

AGREEMENT  
FOR PROFESSIONAL SERVICES  
BETWEEN  
THE CITY OF SALINAS AND THE  
TRANSPORTATION AGENCY FOR  
MONTEREY COUNTY





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**AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN  
THE CITY OF SALINAS AND THE TRANSPORTATION AGENCY FOR MONTEREY  
COUNTY**

This Agreement for Professional Services (the “Agreement” and/or “Contract”) is made and entered into this \_\_\_\_ day of January, 2023, between the **City of Salinas**, a California Charter city and municipal corporation (hereinafter “City”), and **the Transportation Agency for Monterey County**, a joint powers authority (hereinafter “TAMC”).

**RECITALS**

**WHEREAS**, TAMC represents that he, she, or it is specially trained, experienced, and competent to perform the special services which will be required by this Agreement; and

**WHEREAS**, TAMC is willing to render such professional services, as hereinafter defined, on the following terms and conditions.

**NOW, THEREFORE**, City and TAMC agree as follows:

**TERMS**

1. **Scope of Service.** The project contemplated and the scope of TAMC’s services are described in **Exhibit B**, attached hereto and incorporated herein by reference.
2. **Term; Completion Schedule.** This Agreement shall commence on August 1, 2023, and shall terminate on December 31, 2027, unless extended in writing by either party upon (30) days written notice. This Agreement may be extended only upon mutual written consent of the parties, and may be terminated only pursuant to the terms of this Agreement.
3. **Compensation.** City hereby agrees to pay TAMC for services rendered the City pursuant to this Agreement on a time and materials basis according to the rates of compensation as set forth in **Exhibit B**. The total amount of compensation to be paid under this Agreement shall not exceed **eighty-four thousand, nine hundred ninety-eight dollars and eighty cents (\$84,998.80)**.
4. **Billing.** TAMC shall submit to City an itemized invoice, prepared in a form satisfactory to City, describing its services and costs for the period covered by the invoice. Except as specifically authorized by City, TAMC shall not bill City for duplicate services performed by more than one person. TAMC’s bills shall include the following information to which such services cost or pertain:
  - (A) A brief description of services performed;
  - (B) The date the services were performed;
  - (C) The number of hours spent and by whom;



- (D) A brief description of any costs incurred; and
- (E) The TAMC's signature.

Any such invoices shall be in full accord with any and all applicable provisions of this Agreement.

City shall make payment on each such invoice within thirty (30) days of receipt; provided, however, that if TAMC submits an invoice which is incorrect, incomplete, or not in accord with the provisions of this Agreement, City shall not be obligated to process any payment to TAMC until thirty (30) days after a correct and complying invoice has been submitted by TAMC. The City shall process undisputed portion immediately.

**5. Meet & Confer.** TAMC agrees to meet and confer with City or its agents or employees with regard to services as set forth herein as may be required by the City to ensure timely and adequate performance of the Agreement.

**6. Additional Copies.** If City requires additional copies of reports, or any other material which TAMC is required to furnish as part of the services under this Agreement, TAMC shall provide such additional copies as are requested, and City shall compensate TAMC for the actual costs related to the production of such copies by TAMC.

**7. Responsibility of TAMC.** By executing this Agreement, TAMC agrees that the services to be provided and work to be performed under this Agreement shall be performed in a fully competent manner. By executing this Agreement, TAMC further agrees and represents to City that the TAMC possesses, or shall arrange to secure from others, all of the necessary professional capabilities, experience, resources, and facilities necessary to provide the City the services contemplated under this Agreement and that City relies upon the professional skills of TAMC to do and perform TAMC's work. TAMC further agrees and represents that TAMC shall follow the current, generally accepted practices in this area to the profession to make findings, render opinions, prepare factual presentations, and provide professional advice and recommendations regarding the projects for which the services are rendered under this Agreement.

**8. Responsibility of City.** To the extent appropriate to the projects to be completed by TAMC pursuant to this Agreement, City shall:

(A) Assist TAMC by placing at its disposal all available information pertinent to the projects, including but not limited to, previous reports and any other data relative to the projects. Nothing contained herein shall obligate City to incur any expense in connection with completion of studies or acquisition of information not otherwise in the possession of City.

(B) Examine all studies, reports, sketches, drawings, specifications, proposals, and other documents presented by TAMC, and render verbally or in writing as may be appropriate, decisions pertaining thereto within a reasonable time so as not to delay the services of TAMC.



(C) Steve Carrigan, City Manager, or his designee, shall act as City's representative with respect to the work to be performed under this Agreement. Such person shall have the complete authority to transmit instructions, receive information, interpret and define City's policies and decisions with respect to materials, equipment, elements, and systems pertinent to TAMC's services. City may unilaterally change its representative upon notice to the TAMC.

(D) Give prompt written notice to TAMC whenever City observes or otherwise becomes aware of any defect in a project.

9. **Acceptance of Work Not a Release.** Acceptance by the City of the work to be performed under this Agreement does not operate as a release of TAMC from professional responsibility for the work performed.

10. **Indemnification and Hold Harmless.**

TAMC shall defend, indemnify, and hold harmless the City and its officers, officials, employees, volunteers, and agents from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with TAMC's performance of work hereunder, including the performance of work of any of TAMC's subcontractors or agents, or TAMC's failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the City.

11. **Insurance.** TAMC shall procure and maintain for the duration of this Agreement insurance meeting the requirements specified in **Exhibit A** hereto.

12. **Access to Records.** TAMC shall maintain all preparatory books, records, documents, accounting ledgers, and similar materials including but not limited to calculation and survey notes relating to work performed for the City under this Agreement on file for at least three (3) years following the date of final payment to TAMC by City. Any duly authorized representative(s) of City shall have access to such records for the purpose of inspection, audit, and copying at reasonable times during TAMC's usual and customary business hours. TAMC shall provide proper facilities to City's representative(s) for such access and inspection.

13. **Non-Assignability.** It is recognized by the parties hereto that a substantial inducement to City for entering into this Agreement was, and is, the professional reputation and competence of TAMC. This Agreement is personal to TAMC and shall not be assigned by it without express written approval of the City.

14. **Changes to Scope of Work.** City may at any time, and upon a minimum of ten (10) days written notice, seek to modify the scope of services to be provided for any project to be completed under this Agreement. TAMC shall, upon receipt of said notice, determine the impact on both time and compensation of such change in scope and notify City in writing. Upon agreement between City and TAMC as to the extent of said impacts to time and compensation, an amendment to this Agreement shall be prepared describing such changes. Execution of the



amendment by City and TAMC shall constitute the TAMC's notice to proceed with the changed scope.

**15. Ownership of Documents.** Title to all final documents, including drawings, specifications, data, reports, summaries, correspondence, photographs, computer software (if purchased on the City's behalf), video and audio tapes, software output, and any other materials with respect to work performed under this Agreement shall vest with City at such time as City has compensated TAMC, as provided herein, for the services rendered by TAMC in connection with which they were prepared. City agrees to hold harmless and indemnify the TAMC against all damages, claims, lawsuits, and losses of any kind including defense costs arising out of any use of said documents, drawings, and/or specifications on any other project without written authorization of the TAMC.

**16. Termination.**

**(A)** City shall have the authority to terminate this Agreement, upon ten days written notice to TAMC, as follows:

(1) If in the City's reasonable opinion the conduct of the TAMC is such that the interest of the City may be impaired or prejudiced.

**(B)** Upon termination, TAMC shall be entitled to payment of such amount as fairly compensates TAMC for all work satisfactorily performed up to the date of termination based upon the TAMC's rates shown in **Exhibit B** and/or Section 3 of this Agreement, except that:

(1) In the event of termination by the City for TAMC's default, City shall deduct from the amount due TAMC the total amount of additional expenses incurred by City as a result of such default. Such deduction from amounts due TAMC are made to compensate City for its actual additional costs incurred in securing satisfactory performance of the terms of this Agreement, including but not limited to, costs of engaging another organization(s) for such purposes.

**(C)** In the event that this Agreement is terminated by City for a reasonable cause, TAMC shall:

(1) Upon receipt of written notice of such termination promptly cease all services on this project, unless otherwise directed by City; and

(2) Deliver to City all documents, data, reports, summaries, correspondence, photographs, computer software output, video and audio tapes, and any other materials provided to TAMC or prepared by or for TAMC or the City in connection with this Agreement. Such material is to be delivered to City in completed form; however, notwithstanding the provisions of Section 15 herein, City may condition payment for



services rendered to the date of termination upon TAMC's delivery to the City of such material.

(D) In the event that this Agreement is terminated by City for any reason, City is hereby expressly permitted to assume the projects and complete them by any means, including but not limited to, an agreement with another party.

(E) The rights and remedy of the City and TAMC provided under this Section are not exclusive and are in addition to any other rights and remedies provided by law or appearing in any other section of this Agreement.

17. **Compliance with Laws, Rules, and Regulations.** Services performed by TAMC pursuant to this Agreement shall be performed in accordance and full compliance with all applicable federal, state, and City laws and any rules or regulations promulgated thereunder.

18. **Exhibits Incorporated.** All exhibits referred to in this Agreement and attached to it are hereby incorporated in it by this reference. In the event there is a conflict between any of the terms of this Agreement and any of the terms of any exhibit to the Agreement, the terms of the Agreement shall control the respective duties and liabilities of the parties.

19. **Independent Contractor.** It is expressly understood and agreed by both parties that TAMC, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and not an employee of the City. TAMC expressly warrants not to represent, at any time or in any manner, that TAMC is an employee or servant of the City.

20. **Integration and Entire Agreement.** This Agreement represents the entire understanding of City and TAMC as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters contained herein. This Agreement may not be modified or altered except by amendment in writing signed by both parties.

21. **Jurisdiction and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of California, County of Monterey, and City of Salinas. Jurisdiction of litigation arising from this Agreement shall be in the State of California, in the County of Monterey or in the appropriate federal court with jurisdiction over the matter.

22. **Severability.** If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of the Agreement shall continue to be in full force and effect.

23. **Notices.**

(A) Written notices to the City hereunder shall, until further notice by City, be addressed to:



City Manager  
City of Salinas  
200 Lincoln Avenue  
Salinas, California 93901

With a copy to:

City Attorney  
City of Salinas  
200 Lincoln Avenue  
Salinas, California 93901

(B) Written notices to the TAMC shall, until further notice by the TAMC, be addressed to:

Todd A. Muck  
Executive Director  
55 B Plaza Circle  
Salinas, California 93901  
[Todd@tamcmonterey.org](mailto:Todd@tamcmonterey.org)  
(831) 775-0903

(C) The execution of any such notices by the City Manager shall be effective as to TAMC as if it were by resolution or order of the City Council, and TAMC shall not question the authority of the City Manager to execute any such notice.

(D) All such notices shall either be delivered personally to the other party's designee named above, or shall be deposited in the United States Mail, properly addressed as aforesaid, postage fully prepaid, and shall be effective the day following such deposit in the mail.

**24. Nondiscrimination.** During the performance of this Agreement, TAMC shall not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, creed, sex, national origin, familial status, sexual orientation, age (over 40 years) or disability. TAMC shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, ancestry, creed, sex, national origin, familial status, sexual orientation, age (over 40 years) or disability.

**25. Conflict of Interest.** TAMC warrants and declares that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, in any manner or degree which will render the services required under the provisions of this Agreement a violation of any applicable local, state or federal law. TAMC further declares that, in the performance of this Agreement, no subcontractor or person having such an interest shall be employed. In the event that any conflict of interest should nevertheless hereinafter arise, TAMC shall promptly notify City of the existence of such conflict of interest so that City may determine whether to terminate



this Agreement. TAMC further warrants its compliance with the Political Reform Act (Government Code section 81000 et seq.) and Salinas City Code Chapter 2A that apply to TAMC as the result of TAMC's performance of the work or services pursuant to the terms of this Agreement.

26. **Headings.** The section headings appearing herein shall not be deemed to govern, limit, modify, or in any manner affect the scope, meaning or intent of the provisions of this Agreement.

27. **Attorneys' Fees.** In case suit shall be brought to interpret or to enforce this Agreement, or because of the breach of any other covenant or provision herein contained, the prevailing party in such action shall be entitled to recover their reasonable attorneys' fees in addition to such costs as may be allowed by the Court. City's attorneys' fees, if awarded, shall be calculated at the market rate.

28. **Non-Exclusive Agreement.** This Agreement is non-exclusive and both City and TAMC expressly reserves the right to contract with other entities for the same or similar services.

29. **Rights and Obligations Under Agreement.** By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

30. **Licenses.** If a license of any kind, which term is intended to include evidence of registration, is required of TAMC, its representatives, agents or subcontractors by federal, state or local law, TAMC warrants that such license has been obtained, is valid and in good standing, and that any applicable bond posted in accordance with applicable laws and regulations.

31. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute a single agreement.

32. **Legal Representation.** Each party affirms that it has been represented, if it so chose, by legal counsel of its own choosing regarding the preparation and the negotiation of this Agreement and the matters and claims set forth herein, and that each of them has read this Agreement and is fully aware of its contents and its legal effect. Neither party is relying on any statement of the other party outside the terms set forth in this Agreement as an inducement to enter into this Agreement.

33. **Joint Representation.** The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any party. No presumptions or rules of interpretation based upon the identity of the party preparing or drafting the Agreement, or any part thereof, shall be applicable or invoked.

34. **Warranty of Authority.** Each party represents and warrants that it has the right, power, and authority to enter into this Agreement. Each party further represents and warrants that it has given any and all notices, and obtained any and all consents, powers, and authorities, necessary to permit it, and the persons entering into this Agreement for it, to enter into this Agreement.



**35. No Waiver of Rights.** Waiver of a breach or default under this Agreement shall not constitute a continuing waiver or a waiver of a subsequent breach of the same or any other provision of this Agreement. The failure to provide notice of any breach of this Agreement or failure to comply with any of the terms of this Agreement shall not constitute a waiver thereof. Failure on the part of either party to enforce any provision of this Agreement shall not be construed as a waiver of the right to compel enforcement of such provision or any other provision. A waiver by the City of any one or more of the conditions of performance under this Agreement shall not be construed as waiver(s) of any other condition of performance under this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement on the date first written above.

**CITY OF SALINAS**

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Steve Carrigan  
City Manager

APPROVED AS TO FORM:

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☐ Christopher A. Callihan, City Attorney, or  
☐ Rhonda Combs, Assistant City Attorney

**TAMC**

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By: Todd Muck  
Its: Executive Director







## Exhibit A- Insurance Requirements

### Insurance Requirements

TAMC shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the TAMC, his agents, representatives, employees, or subcontractors. With respect to General Liability and Professional Liability, coverage should be maintained for a minimum of five (5) years after Agreement completion.

### MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

- (A) **Commercial General Liability** (“CGL”): Insurance Services Office Form (“ISO”) CG 00 01 covering CGL on an occurrence basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- (B) **Automobile Liability**: ISO Form CA 0001 covering any auto, or if TAMC has no owned autos, hired and non-owned, with limits no less than **\$1,000,000** per accident for bodily injury and property damage.
- (C) **Workers’ Compensation** insurance as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with a limit of no less than **\$1,000,000** per accident for bodily injury or disease.
- (D) **Professional Liability** (also known as Errors and Omissions) insurance appropriate to the work being performed, with limits no less than **\$1,000,000** per occurrence or claim, **\$2,000,000** aggregate per policy period of one year.

If the TAMC maintains broader coverage and/or higher limits than the minimums shown above, the City of Salinas requires and shall be entitled to the broader coverage and/or higher limits maintained by the TAMC. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

### OTHER INSURANCE PROVISIONS

**The insurance policies are to contain, or be endorsed to contain, the following provisions:**

#### *Additional Insured Status*

**The City of Salinas, its officers, officials, employees, and volunteers are to be covered as additional insureds** on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the TAMC including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the TAMC’s insurance (at least as broad as ISO Form CG 20 10, CG 11 85, or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 forms if later revisions used).



### ***Primary Coverage***

For any claims related to this Agreement or the project described within this Agreement, the **TAMC's insurance coverage shall be primary coverage** at least as broad as ISO Form CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the TAMC's insurance and shall not contribute with it.

### ***Notice of Cancellation***

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.

### ***Waiver of Subrogation***

TAMC hereby grants to City a waiver of any right to subrogation which any insurer of said TAMC may acquire against the City by virtue of the payment of any loss under such insurance. TAMC agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Salinas for all work performed by the TAMC, its employees, agents, and subcontractors.

### ***Self-Insured Retentions***

Self-insured retentions must be declared by TAMC to and approved by the City. At the option of the City, TAMC shall provide coverage to reduce or eliminate such self-insured retentions as respects the City, its officers, officials, employees, and volunteers; or the TAMC shall provide evidence satisfactory to the City guaranteeing payment of losses and related investigations, claim administrations, and defense expenses. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

### ***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 City.

### ***Claims Made Policies***

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of this Agreement or the beginning of Agreement work.
2. Insurance must be maintained and evidence of insurance must be provided ***for at least five (5) years after completion of the Agreement of work.***
3. If coverage is canceled or non-renewed, and not ***replaced with another claims-made policy form with a Retroactive Date*** prior to the Agreement effective date, the TAMC must purchase "extended reporting" coverage for a minimum of ***five (5) years*** after completion of Agreement work.
4. A copy of the claims reporting requirements must be submitted to the City for review.



***Verification of Coverage***

TAMC shall furnish the City with original certificates and amendatory endorsements or copies of the applicable insurance language effecting coverage required by this Agreement. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the TAMC's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

***Subcontractors***

TAMC shall require and verify that all sub-TAMCs and/or subcontractors maintain insurance meeting all the requirements stated herein, and TAMC shall ensure that Entity is an additional insured on insurance required from such sub-TAMCs and/or subcontractors.

***Special Risks or Circumstances***

City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

***Maintenance of Insurance***

Maintenance of insurance by TAMC as specified shall in no way be interpreted as relieving TAMC of its indemnification obligations or any responsibility whatsoever and the TAMC may carry, at its own expense, such additional insurance as it deems necessary.



**Exhibit B- Scope of Service**

**Scope of Service; Compensation**



# Exhibit B - Scope of Services

Exhibit 25-R ATP Non-Infrastructure Project Work Plan			
Fill in the following items:			
Date: (1)			
Implementing Agency Name: (2)	City of Salinas		
Project Number: (3)	2		
Project Location(s): (4a)	Alisal Community School		
" " (4b)	Alisal High School		
" " (4c)			
" " (4d)			
Project Description: (5)	Improve health and safety of the Salinas community by engaging, educating and encouraging children to incorporate safe walking and bicycling as part of daily life and provide programming that offers opportunities for incremental travel behavior change steps to result in long-lasting healthy habits. Particular focus on engaging elementary school students, low-income families in the project area. All communications and materials will be bilingual.		
Enter information in each Task Tab, as it applies (Task A, Task B, Task C, Task C, etc.)			
<b><u>For Department use only</u></b> 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	Non-ATP Cost
<a href="#">Task "A"</a>	PROJECT MANAGEMENT & COORDINATION	\$ 3,202.04	\$ -
<a href="#">Task "B"</a>	SRTS KICK-OFF ACTIVITIES	\$ 7,802.40	\$ -
<a href="#">Task "C"</a>	SRTS ENGAGEMENT & EDUCATION	\$ 72,971.00	\$ -
<a href="#">Task "D"</a>	REPORTING/INVOICING	\$ 1,023.36	\$ -
<a href="#">Task "E"</a>		\$ -	\$ -
<a href="#">Task "F"</a>		\$ -	\$ -
<a href="#">Task "G"</a>		\$ -	\$ -
<a href="#">Task "H"</a>		\$ -	\$ -
<a href="#">Task "I"</a>		\$ -	\$ -
<a href="#">Task "J"</a>		\$ -	\$ -
ATP Total:		\$ 84,998.80	
Non-ATP Total:			\$ -
GRAND TOTAL		\$	84,998.80



TASK "A" DETAIL						
Task Name (5a):		PROJECT MANAGEMENT & COORDINATION				
Task Summary (5b):		Project kick-off meeting with partner agencies and subsequent monthly partner coordination meetings. Competitive request for proposals process will be done to hire for consultant services.				
	Start Date	End Date	Task Activities (6a):	Deliverables (6b):		
1.	Sep-23	Jun-27	Project kick-off meeting with partner agencies	Meeting Notes		
2.	Sep-23	Jun-27	Monthly Coordination meetings	Log of Meeting Notes		
3.	Sep-23	Jun-27	RFP for NI Consultant Services	Consultant Contract		
4.	Sep-23	Jun-27				
5.						
6.						
7.						
8.						
9.						
10.						
Staff Costs (7):						
Staff Time (Agency) (7a):			ATP or Non-ATP (select one)	Staff Hours	Rate Per Hour	ATP Total \$
Party 1 - Principal Transportation Planner (TAMC)			ATP	10	\$150.00	\$ 1,500.00
Party 2 - Chronic Disease Prevention Coordinator (IP)			ATP	8	\$96.44	\$ 771.52
Party 3 - Health Program Coordinator (IP)			ATP	4	\$105.84	\$ 423.36
Party 4 - Public Health Program Manager II (IP)			ATP	4	\$126.79	\$ 507.16
Party 5 -						
Party 6 -						
Subtotal Agency Costs:					\$	3,202.04
Staff Time (Consultant) (7b):			ATP or Non-ATP (select one)	Staff Hours	Rate Per Hour	ATP Total \$
Party 1 -						
Party 2 -						
Party 3 -						
Subtotal Consultant Costs:					\$	-
Total Staff Costs (Agency & Consultant) (7c):					\$	3,202.04
Indirect Costs (8)						
Approved ICAP (8a)?		<input checked="" type="checkbox"/>	If Approved ICAP box is checked, provide Rate (8b):		64%	ATP Indirect Costs (8c):
Task Notes (9):						
IP Team- 1 year of Task A						
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 tab:						
					ATP Total \$	Non-ATP Total \$
To fill out an itemized cost for each "Other Cost", click below:  <div>Itemized "Other Costs" Section</div>					Travel (10a):	\$ -
					Equipment (10b):	\$ -
					Supplies/Materials (10c):	\$ -
					Incentives (10d):	\$ -
					Other Direct Costs (10e):	\$ -
					Other Direct Costs (10f):	\$ -
Total Other Costs (10g):					\$ -	\$ -
TASK GRAND TOTAL (11):					\$	3,202.04



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

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



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

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



TASK "B" DETAIL							
Task Name (5a):		SRTS KICK-OFF ACTIVITIES					
Task Summary (5b):		Lay the foundation for sustainable safe routes to school programming. Meet with school, parents and community to provide information on the importance of a collaborative public health approach in active transportation option to enhance community/student health. Determine lead SRTS contacts/champions at the school sites and share information with school community and parents about upcoming SRTS activities and opportunities for engagement.					
	Start Date	End Date	Activities (6a):	Deliverables (6b):			
1.	Sep-23	Jun-27	Advertise SRTS kick-off activities to parents and school community.	Copies of fliers and press releases from kick-off activities.			
2.	Sep-23	Jun-27	Conduct SRTS kick-off activities at the schools or virtually to promote social distance learning as required.	Photos/records of the activities.			
3.	Sep-23	Jun-27	Identify at least one staff person at the school site to act as the SRTS contact/liaison.	Names of staff who will be SRTS contact support staff.			
4.							
5.							
6.							
7.							
8.							
9.							
10.							
Staff Costs (7):							
Staff Time (Agency) (7a):			ATP or Non-ATP (select one)	Staff Hours	Rate Per Hour	ATP Total \$	
Party 1 - Chronic Disease Prevention Coordinator (IP)			ATP	40	\$96.44	3,857.60	
Party 2 - Chronic Disease Prevention Specialist II (IP)			ATP	40	\$84.67	3,386.80	
Party 3 -							
Party 4 -							
Party 5 -							
Party 6 -							
Subtotal Agency Costs:					\$	7,244.40	
Staff Time (Consultant) (7b):			ATP or Non-ATP (select one)	Staff Hours	Rate Per Hour	ATP Total \$	
Party 1 -							
Party 2 -							
Party 3 -							
Subtotal Consultant Cost:					\$	-	
Total Staff Costs (Agency & Consultant) (7c):					\$	7,244.40	
Indirect Costs (8)							
Approved ICAP (8a)?	<input checked="" type="checkbox"/>	If Approved ICAP box is checked, provide Rate (8b):			64%	ATP Indirect Costs (8c):	
Task Notes (9):							
IP Team- 1 year of Task B.							
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 tab:							
					ATP Total \$	Non-ATP 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):	\$ 58.00	\$ -
					Equipment (10b):	\$ -	\$ -
					Supplies/Materials (10c):	\$ 500.00	\$ -
					Incentives (10d):	\$ -	\$ -
					Other Direct Costs (10e):	\$ -	\$ -
					Other Direct Costs (10f):	\$ -	\$ -
Total Other Costs (9g):					\$ 558.00	\$ -	
TASK GRAND TOTAL (10):					\$	7,802.40	



Task "B" Other Costs:						
Itemized Travel Cost (10a)						
Please provide an itemized "travel" cost estimate for all travel costs applicable to this task						
Travel (10a)						
Type of Travel	ATP or Non-ATP (select one)	Quantity	Units	Cost \$	ATP Total \$	Non-ATP Total \$
1. Mileage to and from sites and activities (IP)	ATP	100	miles	\$0.58	\$ 58.00	
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
Total:					\$ 58.00	\$ -
Total Travel Cost:					\$	58.00

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

Itemized Supplies/Materials Cost (10c)						
Please provide an itemized "supplies/materials" cost estimate for all supplies/materials cost applicable to this task						
Supplies/Materials (10c)						
Type of Supplies/Materials	ATP or Non-ATP (select one)	Quantity	Cost \$	ATP Total \$	Non-ATP Total \$	
1. Office Supplies (IP)	ATP	1	500.00	\$ 500.00		
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
Total:				\$ 500.00	\$ -	
Total Supplies/Materials Cost:				\$	500.00	



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

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



TASK "C" DETAIL						
Task Name (5a):		SRTS ENGAGEMENT & EDUCATION				
Task Summary (5b):		Conduct educational presentations to 2nd-5th grades so that students learn how to safely use the project corridor. Conduct "Walk-around-the-block" pedestrian safety trainings for all 2nd grade classes and bicycle safety trainings and rodeos for all 5th grade classes at Alisal Community. Work with High School students and community members to paint sidewalks and celebrate Walk & Bike to school day at the High School and Alisal Community				
	Start Date	End Date	Task Activities (6a):	Deliverables (6b):		
1.	Sep-23	Jun-27	Develop program activities, may be completed virtually as needed.	Program activities matrix.		
2.	Sep-23	Jun-27	Pedestrian Safety Presentations for 3rd and 4th grades in person or virtual (all 3rd and 4th grades for one elementary school for one year)	Approx. 24 Presentations, Copies of Presentations, Photos, Number of Students Served & Evaluation Activity Results		
3.	Sep-23	Jun-27	Conduct pedestrian safety presentations for all 2nd grade classrooms	Approx. 12 presentations. Log of Presentation Events, Photos, Number of Students Served and Evaluation Activity Results.		
4.	Sep-23	Jun-27	Conduct pedestrian safety Walk-Around-the-Block for all 2nd grade classrooms	Approx. 12 field trips. Log of Field Trip Events, Photos, Number of Students Served and Evaluation Activity Results.		
5.	Sep-23	Jun-27	Conduct bicycle safety presentations for all 5th grade classrooms	Approx. 12 classes. Log of Presentation Events, Photos, Number of Students Served and Evaluation Activity Results.		
6.	Sep-23	Jun-27	Conduct bicycle safety rodeos for all 5th grade classrooms	Approx. 12 rodeos. Log of Rodeo Events, Photos, Number of Students Served and Evaluation Activity Results.		
7.	Sep-23	Jun-27	Work with Alisal High School students and community members to paint sidewalks marking safe routes to school and conduct Walk & Bike to School Day events at two schools	Event Flyers; Press Release, Photos, Number of Students Served & Evaluation of Activity Results		
8.						
Staff Costs (7):						
Staff Time (Agency) (7a):		ATP or Non-ATP (select one)	Staff Hours	Rate Per Hour	ATP Total \$	Non-ATP Total \$
Party 1 -	Chronic Disease Prevention Coordinator (IP)	ATP	40	\$96.44	\$ 3,857.60	
Party 2 -	Chronic Disease Prevention Specialist II (IP)	ATP	40	\$84.67	\$ 3,386.80	
Party 3 -	Health Program Coordinator (IP)	ATP	8	\$105.84	\$ 846.72	
Party 4 -	Public Health Program Manager II (IP)	ATP	4	\$126.79	\$ 507.16	
Party 5 -	Principal Transportation Planner	ATP	7	\$150.00	\$ 1,050.00	
Party 6 -	Associate Transportation Planner	ATP	10	\$120.00	\$ 1,200.00	
Party 7 -	Transportation Planner	ATP	20	\$90.00	\$ 1,800.00	
Subtotal Agency Costs:					\$ 12,648.28	\$ -
Staff Time (Consultant) (7b):		ATP or Non-ATP (select one)	Staff Hours	Rate Per Hour	ATP Total \$	Non-ATP Total \$
Party 1 -	Consultant - Pedestrian Safety Trainings (12 trainings)	ATP	1	\$24,870.36	\$ 24,870.36	
Party 2 -	Consultant - Bicycle Safety Trainings (12 trainings)	ATP	1	\$28,545.12	\$ 28,545.12	
Party 3 -						
Subtotal Consultant Costs:					\$ 53,415.48	\$ -
Total Staff Costs (Agency & Consultant) (7c):					\$ 66,063.76	\$ -
Indirect Costs (8)						
Approved ICAP (8a)?		If Approved ICAP box is checked, provide Rate (8b):		64%	ATP Indirect Costs (8c):	
Task Notes (9):						
IP team- One year of Task C						
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 tab:						
				ATP Total \$	Non-ATP Total \$	
To fill out an itemized cost for each "Other Cost", click below:  <div>Itemized "Other Costs" Section</div>				Travel (10a):	\$ 58.00	\$ -
				Equipment (10b):	\$ -	\$ -
				Supplies/Materials (10c):	\$ 400.00	\$ -
				Incentives (10d):	\$ 700.00	\$ -
				Other Direct Costs (10e):	\$ 5,749.24	\$ -
				Other Direct Costs (10f):	\$ -	\$ -
Total Other Costs (10g):				\$ 6,907.24	\$ -	
TASK GRAND TOTAL (11):				\$ 72,971.00	\$ -	



Task "C" Other Costs:							
Itemized Travel Cost (10a)							
Please provide an itemized "travel" cost estimate for all travel costs applicable to this task							
Travel (10a)							
Type of Travel	ATP or Non-ATP (select one)	Quantity	Units	Cost \$	ATP Total \$	Non-ATP Total \$	
1. Reimbursable mileage to and from school sites and SRTS events (IP)	ATP	100	miles	\$0.58	\$ 58.00		
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
Total:					\$ 58.00	\$ -	
Total Travel Cost:					\$ 58.00		

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

Itemized Supplies/Materials Cost (10c)						
Please provide an itemized "supplies/materials" cost estimate for all supplies/materials costs applicable to this task						
Supplies/Materials (10c)						
Type of Supplies/Materials	ATP or Non-ATP (select one)	Quantity	Cost \$	ATP Total \$	Non-ATP Total \$	
1. Duplicating Costs for outreach and presentations (IP)	ATP	100	1.00	\$ 100.00		
2. Educational Materials for outreach and presentations (IP)	ATP	100	2.00	\$ 200.00		
3. Printing for outreach and education (IP)	ATP	100	1.00	\$ 100.00		
4. Custom Stencils						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
Total:				\$ 400.00	\$ -	
Total Supplies/Materials Cost:				\$ 400.00		



Task "C" Other Costs:						
Itemized Incentives Cost (10d)						
Please provide an itemized "incentives" cost estimate for all incentives costs applicable to this task						
Incentives (10d)						
	Type of Incentives	ATP or Non-ATP (select one)	Quantity	Cost \$	ATP Total \$	Non-ATP Total \$
1.	Reflective arm bands for pedestrian presentations (IP)	ATP	200	3.50	\$ 700.00	
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
Total:					\$ 700.00	\$ -
Total Incentives Cost:					\$	700.00

Itemized Other Direct Costs (10e)						
Please provide an itemized "other direct" cost estimate for all other costs applicable to this task						
Other Direct Costs (10e)						
	Type of Other Direct Costs	ATP or Non-ATP (select one)	Quantity	Cost \$	ATP Total \$	Non-ATP Total \$
1.	IT/ERP/Telecom/ERP Reserve (costs for 1 year 1 staff) (IP)	ATP	1	5,749.24	\$ 5,749.24	
2.	Graphic Design	ATP	1		\$ -	
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
Total:					\$ 5,749.24	\$ -
Total Other Direct Cost:					\$	5,749.24

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



TASK "D" DETAIL							
Task Name (5a):		REPORTING/INVOICING					
Task Summary (5b):		Provide quarterly reports and invoices to submit to Caltrans (4 invoices and reports)					
	Start Date	End Date	Task Activities (6a):	Deliverables (6b):			
1.	Sep-23	Jun-27	Invoices	Invoices and back-up documentation			
2.	Sep-23	Jun-27	Reporting	Quarterly reports			
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
Staff Costs (7):							
Staff Time (Agency) (7a):			ATP or Non-ATP (select one)	Staff Hours	Rate Per Hour	ATP Total \$	Non-ATP Total \$
Party 1 -	Helath Program Coordinator (IP)		ATP	4	\$105.84	\$ 423.36	
Party 2 -	Principal Transportation Planner		ATP	4	\$150.00	\$ 600.00	
Party 3 -							
Party 4 -							
Party 5 -							
Party 6 -							
Subtotal Agency Costs:						\$ 1,023.36	\$ -
Staff Time (Consultant) (7b):			ATP or Non-ATP (select one)	Staff Hours	Rate Per Hour	ATP Total \$	Non-ATP Total \$
Party 1 -							
Party 2 -							
Party 3 -							
Subtotal Consultant Costs:						\$ -	\$ -
Total Staff Costs (Agency & Consultant) (7c):						\$ 1,023.36	\$ -
Indirect Costs (8)							
Approved ICAP (8a)?		<input checked="" type="checkbox"/>	If Approved ICAP box is checked, provide Rate (8b):		64%	ATP Indirect Costs (8c):	
Task Notes (9):							
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 tab:							
					ATP Total \$	Non-ATP Total \$	
To fill out an itemized cost for each "Other Cost", click below:  <div>Itemized "Other Costs" Section</div>					Travel (10a):	\$ -	\$ -
					Equipment (10b):	\$ -	\$ -
					Supplies/Materials (10c):	\$ -	\$ -
					Incentives (10d):	\$ -	\$ -
					Other Direct Costs (10e):	\$ -	\$ -
					Other Direct Costs (10f):	\$ -	\$ -
Total Other Costs (10g):					\$ -	\$ -	
TASK GRAND TOTAL (11):					\$ 1,023.36	\$ -	



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

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



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

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