

Further details are available at this link –

[*BIP - Funding Programs - Management and Preservation - Bridges & Structures - Federal Highway Administration \(dot.gov\)*](#)

U.S. Department of Transportation Grant Opportunities

The USDOT website provides a DOT Discretionary Grants Dashboard, which is a great tool that your local agency can use to find grant opportunities in various areas such as, Strengthening Mobility and Revolutionizing Transportation grants program (SMART), Rural Opportunities to Use Transportation for Economic Success (ROUTES), and Federal Transit Administration Grant Programs (FTA), just to name a few. In the link, provided below, you can filter for your agency specifics to narrow down grant opportunities. Directions, deadlines, and links to apply are also provided.

Further details are available at this link –

[*https://www.transportation.gov/grants*](https://www.transportation.gov/grants)

Key Notices of Funding Opportunity (NOFO)

In order to provide stakeholders with more visibility into upcoming funding opportunities, DOT is publishing a list of anticipated dates for upcoming Notices of Funding Opportunity (NOFO) for key programs. This list is not comprehensive and will be updated periodically with additional programs and revised dates as appropriate.

A few of the key programs and their deadlines:

* Rebuilding American Infrastructure with Sustainability and Equity (RAISE)

1) FY 2025: 1/13/2025

2) FY 2026: 1/13/2026

Further details are available at this link –

[*Key Notices of Funding Opportunity | US Department of Transportation*](#)

Safe Streets and Roads for All (SS4A) FY 24: Caltrans Call for Letters of Support (LOS)

The purpose of SS4A grants is to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through safety action plan development and refinement and implementation focused on all users, including pedestrians, bicyclists, public transportation users, motorists, personal conveyance and micromobility users, and commercial vehicle operators. The program provides funding to develop the tools to help strengthen a community's approach to roadway safety and save lives and is designed to meet the needs of diverse local, Tribal, and regional communities that differ dramatically in size, location, and experience administering Federal funding.

Eligible SS4A Projects Include:

- Develop a comprehensive safety action plan (Action Plan).
- Conduct supplemental safety planning to enhance an Action Plan.
- Carry out demonstration activities to inform the development of, or an update to, an Action Plan.
- Perform planning, design, and development activities for projects and strategies identified in an Action Plan.
- Implement projects and strategies identified in an Action Plan that address roadway safety problems.

SS4A makes available up to \$1.2 billion for FY 2024. Of the funding made available, up to \$580 million is available to implement projects and strategies. \$656 million must be awarded for developing Action Plans; conducting supplemental planning to update existing Action Plans; or carrying out demonstration activities to inform the development of, or updates to, Action Plans.

Planning and Demonstration Grant applicant deadline:

- Thursday, August 29, 2024, 5:00 PM (ET)

The deadline for requesting a Letter Of Support (LOS) for a SS4A Project signed by a Caltrans District Director has passed (April 19, 2024), however if in the future you are interested in requesting a LOS, you will need to coordinate with your Caltrans District Representative to submit your request. The Caltrans District 11 Representative is:

Brian Miller
(619) 985-5288
brian.miller@dot.ca.gov

Visit the [Office of Strategic Investment Planning](#) website for complete resources. Copies of all LOS that were or were not signed by the District Director must be provided to OSIP for record keeping. Please include justifications.

Please click [HERE](#) for additional resources on Safe Streets and Roads for All (SS4A).

November 21, 2024 – Environmental and Climate Justice Community Change Grants

The U.S. Environmental Protection Agency (EPA) has a new Environmental and Climate Justice Community Change Grants program (Community Change Grants), announced via a Notice of Funding Opportunity (NOFO), for approximately \$2 billion dollars in Inflation Reduction Act (IRA) funds in environmental and climate justice activities to benefit disadvantaged communities through projects that reduce pollution, increase community climate resilience, and build community capacity to address environmental and climate justice challenges. These place-based investments will be focused on community-driven initiatives to be responsive to community and stakeholder input. They are designed to deliver on the transformative potential of the IRA for communities most adversely and disproportionately impacted by climate change, legacy pollution, and historic disinvestments.

Applications are now open, which the EPA is accepting on a rolling basis. Final deadline to apply is November 21, 2024.

EPA is offering grant technical assistance to applicants, including requirements for community engagement and governance plans, community strength plans, and readiness approach.

Program NOFO:

<https://www.epa.gov/inflation-reduction-act/inflation-reduction-act-community-change-grants-program>

Projects with Lapsing Project End Dates (PED)

Project phases must be complete or approved for time extensions during the specified and agreed-upon timeframe to avoid de-obligation of funds.

On **August 1, 2024**, the list of active project end dates was updated.

Project ID	PED Expires (months)
5174(034)	1
5174(035)	4
5167(045)	5
5167(046)	5
5167(049)	6

A complete PED list – <https://dot.ca.gov/programs/local-assistance/projects/projects-with-expiring-end-dates>

To initiate an extension or for further assistance, please contact the Local Area Engineer, Alex Lopez-Rangel.

Quality Assurance Program (QAP) – Renewal Deadline in 2024

Quality Assurance Program (QAP) approval will expire soon for all agencies identified below:

Agency	QAP Expiration
Brawley	10/10/2024
Imperial CTC	1/9/2025

An updated QAP package must be submitted to the Local Area Engineer: Alex Lopez-Rangel. Otherwise, no *Construction* federal funding authorization requests can be processed.

Caltrans Division of Local Assistance Blog (LAB)

Caltrans Local Assistance Blog (LAB) clarifies and contributes to successful delivery of transportation projects using federal resources – [LocalAssistanceBlog.com](https://www.localassistanceblog.com)

Title VI Nondiscrimination Program

Local agencies must comply with all Title VI requirements (*LAPM* Section 9.2). Title VI compliance is subject to review at any time. <https://dot.ca.gov/programs/local-assistance/local-civil-compliance/title-vi>

RELINQUISHMENTS

1. SR-86 from SR-111 to Countryside Dr, West Ralph Rd to Calle Estrella, and just east of Brandt Rd to SR-78. Relinquishment to County of Imperial, County of Imperial still needs to notify District 11 whether still interested (#15 on Status Map) (EA 11-43098).
2. SR-86 from Countryside Dr to Treshill Rd. Relinquishment to City of El Centro, City provided comments and Caltrans responses. On May 2024, City of El Centro confirmed that currently working on their own study on the route, will have an update in a few months. (#16 on Status Map) (EA 11-43099).

STATUS OF TRANSPORTATION PROJECTS



GSA: General Services Administration

46: Port of Entry

Date:06/19/2024

* The California Department of Transportation (Caltrans) is a partner in this study/projects, although not the lead agency.



VI. ACTION CALENDAR

A. 2024 Quality Assurance Program (QAP)

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

1. Approve the proposed 2024 Quality Assurance Program (QAP).

ICTC
IMPERIAL COUNTY
TRANSPORTATION COMMISSION
1503 N. IMPERIAL AVE., SUITE 104
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4410

September 6, 2024

ICTC Management Committee
Imperial County Transportation Commission
1503 N. Imperial Ave., Suite 104
El Centro, CA 92243

SUBJECT: 2024 Quality Assurance Program (QAP)

Dear Committee Members:

When transportation projects are constructed on the National Highway System (NHS), it is required by federal regulations that each State Transportation Department (STD) has a Quality Assurance Program (QAP) that meets federal requirements. Consequently, Caltrans has included the requirement in the Local Assistance Procedures Manual that every local agency receiving funds for a Federal-aid transportation project must have a QAP. In addition, the QAP should be updated as needed, and at least once every five years.

As a recipient of Federal Highway Administration funding, the Imperial County Transportation Commission (ICTC) is required to develop a QAP. ICTC's QAP will assure that the materials and workmanship incorporated into each federal-aid highway construction project on the National Highway System (NHS) are in conformity with the requirements of the approved plans and specifications.

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

1. Approve the proposed 2024 Quality Assurance Program (QAP).

Sincerely,



DAVID AGUIRRE
Executive Director

DA/

Attachment

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND,
COUNTY OF IMPERIAL AND IMPERIAL IRRIGATION DISTRICT**

Imperial County Transportation Commission



Quality Assurance Program (QAP)

Prepared August 19, 2024

Prepared by:



Fumi Hamanaka Galvan, PE, PLS
Project Engineer
The Holt Group, Inc.



**Recommended for
Approval by:**

David Aguirre
Executive Director of ICTC

Approved By:

Luis Plancarte
Chairman
Imperial County Transportation Commission

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EXHIBITS

Exhibit 1	Appendix D - "Acceptance Sampling and Testing Frequencies" of the QAP Manual
Exhibit 2	Exhibit 16-W - "Sources Inspection Request" of the LAP Manual
Exhibit 3	Appendix F - "Construction Materials Accepted by a Certificate of Compliance" of the QAP Manual
Exhibit 4	Appendix J – "Example of a Vendor's Certificate of Compliance" of the QAP Manual
Exhibit 5	Appendix K – "Examples of Materials Certificates/Exceptions" of the QAP Manual
Exhibit 6	Section 16.3 – "Maintaining Project Records" of the LAP Manual
Exhibit 7	Appendix H – "Example of a Log Summary Sheet" of the QAP Manual

The purpose of this program is to provide assurance that the materials incorporated into construction projects are in conformance with the contract specifications. This program will be updated every five years or more frequent if there are changes of the testing frequencies or to the tests themselves. To accomplish this purpose, the following terms and definitions will be used:

1.1 DEFINITION OF TERMS

- Acceptance Testing (AT) – Sampling and testing, or inspection, to determine the degree of compliance with contract requirements.
- ICTC – Imperial County Transportation Commission
- Agency - ICTC
- Independent Assurance Program (IAP) – Verification that AT is being performed correctly by qualified testers and laboratories.
- Quality Assurance Program (QAP) – A sampling and testing program that will provide assurance that the materials and workmanship incorporated into the construction project are in conformance with the contract specifications. The main elements of a QAP are the AT, and IAP.
- Source Inspection – AT of manufactured and prefabricated materials at locations other than the job site, generally at the manufactured location.
- ASTM - American Society for Testing of Materials
- AASHTO – American Association of State Highway & Transportation Officials
- QAP Manual – Quality Assurance Program (QAP) Manual for Use by Local Agencies dated December 2008, developed by the California Department of Transportation Division of Local Assistance

2 MATERIALS LABORATORY

The Imperial County Transportation Commission (ICTC) will use a private consultant materials laboratory to perform AT on Federal-aid and other designated projects. The materials laboratory shall be under the responsible management of a California registered Engineer with experience in sampling, inspection and testing of construction materials. The Engineer shall certify the results of all tests performed by laboratory personnel under the Engineer's supervision. The materials laboratory shall contain certified test equipment capable of performing the tests conforming to the provisions of this QAP.

The materials laboratory used shall provide documentation that the laboratory complies with the following procedures:

1. Correlation Testing Program – The materials laboratory shall be a participant in one or more of the following testing programs:
 - a. AASHTO Materials Reference Laboratory (AMRL)
 - b. Cement and Concrete Reference Laboratory (CCRL)
 - c. Caltrans' Reference Samples Program (RSP)
2. Certification of Personnel – The materials laboratory shall employ personnel who are certified by one or more of the following:
 - a. Caltrans District Materials Engineer
 - b. Nationally recognized non-Caltrans organizations such as the American Concrete Institute, Asphalt Institute, National Institute for Certification in Engineering Technologies, etc.
 - c. Other recognized organizations approved by the State of California and/or recognized by local governments or private associations.
3. Laboratory and Testing Equipment – The materials laboratory shall only use laboratory and testing equipment that is in good working order. All such equipment shall be calibrated at least once each year. All testing equipment must be calibrated by impartial means using devices of accuracy traceable to the National Institute of Standards and Technology. A decal shall be firmly affixed to each piece of equipment showing the date of the last calibration. All testing equipment calibration decals shall be checked as part of the IAP.

2.1 ACCEPTANCE TESTING (AT)

AT will be performed by a materials laboratory certified to perform the required tests. The tests results will be used to ensure that all materials incorporated into the project are in compliance with the contract specifications.

Testing methods will be in accordance with the California Testing (CT) Methods or a national recognized standard (i.e., AASHTO, ASTM, etc.) as specified in the contract specifications.

Sample locations and frequencies may be in accordance with the contract specifications. If not so specified in the contract specifications, samples shall be taken at the locations and frequencies as shown in Exhibit 1 (Appendix D, "Acceptance Sampling and Testing Frequencies" of the QAP Manual).

2.2 INDEPENDENT ASSURANCE PROGRAM (IAP)

IAP shall be provided by personnel from Caltrans, ICTC'S certified materials laboratory or consultant's certified materials laboratory. IAP will be used to verify that sampling and testing procedures are being performed properly and that all testing equipment is in good condition and properly calibrated.

IAP personnel shall be certified in all required testing procedures, as part of IAP, and shall not be involved in any aspect of AT.

IAP shall be performed on every type of materials test required for the project. Proficiency tests shall be performed on Sieve Analysis, Sand Equivalent, and Cleanness Value tests. All other types of IAP shall be witness tests.

Poor correlation between acceptance tester's results and other test results may indicate probable deficiencies with the acceptance sampling and testing procedures. In cases of unresolved discrepancies, a complete review of AT shall be performed by IAP personnel, or an independent materials laboratory chosen by the ICTC. IAP samples and tests are not to be used for determining compliance with contract requirements. Compliance with contract requirements is determined only by AT.

2.3 REPORTING ACCEPTANCE TESTING RESULTS

The following are time periods for reporting material test results to the Resident Engineer:

1. When the aggregate is sampled at material plants, test results for Sieve Analysis, Sand Equivalent and Cleanness Value should be submitted to the Resident Engineer within 24 hours after sampling.
2. When materials are sampled at the job site, test results for compaction and maximum density should be submitted to the Resident Engineer within 24 hours after sampling.
3. When soils and aggregates are sampled at the job site:
 - a. Test results for Sieve Analysis, Sand Equivalent and Cleanness Value should be submitted to the Resident Engineer within 72 hours after sampling.
 - b. Test results for “R” Value and asphalt concrete extraction should be submitted to the Resident Engineer within 96 hours after sampling.
4. When sampling products such as Portland Cement Concrete (PCC), cement treated base (CTB), hot mix asphalt (HMA), and other such materials; the time of such sampling shall be varied with respect to the time of the day insofar as possible, in order to avoid a predictable sampling routine. The reporting of AT results, if not performed by the Resident Engineer’s staff, shall be done on an expedited basis such as by fax or telephone.

3 TESTING OF MANUFACTURED MATERIALS

During the Design phase of the project, the Project Engineer may submit a “Source Inspection Request” see Exhibit 2 (Exhibit 16-W of the LAPM) to the consultant, or Caltrans for inspection and testing of manufactured and prefabricated materials by their materials laboratory. A list of materials that can be typically accepted on the basis of certificates of compliance during construction is found in Exhibit 3 (Appendix F – “Construction Materials Accepted by a Certificate of Compliance” of the QAP Manual). All certificates of compliance shall conform to the requirements of the contract specifications, for examples see Exhibit 4 (Appendix J – “Example of a Vendor’s Certificate of compliance” of the QAP Manual).

Should ICTC request Caltrans to conduct the source inspection, and the request is accepted, all sampling, testing, and acceptance of manufactured and prefabricated materials will be performed by Caltrans’ Office of Materials Engineering and Testing Services.

For Federal-aid projects on the National Highway System (NHS), Caltrans will assist in certifying the materials laboratory, and the acceptance samplers and testers. For Federal-aid projects off the NHS, Caltrans may be able to assist in certifying the materials laboratory, and the acceptance samplers and testers.

4 ISSUE RESOLUTION LADDER

The intention of all team members is to resolve issues at the lowest possible level and as quickly as possible. If additional time is required to obtain information, the parties must agree on the time necessary to resolve the issue. If it cannot be resolved at the level presented or in a mutually agreeable time frame, it will be immediately and jointly escalated to the next level. Document any issues escalated beyond the first level and inform the parties that the issue is being formally escalated. This process is continued for each level in the chain of command. The team's commitment is to resolve every dispute using this procedure and without resorting to outside parties (mediation or litigation). All parties involved with the process shall be promptly notified upon decisions and reasons are made.

Level	Involved Parties	
1	Contractor	Geotechnical Consultant
2	Geotechnical Consultant	Resident Engineer
3	Resident Engineer	Consulting Agency Engineer

5 PROCEDURE FOR DISPUTE RESOLUTION

Dispute resolution refers to the process of denial, suspension, revocation, appeals, and reinstatement of an IA person, an acceptance sampler and tester, or a laboratory. If the Contractor or member of a private laboratory has a dispute with ICTC involving a quality assurance item, the Consulting Agency Engineer from ICTC shall be selected to review the dispute.

The Resident Engineer and/or IA person and the party in dispute will submit his/her substantiating paperwork to the Consulting Agency Engineer, within 10 days after requested to do so. In some cases, one or more meetings may be needed to resolve disputes. Within a 30-day period, the Consulting Agency Engineer should resolve the dispute, based on the evidence presented. Appeals by the Contractor, Resident Engineer, the IA person, or acceptance sampler and tester may be made after the final decision by the Consulting Agency Engineer. The person making the appeal should be directed to contact the District Local Assistance Engineer no more than 14 days after receiving written notice of the final decision by the Consulting Agency Engineer.

6 PROJECT MEETINGS

6.1 Pre-Construction Meeting

A Pre-Construction Meeting will be conducted within fifteen (15) working days after the Notice of Proceed has been issued or as otherwise required by the Contract Documents. This QAP shall be discussed and reviewed at the Pre-Construction Meeting to familiarize the involved parties with the procedure and frequencies of the testing requirements and protocol for the procedure for dispute resolution. All involved parties shall have clear understanding of the requirements established by QAP and be advised to strictly follow the procedures.

6.2 Project Meetings

Project Meetings will be conducted bi-weekly or as otherwise required by the Contract Documents. To the maximum extent practicable, the Resident Engineer, Project Superintendent and other representatives who have full knowledge of the project and full authority to act for the Contractor shall represent the Contractor at Project Meetings throughout the progress of the Work. All parties involved with QAP procedures including AT and IA personnel shall be invited to bi-weekly meetings if there are any issues, concerns or dispute regarding QAP procedure. Sampling of materials and testing schedule shall also be reviewed at the Project Meetings in order to provide an advance notice to AT and IA personnel for coordination.

7 PROJECT CERTIFICATION

Upon completion of a Federal-aid project, a "Materials Certificate" shall be completed by the Resident Engineer. ICTC shall include a "Materials Certificate" in the Report of Expenditures submitted to the Caltrans District Director, Attention: District Local Assistance Engineer. A copy of the "Materials Certificate" shall also be included in the Agency's construction records. The Resident Engineer in charge of the construction function for the Agency shall sign the certificate. All materials incorporated into the work which did not conform to specifications must be explained and justified on the "Materials Certification", including changes by virtue of contract change orders. See Exhibit 5 (Appendix K – "Example of Materials Certificates/Exceptions" of the QAP Manual).

8 RECORDS

All material records of samples and tests, material releases and certificates of compliance for the construction project shall be incorporated into the Resident Engineer's project file. If a Federal-aid project:

1. The files shall be organized as described in Exhibit 6 (Section 16.3 "Maintaining Project Records" of the Local Assistance Procedures Manual).
2. It is recommended that the complete project file be available at a single location for inspection by Caltrans and Federal Highway Administration (FHWA) personnel.
3. The project files shall be available for at least three years following the date of final project voucher.
4. The use of a "Log Summary," as shown in Exhibit 7 (Appendix H – "Example of a Log Summary Sheet" of the QAP Manual), facilitates reviews of material sampling and testing by Caltrans and FHWA, and assists the Resident Engineer in tracking the frequency of testing.

When two or more projects are being furnished identical materials simultaneously from the same plant, it is not necessary to take separate samples or perform separate tests for each project; however, copies of the test reports are to be provided for each of the projects to complete the records.

EXHIBITS

EXHIBIT 1

**Appendix D - “Acceptance Sampling and Testing Frequencies” of the
QAP Manual**

Appendix D - Acceptance Sampling and Testing Frequencies

Note: It may be desirable to sample and store some materials. If warranted, testing can be performed at a later date.

Portland Cement (Hydraulic Cement)

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Cement/fly ash (Sampling only)	8-lb. sample	If possible, take a least one sample per job, even if the material is accepted based on a Certificate of Compliance.	ASTM D75, C494 CT 125 AASHTO T127, M85, M295	Standard for sampling hydraulic cement or fly ash.
Cement (Testing Only)	8-lb. sample	If the product is accepted based on a Certificate of Compliance, testing is not required. If the product is not accepted using a Certificate of Compliance, test at least once per job.	ASTM C109 CT 515 AASHTO T106	If testing appears warranted, fabricate six 2-in. mortar cubes using the Portland (or hydraulic cement). Test for compressive strength.

Portland Cement Concrete (Hydraulic Cement Concrete)

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Aggregate for Hydraulic Cement Concrete (Sampling & Testing)	50-lb. sample	Take one aggregate sample for each 1000 cu. yd. of PCC/HCC concrete. Test at least one sample per job.	ASTM D75 CT 125 AASHTO M6, T2, M80	Sample aggregate from belt or hopper (random basis).
Water (Sampling & Testing)	Take a two-quart sample using a clean plastic jug (with lining) and sealed lid. Sample at the point of use.	If the water is clean with no record of chlorides or sulfates greater than 1%, no testing is required. If the water is dirty do not use it. Test only when the chloride or sulfates are suspected to be greater than 1%.	CT 405, CT 422, CT 417 AASHTO R23	If testing appears warranted, test for chlorides and sulfates.

Appendix D (continued)

Portland Cement Concrete (Hydraulic Cement Concrete) – Continued

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description of Comments
Air Entraining Admixtures (Sampling & Testing)	Take a one-quart sample using a clean, lined can or plastic bottle, if liquid. If powder, take a 2.5 lb. sample.	If the product is accepted based on a Certificate of Compliance, testing is not required. Take one sample per job. Prior to sampling, check with Caltrans (METS) for acceptable brands and dosage rates.	ASTM C233 AASHTO M154, T157, C260	If testing appears warranted, test for sulfates and chlorides Admixtures with sulfates and chlorides greater than 1% should not be used.
Water Reducers or Set Retarders (Sampling & Testing)	If liquid, take a 1-qt. sample using a clean plastic can. If powder, take a 2.5 lb. sample.	If the product is accepted based on a Certificate of Compliance, no testing is required. If not, test once per job. Prior to using this product, please check with Caltrans (METS) for acceptable brands and dosage rates.	ASTM C494 AASHTO M194	If testing appears warranted, test for sulfates and chlorides. Admixtures with sulfates and chlorides greater than 1% should not be used.
Freshly-Mixed Concrete (Sampling)	Approx. 150lb. (or 1 cu. ft.) near mixer discharge.	When tests are required, take at least one sample for each 500 to 1000 cu. yd. of PCC/HCC.	ASTM C172, C685 CT 539 AASHTO T141, M157	This describes a method to sample freshly-mixed concrete.
Freshly-Mixed Concrete (Testing)	Approx. 150 lb/ (or 1 cu. ft.) near mixer discharge.	On projects with 500 cu. yd., or more, test at least one sample per job.	ASTM C143 AASHTO T119	This test determines the slump of the freshly-mixed concrete.
Freshly-Mixed Concrete (Testing)	Approx. 150 lb/ (or 1 cu. ft.) near mixer discharge	On projects with 500 cu. yd., or more, test at least one sample per job.	ASTM C360 CT 533	This test determines the ball penetration of the freshly-mixed concrete.
Freshly-Mixed Concrete (Testing)	Approx. 150 lb/ (or 1 cu. ft.) near mixer discharge	On projects with 500 cu. yd., or more, test at least one sample per job.	ASTM C231 CT 504 AASHTO T152	This test determines the air content of freshly-mixed concrete (pressure method).
Freshly-Mixed Concrete (Testing)	Approx. 150 lb/ (or 1 cu. ft.) near mixer discharge	On projects with 500 cu. yd., or more, test at least one sample per job.	ASTM C138 CT 518 AASHTO T121	This test determines the unit weight of freshly mixed concrete.

Appendix D (continued)

Portland Cement Concrete (Hydraulic Cement Concrete) – Continued

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Freshly-Mixed Concrete (Testing)	Approx. 150 lb/ (or 1 cu. ft.) near mixer discharge	Fabricate at least two concrete cylinders per project. Test for compressive strength at least once for each 500 to 1,000 cu. yd. of structural concrete.	ASTM C39 CT 521 AASHTO T22	This test is used to fabricate 6" x 12" concrete cylinders. Compressive strengths are determined, when needed.
Freshly-Mixed Concrete (Testing)	Approximately 210 lb. of concrete are needed to fabricate three concrete beams.	One sample set for every 500 to 1,000 cu. yd. of concrete.	ASTM C78 CT 31 AASHTO T97 & T23	This test is used to determine the flexural strength of simple concrete beams in third-point loading

Soils and Aggregates

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Aggregate (Sampling)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM D75 CT 125 AASHTO T2	This test describes the procedures to sample aggregate from the belt or hopper (random basis).
Fine Aggregates (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM C128 CT 208 AASHTO T84	This test determines the apparent specific gravity of fine aggregates for bituminous mixes, cement treated bases and aggregate bases.
Fine Aggregate (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM C128 CT 207 AASHTO T84	This test determines the bulk specific gravity (SSD) and the absorption of material passing the No. 4 sieve.
Coarse Aggregate (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	CT 206	This test determines the cleanness of coarse aggregate.

Appendix D (continued)

Soils and Aggregates - Continued

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Coarse Aggregate (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM C127 CT 227 AASHTO T85	This test determines the specific gravity and absorption of coarse aggregate (material retained on the No. 4 sieve).
Soils and Aggregates (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM C136 CT 202 AASHTO T27	This test determines the gradation of soils and aggregates by sieve analysis.
Soils and Aggregates (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM D2419 CT 217 AASHTO T176	This test determines the Sand Equivalent of soils and aggregates.
Soils and Aggregates (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM C117 AASHTO T11	This test determines the gradation for materials finer than the No. 200 sieve (by washing method).
Soils and Aggregates (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM D3744 CT 229 AASHTO T210	This test determines the Durability Index of soils and aggregates.
Soils and Aggregates (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM D2844 CT 301 AASHTO T190	This test determines the Resistance Value (R-) and expansion pressure of compacted materials.
Soils and Aggregates (Testing)	One random location for every 2,500 sq. ft.	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM D2922 CT 231 AASHTO T238	This test determines field densities using the nuclear gage.
Soils and Aggregates (Testing)	One random location for every 2,500 sq. ft.	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM D3017 CT 231 AASHTO T239	This test determines the water content using the nuclear gage.

Appendix D (continued)

Asphalt Binder

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Asphalt Binder (Sampling)	One 0.5-gal. sample placed in a clean, sealed can.	Sample once per job at the asphalt concrete plant.	CT 125 ASTM D 979 AASHTO T 168, T48	This procedure describes the proper method to sample the asphalt binder.
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Sample once per job at the asphalt concrete plant.	ASTM D92, D117 AASHTO T 48	This test determines the flash point of the asphalt binder (by Cleveland open cup).
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D2872 & D92 CT 346 AASHTO T240 & T48	This test determines the rolling thin-film oven test (RTFO).
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D2042 AASHTO T44	This test determines the solubility of asphalt material in trichloroethylene.
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D2171 AASHTO T202	This test determines the dynamic viscosity, (absolute viscosity of asphalt @ 140 degrees F by the Vacuum Capillary Viscometer Poises).
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D5 AASHTO T49	This test determines the penetration of bituminous material @ 77 degrees F and percentage of original penetration from the residue.
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D113 AASHTO T51	This test determines the ductility of asphalt @ 77 degrees F.
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D2170 AASHTO T201	This test determines the kinematic viscosity of asphalt @275 degrees F (Centistoke).

Appendix D (continued)

Asphalt Binder - Continued

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D2171 AASHTO T202	This test determines the dynamic viscosity. (absolute viscosity of asphalt @ 140 degrees F by the Vacuum Capillary Viscometer Poises).
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D36 AASHTO T53	This test determines the softening point of asphalt.

Asphalt Emulsified

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Emulsified Asphalt (Sampling)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D140, D979 CT 125 AASHTO T 40, T168	This test describes the procedure to sample the emulsified asphalt.
Emulsified Asphalt (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D244 AASHTO T59	This test determines the sieve retention of emulsified asphalt.
Emulsified Asphalt (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D244 AASHTO T59	This test determines the weight per gallon of emulsified asphalt.
Emulsified Asphalt (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D244 AASHTO T59	This test determines the penetration of the emulsified asphalt.
Emulsified Asphalt (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D244 CT 330 AASHTO T59	This test determines the residue @ 325 degrees F evaporation of emulsified asphalt.

Appendix D (continued)

Asphalt Emulsified - Continued

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Emulsified Asphalt (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D4402 AASHTO T201	This test determines the Brookfield viscosity.
Emulsified Asphalt (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D88 AASHTO T72	This test determines the Saybolt-Furol viscosity of emulsified asphalt @ 77 degrees F (seconds).

Hot Mix Asphalt (Asphalt Concrete) – Concrete

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Asphalt Concrete (Sampling)	Obtain one 30-lb. sample each day of production	Obtain one sample at the asphalt concrete plant for each 5,000 tons of asphalt concrete placed.	ASTM D75, D140, D979 CT 125 AASHTO T 40, T168	This test describes the procedure to sample the asphalt concrete.
Asphalt Concrete (Testing)	4" x 8" cores	Take one 4" x 8" core for every 500 ft of paved roadway.	ASTM D1188, D1560, D1561, D5361 CT 304 AASHTO T246, T247	This test determines the field density of street samples.
Asphalt Concrete (Testing)	Obtain one 30-lb. sample for each day of production	Obtain one sample for every five cores taken.	ASTM D1188, D1560, D1561, D5361 CT 304 AASHTO T246, T247	This test determines the laboratory density and relative compaction of asphalt concrete.
Asphalt Concrete (Testing)	4" x 8" cores	Obtain one sample for every five cores taken.	ASTM D2726, D1188, D5361	This test determines the specific gravity of compacted bituminous mixture dense-graded or non-absorptive.

Appendix D (continued)

Hot Mix Asphalt (Asphalt Concrete) –Continued

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Asphalt Concrete (Testing)	One 30-lb sample	Obtain one sample for every 1,000 tons of asphalt concrete.	ASTM D1559 AASHTO T245	This test determines the resistance to plastic flow of prepared mixes as determined by the Marshall Method.
Asphalt Concrete (Testing)	One 30-lb sample	Obtain one sample for every 1,000 tons of asphalt concrete.	ASTM C117, D2172 (use Method B) AASHTO T164	This test determines the screen analysis of aggregates recovered from asphalt materials.
Geotextile Fabric (Placed Under the Asphalt Concrete) (Testing)	One 12 ft. x 3 ft. sample	Obtain one sample per job.	ASTM D4632 AASHTO M288	This test determines the weight per sq. yd. and grabs strength of geotextile fabrics.
Asphalt Concrete (Testing)	Sample any test location (random basis)	Obtain one sample for every 1,000 tons of asphalt concrete.	ASTM D2950 CT 375	This test determines the nuclear field density of in-place asphalt concrete.
Asphalt Concrete (Testing)	One 10-lb sample	Obtain one sample during every day of production.	ASTM D1560, D1561 CT 366 AASHTO T246, T247	This test determines the stability value of asphalt concrete.
Slurry Seals (Sample)	One 0.5 gal. sample in a clean, dry plastic container.	Obtain one sample per truck	ASTM D979 CT 125 AASHTO T 40, T168	This test describes the procedure for sampling the slurry seal.
Aggregate for Slurry Seals (Testing)	One 30-lb. sample.	Obtain at least one sample per project from the belt or hopper or stockpile and test for Sand Equivalent	ASTM D2419 CT 217 AASHTO T176	This test determines the Sand Equivalent of aggregates.

Appendix D (continued)

Slurry Seals

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Aggregate for Slurry Seals (Testing)	One 30-lb. sample.	Obtain at least one sample per project from the belt, hopper, or stockpile and test for sieve analysis of fine sand.	ASTM C117 AASHTO T11	This test determines the sieve analysis of fine sand (gradation of materials finer than No. 200 sieve by wash grading).
Slurry Seals (Testing)	One 0.5 gal. sample in a clean, dry plastic container.	Test one sample per project and test for Abrasion.	ASTM D3910	This test determines the Wet Track Abrasion Test (2) (WTAT).

Steel

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Steel Strand (Testing)	Sample strand at various sizes.	This item may be accepted using a Certificate of Compliance. Sample and test at least two steel strands per job when a Certificate of Compliance is not used.	ASTM A370, A416, E328 AASHTO T244	This test determines the tensile strength of uncoated seven-wire stress-relieved strand for pre-stressed concrete.
Steel Rebar (Testing)	Sample rebar at various sizes.	This item may be accepted using a Certificate of Compliance. Sample and test at least two steel rebar per job when a Certificate of Compliance is not used.	ASTM A615, A370 AASHTO T244	This test determines the steel reinforcement bar tensile strength and bend capability.

EXHIBIT 2

Exhibit 16-W of the LAP Manual

**SAMPLE COVER MEMO
SOURCE INSPECTION REQUEST
FROM LOCAL AGENCY'S RESIDENT ENGINEER TO CALTRANS' OFFICE OF MATERIALS
ENGINEERING AND TESTING SERVICES
(Prepared by Applicant on Applicant Letterhead)**

To: Office of Materials Engineering & Testing
Services, MS #5
California Department of Transportation
5900 Folsom Blvd.
Sacramento, CA 95819

Date: _____

EA: _____

Project Number: _____

Project Description: _____

Subject: (_____)

We are requesting that Caltrans provide Source Inspection (reimbursed) services for the above-mentioned project. We requested and received prior authorization for this service from our district Local Assistance Engineer, as noted by the attached approval memo from District Local Assistance Engineer.

Please find the following documents enclosed as required:

1. Completed CEM-3101
2. One set of PS&E

Any question you might have about the materials, to be inspected, should be directed to: _____, at _____.

(Applicant Representative Name)

(Title)

(Local agency, name & address)

EXHIBIT 3

Appendix F - "Construction Materials Accepted by a Certificate of Compliance"
of the QAP Manual

Appendix F - Construction Materials Accepted by a Certificate of Compliance *

Soil Amendment
Fiber
Mulch
Stabilizing Emulsion
Plastic Pipe
Lime
Reinforcing Steel
Structural Timber and Lumber
Treated Timber and Lumber
Timber and Lumber
Culvert and Drainage Pipe Joints
Reinforced Concrete Pipe
Corrugated Steel Pipe and Corrugated Steel Pipe Arches
Structural Metal Plate Pipe Arches and Pipe Arches
Perforated Steel Pipe
Polyvinyl Chloride Pipe and Polyethylene Tubing
Steel Entrance Tapers, Pipe Down drains, Reducers, Coupling Bands and Slip Joints
Aluminum Pipe (Entrance Tapers, Arches, Pipe Down drains, Reducers, Coupling Bands and Slip Joints)
Metal Target Plates
Electrical Conductors
Portland Cement
Minor Concrete
Waterstop

* If Caltrans Standard Specifications May 2006 is part of contract specifications.

Note: Usually these items are inspected at the site of manufacture or fabrication and reinspected after delivery to the job site.

EXHIBIT 4

Appendix J – “Example of a Vendor’s Certificate of Compliance” of the QAP Manual

Appendix J.1 - Example of a Vendor's Certificate of Compliance

No. 583408

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
VENDOR'S CERTIFICATE OF COMPLIANCE
MR-0543 (REV. 5/93) #CT-7541-6020-2

☐ PRECAST CONCRETE PRODUCTS OR ☒ SOUNDWALL

TO: BILL SYNDER

STATE HIGHWAY ENGINEER
RESIDENT ENGINEER - CITY OF FLATLAND

We certify that the portland cement, chemical and mineral admixtures contained in the material described below are brands stated and comply with specifications for:

CONTRACT NUMBER:

CEMENT BRAND <u>XYZ CEMENT CO.</u>	MILL LOCATION <u>MIDLAND,</u>
TYPE <u>II MODIFIED</u>	<u>CALIFORNIA</u>

CHEMICAL ADMIXTURE

1. BRAND <u>ABC ADMIXTURE</u>	MANUFACTURER <u>XYZ SUPPLIER</u>
TYPE <u>WATER REDUCER</u>	
2. BRAND	MANUFACTURER
TYPE	

☐ CHECK BOX IF A CHEMICAL ADMIXTURE WAS NOT USED

MINERAL ADMIXTURE

MANUFACTURER <u>POZZ. INC.</u>	CLASS <u>F</u>
-----------------------------------	-------------------

☐ CHECK BOX IF A MINERAL ADMIXTURE WAS NOT USED

DELIVERY DATE (Ready-Mix) <u>7/7/07</u>	DATES OF FABRICATION (Precast)
--	--------------------------------

LIST PRODUCTS TO WHICH CERTIFICATE APPLIES. (Show size and lin. ft. of pipe, etc., delivery slip numbers for ready-mix.)

Portland Cement
Flyash
Water Reducer

MANUFACTURER OF CONCRETE PRODUCTS

A. & B. READY MIX

By: AUTHORIZED REPRESENTATIVE SIGNATURE

Joe Anderson

FM 93 1839

Original to Res. Engr. Retain Duplicate.

OSP 01 55624

Appendix J.2 - Example of a Certificate of Compliance for Portland Cement (continued)

This is to certify that the

Portland Cement.

Supplied by ABC Cement Company complies with all
requirements for Type II Portland Cement when tested in
accordance with ASTM C - 494.

Local Agency Project No.

HP21L – 5055 – 111

Albert Howakowa

Quality Assurance Engineer
ABC Cement Company

Date: 07/07/07.

EXHIBIT 5

Appendix K – “Examples of Materials Certificates/Exceptions” of the QAP Manual

Appendix K - Examples of Materials Certificates/Exceptions (Signed by the Resident Engineer at the Completion of the Project)

Federal-aid Project No.: Project HP21L – 5055 – 111

Subject: Materials Certification

This is to certify that the results of the tests on acceptance samples indicate that the materials incorporated in the construction work and the construction operations controlled by sampling ☒ and testing were in conformity with the approved plans and specifications.

☐ All materials exceptions to the plans and specifications on this project are noted below.

No exceptions were found to the plans and specifications on this project.

Bill Sanders
Resident Engineer (Print Name)

Bill Sanders
Resident Engineer (Signature)

7/7/07
(Date)

Note: The signed original of this certificate is placed in the Resident Engineer's project files and one copy is mailed to the DLAE and filed under "Report of Expenditures."

See the attachment (next page)

Appendix K (continued)

Attachments: Materials Exceptions (Acceptance Testing)

Type of Test	Description of Work	Total Tests Performed On the Project	Number of Failed Tests	Action Taken
Slump Test	Concrete Sidewalk	8	1	When the measured slump exceeded the maximum limit, the entire concrete load was rejected.
Sand Equivalent	Aggregate for Structural Concrete	10	1	The tested S.E. was 70 and the contract compliance specification was 71 minimum. However, the concrete 28-day compressive strength was 4800 psi. The concrete was considered adequate and no materials deductions were taken.
Compaction	Sub grade Material	12	1	One failed test was noted. The failed area was watered and reworked. When this was completed, a retest was performed. The retest was acceptable.
Compaction	Hot Mix Asphalt	12	1	One failed area was noted. It was reworked and retested. The second test met specifications.

Bill Sanders
Resident Engineer (Print Name)

Bill Sanders
Resident Engineer (Signature)

July 4, 2007
Date

EXHIBIT 6

Section 16.3 – “Maintaining Project Records” of the LAP Manual

Document the Project Staff

List the names, titles, and contact number of all staff (agency and consultants hired by the agency) assigned to the project performing contract administration duties, including engineers, inspectors, lab testers, office help, or others. This list should not include any contractors' staff or consultants hired by the prime contractor. Place a copy in the project files. This documentation is essential for auditors to determine the adequacy of the LPA's staffing.

Obtain the Designation of the Contractor's Authorized Representative

Prime contractors, including those operating in joint venture, must be required by the project specifications to designate in writing a person authorized to supervise the work and to act for the contractor on the project. The representative must be present at the jobsite while work is in progress. Both the Caltrans Standard Specifications, as well as the Greenbook, includes this requirement. Place a copy of the authorization in the project file, providing the address and after-hours contact information of the person authorized to supervise.

16.3 Maintaining Project Records

The LPA must establish a separate record file for each federal-aid highway project. The project file must contain all data pertinent to the work and to the requirements of the specifications.

In general, project records must support the adequacy of the field supervision, inspection, and testing, conformance to contract specifications, and payments to the contractor. Generally, whenever the LPA is unable to produce requested records, it must be assumed by reviewing personnel that the required actions were never performed. Organized project files can minimize these negative assumptions.

During the construction phase, Caltrans COEs periodically perform reviews and inspection of the LPA project files for compliance with federal and state requirements. Organization and content of the project file is one indicator of the effective and efficient management of the project by the RE. It also minimizes resources necessary for conducting process reviews.

Organization of Project Records

Each agency must develop or adopt a filing index to be used on all federal-aid projects administered by the agency off the SHS. An agency is only required to use the CT filing index for projects on the SHS. The files must be complete and well organized and should include, at a minimum, even on relatively simple projects, the topics indicated below.

Project Record Filing System - Locally Administered Federal-Aid Projects

1. Award Package
 - a. [Exhibit 15-A: Local Agency Construction Contract Administration Checklist](#)
 - b. [Exhibit 15-B: Resident Engineer's Construction Contract Administration Checklist](#)
 - c. [Exhibit 15-M: Detail Estimate](#)
 - d. [LAPM 3-A: Project Authorization/Adjustment Request](#)
2. Project Personnel
 - a. LPA Project Personnel Sheet (names, titles, and phone number)
 - b. LPA and Contractor's Emergency Contact Information Sheet
 - c. Contractor's letter designating representative authorized to act for the contractor

3. Correspondence
 - a. To contractor
 - b. From contractor
 - c. General
4. [LAPM 16-A: Weekly Statement of Working Days](#)
5. Quality Assurance:
 - a. Copy of Quality Assurance Plan
 - b. Independent Assurance
 - i. [Exhibit 16-D: Certificate of Proficiency](#)
 - ii. Certification of Accreditation of Testing Lab (TL-0113)
 - iii. Equipment Calibration Verifications (Nuclear Gauge)
 - c. [Exhibit 16-I: Notice of Material to be Used \(Form CEM-3101\)](#)
 - d. Acceptance Testing Results and Initial Tests (Make a Category 6d for each material such as, 6d1.i, CI 2 Base Test Summary Log, 6d2.ii CI 2 Base Test Results- 6d2.i AC Test Results Log etc. Include items below for each):
 - i. Test Result Summary Log
 - ii. Test Results
 - e. [Exhibit 16-T1: Materials Requiring a Certificate of Compliance per Caltrans Standard Specifications](#) or [Exhibit 16-T2: Materials Requiring a Certificate of Compliance per the Greenbook](#)
 - f. [Exhibit 16-K: Report of Inspection of Material \(Form MR-0029\)](#)
 - g. Buy America Certifications
 - h. [Exhibit 16-G: Corroboration Report](#)
6. Engineer's Daily Reports
 - a. Resident Engineer's Daily Report ([Exhibit 16-C2](#), or similar)
 - b. Assistant Engineer's Daily Report ([Exhibit 16-C1](#), or similar)
 - c. Structures Engineer
7. Photographs
8. Contract Item Pay Quantity Documents
 - a. [Exhibit 16-Y: Monthly Progress Payment Item Quantity Calculation Sheet](#), or similar
9. Change Orders (CO)
 - a. CO 1
 - i. Approved CO or equivalent (LPAs may use their own form or use State form CEM-4900)
 - ii. CO Memorandum/Transmittal Letter or equivalent (LPAs may use their own form or use State form CEM-4903)
 - iii. Written Prior Approval to Proceed

- iv. Independent Supporting Force Account Cost Calculations (if Agreed Price)
 - v. Justification of time extension
 - vi. Extra Work Reports
 - b. CO 2, etc.
10. Progress Pay Estimates and Status of Funds
11. Labor Compliance and Equal Employment Opportunity (EEO) records
- a. Certified Payrolls
 - b. [LAPM 16-B: Subcontracting Request](#)
 - c. Photo Documentation of all required posters:
www.fhwa.dot.gov/programadmin/contracts/poster.cfm
 - d. Labor Compliance Interviews
 - e. [Exhibit 16-O: Federal-Aid Highway Contractors Annual EEO Report](#)
12. Disadvantaged Business Enterprise (DBE) Records
- a. [Exhibit 15-G: Construction Contract DBE Commitment](#)
 - b. [Exhibit 15-H: DBE Information - Good Faith Efforts](#)
 - c. [Exhibit 16-Z1: Monthly DBE Trucking Verification](#)
 - d. DBE Substitution Supporting documentation (if applicable)
 - e. [DBE Monthly Payment documentation \(Exhibit 9-F or Exhibit 9-P depending on project award date\)](#)
 - f. [Exhibit 17-F: Final Report - Utilization of DBE and First –Tier Subcontractor](#)
13. Environmental-related documents

Other sections of this chapter explain the content of the above listed file categories.

A large and complex project usually requires a more detailed record-keeping system. The record-keeping system described in Caltrans Construction Manual, [Section 5-102: Organization of Project Documents](#), is suggested for large projects.

Availability of Records for Review or Audit

The record retention period for the non-federal entities for financial purposes is three (3) years and begins when the final voucher is submitted in the Financial Management Information System (FMIS) and required documentation is submitted to FHWA per the Stewardship and Oversight Agreement. The files must be available at a single location for these reviews and audits. Use of a uniform project record-keeping system, together with diligent maintenance of the system, greatly facilitates a process review and minimizes negative findings. Good records of all construction activities clearly demonstrate to those concerned that project supervision and control were attained on the project.

EXHIBIT 7

Appendix H – “Example of a Log Summary Sheet” of the QAP Manual

Appendix H - Example of a Log Summary Sheet

Subgrade Materials

Date	CT	Station	Elevation	Test Results	Minimum Spec.	Passed or Failed	Action Taken
5/15/07	231	1+ 00 (30' L)	99.00	93	90 or greater	Passed	N/A
5/16/07	231	1+ 50 (20' R)	100.50	94	90 or greater	Passed	N/A
5/17/07	231	2+ 25 (25' R)	101.00	96	90 or greater	Passed	N/A
5/18/07	231	1+ 50 (30' L)	101.50	95	95 or greater	Passed	N/A
5/19/07	231	2+ 50 (20' L)	102.00	92 *	95 or greater	Failed	See Note 1
5/19/07	231	2+ 50 (20' L)	102.00	95	95 or greater	Passed	N/A

CT 231 = Compaction (Nuclear Gage)

* Note 1: The Contractor used a water tank to dampen the soil surface at the failed subgrade location. Using a sheep's foot compactor, he reworked the subgrade (making at least 10 passes) from Station 2+ 00 to Station 3+ 00. After approximately 30 minutes, another compaction test was taken. This time the relative compaction was 95.

Aggregates and Base Materials

Date	CT	Station	Elevation	Test Results	Minimum Spec.	Passed or Failed	Action Taken
6/20/07	202	1+ 00 (10' R)	102.50	See data sheet	See data sheet	Passed	N/A
6/20/07	202	2+ 00 (20' L)	102.50	See data sheet	See data sheet	Passed	N/A
6/22/07	217	1+ 00 (10' R)	102.50	75	25 or greater	Passed	N/A
6/22/07	217	2+ 00 (20' L)	102.50	83	25 or greater	Passed	N/A
6/20/07	227	1+ 00 (20' R)	102.50	86	71 or greater	Passed	N/A
6/20/07	227	1+ 50 (20' L)	102.50	85	71 or greater	Passed	N/A
6/24/07	231	2+ 00 (20' R)	102.50	98	95 or greater	Passed	N/A
6/24/07	231	2+ 50 (20' L)	102.50	97	95 or greater	Passed	N/A

CT 202 = Sieve Analysis, CT 217 = Sand Equivalent, CT 227 = Cleanness Value,
CT 231 = Compaction (Nuclear Gage)

Appendix H (continued)

Hot Mix Asphalt

Date	CT	Station	Elevation	Test Results	Minimum Spec.	Passed or Failed	Action Taken
7/10/07	339	1+ 00 (10' R)	103.00	0.08 gal/ sq yd	0.05 -0.10 gal/sq yd	Passed	N/A
7/10/07	366	2+ 00 (20' L)	103.00	32	>23	Passed	N/A
7/10/07	366	1+ 00 (10' R)	103.00	41	>23	Passed	N/A
7/10/07	375	2+ 00 (20' L)	103.00	94	RC = 93 to 97	Passed	N/A
7/15/07	375	1+ 00 (20' R)	103.00	96	RC = 93 to 97	Passed	N/A
7/15/07	375	1+ 50 (20' L)	103.00	95	RC = 93 to 97	Passed	N/A

CT 339 = Distributor Spread Rate, CT 366 = Stabilometer Value

CT 375 = In-Place Density & Relative Compaction

Portland Cement Concrete

Date	CT	Station	Elevation	Test Results	Minimum Spec.	Passed or Failed	Action Taken
9/25/07	504	10 + 50 (50' R)	102.50	6.5%	>6.0%	Passed	N/A
9/25/07	533	12 + 50 (50' R)	102.50	1.5"	<2"	Passed	N/A
9/25/07	518	11 + 50 (50' R)	102.50	151 lb/cu ft	> 145 lb/cu ft	Passed	N/A
9/25/07	521	10 + 50 (50' R)	102.50	28 day = 4200 psi	>3800 psi	Passed	N/A
9/28/07	521	11 + 50 (50' R)	102.50	28 day = 4290 psi	>3800 psi	Passed	N/A
9/30/07	521	12 + 50 (50' R)	102.50	28 day = 4160 psi	>3800 psi	Passed	N/A

CT 504 = Air Content, CT 518 = Unit Weight, CT 521 = Compressive Strength,

CT 533 = Ball Penetration



1503 N. IMPERIAL AVE. SUITE 104
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4410

September 6, 2024

ICTC Management Committee
Imperial County Transportation Commission
1503 N. Imperial Ave., Suite 104
El Centro, CA 92243

SUBJECT: Adjustments to IVT RIDE Paratransit System – Acquisition/Development of Rider Application

Dear Committee Members:

IVT RIDE is a public paratransit service bus system in service since 2014, and is designed for seniors and transit dependent persons, for access to medical facilities, clinics and other services. IVT RIDE operates in Brawley, Calexico, Imperial, El Centro, Heber and West Shores. The vehicles operated are ramp or lift equipped minibus designed for the physically and/or cognitively disabled passengers. Currently, the service operates 7 days a week (depending on location), with an advance reservation system.

ICTC continues to monitor and consider adjustments to all Imperial Valley Transit (IVT) services in efforts to provide the best possible service to the residents of the Imperial County. The IVT Ride service continues to suffer from significant inefficiencies in addition to low ridership and usage. Due to continued struggles of the service, ICTC must consider significant modifications to the service to ensure the service can continue.

Staff has identified various proposed amendments to the IVT Ride service model to possibly extend the life of the service. The following are the proposed modifications that staff is considering implementing.

- Open the service to the general public
- Allow Seniors and Persons with Disabilities to complete advance bookings for service use
- Acquire/Implement a Rider Application for curb-to-curb pickups/drop-offs
- Acquire/Implement electronic payment opportunities for reservations made through the Rider Application
- Acquire/Implement the hardware required to operate the service such as dispatch software and driver tablets
- Implement adjustments to the IVT Ride website and service marketing materials

The proposed adjustments to the service would enable IVT Ride to transition to a microtransit service similar to the Calexico On Demand service. The Calexico On Demand service has seen significant ridership and demand and has proven to be extremely successful.

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND,
IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL**

ICTC has obtained preliminary quotes and qualifications from capable service providers and is currently evaluating the information. It is anticipated that there will be a one-time cost associated with the development and implementation of the rider application and hardware and continuing cost for use of the dispatch and rider application software. ICTC has secured grant funding to complete the required hardware and software improvements to the service.

Prior to implementation, ICTC will be conducting rider surveys and outreach, presentations to each of the cities impacted and public hearings.

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

1. Authorize the Executive Director to proceed with the acquisition and development of the IVT Ride Rider Application and Scheduling Software.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Aguirre', with a stylized flourish at the end.

David Aguirre
Executive Director