



REQUEST FOR QUALIFICATIONS

PROFESSIONAL ENGINEERING AND ENVIRONMENTAL SERVICES FOR THE WEST STREET SCHOOL CONNECTIVITY PROJECT

CITY OF CORNING, CA

DEPARTMENT OF PUBLIC WORKS
CORNING, CA

PROPOSALS ARE TO BE SUBMITTED TO:
CITY OF CORNING, DEPARTMENT OF PUBLIC WORKS
ATTENTION: WEST STREET SCHOOL CONNECTIVITY PROJECT RFQ
794 THIRD ST. CORNING, CA 96021

PROPOSALS DUE BY:
JUNE 9, 2021; 1:30 PM

QUESTIONS MAY BE DIRECTED TO:
ROBIN KAMPMANN
PUBLIC WORKS DIRECTOR
PHONE: 530-824-7029
EMAIL: RKAMPMANN@CORNING.ORG

CITY PROJECT No.:
118-7727-9007

FEDERAL AID PROJECT No.;
ATPSB1L-5161(017)

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1 INTRODUCTION

The City of Corning is requesting proposals (RFQ) for Environmental, Right of Way and Engineering Services on a State-only funded Active Transportation Project.

The proposals submitted in response to this RFQ will be used as a basis for selecting the Consultant for this project. The Consultant's proposal will be evaluated and ranked according to the criteria provided in Appendix B of this RFQ.

Addenda to this RFQ, if issued, will be sent to all prospective consultants the City has specifically e-mailed a copy of the RFQ to and will be posted on the City's website at www.corning.org and CIPList at www.CIPList.com.

It shall be the Consultant's responsibility to check the City's website to obtain any addenda that may be issued.

The Consultant's attention is directed to Section 6.1, "Submittal Requirements."

Background:

The Active Transportation Program (ATP) was created by Senate Bill 99 (Chapter 359, Statutes of 2013) and Assembly Bill 101 (Chapter 354, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking. The ATP consolidates various transportation programs, including the federal Transportation Alternatives Program, state Bicycle Transportation Account, and federal and state Safe Routes to School programs into a single program to:

- Increase the proportion biking and walking trips,
- Increase safety for non-motorized users,
- Increase mobility for non-motorized users,
- Advance the efforts of regional agencies to achieve greenhouse gas reduction goals,
- Enhance public health, including the reduction of childhood obesity through the use of projects eligible for Safe Routes to Schools Program funding,
- Ensure disadvantaged communities fully share in program benefits (25% of program), and
- Provide a broad spectrum of projects to benefit many types of active transportation users.

Understanding the goals and objectives of the ATP, the City of Corning identified the West Street Elementary School Connectivity Project as a potential fit. The proposed project is located adjacent to West Street Elementary School on Marin, Hoag, South and Solano Streets, and Houghton and McKinley Avenues where sidewalks and bike lanes currently do not exist. Crosswalks are marked on the roadway from existing sidewalks on the opposite side of the roadway but unfortunately these crosswalks lead to curbs and unimproved areas where sidewalks should exist. Due to the lack of sidewalks students walk in the roadways and behind parked vehicles. The proposed project would construct new sidewalks around the perimeter of West Street Elementary School, place accessible pedestrian ramps at crossing locations, reconfigure crosswalk striping, and designate bike lanes, providing a safe route to the school where none exists. In addition to improvements directly adjacent to the school it is proposed to install a flashing pedestrian signal at the un-signalized intersection of Solano St. and Hoag St. which connects the north portion of the community to the south portion. The expected benefits of the project would be to eliminate



the current hazards that prevent non-motorized transportation and to encourage students to walk to school in a safe environment.

Work will be issued on a task order by task order basis that are expected to follow phases of project development. Specific work items and related cost for each task order will be discussed and developed with the Consultant, prior to formal execution. Each task Order must be executed by both parties prior to commencement of work. Additional provisions related to Task Order preparation may be included and should be expected, such as DBE considerations.

Some or all of the services described herein are considered “public works” as defined by the California Labor Code section 1720, therefore, Consultants shall pay prevailing wages for all applicable covered work. In conjunction with all other Labor Code requirements, special attention is made to Labor Code §§ 1771.1 which has been changed to require registration of consultants and subconsultants to be eligible for submitting, as follows:

1771.1. (a) A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

Consultants and subconsultants are directed to the Department of Industrial Relations website for further information and online registration information; <http://www.dir.ca.gov/Public-Works/PublicWorks.html>.

In accordance with §§ 1771.4 (a) (1), this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

The following forms and Local Assistance Procedures Manual (LAPM) exhibits must be submitted with each SOQ, and are attached to this RFQ (or are available online at Caltrans Local Assistance):

- LAPM Exhibit **10-H**, Sample Cost Proposal
- LAPM Exhibit **10-I**, Notice of Proposers DBE Information
- LAPM Exhibit **10-O1**, Consultant Proposal DBE Commitment
- LAPM Exhibit **10-Q** Disclosure of Lobbying Activities
- LAPM Exhibit **15-H**, DBE Information – Good Faith Efforts

The following forms and documents are not required to be submitted with the SOQ, but will be required during negotiations and/or after contract award. This list may not be inclusive of all post SOQ required forms.

- LAPM Exhibit **10-K**, Consultant Certification of Contract Costs and Financial Management System
- LAPM Exhibit **10-O2**, Consultant Contract DBE Commitment

The City of Corning Submitted the West Street Elementary School Connectivity Project application for ATP Cycle 4 funding. The complete grant application is included as Attachment 1. The California Transportation Commission approved the West Street Elementary School Connectivity Project for State-only funding.



In November 2019, staff submitted to Local Assistance a formal Request for Authorization to proceed with Project Approval and Environmental Document phase. This request will be formally considered at the March 25, 2020 California Transportation Commission meeting and formal authorization was received on June 16, 2020. Staff has asked for a 9 month time extension for allocation for Plans, Specification and Estimate (PS&E) funding to allow for completion of the CEQA determination.

2 SCOPE OF WORK

General:

The City of Corning is interested in contracting with a Consultant that will conduct and coordinate specified tasks related to advancing the West Street Elementary School Connectivity Project to the construction phase.

The work shall comply with the requirements of all of the following without limitation, and shall apply to this RFQ and any subsequent contract as though incorporated herein by reference:

1. Federal laws
2. State laws
3. Local laws
4. Rules and regulations of governing utility districts
5. Rules and regulations of other authorities with jurisdiction over the procurement of products

The Consultant shall comply with all insurance requirements of the City of Corning, included in the sample contract in Attachment 2.

Services to be Provided:

The Consultant selected shall provide all services to bring the construction funding allocation request for the West Street Elementary Connectivity Project to the California Transportation Commission by FY22/23. The City of Corning Engineer will serve as the contract manager and direct liaison between the Consultant and Caltrans District 2 Division of Local Assistance. The Consultant shall coordinate and be responsible for scheduling meetings, preparing and distributing minutes, tracking action items for the City and consultant sub-contractors, and preparing all submissions for the City to submit to Caltrans Local Assistance and the California Transportation Commission.

Services in general include completion of the project approval and environmental document phase, right of way phase, preparation of plans, specifications and estimates for project construction.

Specifically, the Consultant selected will be required to complete the following tasks:

Task I – Project Approval and Environmental Document

The consultant shall prepare all environmental documents and special studies/reports as required for environmental clearance per the California Environmental Quality Act (CEQA). The project is not expected to have significant environmental impacts. Opportunities to expedite the environmental review process should be explained in the Consultant's Proposal.

This task shall include minor preliminary engineering efforts to facilitate environmental review.



When environmental review process is complete, Consultant shall provide City staff needed documents to present to City Council for approval.

Upon completion of this task, Consultant shall prepare a Request for Authorization package for the California Transportation Commission to advance the project to the Plans and Specifications and Estimates phase.

Task II – Plans, Specifications and Estimates

(A) Surveys and Mapping – Consultant shall collect all field data required to ascertain the existing conditions for the purposes of designing the proposed improvements.

Right of Way and Utility Coordination

- a. Consultant shall research, review and add right of way records to the design drawings. If addition right-of-way must be secured to complete the project, such work will be authorized by Contract amendment. Consultant shall coordinate with adjacent property owners to establish driveway locations and other modifications required in front of their property such as fence relocations, mailbox relocation, or tree removal. Consultant shall use “Permit to Enter” form for properties involving betterments (new sidewalks, driveways, driveway conforms) to the maximum extent practicable.
- b. “A-Plans” for the subject project will be sent to Corning Irrigation District, Pacific Gas & Electric, Comcast and AT&T during the RFQ process. Consultant shall review provided utility maps, field data, and proposed design to coordinate utility relocations, as needed. “B-Plans” for utility conflicts shall be sent by the consultant. Subsequent LAPM forms for utility agreements, reports of investigations, and notices to owners, shall be prepared by the Consultant. While the project is State-only funded, Consultant shall use most Federal-aid procedures relating to Right of Way Utilities. This task encompasses all work relating to utility coordination and relocation.

If the City is determined to be liable for right of way or utility relocation expenses, Consultant shall prepare the Request for Authorization package to submit to the California Transportation commission for identified costs.

(B) Design – Design the improvements and prepare the plans, specification, and estimates in accordance with Caltrans Standards, California MUCD, and AASHTO Geometric Design guidelines to achieve project objectives. Special attention is directed to the Engineer’s Estimate breakdown of participating costs for ATP funding. Consultant shall be prepared to maintain these designations in the bid schedule to ensure only ATP-eligible items of work are reimbursed.

This project is exempt from the City’s Post-Construction Stormwater Standards Plan.

Consultant shall examine and present project alternatives, as necessary, which complete project goals within construction budget.

PS&E shall be submitted to the City at 60%, 90%, and the final contract documents. Consultant shall use the scope and Engineer’s Estimate provided in the original ATP application as guidance for construction budget and project features.

Other items within this task include:



Construction Phase Authorization – Consultant shall prepare Request for Authorization to advance project to Construction using procedures outlined in the Caltrans Local Assistance Procedures Manual and as required to Meet California Transportation Commission guidelines and schedules.

Bid Process – Provide an electronic copy of the final approved plans and specifications, a mylar copy of the final approved plans, and a hard copy of the final approved specifications. The electronic copy of the specifications shall be provided as both AutoCAD files and PDF files, and the electronic copy of the specifications shall be provided in both Microsoft Word format and PDF format. The City will be responsible for making copies of contract documents and will distribute to plan rooms and contractors. Consultant shall respond to questions that arise during the bid phase and prepare addendums which will be distributed by the City as necessary.



APPENDIX A – PROPOSAL REQUIREMENTS

These guidelines are provided for standardizing the preparation and submission of Proposal/Proposals by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their proposals, to simplify the review process, and to provide standards to better compare proposals. Consultants are advised to review Appendix B – Proposal Evaluation for Further information on how scores will be assigned based on information presented by the Consultant.

Proposals shall contain the following information in the order listed:

1. Introductory Letter

The introductory (or transmittal) letter shall be addressed to:

Robin Kampmann
City Engineer
794 Third Street
Corning, CA 96021

The letter shall include the Consultant's contact name, mailing address, telephone number, facsimile number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included.

The letter shall be signed by the individual authorized to bind the consultant to the proposal.

2. Executive Summary

3. Consultant Information, Qualifications and Experience

The City will only consider submittals from Consultants that demonstrate they have successfully completed comparable projects. These projects must illustrate the quality, type, and past performance of the project team. Submittals shall include a detailed description of a minimum of three (3) projects withing the past five (5) years which include the following information:

- A. Contracting agency
- B. Contracting agency Project Manager
- C. Contracting agency contact information
- D. Contract amount
- E. Funding source
- F. Date of contract
- G. Date of completion
- H. Consultant Project Manager and contact information
- I. Project Objective
- J. Project Description
- K. Project Outcome



4. Organization and Approach

- A. Describe the roles and organization of your proposed team for this project. Indicate the composition of subcontractors and number of project staff, facilities available and experience of your team as it relates to this project.
- B. Describe your project and management approach. Provide a detailed description of how the team and scope of work will be managed.
- C. Describe the roles of key individuals on the team. Provide resumes and references for all key team members. Resumes shall show relevant experience, for the Project's Scope of Work, as well as the length of employment with the proposing Consultant. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of project, and should be committed to stay with the project for the duration of the project.

5. Scope of Work

- A. Include a detailed Scope of Work Statement describing all services to be provided.
- B. Describe project deliverables for each phase of our work.
- C. Describe your cost control and budgeting methodology for this project.

6. Schedule of Work

Provide a detailed schedule for all phases of the project and the proposing Consultant's services including time for reviews and approvals. Due to the nature of ATP and CTC programming and authorization, the consultant's schedule shall, at minimum, meet the Project Schedule shown in Appendix C. Expedited schedules are preferred to authorize funding phases and ultimately construction as soon as possible.

7. Conflict of Interest Statement

The proposing Consultant shall disclose any financial, business or other relationship with the City that may have an impact upon the outcome of the contract or the construction project. The consultant shall also list current clients who may have a financial interest in the outcome of this contract or the construction project that will follow. The proposing Consultant shall disclose any financial interest or relationship with any construction company that might submit a bid on the construction project.

8. Contract Agreement

Indicate if the proposing Consultant has any issues or needed changes to the proposed contract agreement included as Attachment 2.

9. State-Only Funding Provisions

The proposing Consultant's services are State-only funded, which necessitate compliance with several requirements. Special attention is directed to the Revised Attachment 3 – Local Assistance Procedures Manual. The proposing Consultant shall complete and submit the following forms with the proposal to be considered responsive. These forms and instructions are provided for the proposer in Revised Attachment 3.



Consultant shall demonstrate familiarity of providing services for federally funded projects and has clear understanding of requirements/needs to facilitate the project through Caltrans Local Assistance and Local Assistance Procedures Manual.

10. Cost Estimate

The consultant performs the services stated in the contract for an agreed amount as compensation, including a net fee or profit.

In order to assure that the City is able to acquire professional services based on the criteria set forth in Government Code 4526, the proposal shall include an estimated price for each service of the proposal. Proposing Consultants will be required to submit certified payroll records, as required. Cost estimate shall be submitted in a separate sealed envelope from the proposal. Reference sample cost estimate in Attachment 3 LAPM 10-H. Consultant shall prepare a Lump Sum Fee estimate with progress payments at defined milestones/tasks.



APPENDIX B – PROPOSAL EVALUTATION

Evaluation Process

All proposals will be evaluated by a City Selection Committee (Committee). The Committee may be composed of City staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the City Engineer contact only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by proposer to contact and/or influence members of the Committee may result in disqualification of Proposer.

The Committee will evaluate each proposal meeting the qualification requirements set forth in this RFQ. Proposers should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitment may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the City's requirements as set forth in this RFQ.

Once the evaluations of proposals are completed, the City may elect to interview a number of highest ranked proposers. The City reserves the right to select a consultant without conducting interviews. Finally, a consultant will be selected, the cost proposal for the selected firm will be opened and contract negotiations will begin. In the event negotiations fail to reach an agreement, the next highest ranked consultant's cost proposal will be unsealed to begin negotiations with that consultant. Upon acceptance of a cost proposal and successful contract negotiations, staff will recommend a contract be awarded.

Evaluation Criteria

Proposals will be evaluated according to each Evaluation Criteria, and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is five hundred (500) points.

RATING SCALE		
0	Not Acceptable	Non-responsive, fails to meet RFQ specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFQ.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFQ specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFQ requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFQ specification.



NO.	CRITERIA	MAX POINTS
1	Completeness of Response	Pass/Fail
2	Understanding of the Work to be Done	25
3	Experience with Similar Kinds of Work	20
4	Quality of Staff for Work to be Done	15
5	Capability of Developing Innovative or Advanced Techniques	10
6	Familiarity with State-only Funding Procedures	10
7	Financial Responsibility	10
8	Demonstrated Technical Ability	10
9	Litigation History	Pass/Fail
10	Conflict of Interest Statement	Pass/Fail
11	Contract Agreement	Pass/Fail
12	Cost Estimate (Separately Sealed)	Pass/Fail
SUBTOTAL		100

1. Completeness of Response (Pass/Fail)

- a. Responses to the RFQ must be complete. Responses that do not include the proposal content requirements identified within this RFQ and subsequent addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.

2. Understanding of the Work to be Done (25 Points)

- a. Describes familiarity of project and demonstrates understanding of work completed to date and project objectives moving forward.
- b. Detailed Scope of Services to be Provided
 - i. Proposed scope of Services to appropriate for all phases of work.
 - ii. Scope Addresses all known project needs and appears achievable in the timeframes set forth in the project schedule.
- c. Project Deliverables
 - i. Deliverables are appropriate to schedule and scope set forth in above requirements.
- d. Schedule shows completion of the work within or preferably prior to the City's overall time limits as specified in Appendix C.
- e. The schedule serves as a project timeline, stating all major milestones and required submittals for project management and State-only funding compliance/programming.



- f. The schedule addresses all knowable phases of the project, in accordance with the general requirements of this RFQ.

3. Experience with Similar Kinds of Work (20 Points)

- a. Relevant experience of the firm and sub-consultants to conduct Right of Way and Preliminary Engineering Service on state/federal-aid projects.

4. Quality of Staff for Work to be Done (15 Points)

- a. Roles and Organization of Proposed Team
 - i. Proposes adequate and appropriate disciplines of project team.
 - ii. Some or all of team members have previously worked together on similar project(s).
 - iii. Overall organization of the team is relevant to the City's needs.
- b. Project and Management Approach
 - i. Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.
 - ii. Team successfully addresses site planning and programming efforts.
 - iii. Project team and management approach responds to project issues. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.

5. Capability of Developing Innovative or Advanced Techniques (10 Points)

- a. Consultant demonstrates understanding of the City's project objectives but also proposes innovative approaches to project design, management, and execution.

6. Familiarity with State-only Funding Procedures (10 Points)

- a. A statement addressing firm's responsibility and experience following all State-only funding contract provisions, such as DBE procedures, forms and reporting requirements, etc.

7. Financial Responsibility (10 Points)

- a. Demonstrates the financial responsibility of the firm.
- b. Cost Control and Budgeting Methodology
 - i. Proposer has a system or process for managing cost and budget.
 - ii. Evidence of successful budget management for a similar project.

8. Demonstrated Technical Ability (10 Points)

- a. Demonstrates the technical expertise of the team assembled for the project.
- b. Identifies potential project challenges and how the firm is ready to address and move project forward.



9. Conflict of Interest Statement (Pass/Fail)

- Discloses any financial, business or other relationship with the City that may have an impact upon the outcome of the contract or the construction project.
- Lists current clients who may have a financial interest in the outcome of this contract or the construction project that will follow.
- Discloses any financial interest or relationship with any construction company that might submit a bid on the construction project.

10. Litigation History (Pass/Fail)

- Litigation history, if any, is described.
- If judgment(s) against Proposer, appropriate explanation provided.

11. Contract Agreement (Pass/Fail)

- Proposer reviews sample contract agreement provided in Attachment 2. Consultant provides a summary any potential issues with proposed contract terms.

Weighted scores for each Proposal will be assigned utilizing the table below:

No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating * Weight)
1	Completeness of Response	N/A	Pass/Fail	
2	Understanding the Work to be Done		25	
3	Experience with Similar Kinds of Work		20	
4	Quality of Staff for Work to be Done		15	
5	Capability of Developing Innovative or Advanced		10	
6	Familiarity with State-only Funding Procedures		10	
7	Financial Responsibility		10	
8	Demonstrated Technical Ability		10	
9	Litigation History		Pass/Fail	
10	Conflict of Interest Statement		Pass/Fail	
11	Contract Agreement		Pass/Fail	
12	Cost Estimate (Separately Sealed)		Pass/Fail	
Total:			100	



APPENDIX C – RFQ AND PROJECT SCHEDULE

- May 12, 2021 Issue Request for Proposals Services
 - May 31, 2021 Written questions due by 5:00 P.M.
 - June 9, 2021 Proposal due by 1:30 P.M.
 - June 14 thru July 1 Contract Negotiated and Consultant Selected
- July 13, 2021 City Council Meeting for Contract Award
- July 14, 2021 Notice to Proceed (or date of contract execution)
- December 2021 CTC Meeting for Allocation Request of PS&E Funds**
- December 2021 CTC Meeting for Allocation Request of Right of Way Funds**
- December 2022 CTC Meeting for Allocation Request of Construction Funds**
- Spring 2023 Council Award Construction Contract (End of Consultant's Contract)

*** Opportunities to advance the schedule of these phases should be explored and will require coordination with Caltrans for funding availability*



ATTACHMENT 1

ATP Grant Application, West Street Elementary Project



In the yellow security banner above, please click on "Options" and select "Trust this document one time only" before completing the form. After you select to trust the document, you will be asked if you want to save the document before closing, select "No".

ACTIVE TRANSPORTATION PROGRAM

IMPLEMENTING AGENCY:

Corning

PROJECT TYPE:

Infrastructure + NI - Small



PROJECT APPLICATION NO.:

2-Corning-1

PROJECT NAME:

West Street School Connectivity Project

PROJECT DESCRIPTION:

Funding for new sidewalks, curbs, gutters, crosswalks and bike lanes to close gaps in the existing sidewalks infrastructure adjacent to West Street Elementary School.

PROJECT LOCATION:

The project is located within the Corning city limits, Tehama County, CA adjacent to West Street School along Marin, Hoag, South, and Solano Sts, and Houghton and McKinley Aves.

ATP FUNDED COMPONENTS

Infrastructure				Non-Infrastructure	Plan
PA&ED	PS&E	R/W	CON		
\$ 30	\$ 185	\$ 80	\$ 1,009	\$ -	\$ -
FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY -	FY -

PROJECT FUNDING INFORMATION (1,000s)

Total Project \$	Total ATP \$	Total Non-ATP \$	Past ATP \$	Leveraging \$	Non-Participating \$	Future Local \$
1,309	1,304	5	-	5	-	-

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Active Transportation Program at (916) 653-4335, TTY 711, or write to Caltrans-Local Assistance, 1120 N Street, MS-1, Sacramento, CA 95814.



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Part A1: Applicant Information

Implementing Agency: This agency must enter into a Master Agreement with Caltrans and will be financially and contractually responsible for the delivery of the project within all pertinent Federal and State funding requirements, including being responsible and accountable for the use and expenditure of program funds. This agency is responsible for the accuracy of the technical information provided in the application and is required to sign the application.

IMPLEMENTING AGENCY'S NAME:

Corning

IMPLEMENTING AGENCY'S ADDRESS

794 Third Street

CITY

Corning

ZIP CODE

CA 96021

IMPLEMENTING AGENCY'S CONTACT PERSON:

Dawn Grine

CONTACT PERSON'S TITLE:

Public Works Director

CONTACT PERSON'S PHONE NUMBER:

530-824-7029

CONTACT PERSON'S EMAIL ADDRESS :

dgrine@corning.org

Applicants have the opportunity to insert a project picture, agency seal, or other image on the cover page. If you would like to do this, attach the image (*.jpg, *.bmp, *.png, etc.) by clicking in the box.



X

MASTER AGREEMENTS (MAs):

Does the Implementing Agency currently have a MA with Caltrans?

☒ Yes

☐ No

Implementing Agency's Federal Caltrans MA number

02-5161

Implementing Agency's State Caltrans MA number

00203S

* Implementing Agencies that do not currently have a MA with Caltrans, must be able to meet the requirements and enter into an MA with Caltrans prior to funds allocation. The MA approval process can take 6 to 12 months to complete and there is no guarantee the agency will meet the requirements necessary for the State to enter into a MA with the agency. Delays could also result in a failure to meeting the CTC Allocation timeline requirements and the loss of ATP funding.

Project Partnering Agency:

The "Project Partnering Agency" is defined as an agency, other than Implementing Agency, that will assume the responsibilities for the ongoing operations and maintenance of the improved facility. The Implementing Agency must: 1) ensure the Partnering Agency agrees to assume responsibility for the ongoing operations and maintenance of the improved facility, 2) provide documentation of the agreement (e.g., letter of intent) as part of the project application, and 3) ensure a copy of the Memorandum of Understanding or Interagency Agreement between the parties is submitted with the first request for allocation. For these projects, the Project Partnering Agency's information shall be provided below.

Based on the definition above, does this project have a partnering agency?

☐ Yes

☒ No



Part A2: General Project Information

PROJECT NAME: (Max of 10 Words) (To be used in the CTC project list)

Words Remaining: 5

West Street School Connectivity Project

PROJECT / APPLICATION NUMBER: 1

SUMMARY OF PROJECT SCOPE: (Max of 300 Words)

(Summary of the Existing Condition, Project Scope, the Expected Benefits)

Words Remaining: 96

The proposed project is located adjacent to West Street Elementary School on Marin, Hoag, South and Solano Streets, and Houghton and McKinley Avenues where sidewalks and bike lanes currently do not exist. Crosswalks are marked on roadway from existing sidewalks on the opposite side of the roadway but unfortunately these crosswalks lead to curbs and unimproved areas where sidewalks should exist. Due to the lack of sidewalks students walk in the roadways and behind parked vehicles. The proposed project would construct new sidewalks around the perimeter of West Street Elementary School, place accessible pedestrian ramps at crossing locations, reconfigure crosswalk striping, and designate bike lanes, providing a safe route to the school where none exists. In addition to improvements directly adjacent to the school it is proposed to install a flashing pedestrian signal at the un-signalized intersection of Solano St. and Hoag St. which connects the north portion of the community to the south portion. Funding will be used to prepare plans, complete the necessary environmental reviews and for construction of the project. The expected benefits of the project would be to eliminate the current hazards that prevent non-motorized transportation and to encourage students to walk to school in a safe environment.

FTIP PROJECT DESCRIPTION: (Max of 180 Characters)

Characters Remaining: 12

Funding for new sidewalks, curbs, gutters, crosswalks and bike lanes to close gaps in the existing sidewalks infrastructure adjacent to West Street Elementary School.

PROJECT LOCATION: (Max of 180 characters)

Characters Remaining: 3

The project is located within the Corning city limits, Tehama County, CA adjacent to West Street School along Marin, Hoag, South, and Solano Sts, and Houghton and McKinley Aves.

In addition to the Location Description provided, attach a location map to the application. The location map needs to show the project boundaries in relation to the Implementing Agency's boundaries.

Attachment_C_ProjectLocationMap.pdf

Project Coordinates: (latitude/longitude in decimal format) Lat. 39.926360 N /long. 122.186910 W

Congressional District(s): 1

State Senate District(s): 2

State Assembly District(s): 3

Caltrans District: 2

County: Tehama

MPO: Caltrans

RTPA: Tehama CTC

Urbanized Zone Area (UZA) Population: Project is located outside one of the ten large MPOs in a UZA with Pop <=200,000 and > than 5,000

Past Projects: Within the last 10 years, has there been any previous State or Federal ATP, SRTS, SR2S, BTA or other ped/bike funding awards for a project(s) that are adjacent to or overlap the limits of project scope of this application?

☐ Yes ☒ No



Part A3: Project Type

PROJECT TYPE: (Use the drop down menu to select.)

Infrastructure + NI - Small

Indicate any of the following plans that your agency currently has: (Check all that apply)

☒ Bicycle Plan ☒ Pedestrian Plan ☐ Safe Routes to School Plan ☐ Active Transportation Plan ☐ None

PROJECT SUB-TYPE (check all Project Sub-Types that apply):

☒ **Bicycle Transportation** % of Project 15 %
☒ **Pedestrian Transportation** % of Project 85 %
☒ **Safe Routes to School** *(Also fill out Bicycle and Pedestrian Sub-Type information above)*

For a project to qualify for Safe Routes to School designation, the project must directly increase safety and convenience for public school students to walk and/or bike to school. Safe Routes to Schools infrastructure projects must be located within two miles of a public school or within the vicinity of a public school bus stop and the students must be the intended beneficiaries of the project. Other than traffic education and enforcement activities, non-infrastructure projects do not have a location restriction.

Projects with Safe Routes to School elements must fill out "School and Student Details" later in this application.

As a condition of receiving funding, projects with Safe Routes to School Elements must commit to completing additional before and after student surveys as defined in the Caltrans Active Transportation Guidelines (LAPG Chapter 22).

How many schools does the project impact/serve: 1

For each school benefited by the project: 1) Fill in the school and student information; and 2) Include the required attachment information.

School Name: West Street Elementary
 School Address: 900 West Street, Corning, CA 96021
 District Name: Corning Union Elementary School District
 District Address: 1590 South Street, Corning, CA 96021
 Co.-Dist.-School Code: 71498
 School Type: K to 5

Project improvements maximum distance from school 0.1 mile

Total student enrollment:	<u>300</u>
Total # of students that currently walk or bike to school:	<u>99</u>
Approximate # of students living along route proposed for improvement:	<u>58</u>
Projected # of students that will walk/bike to school after the project:	<u>109</u>
Percentage of students eligible for free or reduced meal programs**	<u>79 %</u>

**Refer to the California Department of Education website: <http://www.cde.ca.gov/ds/sd/sd/filesesp.asp>

Attach the following: A) a map which clearly shows: 1) the student enrollment area, 2) the locations and limits of the proposed project improvements; and B) the contact information/person for the school, and a short statement of support combined with the signature of the school official.

Part_A_3_School_Enrollment_Support.pdf

☐ **Trails (Multi-use and Recreational):** *(Also fill out Bicycle and Pedestrian Sub-Type information above)*



Part A4: Project Details

Indicate the project details included in the project/program/plan.

Note: When quantifying the amount of Active Transportation improvements proposed by the project, **do not double-count the improvements** that benefit both Bicyclists and Pedestrians (i.e. new RRFB/Signal should only show as a Pedestrian or Bicycle Improvement).

☒ Bicycle Improvements

What % of the BICYCLE related project cost are going towards closing a "Gap" in infrastructure? 15 %

(As opposed to cost going towards "improving" existing bicycle infrastructure: i.e. Class 2 to Class 4)

New Bike Lanes/Routes:	Class 1: <u>0</u> Linear Feet	Class 2: <u>680</u> Linear Feet
	Class 3: <u>680</u> Linear Feet	Class 4: <u>0</u> Linear Feet
Signalized Intersections:	New Bike Boxes: <u>0</u> Number	Timing Improvements: <u>0</u> Number
Un-Signalized Intersections:	New RRFB/Signal: <u>0</u> Number	Crossing-Surface Improvements: <u>0</u> Number
Mid-Block Crossing:	New RRFB/Signal: <u>0</u> Number	Crossing-Surface Improvements: <u>0</u> Number
Lighting:	Intersection: <u>0</u> Number	Roadway Segments: <u>0</u> Linear Feet
Bike Share Program:	New Station: <u>0</u> Number	New Bikes: <u>0</u> Number
Bike Racks/Lockers:	New Racks: <u>0</u> Number	New Secured Lockers: <u>0</u> Number
Other Bicycle Improvements:	#1: <u>0</u> #:	#2: <u>0</u> #:

☒ Pedestrian Improvements

What % of the PEDESTRIAN related project cost are going towards closing a "Gap" in infrastructure? 85 %

(As opposed to cost going towards "improving" existing pedestrian infrastructure.)

Sidewalks:	New (4' to 8' wide): <u>895</u> Linear Feet	New (over 8' wide): <u>0</u> Linear Feet
	Widen Existing: <u>0</u> Linear Feet	Reconstruct/Enhance Existing: <u>300</u> Linear Feet
	New Barrier Protected (Barrier, parking, functional-planter, etc.): <u>730</u> Linear Feet	
ADA Ramp Improvements:	New Ramp (none exist): <u>9</u> Number	Reconstruct Ramp to Standard: <u>9</u> Number
Signalized Intersections:	New Crosswalk: <u>0</u> Number	Enhance Existing Crosswalk: <u>0</u> Number
	Ped-Heads: <u>0</u> Number	Shorten Crossing: <u>0</u> Number
	Timing Improvements: <u>0</u> Number	
Un-Signalized Intersections:	New Traffic Signal: <u>0</u> Number	New Roundabout: <u>0</u> Number
	New RRFB/Signal: <u>1</u> Number	Crossing-Surface Improvements: <u>7</u> Number
	Shorten Crossing: <u>0</u> Number	
Mid-Block Crossing:	New RRFB/Signal: <u>0</u> Number	Crossing-Surface Improvements: <u>0</u> Number
Lighting:	Intersection: <u>0</u> Number	Roadway Segments: <u>0</u> Linear Feet
Pedestrian Amenities:	Benches: <u>0</u> Number	Trash Cans: <u>0</u> Number
	Shade Trees: <u>0</u> Number	Shade Tree Type: <u></u>
Other Ped Improvements:	#1: <u></u> #:	#2: <u>0</u> #:

☐ Multi-use Trail Improvements

☒ Vehicular-Roadway Traffic-Calming Improvements

Road Diets:	Remove Travel Lane: <u>0</u> Linear Feet	Remove Right-Turn Pocket: <u>0</u> Number
Speed Feedback Signs:	Speed Feedback Signs: <u>0</u> Number	
Signalized Intersections:	Timing Improvements: <u>0</u> Number	New Roundabout: <u>0</u> Number
Un-Signalized Intersections:	New Traffic Signal: <u>0</u> Number	New Roundabout: <u>0</u> Number
Other Traffic-Calming Improvements:	#1: Curb Extension / Bulb-Out <u>2</u> #:	#2: <u>0</u> #:

☒ Non-Infrastructure Components

NI Program Type: Indicate the NI program type. If more than one, indicate the percentage split based on cost.

<input checked="" type="checkbox"/> Regional Initiative <u>15 %</u>	<input type="checkbox"/> First Last Mile <u>0 %</u>
<input checked="" type="checkbox"/> Community Initiative <u>55 %</u>	<input type="checkbox"/> Other: <u></u> , <u>0 %</u>
<input checked="" type="checkbox"/> Safe Routes to School <u>30 %</u>	

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Program Activities: *Insert the number of each type of activity included in the program. Do not double count.*

Regional Community Initiatives:

- | | |
|---|--|
| 0 | Number of walk or bike audits |
| 5 | Number of bicycle skills/safety classes |
| 5 | Number of pedestrian skills/safety classes |
| 5 | Number of community demonstration projects/pop-ups/open street events |
| 0 | Number of community encouragement (i.e. bike to work days) |
| 0 | Number of community challenges (i.e. bike to work month challenge) |
| 0 | Number of law enforcement methods (i.e. progressive ticketing, deploying speed trailers, etc.) |
| 5 | Number of community workshops/stakeholder meetings |

Safe Routes to School (SRTS):

- | | |
|---|--|
| 0 | Number of classroom/PE classes receiving pedestrian/bicycle safety instruction/education |
| 5 | Number of school assemblies receiving pedestrian/bicycle safety instruction/education |
| 5 | Number of afterschool programs receiving pedestrian/bicycle safety instruction/education |
| 0 | Number of bike rodeos |
| 0 | Number of pedestrian 'mock city' safety skills events |
| 0 | Number of schools with walking school bus program (defined as planned route with meeting points, a timetable and a schedule of trained volunteers) |
| 0 | Number of schools with bicycle train program (defined as a planned route with meeting points, a timetable and a schedule of trained volunteers) |
| 0 | Number of SRTS encouragement days (i.e. designated monthly bike/walk to school days X number of school months X number of school involved) |
| 0 | Number of SRTS law enforcement methods (i.e. progressive ticketing, deploying speed trailers, etc.) |
| 0 | Number of training sessions to implement the SRTS program (i.e training for volunteer walking school bus leaders, crossing guards, etc.) |

Other:

- | | |
|--|-----------------|
| | Number of _____ |
| | Number of _____ |

Communications: *Check the box if the program will include the communication type.*

- | | |
|--|---|
| <input checked="" type="checkbox"/> Traditional media (radio ads, TV ads, newspaper ads, flyers, etc.) | <input checked="" type="checkbox"/> Social media (Twitter, Facebook, Instagram, etc.) |
| <input type="checkbox"/> Large media (bus-wraps, billboards, etc.) | <input type="checkbox"/> Program website |
| <input checked="" type="checkbox"/> Print/electronic publications (newsletters, blogs, etc.) | <input type="checkbox"/> Other; <div style="border: 1px solid black; width: 300px; height: 20px; display: inline-block;"></div> |

What languages, if any, will the selected communications be translated to:

Spanish

Collaborative Partnerships:

Check all parties that have a committed role in the project beyond submitting a letter of support.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Local Public Health Department | <input checked="" type="checkbox"/> Schools/School Districts |
| <input checked="" type="checkbox"/> Law Enforcement | <input checked="" type="checkbox"/> Public Works Departments |
| <input checked="" type="checkbox"/> Non-Profit Organizations/Community Based Organizations | <input type="checkbox"/> Other; <div style="border: 1px solid black; width: 300px; height: 20px; display: inline-block;"></div> |

☐ **Plan Type (only intended for Plans)**

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**Right of Way (R/W) Impacts** (Check all that apply)

- ☐ Project is 100% within the Implementing Agency's R/W and/or is within their control at the time of this application submittal.
(This includes temporary construction easements)
- ☒ Project will likely require R/W in fee ownership, permanent easements and/or temporary construction easements from private owners and/or will require utility relocations from utility companies outside that implementing agency's governmental control.

The federal R/W process involving private property acquisitions and/or private utility relocations can often take 18 to 24 months after environmental document approval. The project schedule in the application for R/W needs to reflect the necessary time to complete the federal R/W process.

What is the total number of private R/W parcels expected to be impacted? 10

What is the total number of utility companies expected to be impacted? 4

What is the total additional months needed (all project phases) for the expected R/W acquisitions and/or utility relocations? 12

Has the project schedule been developed to account for this time? Yes

- ☐ Project will likely encroach into Caltrans R/W requiring easements, encroachment permits and/or other approvals.
- ☐ Project will likely require R/W, Easements, encroachment and/or approval involving Governmental (excluding Caltrans - as Caltrans impacts are documented above), Environmental, or Railroad owner's property.



Part A5: Project Schedule

- NOTES: 1) Per CTC Guidelines, all project applications must be submitted with the expectation of receiving federal funding and therefore the schedule below must account for the extra time needed for federal project delivery requirements and approvals, including a NEPA environmental clearance and for each CTC allocation there must also be a Notice to Proceed with Federally Reimbursable work.
- 2) Prior to estimating the durations of the project delivery tasks (below), applicants are highly encouraged to review the appropriate chapters of the Local Assistance Procedures Manual and work closely with District Local Assistance Staff.
- 3) The proposed CTC Allocation dates must be between July 1, 2019 and June 30, 2023 to be consistent with the available ATP funds for Cycle 4.

This page cannot be completed until a project type has been selected in Part 3.

INFRASTRUCTURE PROJECTS:

PA&ED Project Delivery Phase:

Will ATP funds be used in this phase of the project? ☒ Yes ☐ No

Proposed CTC "PA&ED Allocation" Date:

7/1/2019

Notice to Proceed with Federally Reimbursable ATP Work:

8/30/2019

Expected or Past Start Date for PA&ED activities:

8/30/2019

Time to complete the separate CEQA & NEPA studies/approvals:

12

months (See note #2, above)

Expected or Past Completion Date for the PA&ED Phase:

8/24/2020

* Applications showing the PA&ED phase as complete, must include/attach the signature pages for the CEQA and NEPA documents, which include project descriptions covering the full scope.

PS&E Project Delivery Phase:

Will ATP funds be used in this phase of the project? ☒ Yes ☐ No

Proposed CTC "PS&E Allocation" Date:

8/25/2020

Notice to Proceed with Federally Reimbursable ATP Work:

10/24/2020

Expected or Past Start Date for PS&E activities:

10/24/2020

Time to complete the final Plans, Specification & Estimate:

12

months

Expected or Past Completion Date for the PS&E Phase:

10/19/2021

* Applications showing the PS&E phase as complete, must include/attach the signed & Stamped Title Sheet for the plans and approval page of the specifications.

Right of Way Project Delivery Phase:

Will ATP funds be used in this phase of the project? ☒ Yes ☐ No

Proposed CTC "R/W Allocation" Date:

10/19/2021

Notice to Proceed with Federally Reimbursable ATP Work:

12/17/2021

Expected or Past Start Date for R/W activities:

12/17/2021

Time to complete the R/W Engineering, Acquisition, and Utilities:

12

months

Expected or Past Completion Date for the R/W Phase:

12/12/2022

* PS&E and Right of Way phases can be allocated at the same CTC meeting.

* Applications showing the R/W phase as complete, must include/attach the Caltrans approved R/W Certification.

Construction Project Delivery Phase:

Will ATP funds be used in this phase of the project? ☒ Yes ☐ No

Proposed CTC "CON Allocation" Date:

12/12/2022

Notice to Proceed with Federally Reimbursable ATP Work:

2/10/2023



Expected Start Date for Construction activities:	4/1/2023
Time to complete the Construction activities:	3 months
Expected or Past Completion Date for the CON Phase:	6/30/2023

NON-INFRASTRUCTURE (NI) AND "PLAN" PROJECTS: *(This includes combined "I" and "NI" projects)*

Will ATP funds be used in this phase of the project? ☐ Yes ☒ No

Expected Start Date for "NI" or "Plan" Construction activities:	6/30/2023
Time to complete the CON-Phase activities:	12 months
Expected Completion Date for the CON Phase:	6/24/2024

Proposed Dates for "Before" and "After" Counts *(As required by the CTC and Caltrans guidelines):*

Expected Date for "Before" counts (Ideally, within 12 months of the beginning of the Construction Activities)	4/1/2022
Expected Date for "After" counts (Ideally, at least 6 months after the end of all Construction Activities)	12/30/2023



Part A6: Project Funding

(1,000s)

The Project Funding table cannot be completed until a project type has been selected in Part 3.

Project Phase	Total Project Costs	Total ATP Funding	ATP Allocation Year *	Total Non-ATP Funding **	Non-Participating Funding	"Prior" ATP Funding	Leveraging Funding	Future Local Identified Funding
PA&ED	30	30	19/20	-	-	-	-	-
PS&E	185	185	20/21	-	-	-	-	-
R/W	80	80	21/22	-	-	-	-	-
CON	1,009	1,009	22/23	-	-	-	-	-
NI-CON/ PLAN	5	-		5	-	-	5	-
TOTAL	1,309	1,304		5	-	-	5	-

* The CTC Allocation-Year is calculated based on the information entered into the "Project Schedule" section.

** Applicants must ensure that the "Total Non-ATP Funding" values show in this table match the overall Non-ATP Funding values they enter into Page 2 of the PPR (later in this form)

ATP FUNDING TYPE REQUESTED:

Per the CTC Guidelines, all ATP projects must be eligible to receive federal funding. Most ATP projects will receive federal funding; however, it is the intent of the Commission to consolidate the allocation of federal funds to as few projects as practicable. Therefore, the smallest projects may be granted State Funding from the State Highway Account (SHA) for all or part of the project. Agencies with projects under \$1M, especially ones being implemented by agencies who are not familiar with the federal funding process, are encouraged to request State funding.

Do you believe your project warrants receiving state-only funding? ☒ Yes ☐ No

If "Yes", provide a brief explanation. (Max of 50 Words)

Words Remaining: 14

The City of Corning is requesting State-Only funding for this project because the proposed project is smaller in size. State-only funding will expedite the project process and enable project completion at a sooner date.

If "Yes", applicants requesting SHA must also attach an "Exhibit 22-F"

Attachment_J_Form22F_WestStreet.pdf

ATP PROJECT PROGRAMMING REQUEST (PPR):

Using the Project Schedule, Project Funding, and General Project information provided, this electronic form has automatically prepared the following PPR pages. Applicants must review the information in the PPR to confirm it matches their expectations.

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2-Corning-1

West Street School Connectivity Project

Amendment (Existing Project) Y <input type="checkbox"/> N <input checked="" type="checkbox"/>						Date: 04/27/20	
District	EA	Project ID		PPNO	MPO ID	Alt Project. ID/prg.	
2						ATP	
County	Route/Corridor	PM Bk	PM Ahd	Project Sponsor/Lead Agency			
TEH	Various			Corning			
				MPO		Element	
				Caltrans		Capitol	
Project Manager/Contact		Phone		E-mail Address			
Dawn Grine		(530) 824-7029		dgrine@corning.org			
Project Title							
West Street School Connectivity Project							
Location (Project Limits), Description (Scope of Work)							
The project is located within the Corning city limits, Tehama County, CA adjacent to West Street School along Marin, Hoag, South, and Solano Sts, and Houghton and McKinley Aves.							
Component		Implementing Agency					
PA&ED		Corning					
PS&E		Corning					
Right of Way		Corning					
Construction		Corning					
Legislative Districts							
Assembly: 3		Senate: 2		Congressional:		1	
Project Benefits (If more space is needed, use the Additional Information field on the next page.)							
The proposed project would eliminate the current hazards that prevent non-motorized transportation and to encourage students to walk and bike to school in a safe environment. Construction of the proposed sidewalks would close the existing gaps in the infrastructure adjacent to the West Street Elementary School.							
Purpose and Need							
The proposed project would construct sidewalks and a designated bike lane adjacent to West Street Elementary School providing a safe path of travel for students and the community. Currently student walk and ride their bikes in the roadway and behind parked cars on their way to and from school.							
Category		Outputs/Outcomes		Unit		Total	
Local Streets and Roads		Pedestrian/Bicycle facilities miles constructed		Feet		895	
ADA Improvements: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Bike/Ped Improvements: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Reversible Lane Analysis: Y <input type="checkbox"/> N <input checked="" type="checkbox"/>							
Inc. Sustainable Communities Strategy Goals: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Reduces Greenhouse Gas Emissions: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>							
Project Milestone				Existing		Proposed	
Project Study Report Approved				04/27/20			
Begin Environmental (PA&ED) Phase						08/30/2019	
Circulate Draft Environmental Document (Document Type)				CE			
Draft Project Report							
End Environmental Phase (PA&ED Milestone)						08/24/2020	
Begin Design (PS&E) Phase						10/24/2020	
End Design Phase (Ready to List for Advertisement Milestone)						10/19/2021	
Begin Right of Way Phase						12/17/2021	
End Right of Way Phase (Right of Way Certification Milestone)						12/12/2022	
Begin Construction Phase						04/01/2023	
End Construction Phase						06/30/2023	
Begin Closeout Phase							
End Closeout Phase (Closeout Report)							



Additional Information		Date:	04/27/20

Notes:

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v1.1



2-Corning-1

West Street School Connectivity Project

District	County	Route	EA	Project ID	PPNO	Alt. ID
2	Tehama	Various				

SECTION 1 - All Projects

Project Background	Characters Remaining:	0
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The City of Corning Bicycle and Pedestrian Transportation Improvement Plan designates both South Street and West Street adjacent to the West Street School as being locations where the bicycle and pedestrian network needs to be improved. These improvements include addressing major sidewalk deficiencies by constructing new sidewalk and closing gaps in the current pedestrian travel way and improving roadway crossings at key locations. In June 2010 the City of Corning submitted an application for funding in the Cycle 9 -Safe Routes to Schools Program but unfortunately funding was not awarded. Visual observations of students walking in the roadway with oncoming traffic and biking behind parked cars has prioritized this project for the City.

Programming Change Requested	Characters Remaining:	691
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No programming change requested as this is a new project.

Reason for Proposed Changed	Characters Remaining:	691
------------------------------------	------------------------------	------------

No programming change requested as this is a new project.

If proposed change will delay one or more components, clearly explain 1) reason for the delay, 2) cost increase related to the delay, and 3) how cost increase will be funded	Characters Remaining:	516
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No programming change requested as this is a new project.

Other Significant Information	Characters Remaining:	1997
--------------------------------------	------------------------------	-------------

N/A

SECTION 2 - For SB1 Projects Only

Alternative Project Request (Please follow the individual SB1 program guidelines for specific criteria)

SECTION 3 - All Projects**Approvals**

I hereby certify that the above information is complete and accurate and all approvals have been obtained for the processing of this amendment request.*

Name (Print or Type)	Signature	Title	Date
Dawn Grine	Dawn Grine	Public Works Director	07/31/2018

Attachments

- 1) Concurrence from Implementing Agency and/or Regional Transportation Planning Agency
- 2) Project Location Map



Part A7: Screening Criteria

The following Screening Criteria are requirements for applications to be considered for ATP funding. Failure to demonstrate a project meets these criteria will result in the disqualification of the application.

1. Demonstrated fiscal needs of the applicant:

- Is all or part of the project currently (or has it ever been) formally programmed in an RTPA, MPO and/or Caltrans funding program? ☐ Yes ☒ No
- Are any elements of the proposed project directly or indirectly related to the intended improvements of a past or future development or capital improvement project? ☐ Yes ☒ No
- Are adjacent properties undeveloped or under-developed where standard "conditions of development" could be placed on future adjacent redevelopment to construct the proposed project improvements? ☐ Yes ☒ No

2. Consistency with an adopted regional transportation plan:

- Is the project consistent with the relevant adopted regional transportation plan that has been developed and updated pursuant to Government Code Section 65080? ☐ Yes ☒ No

If "No", document why the project should still be considered as being "consistent with the Regional Plan".

(Max of 200 Words)

Words Remaining: **91**

Even though this project is not in the Regional Transportation Plan it is still consistent with other supporting documents. The City of Corning Bicycle and Pedestrian Transportation Improvement Plan, dated February 2016, designates both South Street and West Street adjacent to the West Street School as being locations where the bicycle and pedestrian network needs to be improved. This project was previously submitted to the Safe Routes to School Program, Cycle 9, but was not selected to receive funding. Since Cycle 9 of the SR2S Program this project has become a priority for the City to complete their vision of pedestrian mobility in and around West Street Elementary School.

Note: Projects not providing proof will be disqualified and not be evaluated.

- 3. Is the Implementing Agency Caltrans? ☐ Yes ☒ No



Part B: Narrative Questions

Question #1

QUESTION #1

DISADVANTAGED COMMUNITIES (0-10 POINTS)

☐ This project does not qualify as a Disadvantaged Community.

A. Map of Project Boundaries, Access and Destination (0 points): Required

Provide a scaled map showing the boundaries of the proposed project/program/plan, the geographic boundaries of the disadvantaged community, and disadvantaged community access point(s) and destinations that the project/program/plan is benefiting.

Question_1_A-CensusTract_WestSt.pdf

B. Identification of Disadvantaged Community: (0 points)

Select one of the following 4 options. Must provide information for all Census Tract/Block Group/Place Number that the project affects.

- **Median Household Income**
- **CalEnviroScreen**
- **Free or Reduced Priced School Meals** - Applications using this measure must demonstrate how the project benefits the school students in the project area.
- **Other**

Select Option: Median Household Income

The Median Household Income (Table ID B19013) is less than 80% of the statewide median based on the most current Census Tract (ID 140) level data from the 2012-2016 American Community Survey (ACS) (<\$51,026). Communities with a population less than 15,000 may use data at the Census Block Group (ID 150) level. Unincorporated communities may use data at the Census Place (ID 160) level. Data is available at: <http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

Census Tract/Block Group/Place #	Population	MHI
CT-11	2,727	38,489

Lowest median household income from above (autofill): \$ 38,489 (to be used for qualifying as benefiting a DAC only)

Median household income by census tract for the community(ies) benefited by the project: \$ 38,489
(to be used for severity calculation only)

Must attach a copy of FactFinder ACS page for each census tract listed above. Attach all pages as one pdf.

Question_1_B_ACS_16_5YR_S1903_WestSt.pdf

C. Direct Benefit: (0 - 4 points)

1. Explain how the project closes a gap, provides connections to, and/or addresses a deficiency in an active transportation network and how the improvements meet an important need of the disadvantaged community. (Max of 200 Words)

Words Remaining: **59**

The proposed project will construct sidewalk and bike lanes where none exist and fill gaps between existing sidewalks, providing residents multiple new safe paths of travel to and from school. New safe paths of travel to and from the school will increase accessibility for residents of the surrounding community to walk or ride bikes to the school for class and community events. The school is located in a residential area with few activity centers nearby, therefore, West Street Elementary is the primary beneficiary. Additionally, many after-school and weekend programs utilize the school grounds for community activities. The proposed project is in a low income census tract. Many disadvantaged residents reside within one mile of the project area. The school is physically close, but currently inaccessible for pedestrian and bike activity due to the existing gaps in pedestrian and bike infrastructure.

D. Project Location: (0 - 2 points)

Is your project located within a disadvantaged community? Fully

E. Severity: (0 - 4 points)

Auto calculated



Part B: Narrative Questions

Question #2

QUESTION #2

POTENTIAL FOR INCREASED WALKING AND BICYCLING, ESPECIALLY AMONG STUDENTS, INCLUDING THE IDENTIFICATION OF WALKING AND BICYCLING ROUTES TO AND FROM SCHOOLS, TRANSIT FACILITIES, COMMUNITY CENTERS, EMPLOYMENT CENTERS, AND OTHER DESTINATIONS; AND INCLUDING INCREASING AND IMPROVING CONNECTIVITY AND MOBILITY OF NON-MOTORIZED USERS. (0-53 POINTS)

Please provide the following information: (This must be completed to be considered for funding)

# of Users	Pedestrian	Bicycle	Date of Counts	Mark here if N/A to project
Current	69	3	6/1/2018	<input type="checkbox"/>

Safe Routes to School projects: The following information related to the Safe Routes to School Projects data was already entered in part 3 of the application.

School	Total Student Enrollment	Approx. # of Students Living Along School Route Proposed	# of Students Currently Walking/Biking to School
West Street Elementary	300	58	99
Total	300	58	99

Document the methodologies used to establish the **current** count data. (Max of 250 Words)

Words Remaining: 161

Visual observation with detailed count logging and summarization was used to determine the number of students walking and bicycling to the school. Due to the rural nature of the proposed project site, City and School District personnel conducted the survey count of students walking and bicycling to the school. The counts were conducted multiple times throughout the school year, both before and after school, to obtain a representative sample. Counts were made at several locations around the school area to ensure all potential pedestrian and bicycle routes were included.

A. Statement of project need. Describe the issue(s) that this project will address. How will the proposed project benefit the non-motorized users? What is the project's desired outcome and how will the project best deliver that outcome? **(0-26 points)**

Discuss:

- Destinations and key connectivity the project will achieve
- How the project will increase walking and/or biking
- The lack of mobility if applicable - Does the population have limited access to cars? bikes? and transit?
 - Does the project have an unserved or underserved demand?
- The **local** health concern responses should focus on:
 - Specific local public health concerns, health disparity, and/or conditions in the built and social environment that affect the project community and can be addressed through the proposed project. Please provide detailed and locally relevant answers instead of general descriptions on the health benefits of walking and biking (i.e. "walking and biking increase physical activity").
 - Local public health data demonstrating the above public health concern or health disparity. Data should be at the smallest geography available (state or national data is not sufficient). One potential source is the Healthy Places Index (HPI) (<http://healthyplacesindex.org>)
- For combined I/NI projects: Discuss need for an encouragement, education, and/or enforcement program.

(Max of 750 Words)

Words Remaining: 193

The need for active transportation infrastructure in the project area is immense. The school is extremely disconnected and the problem is further exacerbated by the fact that it is located within a dense residential area with no safe route to the campus - forcing pedestrians and bicyclists of all abilities to put themselves in danger by walking or riding in the roadway, cross at unmarked intersections, and cross behind vehicles backing out into the roadway. The need for this project can be defined by the following components:

1. Existing Walking and Bicycle Routes - The current system does not promote active transportation. Successful active transportation networks build outward from a core destination to link residents to vital services and everyday needs. For West Street Elementary this not the case. The improvements will help link the school to surrounding residential area, Corning Police Department, and downtown urban corridor. The proposed project will be a crucial link to create a successful network between existing facilities.

2. Connectivity - The proposed project aims to link existing sidewalks and bikes lanes together. There are 9 sidewalk termination points within the

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project area where serviceable sidewalks abruptly end. At these locations, pedestrians are forced to either walk in the roadway, walk in the dirt along the road, or those with certain disabilities, simply turn around. Better connectivity by the proposed project will enable successful non-motorized trips, reduce travel time, increase local community health and wellness, and increase route options.

3. Mobility - The school is located within a disadvantaged community, according to the area's median household income. However, beyond simply being located in a disadvantaged community, this project's goal is to provide a method of non-vehicle transportation to people of varying abilities. The current paths of travel are uneven and contains exposed soil and weeds in majority of the areas. This creates an impassable obstacle for residents who rely on wheelchairs or have any difficulties walking.

4. Local Health Concerns - Obesity increases the risk for health conditions such as coronary heart disease, type 2 diabetes, cancer, hypertension, stroke, respiratory problems and poor health status. Per the Robert Wood's Foundation County Health Ratings for Tehama County 29% of residents are obese vs. 20% for California, 40.3% are overweight vs. 35.8% for California, 48.84% have high cholesterol and 39.5% have high blood pressure vs. 36% and 26.1% respectively. The county rated 43rd out of 57 California counties for overall health per the report. Implementing a system of alternative transportation encourages increased physical activity which can positively address health issues impacting residents.

5. Non-infrastructure Need - Current observations show students more frequently crossing the road at unmarked locations rather than where crossings are marked on the roadways in safer locations, in addition to riding their bikes without helmets. Education for the youth on safe pedestrian activities such as crossing the street and education of the bike safety awareness and the helmet requirements is critical. Once the sidewalk improvements are constructed ongoing education and encouragement for the local community is important to help encourage a healthier life style.

In summary, the current conditions are not safe. The lack of mobility, connectivity and existing routes make it easy to understand why so many members of the community do not walk or allow their children to walk or ride their bikes to school.

B. Describe how the proposed project will address the active transportation need: (0-27 points)

What type of active transportation need will the proposed project directly address (select one or more) of the following elements, and discuss how the project will be meeting the identified need.

1. Proposed project address:

- **Closure of a gap?**

Gap closure = Construction of a missing segment of an existing facility in order to make that facility continuous.

- **Creation of new routes?**

New Route = Construction of a new facility that did not previously exist that provides a transportation route.

- **Removal of barrier to mobility?**

Describe the type of barrier.

- **Other improvements to existing routes?**

(Max of 400 words)

Words Remaining: 203

Reference the maps in Attachment Q2B2 for graphical representation of the gap closures and new routes created by this project.. The proposed project embodies the ATP as it closes gaps, creates new routes, and improves the safety of pedestrians and bicyclists within the project area. The improvements will provide infrastructure for non-motorized access to the school, Police Department, surrounding residential area, downtown urban corridor and other local destinations. The closure of the 9 existing gaps will provide a comprehensive travel corridor for pedestrians of all mobility levels. By closing these gaps in the sidewalk network new routes for users will be created. These routes will allow for safer travel of not only the pedestrians but vehicles as well. With pedestrians no longer required to use the roadway as a travel corridor motorists will be able to focus on the vehicle traffic, thereby, reducing vehicle related incidents and collisions. Existing sidewalks on the south side of the school will be improved to provide a better and safer travel corridor for pedestrians of mobility levels. Current sidewalk ramps will be improved to meet current ADA standards which will allow for safe access of mobility limited and wheelchair users.

2. Must provide a map identifying the location of each: gap closures and connections; the new routes; and the barriers and improvements.

Question_2-B-2-West_Elem-Connectivity Map_Photos.pdf

3. Referencing this map, describe the existing route(s) that currently connect the affected transportation related and community identified destinations and why the route(s) are not adequate. (Max of 200 words)**Words Remaining:** 76

The existing routes within the project area are beyond substandard and hazardous to users. Pedestrians and motorists are forced to share the same space, pedestrian ramps do not meet ADA standards, bicycle lanes are non-existent, and crosswalk markings leading pedestrians to nowhere. Outside the project area sidewalks inexplicably end without warning, bicycle lanes are not connected, and many crosswalks are not adequately marked. With these conditions active transportation is not only discouraged but is avoided. Accessing the school, Police Station, downtown urban corridor, residences, and other vital community destinations is impossible for many in Corning, especially those with disabilities. The proposed project will fill in 9 gaps in infrastructure and create a cohesive and safe network of non-motorized access for the community.

4. Referencing this map, describe how the project links or connects, or encourages use existing routes to transportation-related and community identified destinations where an increase in active transportation modes can be realized, including but not limited to: schools, school facilities, transit facilities, community, social service or medical centers, employment centers, high density or affordable housing, regional, State or national trail system, recreational and visitor destinations or other community identified destinations. Specific

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destinations must be identified.

- For combined I/NI projects: discuss how the encouragement, education, and/or enforcement program will help address the needs.

(Max of 400 words)

Words Remaining: 282

Specifically shown on the Q2B2 map are the adjacent school areas which are directly benefited by the proposed project. Students who live in the the project area will be able to travel to and from school either walking or bicycling safely with a cohesive network of paths. The non-infrastructure component of the project will directly affect the local youth by providing community outreach, education, and support in use of the new facilities and correct safety equipment. Some of these include: bicycle helmets, bicycle safety awareness, correct use of hand-turn signals, and only crossing roads at marked intersections. Additionally, this project will connect a disadvantaged community to the Police Department, downtown urban corridor, and other local destinations.



Part B: Narrative Questions

Question #3

QUESTION #3

POTENTIAL FOR REDUCING THE NUMBER AND/OR RATE OF PEDESTRIAN AND BICYCLIST FATALITIES AND INJURIES, INCLUDING THE IDENTIFICATION OF SAFETY HAZARDS FOR PEDESTRIANS AND BICYCLISTS. (0-25 POINTS)

- A. Describe the project location's history of pedestrian and bicycle collisions resulting in fatalities and injuries to non-motorized users, which this project will mitigate. (12 points max)**

Applicants are encouraged to use the new UC Berkeley SafeTREC TIMS tool which was specifically designed for the ATP to produce these documents in an efficient manner. Applicants with access to alternative collision data tools and training can utilize their choice of methods/tools. Applicants must respond to question 1 or 2, and have the option to respond to both.

1. For applications using the TIMS ATP tool, attach the following:
 - a. **Collision Heat-map of the area surrounding the project limits - demonstrating the relative collision history of the project limits in relation to the overall jurisdiction/community's collision history**
 - b. **Project Area Collision Map - identifying the past crash locations within the project limits**
 - c. **Collision Summaries and collision lists/reports - demonstrating collision trends, collision types, and collision details**
 - d. **For a Combined I/NI project - If the NI project area is different than the infrastructure portion, the applicant may attach NI related heat-maps, etc in Attachment J**

Combine the various maps/summaries into one PDF file and attach it in the field below.

Question_3_A_1_TIMS_ATP_Tehama_Corning_2018_07_25_West Street.pdf

2. Applications that do not have the collision data above OR that prefer to provide additional collision data and/or safety in a different format can provide this data below. (Examples include: Collision Rates, Community Observations, Surveys, etc.)

The data and corresponding methodologies can be included in written/text form and/or via a separate attachment in the field below.

(Max of 200 Words) (optional)

Words Remaining:

Data and methodologies Attachment (optional)

3. From the project-area collision summaries/data provided in questions 1 and/or 2, enter the total reported pedestrian and/or bicycle collisions using the most recent 5 to 11 years of available data:

How many years of collision data were used in the Heat Maps and collision summaries:

5

# of Crashes	Pedestrian	Bicycle	Total	Average Per Year
Fatalities	0	0	0	0
Injuries	2	1	3	0.6
Total	2	1	3	0.6

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4. Referencing project's heat-maps, collision map and collision summaries provided in above, discuss the extent to which the proposed project limits represents one of the agency's top priorities for addressing ongoing safety and discuss how the proposed safety improvements correspond to the types and locations of the past collisions. (e.g. sidewalks, bike lanes, lighting, bulb-outs, signals/barriers, etc.)

For Projects with Non-Infrastructure elements (Combined I/NI projects):

As appropriate, describe how the NI program elements:

- educates bicyclists, pedestrians, and/or drivers about safety hazards for pedestrians and bicyclists; and
- encourages safe behavior, including through enforcement.

(Max of 700 Words)

Words Remaining: 231

The proposed project is located in an area that contains one of the four pedestrian related collisions and two of the ten bicycle related collisions that resulted in visual or physical injuries that occurred within the City of Corning between 2011 and 2015 making this area a top priority for the City. Fortunately neither of the pedestrian related accidents or bicycle related accidents resulted in a major injury or fatality, but any pedestrian or bicycle related accident is a concern.

Currently there are limited dedicated facilities for pedestrians and bicycles surrounding West Street Elementary School on Marin, Hoag, South and Solano Streets, and Houghton and McKinley Avenues where sidewalks and bike lanes currently do not exist. Pedestrian crossings of the roadway in non-dedicated locations occurs frequently since many of the existing crossings lead to curbs and unimproved locations. Pedestrians and bicycles walk and ride in the roadway behind and around parked cars and weave in and out of vehicles making it difficult for motorists to see the pedestrians and the bicycles.

The proposed project would construct new sidewalks around the perimeter of West Street Elementary School, place accessible pedestrian ramps at crossing locations, reconfigure crosswalk striping, and designate bike lanes, providing a safe route to the school where none exists. In addition to improvements directly adjacent to the school. It is proposed to install a flashing pedestrian signal at the un-signalized intersection of Solano St. and Hoag St. which connects the north portion of the community to the south portion. Installation of these segregated facilities for pedestrians/bicycles and vehicles will provide the space for the students and community members to travel within the public right-of-way that is separated from vehicles within the traveled way. Pedestrian crossing in non-dedicated locations will decrease once dedicated crossing are installed that lead to accessible paths of travel. The installation of curb, gutters and sidewalks will eliminate the parking of vehicles in the areas that should be dedicated to pedestrians and encourage parallel parking within the roadway.

The non-infrastructure elements proposed for the project include, but are not limited, to classroom/school education, after school program education and community wide education. The City believes education for youth on safe pedestrian activities, such as how to cross the street and education of bike safety awareness and the helmet requirements is critical. Partnering agencies such as the City of Corning Police Department, Rotary and City of Corning Recreation Department will help facilitate the educational programs by visiting the schools, providing bike helmets to students that can't afford them, and interacting with kids if they witness them riding their bikes without a helmet. Once the sidewalk improvements and bike lanes are constructed education and encouragement for the local community will be provided to help encourage a healthier life style.

B. Safety Countermeasures (13 points max)

Referencing the information provided in Part A, demonstrate how the proposed countermeasures directly address (one or more) of the following underlying factors that are contributing to the occurrence (or potential occurrence) of pedestrian and/or bicyclist collisions.

- Reduces speed and/or volume of motor vehicles in the proximity of non-motorized users
- Improves sight distance and/or visibility between motorized and non-motorized users
- Eliminates potential conflict points between motorized and non-motorized users, including creating physical separation between motorized and non-motorized users
- Improves compliance with local traffic laws for both motorized and non-motorized users
- Addresses inadequate vehicular traffic control devices
- Addresses inadequate or unsafe bicycle facilities, trails, crosswalks and/or sidewalks
- Eliminates or reduces behaviors that lead to collisions involving non-motorized users

(Max of 1500 Words)

Words Remaining: 753

Vehicular Volume - The installation of sidewalks and pedestrian facilities would encourage the students of West Street Elementary School to walk and bike to school by providing a safe route of travel. The Corning Union Elementary School District does not provide bus transportation for students that live within 0.5 miles of the school, therefore, the only options students have to get to school is walking, biking or being dropped off by a parent. If more students walk to school the number of vehicles dropping children off and picking them up after school would be reduced, therefore, reducing the vehicular volume.

Visibility - Currently there are several areas where visibility is a concern. Pedestrians dart in and out of traffic and walk and ride in the roadway behind parked vehicles to navigate the adjacent terrain where there are no sidewalks. At crosswalks, marked or un-marked, motorists tend to not



see pedestrians as they cross the road resulting in a failure to yield appropriately. With the installation of the proposed sidewalks and bike lanes pedestrians and bicyclists can stay outside of the vehicular traveled way and the dedicated crosswalk that are connected to accessible infrastructure will be more visible to motorists. Education on the importance of using the dedicated crosswalks will play a key role in the success of the improvements.

Conflict Points - With no dedicated facilities for pedestrians along Marin, Hoag, South and Solano Streets, and Houghton and McKinley Avenues pedestrians and bicyclists must enter the traveled roadway shared by motorists. This creates conflict points at street crossings and areas where pedestrian are walking within the traveled way especially behind and around parked cars. Installing segregated dedicated sidewalks and dedicated accessible crossings will reduce the number of pedestrians walking and bicyclists riding within the traveled way. It will also eliminate the parking of cars in areas where pedestrians should be walking by providing a barrier between the roadway and the pedestrian way.

Traffic Law Compliance - The project will improve compliance with traffic laws for both motorized and non-motorized users. J-Walking will decrease with dedicated crosswalks that connect to adjacent infrastructure. Failure to yield citations should decrease once drivers become more aware of the dedicated crossing locations and will ultimately become more proactive when approaching these areas. The proposed non-infrastructure education that will occur once the project is complete will teach the potential daily users of the new pedestrian and bicycle improvements the importance of how to use the facilities and the traffic laws that are associated with the improvements. Overall with the sidewalks and dedicated crosswalks installed, traffic law compliance within the area is expected to increase.

Inadequate Traffic Control Devices - In general, the street markings and striping within the project area is inadequate. Most of the markings have faded and do not incorporate the latest standards outlined in the California Manual of Uniform Traffic Control Devices. A portion of the existing crosswalks lead to unimproved areas and need to be removed or relocated. Existing signage is out of date and does not provide adequate warning for motorists to expect pedestrians in the roadway. The proposed project will address these inadequacies by installing new crosswalk striping, bike lanes striping and removing crosswalks that lead to hazards and installing appropriate signage to make the project a complete street project.

Inadequate Bike Lanes, Crosswalks and/or Sidewalks - Currently there is a complete lack of sidewalks and bicycle lanes in the project area. Roads without sidewalks include Marin, Hoag, South and Solano Streets, and Houghton and McKinley Avenues. The lack of sidewalks and bike lanes force pedestrians and bicyclists into the vehicular traveled way and behind and around parked vehicles. The existing crosswalks adjacent to the project lead to unimproved areas, detouring the users from using them and crossing in other improved locations, making crossings very unpredictable for both the pedestrians and the motorists. The proposed project will construct new sidewalks, bike lanes and dedicated crosswalks in the project area.

Collision Behaviors - The following behaviors that lead to collisions involving non-motorized users occur:

- Pedestrians abruptly enter roadways
- Pedestrians cross the roadway in non-designated locations
- Pedestrians walk in puddles
- Pedestrians walk in the wrong direction in the traveled way
- Bicyclists travel in the wrong direction in the traveled way

The proposed project, with dedicated sidewalks, bike lanes, crosswalks and education, will eliminate many of these behaviors and reduce others to minimal levels. Providing a safe location for pedestrians will only promote users to walk and bike safely.



Part B: Narrative Questions

Question #4

QUESTION #4

PUBLIC PARTICIPATION and PLANNING (0-10 POINTS)

A. Describe the community based public participation process that culminated in the project

Include discussions of: What was the process to prepare for existing and future needs of users of this project? Who was engaged in the public participation and planning process? How will stakeholders continue to be engaged in the implementation of the project?

(Max of 1000 words)

Words Remaining: 127

Collaboration efforts for this long-needed project date back to 2010, when City of Corning Public Works staff engaged key personnel from City of Corning Police and Fire, Cal Fire/ Tehama County Fire, Corning Elementary Union School District and Northern California Child Development Inc. Corning Elementary School District students are eligible for transportation service to and from school if the distance between their school-established bus stop and the school is beyond one-half mile for grades K-6, and over one mile for grades 7-8. This leaves a large number of families with the decision to transport on their own or send their children on bicycle or foot to and from school. Because of the lack of continuous sidewalks around both schools, this can be a dangerous option for those navigating around cars to find a path of travel as well as the vehicles traveling the roads adjacent to the schools. Each party involved in the project planning was in agreement in the prioritization of improvements to major pedestrian and bicycle pathways used by elementary aged students and supplied letters of support for the SR2S Cycle 9 application seeking project funding.

Despite these projects not being funded through the SR2S Cycle 9 funding, the community still supports the advancement of the project and subsequent application. On December 13, 2017 the Public Works Director attended a Regular Board Meeting of the Corning Union Elementary School District in Corning. As a Public Comment Informational Item, the Director shared that the City would be submitting an application for a Safe Routes to School funding opportunity through the State of California Department of Transportation Active Transportation Program. The Board and members of the public were informed that the City was interested in submitting one application encompassing two local schools; West Street and Olive View Elementary Schools. The Board was in full support of the application and mentioned that they would also like to see Woodson Elementary included in the application. The Board was informed that the Active Transportation Program grant opportunity cycles every two years and that the City would be in favor of moving forward with future funding cycles. Public Works staff will continue to work with the District in order to prioritize student safety through improvements to traveled ways.

The Corning Chamber of Commerce and the City hosted a 'Food Truck Tuesday' event on June 5, 2018. This was a family fun event with music, crafts and informational booths. All community members that attend can visit downtown Corning and enjoy the evening with music and purchase dinner at any one of the many participating food truck vendors. The Public Works Department set up a 'Support Safe Routes to School' information booth, and it turned out to be a wonderfully receptive audience. The booth was set up to inform community members about the project proposal, obtain feedback, and gather signatures in support of the proposed application and project. The community showed overwhelming support of the project and demonstrated this with over 150 signatures of support from community members who attended the event. The 'Support Safe Routes to School' booth had a constant line of people who were in complete support of the project. Keeping with the theme of a family fun evening, the booth had a table set up just for children to keep them busy with coloring books so that their parents could engage in the project details and ask questions of Public Works Staff. Everyone agreed that both Olive View and West Street Elementary Schools were excellent choices. In general, the public expressed complete support of any and all improvements that would increase safety for our students walking or riding bikes to and from school.

At the July 10, 2018 City Council Meeting, the Public Works Director presented City Council and attending members of the public with two schematic maps showing the two proposed locations and specific details for sidewalk and crosswalk safety improvements. Both City Council and members of the public expressed support for the program that would increase safety around our local schools.

The Tehama County Department of Education (TCDOE) is now in its' sixteenth year of providing an expanded learning program called Safe Education & Recreation for Rural Families (SERRF). SERRF provides 1800 kindergarten through eighth grade students instruction in academics, enrichment and recreation in coordination with schools to support the California Student Learning Standards. SERRF serves all twenty-five Tehama County elementary and middle schools, including small, isolated rural school sites. On July 13, 2018, the Public Works Director and Police Officer Hewitt visited with close to 200 students at the West Street School SERRF site. The students were enthusiastic and very cooperative when interacting with the presenters about the project. When asked how many of the students walked to school, 25% raised their hands and 7% students said that they ride their bikes. Pedestrian and bike safety information will also be highlighted on the City of Corning Police, Fire, and Recreation Facebook campaigns. The Public Works Department provided each student with a bracelet supporting the Safe Routes to School application and project. The Public Works Director will continue to coordinate with the TCDOE to provide project updates, as well as engage with families participating in the SERRF program.

Attach any applicable Public Participation & Planning documents:

Question_4_PublicParticipation_Planning.pdf



Part B: Narrative Questions

Question #5

QUESTION #5

SCOPE AND PLAN CONSISTENCY (0 - 2 points)

A. The application, scope and plans are consistent with one another: (2 points max)

The scope and plans are consistent with one another including:

- Improvement location(s)
- Improvement elements(s)



Part B: Narrative Questions

Question #6

USE OF CALIFORNIA CONSERVATION CORPS (CCC) OR CERTIFIED COMMUNITY CONSERVATION CORPS (0 to -5 POINTS)

- ☐ Applicant has not coordinated with both corps, or Tribal Corps (if applicable) (-5 points)
- ☐ Applicant contacted the corps; but does not intend to partner with any corps (-5 points)

Step 1: The applicant must submit the following information via email concurrently to both the CCC AND Certified Community Conservation Corps at least 5 days prior to application submittal to Caltrans. The CCC and Certified Community Conservation Corps will respond within five (5) business days from receipt of the information.

- Project Title
- Project Description
- Detailed Estimate
- Project Schedule
- Project Map
- Preliminary Plan

Click on the following links for the California Conservation Corps and Certified Community Conservation Corps Representative ATP contact information:

<http://www.ccc.ca.gov/work/programs/ATP/Pages/ATP%20home.aspx>

<http://calocalcorps.org/active-transportation-program/>

The applicant must also attach any email correspondence from the CCC and Certified Community Conservation Corps or Tribal Corps (if applicable) to the application verifying communication/participation. Failure to attach their email responses will result in a loss of 5 points.

Attach submittal email, response email and any attachment(s) from the CCC:

Question_6_CCC Response Letter.pdf

Attach submittal email, response email and any attachment(s) from the Certified Community Conservation Corps:

Question_6_Regional Cons Corp Response Letter.pdf

Attach submittal email, response email and any attachment(s) from the Tribal Corps (If applicable):

Step 2: The applicant has coordinated with the CCC AND with the Certified Community Conservation Corps, or the Tribal Corps and determined the following: (check appropriate box)

- ☒ Applicant intends to utilize the CCC, Certified Community Conservation Corps, or the Tribal Corps on the following items listed below. (0 points) (Max of 100 Words)

Words Remaining: 54

The Sacramento Regional Conservation Corps has responded that they are able to assist with the proposed project. Once funding is received the City of Corning contact the Sacramento Regional Conservation Corps to coordinate their intended involvement. The CCC has responded that their participation is not feasible.

- ☐ No corps can participate in the project. (0 points)
- ☐ At the time that the application was submitted, the applicant had not received a response from the following corps: (0 points)
- ☐ the CCC ☐ the Certified Community Conservation Corps ☐ the Tribal Corps (if applicable)



Part B: Narrative Questions

Question #7

QUESTION #7

APPLICANT'S PERFORMANCE ON PAST ATP FUNDED PROJECTS (0 to -10 points)

For CTC use only.



Part C: Application Attachments

Applicants must ensure all data in this part of the application is fully consistent with the other parts of the application. See the Application Instructions and Guidance document for more information and requirements related to Part C.

List of Application Attachments

The following attachment names and order must be maintained for all applications. Depending on the Project Type (I, NI or Plans) some attachments will be intentionally left blank. All non-blank attachments must be identified in hard-copy applications using “tabs” with appropriate letter designations

Application Signature Page (Required for all applications)	Attachment A
Attachment_A_Signature_Page.pdf	
Engineer's Checklist (Required for Infrastructure & Combo Projects)	Attachment B
Attachment_B_Engineers_Checklist.pdf	
Project Location Map (Required for all applications)	Attachment C
Attachment_C_ProjectLocationMap.pdf	
Project Map/Plans showing existing and proposed conditions (Required for all Infrastructure Projects; Optional for 'Non-Infrastructure' and 'Plan' Projects)	Attachment D
Attachment_D_Exist_Proposed_Conditions.pdf	
Photos of Existing Conditions (Required for all applications)	Attachment E
Attachment_E_Photo Journal.pdf	
Project Estimate (Required for all Infrastructure Projects)	Attachment F
Attachment-F-EngrEstimate_West_Street.pdf	
Non-Infrastructure Work Plan (Form 22-R) (Required for all projects with Non-Infrastructure Elements)	Attachment G
Attachment_G_22r-Working-Plan.pdf	
Plan Scope of Work (Form 22-PLAN) (Required for all Plan Projects)	Attachment H
Letters of Support (10 maximum) (Required or recommended for all projects as designated in the instructions) (All letters must be scanned into one document.)	Attachment I
Attachment_I_Support_Letters.pdf	
Exhibit 22-F State Funding	Attachment J
Attachment_J_Form22F_WestStreet.pdf	
Additional Attachments (Additional attachments may be included. They should be organized in a way that allows application reviews easy identification and review of the information.) (All additional attachments must be scanned into one document.)	Attachment K

Part C: Attachments

Attachment A: Signature Page

IMPORTANT: Applications will not be accepted without all required signatures.

Implementing Agency: Chief Executive Officer, Public Works Director, or other officer authorized by the governing board

The undersigned affirms that their agency will be the "Implementing Agency" for the project if funded with ATP funds and they are the Chief Executive Officer, Public Works Director or other officer **authorized by their governing board with the authority to commit the agency's resources and funds**. They are also affirming that the statements contained in this application package are true and complete to the best of their knowledge. For infrastructure projects, the undersigned affirms that they are the manager of the public right-of-way facilities (responsible for their maintenance and operation) or they have authority over this position.

Signature:  Date: July 30, 2018
Name: Dawn Grine Phone: 530/824-7025
Title: Public Works Director e-mail: dgrine@corning.org

For projects with a Partnering Agency: Chief Executive Officer or other officer authorized by the governing board
(For use only when appropriate)

The undersigned affirms that their agency is committed to partner with the "Implementing Agency" and agrees to assume the responsibility for the ongoing operations and maintenance of the facility upon completion by the implementing agency and they intend to document such agreement per the CTC guidelines. The undersigned also affirms that they are the Chief Executive Officer or other officer authorized by their governing board with the authority to commit the agency's resources and funds. They are also affirming that the statements contained in this application package are true and complete to the best of their knowledge.

Signature: _____ Date: _____
Name: _____ Phone: _____
Title: _____ e-mail: _____

ATP Engineer's Checklist for Infrastructure Projects

Required for "Infrastructure" applications ONLY

This application checklist is to be used by the engineer in "responsible charge" of the preparation of this ATP application to ensure all of the primary elements of the application are included as necessary to meet the CTC's requirements for a PSR-Equivalent document (per CTC's ATP Guidelines and CTC's Adoption of PSR Guidelines - Resolution G-99-33) and to ensure the application is free of critical errors and omissions; allowing the application to be accurately ranked in the statewide and regional ATP selection processes.

Special Considerations for Engineers before they Sign and Stamp this document attesting to the accuracy of the application:

Chapter 7; Article 3; Section 6735 of the Professional Engineer's Act of the State of California requires engineering calculation(s) or report(s) be either prepared by or under the responsible charge of a licensed civil engineer. Since the corresponding ATP Infrastructure-application defines the scope of work of a future civil construction project and requires complex engineering principles and calculations which are based on the best data available at the time of the application, the application must be signed and stamped by a licensed civil engineer.

By signing and stamping this document, the engineer is attesting to this application's technical information and engineering data upon which local agency's recommendations, conclusions, and decisions are made. This action is governed by the Professional Engineer's Act and the corresponding Code of Professional Conduct, under Sections 6775 and 6735.

The following checklist is to be completed by the engineer in "responsible charge" of defining the project's Scope, Cost and Schedule per the expectations of the CTC's PSR Equivalent. The checklist is expected to be used during the preparation of the documents, but not initialed and stamped by the engineer until the final application and application attachments are complete and ready for submission to Caltrans.

1. Vicinity map /Location map

Engineer's Initials: PK

- a. The project limits must be clearly depicted in relationship to the overall agency boundary

2. Project layout-plan/map showing existing and proposed conditions must:

Engineer's Initials: PK

- a. Be to a scale which allows the visual verification of the overall project "construction" limits and limits of each primary element of the project. Scale must be shown on the plan/map
- b. Show the full scope of the proposed project, including any non-participating construction items
- c. Show all changes to existing motorized/non-motorized lane and shoulder widths. Label the proposed widths
- d. Show agency's right of way (ROW) lines when permanent or temporary ROW impacts are possible. (As appropriate, also show Caltrans', Railroad, and all other government agencies ROW lines)

3. Typical cross-section(s) showing existing and proposed conditions.

Engineer's Initials: PK

(Include cross-section for each controlling configuration that varies significantly from the typical)

- a. Show and dimension: changes in lane widths, ROW lines, side slopes, etc.

4. Detailed Engineer's Estimate

Engineer's Initials: PK

- a. The Caltrans Project Estimate (Attachment F) must be filled out per the instructions and attached to the application, in the appropriate location.
- b. Each of the main project elements are broken out into separate construction items. The costs for each item are based on calculated quantities and appropriate corresponding unit costs
- c. All non-participating costs in relation to the ATP funding are clearly identified and accounted for separately from the eligible costs. The non-participating (or ineligible) costs must be consistent with Caltrans guidelines as shown in Local Assistance Program Guidelines chapter 22.6
- d. All project elements the applicant intends to utilize the CCC, certified community conservation corps, or tribal corps on need to be clearly identified and accounted for
- e. All project development costs to be funded by the ATP need to be accounted for in the total project cost

5. Crash/Safety Data, Collision maps and Countermeasures:Engineer's Initials: PK

- a. Confirmation that crash data shown is depicted accurately, is shown to scale, and occurred within influence area of proposed improvements.

6. Project Schedule and Requested programming of ATP fundingEngineer's Initials: PK

- a. All applicants must anticipate receiving federal ATP funding for the project and therefore the project schedules and programming included in the application must account for all applicable federal requirements and timeframes.
- b. "Completed Dates" for project Milestone Dates shown in the application have been reviewed and verified
- c. "Expected Dates" for project Milestone Dates shown in the application account for all reasonable project timetables, including: Interagency MOUs, Caltrans agreements, CTC allocations, FHWA authorizations, federal environmental studies and approvals, federal right-of-way acquisitions, federal consultant selections, project permits, etc.
- d. The fiscal year and funding amounts shown in the PPR must be consistent with Implementing Agency's expected project milestone dates and available matching funds.

7. Warrant studies/guidance (Check if not applicable)Engineer's Initials: PK

N/A

- a. For new Traffic Control Signals – an engineering study that includes analysis of Signal Warrants 1- 9 (CA MUTCD) must be submitted. For ATP funding, warrants 4, 5 or 7 should be met but the final decision to install a signal must be made by the engineer. The engineering study (and any additional documentation of the engineering judgment supporting the Traffic Control Signal, if needed) must include the name and license number of the responsible engineer and must be attached to the application in the "Additional Attachments" section.

8. Additional narration and documentation:Engineer's Initials: PK

- a. The text in the "Narrative Questions" in the application is consistent with and supports the engineering logic and calculations used in the development of the plans/maps and estimate
- b. When needed to clarify non-standard ATP project elements (i.e. vehicular roadway widening necessary for the construction of the primary ATP elements); appropriate documentation is attached to the application to document the engineering decisions and calculations requiring the inclusion of these non-standard elements.

Licensed Engineer:**Engineer's Stamp:**

Name (Last, First): Kampmann, Robin

Title: Civil Engineer

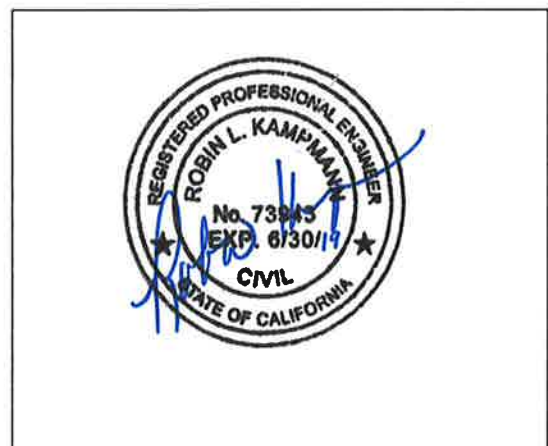
Engineer License Number: 73943

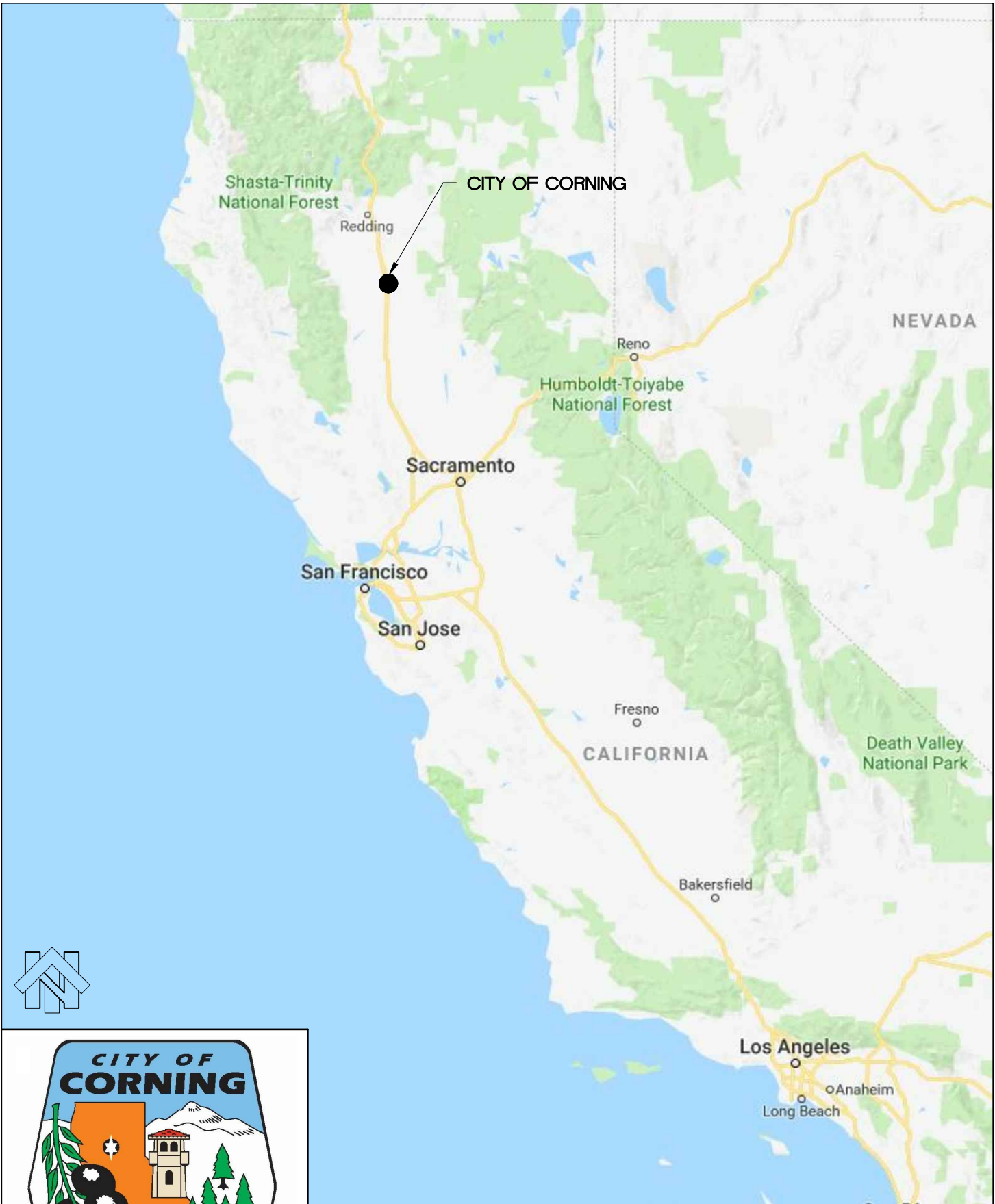
Signature: Robin Kampmann

Date: 7/30/18

Email: rkampmann@northstoreng.com

Phone: 530-893-1600





ATTACHMENT C

CORNING, CALIFORNIA

PROJECT VICINITY MAP

WEST STREET ELEMENTARY SCHOOL

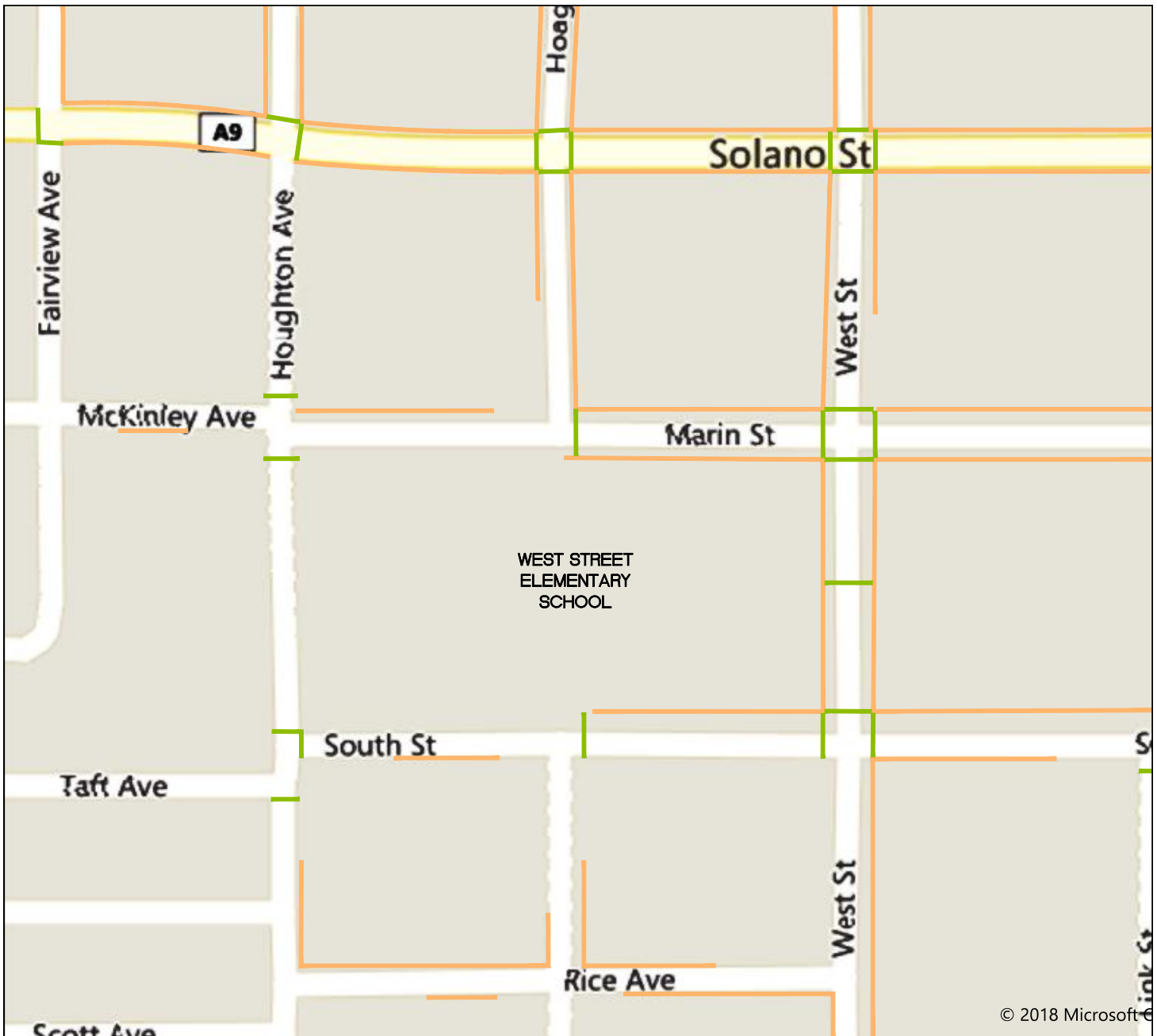
Job Number
18-095

NTS
Horz.

Scale

NTS
Vert.

Date: July 31, 2018
Sheet 1 Of 2



LEGEND



EXISTING CONCRETE SIDEWALK

EXISTING CROSSWALKS



ATTACHMENT D

CORNING, CALIFORNIA

EXISTING CONDITIONS

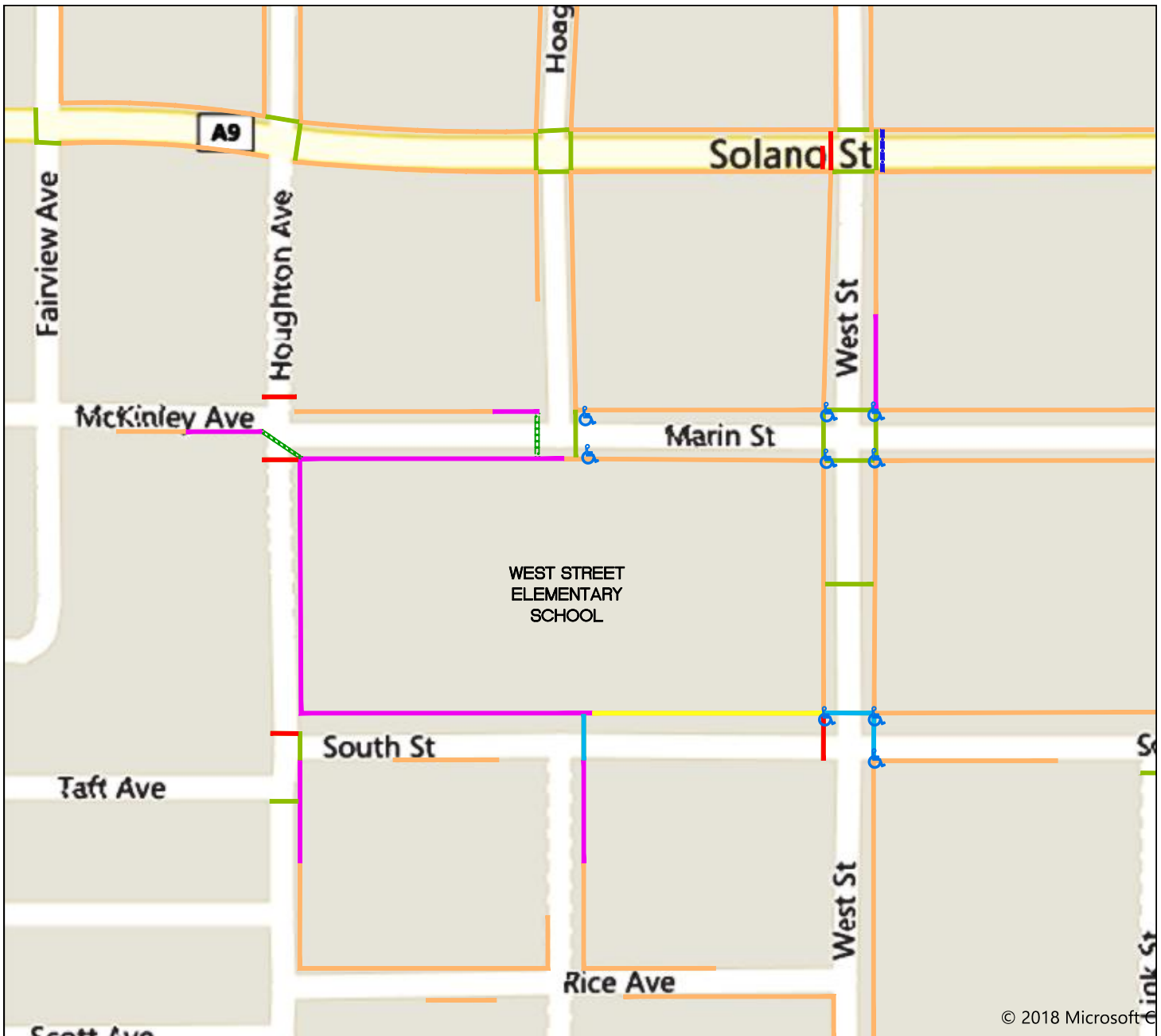
WEST STREET ELEMENTARY SCHOOL

Job Number
18-095

1" = 200' Scale
Horz.

NTS
Vert.

Date: July 31, 2018
Sheet 1 Of 9



© 2018 Microsoft C



LEGEND

EXISTING CONCRETE SIDEWALK	
EXISTING CROSSWALKS	
PROPOSED CONCRETE SIDEWALK	
PROPOSED CONCRETE SIDEWALK BETTERMENTS	
REMOVE EXISTING CROSSWALK MARKERS	
PROPOSED CROSSWALK STRIPING	
PROPOSED IN ROAD PEDESTRIAN WARNING LIGHTS	
PROPOSED CROSSWALK IMPROVEMENTS	
PROPOSED ADA RAMP BETTERMENTS	



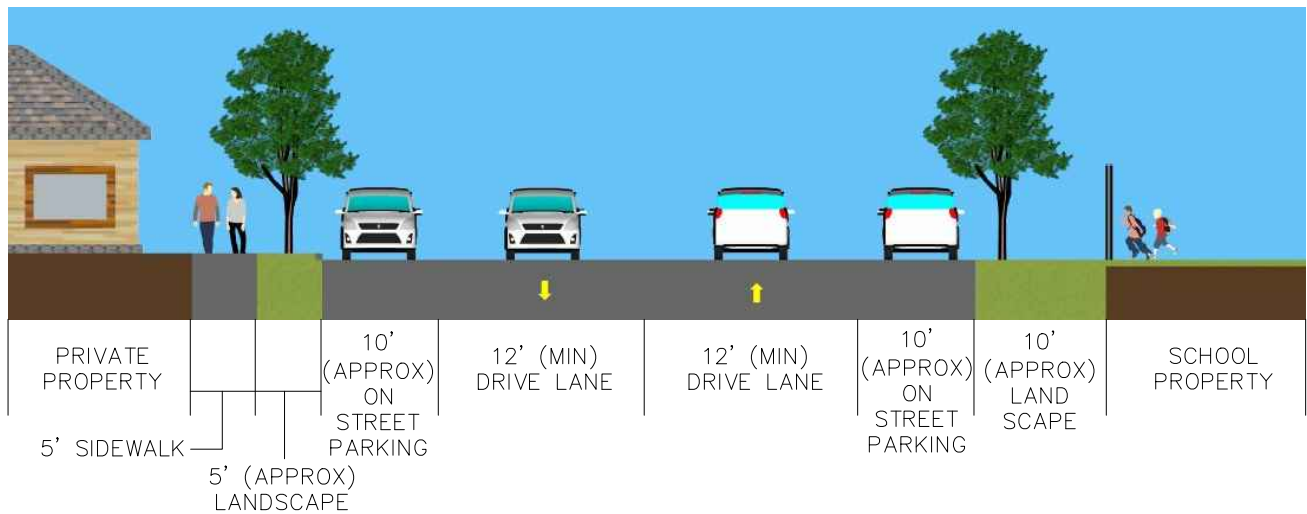
ATTACHMENT D

CORNING, CALIFORNIA

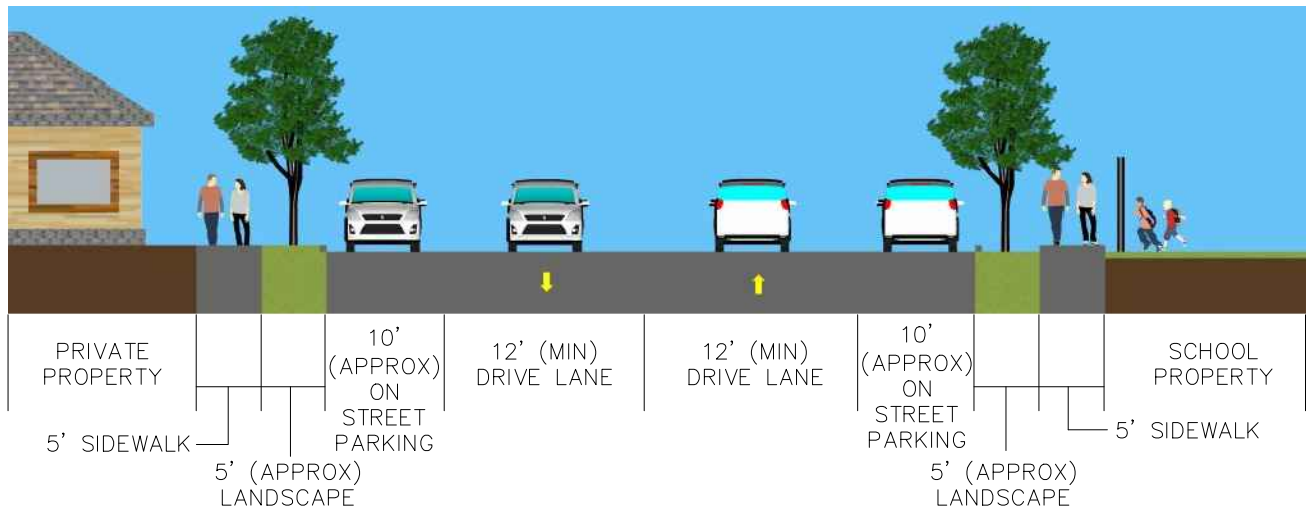
PROPOSED CONDITIONS

WEST STREET ELEMENTARY SCHOOL

Job Number 18-095	1" = 200' Scale Horz.	NTS Vert.	Date: July 31, 2018 Sheet 2 Of 9
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EXISTING CONDITIONS FOR MARIN STREET



PROPOSED CONDITIONS FOR MARIN STREET



ATTACHMENT D

CORNING, CALIFORNIA

CONCEPTUAL CROSS SECTION

WEST STREET ELEMENTARY SCHOOL

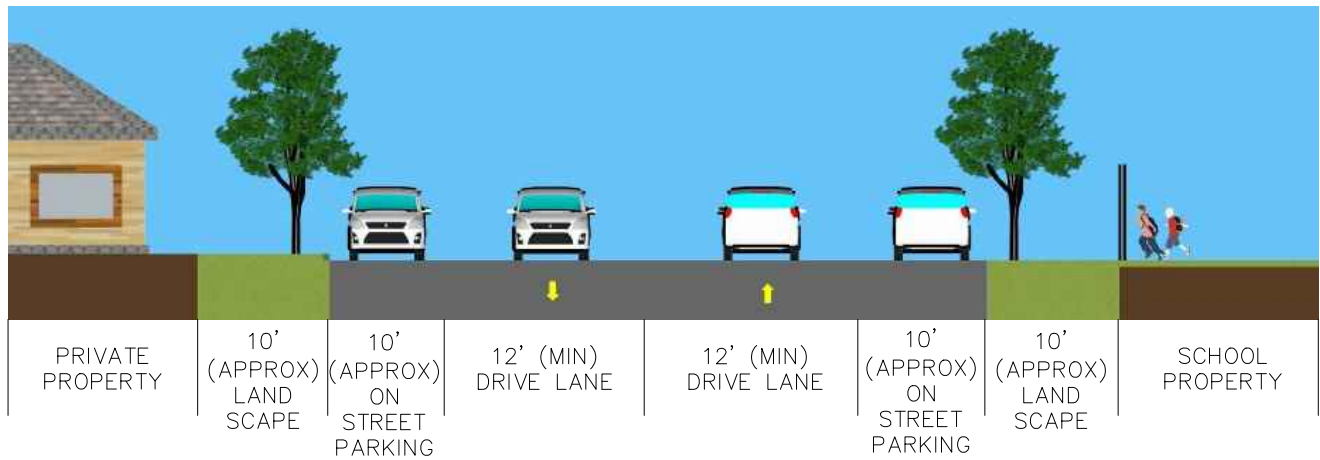
Job Number
18-095

NTS
Horz.

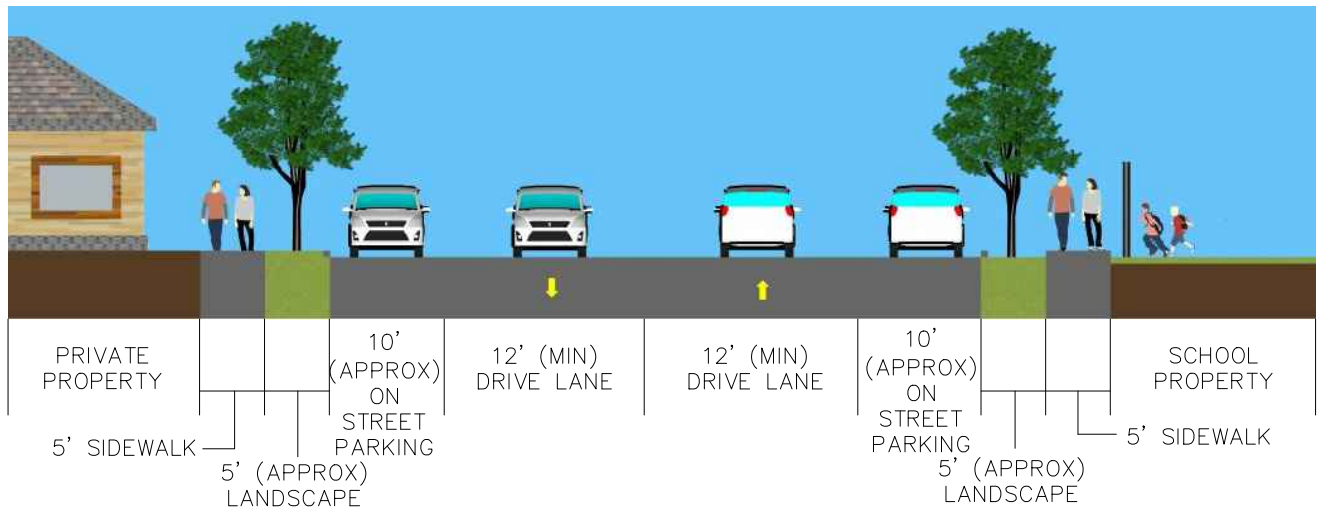
Scale

NTS
Vert.

Date: July 31, 2018
Sheet 3 Of 9



EXISTING CONDITIONS FOR MARIN STREET AT HOAG STREET



PROPOSED CONDITIONS FOR MARIN STREET AT HOAG STREET



ATTACHMENT D

CORNING, CALIFORNIA

CONCEPTUAL CROSS SECTION

WEST STREET ELEMENTARY SCHOOL

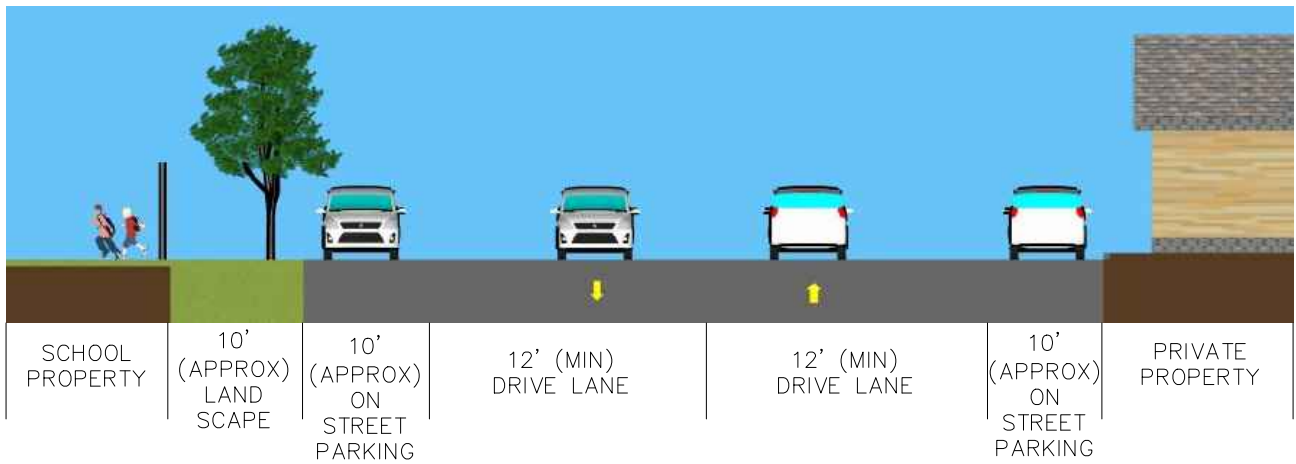
Job Number
18-095

NTS
Horz.

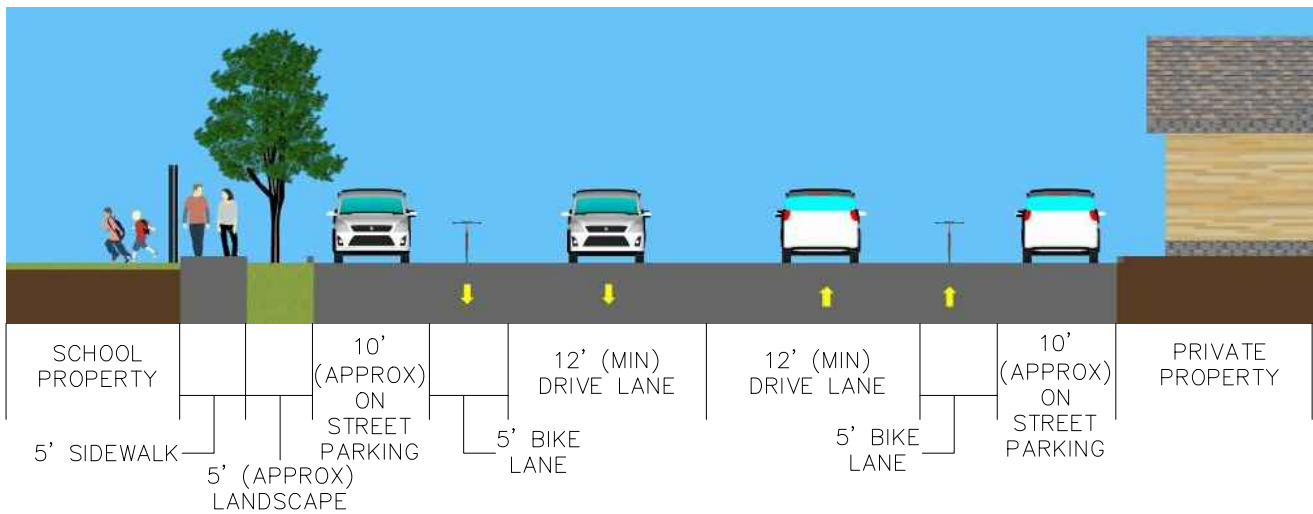
Scale

NTS
Vert.

Date: July 31, 2018
Sheet 4 Of 9



EXISTING CONDITIONS FOR SOUTH STREET



PROPOSED CONDITIONS FOR SOUTH STREET



ATTACHMENT D

CORNING, CALIFORNIA

CONCEPTUAL CROSS SECTION

WEST STREET ELEMENTARY SCHOOL

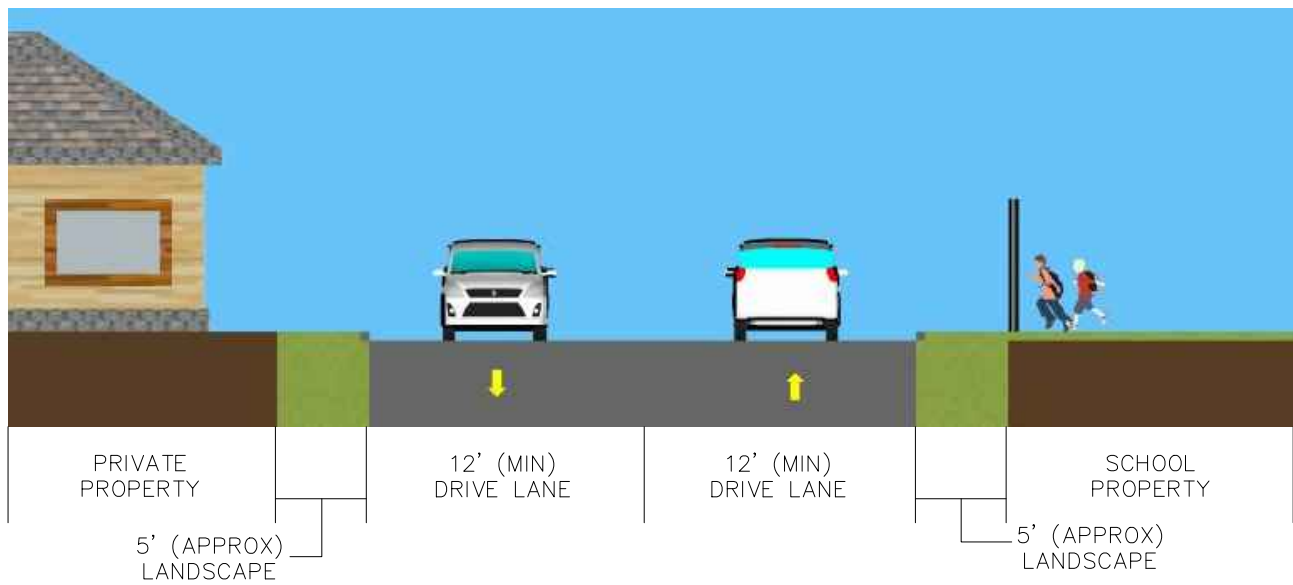
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18-095

NTS
Horz.

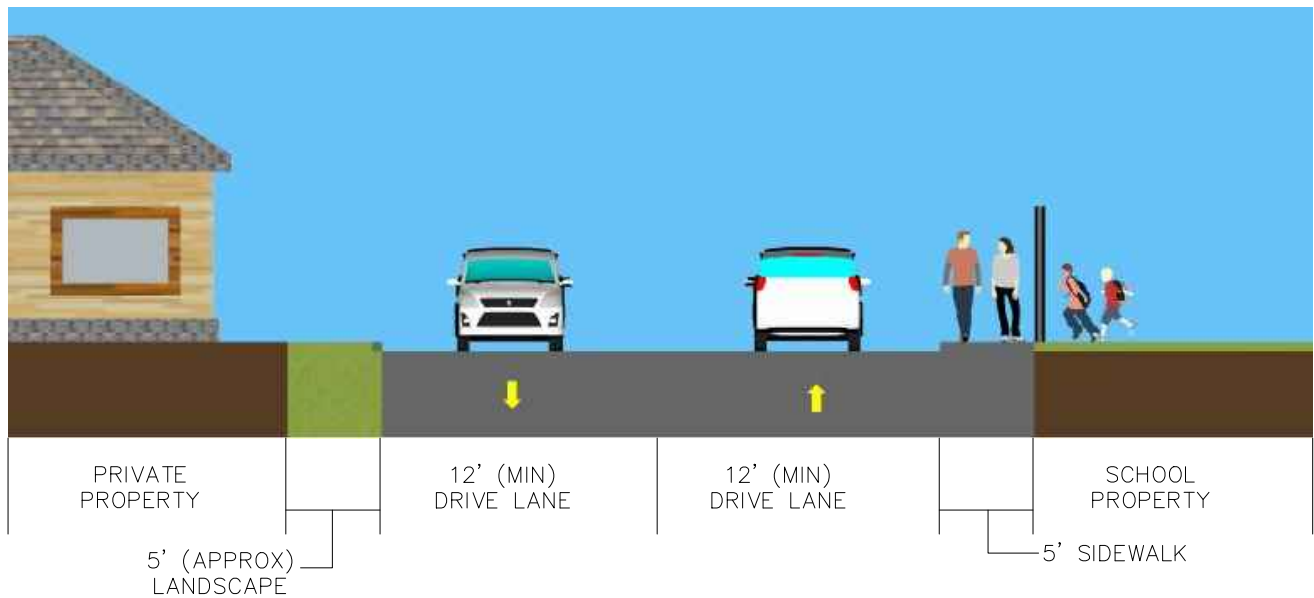
Scale

NTS
Vert.

Date: July 31, 2018
Sheet 5 Of 9



EXISTING CONDITIONS FOR HOUGHTON AVE



PROPOSED CONDITIONS FOR HOUGHTON AVE



ATTACHMENT D

CORNING, CALIFORNIA

CONCEPTUAL CROSS SECTION

WEST STREET ELEMENTARY SCHOOL

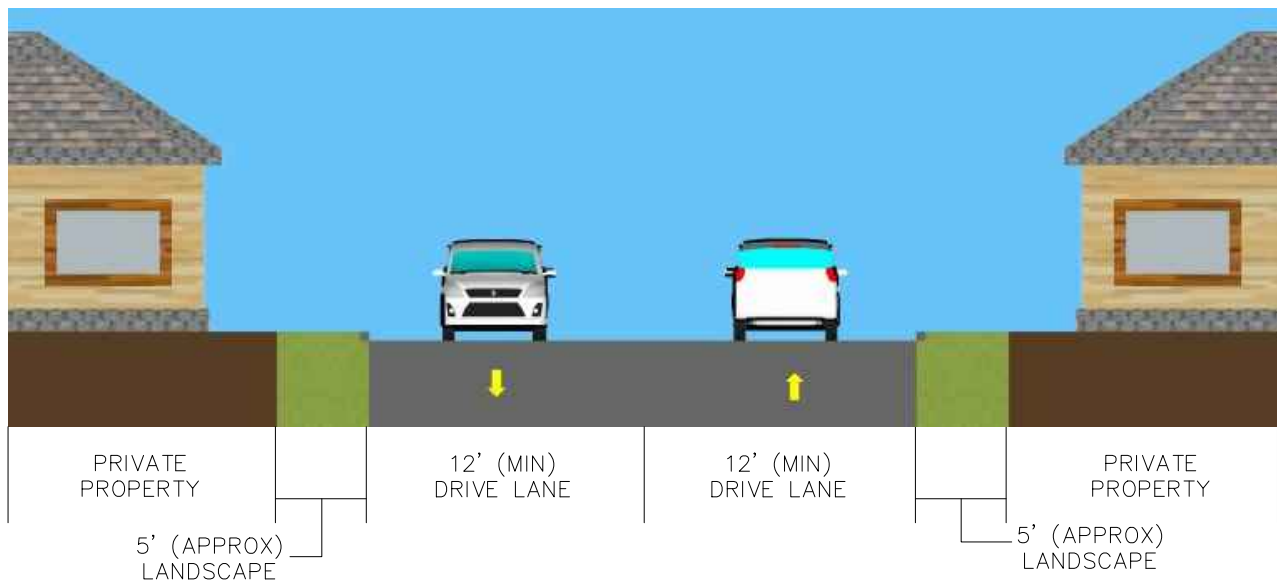
Job Number
18-095

NTS
Horz.

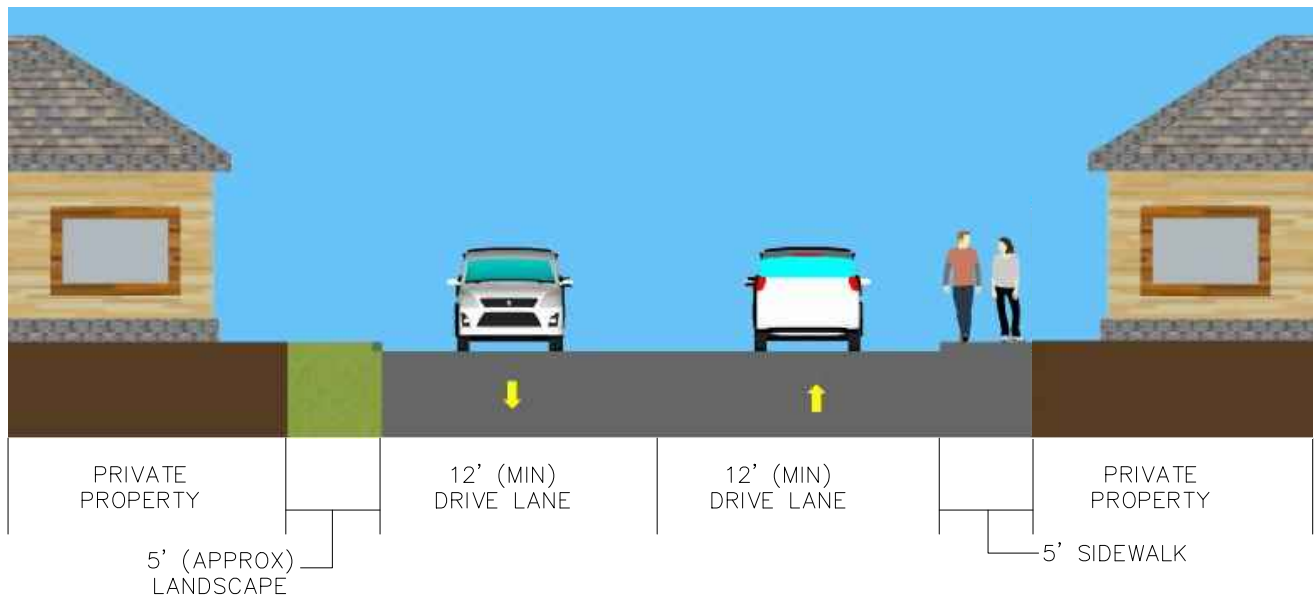
Scale

NTS
Vert.

Date: July 31, 2018
Sheet 6 Of 9



EXISTING CONDITIONS FOR MCKINLEY AVE, HOAG ST, AND WEST ST



PROPOSED CONDITIONS FOR MCKINLEY AVE, HOAG ST, AND WEST ST



ATTACHMENT D

CORNING, CALIFORNIA

CONCEPTUAL CROSS SECTION

WEST STREET ELEMENTARY SCHOOL

Job Number
18-095

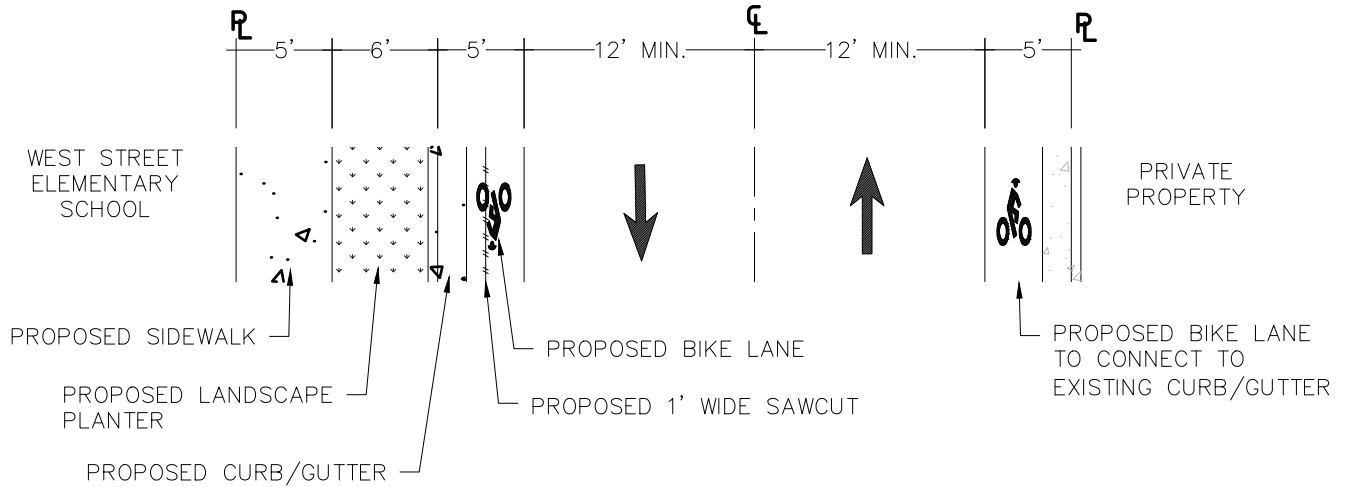
NTS
Horz.

Scale

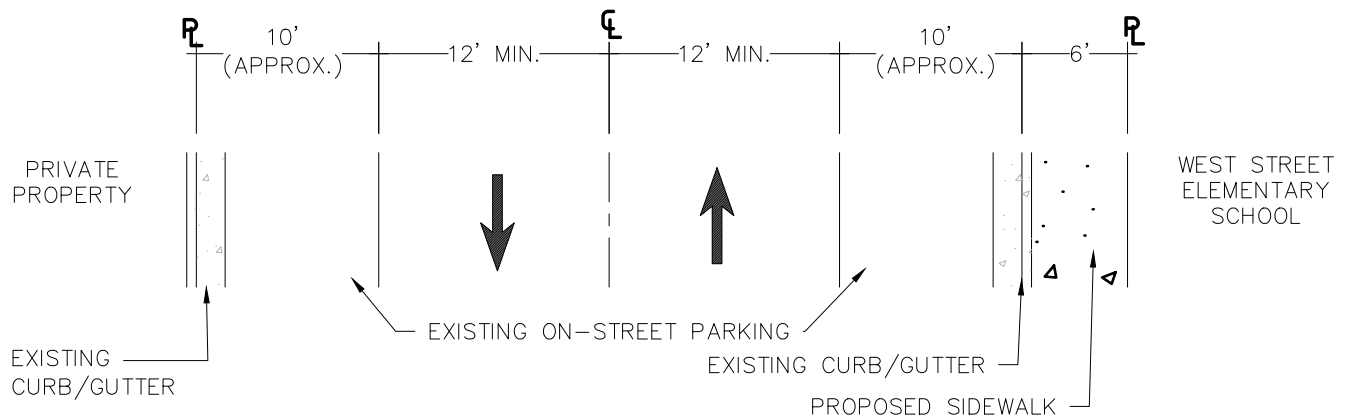
NTS
Vert.

Date: July 31, 2018
Sheet 7 Of 9

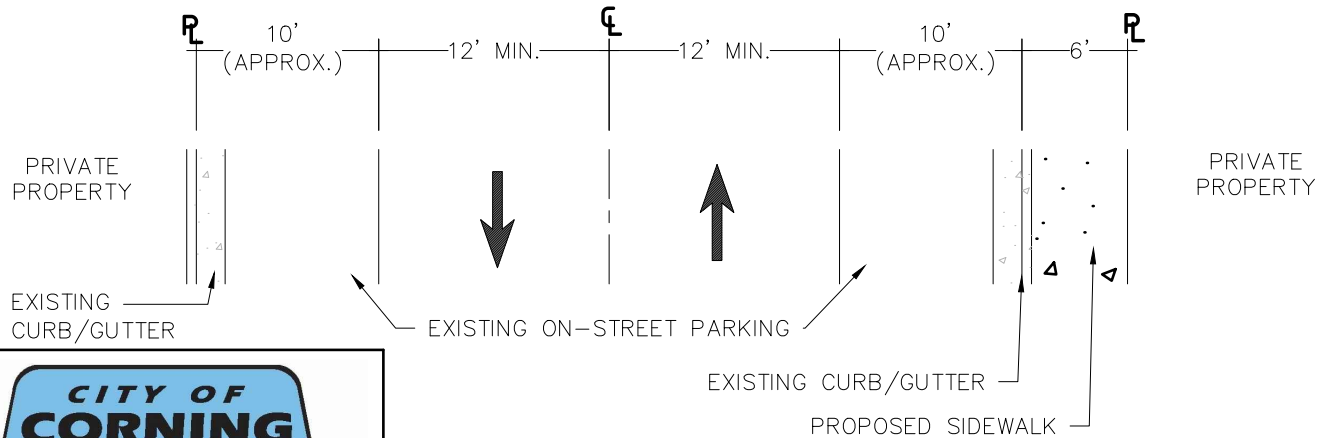
PROPOSED SOUTH STREET



PROPOSED HOUGHTON AVE.



PROPOSED MCKINLEY AVE., HOAG ST. AND WEST ST.



NOTE: ALL WORK IS WITHIN CURRENT CITY RIGHT OF WAY



ATTACHMENT D

CORNING, CALIFORNIA
NTS

PROPOSED OVERHEAD SECTIONS

WEST STREET ELEMENTARY SCHOOL

Job Number
18-095

1:10
Horz.

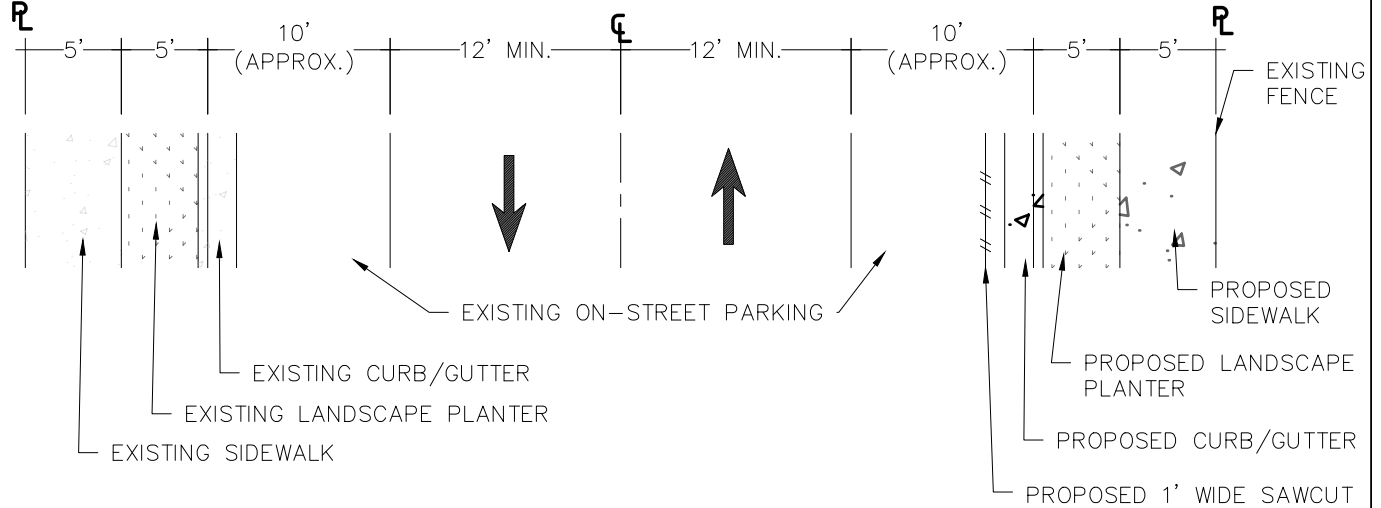
Scale
NTS
Vert.

Date: July 31, 2018
Sheet 8 Of 9

PRIVATE
PROPERTY

PROPOSED MARIN STREET

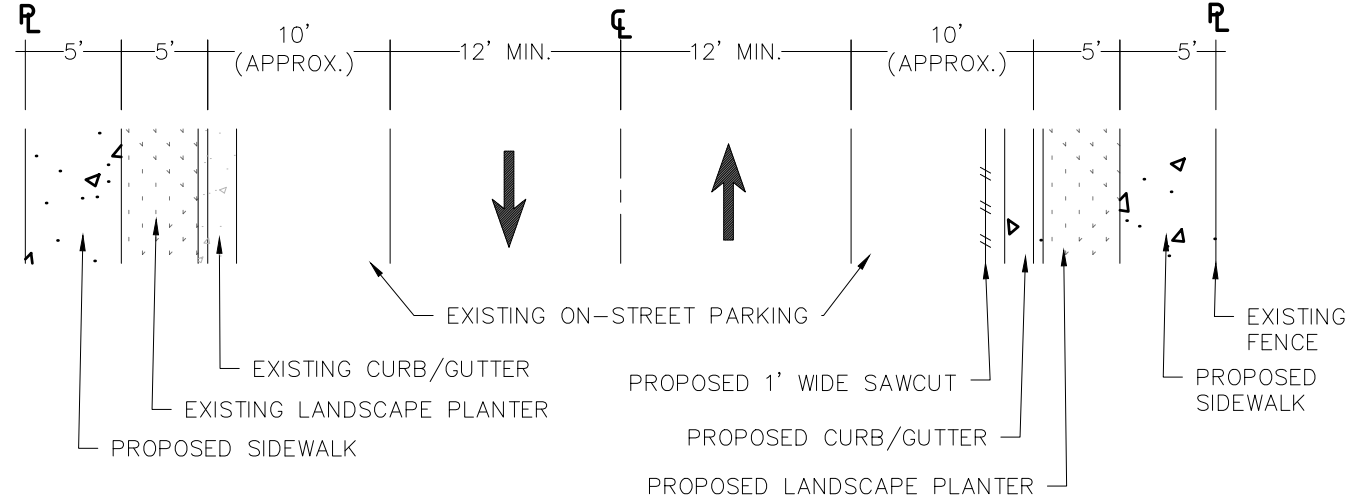
WEST STREET
ELEMENTARY
SCHOOL



PROPOSED MARIN STREET AT HOAG STREET

PRIVATE
PROPERTY

WEST STREET
ELEMENTARY
SCHOOL



NOTE: ALL WORK IS WITHIN CURRENT CITY RIGHT OF WAY

ATTACHMENT D

CORNING, CALIFORNIA

PROPOSED OVERHEAD SECTIONS

WEST STREET ELEMENTARY SCHOOL

Job Number
18-095

1:10
Horz.

Scale
NTS
Vert.

Date: July 31, 2018
Sheet 9 Of 9

Attachment E

Photos of Existing Conditions



Marin Street and Hoag Street Intersection



Missing Sidewalk on South Side of Marin Street



Existing Crosswalk on East Side of Hoag Street



Missing Sidewalk North Side of Marin Street



Inadequate Pedestrian Ramp on Northeast Corner of Intersection

Marin Street and Hoag Street Intersection



Existing Sidewalk and Missing Pedestrian Ramp on South Side of Marin Street



End of Existing Sidewalk and Drainage Inlet on South Side of Marin Street



Existing Landscaping on South Side of Marin Street



Marin Street and Houghton Avenue Intersection



**Existing Crosswalk and Missing Pedestrian Ramp
on South Side of Intersection**



**Pedestrians Forced to Cross Marin Street in
Roadway due to Lack of Marked Crosswalk**



**End of Existing Sidewalk on South Side of
Houghton Street**



Missing Sidewalk on East Side of Houghton Street

South Street and Houghton Avenue Intersection



**Existing Crosswalks and Missing Pedestrian Ramps
on North and East Sides of Intersection**



Missing Sidewalk on East Side of Houghton Street



**Existing Crosswalk and Missing Pedestrian Ramp
on East Side of Intersection**



Missing Sidewalk on North Side of South Street

South Street and Houghton Avenue Intersection, continued



Pedestrian, with Child, Forced to Walk in Roadway due to Lack of Sidewalks on South Street.



Pedestrian, with Child, Forced to Walk in Roadway due to Lack of Sidewalks on Houghton Ave



South Street and Hoag Street Intersection



Existing Sidewalk on North Side of South Street



Missing Sidewalk on North Side of South Street



Existing Crosswalk and Missing Pedestrian Ramp at Intersection



Existing Crosswalk, Missing Sidewalk, and Missing Pedestrian Ramp at Intersection

South Street and West Street Intersection



Existing Crosswalk and Inadequate Pedestrian Ramp at Northwest Corner of Intersection



Existing Crosswalk and Inadequate Pedestrian Ramp at Northwest Corner of Intersection



Marin Street and West Street Intersection



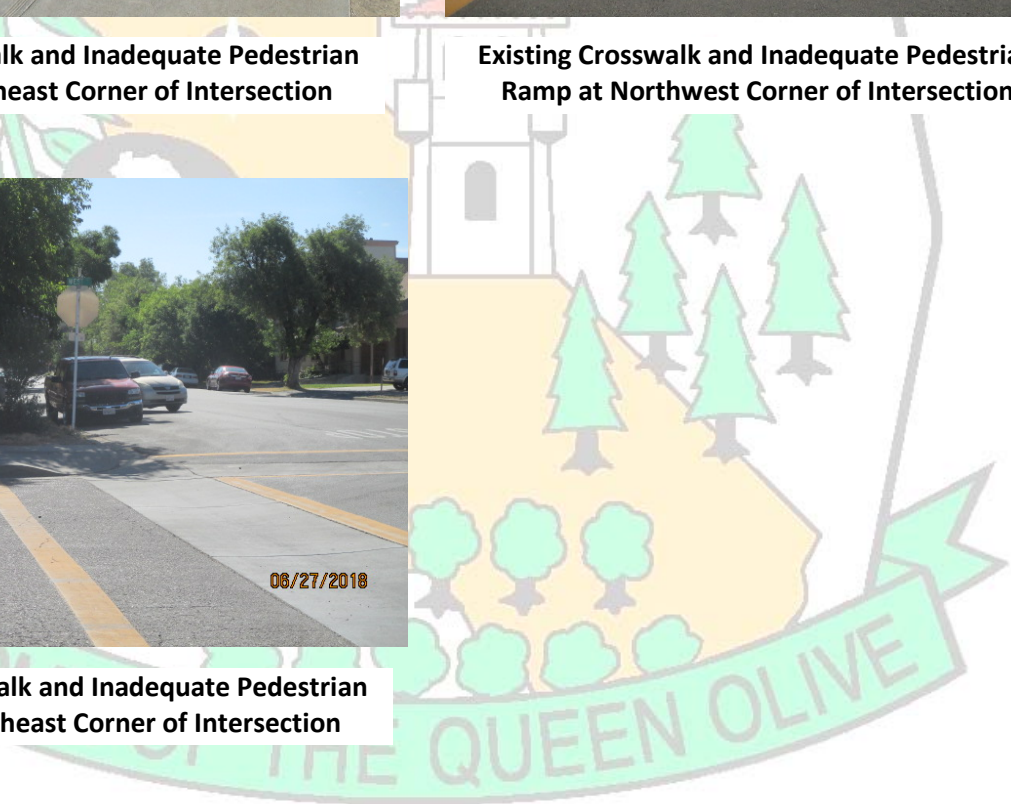
Existing Crosswalk and Inadequate Pedestrian Ramp at Southeast Corner of Intersection



Existing Crosswalk and Inadequate Pedestrian Ramp at Northwest Corner of Intersection



Existing Crosswalk and Inadequate Pedestrian Ramp at Northeast Corner of Intersection



Solano Street and West Street Intersection



Existing Crosswalk at West Side of Intersection



Existing Crossing at East Side of Intersection



Existing Crossing at Side of Intersection

Exhibit 22-R ATP Non-Infrastructure Project Work Plan

Fill in the following items:

Date: (1)	30-Jul-18
Implementing Agency Name: (2)	City of Corning
Project Number: (3)	
Project Location(s): (4a)	City of Corning - Olive View Elementary
" " (4b)	City of Corning - West Street Elementary
" " (4c)	City of Corning - Woodson Elementary
" " (4d)	City of Corning - Maywood Davinci Middle School
Project Description: (5)	Conduct bicycle and pedestrian safety education, increase traffic safety enforcement near schools.

Enter information in each Task Tab, as it applies (Task A, Task B, Task C, Task C, etc.)

For Department use only

You will not be able to fill in the following items. Items will auto-populate once you've entered all "Task" tabs that applies:

Task Summary:

Click the links below
to navigate to
"Task Details" tabs:

Task	Task Name	ATP Cost	InKind Cost
Task "A"	Pedestrian and Bike Safety Education at School	\$ -	\$ 3,546.28
Task "B"	Increased Traffic Enforcement Near Schools	\$ -	\$ 1,464.64
Task "C"		\$ -	\$ -
Task "D"		\$ -	\$ -
Task "E"		\$ -	\$ -
Task "F"		\$ -	\$ -
Task "G"		\$ -	\$ -
Task "H"		\$ -	\$ -
Task "I"		\$ -	\$ -
Task "J"		\$ -	\$ -
ATP Total:		\$ -	
InKind Total:			\$ 5,010.92
GRAND TOTAL		\$	5,010.92

TASK "A" DETAIL							
Task Name (5a):		Pedestrian and Bike Safety Education at School					
Task Summary (5b):		Provide a pedestrain and bike safety education presentation at each of the listed schools including the after school program, SERRF.					
	Start Date	End Date	Task Activities (6a):	Deliverables (6b):			
1.	Jul-24	Aug-24	Preperation of Presentation	Student Handouts and Presentation Material			
2.	Sep-24	Dec-24	Presentation at School & SERRF	Student Education			
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
Staff Costs (7):							
Staff Time (Agency) (7a):			ATP or InKind (select one)	Staff Hours	Rate Per Hour	ATP Total \$	
Party 1 -	City of Corning - Public Works Director		InKind	12	\$60.54		
Party 2 -	City of Corning - Recreation Coordinator		InKind	16	\$31.30		
Party 3 -	City of Corning - Public Works Secretary		InKind	8	\$33.72		
Party 4 -	City of Corning - Police		InKind	12	\$45.77		
Party 5 -							
Party 6 -							
Subtotal Agency Costs:					\$	-	
					\$	2,046.28	
Staff Time (Consultant) (7b):			ATP or InKind (select one)	Staff Hours	Rate Per Hour	ATP Total \$	
Party 1 -							
Party 2 -							
Party 3 -							
Subtotal Consultant Costs:					\$	-	
					\$	-	
Total Staff Costs (Agency & Consultant) (7c):					\$	-	
					\$	2,046.28	
Indirect Costs (8)							
Approved ICAP (8a)?		<input type="checkbox"/>	If Approved ICAP box is checked, provide Rate (8b):			ATP Indirect Costs (8c):	
Task Notes (9):							
<p>The public works directors, recreation coordinator and the Coring Police will vist each of the listed schools and after school programs to give a presentation on pedestrian and bike safety. At each presentation bicycle helmets will be given out to students that currently do not have a helmet or whose family cannot afford a helmet. The presentation will be prepared by the public works secretary and the recreation coodinator.</p>							
Other Costs (10):							
You will not be able to fill in the following items. The totals for each "Other Costs" category listed below will automatically calculate from information entered in the itemized other costs section:							
					ATP Total \$	InKind Total \$	
To fill out an itemized cost for each "Other Cost", click below: <div style="border: 1px solid black; padding: 5px; display: inline-block;">Itemized "Other Costs" Section</div>					Travel (10a):	\$ -	\$ -
					Equipment (10b):	\$ -	\$ -
					Supplies/Materials (10c):	\$ -	\$ 1,500.00
					Incentives (10d):	\$ -	\$ -
					Other Direct Costs (10e):	\$ -	\$ -
					" " (10f):	\$ -	\$ -
Total Other Costs (10g):					\$ -	\$ 1,500.00	
TASK GRAND TOTAL (11):					\$ -	\$ 3,546.28	

Task "A" Other Costs:						
Itemized Travel Cost (10a)						
Please provide an itemized "travel" cost estimate for all travel costs applicable to each task						
Travel (10a)						
Type of Travel	ATP or InKind (select one)	Quantity	Units	Cost \$	ATP Total \$	InKind Total \$
1. N/A						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
Total:					\$ -	\$ -
Total Travel Cost:					\$	-

Itemized Equipment Cost (10b)						
Please provide an itemized "equipment" cost estimate for all equipment cost applicable to each task						
Equipment (10b)						
Type of Equipment	ATP or InKind (select one)	Quantity	Cost \$	ATP Total \$	InKind Total \$	
1. N/A						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
Total:				\$ -	\$ -	
Total Supplies/Materials Cost:				\$	-	

Itemized Supplies/Materials Cost (10c)						
Please provide an itemized "supplies/materials" cost estimate for all supplies/materials cost applicable to each task						
Supplies/Materials (10c)						
Type of Supplies/Materials	ATP or InKind (select one)	Quantity	Cost \$	ATP Total \$	InKind Total \$	
1. Purchase Bike Helmets for Students	InKind	300	5.00		\$ 1,500.00	
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
Total:				\$ -	\$ 1,500.00	
Total Supplies/Materials Cost:				\$	1,500.00	

Task "A" Other Costs:						
Itemized Incentives Cost (10d)						
Please provide an itemized "incentives" cost estimate for all incentives costs applicable to each task						
Incentives (10d)						
Type of Other Direct Costs		ATP or InKind (select one)	Quantity	Cost \$	ATP Total \$	InKind Total \$
1.	N/A					
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
Total:					\$ -	\$ -
Total Other Direct Cost:					\$	-

Itemized Other Direct Costs (10e)						
Please provide an itemized "other" cost estimate for all other costs applicable to each task						
Other Direct Costs (10e)						
Type of Other Direct Costs		ATP or InKind (select one)	Quantity	Cost \$	ATP Total \$	InKind Total \$
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
Total:					\$ -	\$ -
Total Other Direct Cost:					\$	-

Itemized Other Direct Costs (10f)						
Please provide an itemized "other" cost estimate for all other costs applicable to each task						
Other Direct Costs (10f)						
Type of Other Direct Costs		ATP or InKind (select one)	Quantity	Cost \$	ATP Total \$	InKind Total \$
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
Total:					\$ -	\$ -
Total Other Direct Cost:					\$	-

TASK "B" DETAIL							
Task Name (5a):		Increased Traffic Enforcement Near Schools					
Task Summary (5b):		The City of Corning Police Department will increase the enforcement for the purpose of educating drivers, pedestrians and bicyclists.					
	Start Date	End Date	Activities (6a):	Deliverables (6b):			
1.	Dec-18	Mar-18	Increased traffic enforcement	Education for drivers, pedestrians and bicyclists			
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
Staff Costs (7):							
Staff Time (Agency) (7a):			ATP or InKind (select one)	Staff Hours	Rate Per Hour	ATP Total \$	
Party 1 -	City of Corning Police		InKind	32	\$45.77		
Party 2 -							
Party 3 -							
Party 4 -							
Party 5 -							
Party 6 -							
Subtotal Agency Costs:					\$	-	
Staff Time (Consultant) (7b):			ATP or InKind (select one)	Staff Hours	Rate Per Hour	ATP Total \$	
Party 1 -							
Party 2 -							
Party 3 -							
Subtotal Consultant Cost:					\$	-	
Total Staff Costs (Agency & Consultant) (7c):					\$	-	
Subtotal Agency Costs:					\$	1,464.64	
Subtotal Consultant Cost:					\$	-	
Total Staff Costs (Agency & Consultant) (7c):					\$	1,464.64	
Indirect Costs (8)							
Approved ICAP (8a)?		<input type="checkbox"/>	If Approved ICAP box is checked, provide Rate (8b):		ATP Indirect Costs (8c):		
Task Notes (9):							
<p>The City of Corning Police Department will increase the enforcement for the purpose of educating drivers, pedestrians and bicyclists. The intention for the increased enforcement is more for education but if a violation is extreme citations will be given.</p>							
Other Costs (10):							
You will not be able to fill in the following items. The totals for each "Other Costs" category listed below will automatically calculate from information entered in the itemized other costs section:							
					ATP Total \$	InKind Total \$	
<p>To fill out an itemized cost for each "Other Cost", click below:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px; text-align: center; background-color: #e6f2ff;">Itemized "Other Costs" Section</div>					Travel (10a):	\$ -	\$ -
					Equipment (10b):	\$ -	\$ -
					Supplies/Materials (10c):	\$ -	\$ -
					Incentives (10d):	\$ -	\$ -
					Other Direct Costs (10e):	\$ -	\$ -
					" " (10f):	\$ -	\$ -
Total Other Costs (9g):					\$ -	\$ -	
TASK GRAND TOTAL (10):					\$ -	\$ 1,464.64	

Task "B" Other Costs:							
Itemized Travel Cost (10a)							
Please provide an itemized "travel" cost estimate for all travel costs applicable to each task							
Travel (10a)							
	Type of Travel	ATP or InKind (select one)	Quantity	Units	Cost \$	ATP Total \$	InKind Total \$
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
Total:						\$ -	\$ -
Total Travel Cost:						\$	-

Itemized Equipment Cost (10b)							
Please provide an itemized "equipment" cost estimate for all equipment cost applicable to each task							
Equipment (10b)							
	Type of Equipment	ATP or InKind (select one)	Quantity	Cost \$	ATP Total \$	InKind Total \$	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
Total:						\$ -	\$ -
Total Supplies/Materials Cost:						\$	-

Itemized Supplies/Materials Cost (10c)							
Please provide an itemized "supplies/materials" cost estimate for all supplies/materials cost applicable to each task							
Supplies/Materials (10c)							
	Type of Supplies/Materials	ATP or InKind (select one)	Quantity	Cost \$	ATP Total \$	InKind Total \$	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
Total:						\$ -	\$ -
Total Supplies/Materials Cost:						\$	-

Task "B" Other Costs:						
Itemized Incentives Cost (10d)						
Please provide an itemized "incentives" cost estimate for all incentives costs applicable to each task						
Incentives (10d)						
	Type of Other Direct Costs	ATP or InKind (select one)	Quantity	Cost \$	ATP Total \$	InKind Total \$
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
Total:					\$ -	\$ -
Total Other Direct Cost:					\$	-

Itemized Other Direct Costs (10e)						
Please provide an itemized "other" cost estimate for all other costs applicable to each task						
Other Direct Costs (10e)						
	Type of Other Direct Costs	ATP or InKind (select one)	Quantity	Cost \$	ATP Total \$	InKind Total \$
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
Total:					\$ -	\$ -
Total Other Direct Cost:					\$	-

Itemized Other Direct Costs (10f)						
Please provide an itemized "other" cost estimate for all other costs applicable to each task						
Other Direct Costs (10f)						
	Type of Other Direct Costs	ATP or InKind (select one)	Quantity	Cost \$	ATP Total \$	InKind Total \$
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
Total:					\$ -	\$ -
Total Other Direct Cost:					\$	-



City of Corning

794 Third St. Corning, CA 96021 (530) 824-7020 Fax (530) 824-2489

July 24, 2018

Ian Howat
Local Assistance Engineer
Caltrans District 02
1657 Riverside Drive
Redding, CA 96001

Re: Active Transportation Program (Cycle 4); Safe Routes to School Grant Application for
West Street Elementary School

Dear Mr. Howat:

The City of Corning is pleased to submit herewith our Active Transportation Program (Cycle 4) Safe Routes to School Application for West Street Elementary School. The City of Corning is very fortunate to have received three prior Safe Routes to School grants that have been very successful in fulfilling the goals and objectives of the program.

The three prior grants improved safety in the vicinity of Corning High School, Maywood, Centennial High School, Early Head Start Pre-School and the Corning Adult Education facility.

This proposed project will include installation of sidewalk, curbs, gutters and bicycle lanes that will provide safe and effective infrastructure serving West Street Elementary School.

Thank you for the opportunity to submit this application and we look forward to participating in the review and ranking process.

Sincerely,

Douglas Hatley, Jr.
Mayor

cc: Robin Kampmann, City Engineer



Corning Union Elementary School District

1590 South Street, Corning, CA 96021 ■ Phone: 530.824.7700 ■ Fax: 530.824.2493 ■ www.corningelementary.org

Preparing Students For Their Future!

OUR DISTRICT GOVERNING BOARD:

Helen Pitkin ■ Martin Mathisen ■ Ronda Holland ■ Jessie Trotter ■ Steve Kelish

Richard Fitzpatrick, Superintendent
Dave Sweringen, Assistant Superintendent
Heather Igarta, Chief Business Official

July 26, 2018

Honorable Mayor and Council Members
City of Corning
794 Third Street
Corning, CA 96021

Dear Mayor Hatley and Council Members:

The Corning Elementary School District is pleased to offer its support for the City of Corning's Safe Routes to School application for the Active Transportation Program Grant. The lack of continuous sidewalks along the routes to our local schools presents a major obstacle to our students walking to and from school especially during the winter months with inclement weather and shorter daylight hours.

Bicycling and walking to school can have a positive mental and physical impact on the health of our students and can inspire them to arrive at school ready to learn with an optimistic attitude. Improving the safety of our students as they walk to school is of the utmost importance to our administration and to the parents of our students.

We look forward to your success in obtaining the grant for improvements with regards to sidewalks and crosswalks surrounding our local schools. Please let us know if we may be of further assistance in your efforts.

Sincerely,

Richard Fitzpatrick
Superintendent

WEST STREET ELEMENTARY	OLIVE VIEW ELEMENTARY	WOODSON ELEMENTARY	RANCHO TEHAMA ELEMENTARY	MAYWOOD MIDDLE SCHOOL	COLUMBIA ACADEMY
---------------------------	--------------------------	-----------------------	-----------------------------	--------------------------	---------------------

CUESD is an equal opportunity employer and provider.



CORNING UNION HIGH SCHOOL DISTRICT

Jared Caylor, Superintendent

Board Members: James Bingham, J. Scott Patton, Todd Henderson, Ken Vaughan and William Mache

July 26, 2018

Honorable Mayor and Council Members
City of Corning
794 Third Street
Corning, CA 96021

Dear Mayor Hatley and Council Members,

Corning Union High School fully supports the City of Corning's Safe Routes to School application for the Active Transportation Program Grant on behalf of two local elementary schools.

During 2008, the City of Corning was successful in its efforts to obtain a Safe Routes to School Grant which provided new sidewalks along First Street, Blackburn and Marguerite Avenues. The sidewalk improvements have provided a safe passageway for students walking to and from the High School.

We look forward to your success in obtaining the grant for sidewalk and crosswalk improvements surrounding our local elementary schools. Please let us know if we may be of further assistance in your efforts.

Sincerely,

Jared Caylor
Superintendent



ROTARY CLUB OF CORNING

P.O. Box 764
Corning, CA 96021

RECEIVED

JUL 27 2018

CITY OF CORNING

July 26, 2018

Dawn Grine
Public Works Director
794 Third Street
Corning, CA 96021

Dear Ms. Grine,

Thank you for visiting with our Rotary members on July 25, 2018. It is always a pleasure to hear about upcoming projects within the City!

The Corning Rotary Club fully supports the City of Corning's Safe Routes to School application for the Active Transportation Program Grant to provide sidewalk and crosswalk safety around two local elementary schools. We believe that all students should feel safe; especially when walking or riding their bikes to and from school.

We look forward to your success in obtaining the grant for sidewalk and crosswalk improvements increasing safety for our local students. Please let us know if we may be of further assistance in your efforts.

Sincerely,

A handwritten signature in blue ink that reads "Tony Cardenas".

Tony Cardenas
Club Treasurer



City of Corning
POLICE DEPARTMENT
774 Third Street
Corning, California 96021

Jeremiah Fears
Chief of Police

www.corningpd.org

(530) 824-7000

Fax (530) 824-7010

July 26, 2018

Honorable Mayor and Council Members
City of Corning
794 Third Street
Corning, CA 96021

Dear Mayor Hatley and Council Members:

The Corning Police Department is pleased to offer its support for the City of Corning's Safe Routes to School application for the Active Transportation Program Grant. The lack of continuous sidewalks along the routes to our local schools presents a major safety concern for students walking to and from school.

We look forward to partnering with the Public Works Department to educate local area students in the areas of pedestrian and bike safety.

We also look forward to the City's success in obtaining a grant for improvements with regards to sidewalks and crosswalks surrounding our local schools. Please let us know if we may be of further assistance in your efforts.

Warm regards,

Jeremiah J. Fears
Chief of Police

JJF

EXHIBIT 22-F REQUEST FOR STATE ATP FUNDING



City of Corning

794 Third Street, Corning, CA 96021 (530) 824-7029 Fax (530) 824-2489

To: ATP Manager
1120 N Street, MS 1
Sacramento, CA 95814

Date: 7/31/2018

Subject: Request for ATP State-Only Funding

The City of Corning hereby requests ATP State-only funding for the following project:

WEST STREET SCHOOL CONNECTIVITY PROJECT**PROJECT DESCRIPTION:**

The proposed project would construct new sidewalks around the perimeter of West Street Elementary School, place accessible pedestrian ramps at crossing locations, reconfigures crosswalk striping, and designating bike lanes, providing a safe route to the school where none exists. Funding will be used to prepare plans, complete the necessary environmental reviews and for construction of the project. The expected benefits of the project would be to eliminate the current hazards that prevent non-motorized transportation and to encourage students to walk to school in a safe environment.

JUSTIFICATION:

- A. Type of Work: Combined Infrastructure and Non-infrastructure (IF/NI)
- B. Project cost: \$1,309,000
- C. Status of Project:
 - 1. Beginning Date of Project: 8/30/2019, Ending Dates of Project: 6/24/2024
 - 2. Environmental Clearance Status: Not Started
 - 3. R/W Clearance Status: Not Started
 - 4. Status of Construction
 - a) Proposed Advertising Date: 2/10/2023
 - b) Proposed Contract and Construction Award Dates: 4/1/2023
- D. Total Project Funding Plan by Fiscal Year:

PA&ED	ATP Funding:	\$30,000	FY19/20
PS&E	ATP Funding:	\$185,000	FY 20/21
R/W	ATP Funding:	\$80,000	FY 21/22

CONS ATP Funding: \$1,009,000 FY 22/23

NI-CON Local Funding: \$5,000 FY 23/24

- E. The City of Corning is requesting State-Only fund for this project because proposed project is smaller in size. State-only funding will expedite the project process and enable project completion at a sooner date.

Sincerely,



Dawn Grine
Public Works Director
City of Corning

Detailed Engineer's Estimate and Total Project Costs- Cycle 4												
Important: Read the Instructions in the first sheet (tab) before entering data. Do not enter data in shaded fields (with formulas).												
Project Information:												
Agency: City of Corning								Date:				
Project Description:		Installation of sidewalk, curbs, gutters, and bicycle lanes to serve West Street Elem School and Corning residents.										
Project Location:		West Street School area along Marin, Hoag, South, and Solano Sts, and Houghton and McKinley Aves.										
Licensed Engineer in responsible charge of preparing or reviewing this PSR-Equivalent Cost Estimate:								Robin Kampmann		License #:		73943
Engineer's Estimate and Cost Breakdown:												
Engineer's Estimate (for Construction Items Only)						Cost Breakdown						
						ATP Eligible Costs/Items		ATP Ineligible Costs/Items		Corps/CCC to construct		
Item No.	Item	Quantity	Units	Unit Cost	Total Item Cost	%	\$	%	\$	%	\$	
General Overhead-Related Construction Items												
1	Mobilization	1	LS	\$90,000.00	\$90,000	100%	\$90,000					
2	Traffic Control	1	LS	\$40,000.00	\$40,000	100%	\$40,000					
3	Stormwater Protection Plan	1	LS	\$30,000.00	\$30,000	100%	\$30,000					
4	Construction Survey	1	LS	\$40,000.00	\$40,000	100%	\$40,000					
5						100%						
6						100%						
7						100%						
General Construction Items (non-decorative only)												
8	Clearing and Grubbing	1	LS	\$75,000.00	\$75,000	100%	\$75,000					
9	Erosion Control	1	LS	\$30,000.00	\$30,000	100%	\$30,000					
10	Demolition	1	LS	\$75,000.00	\$75,000	100%	\$75,000					
11	Minor Concrete, Sidewalk	8125	SF	\$15.00	\$121,875	100%	\$121,875					
12	Minor Concrete, 6" Curb and Gutter	865	LF	\$45.00	\$38,925	100%	\$38,925					
13	Minor Concrete (VG, Bulb-Outs, etc.)	750	SY	\$15.00	\$11,250	100%	\$11,250					
14	Minor Concrete, ADA Ramp	18	EA	\$6,000.00	\$108,000	100%	\$108,000					
15	Minor Concrete, Sidewalk Replacement	300	LF	\$15.00	\$4,500	100%	\$4,500					
16	Aggregate Base for Sidewalk	251	CY	\$375.00	\$94,125	100%	\$94,125					
17	Aggregate Base for 6" Curb & Gutter	14	CY	\$375.00	\$5,250	100%	\$5,250					
18	Aggregate Base for Minor Concrete	42	CY	\$375.00	\$15,750	100%	\$15,750					
19	HMA, Bicycle Lane Areas	40	TON	\$150.00	\$6,000	100%	\$6,000					
20	Driveway Conform	3	EA	\$2,500.00	\$7,500	100%	\$7,500					
21	Thermoplastic Striping	300	LF	\$7.00	\$2,100	100%	\$2,100					
22	Bicycle Lane Stripng	680	LF	\$7.00	\$4,760	100%	\$4,760					
23	In-Roadway Pedestrian Warning Lights	1	LS	\$12,000.00	\$12,000	100%	\$12,000					
24								100%				
25								100%				
26								100%				
27								100%				
Subtotal of Construction Items:					\$812,035		\$812,035					
Construction Item Contingencies (% of Construction Items):				15.00%	\$121,805		\$121,805					
Total (Construction Items & Contingencies) cost:					\$933,840		\$933,840					
Project Delivery Costs:												
Type of Project Cost					Cost \$							
Preliminary Engineering (PE)							ATP Eligible Costs					
Environmental Studies and Permits(PA&ED):					\$	30,000	\$30,000		Non-participating Costs			
Plans, Specifications and Estimates (PS&E):					\$	185,000	\$185,000					
Total PE:					\$	215,000	\$215,000		"PE" costs / "CON" costs 23% 25% Max			
Right of Way (RW)												
Right of Way Engineering:					\$	50,000	\$50,000					
Acquisitions and Utilities:					\$	30,000	\$30,000					
Total RW:					\$	80,000	\$80,000					
Construction Engineering (CE)												
Construction Engineering (CE):					\$	75,000	\$75,000		"CE" costs / "CON" costs 8% 15% Max			
Total Project Delivery:						\$370,000	\$370,000					
Total Construction Costs:						\$1,008,840	\$1,008,840					
Total Project Cost:						\$1,303,840	\$1,303,840					
Documentation of Ineligible (Non-Participating) Costs:												
The Engineer's logic and/or calculations for splitting costs between ATP-Eligible and Non-participating costs must be documented in this section of the Estimate form. Separate logic is required for each construction item listed above which is partly ineligible for ATP funding or is required for the construction of an ineligible item/element of the project.												
Item Number(s):		Description of Engineer's Logic: (See examples shown in the Instructions)										

Detailed Engineer's Estimate and Total Project Costs- Cycle 4			
Important: Read the Instructions in the first sheet (tab) before entering data. Do not enter data in shaded fields (with formulas).			
Project Information:			
Agency:	City of Corning	Date:	
Project Description:	Installation of sidewalk, curbs, gutters, and bicycle lanes to serve West Street Elem School and Corning residents.		
Project Location:	West Street School area along Marin, Hoag, South, and Solano Sts, and Houghton and McKinley Aves.		
Licensed Engineer in responsible charge of preparing or reviewing this PSR-Equivalent Cost Estimate:	Robin Kampmann	License #:	73943



ATTACHMENT 2

Sample Contract

**AGREEMENT FOR PROFESSIONAL SERVICES
West Street Elementary School Connectivity Project**

ARTICLE I INTRODUCTION

- A. This contract is between the following named, hereinafter referred to as, CONSULTANT and the following named, hereinafter referred to as, LOCAL AGENCY:

The name of the "CONSULTANT" is as follows:

Consultant Name

Incorporated in the State of (NAME OF STATE)

The Project Manager for the "CONSULTANT" will be (NAME)

The name of the "LOCAL AGENCY" is as follows:

City of Corning

The Contract Administrator for LOCAL AGENCY will be Robin Kampmann, City Engineer

- B. The work to be performed under this contract is described in Article II entitled Statement of Work and the approved CONSULTANT's Cost Proposal dated (DATE). The approved CONSULTANT's Cost Proposal is attached hereto (Exhibit B) and incorporated by reference. If there is any conflict between the approved Cost Proposal and this contract, this contract shall take precedence.
- C. The CONSULTANT agrees to indemnify and hold harmless LOCAL AGENCY, its officers, agents, and employees from any and all claims, demands, costs, or liability arising from or connected with the Consultant's services provided under this contract due to negligent acts, acts, errors, or omissions of the CONSULTANT. The CONSULTANT will reimburse LOCAL AGENCY for any expenditure, including reasonable attorney fees, incurred by LOCAL AGENCY in defending against claims ultimately determined to be due to negligent acts, acts, errors, or omissions of the CONSULTANT
- D. CONSULTANT and the agents and employees of CONSULTANT, in the performance of this contract, shall act in an independent capacity and not as officers or employees or agents of LOCAL AGENCY.
- E. LOCAL AGENCY may immediately terminate this contract with CONSULTANT should CONSULTANT fail to perform the covenants herein contained at the time and in the manner provided in this contract. In the event of such termination, LOCAL AGENCY may proceed with the work in any manner deemed proper by LOCAL AGENCY. If LOCAL AGENCY terminates this contract with CONSULTANT, LOCAL AGENCY shall pay CONSULTANT the sum due to CONSULTANT under this contract prior to termination, unless the cost of completion to LOCAL AGENCY exceeds the funds remaining in the contract. In which case the overage shall be deducted from any sum due CONSULTANT under this contract and the balance, if any, shall be paid to CONSULTANT upon demand.
- F. Without the written consent of LOCAL AGENCY, this contract is not assignable by CONSULTANT either in whole or in part.
- G. No alteration or variation of the terms of this contract shall be valid, unless made in writing and signed by the parties hereto; and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.
- H. The consideration to be paid to CONSULTANT as provided in this contract, shall be in compensation for all of CONSULTANT's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.

ARTICLE II STATEMENT OF WORK

- A. Consultant shall complete the following task list as referenced in the Consultant's Proposal dated MMMM DD, YYYY, attached as Exhibit A, and as further described in the list below:

TASK LIST TO BE INSERTED FROM PROPOSAL

ARTICLE III CONSULTANT'S REPORTS OR MEETINGS

- A. CONSULTANT shall submit progress reports at least once a month. The report should be sufficiently detailed for the Contract Administrator to determine, if CONSULTANT is performing to expectations, or is on schedule; to provide communication of interim findings, and to sufficiently address any difficulties or special problems encountered, so remedies can be developed.
- B. CONSULTANT's Project Manager shall meet with LOCAL AGENCY's Contract Administrator, as needed, to discuss progress on the contract.

ARTICLE IV PERFORMANCE PERIOD

- A. This contract shall go into effect on _____ (date) contingent upon approval by LOCAL AGENCY, and CONSULTANT shall commence work after notification to proceed by LOCAL AGENCY'S Contract Administrator. The contract shall end when a construction contract is awarded or October 30, 2016, whichever comes first, unless extended by contract amendment.
- B. CONSULTANT is advised that any recommendation for contract award is not binding on LOCAL AGENCY until the contract is fully executed and approved by LOCAL AGENCY.

ARTICLE V ALLOWABLE COSTS AND PAYMENTS

- A. The method of payment for this contract will be based on lump sum. The total lump sum price paid CONSULTANT will include compensation for all work and deliverables, including travel and equipment described in Article II Statement of Work of this contract. No additional compensation will be paid to CONSULTANT, unless there is a change in the scope of the work or the scope of the project. In the instance of a change in the scope of work or scope of the project, adjustment to the total lump sum compensation will be negotiated between CONSULTANT and LOCAL AGENCY. Adjustment in the total lump sum compensation will not be effective until authorized by contract amendment and approved by LOCAL AGENCY.
- B. Progress payments may be made monthly in arrears based on the percentage of work completed by CONSULTANT. If CONSULTANT fails to submit the required deliverable items according to the schedule set forth in the Statement of Work, LOCAL AGENCY shall have the right to delay payment or terminate this Contract in accordance with the provisions of Article VI Termination.
- C. CONSULTANT shall not commence performance of work or services until this contract has been approved by LOCAL AGENCY and notification to proceed has been issued by LOCAL AGENCY'S Contract Administrator. No payment will be made prior to approval of any work, or for any work performed prior to approval of this contract.
- D. CONSULTANT will be reimbursed, as promptly as fiscal procedures will permit, upon receipt by LOCAL AGENCY'S Contract Administrator of itemized invoices in triplicate. Invoices shall be submitted no later than 45-calendar days after the performance of work for which CONSULTANT is billing. Invoices shall detail the work performed on each milestone, on each project as applicable. Invoices shall follow the format stipulated for the Cost Proposal and shall reference this contract number and project title. Final invoice must contain the final cost and all credits due LOCAL AGENCY that include any equipment purchased under the provisions of Article XVII Equipment Purchase of this contract. The final invoice should be submitted within 60-calendar days after completion of CONSULTANT's work. Invoices shall be mailed to LOCAL AGENCY's Contract Administrator at the following address:

Robin Kampmann
City Engineer
City of Corning
794 Third Street
Corning, CA 96021

- E. The total amount payable by LOCAL AGENCY shall not exceed \$ _____ (Amount).
- F. All subcontracts in excess of \$25,000 shall contain the above provisions.

ARTICLE VI TERMINATION

- A. In addition to Article IE of this Contract, LOCAL AGENCY reserves the right to terminate this contract upon thirty (30) calendar days written notice to CONSULTANT with the reasons for termination stated in the notice.
- B. The maximum amount for which the Government shall be liable if this contract is terminated is _____dollars.

ARTICLE VII FUNDING REQUIREMENTS

- A. It is mutually understood between the parties that this contract may have been written before ascertaining the availability of funds or appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays that would occur if the contract were executed after that determination was made.
- B. This contract is valid and enforceable only, if sufficient funds are made available to LOCAL AGENCY for the purpose of this contract. In addition, this contract is subject to any additional restrictions, limitations, conditions, or any statute enacted by the Congress, State Legislature, or LOCAL AGENCY governing board that may affect the provisions, terms, or funding of this contract in any manner.
- C. It is mutually agreed that if sufficient funds are not appropriated, this contract may be amended to reflect any reduction in funds.
- D. LOCAL AGENCY has the option to void the contract under the 30-day cancellation clause, or by mutual agreement to amend the contract to reflect any reduction of funds.

ARTICLE VIII CHANGE IN TERMS

- A. This contract may be amended or modified only by mutual written agreement of the parties.
- B. CONSULTANT shall only commence work covered by an amendment after the amendment is executed and notification to proceed has been provided by LOCAL AGENCY's Contract Administrator.
- C. There shall be no change in CONSULTANT's Project Manager or members of the project team, as listed in the approved Cost Proposal, which is a part of this contract without prior written approval by LOCAL AGENCY's Contract Administrator.

ARTICLE IX DISADVANTAGED BUSINESS ENTERPRISES (DBE) PARTICIPATION

CONSULTANT agrees to give consideration to DBE firms as specified in 23 CFR §172.5(b), 49 CFR, Part 26. If the contract has a DBE goal, CONSULTANT must meet the goal by using DBEs as subconsultants or document a good faith effort to have met the goal. If a DBE subconsultant is unable to perform, CONSULTANT must make a good faith effort to replace him/her with another DBE subconsultant if the goal is not otherwise met.

A DBE may be terminated only with written approval by LOCAL AGENCY and only for the reasons specified in 49 CFR 26.53 (f). Prior to requesting LOCAL AGENCY's consent for the proposed termination, the prime consultant must meet the procedural requirements specified in 49 CFR 26.53(f).

ARTICLE X COST PRINCIPLES

- A. CONSULTANT agrees that the Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., shall be used to determine the cost allowability of individual items.
- B. CONSULTANT also agrees to comply with federal procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- C. Any costs for which payment has been made to CONSULTANT that are determined by subsequent audit to be unallowable under 49 CFR Part 18 and 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., are subject to repayment by CONSULTANT to LOCAL AGENCY.

ARTICLE XI CONTINGENT FEE

CONSULTANT warrants, by execution of this contract that no person or selling agency has been employed, or retained, to solicit or secure this contract upon an agreement or understanding, for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees, or bona fide established commercial or selling agencies maintained by CONSULTANT for the purpose of securing business. For breach or violation of this warranty, LOCAL AGENCY has the right to annul this contract without liability; pay only for the value of the work actually performed, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

ARTICLE XII RETENTION OF RECORDS/AUDIT

For the purpose of determining compliance with Public Contract Code 10115, et seq. and Title 21, California Code of Regulations, Chapter 21, Section 2500 et seq., when applicable and other matters connected with the performance of the contract pursuant to Government Code 8546.7; CONSULTANT, subconsultants, and LOCAL AGENCY shall maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of the contract, including but not limited to, the costs of administering the contract. All parties shall make such materials available at their respective offices at all reasonable times during the contract period and for three years from the date of final payment under the contract. The California State, State Auditor, LOCAL AGENCY, FHWA, or any duly authorized representative of the Federal Government shall have access to any books, records, and documents of CONSULTANT that are pertinent to the contract for audit, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested Subcontracts in excess of \$25,000 shall contain this provision.

ARTICLE XIII EXTRA WORK

At any time during the term of this Agreement, Local Agency may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by Local Agency to be necessary for the proper completion of Consultant's services, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without prior written authorization from Local Agency.

ARTICLE XIV DISPUTES

- A. Any dispute, other than audit, concerning a question of fact arising under this contract that is not disposed of by agreement shall be decided by a committee consisting of LOCAL AGENCY's Contract Administrator and Town Manager, who may consider written or verbal information submitted by CONSULTANT.
- B. Not later than 30 days after completion of all work under the contract, CONSULTANT may request review by LOCAL AGENCY Governing Board of unresolved claims or disputes, other than audit. The request for review will be submitted in writing.
- C. Neither the pendency of a dispute, nor its consideration by the committee will excuse CONSULTANT from full and timely performance in accordance with the terms of this contract.

ARTICLE XV AUDIT REVIEW PROCEDURES

- A. Any dispute concerning a question of fact arising under an interim or post audit of this contract that is not disposed of by agreement, shall be reviewed by LOCAL AGENCY'S Chief Financial Officer.
- B. Not later than 30 days after issuance of the final audit report, CONSULTANT may request a review by LOCAL AGENCY'S Chief Financial Officer of unresolved audit issues. The request for review will be submitted in writing.
- C. Neither the pendency of a dispute nor its consideration by LOCAL AGENCY will excuse CONSULTANT from full and timely performance, in accordance with the terms of this contract.
- D. CONSULTANT and subconsultants' contracts, including cost proposals and indirect cost rates (ICR), are subject to audits or reviews such as, but not limited to, a Contract Audit, an Incurred Cost Audit, an ICR Audit, or a certified public accountant (CPA) ICR Audit Workpaper Review. If selected for audit or review, the contract, cost proposal and ICR and related workpapers, if applicable, will be reviewed to verify compliance with 48 CFR, Part 31 and other related laws and regulations. In the instances of a CPA ICR Audit Workpaper Review it is CONSULTANT's responsibility to ensure federal, state, or local government officials are allowed full access to the CPA's workpapers. The contract, cost proposal, and ICR shall be adjusted by CONSULTANT and approved by LOCAL AGENCY contract manager to conform to the audit or review recommendations. CONSULTANT agrees that individual terms of costs identified in the audit report shall be incorporated into the contract by this reference if directed by LOCAL AGENCY at its sole discretion. Refusal by CONSULTANT to incorporate audit or review recommendations, or to ensure that the Federal, State, or local governments have access to CPA workpapers, will be considered a breach of contract terms and cause for termination of the contract and disallowance of prior reimbursed costs.

ARTICLE XVI SUBCONTRACTING

- A. CONSULTANT shall perform the work contemplated with resources available within its own organization; and no portion of the work pertinent to this contract shall be subcontracted without written authorization by LOCAL AGENCY'S Contract Administrator, except that, which is expressly identified in the approved Cost Proposal.
- B. Any subcontract in excess of \$25,000 entered into as a result of this contract, shall contain all the provisions stipulated in this contract to be applicable to subconsultants.
- C. Any substitution of subconsultants must be approved in writing by LOCAL AGENCY's Contract Administrator prior to the start of work by the subconsultant.

ARTICLE XVII EQUIPMENT PURCHASE

- A. Prior authorization in writing, by LOCAL AGENCY's Contract Administrator shall be required before CONSULTANT enters into any unbudgeted purchase order, or subcontract exceeding \$5,000 for supplies, equipment, or CONSULTANT services. CONSULTANT shall provide an evaluation of the necessity or desirability of incurring such costs.
- B. For purchase of any item, service or consulting work not covered in CONSULTANT's Cost Proposal and exceeding \$5,000 prior authorization by LOCAL AGENCY's Contract Administrator; three competitive quotations must be submitted with the request, or the absence of bidding must be adequately justified.
- C. Any equipment purchased as a result of this contract is subject to the following: "CONSULTANT shall maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a useful life of at least two years and an acquisition cost of \$5,000 or more. If the purchased equipment needs replacement and is sold or traded in, LOCAL AGENCY shall receive a proper refund or credit at the conclusion of the contract, or if the contract is terminated, CONSULTANT may either keep the equipment and credit LOCAL AGENCY in an amount equal to its fair market value, or sell such equipment at the best price obtainable at a public or private sale, in accordance with established LOCAL AGENCY procedures; and credit LOCAL AGENCY in an amount equal to the sales price. If CONSULTANT elects to keep the equipment, fair market value shall be determined at CONSULTANT's expense, on the basis of a competent independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable to by LOCAL AGENCY and CONSULTANT, if it is determined to sell the equipment, the terms and conditions of such sale must be approved in advance by LOCAL AGENCY." 49 CFR, Part 18 requires a credit to Federal funds when participating equipment with a fair market value greater than \$5,000 is credited to the project.
- D. All subcontracts in excess \$25,000 shall contain the above provisions.

ARTICLE XVIII INSPECTION OF WORK

CONSULTANT and any subconsultant shall permit LOCAL AGENCY, the state, and the FHWA if federal participating funds are used in this contract; to review and inspect the project activities and files at all reasonable times during the performance period of this contract including review and inspection on a daily basis.

ARTICLE XIX SAFETY

- A. CONSULTANT shall comply with OSHA regulations applicable to CONSULTANT regarding necessary safety equipment or procedures. CONSULTANT shall comply with safety instructions issued by LOCAL AGENCY Safety Officer and other LOCAL AGENCY representatives. CONSULTANT personnel shall wear hard hats and safety vests at all times while working on the construction project site.
- B. Pursuant to the authority contained in Section 591 of the Vehicle Code, LOCAL AGENCY has determined that such areas are within the limits of the project and are open to public traffic. CONSULTANT shall comply with all of the requirements set forth in Divisions 11, 12, 13, 14, and 15 of the Vehicle Code. CONSULTANT shall take all reasonably necessary precautions for safe operation of its vehicles and the protection of the traveling public from injury and damage from such vehicles.
- C. Any subcontract entered into as a result of this contract, shall contain all of the provisions of this Article.

ARTICLE XX INSURANCE

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability Coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 (Ed. 1/87) Coverage Automobile Liability, code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Errors and Omissions liability insurance appropriate to the consultants profession. Architects' and engineers' coverage is to be endorsed to include contractual liability.

Minimum Limits of Insurance

Consultant shall maintain limits no less than:

1. General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
4. Errors and omissions liability: \$1,000,000 per claim & \$1,000,000 aggregate.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions exceeding \$25,000 must be declared to and approved by the LOCAL AGENCY. At the option of the LOCAL AGENCY, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the LOCAL AGENCY, its officers, officials, employees and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the LOCAL AGENCY guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Other Insurance Provisions

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The LOCAL AGENCY, its officers, officials, employees and volunteers are to be covered as insured as respects: liability arising out of work or operations performed by or on behalf of the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant.
2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance respects the LOCAL AGENCY, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the LOCAL AGENCY, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days prior written notice by

certified mail, return receipt requested, has been given to the LOCAL AGENCY.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A. M. Best's rating of no less than A: VII, unless otherwise acceptable to the LOCAL AGENCY.

Verification of Coverage

Consultant shall furnish the LOCAL AGENCY with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the LOCAL AGENCY or on other than the LOCAL AGENCY's forms provided, those endorsements conform to LOCAL AGENCY requirements. All certificates and endorsements are to be received and approved by the LOCAL AGENCY before work commences. The LOCAL AGENCY on reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required.

ARTICLE XXI OWNERSHIP OF DATA

- A. Upon completion of all work under this contract, ownership and title to all reports, documents, plans, specifications, and estimates produce as part of this contract will automatically be vested in LOCAL AGENCY; and no further agreement will be necessary to transfer ownership to LOCAL AGENCY. CONSULTANT shall furnish LOCAL AGENCY all necessary copies of data needed to complete the review and approval process.
- B. It is understood and agreed that all calculations, drawings and specifications, whether in hard copy or machine-readable form, are intended for one-time use in the construction of the project for which this contract has been entered into.
- C. CONSULTANT is not liable for claims, liabilities, or losses arising out of, or connected with the modification, or misuse by LOCAL AGENCY of the machine-readable information and data provided by CONSULTANT under this contract; further, CONSULTANT is not liable for claims, liabilities, or losses arising out of, or connected with any use by LOCAL AGENCY of the project documentation on other projects for additions to this project, or for the completion of this project by others, except only such use as many be authorized in writing by CONSULTANT.
- D. Applicable patent rights provisions regarding rights to inventions shall be included in the contracts as appropriate (48 CFR 27, Subpart 27.3 - Patent Rights under Government Contracts for federal-aid contracts).
- E. LOCAL AGENCY may permit copyrighting reports or other agreement products. If copyrights are permitted; the agreement shall provide that the FHWA shall have the royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use; and to authorize others to use, the work for government purposes.
- F. Any subcontract in excess of \$25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.

ARTICLE XXII CLAIMS FILED BY LOCAL AGENCY's CONSTRUCTION CONTRACTOR

- A. If claims are filed by LOCAL AGENCY's construction contractor relating to work performed by CONSULTANT's personnel, and additional information or assistance from CONSULTANT's personnel is required in order to evaluate or defend against such claims; CONSULTANT agrees to make its personnel available for consultation with LOCAL AGENCY'S construction contract administration and legal staff and for testimony, if necessary, at depositions and at trial or arbitration proceedings.
- B. CONSULTANT's personnel that LOCAL AGENCY considers essential to assist in defending against construction contractor claims will be made available on reasonable notice from LOCAL AGENCY. Consultation or testimony will be reimbursed at the same rates, including travel costs that are being paid for CONSULTANT's personnel services under this contract.
- C. Services of CONSULTANT's personnel in connection with LOCAL AGENCY's construction contractor claims will be performed pursuant to a written contract amendment, if necessary, extending the termination date of this contract in order to resolve the construction claims.
- D. Any subcontract in excess of \$25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.

ARTICLE XXIII CONFIDENTIALITY OF DATA

- A. All financial, statistical, personal, technical, or other data and information relative to LOCAL AGENCY's operations, which are designated confidential by LOCAL AGENCY and made available to CONSULTANT in order to carry out this contract, shall be protected by CONSULTANT from unauthorized use and disclosure.
- B. Permission to disclose information on one occasion, or public hearing held by LOCAL AGENCY relating to the contract, shall not authorize CONSULTANT to further disclose such information, or disseminate the same on any other occasion.
- C. CONSULTANT shall not comment publicly to the press or any other media regarding the contract or LOCAL AGENCY's actions on the same, except to LOCAL AGENCY's staff, CONSULTANT's own personnel involved in the performance of this contract, at public hearings or in response to questions from a Legislative committee.
- D. CONSULTANT shall not issue any news release or public relations item of any nature, whatsoever, regarding work performed or to be performed under this contract without prior review of the contents thereof by LOCAL AGENCY, and receipt of LOCAL AGENCY'S written permission.
- E. Any subcontract entered into as a result of this contract shall contain all of the provisions of this Article.
- F. All information related to the construction estimate is confidential, and shall not be disclosed by CONSULTANT to any entity other than LOCAL AGENCY.

ARTICLE XXIV NATIONAL LABOR RELATIONS BOARD CERTIFICATION

In accordance with Public Contract Code Section 10296, CONSULTANT hereby states under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against CONSULTANT within the immediately preceding two-year period, because of CONSULTANT's failure to comply with an order of a federal court that orders CONSULTANT to comply with an order of the National Labor Relations Board.

ARTICLE XXV EVALUATION OF CONSULTANT

CONSULTANT's performance will be evaluated by LOCAL AGENCY. A copy of the evaluation will be sent to CONSULTANT for comments. The evaluation together with the comments shall be retained as part of the contract record.

ARTICLE XXVI STATEMENT OF COMPLIANCE

- A. CONSULTANT's signature affixed herein, and dated, shall constitute a certification under penalty of perjury under the laws of the State of California that CONSULTANT has, unless exempt, complied with, the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Administrative Code, Section 8103.
- B. During the performance of this Contract, Consultant and its subconsultants shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Consultant and subconsultants shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Consultant and subconsultants shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Contract by reference and made a part hereof as if set forth in full. Consultant and its subconsultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

ARTICLE XXVII DEBARMENT AND SUSPENSION CERTIFICATION

- A. CONSULTANT's signature affixed herein, shall constitute a certification under penalty of perjury under the laws of the State of California, that CONSULTANT has complied with Title 2 CFR Part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (nonprocurement)", which certifies that he/she or any person associated therewith in the capacity of owner, partner, director, officer, or

manager, is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three (3) years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years. Any exceptions to this certification must be disclosed to LOCAL AGENCY.

- B. Exceptions will not necessarily result in denial of recommendation for award, but will be considered in determining CONSULTANT responsibility. Disclosures must indicate to whom exceptions apply, initiating agency, and dates of action.
- C. Exceptions to the Federal Government Excluded Parties List System maintained by the General Services Administration are to be determined by the Federal highway Administration.

ARTICLE XXVIII STATE PREVAILING WAGE RATES

- A. CONSULTANT shall comply with the State of California's General Prevailing Wage Rate requirements in accordance with California Labor Code, Section 1770 et seq., and all Federal, State, and local laws and ordinances applicable to the work.
- B. Any subcontract entered into as a result of this contract if for more than \$25,000 for public works construction or more than \$15,000 for the alteration, demolition, repair, or maintenance of public works, shall contain all of the provisions of this Article.

ARTICLE XXIX CONFLICT OF INTEREST

- A. CONSULTANT shall disclose any financial, business, or other relationship with LOCAL AGENCY that may have an impact upon the outcome of this contract, or any ensuing LOCAL AGENCY construction project. CONSULTANT shall also list current clients who may have a financial interest in the outcome of this contract, or any ensuing LOCAL AGENCY construction project, which will follow.
- B. CONSULTANT hereby certifies that it does not now have, nor shall it acquire any financial or business interest that would conflict with the performance of services under this contract.
- C. Any subcontract in excess of \$25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.
- D. CONSULTANT hereby certifies that neither CONSULTANT, nor any firm affiliated with CONSULTANT will bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract. An affiliated firm is one, which is subject to the control of the same persons through joint-ownership, or otherwise.
- E. Except for subconsultants whose services are limited to providing surveying or materials testing information, no subconsultant who has provided design services in connection with this contract shall be eligible to bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract.

ARTICLE XXX REBATES, KICKBACKS OR OTHER UNLAWFUL CONSIDERATION

CONSULTANT warrants that this contract was not obtained or secured through rebates kickbacks or other unlawful consideration, either promised or paid to any LOCAL AGENCY employee. For breach or violation of this warranty, LOCAL AGENCY shall have the right in its discretion; to terminate the contract without liability; to pay only for the value of the work actually performed; or to deduct from the contract price; or otherwise recover the full amount of such rebate, kickback or other unlawful consideration.

ARTICLE XXXI IDEMNITY

Consultant agrees to defend, indemnify and hold harmless the Local Agency, its officers, officials, employees and volunteers from and against any and all claims, demands, actions, losses, damages, injuries, and liability, direct or indirect (including any and all attorney fees, court costs, costs and expenses in connection therein), arising from its negligent performance, misconduct or omissions relating to the services under this Contract or its failure to comply with any of its obligations contained in this Contract, except for any such claim arising from the sole negligence or willful misconduct of the Local Agency, its officers, agents, employees or volunteers.

ARTICLE XXXII NOTIFICATION

All notices hereunder and communications regarding interpretation of the terms of this contract and changes thereto, shall be effected by the mailing thereof by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

CONSULTANT:

Consultant Name
Project Manager
Street Address
City, State Zip

LOCAL AGENCY:

City of Corning
Robin Kampmann, City Engineer
794 Third Street
Corning, CA 96021

ARTICLE XXXIII CONTRACT

The two parties to this contract, who are the before named CONSULTANT and the before named LOCAL AGENCY, hereby agree that this Contract and Exhibits constitutes an integrated agreement with the only terms and conditions between them and that it is made and concluded in duplicate between the two parties. Both of these parties for and in consideration of the payments to be made, conditions mentioned, and work to be performed; each agree to diligently perform in accordance with the terms and conditions of this contract as evidenced by the signatures below.

ARTICLE XXXIII SIGNATURES

City of Corning

By _____
Kristina Miller
City Manager

CONSULTANT NAME

By _____
Name
Title

Approved and certified as being in conformance with the requirements of the Public Contract Code Section 20160 et seq.

Collin Bogener, City Attorney

Approved Effective _____

EXHIBIT "A"
Scope of Services

EXHIBIT "B"
Compensation

EXHIBIT "C"
Required Certifications and
Forms

DRAFT



ATTACHMENT 3

Local Assistance Procedures Manual Exhibits

EXHIBIT 10-H1 COST PROPOSAL Page 1 of 3

COST-PLUS-FIXED FEE OR LUMP SUM OR FIRM FIXED PRICE CONTRACTS

(DESIGN, ENGINEERING AND ENVIRONMENTAL STUDIES)

Note: Mark-ups are Not Allowed

☐ Prime Consultant ☐ Subconsultant ☐ 2nd Tier Subconsultant

Consultant _____

Project No. _____ Contract No. _____ Date _____

DIRECT LABOR

Classification/Title	Name	Hours	Actual Hourly Rate	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

LABOR COSTS

a) Subtotal Direct Labor Costs _____

b) Anticipated Salary Increases (see page 2 for calculation) _____

c) **TOTAL DIRECT LABOR COSTS** [(a) + (b)] _____**INDIRECT COSTS**

d) Fringe Benefits (Rate: _____) e) Total Fringe Benefits [(c) x (d)] _____

f) Overhead (Rate: _____) g) Overhead [(c) x (f)] _____

h) General and Administrative (Rate: _____) i) Gen & Admin [(c) x (h)] _____

j) **TOTAL INDIRECT COSTS** [(e) + (g) + (i)] _____**FIXED FEE**k) **TOTAL FIXED FEE** [(c) + (j)] x fixed fee _____] _____**l) CONSULTANT'S OTHER DIRECT COSTS (ODC) – ITEMIZE (Add additional pages if necessary)**

Description of Item	Quantity	Unit	Unit Cost	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

l) **TOTAL OTHER DIRECT COSTS** _____**m) SUBCONSULTANTS' COSTS (Add additional pages if necessary)**

Subconsultant 1: _____

Subconsultant 2: _____

Subconsultant 3: _____

Subconsultant 4: _____

m) **TOTAL SUBCONSULTANTS' COSTS** _____n) **TOTAL OTHER DIRECT COSTS INCLUDING SUBCONSULTANTS** [(l)+(m)] _____**TOTAL COST** [(c) + (j) + (k) + (n)] _____**NOTES:**

- Key personnel **must** be marked with an asterisk (*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (**). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.
- The cost proposal format shall not be amended. Indirect cost rates shall be updated on an annual basis in accordance with the consultant's annual accounting period and established by a cognizant agency or accepted by Caltrans.
- Anticipated salary increases calculation (page 2) must accompany.

EXHIBIT 10-H1 COST PROPOSAL Page 2 of 3**COST-PLUS-FIXED FEE OR LUMP SUM OR FIRM FIXED PRICE CONTRACTS**

(CALCULATIONS FOR ANTICIPATED SALARY INCREASES)

1. Calculate Average Hourly Rate for 1st year of the contract (Direct Labor Subtotal divided by total hours)

Direct Labor Subtotal per Cost Proposal	Total Hours per Cost Proposal		Avg Hourly Rate	5 Year Contract Duration
\$250,000.00	500	=	\$50.00	Year 1 Avg Hourly Rate

2. Calculate hourly rate for all years (Increase the Average Hourly Rate for a year by proposed escalation %)

	Avg Hourly Rate		Proposed Escalation			
Year 1	\$50.00	+	2%	=	\$51.00	Year 2 Avg Hourly Rate
Year 2	\$51.00	+	2%	=	\$52.02	Year 3 Avg Hourly Rate
Year 3	\$52.02	+	2%	=	\$53.06	Year 4 Avg Hourly Rate
Year 4	\$53.06	+	2%	=	\$54.12	Year 5 Avg Hourly Rate

3. Calculate estimated hours per year (Multiply estimate % each year by total hours)

	Estimated % Completed Each Year		Total Hours per Cost Proposal		Total Hours per Year	
Year 1	20.0%	*	5000	=	1000	Estimated Hours Year 1
Year 2	40.0%	*	5000	=	2000	Estimated Hours Year 2
Year 3	15.0%	*	5000	=	750	Estimated Hours Year 3
Year 4	15.0%	*	5000	=	750	Estimated Hours Year 4
Year 5	10.0%	*	5000	=	500	Estimated Hours Year 5
Total	100%		Total	=	5000	

4. Calculate Total Costs including Escalation (Multiply Average Hourly Rate by the number of hours)

	Avg Hourly Rate (calculated above)		Estimated hours (calculated above)		Cost per Year	
Year 1	\$50.00	*	1000	=	\$50,000.00	Estimated Hours Year 1
Year 2	\$51.00	*	2000	=	\$102,000.00	Estimated Hours Year 2
Year 3	\$52.02	*	750	=	\$39,015.00	Estimated Hours Year 3
Year 4	\$53.06	*	750	=	\$39,795.30	Estimated Hours Year 4
Year 5	\$54.12	*	500	=	\$27,060.80	Estimated Hours Year 5
Total Direct Labor Cost with Escalation				=	\$257,871.10	
Direct Labor Subtotal before Escalation				=	\$250,000.00	
Estimated total of Direct Labor Salary Increase				=	\$7,871.10	Transfer to Page 1

NOTES:

1. This is not the only way to estimate salary increases. Other methods will be accepted if they clearly indicate the % increase, the # of years of the contract, and a breakdown of the labor to be performed each year.
2. An estimation that is based on direct labor multiplied by salary increase % multiplied by the # of years is not acceptable.
(i.e. \$250,000 x 2% x 5 yrs = \$25,000 is not an acceptable methodology)
3. This assumes that one year will be worked at the rate on the cost proposal before salary increases are granted.
4. Calculations for anticipated salary escalation must be provided.

EXHIBIT 10-H1 COST PROPOSAL Page 3 of 3

Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract
3. [Title 23 United States Code Section 112](#) - Letting of Contracts
4. [48 Code of Federal Regulations Part 31](#) - Contract Cost Principles and Procedures
5. [23 Code of Federal Regulations Part 172](#) - Procurement, Management, and Administration of Engineering and Design Related Service
6. [48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board](#) (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement. Local governments are responsible for applying only cognizant agency approved or Caltrans accepted Indirect Cost Rate(s).

Prime Consultant or Subconsultant Certifying:

Name: _____ Title*: _____

Signature : _____ Date of Certification (mm/dd/yyyy): _____

Email: _____ Phone Number: _____

Address: _____

*An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List services the consultant is providing under the proposed contract:

EXHIBIT 10-H2 COST PROPOSAL Page 1 of 3

SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS)

(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Note: Mark-ups are Not Allowed

Consultant _____ ☐ Prime Consultant ☐ Subconsultant ☐ 2nd Tier Subconsultant

Project No. _____ Contract No. _____ Participation Amount \$ _____ Date _____

For Combined Rate	Fringe Benefit % + General & Administrative %	=	Combined ICR%
	OR		
For Home Office Rate	Fringe Benefit % + General & Administrative %	=	Home Office ICR%
For Field Office Rate	Fringe Benefit % + General & Administrative %	=	Field Office ICR%
Fee = %			

BILLING INFORMATION

CALCULATION INFORMATION

Name/Job Title/Classification ¹	Hourly Billing Rates ²			Effective Date of Hourly Rate		Actual or Avg. Hourly Rate ⁴	% or \$ Increase	Hourly Range - for Classifications Only
	Straight ³	OT (1.5x)	OT (2x)	From	To			
John Doe – Project Manager * Civil Engineer II	\$0.00	\$0.00	\$0.00	01/01/2016	12/31/2016	\$0.00		Not Applicable
	\$0.00	\$0.00	\$0.00	01/01/2017	12/31/2017	\$0.00	0.0%	
	\$0.00	\$0.00	\$0.00	01/01/2018	12/31/2018	\$0.00	0.0%	
Sue Jones – Construction Engineer/Inspector Engineer I	\$0.00	\$0.00	\$0.00	01/01/2016	12/31/2016	\$0.00		Not Applicable
	\$0.00	\$0.00	\$0.00	01/01/2017	12/31/2017	\$0.00	0.0%	
	\$0.00	\$0.00	\$0.00	01/01/2018	12/31/2018	\$0.00	0.0%	
Buddy Black – Claims Engineer Engineer III	\$0.00	\$0.00	\$0.00	01/01/2016	12/31/2016	\$0.00		Not Applicable
	\$0.00	\$0.00	\$0.00	01/01/2017	12/31/2017	\$0.00	0.0%	
	\$0.00	\$0.00	\$0.00	01/01/2018	12/31/2018	\$0.00	0.0%	
Land Surveyor **	\$0.00	\$0.00	\$0.00	01/01/2016	12/31/2016	\$0.00		\$00 - \$00
	\$0.00	\$0.00	\$0.00	01/01/2017	12/31/2017	\$0.00	0.0%	\$00 - \$00
	\$0.00	\$0.00	\$0.00	01/01/2018	12/31/2018	\$0.00	0.0%	\$00 - \$00
Technician	\$0.00	\$0.00	\$0.00	01/01/2016	12/31/2016	\$0.00		\$00 - \$00
	\$0.00	\$0.00	\$0.00	01/01/2017	12/31/2017	\$0.00	0.0%	\$00 - \$00
	\$0.00	\$0.00	\$0.00	01/01/2018	12/31/2018	\$0.00	0.0%	\$00 - \$00

(Add pages as necessary)

NOTES:

1. Key personnel must be marked with an asterisk (*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (**). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.
2. The cost proposal format shall not be amended.
3. Billing rate = actual hourly rate * (1 + ICR) * (1 + Fee). Indirect cost rates shall be updated on an annual basis in accordance with the consultant's annual accounting period and established by a cognizant agency or accepted by Caltrans. All costs must comply with the Federal cost principles for reimbursement.
4. For named employees and key personnel enter the actual hourly rate. For classifications only, enter the Average Hourly Rate for that classification.

EXHIBIT 10-H2 COST PROPOSAL Page 2 of 3

SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS)
(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Consultant _____ ☐ Prime Consultant ☐ Subconsultant

Project No. _____ Contract No. _____ Date _____

SCHEDULE OF OTHER DIRECT COST ITEMS (Add additional pages as necessary)				
Description of Item	Quantity	Unit	Unit Cost	Total
Subconsultant 1:				
Subconsultant 2:				
Subconsultant 3:				
Subconsultant 4:				
Subconsultant 5:				

Note: Add additional pages if necessary.

NOTES:

1. List other direct cost items with estimated costs. These costs should be competitive in their respective industries and supported with appropriate documentation.
2. Proposed ODC items should be consistently billed regardless of client and contract type.
3. Items when incurred for the same purpose, in like circumstance, should not be included in any indirect cost pool or in the overhead rate.
4. Items such as special tooling, will be reimbursed at actual cost with supporting documentation (invoice).
5. Items listed above that would be considered "tools of the trade" are not reimbursable as other direct cost.
6. Travel related costs should be pre-approved by the contracting agency and shall not exceed current State Department of Personnel Administration rules.

7. If mileage is claimed, the rate should be properly supported by the consultant's calculation of their actual costs for company vehicles. In addition, the miles claimed should be supported by mileage logs.
8. If a consultant proposes rental costs for a vehicle, the company must demonstrate that this is its standard procedure for all of their contracts and that they do not own any vehicles that could be used for the same purpose.
9. The cost proposal format shall not be amended. All costs must comply with the Federal cost principles.
10. Add additional pages if necessary.
11. Subconsultants must provide their own cost proposals.

EXHIBIT 10-H2 COST PROPOSAL Page 3 of 3

Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

7. Generally Accepted Accounting Principles (GAAP)
8. Terms and conditions of the contract
9. [Title 23 United States Code Section 112](#) - Letting of Contracts
10. [48 Code of Federal Regulations Part 31](#) - Contract Cost Principles and Procedures
11. [23 Code of Federal Regulations Part 172](#) - Procurement, Management, and Administration of Engineering and Design Related Service
12. [48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board](#) (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement.

Prime Consultant or Subconsultant Certifying:

Name: _____ Title*: _____

Signature : _____ Date of Certification (mm/dd/yyyy): _____

Email: _____ Phone Number: _____

Address: _____

* An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List services the consultant is providing under the proposed contract:

[illegible]

EXHIBIT 10-H3 COST PROPOSAL Page 1 of 2COST PER UNIT OF WORK CONTRACTS
(GEOTECHNICAL AND MATERIAL TESTING)

Note: Mark-ups are Not Allowed

☐ Prime Consultant☐ Subconsultant☐ 2nd Tier Subconsultant

Consultant _____

Project No. _____ Contract No. _____ Date _____

Unit/Item of Work:**(Example: Log of Test Boring for Soils Report, or ADL Testing for Hazardous Waste Material Study) Include as many Items as necessary.**

DIRECT LABOR	Hours	Billing Hourly Rate (\$)	Total (\$)
Professional (Classification)*	_____	_____	_____
Sub-professional/Technical**	_____	_____	_____
EQUIPMENT 1 (with Operator)	_____	_____	_____
EQUIPMENT 2 (with Operator)	_____	_____	_____

Consultant's Other Direct Costs (ODC) – Itemize:

Description of Item	Quantity	Unit	Unit Cost	Total
Subconsultant 1:				
Subconsultant 2:				
Subconsultant 3:				
Subconsultant 4:				
Subconsultant 5:				

Note: Attach additional pages if necessary.

TOTAL COST PER UNIT OF WORK _____**NOTES:**

1. Key personnel **must** be marked with an asterisk (*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (**). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals. The cost proposal format shall not be amended.
2. Hourly billing rates should include prevailing wage rates and be consistent with publicly advertised rates charged to all clients (Commercial, Private or Public).
3. Mobilization/De-mobilization is based on site location and number and frequency of tests/items.
4. ODC items shall be based on actual costs and supported by historical data and other documentation.
5. ODC items that would be considered "tools of the trade" are not reimbursable.
6. Billing Hourly Rates must be actual, allowable, and reasonable.

EXHIBIT 10-H3 COST PROPOSAL Page 2 of 2

Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

13. Generally Accepted Accounting Principles (GAAP)
14. Terms and conditions of the contract
15. [Title 23 United States Code Section 112](#) - Letting of Contracts
16. [48 Code of Federal Regulations Part 31](#) - Contract Cost Principles and Procedures
17. [23 Code of Federal Regulations Part 172](#) - Procurement, Management, and Administration of Engineering and Design Related Service
18. [48 Code of Federal Regulation Part 9904 - Cost Accounting Standards Board](#) (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement.

Prime Consultant or Subconsultant Certifying:

Name: _____ Title*: _____

Signature : _____ Date of Certification (mm/dd/yyyy): _____

Email: _____ Phone Number: _____

Address: _____

* An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List services the consultant is providing under the proposed contract:

--

EXHIBIT 10-I NOTICE TO PROPOSERS DBE INFORMATION

(Federally funded projects only)

The Agency has established a DBE goal for this Contract of _____

1. TERMS AS USED IN THIS DOCUMENT

- The term “Disadvantaged Business Enterprise” or “DBE” means a for-profit small business concern owned and controlled by a socially and economically disadvantaged person(s) as defined in Title 49, Code of Federal Regulations (CFR), Part 26.5.
- The term “Agreement” also means “Contract.”
- Agency also means the local entity entering into this contract with the Contractor or Consultant.
- The term “Small Business” or “SB” is as defined in 49 CFR 26.65.

2. AUTHORITY AND RESPONSIBILITY

- A. DBEs and other small businesses are strongly encouraged to participate in the performance of Contracts financed in whole or in part with federal funds (See 49 CFR 26, “Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs”). The Consultant must ensure that DBEs and other small businesses have the opportunity to participate in the performance of the work that is the subject of this solicitation and should take all necessary and reasonable steps for this assurance. The proposer must not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.
- B. Proposers are encouraged to use services offered by financial institutions owned and controlled by DBEs.

3. SUBMISSION OF DBE INFORMATION

If there is a DBE goal on the contract, Exhibit 10-O1 *Consultant Proposal DBE Commitment* must be included in the Proposal. In order for a proposer to be considered responsible and responsive, the proposer must make good faith efforts to meet the goal established for the contract. If the goal is not met, the proposer must document adequate good faith efforts. All DBE participation will be counted towards **meeting** the contract goal; therefore, all DBE participation shall be collected and reported.

Exhibit 10-O2 *Consultant Contract DBE Information* must be included in **best qualified consultant’s executed consultant contract**. Even if no DBE participation will be reported, the successful proposer must execute and return the form.

4. DBE PARTICIPATION GENERAL INFORMATION

It is the proposer’s responsibility to be fully informed regarding the requirements of 49 CFR, Part 26, and the Department’s DBE program developed pursuant to the regulations. Particular attention is directed to the following:

- A. A DBE must be a small business firm defined pursuant to 13 CFR 121 and be certified through the California Unified Certification Program (CUCP).
- B. A certified DBE may participate as a prime consultant, subconsultant, joint venture partner, as a vendor of material or supplies, or as a trucking company.
- C. A DBE proposer not proposing as a joint venture with a non-DBE, will be required to document one or a combination of the following:
 - 1. The proposer is a DBE and will meet the goal by performing work with its own forces.
 - 2. The proposer will meet the goal through work performed by DBE subconsultants, suppliers or trucking companies.
 - 3. The proposer, prior to proposing, made adequate good faith efforts to meet the goal.

- D. A DBE joint venture partner must be responsible for specific contract items of work or clearly defined portions thereof. Responsibility means actually performing, managing, and supervising the work with its own forces. The DBE joint venture partner must share in the capital contribution, control, management, risks and profits of the joint venture commensurate with its ownership interest.
- E. A DBE must perform a commercially useful function pursuant to 49 CFR 26.55, that is, a DBE firm must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing and supervising the work.
- F. The proposer shall list only one subconsultant for each portion of work as defined in their proposal and all DBE subconsultants should be listed in the bid/cost proposal list of subconsultants.
- G. A prime consultant who is a certified DBE is eligible to claim all of the work in the Contract toward the DBE participation except that portion of the work to be performed by non-DBE subconsultants.

5. RESOURCES

- A. The CUCP database includes the certified DBEs from all certifying agencies participating in the CUCP. If you believe a firm is certified that cannot be located on the database, please contact the Caltrans Office of Certification toll free number 1-866-810-6346 for assistance.
- B. Access the CUCP database from the Department of Transportation, Office of Civil Rights [website](#)
 - 1. Click on the link titled Disadvantaged Business Enterprise;
 - 2. Click on Search for a DBE Firm link;
 - 3. Click on [Access to the DBE Query Form](#) located on the first line in the center of the page.

Searches can be performed by one or more criteria. Follow instructions on the screen.

6. MATERIALS OR SUPPLIES PURCHASED FROM DBES COUNT TOWARDS THE DBE GOAL UNDER THE FOLLOWING CONDITIONS:

- A. If the materials or supplies are obtained from a DBE manufacturer, count 100 percent of the cost of the materials or supplies. A DBE manufacturer is a firm that operates or maintains a factory, or establishment that produces on the premises the materials, supplies, articles, or equipment required under the Contract and of the general character described by the specifications.
- B. If the materials or supplies purchased from a DBE regular dealer, count 60 percent of the cost of the materials or supplies. A DBE regular dealer is a firm that owns, operates or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the Contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. To be a DBE regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question. A person may be a DBE regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone or asphalt without owning, operating or maintaining a place of business provided in this section.
- C. If the person both owns and operates distribution equipment for the products, any supplementing of regular dealers' own distribution equipment shall be, by a long-term lease agreement and not an ad hoc or Agreement-by-Agreement basis. Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not DBE regular dealers within the meaning of this section.
- D. Materials or supplies purchased from a DBE, which is neither a manufacturer nor a regular dealer, will be limited to the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on the job site, provided the fees are reasonable and not excessive as compared with fees charged for similar services.

**EXHIBIT 10-K CONSULTANT ANNUAL CERTIFICATION OF
INDIRECT COSTS AND FINANCIAL MANAGEMENT SYSTEM**

(Note: If a Safe Harbor Indirect Cost Rate is approved, this form is not required.)

Consultant's Full Legal Name: _____

Important: Consultant means the individual or consultant providing engineering and design related services as a party of a contract with a recipient or sub-recipient of Federal assistance. Therefore, the Indirect Cost Rate(s) shall not be combined with its parent company or subsidiaries.

Indirect Cost Rate:

Combined Rate _____ % **OR**

Home Office Rate _____ % and Field Office Rate (if applicable) _____ %

Facilities Capital Cost of Money _____ % (if applicable)

Fiscal period * _____

* Fiscal period is annual one year applicable accounting period that the Indirect Cost Rate was developed (not the contract period). The Indirect Cost Rate is based on the consultant's one-year applicable accounting period for which financial statements are regularly prepared by the consultant.

I have reviewed the proposal to establish an Indirect Cost Rate(s) for the **fiscal period** as specified above and have determined to the best of my knowledge and belief that:

- All costs included in the cost proposal to establish the indirect cost rate(s) are allowable in accordance with the cost principles of the Federal Acquisition Regulation (FAR) 48, Code of Federal Regulations (CFR), Chapter 1, Part 31 (48 CFR Part 31);
- The cost proposal does not include any costs which are expressly unallowable under the cost principles of 48 CFR Part 31;
- The accounting treatment and billing of prevailing wage delta costs are consistent with our prevailing wage policy as either direct labor, indirect costs, or other direct costs on all federally-funded A&E Consultant Contracts.
- All known material transactions or events that have occurred subsequent to year-end affecting the consultant's ownership, organization, and indirect cost rates have been disclosed as of the date of this certification.

I am providing the required and applicable documents as instructed on Exhibit 10-A.

Financial Management System:

Our labor charging, job costing, and accounting systems meet the standards for financial reporting, accounting records, and internal control adequate to demonstrate that costs claimed have been incurred, appropriately accounted for, are allocable to the contract, and comply with the federal requirements as set forth in [Title 23 United States Code \(U.S.C.\) Section 112\(b\)\(2\); 48 CFR Part 31.201-2\(d\); 23 CFR, Chapter 1, Part 172.11\(a\)\(2\);](#) and all applicable state and federal rules and regulations.

Our financial management system has the following attributes:

- Account numbers identifying allowable direct, indirect, and unallowable cost accounts;
- Ability to accumulate and segregate allowable direct, indirect, and unallowable costs into separate cost

accounts;

- Ability to accumulate and segregate allowable direct costs by project, contract and type of cost;
- Internal controls to maintain integrity of financial management system;
- Ability to account and record costs consistently and to ensure costs billed are in compliance with FAR;
- Ability to ensure and demonstrate costs billed reconcile to general ledgers and job costing system; and
- Ability to ensure costs are in compliance with contract terms and federal and state requirement

Cost Reimbursements on Contracts:

I also understand that failure to comply with 48 CFR Part 16.301-3 or knowingly charge unallowable costs to Federal-Aid Highway Program (FAHP) contracts may result in possible penalties and sanctions as provided by the following:

- Sanctions and Penalties - [23 CFR Part 172.11\(c\)\(4\)](#)
- False Claims Act - [Title 31 U.S.C. Sections 3729-3733](#)
- Statements or entries generally - [Title 18 U.S.C. Section 1001](#)
- Major Fraud Act - [Title 18 U.S.C. Section 1031](#)

All A&E Contract Information:

- Total participation amount \$_____ on all State and FAHP contracts for Architectural & Engineering services that the consultant received in the last three fiscal periods.
- The number of states in which the consultant does business is_____.
- Years of consultant's experience with 48 CFR Part 31 is_____.
- Audit history of the consultant's current and prior years (if applicable)

<input type="checkbox"/> Cognizant ICR Audit	<input type="checkbox"/> Local Gov't ICR Audit	<input type="checkbox"/> Caltrans ICR Audit
<input type="checkbox"/> CPA ICR Audit	<input type="checkbox"/> Federal Gov't ICR Audit	

I, the undersigned, certify all of the above to the best of my knowledge and belief and that I have reviewed the Indirect Cost Rate Schedule to determine that any costs which are expressly unallowable under the Federal cost principles have been removed and comply with [Title 23 U.S.C. Section 112\(b\)\(2\)](#), [48 CFR Part 31](#), [23 CFR Part 172](#), and all applicable state and federal rules and regulations. I also certify that I understand that all documentation of compliance must be retained by the consultant. I hereby acknowledge that costs that are noncompliant with the federal and state requirements are not eligible for reimbursement and must be returned to Caltrans.

Name**: _____

Title**: _____

Signature: _____

Date of Certification (mm/dd/yyyy): _____

Email**: _____

Phone Number**: _____

**An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President, a Chief Financial Officer, or equivalent, who has authority to represent the financial information used to establish the indirect cost rate.

Note: Both prime and subconsultants as parties of a contract must complete their own Exhibit 10-K forms. Caltrans will not process local agency's invoices until a complete Exhibit 10-K form is accepted and approved by Caltrans Audits and Investigations.

Distribution: 1) Original - Local Agency Project File
2) Copy - Consultant
3) Copy - Caltrans Audits and Investigations

EXHIBIT 10-01 CONSULTANT PROPOSAL DBE COMMITMENT

1. Local Agency: _____ 2. Contract DBE Goal: _____
3. Project Description: _____
4. Project Location: _____
5. Consultant's Name: _____ 6. Prime Certified DBE: ☐

7. Description of Work, Service, or Materials Supplied	8. DBE Certification Number	9. DBE Contact Information	10. DBE %
Local Agency to Complete this Section		11. TOTAL CLAIMED DBE PARTICIPATION	%
17. Local Agency Contract Number: _____ 18. Federal-Aid Project Number: _____ 19. Proposed Contract Execution Date: _____ 20. Consultant's Ranking after Evaluation: _____ Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate. _____ _____ _____		IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required. 12. Preparer's Signature _____ 13. Date _____ 14. Preparer's Name _____ 15. Phone _____ 16. Preparer's Title _____	

DISTRIBUTION: Original – Included with consultant's proposal to local agency.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

INSTRUCTIONS – CONSULTANT PROPOSAL DBE COMMITMENT**CONSULTANT SECTION**

- 1. Local Agency** - Enter the name of the local or regional agency that is funding the contract.
- 2. Contract DBE Goal** - Enter the contract DBE goal percentage as it appears on the project advertisement.
- 3. Project Location** - Enter the project location as it appears on the project advertisement.
- 4. Project Description** - Enter the project description as it appears on the project advertisement (Bridge Rehab, Seismic Rehab, Overlay, Widening, etc.).
- 5. Consultant's Name** - Enter the consultant's firm name.
- 6. Prime Certified DBE** - Check box if prime contractor is a certified DBE.
- 7. Description of Work, Services, or Materials Supplied** - Enter description of work, services, or materials to be provided. Indicate all work to be performed by DBEs including work performed by the prime consultant's own forces, if the prime is a DBE. If 100% of the item is not to be performed or furnished by the DBE, describe the exact portion to be performed or furnished by the DBE. See LAPM Chapter 9 to determine how to count the participation of DBE firms.
- 8. DBE Certification Number** - Enter the DBE's Certification Identification Number. All DBEs must be certified on the date bids are opened.
- 9. DBE Contact Information** - Enter the name, address, and phone number of all DBE subcontracted consultants. Also, enter the prime consultant's name and phone number, if the prime is a DBE.
- 10. DBE %** - Percent participation of work to be performed or service provided by a DBE. Include the prime consultant if the prime is a DBE. See LAPM Chapter 9 for how to count full/partial participation.
- 11. Total Claimed DBE Participation %** - Enter the total DBE participation claimed. If the total % claimed is less than item "Contract DBE Goal," an adequately documented Good Faith Effort (GFE) is required (see Exhibit 15-H DBE Information - Good Faith Efforts of the LAPM).
- 12. Preparer's Signature** - The person completing the DBE commitment form on behalf of the consultant's firm must sign their name.
- 13. Date** - Enter the date the DBE commitment form is signed by the consultant's preparer.
- 14. Preparer's Name** - Enter the name of the person preparing and signing the consultant's DBE commitment form.
- 15. Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
- 16. Preparer's Title** - Enter the position/title of the person signing the consultant's DBE commitment form.

LOCAL AGENCY SECTION

- 17. Local Agency Contract Number** - Enter the Local Agency contract number or identifier.
- 18. Federal-Aid Project Number** - Enter the Federal-Aid Project Number.
- 19. Proposed Contract Execution Date** - Enter the proposed contract execution date.
- 20. Consultant's Ranking after Evaluation** - Enter consultant's ranking after all submittals/consultants are evaluated. Use this as a quick comparison for evaluating most qualified consultant.
- 21. Local Agency Representative's Signature** - The person completing this section of the form for the Local Agency must sign their name to certify that the information in this and the Consultant Section of this form is complete and accurate.
- 22. Date** - Enter the date the DBE commitment form is signed by the Local Agency Representative.
- 23. Local Agency Representative's Name** - Enter the name of the Local Agency Representative certifying the consultant's DBE commitment form.
- 24. Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
- 25. Local Agency Representative Title** - Enter the position/title of the Local Agency Representative certifying the consultant's DBE commitment form.

EXHIBIT 10-02 CONSULTANT CONTRACT DBE COMMITMENT

1. Local Agency: _____ 2. Contract DBE Goal: _____
3. Project Description: _____
4. Project Location: _____
5. Consultant's Name: _____ 6. Prime Certified DBE: ☐ 7. Total Contract Award Amount: _____
8. Total Dollar Amount for **ALL** Subconsultants: _____ 9. Total Number of **ALL** Subconsultants: _____

10. Description of Work, Service, or Materials Supplied	11. DBE Certification Number	12. DBE Contact Information	13. DBE Dollar Amount
Local Agency to Complete this Section		14. TOTAL CLAIMED DBE PARTICIPATION	\$
20. Local Agency Contract Number: _____ 21. Federal-Aid Project Number: _____ 22. Contract Execution Date: _____ Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.			%
23. Local Agency Representative's Signature _____ 24. Date _____ 25. Local Agency Representative's Name _____ 26. Phone _____ 27. Local Agency Representative's Title _____		IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required. 15. Preparer's Signature _____ 16. Date _____ 17. Preparer's Name _____ 18. Phone _____ 19. Preparer's Title _____	

DISTRIBUTION: 1. Original – Local Agency
2. Copy – Caltrans District Local Assistance Engineer (DLAE). Failure to submit to DLAE within 30 days of contract execution may result in de-obligation of federal funds on contract.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

INSTRUCTIONS – CONSULTANT CONTRACT DBE COMMITMENT**CONSULTANT SECTION**

- 1. Local Agency** - Enter the name of the local or regional agency that is funding the contract.
- 2. Contract DBE Goal** - Enter the contract DBE goal percentage as it appears on the project advertisement.
- 3. Project Description** - Enter the project description as it appears on the project advertisement (Bridge Rehab, Seismic Rehab, Overlay, Widening, etc).
- 4. Project Location** - Enter the project location as it appears on the project advertisement.
- 5. Consultant's Name** - Enter the consultant's firm name.
- 6. Prime Certified DBE** - Check box if prime contractor is a certified DBE.
- 7. Total Contract Award Amount** - Enter the total contract award dollar amount for the prime consultant.
- 8. Total Dollar Amount for ALL Subconsultants** – Enter the total dollar amount for all subcontracted consultants. SUM = (DBEs + all Non-DBEs). Do not include the prime consultant information in this count.
- 9. Total number of ALL subconsultants** – Enter the total number of all subcontracted consultants. SUM = (DBEs + all Non-DBEs). Do not include the prime consultant information in this count.
- 10. Description of Work, Services, or Materials Supplied** - Enter description of work, services, or materials to be provided. Indicate all work to be performed by DBEs including work performed by the prime consultant's own forces, if the prime is a DBE. If 100% of the item is not to be performed or furnished by the DBE, describe the exact portion to be performed or furnished by the DBE. See LAPM Chapter 9 to determine how to count the participation of DBE firms.
- 11. DBE Certification Number** - Enter the DBE's Certification Identification Number. All DBEs must be certified on the date bids are opened.
- 12. DBE Contact Information** - Enter the name, address, and phone number of all DBE subcontracted consultants. Also, enter the prime consultant's name and phone number, if the prime is a DBE.
- 13. DBE Dollar Amount** - Enter the subcontracted dollar amount of the work to be performed or service to be provided. Include the prime consultant if the prime is a DBE. See LAPM Chapter 9 for how to count full/partial participation.
- 14. Total Claimed DBE Participation - \$:** Enter the total dollar amounts entered in the "DBE Dollar Amount" column. **%:** Enter the total DBE participation claimed ("Total Participation Dollars Claimed" divided by item "Total Contract Award Amount"). If the total % claimed is less than item "Contract DBE Goal," an adequately documented Good Faith Effort (GFE) is required (see Exhibit 15-H DBE Information - Good Faith Efforts of the LAPM).
- 15. Preparer's Signature** - The person completing the DBE commitment form on behalf of the consultant's firm must sign their name.
- 16. Date** - Enter the date the DBE commitment form is signed by the consultant's preparer.
- 17. Preparer's Name** - Enter the name of the person preparing and signing the consultant's DBE commitment form.
- 18. Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
- 19. Preparer's Title** - Enter the position/title of the person signing the consultant's DBE commitment form.

LOCAL AGENCY SECTION

- 20. Local Agency Contract Number** - Enter the Local Agency contract number or identifier.
- 21. Federal-Aid Project Number** - Enter the Federal-Aid Project Number.
- 22. Contract Execution Date** - Enter the date the contract was executed.
- 23. Local Agency Representative's Signature** - The person completing this section of the form for the Local Agency must sign their name to certify that the information in this and the Consultant Section of this form is complete and accurate.
- 24. Date** - Enter the date the DBE commitment form is signed by the Local Agency Representative.
- 25. Local Agency Representative's Name** - Enter the name of the Local Agency Representative certifying the consultant's DBE commitment form.
- 26. Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
- 27. Local Agency Representative Title** - Enter the position/title of the Local Agency Representative certifying the consultant's DBE commitment form.

EXHIBIT 10-Q DISCLOSURE OF LOBBYING ACTIVITIES

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT TO 31 U.S.C. 1352

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known Congressional District, if known _____	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known _____	
6. Federal Department/Agency: _____	7. Federal Program Name/Description: CFDA Number, if applicable _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: _____	
10. Name and Address of Lobby Entity (If individual, last name, first name, MI) _____ (attach Continuation Sheet(s) if necessary)	11. Individuals Performing Services (including address if different from No. 10) (last name, first name, MI) _____ (attach Continuation Sheet(s) if necessary)	
12. Amount of Payment (check all that apply) \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned	14. Type of Payment (check all that apply) <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other, specify _____	
13. Form of Payment (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ Value _____		
15. Brief Description of Services Performed or to be performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment Indicated in Item 12: (attach Continuation Sheet(s) if necessary)		
16. Continuation Sheet(s) attached: Yes <input type="checkbox"/> No <input type="checkbox"/>		
17. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying reliance was placed by the tier above when his transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		Authorized for Local Reproduction Standard Form - LLL

Standard Form LLL Rev. 04-28-06

Distribution: Orig- Local Agency Project Files

INSTRUCTIONS FOR COMPLETING EXHIBIT 10-Q DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient at the initiation or receipt of covered federal action or a material change to previous filing pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for such payment or agreement to make payment to lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with a covered federal action. Attach a continuation sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered federal action for which lobbying activity is or has been secured to influence, the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last, previously submitted report by this reporting entity for this covered federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District if known. Check the appropriate classification of the reporting entity that designates if it is or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the first tier. Subawards include but are not limited to: subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in Item 4 checks "Subawardee" then enter the full name, address, city, state, and zip code of the prime federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organization level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identification in item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract grant, or loan award number, the application/proposal control number assigned by the federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered federal action where there has been an award or loan commitment by the Federal agency, enter the federal amount of the award/loan commitments for the prime entity identified in item 4 or 5.
10. Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered federal action.
11. Enter the full names of the individual(s) performing services and include full address if different from 10 (a). Enter Last Name, First Name and Middle Initial (MI).
12. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
13. Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
14. Check all boxes that apply. If other, specify nature.
15. Provide a specific and detailed description of the services that the lobbyist has performed or will be expected to perform and the date(s) of any services rendered. Include all preparatory and related activity not just time spent in actual contact with federal officials. Identify the federal officer(s) or employee(s) contacted or the officer(s) employee(s) or Member(s) of Congress that were contacted.
16. Check whether or not a continuation sheet(s) is attached.
17. The certifying official shall sign and date the form, and print his/her name title and telephone number.

Public reporting burden for this collection of information is estimated to average 30-minutes per response, including time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503. SF-LLL-Instructions Rev. 06-04

EXHIBIT 15-H: PROPOSER/CONTRACTOR GOOD FAITH EFFORTS

Cost Proposal Due Date _____ PE/CE

Federal-aid Project No(s). _____ Bid Opening Date _____ CON

The _____ established a Disadvantaged Business Enterprise (DBE) goal of _____ for this contract. The information provided herein shows the required good faith efforts to meet or exceed the DBE contract goal.

Proposers or bidders submit the following information to document their good faith efforts within five (5) **calendar** days from cost proposal due date or bid opening. Proposers and bidders are recommended to submit the following information even if the Exhibit 10-O1: Consultant Proposal DBE Commitments or Exhibit 15-G: Construction Contract DBE Commitment indicate that the proposer or bidder has met the DBE goal. This form protects the proposer's or bidder's eligibility for award of the contract if the administering agency determines that the bidder failed to meet the goal for various reasons, e.g., a DBE firm was not certified at bid opening, or the bidder made a mathematical error.

The following items are listed in the Section entitled "Submission of DBE Commitment" of the Special Provisions, **please attach additional sheets as needed:**

- A. The names and dates of each publication in which a request for DBE participation for this project was placed by the bidder (please attach copies of advertisements or proofs of publication):

Publications	Dates of Advertisement

- B. The names and dates of written notices sent to certified DBEs soliciting bids for this project and the dates and methods used for following up initial solicitations to determine with certainty whether the DBEs were interested (please attach copies of solicitations, telephone records, fax confirmations, etc.):

Names of DBEs Solicited	Date of Initial Solicitation	Follow Up Methods and Dates

- C. The items of work made available to DBE firms including those unbundled contract work items into economically feasible units to facilitate DBE participation. It is the bidder's responsibility to demonstrate that sufficient work to facilitate DBE participation in order to meet or exceed the DBE contract goal.

Items of Work	Proposer or Bidder Normally Performs Item (Y/N)	Breakdown of Items	Amount (\$)	Percentage Of Contract
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- D. The names, addresses and phone numbers of rejected DBE firms, the reasons for the bidder's rejection of the DBEs, the firms selected for that work (please attach copies of quotes from the firms involved), and the price difference for each DBE if the selected firm is not a DBE:

Names, addresses and phone numbers of rejected DBEs and the reasons for the bidder's rejection of the DBEs:

Names, addresses and phone numbers of firms selected for the work above:

- E. Efforts (e.g. in advertisements and solicitations) made to assist interested DBEs in obtaining information related to the plans, specifications and requirements for the work which was provided to DBEs:

- F. Efforts (e.g. in advertisements and solicitations) made to assist interested DBEs in obtaining bonding, lines of credit or insurance, necessary equipment, supplies, materials, or related assistance or services, excluding supplies and equipment the DBE subcontractor purchases or leases from the prime contractor or its affiliate:

- G. The names of agencies, organizations or groups contacted to provide assistance in contacting, recruiting and using DBE firms (please attach copies of requests to agencies and any responses received, i.e., lists, Internet page download, etc.):

Name of Agency/Organization

Method/Date of Contact

Results

- H. Any additional data to support a demonstration of good faith efforts: