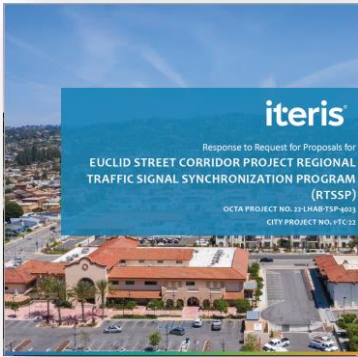


CTFP PROJECT PAYMENTS HELPFUL TIPS

- ❖ Contractor Agreements
- ❖ Award Deadline / Phase Start Date
- ❖ OCFundtracker
- ❖ Resources



Form 10-8A
 Comprehensive Transportation Funding Program
 Regional Traffic Signal Synchronization Program
 Project P Primary Implementation Report Form

1 Project Number: [] Lead Agency: [] Date: []
 Project Title: []
 Phase: 1 Primary Implementation Payment Type: Initial Final

2 Agency Contact: Title: [] Phone: [] Email: []

3 Project Schedule: Start Date: [] Completion Date: [] Number of Intersections: []
 Primary Implementation: [] Length of project corridor: [] miles

4 Document Checklist:
 a. Project P Primary Implementation Report Form (10-8A) f. Work Schedule
 b. Project P Primary Implementation Certification Letter (10-2) g. Project P PIAC Certification (10-4)
 c. N/A h. N/A
 d. Invoice & supporting documents (proof of payment, etc.) i. RTSSP/RTSS, Traffic, and other RTSS/RTSP
 e. Contract Authorization/Council Approval j. CTRM

5 Division of Costs: *Payment Amount: \$0
 Phase Allocation:
 CTRP Funds: 0.8 Matching Funds: 0.2 Other Funds: [] Total Amount: []
 Match Rate: []
 Contract Costs: \$ [] \$ [] \$ [] \$ []
 Extra Work/Change: []

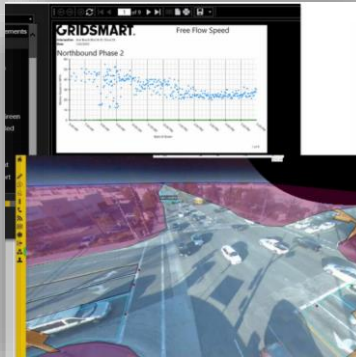


- ✓ Contractor Agreement(s)
- ✓ Form 10-8A: PI Report Form
- ✓ Form 10-8C: O&M Report Form
- ✓ Form 10-9: Project Certification
- ✓ Form 10-11: PS&E Certification
- ✓ Form 10-12: Phase Completion Certification
- ✓ Form 10-13: Final Report Form
- ✓ Form 10-14: Division of Cost Schedule
- ✓ Form 10-17: O&M In-Kind
- ✓ Proof of Payment
- ✓ Agency Staff Time Breakdown
- ✓ Before & After Study
- ✓ Before & After PI Phase Photos (.jpeg or .png)

Form 10-12
 Comprehensive Transportation Funding Program
 Regional Traffic Signal Synchronization Program
 Project P Certification of Phase Completion

1 Project Number: 18-OCTA-TSP-0941 Lead Agency: Orange County Transportation Authority Date: 1/18/2024
 Project Title: Allen Creek Road Traffic Signal Synchronization Project (E Turn Road to Mosher Parkway)
 Phase: Primary Implementation Ongoing Maintenance/Restoration

2 For the City of Orange County Transportation Authority, I do hereby certify that:
 3 The date of completion of the work described is: July 26, 2023
 4 The agency has received a Notice of Acceptance for Project Completion.
 5 A description of the work and ends are attached.
 6 The name of the consultant for the work of improvements is: KSA Organization
 7 A general statement of the kind of work done or material furnished by the affected consultant is as follows:
 KSA Organization was the consultant and primary contractor using construction methods on the work with essential performing construction services and KSA for data organization services throughout the project work.
 Allen Creek Road is a four (4) mile long corridor with (2) signalized intersections with lights from E Turn Road to Mosher Parkway. KSA was the consultant and primary contractor using construction methods on the work with essential performing construction services and KSA for data organization services throughout the project work.
 KSA Organization tasks included: 1. Project Management, 2. Data Collection, 3. System Design and Construction, 4. Signal Timing and Optimization, and 5. Project Report. The Allen Creek Road Traffic Signal Synchronization Project KSA has completed the work through the implementation phase of the study. Major infrastructure improvements were installed during the Primary Implementation Phase.
 The overall cost savings of the project over a 3 year period total \$3,292,000 from bond funds, fuel conservation and emissions reduction. The total cost of the project total \$3,495,000 which translates to a three year benefit to total cost savings of 2.3%.



Form 10-13
 Comprehensive Transportation Funding Program
 Regional Traffic Signal Synchronization Program
 Project P Final Report Submission Form

1 Project Number: 17-SCM-TSP-3877 Lead Agency: City of San Clemente Date: 1/19/2021
 Project Title: Carmo Vista Chute Traffic Signal Systems Upgrade
 Report Type: Project Completion Phase Completion Submission Type: Initial Reimbursement
 For the City of San Clemente, I do hereby certify that the Project Final Report, as specified above, includes all the components required by the Comprehensive Transportation Funding Program (CTFP) Guidelines.

2 Agency Contact: Title: [] Phone: [] Email: []
 Swadesh Factor Sr. Traffic Engineer 949-361-4111 swadesh@cityofsancleronte.com

3 Document Checklist:
 a. Project P Final Report Submission Form
 b. One (1) electronic copy of the Project Final Report, as specified above, including all appendices, uploaded to <https://cloudcontractor.acta.net>
 c. Two (2) physical copies of the Project Final Report, as specified above, including all appendices, (1 bound and 1 unbound)

4 I, Swadesh Factor Sr. Traffic Engineer, do hereby certify that the Project Final Report, as specified above, includes all the components required by the Comprehensive Transportation Funding Program (CTFP) Guidelines.
 Swadesh Factor Sr. Traffic Engineer 1/19/21
 Date



Form 10-14
 Comprehensive Transportation Funding Program
 Regional Traffic Signal Synchronization Program
 Project P Final Report Division of Costs Schedule

1 Project Number: 18-OCTA-TSP-3887 Lead Agency: Orange County Transportation Authority Date: 11/6/2023
 Project Title: Garden Grove Redwood Traffic Signal Synchronization Project (Dakley View Road to Brook Road)
 Grant Request: Final Primary Implementation Ongoing/Maintenance/Restoration

2 Continuum Code:

Item No.	Item of Work	Quantity	Unit Price	Total Amount	Indefinite Amount
1	Task 1 - Project Manager	1	15	15	48,138.45
2	Task 2 - Data Collection	1	15	15	25,512.00
3	Task 3 - Field Surveys, PM&E, Design/Construction	1	15	15	24,700.40
4	Task 4 - "Before Study"	1	15	15	10,360.00
5	Task 5 - Timing Optimization	1	15	15	157,240.76
6	Task 6 - "After Study"	1	15	15	31,051.52
7	Task 7 - Cable (Invoice 00057778) - Includes after 10/18/20 412 mt 2 year support	1	15	15	4,188.00
8	Task 7 - Cable (Invoice 00057772) - Includes after 10/18/20 412 mt 2 year support	1	15	15	4,188.00
9	Task 7 - Cable (Invoice 126154) - CCTV camera	1	15	15	38,309.45
10	Task 7 - Cable (Invoice 00057781) - CCTV camera	1	15	15	3,847.95
11	Task 7 - Backhaul System (Invoice 00057772) - Ethernet	1	15	15	17,999.65
12	Task 7 - Backhaul System (Invoice 00057772) - Ethernet	1	15	15	35,962.76
13	Task 7 - Backhaul System (Invoice 00057772) - Ethernet	1	15	15	35,962.76

Orangethorpe Avenue/
 Esperanza Road
 Regional Traffic Signal
 Synchronization Program

Traffic Forum Agencies:
 Cities of Fullerton, La Habra, Buena Park,
 Anaheim, Placentia, Yorba Linda,
 County of Orange and Caltrans

May 2024

DOCUMENTS REQUIRED FOR PAYMENT





Form 10-8A
Comprehensive Transportation Funding Program
 Regional Traffic Signal Synchronization Program
 Project P Primary Implementation Report Form

1 Project Number: _____ Lead Agency: _____ Date: _____
 Project Title: _____

2 Agency Contact: Title: _____ Phone: _____ Email: _____

3 Project Schedule: Start Date: _____ Completion Date: _____ Number of Intersections: _____
 Primary Implementation: _____ Length of project corridor: _____ miles

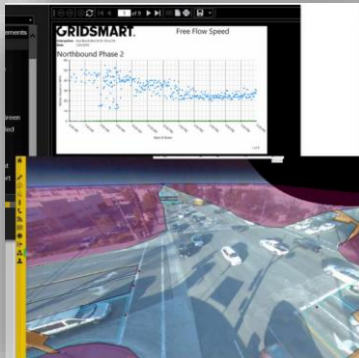
4 Document Checklist:
 a. Project P Primary Implementation Report Form (10-8A) f. Work Schedule
 b. Project P Primary Implementation Certification Letter (10-2) g. Project P PS&E Certification (10-11)
 c. N/A h. N/A
 d. Invoice & supporting documents (proof of payment, etc.) i. RTSSP/RTSSP, Traffic, and other RTSSP/RTSSP
 e. Contract Authorization/Council Approval j. CTRM

5 Division of Costs: *Payment Amount: \$0
 Phase Allocation:
 CTRP Funds: _____ Matching Funds: _____ Other Funds: _____ Total Amount: _____
 Match Rate: 0.8 0.2
 Contract Costs: \$ _____ \$ _____ \$ _____
 Data Work/Change: _____



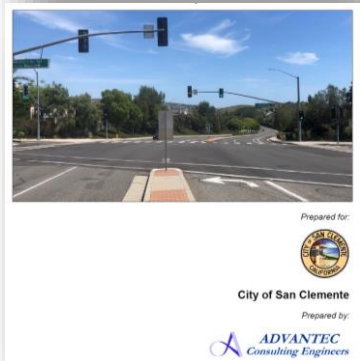
Form 10-12
Comprehensive Transportation Funding Program
 Regional Traffic Signal Synchronization Program
 Project P Certification of Phase Completion

1 Project Number: 19-OCTA-TSP-0941 Lead Agency: Orange County Transportation Authority Date: 1/18/2024
 Project Title: Allen Creek Road Traffic Signal Synchronization Project (S Turn Road to Mosher Parkway)
 Phase: Primary Implementation Ongoing Maintenance/Restoration
 2 Agency Contact: Title: _____ Phone: _____ Email: _____
 3 The date of completion of the work described is: July 26, 2023
 4 The agency has received a Notice of Acceptance for Project Completion.
 5 A description of the work and links are attached.
 6 The name of the consultant for the work of improvements is: KSA Organization
 7 A general statement of the kind of work done or material furnished by the affected consultant is as follows:
 KSA Organization was the consultant and Primary contractor using expertise based on the work with consultant performing construction and NCE for data organization services required for the scope of work.
 Allen Creek Road is a four (4) lane road with 21 signalized intersections with left turn lanes from IT Traffic Solutions (City of Orange Road & Mosher Parkway) for the project.
 KSA Organization includes: 1. Project Management, 2. Data Collection, 3. System Design and Construction, 4. Signal Timing and Optimization, and 5. Project Report. The Allen Creek Road Traffic Signal Synchronization Project KSA has completed the construction and implementation phase of the work. Major infrastructure improvements were installed during the Primary Implementation Phase.
 The overall cost savings of the project over a 3 year period is \$2,287,000 from bond issue, fuel conservation and emissions reduction. The total cost of the project is \$3,465,000 which translates to a three year benefit to cost ratio of approximately 2.36:1.



Form 10-13
Comprehensive Transportation Funding Program
 Regional Traffic Signal Synchronization Program
 Project P Final Report Submission Form

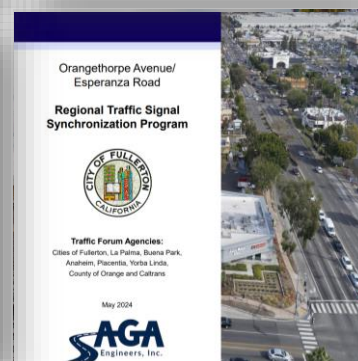
1 Project Number: 17-GDMA-TSP-3877 Lead Agency: City of San Clemente Date: 1/19/2021
 Project Title: Carmo Vista Court Traffic Signal Systems Upgrade
 Report Type: Project Implementation Project Completion Submission Type: Initial Reevaluation
 2 Agency Contact: Title: Sr. Traffic Engineer Phone: 949-361-4111 Email: fagan@cityofsanclemente.org
 3 Document Checklist:
 a. Project P Final Report Submission Form
 b. One (1) electronic copy of the Project Final Report, as specified above, including all appendices, uploaded to <https://cloudcontractor.acta.net>
 c. Two (2) physical copies of the Project Final Report, as specified above, including all appendices, (1 bound and 1 unbound)
 4 I, _____ Sr. Traffic Engineer
 for the _____ City of San Clemente, do hereby certify that the Project Final Report, as specified above, includes all the components required by the Comprehensive Transportation Funding Program (CTFP) Guidelines.
 Signature: _____ Date: 1/19/23
 Sr. Traffic Engineer
 City of San Clemente



Form 10-14
Comprehensive Transportation Funding Program
 Regional Traffic Signal Synchronization Program
 Project P Final Report Division of Costs Schedule

1 Project Number: 19-OCTA-TSP-3887 Lead Agency: Orange County Transportation Authority Date: 11/6/2023
 Project Title: Garden Grove Redwood Traffic Signal Synchronization Project (Dakley New Street to Brook Street)
 Payment Type: Final Primary Implementation Ongoing/Maintenance/Restoration
 Grant Request: Final Primary Implementation Ongoing/Maintenance/Restoration

Item No.	Item of Work	Quantity	Unit Price	Total Amount	Indefinite Amount
1	Task 1 - Project Manager	1	LS	\$ 48,138.45	-
2	Task 2 - Data Collection	1	LS	\$ 25,532.00	-
3	Task 3 - Field Surveys, PS&E, Design, Construction	1	LS	\$ 24,700.00	-
4	Task 4 - "Before Study"	1	LS	\$ 10,390.00	-
5	Task 5 - Timing Optimization	1	LS	\$ 137,340.76	-
6	Task 6 - "After Study"	1	LS	\$ 31,055.52	-
7	Task 7 - Cable (Invoice 00057778) - Includes also 00057781, 412 NF	2	LS	\$ 4,380.00	-
8	Task 7 - Cable (Invoice 00057772) - Includes also 00057773, 412 NF	2	LS	\$ 4,380.00	-
9	Task 7 - Cable (Invoice 120524) - CCTV camera	1	LS	\$ 63,300.00	-
10	Task 7 - Cable (Invoice 00057782) - CCTV camera	1	LS	\$ 3,847.00	-
11	Task 7 - Back-Up System (Invoice 00057772) - Ethernet	1	LS	\$ 17,990.00	-
12	Task 7 - Back-Up System (Invoice 00057772) - CCTV camera	1	LS	\$ 35,962.76	-
13	Task 7 - Traffic Signal	1	LS	\$ 35,962.76	-



- ✓ Contractor Agreement(s)
- ✓ Form 10-8A: PI Report Form
- ✓ Form 10-8C: O&M Report Form
- ✓ Form 10-9: Project Certification
- ✓ Form 10-11: PS&E Certification
- ✓ Form 10-12: Phase Completion Certification
- ✓ Form 10-13: Final Report Form
- ✓ Form 10-14: Division of Cost Schedule
- ✓ Form 10-17: O&M In-Kind
- ✓ Proof of Payment
- ✓ Agency Staff Time Breakdown
- ✓ Before & After Study
- ✓ Before & After PI Phase Photos (.jpeg or .png)

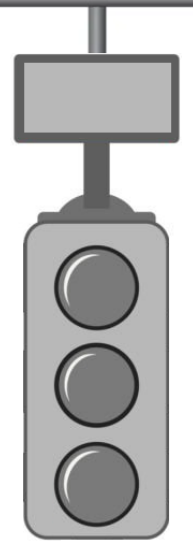
Does your agreement include:

- Specific CTFP project title?
- NTP requirement to start O&M?
- Change order approval requirements?
- Duration of project records availability/retention?
- Invoicing details or supporting templates?



CTFP = Comprehensive Transportation Funding Programs | NTP = Notice to Proceed | O&M = Operations and Maintenance

■ Specific CTFP project title?



Project Name/No.: Traffic Engineering Services for YL Blvd.
/Weir Canyon RTSSP Project (TC231003)

Contract No.: _____

Dept./Contract Rep: PW-Traffic/ T.Wang

Approved: 5/16/2023

**PROFESSIONAL SERVICES AGREEMENT
FOR
TRAFFIC ENGINEERING SERVICES FOR YORBA LINDA
BOULEVARD/WEIR CANYON ROAD CORRIDOR REGIONAL TRAFFIC SIGNAL
SYNCHRONIZATION PROJECT (RTSSP)**

THIS AGREEMENT FOR CONTRACT SERVICES (“Agreement”) is made and entered into as of May 16th, 2023, by and between the CITY OF YORBA LINDA, a municipal organization organized under the laws of the State of California (“City”), and ITERIS, INC., a (“California corporation”) (“Consultant”).

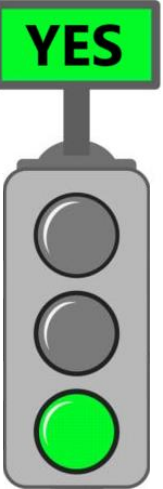
NOW THEREFORE, the parties hereto agree as follows:

SECTION ONE: SERVICES OF CONSULTANT

1.1 Scope of Services. In compliance with all terms and conditions of this Agreement, Consultant shall provide those services related to Traffic Engineering Services For Yorba Linda Boulevard/weir Canyon Road Corridor Regional Traffic Signal Synchronization Project (RTSSP), as specified in the “Scope of Services” attached hereto as Exhibit “A” and incorporated herein by this reference (the “services” or “work”). Consultant warrants that all services will be performed in a competent, professional and satisfactory manner in accordance with the standards prevalent in the industry for such services.

1.2 Changes and Additions to Scope of Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to, or subtracting from said work. No such work shall be undertaken unless a written order is first given

■ Specific CTFP project title?



Project Name/No.: Traffic Engineering Services for YL Blvd.
/Weir Canyon RTSSP Project (TC231003)

Contract No.: _____

Dept./Contract Rep: PW-Traffic/ T.Wang

Approved: 5/16/2023

**PROFESSIONAL SERVICES AGREEMENT
FOR
TRAFFIC ENGINEERING SERVICES FOR YORBA LINDA
BOULEVARD/WEIR CANYON ROAD CORRIDOR REGIONAL TRAFFIC SIGNAL
SYNCHRONIZATION PROJECT (RTSSP)**

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■ Specific CTFP project title?

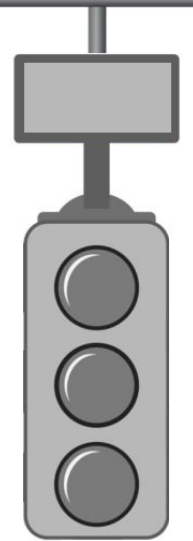
AGREEMENT WITH AGA ENGINEERS, INC. FOR PLAN CHECK, DESIGN OR OTHER PROFESSIONAL SERVICES

THIS AGREEMENT is made and effective as of April 24, 2024, between the **City of Mission Viejo**, a California general law city and municipal corporation ("City") and **AGA Engineers, Inc.** ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM.** This Agreement shall commence on April 25, 2024, and shall remain and continue in effect until tasks described herein are completed, but in no event later than June 30, 2024, unless sooner terminated pursuant to the provisions of this Agreement. Notwithstanding this limit on term, some duties and obligations may survive the termination, lapse, or completion of this Agreement.

2. **SERVICES.** Consultant shall perform professional plan check, design, and other services as required on a project-by-project basis throughout the term of the Agreement. Design services and other related services shall be project-specific based upon written proposals from Consultant. Consultant shall proceed with work on behalf of City only upon issuance of a written Purchase Order by the City Manager or an authorized deputy. Such Purchase Order shall describe the scope of the work and the payment for the work authorized. The terms of this Agreement shall be incorporated into the Purchase Order and the terms of this Agreement shall prevail over any conflict between the terms of the Purchase Order and this Agreement.

3. **PERFORMANCE.** Consultant shall at all times faithfully, competently, and to the best of his or her ability, experience, and talent, perform all tasks described herein. Consultant represents to the City that it has the qualifications and equipment/technology necessary to



■ Specific CTFP project title?



AGREEMENT WITH AGA ENGINEERS, INC. FOR PLAN CHECK, DESIGN OR OTHER PROFESSIONAL SERVICES

THIS AGREEMENT is made and effective as of April 24, 2024, between the **City of Mission Viejo**, a California general law city and municipal corporation ("City") and **AGA Engineers, Inc.** ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

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■ Specific CTFP project title?



AGREEMENT WITH AGA ENGINEERS, INC. FOR PLAN CHECK, DESIGN OR OTHER PROFESSIONAL SERVICES

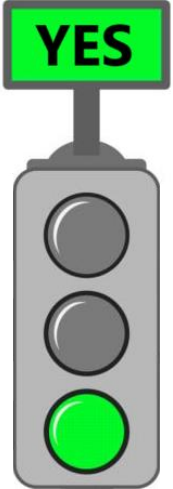
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3. **PERFORMANCE.** Consultant shall at all times faithfully, competently, and to the best of his or her ability, experience, and talent, perform all tasks described herein. Consultant warrants to the City that it has the qualifications and equipment/technology necessary to

Specific CTFP project title?




FOR P
 THIS A
 Mission Viejo,
 Engineers, Inc.
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2. S
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 conflict between

Bill To



51
 Public Works Department
 City of Mission Viejo
 200 Civic Center
 Mission Viejo, CA 92691
 Phone: 949-470-3056
Vendor

AGA Engineers, Inc.
 211 Imperial Hwy. Suite 208
 FULLERTON, CA 92835

Purchase Order

Fiscal Year 2024 Page: 1 of 1

**THIS NUMBER MUST APPEAR ON ALL INVOICES,
 PACKAGES AND SHIPPING PAPERS.**

Purchase Order # **- 00**

Ship To

Public Works Department
 City of Mission Viejo
 200 Civic Center
 Mission Viejo, CA 92691

DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
05/07/2024	6919	05/01/2024	PSCT 22-8	Public Works

NOTES

Traffic Engineering Svcs:Marguerite Pkwy

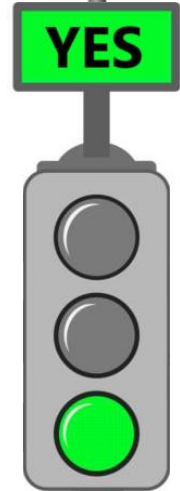
The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading

ITEM #	DESCRIPTION / PART #	QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	Marguerite Parkway Corridor Traffic Signal Synchronization Project (CIP 24260) -- Contract PSCT 22-8 - Approved by City Council 4/23/24	1.0		\$643,738.00	\$643,738.00
				\$128,747.00	
				\$514,991.00	

PROJECT SUMMARY

3. **PERFORMANCE.** Consultant shall at all times faithfully, competently, and to the best of his or her ability, experience, and talent, perform all tasks described herein. Consultant shall warrant to the City that it has the qualifications and equipment/technology necessary to

■ Specific CTFP project title?



FOR P

Bill To

51
Public Works Department
City of Mission Viejo
200 Civic Center
Mission Viejo, CA 92691
Phone: 949-470-3056

Purchase Order

Fiscal Year 2024 Page: 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # - 00

Subject: Design Services for the Marguerite Parkway Project P Traffic Signal Synchronization Project (CIP 24260)

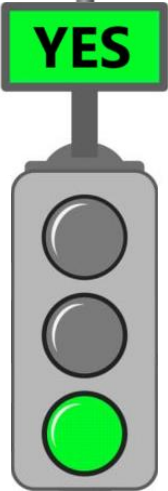
Dear Mr. Sadam:

Thank you for again for submitting all the necessary documentation to process the purchase order. As we have discussed, please utilize this letter as a contract award notification as well as the City of Mission Viejo's official **NOTICE TO PROCEED (NTP)** document to AGA Engineers, Inc. to **commence reimbursable work for the Marguerite Parkway Project P Traffic Signal Synchronization Project (CIP 24260)**. This NTP is issued pursuant to Contract No. PSCT 22-8 (**attached**) and Purchase Order (PO) # 22400492-00 (**attached**). Please include the PO number on each invoice submittal moving forward. Furthermore, AGA's schedule has been approved as enclosed to this letter.

Thank you for submitting a proposal for this project. We look forward to a successful working relationship.

If you have any questions, please do not hesitate to contact me at (949) 470-3068 or mgutierrez@cityofmissionviejo.org.

■ Specific CTFP project title?



FOR P

Bill To

51
Public Works Department
City of Mission Viejo
200 Civic Center
Mission Viejo, CA 92691
Phone: 949-470-3056

Purchase Order

Fiscal Year 2024 Page: 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # - 00


Subject: Design Services for the Marguerite Parkway Project P Traffic Signal Synchronization Project (CIP 24260)

Dear Mr. Sadam:

Thank you for again for submitting all the necessary documentation to process the purchase order. As we have discussed, please utilize this letter as a contract award notification as well as the City of Mission Viejo's official **NOTICE TO PROCEED (NTP)** document to AGA Engineers, Inc. to **commence reimbursable work for the Marguerite Parkway Project P Traffic Signal Synchronization Project (CIP 24260)**. This NTP is issued pursuant to Contract No. PSCT 22-8 (**attached**) and Purchase Order (PO) # 22400492-00 (**attached**). Please include the PO number on each invoice submittal moving forward. Furthermore, AGA's schedule has been approved as enclosed to this letter.

Thank you for submitting a proposal for this project. We look forward to a successful working relationship.

If you have any questions, please do not hesitate to contact me at (949) 470-3068 or mgutierrez@cityofmissionviejo.org.



- **NTP requirement to start O&M?**
 - Vendor is not allowed to start O&M work unless authorized by the lead agency
 - If NTP requirement is not defined in agreement, then the O&M phase award date defaults to the PI award date

Local agencies are provided at least 36 months to expend the funds from the date of encumbrance. Agencies can request timely-use of funds extensions through the SAR in accordance with the CTFP guidelines. Local agencies should issue a separate NTP when combining contracts for both the PI and O&M phases. NTP requirement should be identified in the initial contract/agreement to avoid obligation of both phases at the same time. If this procedure is followed by the local agency the NTP date will be considered the date of encumbrance for the O&M phase.

**ALISO CREEK ROAD
REGIONAL TRAFFIC SIGNAL SYNCHRONIZATION PROGRAM**

As part of the Regional Traffic Signal Synchronization Program, the Orange County Transportation Authority (OCTA) desires to provide the components necessary to improve and enhance signal timing, synchronization, and coordinated operations for all signalized intersections on the Aliso Creek Road Corridor (PROJECT). This Scope of Work (SOW) to Contract Task Order (CTO) for Creek Road is issued to the On-Call Engineering Consultant (CONSULTANT) by OCTA. OCTA is serving as the lead agency for PROJECT for the three participating cities (Participating Agencies herein after PARTIES and individually as PARTY) and Caltrans. This SOW includes all written text plus tables and maps showing locations for construction, inclusive.

I. PROJECT DESCRIPTION – GENERAL PROVISIONS

The PROJECT shall be completed in two distinct sequential phases; Primary Implementation (PI) followed by On-going Operations and Maintenance (O&M), respectively.

The CONSULTANT assigned the CTO for this PROJECT shall complete the PI phase within one year of Notice to Proceed (NTP). For the purposes of this CTO, the word Contractor and CONSULTANT are interchangeable. Upon acceptance of the PI phase by OCTA and a Notice to Proceed into O&M phase, CONSULTANT shall then and only then commence the O&M phase. O&M phase shall have a duration of 24 months. Project Closeout of the PROJECT length shall occur upon payment of retention, receipt of Final Report/Technical Memorandum, and acceptance by all PARTIES.

PROJECT SPECIFICS

PROJECT length is five (5.0) miles.

PROJECT includes twenty-three (23) signalized intersections



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1. SCOPE OF SERVICES

CONSULTANT shall provide all services as described in **Exhibit "A,"** which is attached hereto and incorporated into this Agreement by this reference. These services shall sometimes hereinafter be referred to as the "PROJECT."

CONSULTANT hereby designates Steven Bradley who shall represent it and be its sole contact and agent in all consultations with CITY during the performance of this Agreement.

2. CITY STAFF ASSISTANCE

CITY shall assign a staff coordinator to work directly with CONSULTANT in the performance of this Agreement.

3. TERM; TIME OF PERFORMANCE

Time is of the essence of this Agreement. The services of CONSULTANT are to commence on 10/3, 2023 (the "Commencement Date"). This Agreement shall automatically terminate three (3) years from the Commencement Date, unless extended or sooner terminated as provided herein. All tasks specified in **Exhibit "A"** shall be completed no later than two (2) years from the Commencement Date. The time for performance of the tasks identified in **Exhibit "A"** are generally to be shown in **Exhibit "A."** This schedule may be amended to benefit the PROJECT if mutually agreed to in writing by CITY and CONSULTANT.

In the event the Commencement Date precedes the Effective Date, CONSULTANT shall be bound by all terms and conditions as provided herein.

EXHIBIT A

3. SCOPE OF WORK

The general scope of work shall include:

- Provide project and contract management throughout the 3-year project duration.
- Provide timing and operation analysis, develop and implement optimized traffic signal synchronization timing for the corridor.
- Provide engineering services to prepare plans, specifications and estimates for traffic signal equipment and related infrastructure improvements. The field improvements contractor will be selected via each individual participating agencies bid and award process and bid package prepared by consultant.
- Provide construction management services to oversee the improvement implementations of the project.
- Provide procurement and system integration services for traffic signal system, monitoring system and related communication system
- Provide ongoing signal timing and maintenance support for 2-year after initial implementation of the timing.
- Provide assistance in management and maintenance of the OCTA Measure M (M2) Funds for this project.

The following specific tasks are required to be performed in the course of providing service for the traffic signal coordination project. Tasks are listed in sequential order for clarity. However, tasks may run concurrently or commence prior to the order listed.

I. Task 1: Project Management

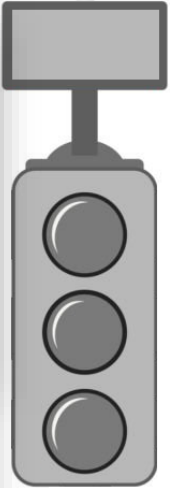
- Project management is ongoing throughout the duration of the project. This task includes day-to-day project management, such as meetings, progress reports, tracking of schedules, invoicing, and overall administration of the project. The consultant is required to maintain communication to all involved agencies including OCTA as to the ongoing

V. Task 5: Provide Ongoing Operational and Maintenance Services

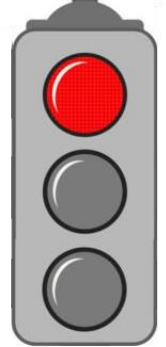
A. Ongoing Operational Services

CONSULTANT will provide "on-call" signal timing support services for a period of two years or 24 months following the implementation and fine tuning of the final signal timing plans to address any future adjustments that may be needed during this period.

CONSULTANT will drive the length of the project arterial during all designated corridor synchronization timing plans (AM, Mid-day, PM and Weekend peak) on a monthly basis in order to verify that the synchronization timing is working as designed, and complete any necessary adjustments. Consultant shall provide monthly report of the operation.



NO



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In the event the CONSULTANT shall be bound by

system and related communication system

- Provide ongoing signal timing and maintenance support for 2-year after initial implementation of the timing.
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■ Change order approval requirements?

- Modifications to the originally defined scope of work in a vendor agreement require justification, appropriate agency approval, and in some cases, a formal scope change approved by the OCTA Board

Project Cost Changes

If the contract price is lower than the amount programmed, and the agency requested additional items and/or change orders during construction/study, OCTA may approve the additional costs during the review of the final report. OCTA will review these reports to:

1. Determine that the agency submitted proper justification for the change order(s)
2. Determine if the items are eligible for reimbursement
3. Confirm that expenses are within the project's original scope of work
4. The lead agency should provide information supporting the need for the change orders in the final report. Changes in project limits for construction projects are not eligible for reimbursement.

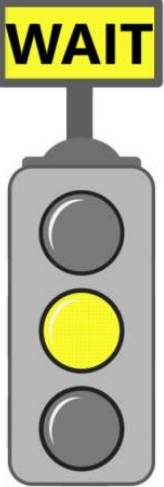
- *If change order impacts **original OCTA Board-approved scope** (supplementary application), a project scope change must be requested by lead agency prior to requested change*



3. Contractor's Compensation.

3.1 **Payment.** For performing and completing the Work in accordance with the Contract Documents, City shall pay Contractor, in accordance with the Bid Proposal as full compensation therefor, but in no event will City pay more than the total not-to-exceed amount of \$250,646.00 (Two Hundred Fifty Thousand Six Hundred Forty Six dollars and 00/100), subject to any additions and deletions pursuant to the terms of the Contract Documents. Said sum shall constitute payment in full for all Work performed hereunder, including, without limitation, all labor, materials, equipment, tools and services used or incorporated in the Work, supervision, administration, overhead, expenses and any and all other things required, furnished or incurred for completion of the Work as specified in the Contract Documents. City shall make payments to Contractor on account of the Contract sum at the time, in the manner, and upon the conditions specified in the Contract Documents.

3.2 **Additional Work.** The City Manager may authorize extra work to fund unforeseen conditions up to the amount approved at the time of award by the City Council, subject to the not-to-exceed amount set forth in Subsection 3.1. Payment for additional work in excess of this amount requires prior City Council authorization.

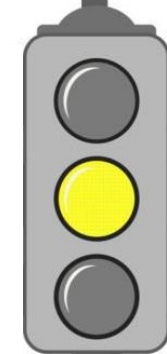


➤ **Approach with caution: Agreement requires City Manager approval and/or prior City Council Authorization**

- **Duration of project records availability?**
 - How long records of services will be maintained by vendor
 - Documents must be retained by local agency for **5 years** after final payment is issued by OCTA for the CTFP project
 - **Master Funding Agreement, Article 6. Audit and Inspection**

Local agencies must maintain a complete set of records in accordance with generally accepted accounting principles, and with reasonable notice, shall permit the authorized representatives of OCTA to inspect and audit all work, materials, payroll, contracts, books, accounts, and other data and for a period of five (5) years after final payment by OCTA for CTFP projects. For the LFS program, it shall be for a period of five (5) years after expenditure of funds or five (5) years after final payment of debt service where LFS revenues were pledged, whichever is longer. OCTA has the right to reproduce any such books, records, and accounts. The provision with respect to audits should be extended to/and included in contracts with the local agency's contractor(s).

WAIT



Duration of project records availability from contractor?

PROFESSIONAL SERVICES AGREEMENT (DESIGN SERVICES) WITH CONSULTANT

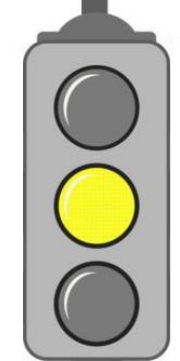
THIS AGREEMENT is made and entered into this 30th day of March, 2023 (“Effective Date”), by and between the CITY OF _____, a municipal corporation (“CITY”), and _____ corporation (“CONSULTANT”).

CITY shall pay CONSULTANT’s invoice within forty-five (45) days from the date CITY receives said invoice. Each invoice shall describe in detail, the services performed, the date of performance, and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as “Additional Services” and shall identify the number of the authorized change order, where applicable, on all invoices.

2.4. Records and Audits. Records of CONSULTANT’s services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to CITY or its Project Manager for inspection and/or audit at mutually convenient times for a period of three (3) years from the Effective Date.

➤ **Approach with caution: Period of 3 years from “effective date”**

WAIT



■ Duration of project records availability from contractor?

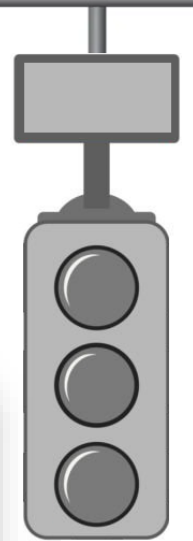
7. OWNERSHIP OF DOCUMENTS.

a. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of City or its designees at reasonable times to such books and records, shall give City the right to examine and audit said books and records, shall permit City to make transcripts therefrom as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.



➤ ***Approach with caution: Period of 3 years after final payment to vendor***

- **Invoicing details or supporting templates?**
 - Backup needs to show that equipment was received and installed according to what was approved by the OCTA Board of Directors
 - **Supplemental Application**
 - Vendor deliverables as part of project tasks
 - **Project Management**
 - **System Design and Construction**



- **Invoicing details or supporting templates?**

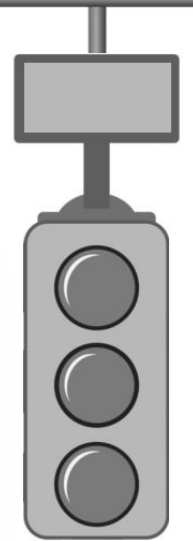
2.3. Method of Billing. Consultant may submit invoices to the City for approval on a progress basis, but no more often than two times a month. Said invoice shall be based on the total of all Consultant's services which have been completed to City's sole satisfaction. City shall pay Consultant's invoice within thirty (30) days from the date City receives said invoice. Each invoice shall describe in detail, the services performed, the date of performance, and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

A graphic of a traffic light with a yellow sign above it that says "WAIT". The traffic light has three circular lights, with the middle one illuminated in yellow.

- **Invoicing details or supporting templates?**

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➤ *Approach with caution: **General language***

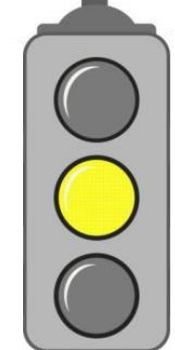


■ Invoicing details or supporting templates?

Task 1 Deliverables:

1. Organize and lead Project Kick-off Meetings and prepare agendas and meeting materials.
2. Draft and Final Detailed budget and schedule.
3. Monthly progress reports, including detailed status of the work effort, outlook, issues/ solutions, and updated schedule shall be e-mailed to the City and Partner Agencies.
4. Attend all coordination meetings and prepare meeting materials, including agenda, action items, graphics, presentation aides, and notes/minutes.
5. Attend OCTA Traffic Forum meetings (as requested) and prepare meeting materials, graphics, presentation aides, and notes.
6. Retain and provide electronic versions of all data files as directed by the City.
7. Prepare graphics and presentation aides required for all meetings.
8. All documents provided in electronic form should be those currently used by the City: Microsoft Office and PDF files.
9. All electronic data produced for the Project shall be provided on a flash drive.
10. Monthly invoices in a format acceptable to the City, shall include all third-party invoices and other supporting documentation as requested by the City.
11. All reporting and close-out documentations in compliance with OCTA requirements and any applicable regulatory agency.

WAIT

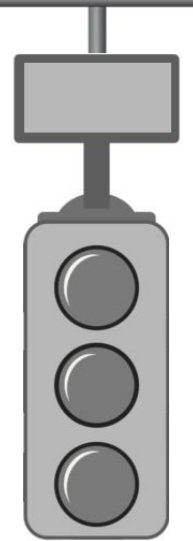


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➤ **Approach with caution: Define acceptable format and identify OCTA requirements**



- **Invoicing details or supporting templates?**

- a. The first meeting will be to kick-off the project with the APM; establish communication channels and protocols; discuss the Scope of Work, project schedule, and project budget; gather available information; and obtain a thorough understanding of the goals for the project. Specific topics to discuss include data collection needs, specific Traffic Signal Timing Optimization software programs specified herein, and specific construction items and procurement methodologies; intent of the original application and allowances or variants in design engineering, installation, and implementation; and PROJECT schedule. Administrative items to be discussed will include contact persons and secondary contacts for different functions of the project. Invoicing and reporting requirements on invoices with templates will be provided to consultant with explanations on how to provide monthly information on prime, sub-consultant, and vendor expenses on the invoice submittal.

YES



■ Invoicing details or supporting templates?

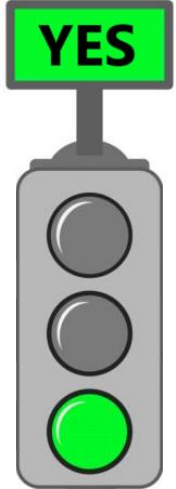
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8. CONSULTANT shall submit monthly invoices in the provided format. Each invoice shall include a detailed progress report for the reporting month, all third-party invoices, schedule, and other backup documentation as requested by APM.



■ Invoicing details or supporting templates?

Billing Summary

Date:
 Invoice Number:
 Company Name:
 Project Name:
 Agreement No:

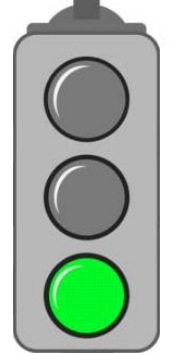
Project Manager:
 Billing Period: From:

To:

Task	Contract Amount	% Complete	Billed to date	Previously Billed	Current	Remaining Budget
Task 1 - Project Management	\$179,675.01	45.3%	\$81,311.35	\$76,264.90	\$5,046.45	\$98,363.66
Task 2 - Data Collection	\$18,303.25	100.0%	\$18,303.03	\$18,303.03	\$0.00	\$0.22
Task 3 - Field Reviews, PS & E, Design Standards	\$198,394.92	100.0%	\$198,394.34	\$193,080.56	\$5,313.78	\$0.58
Task 4 - "Before Study"	\$32,161.81	0.0%	\$0.00	\$0.00	\$0.00	\$32,161.81
Task 5 - Timing Opt and Implementation	\$351,049.86	14.1%	\$49,506.40	\$39,328.11	\$10,178.29	\$301,543.46
Task 6 - "After" Study	\$32,561.67	0.0%	\$0.00	\$0.00	\$0.00	\$32,561.67
Task 7- System Construction	\$433,037.73	12.8%	\$55,495.21	\$40,764.31	\$14,730.90	\$377,542.53
Task 8 - Continual Support	\$161,511.70	0.0%	\$0.00	\$0.00	\$0.00	\$161,511.70
Task 9 - Project Final Report	\$82,170.28	0.0%	\$0.00	\$0.00	\$0.00	\$82,170.28
Subcontractor - Michael Baker (Tasks 4 & 6)	\$19,911.67	0.0%	\$0.00	\$0.00	\$0.00	\$19,911.67
Subcontractor - Crosstown (Task 7)	\$962,443.05	0.0%	\$0.00	\$0.00	\$0.00	\$962,443.05
Equipment / Material (Task 7)	\$1,077,116.69	39.4%	\$423,913.87	\$62,399.44	\$361,514.43	\$653,202.82
ODC - Counts	\$49,368.00	0.0%	\$0.00	\$0.00	\$0.00	\$49,368.00
ODC - Mileage, Printing, Shipping, etc.	\$12,558.36	24.6%	\$3,088.32	\$2,436.87	\$651.45	\$9,470.04
Total Fee	\$3,610,264.00	23.0%	\$830,012.52	\$432,577.22	\$397,435.30	\$2,780,251.48
Retention (10%)			\$83,001.25	\$43,257.72	\$39,743.53	\$278,025.15
Total	\$3,610,264.00	20.7%	\$747,011.27	\$389,319.50	\$357,691.77	\$2,502,226.33

i.) The invoice is a true, complete and correct statement of reimbursable costs and progress; ii.) The backup information included with the invoice is true, complete and correct in all material respects; iii.) All payments due and owing to subcontractors and suppliers have been made; iv.) Timely payments will be made to subcontractors and suppliers from the proceeds of the payments covered by the certification and; v.) The invoice does not include any amount which CONSULTANT intends to withhold or retain from the subcontractor or supplier unless so identified on the invoice.

YES



Invoicing details or supporting templates?

Billing Summary

Date:

Task 7 - System Construction Costs

Date:

Invoice Number:

Company Name:

Project Name:

Agreement No.

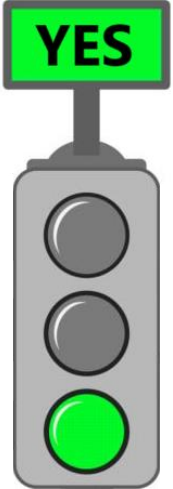
Project Manager:

Billing Period From: To:

Location	Prime/Sub Name	Equipment / Materials	Units of Measure	Quantity	Unit Cost		Total Labor / Fee	Total Material	Tax on Materials	Total
					Labor* / Fee	Material				
Westminster	Advantec	Synchro Plus Slim Traffic v11	ea	1		\$1,000.00		\$ 1,000.00	\$ -	\$ 1,000.00
Garden Grove	DKS	GTT Opticom	ea	11		\$2,000.00		\$ 22,000.00	\$ 200.00	\$ 22,200.00
Westminster	Advantec	CDW HP Servers	LS	1		\$3,000.00		\$ 3,000.00	\$ -	\$ 3,000.00
Garden Grove	Advantec	Vantage cameras	LS	1		\$4,000.00		\$ 4,000.00	\$ 448.88	\$ 4,488.88
Garden Grove	Cohu	Cohu Rise 4220 CCTV	LS	1		\$5,000.00		\$ 5,000.00	\$ 492.49	\$ 5,492.49
Westminster	Econolite	Econolite Centracs (SA)	LS	1		\$6,000.00		\$ 6,000.00	\$ -	\$ 6,000.00
								\$ -		\$ -
								\$ -		\$ -
								\$ -		\$ -
								\$ -		\$ -
								\$ -		\$ -
								\$ -		\$ -
								\$ -		\$ -
Total Billing Amount:										\$ 48,181.37

* Contractor labor only

correct in all material respects; iii.) All payments due and owing to subcontractors and suppliers have been made; iv.) Timely payments will be made to subcontractors and suppliers from the proceeds of the payments covered by the certification and; v.) The invoice does not include any amount which CONSULTANT intends to withhold or retain from the subcontractor or supplier unless so identified on the invoice.



■ Invoicing details or supporting templates?

Billing Summary

Date:

Task 7 - System Construction Costs

Date:

Staff Hours

Date:

Invoice Number:

Company Name:

Project Name:

Agreement No.

Project Manager:

Billing Period From:

To:

Prime/Sub	Staff Name and Position	Units of Measure	Tasks - List the hours									Total Hours	Hourly Rates	Total Price	
			Task 1	Task 2	Task 3		Task 4	Task 5	Task 6	Task 7	Task 8				Task 9
			Project Management	Data Collection	Field Review	PS & E	Before Study	Signal Timing Opt	After Study	System Const.	24 Month Cont. Timing Support	Project Final Report			
Advantec	Peter Anteater, PM	\$	15			1		16		33			65	\$ 336.43	\$ 21,867.95
Advantec	Tuffy Titan, Senior Engineer	\$						3					3	\$ 205.63	\$ 616.89
Advantec	Josephine Bruin, Senior Engineer	\$				17				13.5			30.5	\$ 195.75	\$ 5,970.38
Advantec	King Triton, Engineer	\$				6							6	\$ 139.36	\$ 836.16
Advantec	Oski Bear, Associate Engineer	\$						36.5					36.5	\$ 114.48	\$ 4,178.52
DKS	Prospector Pete, Asst. Engineer	\$								8			8	\$ 97.84	\$ 782.72
DKS	Matty Matador, Asst. Engineer	\$				8				2			10	\$ 101.68	\$ 1,016.80
Staffing Hours Subtotal per Task		Hours	15	0	0	32	0	55.5	0	56.5	0	0	159		
Staffing Costs Subtotal per Task		\$	\$5,046.45	\$0.00	\$0.00	\$5,313.78	\$0.00	\$10,178.29	\$0.00	\$14,730.90	\$0.00	\$0.00	Staffing Cost Total	\$	35,269.42
ODC - Counts		\$											ODC Counts Total	\$	-
ODC - Mileage, Printing, Shipping, etc.		\$				\$44.85				\$606.60			ODC others Total	\$	\$651.45

from the subcontractor or supplier unless so identified on the invoice.

- Contract to carry out work must be awarded within the programmed fiscal year for each project phase
 - If work cannot be initiated in this time frame, a request to defer (delay) funding may be submitted during a CTFP semi-annual review
 - For delay requests, contact Chance Groom and Stephanie Mooney

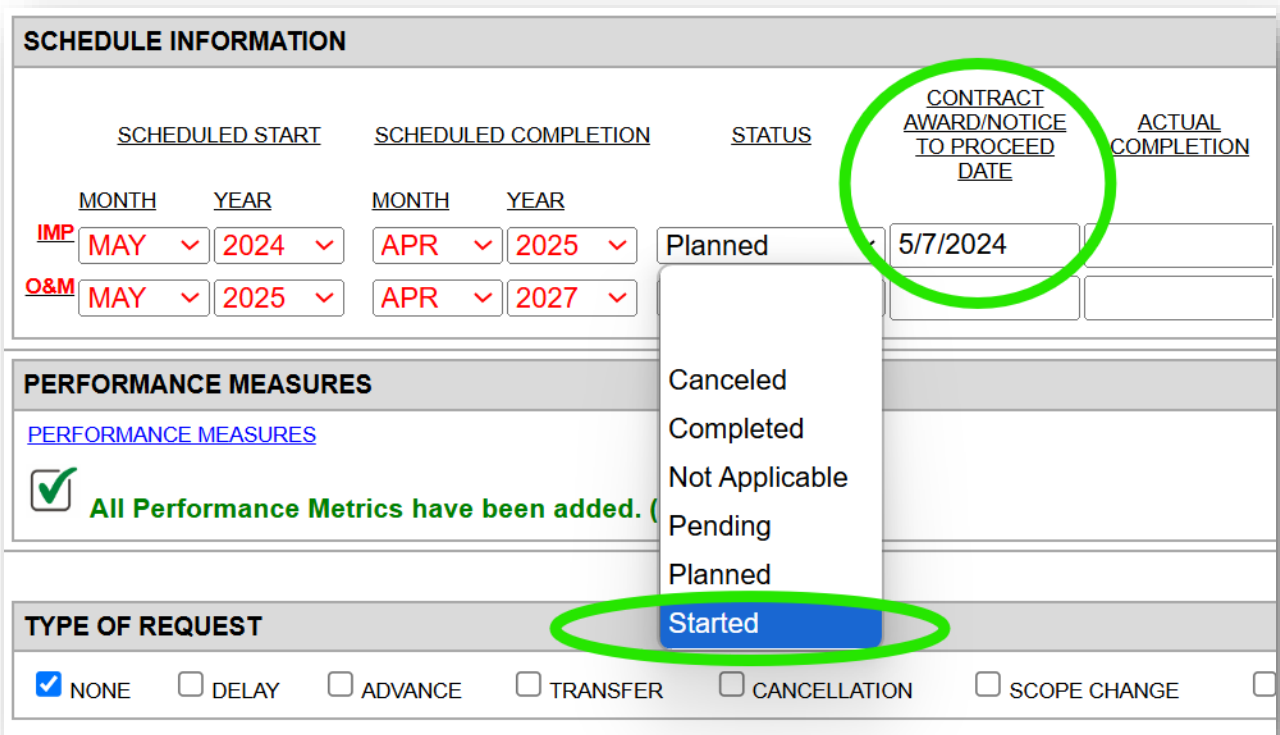


- Submit proof of encumbrance (minutes) immediately upon execution or approval
 - 1) Upload onto OCFundtracker
 - 2) Email OCTA via Stephanie Mooney, smooney@octa.net



AWARD DEADLINE / PHASE START

- OCTA reviews and confirms award date (start date)
 - 1) Inputs award date on OCFundtracker
 - 2) Updates project status to “Started”



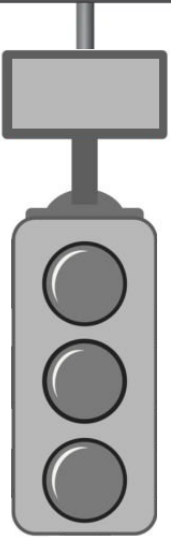
SCHEDULE INFORMATION						
SCHEDULED START		SCHEDULED COMPLETION		STATUS	CONTRACT AWARD/NOTICE TO PROCEED DATE	ACTUAL COMPLETION
MONTH	YEAR	MONTH	YEAR			
IMP	MAY	2024	APR	2025	Planned	5/7/2024
O&M	MAY	2025	APR	2027		

PERFORMANCE MEASURES
[PERFORMANCE MEASURES](#)
✓ All Performance Metrics have been added.

TYPE OF REQUEST
 NONE DELAY ADVANCE TRANSFER CANCELLATION SCOPE CHANGE

- Execution of a contract or other binding action
 - Council/Board Action, Purchase Order, Notice to Proceed, Contractor/Consultant Agreements

- Before submitting to OCTA, check for the following:
 - Title of CTFP project
 - Referenced documents (attachments, exhibits, proposals, and bid lists)
 - Existing award dates on OCFundtracker



- **Council/Board Action**



**FULLERTON CITY COUNCIL
SUCCESSOR AGENCY**

AGENDA - MARCH 16, 2021

303 West Commonwealth Avenue, Fullerton, California

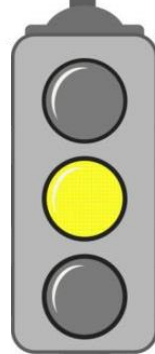
MEETINGS: The Fullerton City Council / Successor Agency meets on the first and third Tuesday of the month, convening for Closed Session at 4:00 p.m. and Regular Session at 6:30 p.m.

CONSULTANT SERVICES FOR HARBOR BOULEVARD REGIONAL TRAFFIC SIGNAL SYNCHRONIZATION PROJECT

Recommendation:

1. Authorize Public Works Director to execute \$592,327 agreement, in a form approved by the City Attorney, with AGA Engineers, Inc. for traffic engineering consultant services for design, system integration, construction management and ongoing monitoring and maintenance for the Harbor Boulevard Project P Regional Traffic Signal Synchronization Program.
2. Authorize Public Works Director to approve and award additional work, not to exceed \$203,293, to AGA Engineers, Inc. for work described as "additional proposed tasks" within this letter and determined necessary by Public Works Director.

WAIT



- Council/Board Action: **March 16, 2021**



FULLERTON CITY COUNCIL
SUCCESSOR AGENCY

AGENDA - MARCH 16, 2021

303 West Commonwealth Avenue, Fullerton, California

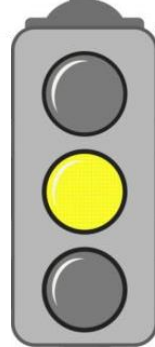
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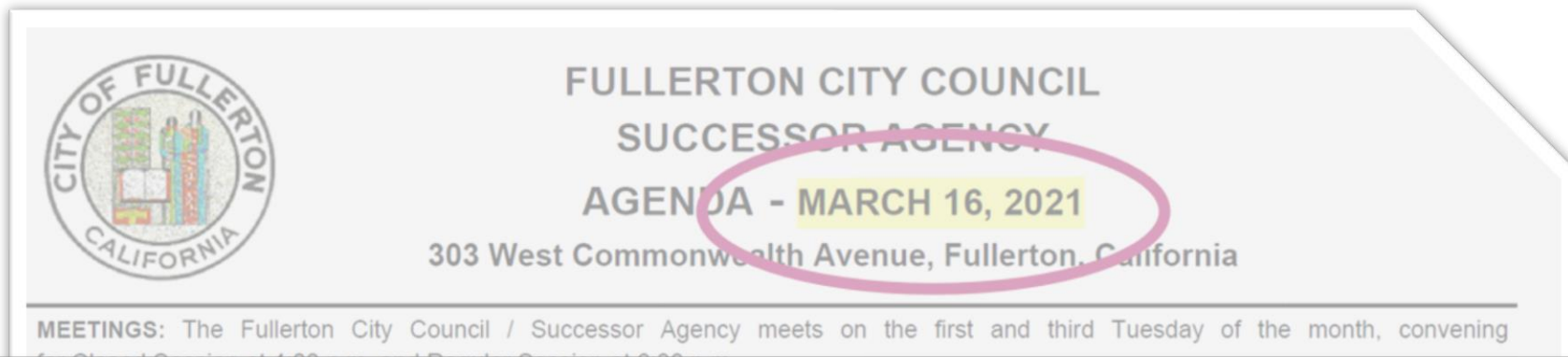
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WAIT



- Council/Board Action: **March 16, 2021**
- Contract Effective Date: **September 1, 2021**

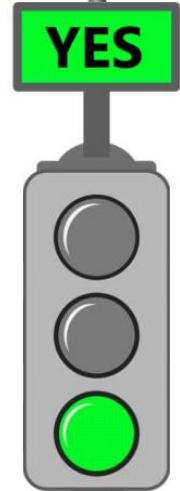


**CITY OF FULLERTON
PROFESSIONAL SERVICES AGREEMENT
WITH
AGA ENGINEERS, INC.**

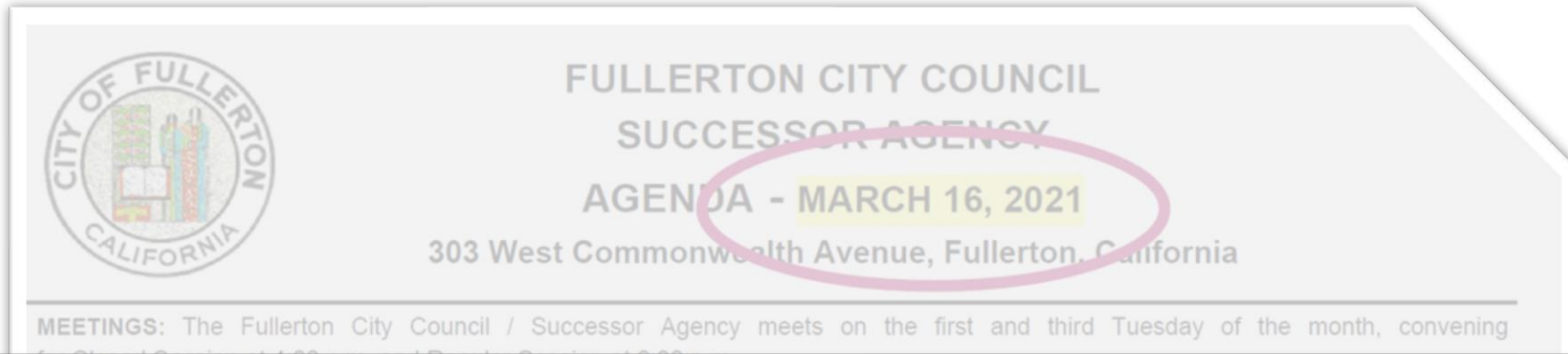
THIS AGREEMENT is made and entered into this 1ST day of SEPTEMBER, 2021 ("Effective Date"), by and between the City of Fullerton, a California municipal corporation ("City"), and AGA Engineers, Inc., a California corporation ("Consultant").

WITNESSETH:

A. City proposes to utilize the services of Consultant as an independent contractor to provide *professional traffic engineering consultant services*, as more fully described herein.



- Council/Board Action: **March 16, 2021**
- **Contract Effective Date: September 1, 2021**



**CITY OF FULLERTON
PROFESSIONAL SERVICES AGREEMENT
WITH
AGA ENGINEERS, INC.**

THIS AGREEMENT is made and entered into this 1ST day of SEPTEMBER, 2021 ("Effective Date"), by and between the City of Fullerton, a California municipal corporation ("City"), and AGA Engineers, Inc., a California corporation ("Consultant").

WITNESSETH:

A. City proposes to utilize the services of Consultant as an independent contractor to provide *professional traffic engineering consultant services*, as more fully described herein.



- Council/Board Action: **March 16, 2021**
- Contract Effective Date: **September 1, 2021**
- **NTP Date: September 27, 2021**

On September 1, 2021, the Fullerton City Council awarded your firm a contract for professional engineering consulting services for the above-referenced project. As such, your firm is hereby notified to begin work on the Primary Implementation (PI) phase of the project beginning **September 27, 2021**. The contract time for this phase of the project will need to adhere to the guidelines per OCTA's Comprehensive Transportation Funding Programs (CTFP).

WITH
AGA ENGINEERS, INC.

THIS AGREEMENT is made and entered into this 1ST day of SEPTEMBER, 2021 ("Effective Date"), by and between the City of Fullerton, a California municipal corporation ("City"), and AGA Engineers, Inc., a California corporation ("Consultant").

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Existing OCFundTracker users
Enter your username and password to sign in

USERNAME:

PASSWORD:

Remember my username on this computer

LOGIN

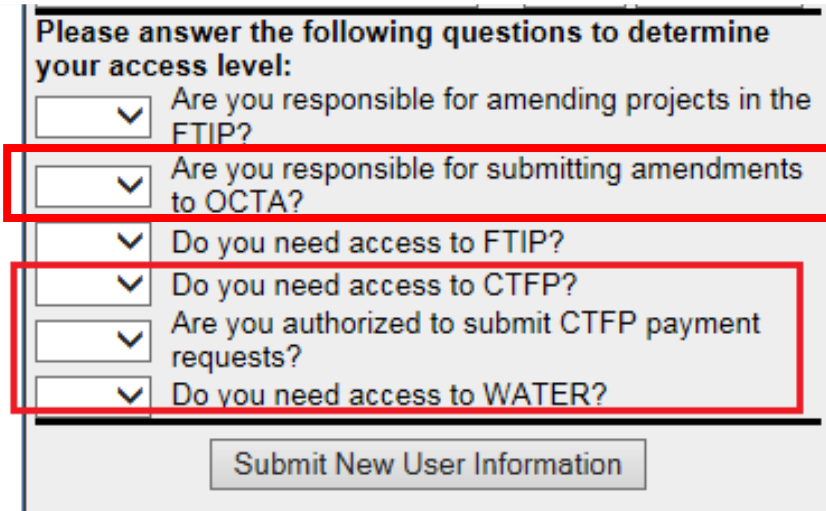
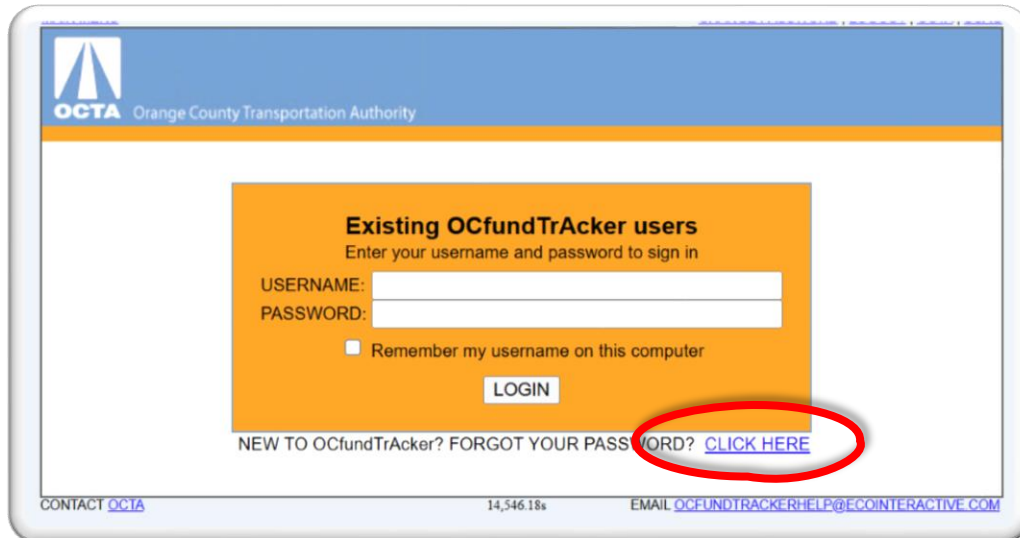
NEW TO OCFundTracker? FORGOT YOUR PASSWORD? [CLICK HERE](#)

CONTACT [OCTA](#) 14,546.188 EMAIL OCFUNDTRACKERHELP@ECOINTERACTIVE.COM

- Application submittals
- OCTA Board approvals
- Funding agreements
- Project info & deadlines
- Required documentation
- Semi-annual review updates
- **Payment requests**

<https://ocfundtracker.octa.net>

New User Requests



Please answer the following questions to determine your access level:

- Are you responsible for amending projects in the FTIP?
- Are you responsible for submitting amendments to OCTA?
- Do you need access to FTIP?
- Do you need access to CTFP?
- Are you authorized to submit CTFP payment requests?
- Do you need access to WATER?

Submit New User Information

<https://ocfundtracker.octa.net>

Local Agencies

OCTA Local Programs

[2025 CTFP GUIDELINES](#)
[Show Old Posts]

SPONSOR MAIN MENU

SEARCH FOR PROJECTS ([CTFP](#))

AGENCY WORKING AREA

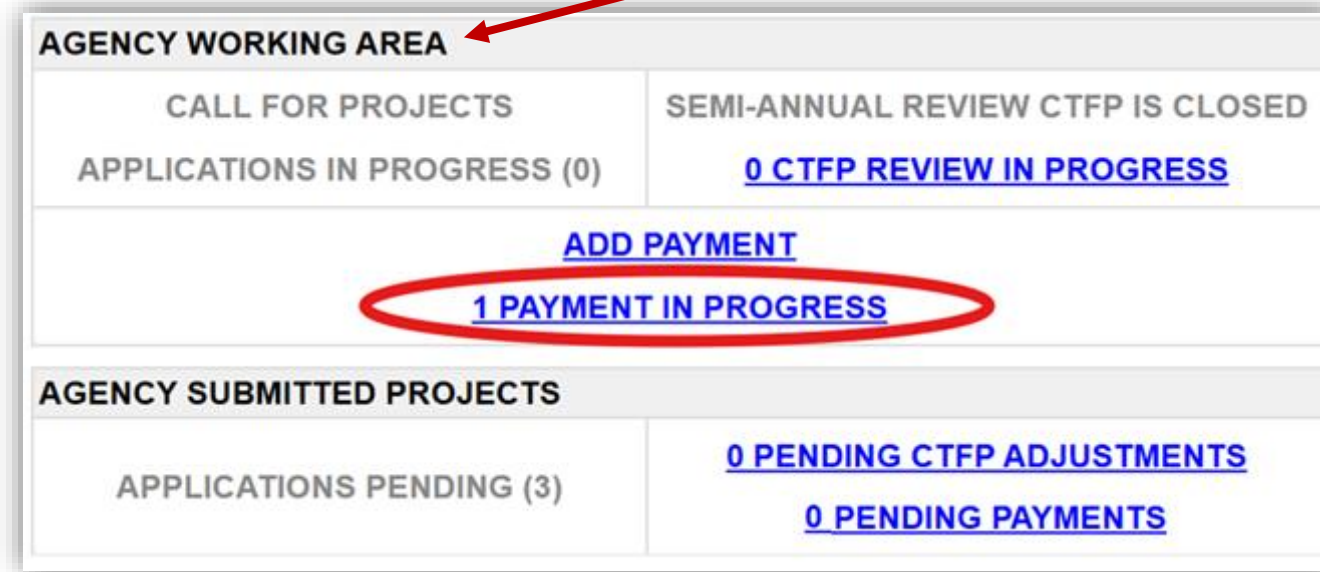
CALL FOR PROJECTS APPLICATIONS IN PROGRESS (0)	SEMI-ANNUAL REVIEW CTFP IS CLOSED 0 CTFP REVIEW IN PROGRESS
ADD PAYMENT 1 PAYMENT IN PROGRESS	

AGENCY SUBMITTED PROJECTS

APPLICATIONS PENDING (3)	0 PENDING CTFP ADJUSTMENTS 1 PENDING PAYMENTS
--------------------------	--

OTHER

- [PAYMENT FORMS](#)
- [MPAH ASSESSMENT MAPS](#)
- [REPORTS](#)
- [LOG INTO CIP](#)
- [LOG INTO WATER](#)
- [TUTORIAL](#)

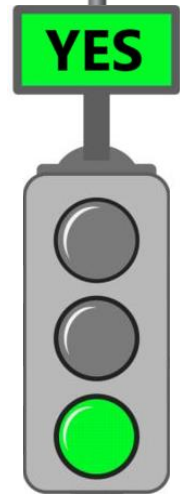


AGENCY WORKING AREA	
CALL FOR PROJECTS APPLICATIONS IN PROGRESS (0)	SEMI-ANNUAL REVIEW CTFP IS CLOSED 0 CTFP REVIEW IN PROGRESS
ADD PAYMENT 1 PAYMENT IN PROGRESS	
AGENCY SUBMITTED PROJECTS	
APPLICATIONS PENDING (3)	0 PENDING CTFP ADJUSTMENTS 0 PENDING PAYMENTS



Payment in Progress = Agency draft

- OCTA is not notified and will not review



AGENCY WORKING AREA	
CALL FOR PROJECTS APPLICATIONS IN PROGRESS (0)	SEMI-ANNUAL REVIEW CTFP IS CLOSED 0 CTFP REVIEW IN PROGRESS
ADD PAYMENT 0 PAYMENTS IN PROGRESS	
AGENCY SUBMITTED PROJECTS	
APPLICATIONS PENDING (3)	0 PENDING CTFP ADJUSTMENTS 1 PENDING PAYMENTS
OTHER	

***Pending Payments* = Agency final version**

- OCTA is notified to begin review

- Payment Processing Checklists
- CTFP Guidelines Library
- Workshops and Presentations
- Local Programs Staff

- Payment Processing Checklists



Final Implementation Payment Processing Checklist
Traffic Signal Synchronization Program (TSSP)
 Comprehensive Transportation Funding Programs

Required	Documentation satisfying the requirement:	
Invoice	Invoices must include the project title, "invoice" and project number. - The invoice amount is determined by multiplying the eligible expenses [project contract(s), contract change order(s), local agency expenditures] by the OCTA match rate. This will give you the product amount. - Assess whether the product is more or less than the CTFP allocation amount. - Subtract the lower number (product or allocation) from previous payments and interest earned on the initial payment (as applicable). - <u>Note:</u> The Final Payment Form (Form 10-13) will calculate the invoice amount; previous initial payment should be subtracted from this amount.	<input type="checkbox"/>
Minutes	An agency may submit one or more of the following items to meet the criteria: - Council/board action - Purchase order - Notice to proceed - Contractor/consultant agreement Minutes must include <u>award date, project name, contractor/consultant company name, project scope including bid/task list, and contract amount</u> for each contract with project expenses of more than \$1,000.	<input type="checkbox"/>
Form 10-8A: Payment Form	Complete the Project P Primary Implementation Report Form.	<input type="checkbox"/>
Form 10-9: Project Certification Letter	Project Certification Letter signed by the public works director or appropriate designee.	<input type="checkbox"/>
Form 10-11: PSE Certification	PSE Certification must be signed by the Agency Engineer.	<input type="checkbox"/>
Form 10-12: Certification of Phase Completion	Certification of Phase Completion must be used to certify the phase completion date. The term " <u>phase completion date</u> " refers to the date all final 3rd party contractor invoices have been paid including retention and any pending litigation has been adjudicated. The date of phase completion will begin the 180 day requirement for the submission of a project final report as required by the Measure M2 Ordinance for maintaining eligibility.	<input type="checkbox"/>
Form 10-13: Final Report	Complete the Project P Final Report Submission Form.	<input type="checkbox"/>
Form 10-14: Final Report Division of Cost	Complete the Project P Division of Cost Schedule. Agency must provide project costs, including breakdown of each task performed, as it relates to the implementation phase. <u>Agency Staff Time</u> , Labor must include a breakdown of position title, hours, pay rate, benefits, overhead, and total amount. The maximum overhead is 30 percent of payroll and fringe benefits.	<input type="checkbox"/>
Proof of Contract Payment	Proof of payment includes copies of approved contract invoices, progress payments, and equipment invoices. Supportive material shall equal the division of costs totals that are located in the Final Report columns, "CTFP Funds" and "Matching Funds".	<input type="checkbox"/>
Before & After Study	This study shall at minimum collect morning and evening peak period using travel times, average speeds, green lights to red lights, stops per mile, and the derived corridor system performance index (CSPI) metric. In addition, greenhouse gas and gasoline savings should be identified. 3 Copies (CD, Bound, Electronic)	<input type="checkbox"/>

Revised 1/19/16

- Payment Processing Checklists

- OCFundtracker - Payment Forms Section

PAYMENT FORMS

REGIONAL TRAFFIC SIGNAL SYNCHRONIZATION PROGRAM (RTSSP)

INITIAL REPORTS(IMP) ←

- [10-8A](#) Primary Implementation Report
- [10-8B](#) Ongoing Monitoring/Maintenance Report
- [10-9](#) Primary Implementation Certification Letter
- [10-10](#) Revised Cost Estimate
- [10-11](#) Plans, Specifications & Estimates (PS&E) Certification

FINAL REPORTS(IMP, O&M) ←

- [10-8C](#) Ongoing Monitoring/Maintenance Report
- [10-12](#) Certification of Phase Completion
- [10-13](#) Final Report Submission
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Final Implementation Payment Processing Checklist
Traffic Signal Synchronization Program (TSSP)
 Comprehensive Transportation Funding Programs

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Revised 1/19/16

- CTFP Guidelines Library
 - [OCTA RTSSP Website – Resources Section](#)

Guidelines – Per Call Cycle

The CTFP Guidelines are updated for each call cycle. Projects are subject to the version of the guidelines approved by the OCTA Board for the call cycle in which a project was awarded. The CTFP Guidelines for each call issued to date are available online and can be accessed below:

CALL CYCLE	CTFP PROJECT NUMBER PREFIX <i>(EXAMPLE: 25-OCTA-ACE-4025)</i>	CTFP GUIDELINES VERSION <i>(CALL CYCLE – APPROVAL DATE OF GUIDELINES - MONTH/YEAR)</i>
2010	10- CITY-FND- #####	2010 Project O & P Call - CTFP Guidelines - Mar 2010
2011	11- CITY-FND- #####	2011 Project O & P Call - CTFP Guidelines - Mar 2010
2012	12- CITY-FND- #####	2012 Project O & P Call - CTFP Guidelines - Sep 2011
2013	13- CITY-FND- #####	2013 Project O & P Call - CTFP Guidelines - Aug 2012
2014	14- CITY-FND- #####	2014 Project O & P Call - CTFP Guidelines - Aug 2013
2015	15- CITY-FND- #####	2015 Project O & P Call - CTFP Guidelines - Aug 2014
2016	16- CITY-FND- #####	2016 Project O & P Call - CTFP Guidelines - Aug 2015
2017	17- CITY-FND- #####	2017 Project O & P Call - CTFP Guidelines - Aug 2016
2018	18- CITY-FND- #####	2018 Project O & P Call - CTFP Guidelines - Aug 2017
2019	19- CITY-FND- #####	2019 Project O & P Call - CTFP Guidelines - Aug 2018
2020	20- CITY-FND- #####	2020 Project O & P Call - CTFP Guidelines - Aug 2019
2021	21- CITY-FND- #####	2021 Project O & P Call - CTFP Guidelines - Aug 2020
2022	22- CITY-FND- #####	2022 Project O & P Call - CTFP Guidelines - Aug 2021
2023	23- CITY-FND- #####	2023 Project O & P Call - CTFP Guidelines - Aug 2022
2024	24- CITY-FND- #####	2024 Project O & P Call - CTFP Guidelines - Aug 2023 2024 CTFP Off Cycle Guidelines Revisions - May 2024
2025	25- CITY-FND- #####	2025 Project O & P Call - CTFP Guidelines - Aug 2024

- CTFP Guidelines Library
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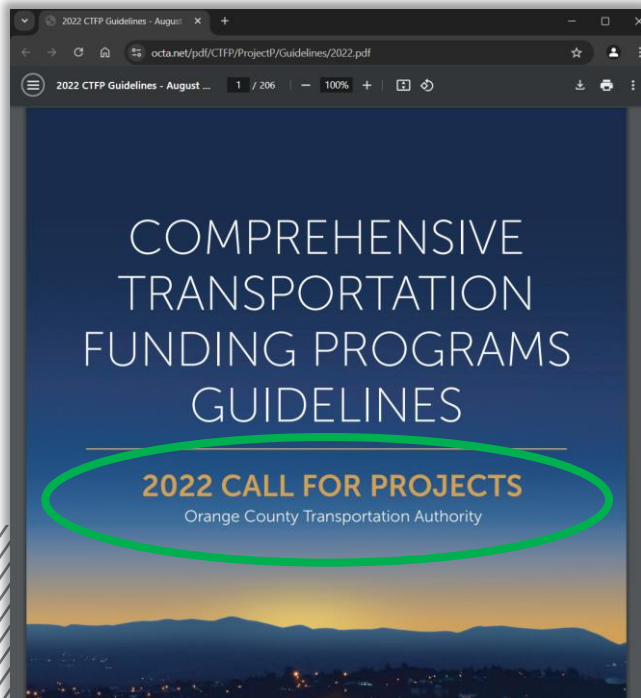
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2022	22- CITY-FND- #####	2022 Project O & P Call - CTFP Guidelines - Aug 2021
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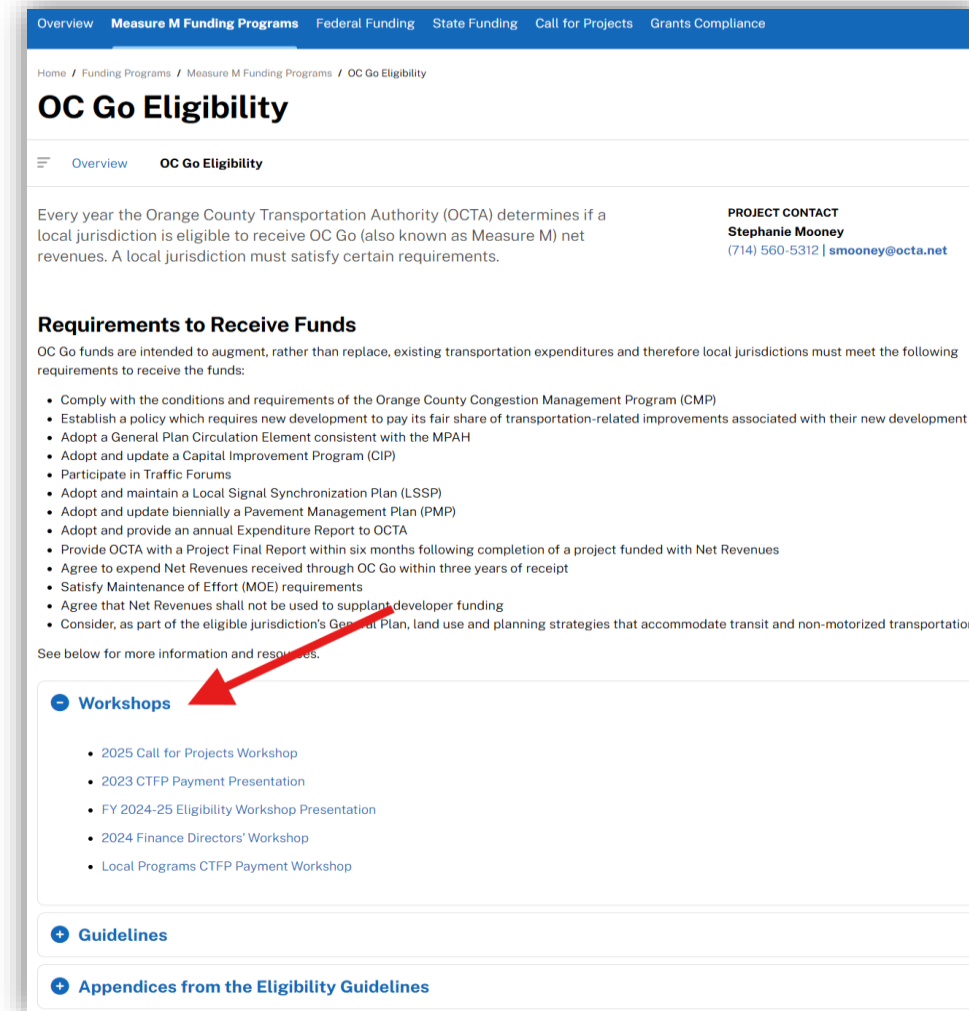
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- Workshops and Presentations
 - [OC Go Eligibility Website – Workshops Section](#)



Overview Measure M Funding Programs Federal Funding State Funding Call for Projects Grants Compliance

Home / Funding Programs / Measure M Funding Programs / OC Go Eligibility

OC Go Eligibility

Overview OC Go Eligibility

Every year the Orange County Transportation Authority (OCTA) determines if a local jurisdiction is eligible to receive OC Go (also known as Measure M) net revenues. A local jurisdiction must satisfy certain requirements.

PROJECT CONTACT
Stephanie Mooney
(714) 560-5312 | smooney@octa.net

Requirements to Receive Funds

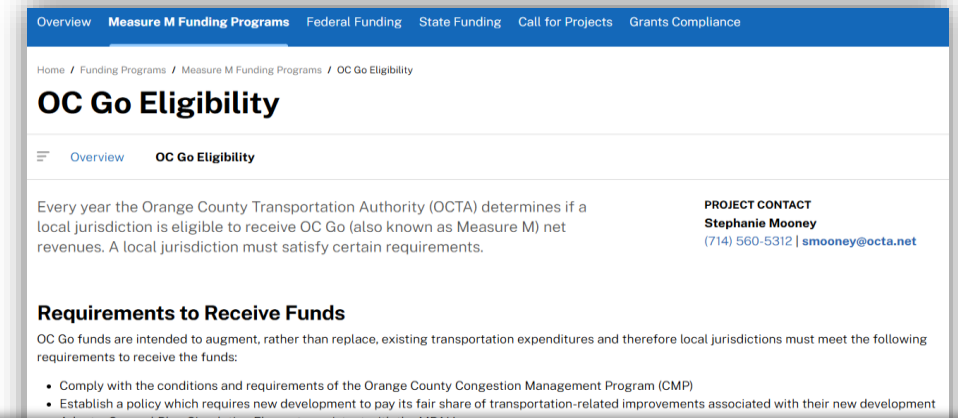
OC Go funds are intended to augment, rather than replace, existing transportation expenditures and therefore local jurisdictions must meet the following requirements to receive the funds:

- Comply with the conditions and requirements of the Orange County Congestion Management Program (CMP)
- Establish a policy which requires new development to pay its fair share of transportation-related improvements associated with their new development
- Adopt a General Plan Circulation Element consistent with the MPAH
- Adopt and update a Capital Improvement Program (CIP)
- Participate in Traffic Forums
- Adopt and maintain a Local Signal Synchronization Plan (LSSP)
- Adopt and update biennially a Pavement Management Plan (PMP)
- Adopt and provide an annual Expenditure Report to OCTA
- Provide OCTA with a Project Final Report within six months following completion of a project funded with Net Revenues
- Agree to expend Net Revenues received through OC Go within three years of receipt
- Satisfy Maintenance of Effort (MOE) requirements
- Agree that Net Revenues shall not be used to supplant developer funding
- Consider, as part of the eligible jurisdiction's General Plan, land use and planning strategies that accommodate transit and non-motorized transportation

See below for more information and resources.

- **Workshops**
 - 2025 Call for Projects Workshop
 - 2023 CTFP Payment Presentation
 - FY 2024-25 Eligibility Workshop Presentation
 - 2024 Finance Directors' Workshop
 - Local Programs CTFP Payment Workshop
- + Guidelines
- + Appendices from the Eligibility Guidelines

- Workshops and Presentations
 - [OC Go Eligibility Website – Workshops Section](#)



Workshops

- 2025 Call for Projects Workshop
- 2023 CTFP Payment Presentation
- FY 2024-25 Eligibility Workshop Presentation
- 2024 Finance Directors' Workshop
- Local Programs CTFP Payment Workshop

■ Local Programs Staff

- **Chance Groom**, Senior Transportation Funding Analyst, cgroom@octa.net
- **Nylinne Nguyen**, Senior Transportation Funding Analyst, nnguyen2@octa.net
- **Stephanie Mooney**, Transportation Funding Analyst, smooney@octa.net
- **Rachyl Occhipinti**, Associate Transportation Funding Analyst, rocchipinti@octa.net
- **Charvalen Alacar**, Section Manager, calacar@octa.net



QUESTIONS?

