



**CITY OF MONTEBELLO
CITY COUNCIL
REGULAR MEETING**

WEDNESDAY, FEBRUARY 11, 2026 AT 6:00 PM

**CITY HALL COUNCIL CHAMBERS
1600 WEST BEVERLY BOULEVARD
MONTEBELLO, CALIFORNIA**

CITY COUNCIL

**Georgina Tamayo, Mayor
Danielle Romero, Mayor Pro Tem
Scarlet Peralta, Councilmember
Ric Alonzo, Councilmember
Salvador Melendez, Councilmember**

CITY MANAGER

Raul Alvarez

CITY TREASURER

David Matanga

CITY ATTORNEY

Arnold M. Alvarez-Glasman

CITY CLERK

Christopher Jimenez

DEPARTMENT HEADS

**Assistant City Manager
Fire Chief
Police Chief
Director of City Clerk Services
Director of Finance
Director of Human Resources
Director of Planning/Community Development
Director of Public Works
Director of Recreation and Community Services
Director of Transportation**

**Angelica Palmeros
Fernando Pelaez
Luis Lopez
Kimberly Guillen
Michael Solorza
Ramon Figueroa
Joseph Palombi
Cesar Roldan
David Sosnowski
John Soria**

NOTICES

This City Council Meeting ("Council") will be held in person and will meet at **City Hall – City Council Chambers, 1600 West Beverly Boulevard, Montebello, California.** The meeting will be live streamed and can be watched on the City's website and YouTube Channel via the following link: <https://www.montebelloca.gov>, and may also be viewed on Spectrum Public Access Channel 3 for all Spectrum cable subscribers.

AMERICANS WITH DISABILITIES ACT: In compliance with the Americans with Disabilities Act (ADA) any person with a disability who requires special accommodations in order to participate in a meeting should contact the Administration Office at (323) 887-1437 Monday-Thursday from 7:30 a.m.-5:30 p.m. Please call 48 hours prior to the meeting to ensure that reasonable arrangements can be made to provide accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II 1203). If you require translation services, please contact the City Clerk's office 72 hours before this meeting. **Si necesita servicios de traducción, comuníquese con la Oficina del Secretario Municipal 72 horas antes de esta reunión.** 如果您需要翻译服务, 请在会议前 72 小时联系市书记员办公室.

RULES OF DECORUM:

Pursuant to Section 54957.95 of the Government Code, the presiding member of the legislative body conducting a meeting, or their designee, is authorized to remove, or cause the removal of, an individual for disrupting the meeting. Any such removal will be preceded by a warning to the disruptive individual by the presiding member of the legislative body or their designee that the individual's behavior is disrupting the meeting and that the individual's failure to promptly cease their disruptive behavior may result in their removal.

PUBLIC COMMENTS:

In-Person: For those interested in participating during the Public Comment period(s) or public testimony period for Public Hearings of the City Council meetings, you may address the City Council ***in person only the day of the meeting.*** Speakers will be required to fill out a speaker card provided at the door and submit it to City Clerk staff prior to each Public Comment announcement period. Staff will number and call each speaker card in the order received. ***Closed Session begins at 6:00 p.m., and Regular Session will begin at 7:00 p.m. If there is no Closed Session, the Regular Session will begin at 6:00 p.m.***

AGENDA MATERIALS: The agenda and/or agenda packet are available for public inspection at City's website at: [Agendas, Minutes, and Videos](#),

IN CONSIDERATION OF OTHERS, PLEASE TURN OFF, OR MUTE, ALL CELL PHONES AND PAGERS
THANK YOU FOR YOUR COOPERATION

OPENING CEREMONIES

CALL TO ORDER - 6:00 P.M.

ROLL CALL

CLOSED SESSION - NONE

REGULAR SESSION - 6:00 P.M.

INVOCATION

PLEDGE OF ALLEGIANCE

CORRECTIONS TO THE AGENDA - CITY MANAGER

CEREMONIAL ITEMS/PRESENTATIONS

1. PROCLAMATION OF LIBRARY LOVER'S MONTH
2. PROCLAMATION FOR AMERICAN HEART MONTH

PUBLIC COMMENTS ON NON-AGENDA ITEMS (30 MINUTES)

At this time, the public may submit speaker card(s) to the City Clerk staff, for both agenda and non-agenda items, prior to the beginning of this statement; Public Hearing items do not require a speaker card.

The City Council will address non-agenda items during this section and speakers will be called in the order received. Those persons not accommodated during this 30-minute period will have an opportunity to speak under "Public Comments – Continued", after all scheduled matters have been considered. **Public Hearing, Regular Business and/or Consent Calendar items will be addressed at the time that matter of business is heard, in the order received.**

Please be aware that the maximum time allotted for members of the public to speak shall not exceed three (3) minutes per speaker. State Law prohibits the City Council from taking action or entertaining extended discussion on a topic not listed on the agenda. Please show courtesy to others and direct all of your comments to the Mayor and City Council.

STAFF COMMUNICATIONS ON ITEMS OF COMMUNITY INTEREST

REGULAR BUSINESS

3. **ADOPT URGENCY ORDINANCE NO. 2491 AMENDING TITLE 17 (ZONING) OF THE MONTEBELLO MUNICIPAL CODE, RELATING TO INTERIM ZONING CONTROLS FOR ARTIFICIAL INTELLIGENCE (AI) DATA CENTERS CITYWIDE**

RECOMMENDATION: It is recommended that the City Council:

1. Adopt Urgency Ordinance No. 2491 amending Title 17 (Zoning) of the Montebello Municipal Code, establishing interim zoning controls applicable to Artificial Intelligence (AI) Data Centers; and
2. Take such additional and/or related action that may be desirable.

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine. Any items a member wishes to discuss, including any items the public submitted speaker cards for, should be designated at this time. All other items may be approved in a single motion. Such approval will also waive the reading of any Ordinance.

4. ADOPT RESOLUTION NO. 26-07 APPOINTING A MEMBER AND ALTERNATE(S) TO THE GOVERNING BOARD OF THE LOS ANGELES GATEWAY REGION INTEGRATED REGIONAL WATER MANAGEMENT JOINT POWERS AUTHORITY

RECOMMENDATION: It is recommended that the City Council:

1. Adopt Resolution No. 26-07 appointing one primary board member and two alternate board members representing the City of Montebello to the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority (GWMA); and,
2. Take such additional, related action that may be desirable.

5. APPROVE AMENDMENT NO. 2 TO AGREEMENT NO. 4175 WITH YUNEX LLC FOR TRAFFIC SIGNAL MAINTNANCE SERVICES

RECOMMENDATION: It is recommended that the City Council:

1. Approve Amendment No. 2 to Agreement No. 4175 between the City of Montebello and Yunex LLC to increase the not-to-exceed amount of the Agreement by \$90,000; and
2. Amend the adopted Fiscal Year 2025-26 budget by increasing appropriations by \$39,240 in Account No. 200-30-310-6040.50 (Gas Tax – Public Works – Streets – Contract Services-Street Maintenance); and
3. Authorize the City Manager to execute the Amendment on behalf of the City; and
4. Take such additional, related action that may be desirable.

6. AWARD AGREEMENT NO. 4457 WITH KTU&A INC FOR THE MONTEBELLO MOBILITY HUB CONNECTIVITY FEASIBILITY STUDY

RECOMMENDATION: It is recommended that the City Council:

1. Award Agreement No. 4457 with KTU&A Inc., (KTUA), to conduct a Mobility Hub Connectivity Feasibility Study in response to Request for Proposals No. 26-07 (RFP No. 26-07), for a total not-to-exceed amount of \$449,974 for a three-year (3-year) term; and
2. Authorize the City Manager to execute and finalize Agreement No. 4457; and
3. Authorize the City Manager to approve change orders up to an additional ten percent (10%) of the total not-to-exceed amount; and
4. Take such additional, related, action that may be desirable.

7. APPROVE BLANKET PURCHASE ORDERS WITH ANY PROMO INC, THE ARTCRAFT GROUP INC, AND 4AP HOLDINGS INC. FOR PURCHASE OF TRANSIT RELATED PROMOTIONAL ITEMS

RECOMMENDATION: It is recommended that the City Council:

1. Approve establishing a blanket purchase order (PO) with Any Promo Inc. (Any Promo), for a total not-to-exceed amount of \$100,000, to purchase promotional items; and
2. Approve establishing a blanket PO with The Artcraft Group Inc. (Promotions Now), for a total not-to-exceed amount of \$100,000, to purchase promotional items; and
3. Approve establishing a blanket PO with 4AP Holdings Inc. (4AllPromo), for a total not-to-exceed amount of \$100,000, to purchase promotional items; and
4. Amend the Fiscal Year 2025-26 adopted budget to increase appropriations by \$300,000 in Account No. 600-90-900-6025 (Transit, Transportation Administration, Advertising/Printing Services); and
5. Take any additional related actions as deemed necessary.

8. APPROVE INCREASES TO THE PURCHASE ORDER NOT-TO-EXCEED AMOUNTS FOR AFTERMARKET PARTS COMPANY LLC, CUMMINS PACIFIC LLC, GILLIG LLC, MUNCIE TRANSIT SUPPLY, RUSH TRUCK CENTERS OF CALIFORNIA INC, AND WAYNE HARMEIER INC FOR TRANSIT RELATED EQUIPMENT AND

SUPPLIES**RECOMMENDATION: It is recommended that the City Council:**

1. Approve an increase to the total not-to-exceed (NTE) amount, from \$250,000 to \$400,000, for a blanket purchase order (PO) with Aftermarket Parts Company LLC (Aftermarket Parts), to purchase maintenance-related bus parts, for Fiscal Year 2025-26; and
2. Approve an increase to the total NTE amount, from \$60,000 to \$80,000, for a blanket PO with Cummins Pacific LLC (Cummins Pacific), to purchase maintenance-related bus parts, for FY 2025-26; and
3. Approve an increase to the total NTE amount, from \$49,000 to \$75,000, for a blanket PO with Gillig LLC (Gillig), to purchase maintenance-related bus parts, for FY 2025-26; and
4. Approve an increase to the total NTE amount, from \$25,000 to \$100,000, for a blanket PO with Muncie Transit Supply (Muncie Transit), to purchase maintenance-related bus parts, for FY 2025-26; and
5. Approve an increase to the total NTE amount, from \$80,000 to \$100,000, for a blanket PO with Rush Truck Centers of California (Rush Truck Centers), to purchase maintenance-related bus parts, for FY 2025-26; and
6. Approve an increase to the total NTE amount, from \$80,000 to \$100,000, for a blanket PO with Wayne Harmeier Inc (dba Wayne Electric), to purchase maintenance-related bus parts, for FY 2025-26; and
7. Amend the Fiscal Year 2025-26 adopted operating budget to increase appropriations by \$311,000 in Account No. 600-90-915-6080.50 (Transit, Transportation, Corporate Shops - Vehicle Maintenance/Expenses Bus Parts).

9. APPROVE THE PURCHASE OF THREE (3) VEHICLES FROM MONTEBELLO AUTO GROUP LLC (MONTEBELLO CHEVROLET) FOR THE TRANSPORTATION DEPARTMENT

RECOMMENDATION: It is recommended that the City Council:

1. Approve establishing a purchase order (PO) with Montebello Auto Group LLC (Montebello Chevrolet) for a total not-to-exceed amount of \$131,411 to purchase one (1) 2025 Silverado 1500 Regular Cab WT Long Bed, one (1) 2026 Equinox LT, and one (1) 2026 Blazer EV; and
2. Authorize the City Manager to approve change orders up to an additional ten percent (10%) or \$13,142 of the total purchase amount; and
3. Amend the Fiscal Year 2025-26 adopted operating budget by increasing appropriations by \$144,553 in Account No. 600-90-915-6082 (Transit, Administration, Corporate Shop, Vehicle Purchases); and
4. Authorize the disposal of surplus vehicles in accordance with the City's surplus property policy; and
5. Take such additional, related, action that may be desirable.

10. PAYMENT OF BILLS: ADOPT RESOLUTION NO. 26-08 APPROVING THE CITY WARRANT REGISTER OF DEMANDS DATED FEBRUARY 11, 2026

RECOMMENDATION: It is recommended that the City Council:

1. Adopt Resolution No. 26-08 approving the Warrant Register dated February 11, 2026.

PUBLIC COMMENTS - CONTINUED**AB 1234 TRAVEL REPORTS**

Members will provide a brief report on meetings attended at the expense of the local agency as required by Government Code Section 53232.3(d).

COUNCIL/AGENCY ORALS

Announcements and requests for future agenda items.

- **Salvador Melendez, Councilmember**
- **Ric Alonzo, Councilmember**
- **Danielle Romero, Mayor Pro Tem**

- **Scarlet Peralta, Councilmember**
- **Georgina Tamayo, Mayor**

CLOSED SESSION - CONTINUED

ADJOURNMENT

The City of Montebello will adjourn to the next **Regular Meeting on February 25, 2026, at 6:00 p.m.**, which can be live-streamed at <https://www.montebelloca.gov> (Click on Live Stream).

I, Kimberly Guillen, Director of City Clerk Services for the City of Montebello, hereby certify that a copy of this agenda has been posted on or before **Sunday, February 8, 2026, no later than 6:00 p.m.**



Kimberly Guillen, Director of City Clerk Services

EXHIBIT - CITY OF MONTEBELLO FORECASTED AGENDA

Please note, the attached exhibit is a draft version that is to be used for reference purposes only; agenda items, information, and dates are subject to change. The exhibit will be placed at the end of the Agenda Packet.

- **CITY OF MONTEBELLO FORECASTED AGENDA**



ITEM # 3

**CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT**

TO: Honorable Mayor and City Council Members

FROM: Raul Alvarez, City Manager

BY: Joseph Palombi, Director of Planning & Community Development

SUBJECT: ADOPT URGENCY ORDINANCE NO. 2491 AMENDING TITLE 17 (ZONING) OF THE MONTEBELLO MUNICIPAL CODE, RELATING TO INTERIM ZONING CONTROLS FOR ARTIFICIAL INTELLIGENCE (AI) DATA CENTERS CITYWIDE

DATE: February 11, 2026

RECOMMENDATIONS:

It is recommended that the City Council:

1. Adopt Urgency Ordinance No. 2491 amending Title 17 (Zoning) of the Montebello Municipal Code, establishing interim zoning controls applicable to Artificial Intelligence (AI) Data Centers; and
2. Take such additional and/or related action that may be desirable.

FISCAL IMPACT:

Adoption of the urgency ordinance is not expected to have a direct fiscal impact at this time.

BACKGROUND/DISCUSSION:

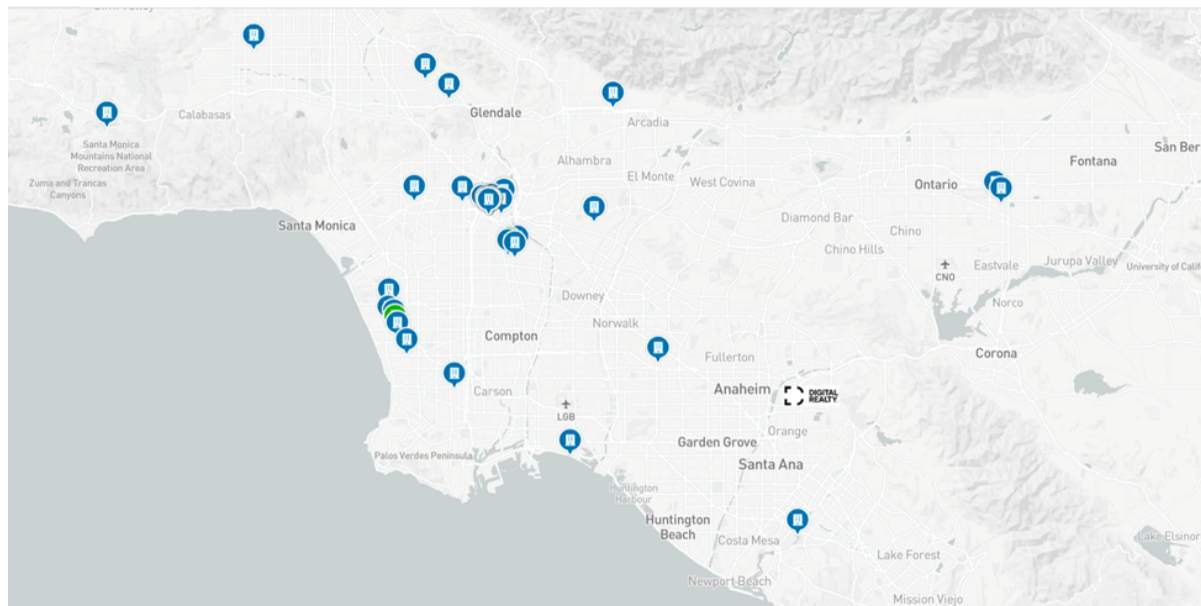
Recent advances in Artificial Intelligence (AI), cloud computing, and digital infrastructure have increased demand for data centers to support AI model training, cloud computing, and real-time data processing. Pursuant to Senate Bill 57, a data center is defined as a large-scale, high-energy-consuming facility that requires uninterruptible power to house servers, network equipment, and software for the storage, processing, and distribution of data. These facilities are increasingly viewed as major energy infrastructure, often requiring high-density, secure environments. These facilities are associated with intensive electrical consumption, significant cooling and water demands, continuous

CITY COUNCIL AGENDA REPORT - MEETING OF FEBRUARY 11, 2026

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operational noise, and potential land use incompatibilities when located near sensitive receptors such as residential neighborhoods, schools, and hospitals.

Across California and the nation, local governments are increasingly confronted with proposals for AI data centers that were not contemplated under existing zoning frameworks. According to DataCenter Map, an online directory and research tool designed to map, locate, and provide information on data centers worldwide, there are approximately 72 data center facilities located within the Los Angeles region, as illustrated below.



The map identifies existing data center locations distributed throughout Los Angeles County and surrounding areas, including facilities in industrial and commercial zones. Many existing data centers can support AI-related workloads, and the rapid growth of AI technologies has resulted in increased interest in building facilities in the region. The mapped facilities are not limited to artificial intelligence only, but many can support AI-related workloads.

In many jurisdictions, these facilities have resulted in:

- Strain on local electrical grids and water supplies;
- Increased greenhouse gas emissions and heat generation;
- Noise and air quality impacts from backup generators and cooling systems;
- and
- Conflicts with surrounding land uses.

The City of Montebello's Title 17 (Zoning) does not currently contain specific definitions, use classifications, or development standards governing AI data centers or similarly intensive computing facilities. Absent clear zoning regulations, it would be difficult to properly analyze and permit such uses without understanding their potential environmental effects related to the operational impacts.

Given the pace of technological development and private sector interest in siting such facilities, the City faces an immediate need to establish interim zoning controls on AI data centers while comprehensive, permanent zoning standards are developed.

DISCUSSION:

Artificial Intelligence data centers represent a land use with potentially significant local impacts that are not adequately addressed by the City's current zoning regulations under Title 17. While data centers may resemble traditional industrial or commercial uses in form, their operational characteristics—such as 24-hour operation, energy use intensity, cooling infrastructure, emergency power generation, and substantial water use— they present unique challenges for land use compatibility and municipal infrastructure.

California Government Code Sections 36934, 36937, and 65858 authorize the City Council to adopt urgency ordinances that take immediate effect for the preservation of public peace, health, and safety when adopted by a four-fifths vote of the City Council. Government Code Section 36934 permits urgency ordinances to be passed immediately upon introduction at either a regular or special meeting. Section 36937 further provides that such ordinances shall take effect immediately if they contain a declaration of facts constituting the urgency and are adopted by a four-fifths vote.

Pursuant to Government Code Section 65858, the City Council may adopt an urgency ordinance amending Title 17 (Zoning), without following the procedures otherwise required for zoning amendments, to temporarily prohibit or restrict uses where necessary to protect public safety, health, and welfare.

In this case, the urgency ordinance is justified by the immediate and increasing interest in siting AI data centers in Southern California, combined with the absence of zoning standards, and further analyses, governing their location and operation. Without interim zoning controls, such facilities could be established in districts ill-suited to mitigate their environmental, infrastructural, and community impacts.

Accordingly, the proposed ordinance would temporarily prohibit or restrict the establishment, expansion, or intensification of AI data centers within the City, except as may be expressly allowed by the ordinance, pending adoption of permanent zoning regulations. This approach will provide the City time to:

- Conduct zoning and infrastructure analysis specific to AI data centers;
- Evaluate power, water, sewer, and telecommunications capacity;
- Assess community and environmental impacts;
- Review best practices from other jurisdictions; and
- Develop permanent amendments to Title 17.

This urgency ordinance shall be effective for forty-five (45) days from the date of adoption and may be extended for up to ten (10) months and fifteen (15) days by a properly noticed public hearing and a four-fifths vote of the City Council. No more than two extensions may be adopted.

During the initial 45-day period, City staff will prepare permanent zoning standards for AI data centers, including but not limited to definitions, permitted zoning districts, development standards, performance requirements, and review procedures, for City Council consideration.

ENVIRONMENTAL:

This Urgency Ordinance is not subject to the California Environmental Quality Act (“CEQA”) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the State CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because the ordinance establishes temporary zoning restrictions and does not authorize physical development.

Additionally, Government Code Section 65858 authorizes the City Council to adopt an urgency ordinance to protect the public safety, health, and welfare of the City “without following the procedures otherwise required prior to the adoption of a zoning ordinance.”

ANALYSIS:

N/A

SUMMARY:

Staff recommends that the City Council adopt, by a four-fifths vote, the attached Urgency Ordinance amending Title 17 (Zoning) of the Montebello Municipal Code to establish interim zoning controls on Artificial Intelligence (AI) Data Centers, including the temporary prohibition or restriction of such uses, in order to protect the public health, safety, and welfare while permanent zoning regulations are developed.

ATTACHMENT(S)

1. Attachment A - Urgency Ordinance No. 2491

URGENCY ORDINANCE NO. 2491

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, AMENDING TITLE 17 (ZONING) OF THE MONTEBELLO MUNICIPAL CODE TO ESTABLISH INTERIM ZONING CONTROLS FOR ARTIFICIAL INTELLIGENCE (AI) DATA CENTERS; DECLARING THE URGENCY THEREOF; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT IMMEDIATELY

WHEREAS, the City desires to establish interim zoning controls applicable to Artificial Intelligence (AI) data centers, including the temporary suspension or restriction of zoning approvals for such uses, while comprehensive zoning standards are evaluated and developed; and

WHEREAS, recent advances in artificial intelligence (AI), cloud computing, and high-intensity digital infrastructures have resulted in increased interest in the positioning of large-scale centers; and

WHEREAS, AI data centers are facilities that support continuous, high-intensity computing operations and are characterized by substantial electrical demand, cooling, and water requirements, emergency power generation, and 24-hour operations; and

WHEREAS, the City of Montebello's Title 17 ("Zoning") of the Montebello Municipal Code ("MMC") does not currently contain specific definitions, use classifications, or development standards governing artificial intelligence data centers or similarly intensive computing facilities; and

WHEREAS, absent interim zoning controls, AI data centers could be established, expanded, or intensified in zoning districts not designed to accommodate their operational impacts, potentially affecting public health, safety, and welfare; and

WHEREAS, cities throughout California and the nation have begun to adopt interim zoning controls or moratoria on data center developments to allow time to evaluate appropriate land use regulations and infrastructure capacity; and

WHEREAS, California Government Code sections 36934, 36937, and 65858 authorize the City Council to take action by ordinance to take effect immediately for the preservation of the public peace, health, or safety when adopted by a four-fifths vote of the City Council.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO HEREBY ORDAINS AS FOLLOWS:

SECTION 1. RECITALS. The above recitals are true and correct and made part of this Urgency Ordinance.

SECTION 2. INTERIM ZONING CONTROLS – ARTIFICIAL INTELLIGENCE DATA CENTERS

A. Temporary Prohibition.

Notwithstanding any provision of Title 17 (“Zoning”) of the Montebello Municipal Code (“MMC”) to the contrary, the establishment, expansion, or intensification of Artificial Intelligence (AI) Data Centers is hereby temporarily prohibited within all zoning districts in the City of Montebello.

B. Application Processing.

During the effective period of this Ordinance, no City department, board, commission, or employee shall accept, process, approve, or issue any permit, entitlement, license, or approval necessary for the establishment, expansion, or operation of an Artificial Intelligence (AI) Data Center.

C. Scope.

This interim zoning control applies to all new AI Data Center uses and to any expansion or material intensification of existing facilities that meet the definition of an AI Data Center.

D. No Vested Rights.

Nothing in this Ordinance shall be construed to grant any vested right, permit, or approval for the establishment or operation of an Artificial Intelligence (AI) Data Center.

SECTION 3. DEFINITION. For the purposes of this Ordinance only, “Artificial Intelligence (AI) Data Center” means a facility primarily used to house computer servers, networking equipment, and related infrastructure designed to support artificial intelligence workloads, high-performance computing, cloud computing, or large-scale data processing operations.

SECTION 4. SEVERABILITY. If any action, subsection, line, sentence, clause, phrase, or word of this Ordinance is for any reason held to be invalid or unconstitutional, either facially or as applied, by a decision of any court of competent jurisdiction, such

URGENCY ORDINANCE NO. 2491

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decision shall not affect the validity of the remaining portions of this Ordinance, and each and every individual section, subsection, line, sentence, clause, phrase, or word without regard to any such decision.

SECTION 5. DECLARATION OF URGENCY AND EFFECTIVE DATE. This Ordinance is an emergency Ordinance duly adopted by the City Council by a vote of at least four (4) of its members and shall take effect immediately pursuant to Government Code sections 36934, 36937, and 65858.

SECTION 6. PUBLICATION. The City Clerk shall certify the adoption of this Ordinance and shall cause the same to be published or posted according to law.

PASSED, APPROVED, AND ADOPTED 11TH DAY OF FEBRUARY 2026.

Georgina Tamayo, Mayor

ATTEST:

Christopher Jimenez, City Clerk

APPROVED AS TO FORM:

Arnold M. Alvarez-Glasman, City Attorney

I HEREBY CERTIFY that the foregoing Urgency Ordinance was introduced at the regular meeting of the City Council on the 11th day of February 2026, and was adopted by the City Council of the City of Montebello at its meeting held on the 11th day of February 2026, by the following vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**

Christopher Jimenez, City Clerk



ITEM # 4

**CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT**

TO: Honorable Mayor and City Council Members

FROM: Raul Alvarez, City Manager

BY: Cesar Roldan, Director of Public Works

SUBJECT: ADOPT RESOLUTION NO. 26-07 APPOINTING A MEMBER AND ALTERNATE(S) TO THE GOVERNING BOARD OF THE LOS ANGELES GATEWAY REGION INTEGRATED REGIONAL WATER MANAGEMENT JOINT POWERS AUTHORITY

DATE: February 11, 2026

RECOMMENDATIONS:

It is recommended that the City Council:

1. Adopt Resolution No. 26-07 appointing one primary board member and two alternate board members representing the City of Montebello to the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority (GWMA); and,
2. Take such additional, related action that may be desirable.

FISCAL IMPACT:

There is no fiscal impact associated with the recommended actions.

BACKGROUND/DISCUSSION:

The City of Montebello joined the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority (GWMA) on June 26, 2023. Staff recommended, and the City Council approved on June 26, 2024, the appointment of Cesar Roldan, Public Works Director, as the primary board member and Samantha Leyva, Senior Management Analyst, as the alternate board member. Since then, Public Works has hired Vanessa Ramos as Administrative Manager. As a result, Staff recommend that the City Council appoint one primary board member and up to three alternates to represent the City of Montebello on the Board of the Los Angeles Gateway

CITY COUNCIL AGENDA REPORT - MEETING OF FEBRUARY 11, 2026

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Region Integrated Regional Water Management Joint Powers Authority (GWMA).

In accordance to GWMA's Bylaws adopted on January 11, 2018, all non-Legislative Body appointments to the GWMA Board must be made by Resolution. Legislative Body appointments may be done by minute order.

GWMA Board Members and alternate Board Members serve two-year terms beginning October 1st of each odd-numbered year and concluding on September 30th two years later. The resolution attached to this report would designate a Board Member and alternate Board Member(s) to serve continuously across successive two-year terms such that the governing body need not re-appoint the same persons to the GWMA Board every two years, unless the governing body desires to change its designated Board Member and/or alternate Board Member or must otherwise fill a vacancy.

ENVIRONMENTAL:

N/A

ANALYSIS:

N/A

SUMMARY:

Staff recommends that the City Council approve Resolution No. 26-07 appointing Cesar Roldan, Public Works Director, as the primary board member and Vanessa Ramos, Administrative Manager, and Samantha Leyva, Senior Management Analyst, as the alternate board members representing the City of Montebello to the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority.

ATTACHMENT(S)

1. Attachment A -Resolution - 26-07

RESOLUTION NO. 26-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO APPOINTING A MEMBER AND ALTERNATE TO THE LOS ANGELES GATEWAY REGION INTEGRATED REGIONAL WATER MANAGEMENT JOINT POWERS AUTHORITY GOVERNING BOARD

RECITALS

WHEREAS, the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority (“GWMA”) was formed in 2007 in response to the passage of two voter approved water bonds; Proposition 50, passed in 2002 and Proposition 84, passed in 2006; and

WHEREAS, the City of Montebello is a member of the GWMA; and

WHEREAS, under the GWMA Joint Powers Agreement, each member agency shall appoint one member and up to three alternate members to the Governing Board in accordance with the GWMA Bylaws; and

WHEREAS, pursuant to the GWMA Bylaws, the member and alternate members appointed by this Resolution shall hold office until September 30, 2026.

WHEREAS, pursuant to the GWMA Joint Powers Agreement and the GWMA Bylaws, the Member and Alternate Member(s) shall serve two-year terms beginning October 1st of each odd-numbered year.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO HEREBY RESOLVES, FINDS, AND DECLARES AS FOLLOWS:

SECTION 1. Effective February 11, 2026, Cesar Roldan, Director of Public Works, is appointed to serve as the GWMA Board Member representing the City of Montebello.

SECTION 2. Effective February 11, 2026, Vanessa Ramos, Administrative Manager, and Samantha Leyva, Senior Management Analyst, are appointed to serve as alternate Board Members representing the City of Montebello.

SECTION 3. The Board Member and alternate Board Members designated above shall continue in their respective positions as if re-appointed for each successive two-year term, unless the Board Member or alternate Board Member is replaced by subsequent action of this legislative body or he or she ceases to be employed by the agency.

SECTION 4. This resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify the vote adopting this resolution.

RESOLUTION NO. 26-07

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APPROVED AND ADOPTED THIS 11TH DAY OF FEBRUARY 2026.

Georgina Tamayo, Mayor

ATTEST:

APPROVED AS TO FORM:

Christopher Jimenez, City Clerk

Arnold M. Alvarez-Glasman, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF MONTEBELLO)

I, Christopher Jimenez, City Clerk of the City of Montebello, County of Los Angeles, State of California, hereby certify that the foregoing Resolution No. 26-07 was passed and adopted by the City Council of the City of Montebello, signed by the Mayor and attested by the City Clerk at a regular meeting of said Council held on the 11th day of February 2026 and that said Resolution was adopted by the following vote, to-wit:

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

The undersigned, City Clerk of the City of Montebello, does hereby attest and certify that the foregoing Resolution is a true, full and correct copy of a resolution duly adopted at a meeting of said City which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

DATE: _____

Christopher Jimenez, City Clerk



ITEM # 5

**CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT**

TO: Honorable Mayor and City Council Members

FROM: Raul Alvarez, City Manager

BY: Cesar Roldan, Director of Public Works

SUBJECT: APPROVE AMENDMENT NO. 2 TO AGREEMENT NO. 4175 WITH YUNEX LLC FOR TRAFFIC SIGNAL MAINTNENANCE SERVICES

DATE: February 11, 2026

RECOMMENDATIONS:

It is recommended that the City Council:

1. Approve Amendment No. 2 to Agreement No. 4175 between the City of Montebello and Yunex LLC to increase the not-to-exceed amount of the Agreement by \$90,000; and
2. Amend the adopted Fiscal Year 2025-26 budget by increasing appropriations by \$39,240 in Account No. 200-30-310-6040.50 (Gas Tax – Public Works – Streets – Contract Services-Street Maintenance); and
3. Authorize the City Manager to execute the Amendment on behalf of the City; and
4. Take such additional, related action that may be desirable.

FISCAL IMPACT:

The Public Works Department contracts with Yunex LLC for critical traffic signal repair and maintenance services throughout the City. City Council previously authorized Amendment No. 1, which increased the not-to-exceed (NTE) amount for Year 2 of Agreement No. 4175 by \$90,000, from \$280,000 to \$370,000, to address unanticipated costs associated with repairing and replacing traffic signal equipment damaged primarily by uninsured and reckless drivers.

Execution of Amendment No. 2 (Attachment A) will also increase compensation by \$90,000 and establishes a revised contract NTE amount of \$370,000 for Year 3 and any subsequent additional term years. Unlike Amendment No. 1, which limited the compensation increase to Year 2 only, Amendment No. 2 allows the additional funding

CITY COUNCIL AGENDA REPORT - MEETING OF FEBRUARY 11, 2026

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capacity to be applied to Year 3 and future option years, ensuring continued availability of funds to address similar unanticipated traffic signal repair and replacement needs over the remaining term of the agreement.

As part of the Fiscal Year 2025–26 budget, full funding for the contract was appropriated. During the fiscal year, unforeseen costs have been incurred. To fully fund the remainder of the contract term, staff is requesting an additional appropriation of \$39,240 to Account No. 200-30-310-6040.50 (Gas Tax – Public Works – Streets – Contract Services Street Maintenance).

BACKGROUND/DISCUSSION:

The City of Montebello entered into agreement with Yunez LLC on January 24, 2024 for traffic signal maintenance services. The contract was structured as a three-year agreement with two optional one-year extensions, and a not-to-exceed (NTE) amount of \$280,000 annually.

During contract Year 2, the City experienced an unusually high number of traffic signal and controller cabinet damages due to vehicular collisions. These incidents and cost to repair or replace equipment exceeded the anticipated NTE of the original contract.

On May 14, 2025, the City executed Amendment No. 1 which increased the NTE amount for Contract Year 2 to \$370,000. This increase was approved to address the unanticipated costs associated with repairing and replacing traffic signal equipment damaged primarily by vehicular crashes. Importantly, this increase was limited to Year 2 only and did not modify the contract's compensation limits for Year 3 or any subsequent optional term years.

Given the continued occurrence of vehicle accidents and damage to the City's traffic signal infrastructure, Staff is requesting approval of Amendment No. 2 to increase contract compensation by \$90,000 and allow the revised not-to-exceed amount of \$370,000 annually to apply to Year 3 of the contract term and any subsequent additional term years. This amendment will provide the necessary funding flexibility to ensure continued responsiveness, minimize service disruptions, and maintain the reliability of the City's critical traffic signal systems. Yunex LLC has consistently provided timely and professional service, demonstrating technical expertise and reliability in supporting the City's traffic signal maintenance and emergency response needs. Funding for these services comes from the Gas Tax fund (Fund 200).

ENVIRONMENTAL:

N/A

ANALYSIS:

N/A

SUMMARY:

Staff recommends approval of Amendment No. 2 to Agreement No. 4175 with Yunex LLC for traffic signal maintenance, repair, and emergency response services. City Council previously approved Amendment No. 1, increasing the not-to-exceed amount of Year 2 from \$280,000 to \$370,000; however that increase was limited to Year 2 only. Approval of Amendment No. 2 will increase compensation by \$90,000 and allow the revised \$370,000 annually not-to-exceed amount to apply to agreement Year 3 and any subsequent optional term years, ensuring continued responsiveness and reliability of the City's traffic signal system.

ATTACHMENT(S)

1. Attachment A - Amendment No. 2 to Agr 4175
2. Attachment B - Amendment No 1 to Agr 4175
3. Attachment C - Agreement No. 4175 - Yunex LLC

CITY OF MONTEBELLO

**AMENDMENT NO. 2
TO PROFESSIONAL SERVICES AGREEMENT NO. 4175
WITH YUNEX LLC**

This Amendment No. 2 to the Professional Services Agreement (“Agreement No. 4175, Amendment No. 1”), is made and entered into this 11th day of February 2026, (“Effective Date”) by and between the City of Montebello, a California municipal corporation, (hereinafter referred to as the “City”) and Yunex LLC, (hereinafter referred to as the “Contractor”). The City and the Contractor are sometimes hereinafter individually referred to as a "Party" and jointly as the "Parties".

RECITALS

WHEREAS, the Contractor and the City entered into that certain Agreement No. 4175 for Traffic Signal Maintenance Services by and between the City of Montebello and Yunex LLC, dated January 24, 2024 ("Agreement"), pursuant to which City retained Contractor to provide Traffic Signal Maintenance Services, as further described in the Agreement; and

WHEREAS, on May 14, 2025, the City entered into Amendment No. 1 to the Agreement;

WHEREAS, the City desires to increase the annual not-to-exceed amount of this Professional Services Agreement;

WHEREAS, for the reasons set forth herein, the City and Contractor desire to enter into this Amendment No. 2, as set forth below.

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the receipt adequacy of which is expressly acknowledged by the Parties, the Parties agree to amend the Agreement as follows:

AMENDMENTS TO AGREEMENT NO. 4175

SECTION 1. “Services/Compensation.” For the initial year of the Agreement, the total annual not-to-exceed shall be in the amount of Two Hundred Eighty Thousand Dollars (\$280,000). For the remainder of the term of the Agreement, the annual not-to-exceed amount shall be in the amount of Three Hundred Seventy Thousand Dollars (\$370,000).

SECTION 2. Except as expressly modified or supplemented by this Amendment No. 2, all other provisions of the Agreement shall remain unaltered and in full force and effect. In the event of conflict between the provisions of this Amendment No. 1, Amendment No. 2 and the provisions of the Agreement, the provisions of this Amendment No. 2 shall control.

AMENDMENT NO. 2 TO AGREEMENT NO. 4175

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[END OF AMENDMENT NO. 2]

IN WITNESS WHEREOF, the Parties execute this Amendment No. 2 to take effect as of the Effective Date identified above.

("CITY")

CITY OF MONTEBELLO

("CONTRACTOR")

YUNEX LLC

Raul Alvarez, City Manager

Joshuas Ferras, Project Manager

ATTEST:

Christopher Jimenez, City Clerk

Michael Hutchens, Western Operations
Manager

APPROVED AS TO FORM:

Arnold M. Alvarez-Glasman, City Attorney

CITY OF MONTEBELLO

**AMENDMENT NO. 1
TO PROFESSIONAL SERVICES AGREEMENT NO. 4175
WITH YUNEX LLC**

This Amendment No. 1 to the Professional Services Agreement (“Amendment No. 1”), is made and entered into this 14th day of May 2025, (“Effective Date”) by and between the City of Montebello, a California municipal corporation, (hereinafter referred to as the “City”) and Yunex LLC, (hereinafter referred to as the “Contractor”). The City and the Contractor are sometimes hereinafter individually referred to as a "Party" and jointly as the "Parties".

RECITALS

WHEREAS, the Contractor and the City entered into that certain Agreement No. 4175 for Traffic Signal Maintenance Services by and between the City of Montebello and Yunex LLC, dated January 24, 2024 ("Agreement"), pursuant to which City retained Contractor to provide Traffic Signal Maintenance Services, as further described in the Agreement; and

WHEREAS, the City awarded the Agreement to the Contractor based on their qualification, subsequent to a competitive selection process. However, the services needed, including costs and expenses, exceeded the anticipated scope of the Agreement, and City and Contractor desire to increase the maximum compensation allowable under the Agreement; and

WHEREAS, The Agreement at Section 1. **SERVICES/COMPENSATION**, provides the current maximum annual compensation is \$280,000 and Contractor may not exceed the maximum annual compensation without the prior written consent of the City; and

WHEREAS, The Agreement at Section 6. **EXTRA SERVICES**, any extra services over and above the compensation need to be duly authorized in writing by the City Manager; and

WHEREAS, the City desires to increase the not-to-exceed amount of the second year of the contract

WHEREAS, for the reasons set forth herein, the City and Contractor desire to enter into this Amendment No. 1, as set forth below.

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the receipt adequacy of which is expressly acknowledged by the Parties, the Parties agree to amend the Agreement as follows:

AMENDMENT NO. 1 TO AGREEMENT NO. 4175

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AMENDMENTS TO AGREEMENT NO. 4175

SECTION 1. "Services/Compensation." The city agrees to increase the annual amount not-to-exceed amount of the second year of the agreement from \$280,000 to \$370,000 for the Professional Services set in the agreement.

SECTION 2. Except as expressly modified or supplemented by this Amendment No. 1, all other provisions of the Agreement shall remain unaltered and in full force and effect. In the event of conflict between the provisions of this Amendment No. 1 and the provisions of the Agreement, the provisions of this Amendment No. 1 shall control.

[END OF AMENDMENT NO. 1]

IN WITNESS WHEREOF, the Parties execute this Amendment No. 1 to take effect as of the Effective Date identified above.

("CITY")

CITY OF MONTEBELLO

("CONTRACTOR")

YUNEX LLC

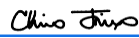

Raul Alvarez (May 22, 2025 09:11 PDT)

Raul Alvarez, City Manager




Joshuas Ferras, Project Manager

ATTEST:


Christopher Jimenez (May 22, 2025 13:59 PDT)

Christopher Jimenez, City Clerk


Michael Hutchens (May 21, 2025 16:58 PDT)

Michael Hutchens, Western Operations Manager

APPROVED AS TO FORM:

Arnold M. Alvarez-Glasman
Arnold M. Alvarez-Glasman (May 22, 2025 13:18 PDT)

Arnold M. Alvarez-Glasman, City Attorney

**CITY OF MONTEBELLO
PROFESSIONAL SERVICES AGREEMENT NO. 4175
BY AND BETWEEN
CITY OF MONTEBELLO
AND
YUNEX LLC**

THIS AGREEMENT ("Agreement") is made and entered into on **January 24, 2024**, by the **CITY OF MONTEBELLO**, a municipal corporation (hereinafter referred to as "CITY") and **YUNEX LLC** (hereinafter referred to as "CONTRACTOR"). CITY and CONTRACTOR are sometimes referred to herein individual as a "Party," and jointly as the "Parties."

RECITALS

WHEREAS, CITY desires to retain a qualified professional contractor to provide traffic signal maintenance services; and

WHEREAS, CONTRACTOR represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees; and

NOW THEREFORE, in consideration of performance by the Parties of the covenants and conditions herein contained, the Parties hereto agree as follows:

SECTION 1. SERVICES / COMPENSATION.

A. CONTRACTOR shall provide to CITY those services that are set forth fully in **Exhibit "A"** hereto and incorporated fully herein by this reference (hereinafter "Professional Services"), based upon the specific services requested by CITY.

B. CONTRACTOR shall provide CITY all labor, equipment, materials and incidental necessary for maintenance of all city-maintained traffic signals (including signal controllers, signal loop/camera detections/flashing beacons, speed feedback signs and lighted crosswalks), intersection street light maintenance, emergency repairs, non-emergency routine inspections, and new equipment upgrade/installation work as set forth fully in **Exhibit "A"** attached hereto and incorporated fully herein by this reference.

C. CONTRACTOR shall be compensated for performance of the Professional Services as set forth in the Cost Proposal attached hereto as **Exhibit "B"** and incorporated fully herein by this reference in an annual amount not to exceed two hundred eighty thousand dollars (\$280,000.00) ("Compensation"). CONTRACTOR shall provide an itemized billing statement to the CITY each month for Professional Services performed. CONTRACTOR shall not incur fee or costs which exceed the Compensation without the prior written consent of the CITY.

PROFESSIONAL SERVICES AGREEMENT NO. 4175

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SECTION 2. TERM.

This Agreement shall commence upon the date the last of the Parties executes this Agreement hereinbelow ("Effective Date") and shall expire three (3) years from the Effective Date, unless terminated earlier as hereinafter provided. This Agreement may be extended for up to two (2) one (1) year terms upon such terms and conditional mutually agreed upon by the Parties in writing on or before the expiration date of the preceding term.

SECTION 3. PERFORMANCE.

A. CONTRACTOR shall at all times, faithfully, competently, and to the best of its ability, experience and talent, perform all tasks described herein.

B. CONTRACTOR shall employ, at a minimum, generally accepted standards and practices utilized by companies engaged in providing similar services, as are required of CONTRACTOR hereunder, in meeting its obligations under this Agreement.

C. CONTRACTOR shall be knowledgeable of and subject to all CITY ordinances, rules and regulations, and standard operating procedures, and the supervisory chain of command.

D. CONTRACTOR shall have the right to retain, subject to CITY's written approval, additional individuals, consultants or subcontractors to assist in the completion of services as herein defined. Compensation for additional individuals, consultants or subcontractors shall be the sole and exclusive responsibility of CONTRACTOR.

E. CONTRACTOR shall retain all original reports, field and office notes, correspondence, calculations, maps, and other documents specifically related to the services provided by CONTRACTOR pursuant to this Agreement, other than documents which are exempt from disclosure pursuant to the attorney-client privilege or any other law. Said documents shall be made available for inspection by the CITY upon request.

SECTION 4. WORK PRODUCT.

A. CONTRACTOR hereby agrees that all work produced pursuant to this Agreement and provided to CITY during and upon completion of this Agreement, shall be the property of the CITY, and ownership of said work product shall be retained by the CITY. CONTRACTOR may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by CONTRACTOR.

B. All data, documents, discussion, or other information developed or received by CONTRACTOR or provided for performance of this Agreement are deemed confidential and shall not be disclosed by CONTRACTOR without prior written consent by CITY. CITY shall grant such consent if disclosure is legally required. All such written products shall be returned to CITY upon the termination or expiration of this Agreement. CONTRACTOR agrees that the covenants contained in this Article shall survive the expiration or termination of this Agreement.

SECTION 5. EXTRA SERVICES.

No extra services over and above the Compensation shall be rendered by CONTRACTOR under this Agreement unless such extra services first shall have been duly authorized in writing by the City Manager.

SECTION 6. CITY SUPERVISION.

The City Manager shall have the right of general supervision of all work performed by CONTRACTOR and shall be CITY's agent with respect to obtaining CONTRACTOR's compliance hereunder. No payment for services rendered under this Agreement shall be made without the prior approval of the City Manager.

SECTION 7. TERMINATION.

In the event that either Party hereto fails or refuses to perform any of the provisions of this Agreement at the time and in the manner required, the non-defaulting party shall give the defaulting party written notice of the default with the nature of the default and the steps necessary to cure the default.

A. Termination for Cause. In the event that any of the provisions of the Agreement are violated by either party, the non-defaulting Party may terminate the Agreement by serving written notice upon the other Party, listing the violation(s) and its intent to terminate such Agreement unless within ten (10) days after the serving of such notice, such violation shall cease or be rectified, the contract shall upon the expiration of an additional thirty (30) days cease and terminate. Violations by CONTRACTOR which cannot be corrected within ten (10) days, said contract shall at the option of CITY cease and terminate upon the giving of like notice. In the event of any such termination for default by CONTRACTOR, CITY may take over the work and prosecute the same to completion by contract or otherwise for the account and at the expense of CONTRACTOR. CONTRACTOR and his sureties shall be liable to CITY for any excess cost occasioned in the event of any such termination. This change shall not be construed to prevent the termination, for other causes authorized by law or other provisions of this contract. In the event of a termination for cause, CONTRACTOR shall only be entitled to the Compensation for those Professional Services satisfactory performed on or before the effective date of termination.

B. Termination for Convenience. CITY shall have the option, at its sole discretion and without cause, to terminate this Agreement in whole, or in part, after giving ten (10) business days' written notice to CONTRACTOR. Upon the termination of this Agreement as provided herein, CITY shall provide to CONTRACTOR the part of Compensation which would otherwise be payable to CONTRACTOR for services CONTRACTOR had completed as of the date of termination, less the amount of all previous payment with respect to the Compensation. Further, upon such a termination for convenience by CITY, the Parties agree that CONTRACTOR shall be reimbursed for any "non-refundable" costs that CONTRACTOR has incurred for its services under this Agreement, provided that: (1) such "non-refundable" costs were incurred by CONTRACTOR prior to the date of termination; (2) that CONTRACTOR provides CITY with adequate proof that CONTRACTOR incurred the costs, and is unable to be

PROFESSIONAL SERVICES AGREEMENT NO. 4175

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seek a refund for such costs; and (3) such costs were within the scope of work or services to be performed under this Agreement. Such "non-refundable" costs may include, but are not limited to, travel reservations incurred by CONTRACTOR for its performance of services under this Agreement. CONTRACTOR agrees to cease all work under this Agreement on or before the effective date of any notice of termination.

SECTION 8. EMPLOYMENT OF CITY EMPLOYEES.

No regular employee of CITY shall be employed by CONTRACTOR during the Term of this Agreement.

SECTION 9. NON-LIABILITY OF CITY OFFICIALS AND EMPLOYEES.

No official or employee of CITY shall be personally liable to CONTRACTOR in the event of any default or breach by CITY, or for any amount which may become due to CONTRACTOR.

SECTION 10. INDEPENDENT CONTRACTOR.

A. CONTRACTOR is and shall, at all times, remain as to CITY a wholly independent contractor. Neither CITY nor any of its elected officials, officers, employees or agents shall have control over the conduct of CONTRACTOR except as expressly set forth in this Agreement. CONTRACTOR shall not at any time or in any manner represent that he is in any manner an elected official, officer, employee or agent of CITY. No employee benefits shall be available to CONTRACTOR in connection with the performance of this Agreement. Except as provided in this Agreement, CITY shall not pay salary, wages, or other compensation to CONTRACTOR for performance hereunder for CITY. CITY shall not be liable for compensation to CONTRACTOR, CONTRACTOR's employees or CONTRACTOR's subcontractors for injury or sickness arising out of performing services hereunder.

B. The parties further acknowledge and agree that nothing in this Agreement shall create or be construed to create a partnership, joint venture, employment relationship or any other relationship except as set forth in this Agreement.

C. CITY shall not deduct from the Compensation paid to CONTRACTOR any sums required for Social Security, withholding taxes, FICA, state disability insurance or any other federal, state or local tax or charge which may or may not be in effect or hereinafter enacted or required as a charge or withholding on the compensation paid to CONTRACTOR. CITY shall have no responsibility to provide CONTRACTOR, its employees or subcontractors with workers' compensation insurance or any other insurance.

SECTION 11. PERS ELIGIBILITY INDEMNITY.

A. In the event that CONTRACTOR or any employee, agent, or subcontractor of CONTRACTOR providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of CITY, CONTRACTOR shall indemnify, defend, and hold harmless CITY for the payment of any employee and/or employer contributions for PERS benefits on behalf of CONTRACTOR or its employees, agents, or

PROFESSIONAL SERVICES AGREEMENT NO. 4175

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subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of CITY.

B. Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, CONTRACTOR and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by CITY, including but not limited to eligibility to enroll in PERS as an employee of CITY and entitlement to any contribution to be paid by CITY for employer contribution and/or employee contributions for PERS benefits.

SECTION 12. LEGAL RESPONSIBILITIES.

CONTRACTOR shall at all times observe and comply with all applicable laws, ordinances, codes and regulations of the federal, state and local governments including, but not limited to the Montebello Municipal Code. CITY, and its appointed or elected officers, employees, or agents, shall not be liable at law or in equity occasioned by failure of CONTRACTOR to comply with this section.

SECTION 13. INDEMNIFICATION.

CONTRACTOR agrees to, and shall defend, indemnify, protect and hold harmless, CITY, its elected and appointed boards, officers, officials, employees, agents and volunteers from and against any and all claims, demands, lawsuits, defense costs, civil, penalties, expenses, causes of action, and judgments at law or in equity, or liability of any kind or nature which CITY, its elected and appointed boards, officers, officials, employees, agents and volunteers may sustain or incur or which may be imposed upon them for injuries or deaths of persons, or damage to property arising out of CONTRACTOR'S negligent or wrongful act, or omission under the terms of this Agreement, except only liability arising out of the sole negligence of CITY.

SECTION 14. INSURANCE COVERAGE.

During the Term of this Agreement, CONTRACTOR shall carry, maintain, and keep in full force and effect all of the following minimum scope of insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with CONTRACTOR'S performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:

Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis for bodily injury and property damage, including products-completed operations, personal injury and advertising injury, with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, the limit shall be twice the required occurrence limit.

Automobile Liability Insurance: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if CONTRACTOR has no owned autos, Code 8 (hired)

PROFESSIONAL SERVICES AGREEMENT NO. 4175

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and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.

Worker's Compensation insurance as required by the laws of the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

Professional Liability insurance appropriate to the CONTRACTOR's profession, with limit no less than \$1,000,000.00 per occurrence or claim, and \$2,000,000 aggregate.

If CONTRACTOR maintains higher limits than the minimums shown above, CITY requires and shall be entitled to coverage for the higher limits maintained by CONTRACTOR.

CONTRACTOR shall require each of its subcontractors, if any, to maintain insurance coverage that meets all of the requirements of this Agreement.

The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California, with a current rating of at least A:VII in the latest edition of Best's Insurance Guide, and approved by CITY.

Each insurance policy required herein shall state that coverage shall not be canceled, except after providing CITY thirty (30) days' (or ten [10] calendar days' for non-payment) prior written notice. CONTRACTOR agrees that if it does not keep the aforesaid insurance in full force and effect CITY may either: (i) immediately terminate this Agreement for Cause; or (ii) take out the necessary insurance and pay, at CONTRACTOR'S expense, the premium thereon.

At all times during the Term of this Agreement, CONTRACTOR shall maintain on file with CITY's Risk Manager a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and naming CITY, its officers, agents, employees and volunteers as an additional insured. CONTRACTOR shall, prior to commencement of work under this Agreement, file with CITY's Risk Manager such certificate(s).

CONTRACTOR shall provide proof that policies of insurance required herein expiring during the Term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two (2) weeks prior to the expiration of the coverages.

The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement naming CITY, its elected and appointed boards, officers, officials, employees, agents and volunteers as additional insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty (30) days' prior written notice to CITY. CONTRACTOR agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

PROFESSIONAL SERVICES AGREEMENT NO. 4175

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The insurance provided by CONTRACTOR shall be primary to any coverage available to CITY. Any insurance or self-insurance maintained by the CITY, its officers, employees, agents or volunteers, shall be in excess of CONTRACTOR's insurance and shall not contribute with it.

All insurance coverage provided pursuant to this Agreement shall not prohibit CONTRACTOR, and CONTRACTOR's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. CONTRACTOR hereby waives all rights of subrogation against CITY.

Any deductibles or self-insured retentions must be declared to and approved by CITY. At the option of CITY, CONTRACTOR shall either reduce or eliminate the deductibles or self-insured retentions with respect to CITY, or CONTRACTOR shall procure a bond guaranteeing payment of losses and expenses.

Procurement of insurance by CONTRACTOR shall not be construed as a limitation of CONTRACTOR's liability or as fall performance of CONTRACTOR's duties to indemnify, hold harmless and defend under Section 13 of this Agreement.

SECTION 15. SUBCONTRACT, ASSIGNMENT OR DELEGATION.

CONTRACTOR shall not subcontract, delegate or assign its duties or rights hereunder, either in whole or in part, without the prior written consent of CITY. Any proposed subcontract, delegation, or assignment shall provide a description of the services to be covered, identification of the proposed sub-contractor, delegee, or assignee, and an explanation of why and how the same was selected, including the degree of competition involved.

Any subcontract, delegation or assignment shall be made in the name of CONTRACTOR and shall not bind or purport to bind CITY and shall not release CONTRACTOR from any obligations under this Agreement including, but not limited to, the duty to properly supervise and coordinate the work of employees, assignees, delegees or sub-contractors. No such subcontract, delegation or assignment shall result in any increase in the amount of total compensation payable to CONTRACTOR under the Agreement.

SECTION 16. NO WAIVER.

Waiver by any party hereto of any term, condition or covenant of this Agreement shall not constitute the waiver of any other term, condition or covenant hereof.

SECTION 17. DISPUTE RESOLUTION; GOVERNING LAW.

Disputes regarding the interpretation or application of any provision(s) of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the Parties. If any action at law or in equity is brought to enforce this Agreement or because of alleged dispute, breach, default or misrepresentation in connection with the provisions of this Agreement, the prevailing party in such action shall be entitled to reasonable attorney's fees, expert fees, costs and necessary disbursements incurred in that action or proceeding, in addition to such other relief as may be sought and awarded. The venue for any litigation shall

PROFESSIONAL SERVICES AGREEMENT NO. 4175

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be County of Los Angeles, California. The Parties agree that the covenants contained in this Section shall survive the expiration or termination of this Agreement.

SECTION 18. ATTORNEY'S FEES AND COSTS.

If litigation is reasonably required to enforce or interpret the provisions of this Agreement, the prevailing party in such litigation shall be entitled to an award of reasonable attorney's fees and costs in addition to any other relief to which it may be entitled.

SECTION 19. WARRANTIES.

Each of the parties represents and warrants to one another as follows:

A. It has received independent legal advice from its attorneys with respect to the advisability of entering into and executing this Agreement;

B. In executing this Agreement, it has carefully read this Agreement, knows the contents thereof, and has relied solely on the statements expressly set forth herein and has placed no reliance whatsoever on any statement, representation, or promise of any other party, or any other person or entity, not expressly set forth herein, nor upon the failure of any other party or any other person or entity to make any statement, representation or disclosure of *any* matter whatsoever; and

C. It is agreed that each party has the full right and authority to enter into this Agreement, and that the person executing this Agreement on behalf of either party has the full right and authority to fully commit and bind such party to the provisions of this Agreement.

SECTION 20. MISCELLANEOUS.

A. The descriptive paragraph headings of this Agreement are included for purposes of convenience only and shall not control or affect the construction of interpretation of any of its provisions.

B. Whenever the context hereof shall so require, the singular shall include the plural, the male gender shall include the female gender, and the neuter and vice versa.

C. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.

D. The representations and warranties made by the parties to this Agreement shall survive the consummation of the transaction herein described.

E. This Agreement may be signed in any one or more counterparts all of which taken together shall be but one and the same Agreement. Any signed copy of this Agreement or of any other document or agreement referred to herein, or copy or counterpart thereof, delivered by facsimile transmission, shall for all purposes be treated as if it were delivered containing an original manual signature of the party whose signature appears in the facsimile and shall be

PROFESSIONAL SERVICES AGREEMENT NO. 4175

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binding upon such party in the same manner as though an originally signed copy had been delivered.

F. Each of the parties acknowledges that it has been represented by independent counsel of its own choosing, or if it has not been so represented, it has been admonished to obtain independent counsel and has freely and voluntarily waived and relinquished the right to counsel. Each party who has not obtained independent counsel acknowledges that the failure to have independent legal counsel will not excuse such party's failure to perform under this Agreement or any agreement referred to in this Agreement.

SECTION 21. NOTICE.

All notices, demands, requests or approvals to be given under this Agreement shall be given in writing and conclusively shall be deemed served when delivered personally or on the second business day after the deposit thereof in the United States mail, postage prepaid, registered or certified, addressed as hereinafter provided. All notices, demands, requests, or approvals hereunder shall be given to the following addresses or such other addresses as the Parties may designate by written notice:

CITY:

Attn: Arlene Salazar, Acting City Manager
Attn: Rita Montalvo, Director of Public Works
City of Montebello
1600 West Beverly Boulevard
Montebello, California 90640

CONTRACTOR:

Yunex LLC
Attn: Anchal Bansal
9225 Bee Cave Road
Building B, Suite 201
Austin, TX 78733
(770) 598-4705
Anchal.bansal@siemens.com

SECTION 22. NON-DISCRIMINATION AND EQUAL OPPORTUNITY EMPLOYER.

In the performance of this Agreement, CONTRACTOR shall not discriminate against any employee, sub-contractor, or applicant for employment because of race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, mental condition or sexual orientation. CONTRACTOR will take affirmative action to ensure that sub-contractor and applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition or sexual orientation.

SECTION 23. CONFLICT OF INTEREST.

CONTRACTOR and its officers, employees, associates and subconsultants, if any, shall comply with all California conflict of interest statutes applicable to CONTRACTOR's Professional Services under this Agreement. CONTRACTOR further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by CONTRACTOR under this Agreement, or which would conflict in any manner with the performance of its services hereunder. CONTRACTOR further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, CONTRACTOR shall avoid the appearance of having any interest that would conflict in any manner with the performance of its services pursuant to this Agreement.

CONTRACTOR covenants not to give or receive any compensation, monetary or otherwise, to or from the ultimate vendor(s) of services to CITY as a result of the performance of this Agreement, or the services that may be procured by CITY as a result of the recommendations made by CONTRACTOR. CONTRACTOR's covenant under this section shall survive the termination of this Agreement.

SECTION 24. ENTIRE AGREEMENT.

This Agreement contains the entire understanding between CITY and CONTRACTOR. Any prior agreements, promises, negotiations or representations not expressly set forth herein are of no force or effect. Subsequent modifications to this Agreement shall be effective only if in writing and signed by each party. If any term, condition or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall be valid and binding.

[Signatures on Next Page]

PROFESSIONAL SERVICES AGREEMENT NO. 4175

Page 11 of 11

CITY OF MONTEBELLO

CONTRACTOR



Raul Alvarez,
City Manager

Dated: 2/14/24


Joshua Ferras (Feb 21, 2024 10:30 PST)

Name: Joshua Ferras
Title: Project Manager

Dated: 21/02/2024

ATTEST:



Christopher Jimenez
City Clerk


Michael Hutchens (Feb 21, 2024 10:04 PST)

Name: Michael Hutchens
Title: Western Operations M

Dated: 21/02/2024

APPROVED AS TO FORM



Arnold M. Alvarez-Glasman
City Attorney

EXHIBITS:

- Exhibit A - Scope of Work
- Exhibit B - Cost Proposal

Exhibit "A"

Scope of Work

I. General Description

The Contractor shall provide routine preventive maintenance, schedule repairs, and emergency repairs to traffic signals, traffic signal equipment, safety street lights, and other related equipment by duly trained and qualified personnel.

The Contractor shall also perform Underground Service Alerts (USA) at the direction of the City. All preventive maintenance, scheduled repair, and USA will be billed at an established flat rate, with additional emergency work/unscheduled repair paid at hourly labor rates and vehicle and equipment rates, in accordance with Exhibit "B".

An inability to provide routine preventive maintenance to each traffic signal and safety street light may cause the Contractor to be subject to liquidated damages.

The Contractor shall provide and maintain emergency service response of the City's traffic signals and street lights on a twenty-four (24) hour a day, seven (7) days per week basis, including all holidays.

The Contractor must provide vehicle(s) to be used by the Contractor's Technicians which shall be equipped with a permanently mounted arrow board; warning beacon/strobe lights; traffic cones; construction warning sign; a hydraulic bucket capable of reaching a height of at least twenty-eight (28) feet from the roadway surface; necessary computer laptop for programming, maintenance and testing of traffic signal controllers and various equipment; and communications equipment for dispatch. All of the Contractor's employees working within the boundaries of the City shall be equipped with a communications device capable of instant 2-way communications for extended periods of time with the Contractor's shop or with City staff.

The Contractor must possess, and have readily available in functioning order, all required tools, equipment, apparatus, facilities, and materials needed to perform all work necessary to maintain and repair the traffic signals, street lights, and flashing beacons in the City in compliance with current Caltrans and County of Los Angeles standards and specifications. All excess materials and equipment in the Contractor's inventory shall be the property and responsibility of the Contractor until such materials or equipment is used or installed in the City.

The Contractor shall furnish temporary flashing beacons and other (portable) replacement equipment for non-operational traffic signals. Contractor furnished temporary spare equipment shall be equivalent to the component being replaced in manufacture, make, and model. The Contractor shall provide traffic control/lane closures that conform to Federal Highway Administration (FHWA) — California Manual on Uniform Traffic Control Devices (CAM UTCD)

The Contractor shall cooperate with the City in recalibrating traffic signal coordination timing and progression. The Contractor shall change the timing of traffic signal only upon the direction or advance written approval of the City. During emergency conditions, the Contractor shall

assure full cooperation with the City and those employees of the City and other agencies as indicated.

The Contractor shall not represent the City in matters of policy or procedures under this contract, shall not make any reference to City policy or procedures, and shall refer all questions or inquiries from the public regarding policy and procedures, or terms and conditions of this contract to the City. The Contractor will be required to maintain any additional traffic signals, lighted crosswalks, and appurtenant devices as they are installed, or become a part of the maintenance requirements to the City.

II. Maintenance Requirements

a. Preventive Maintenance

The Contractor shall provide a routine, comprehensive preventive maintenance program designed to minimize the incidence of outages and malfunction; reduce complaints; and extend the useful life of the traffic signal equipment. The Contractor will be required to furnish and use a preventive maintenance checklist form approved by the City. The contractor shall provide one electronic copy of the maintenance checklist to the City following each inspection, to maintain a copy of the checklist in the traffic signal controller cabinet, and to maintain a copy of the maintenance checklist at the Contractor's office of records. The program shall include monthly inspections of each signalized intersection.

At a minimum, the following shall be performed:

- Walk the intersection and visually inspect all signal heads for proper operation, alignment, broken lenses, and missing parts. Depress all pedestrian push buttons and observe the proper timing and display.
- Examine the functioning of the controller in relation to the traffic.
- Observe and check for proper operation of the detector loops and amplifiers. Adjust or re-tune detector amplifiers and correct substandard splices as necessary. For intersections with video detection, verify camera operation by monitoring the vehicle call on the video controller unit. Also, verify the calls going to the detector call page in the controller.
- Inspect all relays, switches, and terminals, etc. and replace or make adjustments as necessary.
- Check and adjust fan operation. Check the filter for tight fit and tape if required. Clean and vacuum the cabinet as necessary. Examine cabinet interior for water, excessive dampness and plant or animal intrusion.
- Inspect battery backup system (if the signal is equipped with such unit) to ensure unit is fully charged. Check all battery connections to ensure they are clean and secure.
- Perform a night time check of safety lights and illuminated street name signs at all signalized intersections.

b. Scheduled Repair

The Contractor shall investigate and determine the corrective requirements for each reported malfunction, failure, or outage of the traffic signal system. The equipment and components shall include, but are not limited to the following elements: Incandescent Lamps, Light Emitting Diode (LED) signal faces, Conflict Monitors, Internally Illuminated Street Name Sign Tubes, LED Illuminated Street Name Signs, Signal Safety Lights, Load Switches, Detector Amplifiers, Transfer Switches, Flasher Switches, Breaker Switches, Ballasts, Starters, Sockets, Fuses, Fuse Holders, Photoelectric Cells, Signal and Safety Light Wiring in Poles, etc.

This work shall be performed in accordance with the unit cost provided in the Cost Proposal in Exhibit "B". For any work not covered by the Cost Proposal, the Contractor shall submit a cost proposal to the City prior to performing any corrective work. The City reserves the right to furnish supplies, materials, and installed equipment required for performance of the work.

c. Emergency Response Work

The City may request that the Contractor perform emergency response work on the traffic control system. The Contractor shall provide and maintain emergency service response on a twenty-four (24) hour a day, seven (7) days per week basis (24/7), including all holidays. This work shall be performed on a time and materials basis in accordance with the unit cost provided in the Cost Proposal. The Contractor shall provide the City with a contact name and phone number of personnel responsible for 24/7 services.

1. Emergency Response Work may include, but is not limited to the following:

- Downed signal heads, poles, signal on flash, signal blackout, burned out lamps, damaged controller and cabinet, damaged illuminated street name signs, damaged inductive loops, sensing elements, pedestrian push buttons, electroliers, pedestrian signal heads, wiring, and other operational equipment related issues.
- Assisting the City for special events or for City construction projects, as necessary to implement revised traffic signal timing and phasing for changed traffic conditions.

2. Equipment for Emergency Work

- Repair, replace or otherwise render in good working order any and all defective parts of the traffic signal equipment with like make and model parts. Whenever equipment is removed, the City representative shall be notified by phone and email within twenty-four (24) hours.
- The Contractor shall cover the cost of replacing any parts to the traffic signal system. The City shall reimburse the Contractor for materials used for repairs, in an amount equal to the cost of the materials including an agreed mark-up price.
- Notify the City representative in advance of any traffic signal deactivations (by phone and email) that may be required to provide the required services. Traffic signal deactivations shall not be scheduled without the approval of an authorized representative of the City. All traffic signal controller equipment shall be maintained as recommended by the manufacturer.

- The Contractor, at own cost, shall place barricades, clean up debris, properly dispose of all damaged components.

d. Maintenance Records

Contractor shall create and maintain an inventory list of the equipment in the controller cabinet at each location. The inventory shall include the model, manufacturer, serial number, and quantity of each piece of equipment and installation date. The inventory list shall be continuously updated and a copy shall be furnished to the City every four (4) months in a Microsoft Excel spreadsheet.

Contractor shall maintain a copy of the Preventive Maintenance Inspection Form approved by the City at each intersection. The checklist shall be completely filled out during each routine maintenance inspection and during any time repairs are made to the controller or any related equipment in the controller cabinet or the signal equipment at the intersection (detector loops, pedestrian heads, signal heads, lenses, lamps and signal poles, etc.).

A printout of the signal control database shall be kept in each controller cabinet. Timing changes shall be indicated on the printout. Only the City's representative shall authorize timing changes except that the Contractor may make changes required on a temporary basis due to maintenance operations or to maintain a satisfactory signal operation when there is a detection failure.

e. Monthly Activity Report

The Contractor shall provide a computerized monthly activity report to the City by the fifteenth working day of each month for the previous month's activities. The report shall be provided both as a printout and as a Microsoft Excel Spreadsheet compatible computer file transmitted by e-mail and attached to the monthly invoice.

No payment will be made without submittal of the report. The report shall include:

1. Preventive Maintenance: Time and date the preventive maintenance was performed.
2. Scheduled Repairs: A complete record of all work that was performed on the traffic signal equipment during the previous month including the date and time, make, model, and serial number of any major components or other equipment that was newly installed at each intersection.
3. Emergency Response Work: Time the service calls were received, time arrived at the intersection, the response time, nature of the problem, the number of hours spent for each repair, materials used, whether the activity is related to accident or vandalism, and a special listing of intersections with three or more calls in one month.

f. Response and Service

The Contractor shall provide response and service on a twenty-four (24) hour, seven (7) day per week basis. Immediate action shall be taken to safeguard the public any time a signal installation becomes partly or totally inoperative from any cause whatsoever. The Contractor

shall provide the City with a contact name and phone number of personnel responsible for 24/7 services. The maximum response times shall be as follows:

1. Emergency and accident maintenance — one (1) hour
2. Replacement of burned out signal faces — two (2) hours
3. All other signal maintenance — twenty-four (24) hours
4. Safety Lighting — forty-eight (48) hours
5. Illuminated Street Name Signs — forty-eight (48) hours

Signal on flash, signal blackout not caused by a power outage, and any malfunction of pedestrian signals shall constitute an emergency. The City may extend the maximum response time for maintenance on a case-by-case basis if the signal remains operational in a satisfactory manner and the condition poses no immediate hazard to the public.

Failure to meet the response time requirements by the Contractor shall be sufficient cause for the City to authorize maintenance to be completed by others and deduct the costs of said maintenance from payments due to the Contractor. Repetitive failure shall be deemed sufficient cause for the City to terminate the contract,

g. Signal Shut Down and Signal on Flash

The contractor shall immediately notify the City's Public Works Department, Montebello Police Department, and Fire Department of any signal turn-offs or signal on flash necessitated by their operation. Signal shut down of any duration and signal on flash

operation in excess of fifteen (15) minutes must be first authorized by the Community Development Department.

h. Spare Equipment

The Contractor shall maintain adequate storage and shop facilities and sufficient stock of spare parts and signal equipment to affect maintenance to the signals. The Contractor shall maintain at least one fully tested standby controller that is compatible with the City's system. The Contractor will own and maintain all spare parts until installation in the City.

i. Salvage Equipment

The Contractor shall deliver any salvaged or salvageable equipment or material to the location in the City as directed by the Community Development Department. Any material or equipment declared non-salvageable by Community Development Department shall be taken from the City and disposed of properly by the Contractor and Contractor's cost. Components such as mast arms and luminaries that are undamaged may be reused at the direction of the City.

j. New Traffic Signals

The contractor shall maintain new traffic signals, safety lights, flashing beacons, and appurtenant devices as they are being installed, or become a part of the maintenance requirements of the City. As requested by the City, the contractor shall provide support and review of new traffic signal turn-ons.

III. Underground Service Alert (Dig Alert) Monitoring

The Contractor will be required to adequately mark all traffic signal conduits, traffic signal interconnect/communication lines, and equipment as well as street lights on behalf of the City in accordance with the California Government Code Section 4216 *et seq.* The City's designated representative will monitor notifications submitted by Underground Service Alert (USA) to the City, and will furnish applicable notifications to a representative of the Contractor to coordinate the markings of any signalized intersections that may be scheduled for construction work or excavations as evidenced by notification from USA. The Contractor shall establish a process for monitoring and tracking the marking of any affected intersections; an *Intersection Record Log* shall be created, with the USA notification and corresponding action noted in the controller, with a copy provided to the City. The Contractor shall assume all liability for satisfying the City's obligations to adequately identify underground structures in accordance with this law. Compensation for providing USA —Dig Alert services identified above will be paid at a fiat rate per occurrence in accordance with the Cost Proposal.

IV. Warranty Service

New equipment installed by the Contractor shall be covered with a material and workmanship warranty for one (1) year after acceptance. Where parts or material become defective during this warranty period, the Contractor shall notify the City so that the warranty may be exercised. The Contractor shall be responsible for exercising maintenance and replacement covered by the warranty. No additional or separate compensation shall be paid for warranty service work. At expiration of the warranty, servicing of traffic signals shall be performed in accordance with these specifications.

V. Working Day

The Contractor's working day activities for preventive maintenance and scheduled repairs shall be limited to the hours of 7:00 AM and 5:00 PM, Monday through Friday, excluding designated City holidays. Deviations from normal working hours will not be allowed without prior written consent of the City. The following is a list of holidays on which contract service will not be performed:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- President's Day
- Memorial Day
- Independence Day (July 4th)
- Labor Day (First Monday in September)
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- The day after Thanksgiving Day
- Christmas Eve Day
- Christmas Day

Exhibit "B"

Cost Proposal

CONTRACTOR shall provide an updated Cost Proposal for each year of the Agreement term based on increases in the Consumer Price Index (CPI). Such updated Cost Proposal must be provided to the City at least 30 days prior to the annual anniversary date from the Effective Date.

**COST PROPOSAL SCHEDULE "A"
FLAT RATE MAINTENANCE SCHEDULE**

Item	Description	Quantity	Unit	Unit Price	Total Annual Amount
I.	Preventive Maintenance (Traffic Signal System: includes safety lights & illuminated street name signs)	79	Per	\$ 88.50	\$ 83,898.00
II.	Preventive Maintenance (Flashing Beacons)	8	Per location	\$ 43.00	\$ 4,128.00
III.	Preventive Maintenance (Speed Feedback Signs)	10	Per location	\$ 44.00	\$ 5,280.00
IV.	Lighted Crosswalks	2	Per Location	\$ 63.00	\$ 1,512.00
V.	Underground Service Alert – (Dig Alert Service)		Per USA	\$ 225.00	\$ 225.00

Special Note: The flat rate fee represents total compensation for all labor, material, equipment, and vehicles necessary to provide the corresponding tasks.

TOTAL PROPOSAL ITEMS (I, II, III, IV and V) \$ 95,043.00

**COST PROPOSAL SCHEDULE
"B" SCHEDULED REPAIR
SERVICES**

Item No.	Description	Unit Price
1.	Replace Type A Detector Loop (1 to 4 loops)	<u>\$ 785.00</u> Per loop
2.	Replace Type A Detector Loop (5 or more loops)	<u>\$ 610.00</u> Per loop
3.	Replace Type D Detector Loop (1 to 4 loops)	<u>\$ 785.00</u> Per loop
4.	Replace Type D Detector Loop (5 or more loops)	<u>\$ 610.00</u> Per loop
5.	Replace Video Detection Unit	<u>\$ 2,535.00</u> Per unit
6.	Vehicular LED Face Replacement	<u>\$ 105.00</u> Per Face
7.	Pedestrian LED Face Replacement (Countdown)	<u>\$ 210.00</u> Per Face
8.	Replace Pedestrian Push Button 2" ADA Compliant	<u>\$ 102.00</u> Per Button

The PROPOSER shall provide prices for all of the items listed above. Failure to do so may be the grounds for rejection of the proposal.

The final selection of the contractor will include but not limited to the proposed prices per year, per units for optional items, bidders qualifications, experience, references, and other relevant items to ensure the lowest qualified and responsive bid is selected that is in the best interest of the City.

EMERGENCY RESPONSE SERVICES

List the position titles and responsibilities of personnel that will be providing emergency response services to the City per this RFP.

PERSONNEL

Position	Hourly Straight Time	Hourly Overtime	Hourly Overtime
Title: Traffic Signal Foreman Description: Responsible for overseeing project assigned field personnel and running crew	\$ 153.00	\$ 194.00	\$ 235.00
Title: Transportation Systems Electrician Description: Responsible for responding to all call-outs and making required repairs to traffic signal system	\$ 144.00	\$ 180.00	\$ 217.00
Title: Transportation Systems Technician Description: Preventative Maintenance or assisting in response calls	\$ 126.00	\$ 153.00	\$ 180.00
Title: Traffic Signal Groundsman Description: Digging, trenching, etc under supervision of a Foreman	\$ 109.00	\$ 158.00	\$ 158.00
Title: _____ Description: _____	\$ _____	\$ _____	\$ _____
Title: _____ Description: _____	\$ _____	\$ _____	\$ _____
Title: _____ Description: _____	\$ _____	\$ _____	\$ _____
Title: _____ Description: _____	\$ _____	\$ _____	\$ _____









Agreement No. 4175 - Yunex LLC

Final Audit Report

2024-02-21

Created:	2024-02-21
By:	Jeremy Melendez (jemelendez@montebelloca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMV4GL_qicR1Sm5yqhbDCI9pBkVQJLb3e

"Agreement No. 4175 - Yunex LLC" History

-  Document created by Jeremy Melendez (jemelendez@montebelloca.gov)
2024-02-21 - 6:23:43 PM GMT
-  Document emailed to Joshua Ferras (joshua.ferras@yunextraffic.com) for signature
2024-02-21 - 6:23:51 PM GMT
-  Document emailed to Michael Hutchens (michael.hutchens@yunextraffic.com) for signature
2024-02-21 - 6:23:51 PM GMT
-  Email viewed by Joshua Ferras (joshua.ferras@yunextraffic.com)
2024-02-21 - 6:29:34 PM GMT
-  Document e-signed by Joshua Ferras (joshua.ferras@yunextraffic.com)
Signature Date: 2024-02-21 - 6:30:23 PM GMT - Time Source: server
-  Email viewed by Michael Hutchens (michael.hutchens@yunextraffic.com)
2024-02-21 - 6:41:52 PM GMT
-  Document e-signed by Michael Hutchens (michael.hutchens@yunextraffic.com)
Signature Date: 2024-02-21 - 6:44:57 PM GMT - Time Source: server
-  Agreement completed.
2024-02-21 - 6:44:57 PM GMT



ITEM # 6

**CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT**

TO: Honorable Mayor and City Council Members

FROM: Raul Alvarez, City Manager

BY: John Soria, Director

SUBJECT: **AWARD AGREEMENT NO. 4457 WITH KTU&A INC FOR THE MONTEBELLO MOBILITY HUB CONNECTIVITY FEASIBILITY STUDY**

DATE: February 11, 2026

RECOMMENDATIONS:

It is recommended that the City Council:

1. Award Agreement No. 4457 with KTU&A Inc., (KTUA), to conduct a Mobility Hub Connectivity Feasibility Study in response to Request for Proposals No. 26-07 (RFP No. 26-07), for a total not-to-exceed amount of \$449,974 for a three-year (3-year) term; and
2. Authorize the City Manager to execute and finalize Agreement No. 4457; and
3. Authorize the City Manager to approve change orders up to an additional ten percent (10%) of the total not-to-exceed amount; and
4. Take such additional, related, action that may be desirable.

FISCAL IMPACT:

In response to Request for Proposals (RFP) No. 26-07, KTUA submitted a cost proposal totaling \$449,974 for a 3-year agreement (Attachment A). On July 1, 2025, the California Department of Transportation (Caltrans) awarded the City with a Sustainable Communities Competitive (SCC) Grant in the amount of \$400,000 (Attachment B), with a required local match of \$51,824 (Account Number 600-90-910-6040.10). Sufficient appropriations exist in that account for Fiscal Year 2025-26, therefore, a budget amendment is not required as part of the recommended actions.

BACKGROUND/DISCUSSION:

On January 22, 2025, the City applied to the Sustainable Communities Competitive

CITY COUNCIL AGENDA REPORT - MEETING OF FEBRUARY 11, 2026

Page 2 of 3

(SCC) Grant Program to fund the Montebello Mobility Hub Connectivity Feasibility Study (MMHC Study). The MMHC Study addresses connectivity, accessibility, and sustainability challenges along four of the City's most prominent commercial corridors: Washington Boulevard, Whittier Boulevard, Montebello Boulevard, and Beverly Boulevard. These corridors serve as critical links for residents, businesses, and visitors, yet are currently limited in their ability to support seamless multimodal travel. The MMHC study will evaluate the potential for creating a centralized Mobility Hub that integrates public transit, active transportation options such as walking and bicycling, shared mobility services, and electric vehicle infrastructure. By improving first-mile/last-mile connections, the project aims to reduce traffic congestion, promote environmentally friendly travel choices, and strengthen the city's economic vitality and quality of life.

On November 20, 2025, the City published RFP No. 26-07 (Attachment C) seeking a consultant to provide the MMHC Study services. Proposals were due on Thursday, January 15, 2026, with three (3) submissions received from reputable consultants. On January 27, 2026, a three-member Evaluation Committee reviewed the proposals using criteria aligned with the project's scope of work. The evaluation process considered factors such as cost, technical approach, and overall feasibility, ensuring each proposal was thoroughly and objectively assessed. The results of this review informed the selection of the most qualified vendor as follows:

Vendor	Panel Score
KTU&A Inc	95.50%
Kittelson & Associates Inc	90.33%
Kimley-Horn and Associates Inc	84.33%

ENVIRONMENTAL:

N/A

ANALYSIS:

KTUA was selected based on a review of the qualitative attributes (Project Management Plan, Proposed Project Team, Experience and Qualifications, Technical Approach, and Cost Proposal) presented in their proposal (Attachment D). The Evaluation Committee indicated that KTUA submitted the most responsive and complete proposal. In addition, KTUA provided a comprehensive, quality proposal that demonstrated to the Evaluation Committee that they can meet the requirements outlined in RFP No. 26-07.

KTUA has extensive experience providing mobility planning, feasibility studies, and active transportation services to public agencies throughout California. KTUA has provided mobility planning and feasibility study services to major public agencies including the

CITY COUNCIL AGENDA REPORT - MEETING OF FEBRUARY 11, 2026

Page 3 of 3

Cities of Riverside, National City, Monterey Park, Pasadena, San Ramon, and the El Monte. In addition, KTUA has collaborated with transportation agencies such as Riverside Transit Agency (RTA), Orange County Transportation Authority (OCTA), Caltrans, and the Southern California Association of Governments (SCAG).

Their proposal demonstrated a strong understanding of the City's MMHC Study objectives and builds upon their prior work with the City, including the Montebello First Mile/Last Mile Master Plan which received the 2024 American Planning Association-Los Angeles Award of Excellence for innovative transportation planning. KTUA's multidisciplinary team offers expertise in mobility hub planning, data-driven analysis, community engagement, and implementation-ready recommendations, with their specialized experience in transportation planning, economic analysis, and public outreach. Based on the firm's demonstrated qualifications, relevant experience, and comprehensive project approach, staff recommend that the City Council award an agreement to KTUA in response to the Mobility Hub Connectivity Feasibility Study RFP No. 26-07.


SUMMARY:

Staff recommend that the City Council award Agreement No. 4457 with KTUA, attached hereto in substantial form (Attachment E), to conduct the MMHC Study in response to RFP No. 26-07, for a total not-to-exceed amount of \$449,974, for a 3-year term; authorize the City Manager to execute and finalize Agreement No. 4457; authorize the City Manager to approve change orders up to an additional 10% of the total amount for each fiscal year; and direct staff to take such additional, and related, action that may be desirable.

ATTACHMENT(S)

1. Attachment A – Price Sheet
2. Attachment B – City Council Staff Report
3. Attachment C – RFP No. 26-07
4. Attachment D – KTUA Proposal
5. Attachment E – Draft Agreement No. 4457

Contact Information:

Name & Job Title:	Joe Punsalan, Principal Transportation Planner
Business Name:	KTU&A
Address:	3916 Normal Street
City, State, Zip Code:	San Diego, CA 92103
Phone Number:	619-294-4477 ext. 127
E-mail Address:	joe@ktua.com
Authorized Signature:	 Date: 1/15/2026

Montebello Mobility Hub Connectivity Feasibility Study	KTUA								Nelson/Nygaard										Natelson Dale							Day One																																
	Principal	Associate / GIS Manager	Senior Planner / Designer II	Planner / Designer	Hours per Task	Travel & Materials	Labor Cost	Cost per Task	Principal	Principal	Associate Principal	Director	Senior Associate	Senior Associate	Associate	Senior Designer	Senior Associate	Hours per Task	Travel & Materials	Labor Cost	Cost per Task	Principal	Senior Associate	Research Associate	Hours per Task	Travel & Materials	Labor Cost	Cost per Task	Project Manager	Project Coordinator	Hours per Task	Travel & Materials	Labor Cost	Cost per Task																								
	Joe Punsalan	Alex Samarin	Marina Varano	Madeline Pysker					Sarah McMinimy	Nina Harvey	Megan Skornia	James McGrath	Carolyn Chu	Sarah Hayden	Annie Chan	Jungwha Yu	Ulises Esau Hernandez					Roger Dale	Alan Levenson	Joseph Collins					Ashley Mercado	Colim Bogart																												
	\$215	\$159	\$139	\$113	\$230	\$275	\$215	\$370	\$170	\$170	\$130	\$215	\$160	\$280	\$240	\$160	\$250	\$200																																								
1 Project Administration																																																										
1.1	Project Management Team Plan and Schedule								2	8			10	\$ -	\$ 1,702	\$ 1,702	2									2	\$ -	\$ 460	\$ 460							0	\$ -	\$ -	\$ -			0	\$ -	\$ -	\$ -													
1.2	Project Kickoff and Project Management Team Meetings								6	24	28		58	\$ -	\$ 8,998	\$ 8,998	20	8	16							44	\$ -	\$ 10,240	\$ 10,240							0	\$ -	\$ -	\$ -	31	26	57	\$ -	\$ 12,950	\$ 12,950													
Task 1 Totals								8	32	28	0	68	\$ -	\$ 10,700	\$ 10,700	22	8	16	0	0	0	0	0	0	0	46	\$ -	\$ 10,700	\$ 10,700	0	0	0	0	0	\$ -	\$ -	\$ -	31	26	57	\$ -	\$ 12,950	\$ 12,950															
2 Outreach and Engagement																																																										
2.1	Outreach and Engagement Plan									2			2	\$ -	\$ 318	\$ 318	8				24					48	\$ -	\$ 9,360	\$ 9,360							0	\$ -	\$ -	\$ -	5		5	\$ -	\$ 1,250	\$ 1,250													
2.2	Stakeholder List									2			2	\$ -	\$ 318	\$ 318					4					20	\$ -	\$ 2,760	\$ 2,760							0	\$ -	\$ -	\$ -			0	\$ -	\$ -	\$ -													
2.3	Outreach Events and Summary									20	20	24	64	\$ 600	\$ 8,672	\$ 9,272	24	4	8		16		16		36	\$ -	\$ 13,140	\$ 13,140	12	12		24	\$ -	\$ 6,240	\$ 6,240	132	145	277	\$ 3,800	\$ 62,000	\$ 65,800																	
Task 2 Totals								0	24	20	24	68	\$ 600	\$ 9,308	\$ 9,908	32	4	8	0	44	0	0	0	0	0	104	\$ -	\$ 25,260	\$ 25,260	12	12	0	24	\$ -	\$ 6,240	\$ 6,240	137	145	282	\$ 3,800	\$ 63,250	\$ 67,050																
2.OPT Task 2 - OPTIONAL Statistically-valid survey conducted by RRC Associates																																																										
\$ 25,000																																																										
3 Analysis																																																										
3.1	Data Collection Methodology								8	46		120	174	\$ -	\$ 22,594	\$ 22,594		4	4			60				68	\$ -	\$ 12,160	\$ 12,160							0	\$ -	\$ -	\$ -			0	\$ -	\$ -	\$ -													
3.2	Mobility Hub Design and Integration Analysis								16	38	38	60	152	\$ 600	\$ 21,544	\$ 22,144	22	8	8			24		24		62	\$ -	\$ 12,100	\$ 12,100										0	\$ -	\$ -	\$ -			0	\$ -	\$ -	\$ -										
3.3	Design and Integration Methodology								30	60	60	100	250	\$ -	\$ 35,630	\$ 35,630	22	20	4	8	36	24	16	40		170	\$ -	\$ 35,260	\$ 35,260											0	\$ -	\$ -	\$ -			0	\$ -	\$ -	\$ -									
3.4	Environmental and Social Impact Analysis								8	30	40	64	142	\$ -	\$ 19,282	\$ 19,282	4	2	4	0	6	0	20	0	40	76	\$ -	\$ 12,350	\$ 12,350													0	\$ -	\$ -	\$ -			0	\$ -	\$ -	\$ -							
3.5	Land Use and Zoning Assessment								4	16	16	12	48	\$ -	\$ 6,984	\$ 6,984			24			52				76	\$ -	\$ 14,000	\$ 14,000															0	\$ -	\$ -	\$ -			0	\$ -	\$ -	\$ -					
3.6	Public Transportation and Connectivity Analysis								4	16	8	12	40	\$ -	\$ 5,872	\$ 5,872		2				32			24	58	\$ -	\$ 9,830	\$ 9,830																0	\$ -	\$ -	\$ -			0	\$ -	\$ -	\$ -				
3.7	Economic Impact and Feasibility Analysis								4	16	16	6	42	\$ -	\$ 6,306	\$ 6,306	8	24	0	2	0	0	36	0	0	70	\$ -	\$ 13,860	\$ 13,860	74	116	32	222	\$ -	\$ 53,680	\$ 53,680													0	\$ -	\$ -	\$ -			0	\$ -	\$ -	\$ -
3.8	Community and Stakeholder Engagement Analysis								2	10	20	4	36	\$ -	\$ 5,252	\$ 5,252	8	0	0	0	12	0	24	0	44	\$ -	\$ 7,000	\$ 7,000																									0	\$ -	\$ -	\$ -		
3.9.A	Bike and pedestrian counts (up to 12 locations)																																																									
Task 3 Totals								76	232	198	378	884	\$ 600	\$ 123,464	\$ 124,064	64	60	44	10	54	168	0	0	0	0	0	0	624	\$ -	\$ 116,560	\$ 116,560	74	116	32	222	\$ -	\$ 53,680	\$ 53,680	0	0	0	\$ -	\$ -	\$ -														
3.OPT Task 2 - OPTIONAL Bike and pedestrian counts (up to 12 locations) conducted by Counts Unlimited																																																										
\$ 1,500																																																										
4 Project Close-Out and Reporting																																																										
4.1	Project Close-Out Files									10	10		20	\$ -	\$ 2,980	\$ 2,980										0	\$ -	\$ -	\$ -																													
4.2	Metrics Data Collection and Reporting								8	24	24		56	\$ -	\$ 8,872	\$ 8,872	2	2							4	\$ -	\$ 1,010	\$ 1,010																														
Task 4 Totals								8	34	34	0	76	\$ -	\$ 11,852	\$ 11,852	2	2	0	0	0	0	0	0	0	0	0	4	\$ -	\$ 1,010	\$ 1,010	0	0	0	0	\$ -	\$ -	\$ -	0	0	0	\$ -	\$ -	\$ -	0	0	0	\$ -	\$ -	\$ -									
Total Hours By Staff								92	322	280	402	1096				120	74	68	10	98	168					64																																
								Direct Labor Costs:				\$155,324				Direct Labor Costs:				\$153,530				Direct Labor Costs:				\$59,920				Direct Labor Costs:				\$76,200																						
								Travel & Material Direct Costs:				\$1,200				Material Direct Costs:				\$0				Material Direct Costs:				\$0				Material Direct Costs:				\$3,800																						
								KTUA Total Cost				\$156,524				Nelson/Nygaard Total Cost				\$153,530				Natelson Dale Total Cost				\$59,920				Day One Total Cost				\$80,000																						
Grand Total Cost Estimate																																																										
\$449,974																																																										
Optional Task Total																																																										
\$26,500																																																										
Grand Total Cost Estimate with Optional Tasks																																																										
\$476,474																																																										



CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: Raul Alvarez, City Manager

BY: John Soria, Director of Transportation

SUBJECT: ADOPT RESOLUTION NO. 25-72 AUTHORIZING THE CITY MANAGER TO EXECUTE A GRANT AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) TO FUND THE MONTEBELLO MOBILITY HUB CONNECTIVITY FEASIBILITY STUDY THROUGH THE SUSTAINABLE COMMUNITIES COMPETITIVE GRANT PROGRAM

DATE: August 27, 2025

RECOMMENDATION (S):

It is recommended that the City Council:

1. Adopt Resolution No. 25-72, authorizing the City Manager to execute a grant agreement with the California Department of Transportation (Caltrans) to fund the Montebello Mobility Hub Connectivity (MMHC) Feasibility Study through the Sustainable Communities Competitive (SCC) Grant Program; and
2. Authorize the City Manager to take any additional related actions on behalf of the City of Montebello (City); and
3. Approve issuing a MMHC Feasibility Study Request for Proposals (RFP) in September 2025; and
4. Take such additional, related, action that may be desirable.

FISCAL IMPACT

The total anticipated project cost is \$451,824. The budget breakdown is as follows:

Grant Award	Total Local Match	% Local Match	Total Project Cost
\$400,000	\$51,824	11.47%	\$451,824

Sufficient funding for the total local match of \$51,824 will be provided through transit operation funds (Account Number 600-90-910-6040.10). Should the project exceed the awarded SCC Grant amount, the city will amend the Fiscal Year (FY) 2025-26 adopted operating budget accordingly. The preparation and release of the RFP will be completed by staff and will not require additional funding. Once a vendor is selected for consideration of award, the City Council may be requested to consider approving an agreement.

BACKGROUND

Caltrans is committed to providing a safe and reliable transportation network that serves all people while respecting the environment. In 2017, the California Legislature passed Senate Bill 1 (SB 1), the Road Repair and Accountability Act, which created a dependable funding source to maintain and enhance the State’s multimodal transportation system. Through this legislation, approximately \$25 million per grant cycle is allocated to SCC Grant Program, which supports the implementation of Regional Transportation Plans (RTP) and Sustainable Communities Strategies (SCS). These efforts aim to reduce greenhouse gas emissions by 40% below 1990 levels by 2030 and by 80% by 2050, contributing to the State’s climate goals.

On January 22, 2025, the City applied to the SCC Grant Program to fund the MMHC Feasibility Study. The study will address connectivity, accessibility, and sustainability challenges along four of the City’s key commercial corridors: Washington Boulevard, Whittier Boulevard, Montebello Boulevard, and Beverly Boulevard. These corridors serve as critical links for residents, businesses, and visitors, yet have long been constrained by inadequate transportation options, pollution, and the lack of sufficient infrastructure to support sustainable growth. The proposed study will assess these challenges and explore the potential for establishing mobility hubs as transit-oriented development centers along these corridors. These hubs will integrate transportation, housing, and local amenities, making it easier for residents to access public transit while reducing reliance on personal vehicles. By improving first-mile/last-mile connections, the project aims to reduce traffic congestion, promote environmentally friendly travel choices, and strengthen the city’s economic vitality and quality of life.

On July 1, 2025, the City received a Notice of Award (Attachment A) from the SCC Grant Program for the MMHC Feasibility Study. Staff recommend that the City Council consider adopting Resolution No. 25-72 (Attachment B), authorizing the City Manager to execute a grant agreement with Caltrans (Attachment C) to fund the MMHC Feasibility Study, in accordance with the specific and general conditions outlined to accept the SCC Grant funding award.

ANALYSIS

N/A

SUMMARY

Staff recommend that the City Council consider adopting Resolution No. 25-72, authorizing the City Manager to execute a grant agreement with Caltrans, to fund the MMHC Feasibility Study through the SCC Grant Program, in the amount of \$451,824 (local match – \$51,824); authorize the City Manager to take any additional related actions on the City’s behalf; approve issuing a Mobility Hub Connectivity Feasibility Study Request for Proposals (RFP) in September 2025; and take any additional related actions as deemed necessary

ATTACHMENT(S):

- A. Attachment A – Caltrans Notice of Award
- B. Attachment B – Resolution No 25-72
- C. Attachment C – Caltrans Grant Agreement

City of Montebello



REQUEST FOR PROPOSALS (RFP) No. 26-07



MOBILITY HUB CONNECTIVITY FEASIBILITY STUDY

November 20, 2025

ONLINE PROPOSAL SUBMITTAL ONLY THROUGH PLANET BIDS

NOTE: Updates, changes or addendums to the RFP are posted at:
<https://pbsystem.planetbids.com/portal/33072/portal-home>

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INTRODUCTION

The City of Montebello (City), Montebello Bus Lines (MBL), invites proposals from fully qualified and experienced consultants, licensed in the State of California, to conduct a study which will explore the potential for establishing mobility hubs along key commercial corridors to improve transit access and reduce vehicle dependency. The consultant's role will be to assess any challenges and provide expert guidance on the development of mobility hubs as transit-oriented development centers. The consultant will ensure that the feasibility study is grounded in the latest practices and tailored to the City's unique needs and opportunities. The consultant will be tasked with developing a detailed, evidence-based roadmap for achieving these goals, ensuring the project is both effective and feasible for the City of Montebello. The consultant will help design and implement an inclusive engagement strategy that involves local stakeholders, residents, and businesses, with a special focus on engaging underserved communities.

The City operates MBL to provide reliable and efficient public transportation services to the residents of Montebello and neighboring communities. As the third-largest municipal bus system in Los Angeles County, MBL proudly serves 2.6 million passengers a year throughout the communities of Alhambra, Bell Gardens, San Gabriel, Boyle Heights, Commerce, Downtown Los Angeles, East Los Angeles, La Mirada, Montebello, Monterey Park, Pico Rivera, Rosemead, South Gate, and Whittier.

In addition, the City reserves the right to reject any or all proposals, to waive information or irregularities to the extent permitted by law in any proposal received, and to be the sole judge of the merits of the respective proposals received.

DATE: November 20th, 2025
ATTENTION: PROSPECTIVE PROPOSERS
SUBJECT: REQUEST FOR PROPOSAL (RFP) NO. 26-07
TITLE: CITY OF MONTEBELLO and MONTEBELLO BUS LINES

MOBILITY HUB CONNECTIVITY FEASIBILITY STUDY

The City of Montebello (City), Montebello Bus Lines (MBL), is seeking proposals from fully qualified and experienced consultants, licensed in the State of California, to explore the potential for establishing mobility hubs along key commercial corridors to improve transit access and reduce vehicle dependency. The consultant's role will be to assess any challenges and provide expert guidance on the development of mobility hubs as transit-oriented development centers. The consultant will ensure that the feasibility study is grounded in the latest practices and tailored to the City's unique needs and opportunities. If the consultant finds the project to be feasible, they will be tasked with developing a detailed, evidence-based roadmap for achieving these goals, ensuring the project is effective for the City. The consultant will help design and implement an inclusive engagement strategy that involves local stakeholders, residents, and businesses, with a special focus on engaging underserved communities. Additionally, the consultant will be responsible for ensuring compliance with all applicable regulations and safety standards throughout the contract term.

The term of the proposed agreement shall be a **two-year (2-year) term**, commencing upon the date of execution between the City and the successful consultant.

A Pre-Proposal Meeting will be held on **Monday, December 8th, 2025**. The meeting will convene at **3:00pm** Pacific Standard Time in the Transportation Building located at 400 South Taylor Avenue, Montebello. A facility walk-thru will follow the meeting.

It is highly recommended that all potential proposers ("Proposers") attend this important meeting. All correspondence, communications, and contact concerning any aspect of this solicitation or offers shall be only with the following person [or his designated representative if applicable] (hereinafter, the "City's Point of Contact").

Name: Leslie Peralta
Title: Senior Management Analyst
Address: 400 S. Taylor Ave.
Montebello, CA 90640
Telephone: (323) 558-1625 ext.1344
E-mail: LPeralta@MontebelloCA.gov

Only substantive inquiries will receive a response. All substantive questions submitted in writing, as outlined below, will be responded to according to the guidelines contained herein. Responses will be in writing and will be provided to all prospective Proposers and placed on the City's website. Responses to questions or comments regarding this RFP provided by any other department, employee, or City department other than the City's Point of Contact set forth above shall not be considered valid and the City will not be bound by any such comments or responses. Inquiries received via telephone or orally in-person will not receive a response.

Proposals must be received by **3:00pm** Pacific Standard Time, on **Monday, January 5th, 2026**, and submitted in accordance with the instructions contained in this RFP. No exceptions will be granted regardless of reason or circumstances.

All proposals must contain an original signature by an authorized officer of the company.

The successful Proposer will be required to comply with all applicable Equal Opportunity Laws and Regulations. The City hereby notifies all prospective Proposers that the City will require each Proposer affirmatively demonstrate that Disadvantaged Business Enterprises are afforded full opportunity to participate in the performance of contracts and sub-contracts financed in part or in whole under this RFP and will not be discriminated against on the grounds of race, color, gender, age, or national origin in consideration for an award.

The City reserves the right to reject any or all proposals, to accept all or any part of any proposal, to waive any informality or minor irregularities in any proposal received to the extent permitted by law and where such action best serves the interest of the City, and to be the sole judge of the merits of the respective proposal received.

The City and MBL are committed to ensuring that no person is excluded from participation in, or denied the benefits of its programs and/or services on the basis of race, color or national origin in accordance with FTA Circular 4704.1 and Title VI of the Civil Rights Act of 1964, as amended ("Title VI"). In addition to Title VI, NTS also prohibits discrimination based on sex, age or disability.

Any person who believes he or she has been subjected to discrimination under Title VI can file a complaint with MBL. For more information on MBL's Civil Rights Program, and the procedures to file a complaint, contact:

Name: John Soria
 Title: Director of Transportation
 Address: 400 S. Taylor Ave.
 Montebello, CA 90640
 Telephone: (323) 558-1625, ext. 1315
 Fax Number: (323) 887-4643
 E-mail: RideMBL.com

You may also contact the Federal Coordination and Compliance Office, Civil Rights Division at the Title VI Hotline: 888-TITLE-06 (888-848-5306) or send a letter to:

U.S. Department of Justice
 Civil Rights Division
 Federal Coordination and Compliance Section, NWB
 950 Pennsylvania Avenue, N.W. Washington, D.C. 20530
 More information on Title VI is available from the Justice Department online at www.justice.gov

TIMETABLE & SCHEDULE OF EVENTS (30-90 Days)

Scheduled Tasks	Scheduled Date	
Issuance of RFP	Thursday	November 20 th , 2025
Pre-Proposal Meeting	Monday	December 8 th , 2025, at 3:00 PM PST
Deadline to Submit Questions	Thursday	December 11 th , 2025, at 3:00 PM PST
Responses to Questions Provided	Thursday	December 18 th , 2025
Deadline to Submit Proposals	Monday	January 5 th , 2026, at 3:00 PM PST
Presentations & Intent to Award	January	

PROPOSAL SUBMISSION CHECKLIST

This checklist must be completed and returned with the Proposal. Failure to return this checklist may be cause for considering the Proposal non-responsive.

	Description	Section/ Page	Proposer shall initial here
1	Proposal	Page # 5	
2	Letter of Transmittal	Page # 40	
3	Licensing, Permits, and Certificates	Page # 17	
4	Indemnification and Hold Harmless Agreement and Waiver of Subrogation and Contribution	Exhibit A	
5	References	Exhibit B	
6	Insurance	Exhibit C	
7	Cost Proposal Sheet	Exhibit D	
9	Bidder’s List of Sub-consultant(s) (DBE and Non-DBE)	Exhibit E	
10	Certification Regarding Debarment, Suspension....	Exhibit F	
11	Performance Guarantee Certification	Exhibit G	
12	Performance Bond	Exhibit H	
13	Irrevocable Standby Letter Of Credit Certificate	Exhibit I	
14	Bank Draft	Exhibit J	
15	Certification of Drug-Free Workplace	Exhibit K	
16	Certificate of Compliance with 49 CFR Part 655	Exhibit L	
	OPTIONAL ITEMS		
15	Requests for exceptions or deviations.	Page # 8	

Company Name:	
Name of Proposer initialing document (print):	
Email address of Company Contact:	
Signature:	
Title:	
Date:	

SECTION 1 - INSTRUCTIONS TO PROPOSERS

PROPOSAL FORMAT AND SUBMITTAL

Proposals can be submitted via the <https://pbsystem.planetbids.com/portal/33072/portal-home> Portal (accessed through the City of Montebello's official website at <https://cityofmontebello.hosted2.civiclive.com/cms/One.aspx?portalId=58756&pageId=84839>) up to the hour of **3:00 p.m. on Monday, January 5th, 2026.**

All proposals must contain an original signature by an authorized officer of the company. Proposals received after the above listed date and time will not be considered.

Proposals shall not include a photocopy of the following:

- INSTRUCTIONS TO PROPOSERS,
- QUALIFICATIONS,
- SCOPE OF WORK.

Proposals shall be typed, single-spaced, and submitted on 8 1/2"x11" paper. Proposals shall not include any unnecessarily elaborate or promotional material. Proposals may not be modified or corrected after being opened unless an addendum is issued requesting resubmissions. Proposals will not be valid until all information has been verified and Proposers' references have been checked. All proposals shall be accompanied by a completed and signed letter of transmittal provided as a part of this RFP.

All requests for exceptions or deviations because of this RFP shall be clearly identifiable by a separate section of the Proposer's submitted proposal for review by the City. It shall be the City's right to accept or reject any portion of the submitted requests.

Proposals shall be submitted in accordance with the form prescribed herein. Failure to respond in this manner may render the proposal non-responsive. Unauthorized conditions, limitations, or provisions attached to a Proposal will render the proposal non-conforming and non-responsive and may cause its rejection. The completed proposal shall be without interlineations, alterations, or erasures. Proposer submitting basic conforming proposals may choose to submit alternate proposals as complete and separate offers, if the alternate proposal offers technical or other improvements or modifications, which are to the overall benefit to the City. Any and all alternate proposals must be submitted in writing and included with the original proposal, conforming to the requirements as stated herein. No verbal modifications will be accepted.

Proposal documents shall be deemed to include by reference each and every one of the following:

1. Request for Proposal (RFP)
2. Addenda to RFP
3. Supplements to RFP
4. All other required forms

EXAMINATION OF PROPOSAL DOCUMENTS

By submitting a proposal, Proposer represents that: (1) Proposer has thoroughly examined and become familiar with the Scope of Work required under this RFP, (2) Proposer comprehends all conditions that may impact the proposal, (3) Proposer has reviewed all addenda, and (4) Proposer is capable of providing the equipment, goods and services necessary to perform the Scope of Work and/or meet the specifications outlined in this RFP, in a manner that meets the City's objectives. Failure to examine the documents and inform themselves shall be at the Proposers' own risk. A Proposer shall have no claim against the City based upon ignorance of or misunderstanding of the RFP documents. Once the award has been made, failure of a Proposer to have read all the conditions, instructions, and the agreement shall not be cause to alter any term of the agreement nor shall such failure provide valid grounds for a Proposer to withdraw its proposal or to seek additional compensation.

SECTION 2 – GENERAL TERMS AND CONDITIONS

ADDENDA

Any changes made by the City to the requirements in this RFP will be made by written addenda. Any written addenda issued to this RFP shall be incorporated into the terms and conditions of any resulting Agreement. The City will not be bound by any modifications to or deviations from the requirements set forth in this RFP as the result of oral instructions. The City reserves the right to revise or withdraw this RFP at any time and for any reason.

CLARIFICATIONS

Should a Proposer require clarifications of this RFP, the Proposer shall notify the contact person identified in this RFP in writing. Should the City, in its sole discretion, determine that the point in question is not clearly and fully set forth; the City will issue a written addendum clarifying the matter. Said addendum shall be posted on the <https://pbsystem.planetbids.com/portal/33072/portal-home> web page.

All questions, clarifications or comments must be submitted no later than **3:00 pm, Thursday, December 11th, 2025**. No questions will be answered individually by the City or Transportation Department.

Requests for clarification, questions and comments must be clearly posted on the PlanetBids Q & A section. The City is not responsible for failure to respond to a request that has not been submitted in accordance with this section.

Responses by the City to the clarifications, comments and questions will be communicated via PlanetBids. Every attempt will be made to provide responses to all Proposers in accordance with the procurement schedule for this RFP. Inquiries received after the deadline will not be accepted and will be returned to the sender without a response.

Requests for clarifications and questions should be formatted in the following manner:

1. Section
2. Paragraph number
3. Page number
4. Text of passage being questioned
5. Question

DISCREPANCIES AND MISUNDERSTANDINGS

Proposing companies must satisfy themselves by personal examination of any work site, drawings, Scopes of Work, and by any other means as they may believe necessary, as to the actual physical conditions, requirements, and difficulties under which the work must be performed. No proposing company shall, at any time, after submission of the proposal, make any claim or assertion that there was any misunderstanding or lack of information regarding the nature or amount of work necessary for the satisfactory completion of the job. Any errors, omissions, or discrepancies found in any plans, specifications, or other documents provided, shall be called to the attention of the Buyer and clarified prior to the submission of proposals.

WITHDRAWAL OF PROPOSALS

Proposers may withdraw their proposals in writing, provided that such requests are received by the City prior to the scheduled deadline for Proposal submission or within six months following the scheduled deadline for Proposal submission when no contract has been awarded.

REFERENCES

All reference information requested in this RFP and specified in the form included in this RFP must be submitted with the proposal. Refer to Exhibit B.

At the discretion of the Evaluation Committee, the City may elect to perform site visits at the Proposer's customer locations. These optional site visits will be in addition to any presentations and/or technical demonstrations. Some or all RFP Evaluation Committee members may travel, at City expense, to sites at which finalist proposers are performing like services. The purpose of such visits shall be to provide the evaluation team with an increased understanding of the process and assess the proposer's implementation and performance.

PROPOSAL SIGNATURES

If an individual makes the proposal, it shall be signed, and the full name and address of the Proposer shall be given.

If a partnership makes the proposal, it shall be signed with the partnership name, by a member of the partnership who shall sign by name and the name and address of each partner shall be given.

If a corporation prepares the proposal, the name of the corporation shall be provided and signed by two (2) duly authorized Officers and, if available, stamped with the corporate seal, and the names and titles of all officers of the corporation shall be given. If a corporation provides a certified letter stating that one (1) duly authorized officer signature is binding for the corporation, this will suffice to omit the second signature requirement in the proposal. Certified letter is to be included in the proposal accompanied with the Letter of Transmittal.

PRE-CONTRACTUAL EXPENSES

The City will be under no obligation for payment of pre-contractual expenses. Pre-contractual expenses are defined as expenses incurred by proposer in:

- Preparing the proposal in response to this request.
- Submitting that proposal to the City.
- Negotiating with the City any matter related to this proposal, and/or

Any other expenses incurred by the Proposer prior to date of award.

CITY OF MONTEBELLO RIGHTS

In its discretion, the City reserves the right to:

1. Reject any and/or all proposals for no reason or any reason including but not limited to the following:
 - a. The proposal is incomplete, non-responsive, obscure, irregular or lacking necessary detail and specificity.
 - b. The Proposer, in the sole judgment of the City, lacks the qualifications, experience, and/or responsibility necessary to provide the services.
 - c. The Proposer failed or neglected to complete and submit any information within the time specified by the City, and as may be otherwise required herein.
2. Reject any proposal that, in the opinion of the City, is so unbalanced in comparison to other proposals received and/or to the City's internal estimates that it does not accurately reflect the cost to perform.
3. Accept all or any part of a proposal.
4. Cancel the entire RFP;
5. Issue subsequent RFPs; and/or
6. Waive any errors or informalities in any proposal, to the extent permitted by law.

STATE CREDENTIALS AND TAXES

The Proposer shall be appropriately licensed in accordance with the laws of the State of California for the work to be performed. The cost for any required licenses and/or permits shall be the responsibility of the successful Proposer. The successful Proposer is liable for any and all taxes due as a result of the contract.

RESPONSIBILITY FOR COMPLIANCE WITH LEGAL REQUIREMENTS

The Proposer's products, services, and facilities shall be in full compliance with all applicable Federal, State and local regulations, standards and ordinances, regardless of whether or not they are referred to in the RFP.

CONFIDENTIALITY AND PUBLIC RECORD

All Proposers are hereby put on notice that each Proposal received shall become the exclusive property of the City. Notwithstanding authorized exemptions and privileges, each proposal shall be subject to disclosure according to the California Public Records Act and/or the Federal Freedom of Information Act. The City shall not in any way be liable or responsible for the disclosure if required to do so by law.

JOINT OFFERS

Where two or more Proposers desire to submit in response to this RFP, they shall do so on a prime-sub consultant basis rather than as a joint venture. The City intends to contract with a single firm and not with multiple firms doing business as a joint venture. Any proposal submitted on behalf of any form of joint venture or partnership between two (2) existing Proposers may be considered collusive and may be rejected as non-responsive.

COMPANY PERSONNEL

It shall be the burden of the successful Proposer to ensure all personnel possesses qualifications and/or experience. All personnel required to perform the services herein shall be secured at the expense of the successful Proposer. Personnel shall not be employees of or have any contractual relationship with the City. Successful Proposer's personnel shall always conduct themselves in a professional manner to all City employees. Rude or discourteous behavior by the successful Proposer will not be tolerated and the offense can be justification for termination of contract. All sub-consultants of successful Proposer shall abide by all the requirements set forth in this section.

SINGLE PROPOSAL RESPONSE

If only one proposal is received in response to this RFP, a detailed cost/price proposal may be requested of the Proposer. A cost or cost and price analysis and evaluation and/or audit of the cost may be performed in order to determine if the price is fair and reasonable. If the City determines a cost analysis is required, Proposer must be prepared to provide, upon request, cost summaries of estimated costs (i.e. labor, equipment, supplies, overhead costs etc.) and documentation supporting all cost elements.

PROTEST PROCEDURES

All protests must be filed in accordance with the following:

1. The protest must be in writing and identify the solicitation (RFP) number.
2. The protest must be submitted by some return receipt method or guarantee of delivery that insures that the protest was received in a timely manner. The City is not responsible for lost or delayed deliverables.
3. The party's standing to protest must be identified.
4. Identification of the specific provision, law, regulation, specification, procedure or policy violated.
5. A statement of the relief requested.

Protests related to the content of the RFP shall be received no later than ten (10) days before the proposal due date. Protests related to matters other than the content of the RFP shall be received no later than five (5) days after proposal opening. If the protest does not comply with the preceding requirements, it may not be evaluated and may be returned to the protestor.

All protests shall be submitted to the contact person identified in this solicitation. If the solicitation is funded with Federal Transit Administration (FTA) monies, a protest may be filed with the FTA. However, the FTA only accepts protests alleging that a grantee failed to have written protest procedures or did not comply with those procedures or protests that involve a conflict of interest or fraud.

INCORPORATION OF PROPOSAL INTO AGREEMENT

This RFP and the Proposer's response, including all promises, warranties, commitments and representations made in the successful proposal, shall be binding and incorporated by reference in the City's contract with the successful Proposer.

TIME OF COMPLETION

The Contract time shall commence from the date on the Notice to Proceed (NTP) as authorized in writing by the City. The services shall be completed within the time period specified in the Request for Proposal. In case the services under the terms of these provisions and related professional contract shall be necessarily

delayed because of strike, injunctions, government controls, or by reasons of any cause or circumstances beyond the control of the successful consultant (the "Consultant"), the time of completion shall be extended by a number of days to be determined in each instance by mutual agreement between the Consultant and MBL.

PAYMENT

A separate invoice, referencing the respective purchase order number, shall be issued in duplicate for each invoice shown in the payment schedule, and addressed to:

**City of Montebello
Attn: Accounts Payable
1600 West Beverly Boulevard
Montebello, California 90640**

Payment will be made within thirty (30) days after acceptance and approval of invoice.

Payment Schedule: Quarterly
Provide One (1) invoice quarterly.

CONTRACT DOCUMENTS: ORAL CHANGES / CONTRACT TERMINATION

Oral Changes: Oral changes and oral change orders are not permitted. All proposed changes must be submitted in writing to, and approved by, MBL prior to becoming a contract modification.

Contract Termination: MBL may terminate any resulting contract for convenience at any time by giving the Consultant five (5) days' written notice thereof. Upon termination, MBL shall pay the Consultant his allowable cost incurred to date of termination, and those costs deemed reasonably necessary by MBL to affect such termination, determined in accordance with Part 1-8.705-1 of the Federal Procurement Regulations (41CFR 1-8) or other applicable portion(s) of said Regulations. In addition, MBL shall pay the Consultant a percentage of the project, which relates to contract work accomplished to date of termination. The effective date of termination shall be the date of Notice of Termination.

In the event the Consultant breaches the terms or violates the conditions of the contract, and does not within ten days, thereafter, cure such breach of violation, MBL may immediately terminate the Contract for default. The consultant shall be liable for all costs incurred by MBL because of such default.

SCOPE OF CONTRACT

The Consultant shall provide all services necessary as per the Scope of Work described in this Request for Proposal.

PERFORMANCE OF WORK

It is the intent of these specifications to provide only services of the highest quality. The cost to be quoted and submitted shall include all items of service and any other costs necessary to fully complete the work pursuant to the provisions. It is the aim of these specifications that the Consultant provide complete services of the type prescribed. Any items omitted from such specifications which are clearly necessary for the completion of such services shall be considered a portion of such services, although not directly specified or

called for in these specifications. No advantage shall be taken by the Consultant in the omission of any detail which goes to make the services complete, even though such detail is not mentioned in these specifications.

AWARD OF CONTRACT

The contract resulting from this RFP (or the "Agreement") will be awarded to the responsive and responsible Proposer whose proposal, conforming to the requirements of the RFP, is determined to be the most advantageous ("Best Value" as described in the Federal Transit Administration Circular 4220.1F) to the City, based on the Evaluation Criteria. No agreement shall exist until the City Council or the City Manager has awarded the Agreement and it has been mutually executed. The City reserves the right to:

- (a) Accept all or any part of a proposal;
- (b) Reject any or all proposals for any reason;
- (c) Waive any informality or minor errors to the extent permitted by law;
- (d) Award the Agreement as the interest of the City may require;
- (e) Cancel the entire RFP; or
- (f) Issue subsequent RFPs.

An Evaluation Committee comprised of MBL staff, in accordance with the proposal Evaluation Criteria set forth in Evaluation Criteria section of this RFP, will evaluate all the proposals. During the evaluation period, the City may interview some or all the proposing firms. Proposers should be aware; however, that award may be made without interviews or further discussions.

The City may negotiate contract terms with the selected Proposer prior to award and expressly reserves the right to negotiate with several Proposers simultaneously and, thereafter, to award a contract to the Proposer offering the most favorable terms to the City. However, negotiations may or may not be conducted with Proposers; therefore, the proposal submitted should contain the most favorable terms and conditions, since the selection and award may be made without discussion with any Proposer.

No agreement shall exist until the City Council or City Manager has awarded the Agreement and it has been mutually executed. The City reserves the right to reject any and all proposals for any reason, to waive any informality or minor errors as determined by the City in any proposal and to award the Agreement as the best interests of the City may require. The award, if any, may be made by the City within ninety (90) calendar days after the opening of the proposals.

POINT OF CONTACT

This RFP is issued by the City, and the Management Analyst will be the sole point of contact ("Point of Contact") during the RFP submission and procurement process. Communications initiated by respondents to this RFP with members of the City Council, or officers, personnel or employees of the City, other than as coordinated by the Point of Contact, may be grounds for disqualification. Any inquiries or requests during this submission or procurement process shall be submitted in writing to the following Point of Contact:

City of Montebello Transportation Department
 Attention: Leslie Peralta
 Senior Management Analyst
 400 South Taylor Ave.
 Montebello, CA 90640
 (323) 558-1625 ext. 1344
 Email: LPeralta@MontebelloCA.gov

If the Point of Contact determines a response to any such inquiry is warranted, said response will be issued to all prospective Proposers via PlanetBids.com.

EVALUATION OF PROPOSALS

MBL uses a selection process in which proposals contain both price and qualitative components, and award is based upon a combination of price and qualitative considerations. Qualitative considerations may include experience and qualifications, technical approach, quality of proposed personnel, and/or management plan. The award selection is based upon consideration of a combination of technical and price factors to determine the offer deemed most advantageous to MBL.

An evaluation committee will be appointed to review all proposals. The committee will be comprised of MBL staff. Committee members will initially evaluate each proposal using the pass or fail criteria identified herein. Proposers who pass this first stage of testing will progress to the next step in the evaluation.

MBL will evaluate the offers based on the following criteria: Pass/Fail Criteria

- Proposer has demonstrated the ability to meet the insurance requirements described in the Agreement. Proof of ability, for example a sample certificate with another agency, or a statement that the Proposer can meet the insurance requirements in the RFP should be attached to proposal.
- Proposer has demonstrated evidence of good standing. If the Proposer is a corporation or limited liability company, provide evidence that it is in good standing in the state of its incorporation/organization and qualified to do business in California. If the Proposer is a partnership or joint venture, provide such evidence for all partners or members. The evidence provided must be in the form of (i) an official certificate of good standing issued by the state of incorporation/organization and (ii) qualification to do business issued by the California Secretary of State. If the Proposer is operating under a fictitious name or trade name, provide evidence that the Proposer has filed for and/or registered the fictitious name with the county where the Proposer's business is located.

On the completion of the initial Pass/Fail review, the committee will evaluate proposals using the two-step process. Qualitative considerations will be reviewed and scored first without attention to the price. The committee will then present the cost and price proposals and evaluate and score them accordingly. During the qualitative evaluation, the committee, at its sole discretion, may contact any or all the Proposers with specific questions or requests for clarification. After both the qualitative and cost/price proposals have been evaluated and scored, the committee will arrive at a "comprehensive proposal score" for each proposal. A list of top-ranked proposals within a competitive range will be developed based upon the total comprehensive scores provided by committee members. At this time, the committee may decide

that the evaluation process is complete and submit a final recommendation to the Director of Transportation.

The committee may ask the Proposers to consider the dialog of negotiations and revise their proposals. A deadline will be set for the submission of the revised proposals. If a Proposer is unable to meet the deadline or chooses not to revise its proposal, its' existing proposal will be rescored along with revised proposals in the same manner as the original proposals.

EVALUATION CRITERIA

Award will be made to the Offeror whose proposal offers the best value to the City. Proposals that meet the pass/ fail criteria now will be evaluated in accordance with the following criteria:

QUALITATIVE CONSIDERATIONS

The Proposer's Qualitative Proposal will be evaluated based on the following factors, each having the weighted value set forth below (100 potential points in total):

1	<u>Project Management Plan</u> The proposal shall contain a detailed explanation of the project and not a reiteration of the RFP itself. The information offered should be a compendium of the Proposer's knowledge of the standards outlined in the Scope of Work.	20 points
2	<u>Proposed Project Team</u> Qualifications and experience of management and staff and other personnel; comprehensiveness of plan and team's familiarity with the mobility hub feasibility study.	10 points
3	<u>Qualifications and Experience</u> Demonstrate experience completing a mobility hub feasibility study of the same or similar magnitude. Presentation of a catalog of mobility hub feasibility study experience and expertise most advantageous to the City.	15 points
4	<u>Technical Approach</u> Consultant will submit with their proposal a written plan of action. Plan of action shall include contact persons and schedule adherence, as well as invoicing process. Understanding of the RFP requirements and illustrating the ability to meet performance objectives, compliance with all technical and administrative requirements, financial viability, accounting, and reporting.	30 points
TOTAL		75 points

Price Considerations

The Price proposals will be evaluated as follows:

5	<u>Price</u>	25 points
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	The Proposer's price proposal will be compared to the proposal with the Best Value to the City. The best value responsive price will receive the total weighted value for this criterion.	
	TOTAL	25 points

SECTION 3 - OTHER REQUIREMENTS

LICENSING AND PERMITS

The Consultant shall be licensed, bonded, and experienced in performing the services described in the Scope of Work and shall provide evidence of current licensing and permits as required by local, State, and Federal regulations in providing such services.

LIQUIDATION DAMAGES

MBL commits to working cooperatively with the Consultant to resolve personnel and Contract performance challenges as they may arise, however, certain proven contractual violations may result in the assessment of liquidated damages at MBL's discretion.

Whenever assessed, MBL and CONSULTANT/LESSOR agree that in case the item or equipment embraced in this Proposal shall not have been completed due to the failure of the CONSULTANT/LESSOR, MBL should recover said sum or sums of money, equal to the cost of engineering, inspection of work, and any additional and other expenses incurred from the CONSULTANT/LESSOR, from the surety or from both. The amount of these deductions shall be assessed as liquidated damages and are not to be considered penalties. For administrative purposes, \$100 per-hour "not to exceed \$1,200 per-day," for every day beyond the specified date, as extended, shall be withheld as a special reserve to be applied as liquidated damages, if any, the amount of said damages to be determined as per the above-mentioned method.

BOND REQUIREMENTS

Bid Guarantee

The Consultant shall furnish a bid guarantee in the form of a bid bond, or certified treasurer's or cashier's check issued by a responsible bank or trust company, made payable to the City. The amount of such guaranty shall be equal to 5% of the bid price.

In submitting this bid, it is understood and agreed by the Consultant that the City reserves the right to reject all bids, or part of any bid, and it is agreed that the Bid may not be withdrawn for a period of ninety (90) days subsequent to the opening of bids, without the written consent of City.

It is also understood and agreed that if the undersigned bidder should withdraw any part or all of his bid within ninety (90) days after the bid opening without the written consent of the City, or refuse or be unable to enter into an agreement as provided above, or refuse or be unable to furnish adequate and acceptable Performance and Payment Bonds, or refuse or be unable to furnish adequate and acceptable insurance, as provided above, it shall forfeit its bid guarantee to the extent City's damages occasioned by such withdrawal, or refusal, or inability to enter into an agreement, or provide adequate security thereof.

It is further understood and agreed that to the extent the defaulting Consultant's bid guarantee shall prove inadequate to fully recompense the City for the damages occasioned by default, then the undersigned Consultant agrees to indemnify the City and pay over to the City the difference between the bid guarantee and City's total damages so as to make City whole.

The undersigned understands that any material alteration of any of the above or any of the material contained herein, other than that requested will render the bid unresponsive (Exhibit H. Performance Bid Guarantee). A copy of the bid bond can be submitted via the PlanetBids Portal <https://pbsystem.planetbids.com/portal/33072/portal-home>.

Performance Guarantee

A Performance Guarantee in the amount of 10% of the Agreement value is required by the City to ensure faithful performance of the Agreement. Either a Performance Bond or an Irrevocable Standby Letter of Credit shall be provided by the Consultant and shall remain in full force for the term of the Agreement.

The successful Consultant shall certify that it will provide the requisite Performance Guarantee to the City within ten (10) business days from Agreement execution (Exhibit I. Performance Bond). The City requires all Performance Bonds to be provided by a fully qualified surety company acceptable to the City and listed as a company currently authorized under 31 C.F.R. part 22 as possessing a Certificate of Authority as described hereunder. The City may require additional performance bond protection when the contract price is increased. The increase in protection shall generally equal 100 percent of the increase in the contract price. The City may secure additional protection by directing the Consultant to increase the amount of the existing bond or to obtain an additional bond.

If the Consultant chooses to provide a Letter of Credit as its Performance Guarantee, the City shall furnish with its bid, certification that an Irrevocable Standby Letter of Credit will be furnished should the Bidder become the successful Consultant. The Consultant shall also provide a statement from the banking institution certifying that an Irrevocable Standby Letter of Credit for the action will be provided if the Contract is awarded to the Bidder. The Irrevocable Stand-By Letter of Credit will only be accepted by the City if:

1. A bank in good standing issues it. The City will not accept a Letter of Credit from an entity other than a bank.
2. It is in writing and signed by the issuing bank.
3. It conspicuously states that it is an irrevocable, non-transferable, "standby" Letter of Credit.
4. The City is identified as the Beneficiary.
5. It is in an amount equal to 100% of the Contract first year value. This amount must be in U.S. dollars.
6. The effective date of the Letter of Credit is the same as the effective date of the Contract.
7. The expiration date of the Letter of Credit coincides with the term of this Agreement.
8. It indicates that it is being issued to support the obligation of the Consultant to perform under the Contract. It must specifically reference the Contract between the City and the Consultant the work stipulated herein.

The issuing bank's obligation to pay will arise upon the presentation of the original Letter of Credit and a certificate and draft (similar to the attached forms contained in Exhibit J. Irrevocable Stand-By Letter of Credit Certificate and Exhibit K. Bank Draft) to the issuing bank's representative at a location and time to be determined by the parties. This documentation will indicate that the Consultant is in default under the Contract.

SECTION 4 – FEDERAL REQUIREMENTS

Federal Funding, Incorporation of FTA Terms

The preceding provisions include, in part, certain standard terms and conditions required by the U.S. Department of Transportation ("DOT"), whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in Federal Transit Administration ("FTA") Circular 4220.1F or its successors are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA-mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this agreement. The CONTRACTOR shall not perform any act, fail to perform any act or refuse to comply with any AGENCY requests that would cause AGENCY to be in violation of the FTA terms and conditions.

Federal Changes

The CONTRACTOR shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between AGENCY and FTA, as they may be amended or promulgated from time to time during the term of this Contract. CONTRACTOR'S failure to so comply shall constitute a material breach of this Contract.

No Government Obligation to Third Parties

The AGENCY and CONTRACTOR acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, absent the express written consent by the Federal Government, the Federal Government is not a part to this Contract and shall not be subject to any obligations or liabilities to the AGENCY, CONTRACTOR, or any other party (whether or not a party to that Contract) pertaining to any matter resulting from the underlying Contract.

The CONTRACTOR agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the Subcontractor who will be subject to its provisions.

Program Fraud and False or Fraudulent Statements or Related Acts

The CONTRACTOR acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801, et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this project. Upon execution of the underlying Contract, the CONTRACTOR certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying Contract of the FTA-assisted project for which this Contract work is being performed.

In addition to other penalties that may be applicable, the CONTRACTOR further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the CONTRACTOR to the extent the Federal Government deems appropriate.

The CONTRACTOR also acknowledges that if it makes, or caused to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the CONTRACTOR, to the extent the Federal Government deems appropriate.

The CONTRACTOR agrees to include the above two clauses in each sub-contract financed in whole or in part with Federal assistance provided by the FTA. It is further agreed that the clauses shall not be modified, except to identify the Sub-contractor who will be subject to the provisions.

Inspection and Retention of Records

The CONTRACTOR shall permit authorized representatives of the AGENCY, the FTA Administrator, and the Comptroller General of the United States to inspect and audit all data and records of the CONTRACTOR relating to its performance and its sub-contracts under this Contract from the date of the Contract through and until the expiration of three years after the date of termination or expiration of this Contract, except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case CONTRACTOR agrees to maintain same until the AGENCY, the FTA Administrator, and the Comptroller General of the United States, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. The AGENCY retains ownership of all project documents and records maintained by the CONTRACTOR on behalf of the AGENCY.

Suspension and Debarment

This Contract is a covered transaction for purposes of 49 CFR Part 29. As such, the CONTRACTOR is required to verify that none of the CONTRACTOR, its principals, as such defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The CONTRACTOR is required to comply with 49 CFR 29, Subpart C and must include this requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its proposal or proposal, the Proposer or Proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by the AGENCY. If it is later determined that the Proposer or Proposer knowingly rendered an erroneous certification, in addition to remedies available to the AGENCY, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The Proposer or Proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this proposal. The Proposer or Proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Termination

Pursuant to the Contract, in the event that either Party hereto fails or refuses to perform any of the provisions of this Contract at the time and in the manner required, the non-defaulting party shall give the defaulting party written notice of the default, the nature of the default, and of the steps necessary to cure the default.

For any breach deemed by the non-defaulting party to constitute a material breach, the defaulting party is required to cure the breach within five (5) calendar days upon receipt of written notice. For any breach deemed by the non-defaulting party to constitute a non-material breach, the defaulting party is obligated

to cure such breach within ten (10) calendar days upon receipt of written notice. However, if the nature of the non-material breach requires more than ten (10) days to cure, the defaulting party shall have thirty (30) days to diligently pursue and complete a cure.

In addition to any other available legal or equitable rights or remedies, if the default is not cured within the time periods described above, the non-defaulting party may terminate this Contract by giving written notice thereof to the defaulting party, setting forth the effective date thereof.

The AGENCY shall have the option, at its sole discretion and without cause, of terminating this Contract in whole, or in part, by giving ten (10) business days' written notice to CONTRACTOR. Upon the termination of this Contract as provided herein, the AGENCY shall provide to CONTRACTOR the part of Compensation which would otherwise be payable to CONTRACTOR for services CONTRACTOR had completed as of the date of termination, less the amount of all previous payment with respect to the Compensation. Further, upon such a termination for convenience by AGENCY, the Parties agree that CONTRACTOR shall be reimbursed for any "non-refundable" costs that CONTRACTOR has incurred for its services under this Contract, provided that: (1) such "non-refundable" costs were incurred by the CONTRACTOR prior to the date of termination, and (2) that CONTRACTOR provides the AGENCY with adequate proof that CONTRACTOR incurred the costs, and is unable to be seek a refund for such costs. Such "nonrefundable" costs may include, but are not limited to, travel reservations incurred by CONTRACTOR for its performance of services under this Contract. CONTRACTOR agrees to cease all work under this Contract on or before the effective date of any notice of termination. Pursuant to the Contract, all AGENCY data, documents, objects, materials or other tangible things shall be returned to the AGENCY upon the termination or expiration of this Contract.

Civil Rights Requirements

During the performance of this contract, the CONTRACTOR agrees as follows:

- A. Nondiscrimination** – In accordance with Title VI of the Civil Rights Act, the CONTRACTOR agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability.
- B. Equal Employment Opportunity** - The following equal employment opportunity requirements apply to the underlying Contract:
 1. Race, Color, Creed, National Origin, Sex - The CONTRACTOR agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
 2. Age - The CONTRACTOR agrees to refrain from discrimination against present and prospective employees for reason of age.
 3. Disabilities - The CONTRACTOR agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities.

- C. The CONTRACTOR also agrees to include these requirements in each sub-contract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

Disadvantaged Business Enterprise (DBE)

AGENCY Assurance: AGENCY shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any U.S. Department of Transportation (DOT)-assisted contract, or in the administration of its DBE Program. AGENCY shall take all necessary and reasonable steps under Part 26, Title 49 of the Code of Federal Regulations (CFR), to ensure nondiscrimination in the award and administration of DOT-assisted contracts. AGENCY'S DBE Program, as required by 49 CFR Part 26, and as approved by DOT, is incorporated by reference in this Contract. Implementation of this DBE Program is a legal obligation and failure to carry out its terms shall be treated as a violation of this Contract. Upon notification to AGENCY of its failure to carry out its approved program, the DOT and/or the Federal Transit Administration (FTA) may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. § 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. §§ 3801 et seq.).

Annual Overall Goal: In accordance with 49 CFR Part 26, "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs," the AGENCY is required to establish an annual overall goal for the participation of DBEs in all contracts utilizing federal financial assistance. For the current fiscal year, the AGENCY has established a DBE participation goal of Three percent (3%).

AGENCY'S annual overall goal represents the amount of ready, willing, and able DBEs that are identified as available to participate in contracting opportunities, and is reflective of the amount of DBE participation AGENCY would expect absent the effects of discrimination.

Contract Goals: AGENCY intends to meet its goal to the maximum extent feasible through race neutral measures, including the encouragement of DBE participation on contracts which have no specific DBE goal. Where race-neutral measures are inadequate to meet the annual overall goal, AGENCY will establish specific contract goals for particular projects with subcontracting opportunities.

At this time, AGENCY will meet DBE goal on federally assisted projects through race neutral measures. AGENCY supports the use of race neutral measures to facilitate participation by DBEs and other small businesses, and encourages prime contractors to subcontract portions of their work that might otherwise perform with their own forces.

Good Faith Efforts: If a specific DBE participation goal is identified in the above, a proposer must demonstrate that it can meet this specified goal in the performance of this Contract in order for the proposal to be determined a responsive proposal. If a proposer cannot meet the specified goal, the proposer must demonstrate that it performed sufficient good faith efforts to meet the goal. A proposer who is not responsive shall be ineligible for award of contract.

Determination of Good Faith Efforts: If the amount of DBE participation does not meet the Contract-specific goal, the DBE Officer shall review the good faith effort report submitted by the proposer. The DBE Officer shall determine whether the proposer has performed the quality, quantity, and intensity of efforts that demonstrates a reasonably active and aggressive attempt to meet the Contract-specific goal.

The kinds of effort that will be considered demonstrative of “Good Faith Efforts” include, but are not limited to, the following: Whether the CONTRACTOR solicited through all reasonable and available means (e.g., attendance at pre-proposal meetings, advertising and/or written notices) the interest of all certified DBEs who have the capability to perform the work; whether the CONTRACTOR solicited interest within sufficient time to allow the DBEs to respond and, if appropriate steps were taken, to follow-up with interested DBEs; whether the CONTRACTOR selected portions of work to be performed by DBEs and, where appropriate, broke-out contract work items into economically feasible units to facilitate DBE participation even when the CONTRACTOR might otherwise prefer to perform these work items with its own forces; whether the CONTRACTOR negotiated in good faith with interested DBEs (evidence includes names, addresses, and phone numbers; description of information provided regarding plans and specifications; and evidence as to why additional agreements could not be reached); whether the CONTRACTOR made efforts to assist interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance or services; whether the CONTRACTOR made efforts to assist interested DBEs in obtaining bonding, lines of credit, or insurance; whether the CONTRACTOR effectively used the services of available minority/women community organizations, contractors’ groups, or other organizations to provide assistance; and whether other proposers on the procurement met the DBE goal.

Proposer’s Right to Administrative Reconsideration: In the event that the DBE Officer determines that the responsible proposer has not met the Contract-specific goal, and has not demonstrated good faith efforts, the DBE Officer will notify the proposer in writing. The notification shall explain the basis and include the reasons for the determination, and shall inform the proposer of its right to submit further written documentation or appear before the Reconsideration Official prior to the time that a recommendation for award of contract is presented to the City Council. (The Reconsideration Official is a CITY representative who did not take part in the original determination.) After reconsideration, AGENCY shall provide the proposer with a written decision. The result of the reconsideration process is not appealable by the proposer.

In the event that the Reconsideration Official finds that the proposer has not met the Contract goal or demonstrated good faith efforts, AGENCY will deem said proposer not responsible and evaluate the proposer submitting the next proposal.

CONTRACTOR Compliance with AGENCY DBE Policy: It is the policy of AGENCY to ensure nondiscrimination in the award and administration of DOT-assisted contracts and to create a level playing field on which DBEs can compete fairly for contracts and subcontracts relating to AGENCY’S construction, procurement, and professional services activities. To this end, AGENCY has developed procedures to remove barriers to DBE participation in the proposal and award process and to assist DBEs to develop and compete successfully outside of the DBE program.

In connection with the performance of this Contract, the CONTRACTOR will cooperate with AGENCY in meeting these commitments and objectives.

Required Proposal/Proposal Submittals: The CONTRACTOR shall submit with its Proposal the name and address of each Sub-contractor it intends to employ, a description of the work which the Sub-contractor is to do, the dollar amount of each Sub-contractor contract, and such other information as may be required in order that AGENCY’S approval may be obtained as to reliability and ability to perform the work **(Proposers List of DBE Participating Firms).**

In addition, proposer shall submit within five (5) days of proposal opening the names and addresses of all DBE firms that will participate in the Contract; a description of the work that each DBE will perform; the dollar amount of the participation of each DBE firm; written documentation of commitment to use DBE

Subcontractors whose participation the CONTRACTOR submits to meet the Contract goal; and written confirmation from the DBE that it is participating in the Contract as provided in the CONTRACTOR's commitment. **(Statement of Disadvantaged Business Enterprise Participation)**

AGENCY shall require that any DBEs listed by proposers for participation in the Contract be certified as eligible DBEs. AGENCY will accept current certifications by the DOT and its agencies, the Small Business Administration, or other DOT federal financial assistance recipients, as appropriate. **Within five (5) days of proposal opening, DBEs with current certification must attach a copy of their current Letter of Certification and a copy of their current Statement of Personal Net Worth.**

AGENCY will require any firm listed, but not currently certified as a DBE, to submit the proper certification information within five (5) days of proposal opening in order to be included in the proposer's DBE achievement.

CONTRACTOR Assurance: Pursuant to 49 CFR Part 26, the CONTRACTOR is required to make the following assurance in its agreement with AGENCY and to include this assurance in any agreements it makes with subcontractors in the performance of this Contract:

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

Prompt Payment to Sub-contractors: The CONTRACTOR must pay Sub-contractors for satisfactory performance of their contracts no later than 15 days from the receipt of payment made to the CONTRACTOR by AGENCY. Prompt return of retainage payments from the CONTRACTOR to the Sub-contractor will be made within 15 days after the Sub-contractor's work is satisfactorily completed.

Any delay or postponement of payment among the parties may take place only for good cause and with AGENCY'S prior written approval. If the CONTRACTOR determines the work of the Sub-contractor to be unsatisfactory, it must notify AGENCY'S DBE Officer immediately in writing and state the reasons. Failure by the CONTRACTOR to comply with this requirement will be construed to be a breach of contract and subject to contract termination.

Reports of Payment to DBE Sub-contractors: The DBE Officer will monitor the amount actually paid by the CONTRACTOR to Sub-contractors, and will require the CONTRACTOR to provide monthly reports of payments to DBEs. A letter will be sent to the DBE Sub-contractors to verify the dollar amount.

The amount awarded to the DBE, the amount paid to the DBE as stated by the CONTRACTOR, and the amount paid to the DBE as verified by the DBE, will be reported to the Federal Transit Administration (FTA).

Contract Change or Amendment: When a contract change or amendment is made, the CONTRACTOR will submit a statement to the DBE Officer regarding how the change may affect DBE sub-contracting.

Reporting DBE Participation: The CONTRACTOR is required to report all DBE participation on their contract whether or not the contract contains a specified DBE goal. The CONTRACTOR is not to count participation of a DBE Subcontractor until the amount being counted has been paid to the DBE.

Counting DBE Participation toward the Contract Goal: Only the work actually performed by a DBE will be counted towards the DBE goal. The cost of supplies and materials obtained by the DBE or equipment leased (except from the CONTRACTOR or its affiliate) may also be counted.

Commercially Useful Function: Work that a DBE sub-contracts to a non-DBE firm does not count toward DBE goals. Expenditures may only be counted if the DBE is performing a commercially useful function. A DBE should perform at least 30 percent of the total cost of its contract with its own work force. Decisions on commercially useful function are subject to review by the FTA, but are not administratively appealable to DOT.

If materials or supplies are obtained from a DBE manufacturer, 100 percent of the cost will be counted. If the materials and supplies are purchased from a DBE regular dealer, 60 percent of the cost will be counted.

DBE Replacement: The CONTRACTOR must make a good faith effort to replace a defaulting DBE Sub-contractor with another certified DBE. The CONTRACTOR must immediately notify the DBE Officer of the DBE's inability to perform, and provide reasonable documentation. The CONTRACTOR must receive prior written approval on the substitute DBE from AGENCY. The CONTRACTOR will provide copies of new or amended subcontracts and copies of the substitute DBE's current Letter of Certification and current Statement of Personal Net Worth.

If the CONTRACTOR proposes to replace a DBE Sub-contractor with a non-DBE, sufficient good faith efforts documentation must be provided. If the CONTRACTOR fails or refuses to comply in the time specified, AGENCY will issue an order stopping all, or part of, payment/work until satisfactory action has been taken. If the CONTRACTOR still fails to comply, AGENCY may issue a termination for default proceeding.

Evaluation of Proposals with DBE Goals: After the proposal opening, or submission of proposals, the DBE Officer shall evaluate all proposals with regard to the DBE requirements to determine a recommendation for award of contract. The responsible proposer, who also meets the Contract-specific goal or demonstrates good faith efforts, shall be recommended for contract award. In the event that the proposer does not meet the Contract-specific goal or demonstrate good faith efforts, the DBE Officer shall evaluate the next proposal.

Buy America

The Buy America requirement provides that Federal funds may not be obligated for mass transportation projects unless steel, cement, and manufactured products used in such projects are produced in the United States. The requirement will not apply in the following four cases:

- A. When its application is against the public interest (as decided by the FTA Administration on a case-by-case basis).
- B. When the required materials and products are not produced in the U.S. in sufficient quantities and of satisfactory quality.
- C. When, in the procurement of buses and other rolling stock, the cost of the components which are produced in the U.S. is more than 65 percent of the cost of all components of the vehicle or equipment, and if the final assembly takes place in the U.S.

- D. When the inclusion of domestic material will increase the over-all cost of the project Contract by more than 10 percent in the case of projects for the acquisition of buses and rolling stocks; and 25 percent in the case of all other projects.

The CONTRACTOR, who seeks to establish grounds for an exception, must seek the exception, in writing, to the Procurement Analyst at least fifteen (15) days prior to proposal opening.

When a petition for investigation has been filed with FTA before award, the AGENCY reserves the right to not make an award prior to the resolution of the investigation by FTA and when a request for investigation has been filed with FTA before the opening of proposals, the AGENCY reserves the right to not open proposals prior to the resolution of the investigation by FTA. The CONTRACTOR and all Sub-contractor with contracts of \$100,000 or more are required to certify compliance or non-compliance with this provision by submitting the attached "Buy America" Provision, with the proposal.

Remedies/Sanctions for Breach of Contract

Pursuant to Article XII of the Contract, the AGENCY may terminate the Contract if the successful Proposer breaches the terms or violates the conditions of the Contract, and does not cure such breach or violation within the specified time period. The successful Proposer shall be liable for any and all costs incurred by AGENCY as a result of such default, including but not limited to re-procurement costs of the same or similar services defaulted by the successful Proposer under this Contract [49CFR 18.36(i)(2)].

Federal Prohibited Interest

No member of or delegate to the Congress of the United States shall be admitted to any share or part of this Contract or to any benefit arising there from {FTA Grant Agreement, Part II, Sec. 114 (m)}.

Lobbying

CONTRACTORS who apply or proposal for an award of \$100,000 or more shall file the certification required by 49 C.F.R. Part 20, "Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the recipient.

If the successful offeror, and/or primary Sub-contractor, did engage in lobbying activities, then OMB Standard Form LLL "Disclosure of Lobbying Activities" must also be completed and submitted to AGENCY. Form is available upon request.

Clean Air Requirements

The CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. The CONTRACTOR agrees to report each

violation to the AGENCY and understands and agrees that the AGENCY will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

The CONTRACTOR also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

Clean Water Requirements

The CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. §§ 1251 et seq. The CONTRACTOR agrees to report each violation to the AGENCY and understands and agrees that the AGENCY will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

The CONTRACTOR also agrees to include these requirements in each sub-contract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

Cargo Preference

The CONTRACTOR agrees to the following clauses for the purchase of equipment, materials or commodities that may be transported by ocean vessel in carrying out the project:

- A. To use privately owned United States-Flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, material or commodities pursuant to the underlying contract to the extent such vessels are available at fair and reasonable rates for United States-Flag commercial vessels.
- B. To furnish within 20 working days following the date of loading for shipments originating within the United States, or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, "on-board" commercial ocean bill-of-lading in English for each shipment of cargo described in the preceding paragraph to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590, and to AGENCY (through the CONTRACTOR in the case of a Sub-contractor's bill-of-lading).
- C. To include these requirements in all sub-contracts issued pursuant to this Contract.

Fly America Requirements

The CONTRACTOR agrees to comply with 49 U.S.C. § 40118 (the "Fly America" Act) in accordance with the General Services Administration's regulations at 41 CFR Part 301-10, which provide that recipients and sub recipients of Federal funds and their contractors are required to use U.S. Flag air carriers for U.S. Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The CONTRACTOR shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a U.S. flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate

of compliance with the Fly America requirements. The CONTRACTOR agrees to include the requirements of this section in all subcontracts that may involve international air transportation.

State Labor Provisions/Labor Compliance/ Contract Work Hours and Safety Standards Act

Prevailing Wage Rates: Attention is directed to the requirement that no less than the Prevailing Wage Rates shall be paid on this project. Certified Payrolls on AGENCY-approved State forms are required for all workmen. Rates of pay will be current State of California, as shown in the "General Prevailing Wage Rate" Manual as determined by the State Director of Industrial Relations.

CONTRACTOR agrees to abide by the provisions of the State Labor Code, and to comply with the prevailing rates of wages and apprenticeship employment standards established by the State Director of Industrial Relations. FTA Grant Agreements, part II, section 119 (a).

Pursuant to the provisions of Section 1770 of the California Labor Code of the State of California, not less than the general prevailing rate of wages (which rate includes employer payments for health and welfare, vacation, pension and similar purposes) applicable to the work to be done, shall be maintained at all times during the course of the Contract. These rates are made a part of this Contract by reference. The CONTRACTOR shall comply with Section 177.5 of the Labor Code of State of California for all apprentice-able occupations.

Labor Compliance: It is the policy of AGENCY that all CONTRACTORS and Sub-contractors engaged in public works construction shall adhere to applicable laws and regulations. In accordance with this policy, for the duration of this Contract, AGENCY shall institute a labor compliance program to monitor compliance. The CONTRACTOR shall cooperate fully with Labor Compliance monitoring efforts and the representatives engaged in this effort.

Because this project is subject to the provisions of State and Federal law governing public works contracts, all pertinent statutes and regulations are hereby incorporated by reference into this document as if set forth in their entirety, including Copeland Anti-Kickback Act requirements of 29 CFR part 3, Davis-Bacon and Related Act requirements of 29 CFR parts 1, 3, and 5, and Contract Work Hours and Safety Standards Act requirements of Section 107, 40 U.S.C. § 333 and 29 CFR part 1926. CONTRACTORS and Sub-contractors by entering into, or performing work under this project agree to comply with all provisions of the law that apply to public works. It is the responsibility of the CONTRACTOR to obtain and adhere to the latest edition of the statutes and regulations **including, but not limited to, the following:**

- A. Apprentices** - All apprentices employed on this project shall be bona fide apprentices registered with the State of California, Division of Apprenticeship Standards.
- B. Certified Payroll** - All CONTRACTORS shall submit weekly certified payroll records for all laborers and mechanics furnishing labor to the project not later than ten calendar days after the closed payroll period.
- C. Payment Of The Prevailing Wage** - The CONTRACTOR and all Sub-contractors under him shall pay not less than the specified prevailing wage rate to all workmen employed in the execution of the contract.

- D. Working Hours** - The CONTRACTOR shall pay workers employed on the Contract not less than the appropriately specified straight time and overtime prevailing wages for all hours worked.
- E. Employee Interviews** - AGENCY, through its representatives, will conduct weekly on-site interviews of workers employed on the Contract. The interviews shall be conducted without the interference or obstruction of the CONTRACTOR. No worker who is interviewed is to be threatened, coerced, or intimidated.

Violations: AGENCY will take cognizance of violations of the prevailing wage and public works laws committed during the course of this Contract. Such evidence of violation may result in the assessment of penalties and forfeitures to the fullest extent allowed by law until compliance has been strictly effectuated. AGENCY may suspend or terminate a contract, or debar a CONTRACTOR from future contracts, for breach of the Labor Compliance Requirements.

Contract Work Hours and Safety Standards Act

- A. Overtime requirements** - No CONTRACTOR or sub-contractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- B. Violation; liability for unpaid wages; liquidated damages** - In the event of any violation of the clause set forth in subparagraph (b) (1) of 29 CFR Section 5.5, the CONTRACTOR and any sub-contractor responsible therefore shall be liable for the unpaid wages. In addition, such CONTRACTOR and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in subparagraph (b) (1) of 29 CFR Section 5.5 in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in subparagraph (b) (1) of 29 CFR Section 5.5.
- C. Withholding for unpaid wages and liquidated damages** – AGENCY shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the CONTRACTOR or subcontractor under any such contract or any other Federal contract with the same prime CONTRACTOR, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime CONTRACTOR, such sums as may be determined to be necessary to satisfy any liabilities of such CONTRACTOR or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in subparagraph (b) (2) of 29 CFR Section 5.5.

- D. Sub-Contracts** - The CONTRACTOR or sub-contractor shall insert in any subcontracts the clauses set forth in this section and also a clause requiring the subcontractors to include these clauses in any lower tier sub-contracts. The prime CONTRACTOR shall be responsible for compliance by any sub-contractor or lower tier sub-contractor with the clauses set forth in this section.
- E. Payrolls and basic records** - Payrolls and basic records relating thereto shall be maintained by the CONTRACTOR during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work (or under the United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the CONTRACTOR shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. CONTRACTORS employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

Seismic Safety

The CONTRACTOR agrees that any new building or addition to an existing building will be designed and constructed in accordance with the standards for Seismic Safety required in Department of Transportation Seismic Safety Regulations 49 CFR Part 41 and will certify to compliance to the extent required by the regulation. The CONTRACTOR also agrees to ensure that all work performed under this Contract including work performed by a subcontractor is in compliance with the standards required by the Seismic Safety Regulations and the certification of compliance issued on the project.

Safety and Health Regulation

The CONTRACTOR agrees to comply with Section 107 of the Contract Work Hours and Safety Standards Act, 40 U.S.C. § 333, and applicable U.S. Department of Labor regulations, "Safety and Health Regulations for Construction" 29 C.F.R. Part 1926. Among other things, the CONTRACTOR agrees that it will not require any laborer or mechanic to work in unsanitary, hazardous, or dangerous surroundings or working conditions. The CONTRACTOR also agrees to include the requirements of this section in each sub-contract.

Federal Energy Conservation Requirements

The CONTRACTOR agrees to comply with mandatory standards and policies relating to energy efficiency that are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Recycled Products

The CONTRACTOR agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. § 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247. The CONTRACTOR also agrees to include these requirements in each sub-contract.

Access Requirements for Individuals with Disabilities

The Prime CONTRACTOR and all Sub-contractors on this project are required to comply with all applicable requirements of the Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. §§ 12101 et seq.; section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794; section 16 of the Federal Transit Act, as amended, 49 U.S.C.A. § 1612; and the following regulations and any amendments thereto:

- A. U.S. DOT regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 C.F.R. Part 37;
- B. U.S. DOT regulations, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 C.F.R. Part 27;
- C. U.S. DOT regulations, "Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles," 49 C.F.R. Part 38;
- D. Department of Justice (DOJ) regulations, "Nondiscrimination on the Basis of Disability in State and Local Government Services," 28 C.F.R. Part 35;
- E. DOJ regulations, "Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities," 28 C.F.R. Part 36;
- F. General Services Administration regulations, "Accommodations for the Physically Handicapped," 41 C.F.R. Subpart 101-19.
- G. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630;
- H. Federal Communications Commission regulations, "Telecommunications Relay Services and Related Customer Premises Equipment for the Hearing and Speech Disabled," 47 C.F.R. Part 64, Subpart F; and
- I. FTA regulations, "Transportation for Elderly and Handicapped Persons," 49 C.F.R. Part 609.

Privacy Act

The CONTRACTOR agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, 5 U.S.C. § 552a.

The CONTRACTOR also agrees to include these requirements in each sub-contract.

Federal Drug and Alcohol Regulations

- A.** Contractor hereby certifies that it will provide a drug and alcohol-free workplace and shall at all times during the term of the contract, observe and comply with the U.S. Department of Transportation and Federal Transit Administration’s Drug and Alcohol testing regulations.
- B.** Contractor should establish and maintain a drug and alcohol policy to assure employee fitness for duty and to protect employees, passengers, and the public from the safety and health risks posed by the misuse of alcohol and the use of prohibited drugs. The policy shall comply with all applicable State and Federal regulations governing workplace anti-drug use and alcohol misuse programs in the transportation industry. They shall include the regulations promulgated by the U.S. Department of Transportation (DOT) and the Federal Transit Administration (FTA) , and include the following: DOT 49 CFR Part 40, as amended (“Procedures for Transportation Workplace Drug and Alcohol Testing Programs”); FTA 49 CFR Part 655 (“Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations”); DOT 49 CFR Part 29 (“Drug-Free Workplace Act of 1988”); and California Government Code Sections 8350 et seq. (“Drug-Free Workplace Act of 1990”). The Policy shall incorporate the requirements of the above regulations for safety-sensitive employees.
- C.** Contractor must submit its drug and alcohol testing policy to the City
- D.** City must certify annual compliance to FTA and shall provide assistance to Contractor in completing annual Management Information Systems reports during the term of the contract.
 - i.** Contractor shall submit to City drug and alcohol testing data using the appropriate FTA prescribed forms on an annual basis, no later than February 15th of each year following the close of the previous calendar year.
 - ii.** Contractor shall submit to City drug and alcohol testing data using the appropriate FTA prescribed forms on an annual basis, no later than February 15th of each year following the close of the previous calendar year.

City of Montebello
 Department of Transportation
 400 South Taylor Avenue
 Montebello, CA 90640
 Attn: Drug and Alcohol Program Manager

- E.** Contractor shall provide City or designee with quarterly drug and alcohol testing reports using the applicable forms required by the FTA. The quarterly report must be submitted no later than the 15th of the month following the close of each quarter, as described below. Continued payment of Contractor invoices by City is contingent upon Contractor submission of the required reports on a timely basis and compliance with DOT and FTA mandated rules.

Quarterly Drug and Alcohol Reporting

1st Quarter Jan. Feb. Mar

2nd Quarter Apr. May Jun.

3rd Quarter Jul. Aug. Sep.

4th Quarter Oct. Nov. Dec.

Submit By:

April 15th

July 15th

October 15th

January 15th

- F.** The Project Manager for Contractor shall be responsible for the ongoing monitoring of Contractor compliance with DOT and FTA regulations, including ensuring that the quarterly and annual reports, as described above, are submitted on time.
- G.** City reserves the right to audit Contractor compliance on an annual basis by designated City staff or designee which may include site visits and mock collections, and report findings to the Director of Transportation and Project Manager responsible for the contract.

SECTION 5 – SCOPE OF WORK

BACKGROUND

The City of Montebello (City) and Montebello Bus Lines (MBL) are seeking proposals from consultants to explore the potential for establishing mobility hubs along key commercial corridors to improve transit access and reduce vehicle dependency. These hubs will promote mixed-use, high-density housing developments to address affordable housing shortages and foster pedestrian-friendly, sustainable communities. They will integrate transportation and local amenities, making it easier for residents to access public transit while reducing reliance on personal vehicles.

PROJECT OVERVIEW

The objective of this project is to assess the feasibility of establishing mobility hubs along key commercial corridors within the City. If feasible, the consultant will be tasked with developing a detailed, evidence-based roadmap and providing guidance on the development of mobility hubs as transit-oriented centers. The consultant will help design and implement an inclusive engagement strategy and will be responsible for ensuring compliance with all applicable regulations and safety standards throughout the contract term.

The consultant will provide the following deliverables, subject to prior MBL approval, according to a schedule approved by the project manager. Typically, this will consist of business hours from 9:00 AM to 5:00 PM (Pacific Standard Time), Monday through Thursday. The deliverables are as follows:

Task 1: Project Administration

Project Management Team Plan and Schedule

The Consultant shall prepare a Project Management Plan (PMP) that includes:

- Contact information for key team members
- Scope of work, schedule, and budget
- Progress tracking and reporting procedures
- Invoicing processes and documentation standards
- Document control and quality assurance/quality control protocols

The PMP will establish procedures for managing tasks, resources, communications, and performance. It will include mechanisms for identifying issues early and addressing them effectively. Upon approval by both the City and Caltrans, the PMP shall serve as the guiding document for project execution. Any proposed changes to the PMP must be submitted for approval to both parties. The PMP shall be submitted prior to the project Kickoff Meeting.

The consultant shall also prepare a comprehensive project schedule outlining all tasks, subtasks, start dates, durations, deliverable due dates, milestones, and dependencies (including critical path activities). Deliverables must be submitted to the Project Management Team (PMT) in accordance with the project schedule, allowing a two-week review window. The consultant shall respond to PMT feedback and submit revised deliverables accordingly.

Project Kickoff and Project Management Team Meetings

Within the first month from issuance of the contract award, the consultant shall hold a virtual kickoff meeting with the PMT. This meeting shall be used to review the project’s vision and goals, review the draft PMP, project scope of work, schedule, and budget; establish a schedule for the PMT meetings; identify potential stakeholders to engage; and confirm communication protocols. The consultant shall also lead a discussion on data collection.

The consultant’s Project Manager shall facilitate monthly check-in meetings with the PMT—including representatives from Caltrans, the City, and other relevant parties. These meetings will:

- Review current project progress
- Identify and plan for upcoming tasks
- Discuss and resolve project challenges proactively

The consultant shall provide an agenda at least two (2) business days in advance of each meeting and distribute meeting notes within two (2) days. All presentation materials must be provided electronically at least 24 hours before the meeting. In addition, the consultant shall be available for up to 12 hours of phone check-ins with Caltrans and City staff over the duration of the project for ad hoc coordination.

Task Deliverables
<ul style="list-style-type: none"> • Ensure compliance with all grant administrative requirements. • Maintain effective communication with Caltrans and other project stakeholders. • Provide transparent documentation of project expenditures and progress. • Meeting agendas for monthly team meeting. • Meeting notes with list of attendees. • Meeting materials, including presentations or handouts. • Documentation of additional Check-ins (up to 12 hours). • Invoices. • Progress reports.

Task 2: Outreach and Engagement

Outreach and Engagement Plan

Consultant shall design a public outreach plan featuring meeting dates, topics, identifying potential stakeholders, methods of input and approved formats (town hall, study session, public meeting, or community event). The outreach plan will address language accessibility, culturally competent methods and materials, appropriate communications channels and technological access considerations, and mechanisms for meaningful input, follow-up and follow-through. The outreach plan shall clearly outline the timing of the stakeholder engagement and how the feedback will be utilized to inform the various project deliverables. The outreach plan should attempt to inform community stakeholders of the challenges and opportunities involved with developing connectivity options between hubs in the city. Additionally, the outreach plan shall create educational materials that inform the public how the recently approved Citywide General Plan and the Downtown Montebello Specific Plan serve as guiding vision statements for in-fill and density-driven new development that creates context for mobility hubs, affordable and accessible housing and small business support.

Consultant shall develop accessible, comprehensible, and appealing outreach materials to support the outreach plan. Consultant shall develop social media posts and announcements for the Grantee to distribute on the Grantee's digital platforms such as social media, newsletters, webpages, and e- blasts.

The grantee/consultant is also responsible for crediting Caltrans as a funder of the project. All public facing communications materials produced under this contract shall acknowledge and give credit to Caltrans, whether via a logo or text. Communications materials include, but are not limited to, site signage, printed information materials, print and online publications, websites, advertisements, video, public service announcements, social media postings, events, media advisories, news releases, and all other related materials. If Caltrans determines that a communications material does not adequately credit Caltrans's role in funding the project, the Grantee/Consultant shall revise the communications material according to Caltrans PM's direction.

To ensure consistency of public information about Caltrans programs and Caltrans-funded work products, consultant is required to notify and coordinate with the Caltrans PM, who will coordinate with Caltrans's Manager of Media & Public Affairs or a specified designee, on any media inquiries or plans for proactively providing information to media outlets related to encouraging participation or reporting on these engagement activities.

Stakeholder List

The consultant shall compile a stakeholder list based on similar prior projects (e.g. General Plan update, Housing Element) and work with stakeholder groups like the Montebello Senior Center, the Montebello Chamber of Commerce, and local neighborhood advocacy groups to identify additional Priority Populations.

Outreach Events and Summary

The consultant shall plan, develop all materials, lead, and attend 5 to 10 public events scheduled at a variety of times and locations identified in the Public Outreach Plan within the Project Area. The outreach will be designed for accessibility and convenience for residents of disadvantaged communities (DAC) and historically disinvested communities with the highest potential for infill housing development.

The consultant shall develop accessible, comprehensible, and appealing outreach materials to support the outreach plan. The consultant shall develop social media posts and announcements for the grantee to distribute on grantee platforms such as social media, newsletters, webpages and e- blasts.

Task Deliverables
<ul style="list-style-type: none"> • Public Outreach Plan with dates, topics, and target audiences. • Stakeholder List. • Outreach Materials (flyers, one-sheet, posters, website updates and presentations). • Outreach Summary Memo and incorporation of feedback into final plan.

Task 3: Analysis

Data Collection and Existing Conditions Assessment

The consultant will collect and analyze relevant data on the current transportation networks, land use patterns, and environmental conditions to establish baseline conditions for the feasibility study. This foundational analysis will guide the subsequent phases of the study and ensure that all recommendations are rooted in an accurate understanding of the existing landscape.

Data Collection Methodology

A. Transportation Networks:

The consultant will gather traffic data using existing datasets from local transportation authorities, including traffic volume, vehicle speeds, accident data, and congestion hotspots. This will be supplemented with real-time traffic data collection tools like traffic cameras or GPS tracking.

Public Transit Routes: Data on bus routes, service frequencies, ridership, and access points will be collected from the local transit authority. This data will be analyzed for coverage gaps, under-served areas, and opportunities for integration with proposed mobility hubs.

Pedestrian Infrastructure: The consultant will map current pedestrian infrastructure (sidewalks, crosswalks, pedestrian signals, etc.) to identify areas with high pedestrian activity and areas in need of improvement. Data will be collected through field surveys and mapping software.

B. Land Use Patterns:

Data will be collected from zoning maps, property records, and planning documents to assess current land use, zoning classifications, and development density along Whittier Blvd., Montebello Blvd, Beverly Blvd., and Washington Blvd.

The consultant will utilize GIS tools to visualize land use patterns and evaluate areas for potential mixed-use development, high-density housing, and mobility hub integration.

C. Environmental Conditions:

The consultant will use EPA databases, local environmental reports, and air quality monitoring stations to assess environmental challenges such as air quality and pollution levels, particularly focusing on diesel particulate matter and vehicle emissions.

This data will be complemented by community-level environmental justice reports, particularly from California's EnviroScreen Mapping Tool, to identify vulnerable areas most affected by environmental hazards.

Mobility Hub Design and Integration Analysis

The consultant will evaluate the feasibility of integrating mobility hubs into the identified commercial corridors and assess how these hubs can complement existing infrastructure to improve accessibility, reduce vehicle dependency, and support sustainable development.

Design and Integration Methodology

A. Site Suitability Analysis:

The consultant will use GIS mapping tools and local planning data to analyze potential sites for mobility hubs based on proximity to transit routes, pedestrian access, zoning regulations, and development potential.

Site visits and field assessments will be conducted to gather data on pedestrian flow, nearby commercial/residential uses, and local traffic conditions.

Data will also include an evaluation of the surrounding land uses, zoning restrictions, and available spaces for development.

B. Mobility Hub Conceptual Designs:

Conceptual designs will incorporate various transportation modes, including bus, bicycle, electric scooters, and shared mobility services (carshare, rideshare). These designs will integrate features like bike racks, EV charging stations, and micromobility infrastructure.

The consultant will work with urban designers and architects to create design layouts that accommodate these modes and consider the potential for mixed-use development at each site.

C. Transit Services and Connectivity Assessment:

The consultant will evaluate current public transit routes and frequencies, ensuring they align with proposed mobility hubs. A gap analysis will be conducted to determine areas where service should be expanded or enhanced to support the new hubs.

The assessment will focus on the connection of mobility hubs to existing transit services and their ability to integrate seamlessly with future metro or light rail services.

Environmental and Social Impact Analysis

The consultant will assess the environmental and social impacts of the proposed mobility hubs and surrounding developments to ensure that they meet sustainability and equity goals.

Impact Analysis Methodology

A. Environmental Impact Analysis:

The consultant will conduct an analysis of air quality, GHG emissions, and traffic-related pollution, comparing scenarios with and without the proposed mobility hubs.

Impact modeling tools will be used to estimate the reduction in vehicle emissions and improvement in public health outcomes from reduced reliance on cars and increased active transportation.

B. Social Equity Analysis:

A social equity assessment will be carried out to evaluate how the mobility hubs will impact underserved communities. The consultant will analyze the distribution of benefits such as improved access to public transportation, affordable housing, and community amenities.

Community engagement outcomes, including feedback from public outreach events, will be incorporated into the equity analysis to ensure inclusivity.

C. Recommendations for Mitigation:

Based on the findings, the consultant will propose strategies to mitigate any identified negative environmental or social impacts, including the integration of green infrastructure, sustainable building practices, and community-based solutions to ensure equitable development.

Land Use and Zoning Assessment

The consultant will review current zoning policies and land use regulations to identify necessary changes to support mixed-use development and mobility hubs.

Assessment Methodology

A. Zoning and Land Use Analysis:

The consultant will review current zoning regulations and land use patterns to determine how existing policies may hinder or support mobility hub development. This analysis will include an evaluation of the need for zoning adjustments to allow mixed-use or higher-density development.

Data on zoning ordinances, densities, and restrictions will be gathered from local planning departments.

B. Land Use Recommendations:

The consultant will identify areas where zoning updates or new policies are required, particularly for high-density housing near mobility hubs.

The consultant will explore opportunities for public-private partnerships in developing mobility hubs, leveraging both public land and private investment for development.

Public Transportation and Connectivity Analysis

The consultant will evaluate the current public transit system and determine how well it supports mobility hubs and future connectivity needs.

Analysis Methodology

A. Public Transit System Evaluation:

The consultant will analyze the existing bus routes, service frequency, ridership data, and overall transit coverage within the target corridors. This includes identifying areas where transit service is lacking and where improvements are necessary.

The consultant will also assess the planned expansion of transit services (e.g., future metro lines) and their potential connection to mobility hubs.

B. Gaps in Service:

A detailed analysis will be conducted to identify gaps in the current transit network, focusing on areas with insufficient coverage, limited access to key destinations, and poor connectivity between different modes of transportation.

Economic Impact and Feasibility Analysis

The consultant will evaluate the economic feasibility of the proposed mobility hubs, assessing their potential economic impacts on local businesses, job creation, and workforce development.

Economic Analysis Methodology

A. Economic Impact Assessment:

The consultant will assess the potential for job creation, small business growth, and increased tax revenue stemming from the proposed mobility hubs and associated development.

Economic modeling tools will be used to project the potential increase in local investment, property values, and economic activity from new developments.

B. Feasibility Study:

The consultant will provide a cost estimate for developing the mobility hubs, including infrastructure improvements, construction, and mixed-use development.

Funding strategies and financing options will be explored, including potential grants, tax incentives, and partnerships.

Community and Stakeholder Engagement Analysis

The consultant will analyze the effectiveness of the community and stakeholder engagement efforts to ensure that the proposed mobility hubs reflect the needs and priorities of the community, particularly underserved groups.

Engagement Analysis Methodology

A. Stakeholder Engagement Report:

The consultant will summarize the community engagement efforts, including workshops, surveys, and public meetings, detailing the methods used and key findings from stakeholders.

B. Equity Considerations:

The consultant will assess how feedback from underserved communities was incorporated into the mobility hub design and planning process to ensure that their needs are prioritized.

Task Deliverables
<ul style="list-style-type: none"> • Comprehensive data collection report covering transportation networks, land use patterns, and environmental conditions. • A series of maps and visuals highlighting existing conditions, including land use and pedestrian infrastructure. • An existing conditions report summarizing deficiencies in transportation, mobility, housing, and public space. • Site suitability analysis report with mapped locations for mobility hubs. • Conceptual designs of mobility hubs with integration of various transportation modes and mixed-use development potential. • Assessment of transit connectivity and recommendations for improving multimodal accessibility. • Environmental impact report analyzing GHG emissions, air quality, and public health improvements. • Social equity analysis report addressing potential impacts on underserved communities. • Recommendations for mitigating environmental and social challenges. • Zoning and land use analysis report with identified areas for policy adjustments. • Recommendations for land use updates and zoning changes. • Preliminary assessment of public-private partnership opportunities for development. • Public transit connectivity analysis report. • Identification of gaps in service and areas needing improvement. • Recommendations for enhancing access to public transit and integrating mobility hubs with the broader regional transit system. • Economic impact analysis report with projections of job creation and economic growth. • Feasibility study with cost estimates and funding options for development. • Stakeholder engagement summary report. • Analysis of community input and integration into the project. • Recommendations for ongoing engagement during future project phases.

Task 4: Project Close-Out and Reporting

Project Close-Out Files

At the end of the project, the consultant shall document and assemble all project deliverables and provide them in accordance with Caltrans's project close out procedures. All deliverables shall be provided in accordance with the Project Schedule.

The consultant shall document all project deliverables in an organized fashion and deliver them in an electronic format at the end of the project, along with an Excel file documenting location and completion of deliverables. Each task shall have its own folder. Each task folder will have the name of the deliverable and contain the final version of each deliverable. Each meeting held shall have a folder including agendas, notes, and other relevant materials from that meeting. All deliverables shall be provided in accordance with the Project Schedule.

Metrics Data Collection and Reporting

The consultant shall work with the jurisdiction and the city on selected measurable outcomes and metrics. The consultant shall collect related existing conditions from grantee staff and report on the selected measurable outcomes, baseline conditions, and metrics. The report will serve as a definitive guide for the city in evaluating the potential connectivity options for mobility hubs and related developments along its key commercial corridors. The consultant shall present this report with their findings to City Council and remain available to answer any questions.

Task Deliverables
<ul style="list-style-type: none"> • Project close-out files with accompanying excel file. • Receive and File Findings. • Final project data metrics collection and reporting. • City Council Presentation

SECTION 6 – QUALIFICATIONS

DESIRED QUALIFICATION

- Provide a brief profile of the firm, including: the types of services offered, the year founded, form of the organization (corporation, partnership, sole proprietorship) number, size and location of offices, and the number of employees.
- Describe the firm’s experience in performing work of a similar nature to that solicited in this RFP, and highlight the participation in such work by the key personnel proposed for assignment to this project. Describe any experience in similar projects, particularly in the transit and public sector environments. The Consultant must demonstrate to the satisfaction of MBL that it has sufficient resources, capabilities and experience to meet the business needs as stated in this document. The Consultant will state and identify its involvement with other clients for both past and present projects. The Consultant will state the client’s name, and references for similar projects, particularly those conducted for public transit and the public sector in general. Be specific with respect to past and current assignments elaborating on those projects of similar type, magnitude and complexity. The Consultant’s involvement and responsibility should be defined for each project.
- Identify any sub-consultants by company name, address, contact person, and telephone number and project function.
- Briefly describe other projects currently in process and how those projects affect the company’s current capacity and capacity during this proposed project. Identify any capacity or availability issues for any major sub consultants proposed.

FIRM QUALIFICATIONS

To be considered responsive to the RFP, firms must demonstrate that they meet the following minimum qualifications by providing a thorough response and verifiable evidence of compliance. Non-compliance with these requirements may disqualify your proposal from further consideration.

- A. Firm has not defaulted on a contract within the past five (5) years or declared bankruptcy or been placed in receivership or been denied credit within the past three (3) years.
- B. Firm has not been assessed any penalties for non-compliance with any federal, state, local, city, or county labor laws and/or regulations within the past five (5) years.
- C. Firm is currently not under investigation for any charge or claim for noncompliance with any federal, state, local, city, or county labor laws and/or regulations including, without limitation prevailing wage laws and apprenticeship laws.
- D. The firm must have a minimum of five (5) years of experience and demonstrated track record of quality work, knowledge, skills, and abilities in safety and security for public transit agencies, preferably in an environment of similar size and scope to MBL.
- E. Licensed to do business in the State of California.
- F. Experience with projects of similar size and scope.

SECTION 7 – FORM OF CONTRACT (SAMPLE)

PROFESSIONAL SERVICES AGREEMENT FOR MOBILITY HUB CONNECTIVITY FEASIBILITY STUDY

THIS AGREEMENT (“Agreement”) is made and entered into on, 2025, by the CITY OF MONTEBELLO, a municipal corporation (hereinafter referred to as “CITY”) and (Hereinafter referred to as “CONSULTANT”). CITY and CONSULTANT are sometimes referred to herein individually as a “Party,” and jointly as the “Parties.”

RECITALS

WHEREAS, CITY desires to retain a qualified professional CONSULTANT to conduct a mobility hub connectivity feasibility study for the CITY’s key commercial corridors to improve transit access and reduce vehicle emissions; and

WHEREAS, CONSULTANT represents the degree of specialized expertise contemplated within California Government Code, Section 37103, and is qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees; and

WHEREAS, no official or employee of CITY has a financial interest, within the provisions of Sections 1090 – 1092 of the California Government Code, in the subject matter of this Agreement; and

WHEREAS, CONSULTANT responded to CITY’s Request for Proposals dated November 20, 2025 (RFP No. [26-07]), as such is set forth fully in **Exhibit “A”** hereto and incorporated fully herein by this reference (hereinafter “Consultant Proposal”).

NOW THEREFORE, in consideration of performance by the Parties of the covenants and conditions herein contained, the Parties hereto agree as follows:

SECTION 1. INCORPORATION OF RECITALS AND OTHER CONTRACT DOCUMENTS

A. The above-referenced Recitals constitute a material part hereof and shall hereby be incorporated by reference. Moreover, this Agreement consists of the following documents, in order of precedence, all of which are incorporated herein and made part of this Agreement, as though fully set forth herein:

- a. This Agreement.
- b. RFP No. 26-07, attached hereto as **Exhibit “A.”**
- c. CONSULTANT’S Proposal to RFP No. 26-07 dated, 2025, attached hereto as **Exhibit “B”**.
- d. CONSULTANT’S “Best and Final Offer” to RFP No. 26-07 dated, 2025, attached hereto as **Exhibit “C”**.
- e. All other documents, including but not limited to all applicable bonds, insurance certificates, permits, notices, schedules, forms, certifications, and affidavits.

B. These documents shall be collectively referred to herein as the “Contract Documents.” In the event of a conflict among the Contract Documents, the order of precedence.

SECTION 2. SERVICES / COMPENSATION.

A. CONSULTANT shall provide to CITY those services that are set forth fully in the Scope of Services, as such is set forth fully in **Exhibit "A"** hereto and incorporated fully herein by this reference (hereinafter "Professional Services").

B. CONSULTANT shall complete the Scope of Services within the time set forth in the Schedule of Performance, as such is set forth in **Exhibit "B"** hereto and incorporated fully herein by this reference.

B. CONSULTANT shall be compensated a sum not-to-exceed \$..... (the "Maximum Compensation") for performance of the Professional Services as set forth in the Schedule of Compensation attached hereto as **Exhibit "C"** and incorporated fully herein by this reference ("Compensation"). CONSULTANT shall provide an itemized billing statement to CITY each month for Professional Services performed. CONSULTANT shall not incur fees or costs which exceed the Maximum Compensation without the prior written consent of CITY.

C. CITY will be invoiced at the end of the first billing period following commencement of work and at the end of each billing period thereafter. Payment in full of an invoice must be received by CONSULTANT within thirty (30) days of the date of such invoice.

D. Work performed shall be deemed approved and accepted by CITY as and when invoiced unless CITY objects within fifteen (15) days of invoice date by written notice specifically stating the details in which CITY believes such work is incomplete or defective, and the invoice amount(s) in dispute. CITY shall pay undisputed amounts as provided for in the preceding paragraph.

E. Failure of CITY to submit full payment of an invoice within thirty (30) days of the date thereof subjects this agreement and the work herein contemplated to suspension or termination at CONSULTANT's discretion.

SECTION 3. TERM.

This Agreement shall commence on, 2025 and shall be valid for an initial **two-year (2-year) term.**

The Parties agree that Sections 4(B), 9, 10, 11, 13, 16, 17, 18, and 19 shall survive for three (3) years following the expiration or termination of this Agreement.

SECTION 4. PERFORMANCE.

A. CONSULTANT shall at all times, faithfully, competently, and to the best of its ability, experience and talent, perform all tasks described herein.

B. CONSULTANT shall employ, at a minimum, generally accepted standards and practices utilized by companies engaged in providing similar services, as are required of CONSULTANT hereunder, in meeting its obligations under this Agreement.

C. CONSULTANT shall be knowledgeable of and subject to all CITY ordinances, rules and regulations, standard operating procedures, and the supervisory chain of command.

C. CONSULTANT shall have the right to retain, subject to CITY's written approval, additional individuals, Consultants, or sub-consultants to assist in the completion of services as herein defined. Compensation for additional individuals, Consultants, or sub-consultants shall be the sole and exclusive responsibility of the CONSULTANT.

E. CONSULTANT shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three (3) years unless otherwise provided for in **Exhibit "A."** Upon CITY providing twenty-four (24) hours advanced prior notice, CONSULTANT shall make all records, invoices, timecards, cost control sheets and other records maintained by CONSULTANT in connection with this Agreement available during CONSULTANT's regular working hours to CITY for review and audit by CITY.

F. All reports, documents, or other written material developed by CONSULTANT in the performance of this Agreement shall be and remain the property of CITY without restriction or limitation upon its use or dissemination by CITY. Such material shall not be the subject of a copyright application by CONSULTANT. Any alteration or reuse by the CITY of any such materials on any project other than the Project shall be at CITY's sole risk unless CITY compensates CONSULTANT for such reuse.

SECTION 5. WORK PRODUCT.

A. CONSULTANT hereby agrees that all work produced pursuant to this Agreement and provided to CITY during and upon completion of this Agreement, shall be the property of CITY, and ownership of said work product shall be retained by CITY. CONSULTANT may take and retain copies of such written products as desired.

B. All data, documents, discussion, or other information developed or received by CONSULTANT or provided for performance of this Agreement are deemed confidential and shall not be disclosed by CONSULTANT without prior written consent by CITY. CITY shall grant such consent if disclosure is legally required. All such written products shall be returned to CITY upon the termination or expiration of this Agreement. CONSULTANT agrees that the covenants contained in this Article shall survive the expiration or termination of this Agreement.

C. Documents are provided in CONSULTANT's standard software formats. CITY recognizes that electronic or magnetic data and its transmission can be easily damaged, may not be compatible with CITY's software formats and systems, may develop inaccuracies during conversion or use, and may contain viruses or other destructive programs, and that software and hardware operating systems may become obsolete. As a condition of delivery of electronic or magnetic data, CITY agrees to defend indemnify and hold CONSULTANT, its sub-consultants, agents and employees harmless from and against all claims, loss, damages, expense and liability arising from or connected with its use, reuse, misuse, modification or misinterpretation. In no event shall the CONSULTANT be liable for any loss of use, profit or any other damage.

SECTION 6. EXTRA SERVICES.

No extra services over and above the Compensation shall be rendered by CONSULTANT under this Agreement unless such extra services first shall have been duly authorized in writing by CITY's City Manager ("City Manager").

SECTION 7. CITY SUPERVISION.

The Transportation Director shall have the right of general supervision of all work performed by CONSULTANT and shall be CITY's agent with respect to obtaining CONSULTANT's compliance hereunder. No payment for services rendered under this Agreement shall be made without the prior approval of the City Manager.

SECTION 8. TERMINATION.

If either Party hereto fails or refuses to perform any of the provisions of this Agreement at the time and in the manner required, the non-defaulting party shall give the defaulting party written notice of the default, the nature of the default, and of the steps necessary to cure the default.

A. Termination for Cause. In the event that any of the provisions of the Agreement are violated by either party, the non-defaulting Party may terminate the Agreement by serving written notice upon the other Party, listing the violation(s) and its intent to terminate such Agreement unless within ten (10) days after the serving of such notice, such violation shall cease or be rectified, the contract shall upon the expiration of an additional thirty (30) days cease and terminate. Violations by CONSULTANT which cannot be corrected within ten (10) days, said contract shall at the option of CITY cease and terminate upon the giving of like notice. In the event of any such termination for default by CONSULTANT, CITY may take over the work and prosecute the same to completion by contract or otherwise for the account and at the expense of CONSULTANT. CONSULTANT and his sureties shall be liable to CITY for any excess cost occasioned in the event of any such termination. This change shall not be construed to prevent the termination, for other causes authorized by law or other provisions of this contract. In the event of a termination for cause, CONSULTANT shall only be entitled to Compensation for those Professional Services satisfactory performed on or before the effective date of termination.

B. Termination for Convenience. CITY shall have the option, at its sole discretion and without cause, to terminate this Agreement in whole, or in part, after giving written notice to CONSULTANT at least five (5) business days before the termination is to be effective. Upon the termination of this Agreement as provided herein, CITY shall provide to CONSULTANT the part of Compensation which would otherwise be payable to CONSULTANT for services CONSULTANT had completed as of the date of termination, less the amount of all previous payment with respect to the Compensation. Further, upon such a termination for convenience by CITY, the Parties agree that CONSULTANT shall be reimbursed for any "non-refundable" costs that CONSULTANT has incurred for its services under this Agreement, provided that: (1) such "non-refundable" costs were incurred by CONSULTANT prior to the date of termination; (2) that CONSULTANT provides CITY with adequate proof that CONSULTANT incurred the costs, and is unable to be seek a refund for such costs; and (3) such costs were within the scope of work or services to be performed under this Agreement. Such "non-refundable" costs may include, but are not limited to, travel reservations incurred by CONSULTANT for its performance of services under this Agreement. CONSULTANT agrees to cease all work under this Agreement on or before the effective date of any notice of termination.

SECTION 9. EMPLOYMENT OF CITY EMPLOYEES.

No regular employee of CITY shall be employed by CONSULTANT during the Term of this Agreement.

SECTION 10. NON-LIABILITY OF CITY OFFICIALS AND EMPLOYEES.

No official or employee of CITY shall be personally liable to CONSULTANT in the event of any default or breach by CITY, or for any amount which may become due to CONSULTANT.

SECTION 11. INDEPENDENT CONSULTANT.

A. CONSULTANT is and shall, at all times, remain as to CITY a wholly independent CONSULTANT. Neither CITY nor any of its elected officials, officers, employees or agents shall have control over the conduct of CONSULTANT except as expressly set forth in this Agreement. CONSULTANT shall not at any time or in any manner represent that he is in any manner an elected official, officer, employee or agent of CITY. No employee benefits shall be available to CONSULTANT in connection with the performance of this Agreement. Except as provided in this Agreement, CITY shall not pay salary, wages, or other compensation to CONSULTANT for performance hereunder for CITY. CITY shall not be liable for compensation to CONSULTANT, CONSULTANT's employees or CONSULTANT's sub-consultants for injury or sickness arising out of performing services hereunder.

B. The parties further acknowledge and agree that nothing in this Agreement shall create or be construed to create a partnership, joint venture, employment relationship or any other relationship except as set forth in this Agreement.

C. CITY shall not deduct from the Compensation paid to CONSULTANT any sums required for Social Security, withholding taxes, FICA, state disability insurance or any other federal, state or local tax or charge which may or may not be in effect or hereinafter enacted or required as a charge or withholding on the compensation paid to CONSULTANT. CITY shall have no responsibility to provide CONSULTANT, its employees or sub-consultants with workers' compensation insurance or any other insurance.

SECTION 12. PERS ELIGIBILITY INDEMNITY.

A. In the event that CONSULTANT or any employee, agent, or sub-consultant of CONSULTANT providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of CITY, CONSULTANT shall indemnify, defend, and hold harmless CITY for the payment of any employee and/or employer contributions for PERS benefits on behalf of CONSULTANT or its employees, agents, or sub-consultants, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of CITY.

B. Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, CONSULTANT and any of its employees, agents, and sub-consultants providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by CITY, including but not limited to eligibility to enroll in PERS as an employee of CITY and entitlement to any contribution to be paid by CITY for employer contribution and/or employee contributions for PERS benefits.

SECTION 13. LEGAL RESPONSIBILITIES.

CONSULTANT shall at all times observe and comply with all applicable laws, ordinances, codes and regulations of the federal, state and local governments including, but not limited to the Montebello Municipal Code. The CITY, and its appointed or elected officers, employees, or agents, shall not be liable

at law or in equity occasioned by failure of CONSULTANT to comply with this section.

SECTION 14. INDEMNIFICATION.

CONSULTANT agrees to, and shall defend, indemnify, protect and hold harmless, CITY, its elected and appointed boards, officers, officials, employees, agents and volunteers from and against any and all claims, demands, lawsuits, defense costs, civil, penalties, expenses, causes of action, and judgments at law or in equity, or liability of any kind or nature which CITY, its elected and appointed boards, officers, officials, employees, agents and volunteers may sustain or incur or which may be imposed upon them for injuries or deaths of persons, or damage to property arising out of CONSULTANT's negligent or wrongful act, or omission under the terms of this Agreement, except only liability arising out of the sole negligence of CITY.

SECTION 15. INSURANCE COVERAGE.

During the Term of this Agreement, CONSULTANT shall carry, maintain, and keep in full force and effect all following minimum scope of insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with CONSULTANT's performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:

Commercial General Liability (CGL): Broad-form, Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis for bodily injury and property damage, including premise-operations, products-completed operations, broad form property damage, blanket contractual liability, independent CONSULTANTS, personal injury or bodily injury, and advertising injury, with limits no less than **Two Million Dollars and Zero Cents** (\$2,000,000), combined single limits, per occurrence. If a general aggregate limit applies, the limit shall be twice the required occurrence limit. *(Subject to change)*

Business Automobile Liability Insurance: For owned vehicles, hired, and non-owned vehicles, Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if CONSULTANT has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **One Million Dollars and Zero Cents** (\$1,000,000.00) per accident for bodily injury and property damage. *(Subject to change)*

Worker's Compensation insurance as required by the laws of the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **One Million Dollars and Zero Cents** (\$1,000,000.00) per accident for bodily injury or disease. CONSULTANT agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against CITY, its elected and appointed boards, officers, officials, employees, agents and volunteers for losses arising from work performed by CONSULTANT for CITY and to require each of its sub-consultants, if any, to do likewise under their workers' compensation insurance policies. *(Subject to change)*

By executing this Agreement, CONSULTANT further certifies as follows:

I am aware of, and will comply with, Section 3700 of the Labor Code, requiring every employer to be insured against liability of Workers' Compensation or to undertake self-insurance before commencing any of the work contemplated herein.

Professional Errors and Omissions (E&O) Liability insurance appropriate to the CONSULTANT's profession, with limit no less than **Two Million Dollars and Zero Cents** (\$2,000,000.00) per occurrence or

claim, **Two Million Dollars and Zero Cents** (\$2,000,000.00) aggregate. Architects' and engineers' coverage shall be endorsed to include contractual liability. If the policy is written as a "claims made" policy, the retroactivity date shall be prior to the start of work set forth herein, CONSULTANT shall obtain and maintain said E&O liability insurance during the Term of this Agreement and for five (5) years after completion of work hereunder. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of this Agreement, CONSULTANT shall purchase "extended reporting" coverage for a minimum of five (5) years after completion of the work. *(Subject to change)*

If CONSULTANT maintains higher limits than the minimums shown above, CITY requires and shall be entitled to coverage for the higher limits maintained by CONSULTANT. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to CITY.

CONSULTANT shall require each of its sub-consultants, if any, to maintain insurance coverage that meets all requirements of this Agreement.

The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California, with a current rating of at least A: VII in the latest edition of Best's Insurance Guide and approved by CITY.

Each insurance policy required herein shall state that coverage shall not be canceled, except after providing CITY thirty (30) days' (or ten [10] calendar days for non-payment) prior written notice. CONSULTANT agrees that if it does not keep the aforesaid insurance in full force and effect CITY may either: (i) immediately terminate this Agreement for Cause; or (ii) take out the necessary insurance and pay, at CONSULTANT's expense, the premium thereon.

At all times during the Term of this Agreement, CONSULTANT shall maintain on file with CITY's Risk Manager a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and naming CITY, its officers, agents, employees and volunteers as an additional insured. CONSULTANT shall, prior to commencement of work under this Agreement, file with CITY's Risk Manager such certificate(s).

CONSULTANT shall provide proof that policies of insurance required herein expiring during the Term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two (2) weeks prior to the expiration of the coverages.

The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement naming CITY, its elected and appointed boards, officers, officials, employees, agents and volunteers as additional insureds. All policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty (30) days' prior written notice to CITY. CONSULTANT agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

Except for professional liability and workers' compensation policies, the policies herein are primary and non-contributing with any insurance that may be carried by CITY. Any insurance or self-insurance maintained by CITY, its officers, employees, agents or volunteers, shall be in excess of CONSULTANT's insurance and shall not contribute with it.

All insurance coverage provided pursuant to this Agreement shall not prohibit CONSULTANT and

CONSULTANT's employees, agents or sub-consultants, from waiving the right of subrogation prior to a loss. CONSULTANT hereby waives all rights of subrogation against CITY. CONSULTANT agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether CITY has received a waiver if subrogation endorsement from the insurer.

Coverage not affected. Any failure to comply with the reporting provisions of the policies contemplated herein, shall not affect coverage provided to CITY, its elected and appointed boards, officers, officials, employees, agents and volunteers.

Coverage applies separately. CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Any deductibles or self-insured retentions must be declared to and approved by CITY. At the option of CITY, CONSULTANT shall either reduce or eliminate the deductibles or self-insured retentions with respect to CITY, or CONSULTANT shall procure a bond guaranteeing payment of losses and expenses.

Procurement of insurance by CONSULTANT shall not be construed as a limitation of CONSULTANT's liability or as fall performance of CONSULTANT's duties to indemnify, hold harmless and defend under Section 9 of this Agreement.

CITY, its officers and employees shall not be responsible for any claims in law or in equity occasioned by the failure of CONSULTANT to comply with this section.

SECTION 16. SUBCONTRACT, ASSIGNMENT OR DELEGATION.

CONSULTANT shall not subcontract, delegate or assign its duties or rights hereunder, either in whole or in part, without the prior written consent of CITY. Any proposed subcontract, delegation, or assignment shall provide a description of the services to be covered, identification of the proposed sub-consultant, delegee, or assignee, and an explanation of why and how the same was selected, including the degree of competition involved.

Any subcontract, delegation or assignment shall be made in the name of CONSULTANT and shall not bind or purport to bind CITY and shall not release CONSULTANT from any obligations under this Agreement including, but not limited to, the duty to properly supervise and coordinate the work of employees, assignees, delegees or sub-consultants. No such subcontract, delegation or assignment shall result in any increase in the amount of total compensation payable to CONSULTANT under the Agreement.

SECTION 17. NO WAIVER.

Waiver by any party hereto of any term, condition or covenant of this Agreement shall not constitute the waiver of any other term, condition or covenant hereof.

SECTION 18. DISPUTE RESOLUTION; GOVERNING LAW.

Disputes regarding the interpretation or application of any provision(s) of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the Parties. If any action at law or in equity is brought to enforce this Agreement or because of alleged dispute, breach, default or misrepresentation in connection with the provisions of this Agreement, the prevailing party in such action shall be entitled to reasonable attorney's fees, expert fees, costs and necessary disbursements incurred in that action or proceeding, in addition to such other relief as may be sought and awarded. The

venue for any litigation shall be County of Los Angeles, California. The Parties agree that the covenants contained in this Article shall survive the expiration or termination of this Agreement.

SECTION 19. ATTORNEY'S FEES AND COSTS.

If litigation is reasonably required to enforce or interpret the provisions of this Agreement, the prevailing party in such litigation shall be entitled to an award of reasonable attorney's fees and costs in addition to any other relief to which it may be entitled.

SECTION 20. WARRANTIES.

Each of the parties represents and warrants to one another as follows:

A. It has received independent legal advice from its attorneys with respect to the advisability of entering and executing this Agreement;

B. In executing this Agreement, it has carefully read this Agreement, knows the contents thereof, and has relied solely on the statements expressly set forth herein and has placed no reliance whatsoever on any statement, representation, or promise of any other party, or any other person or entity, not expressly set forth herein, nor upon the failure of any other party or any other person or entity to make any statement, representation or disclosure of *any* matter whatsoever; and

C. It is agreed that each party has the full right and authority to enter into this Agreement, and that the person executing this Agreement on behalf of either party has the full right and authority to fully commit and bind such party to the provisions of this Agreement.

SECTION 21. MISCELLANEOUS.

A. The descriptive paragraph headings of this Agreement are included for purposes of convenience only and shall not control or affect the construction of interpretation of any of its provisions.

B. Whenever the context hereof shall so require, the singular shall include the plural, the male gender shall include the female gender, and the neuter and vice versa.

C. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.

D. The representations and warranties made by the parties to this Agreement shall survive the consummation of the transaction herein described.

E. This Agreement may be signed in any one or more counterparts all of which taken together shall be but one and the same Agreement. Any signed copy of this Agreement or of any other document or agreement referred to herein, or copy or counterpart thereof, delivered by facsimile transmission, shall for all purposes be treated as if it were delivered containing an original manual signature of the party whose signature appears in the facsimile and shall be binding upon such party in the same manner as though an originally signed copy had been delivered.

F. Each of the parties acknowledges that it has been represented by independent counsel

of its own choosing, or if it has not been represented, it has been admonished to obtain independent counsel and has freely and voluntarily waived and relinquished the right to counsel. Each party who has not obtained independent counsel acknowledges that the failure to have independent legal counsel will not excuse such party's failure to perform under this Agreement or any agreement referred to in this Agreement.

G. To the extent of a conflict between the terms of this Agreement and those set forth in any exhibits or attachments hereto, the terms of this Agreement shall govern.

SECTION 22. NOTICE.

All notices, demands, requests or approvals to be given under this Agreement shall be given in writing and conclusively shall be deemed served when delivered personally or on the second business day after the deposit thereof in the United States mail, postage prepaid, registered or certified, addressed as hereinafter provided. All notices, demands, requests, or approvals hereunder shall be given to the following addresses or such other addresses as the Parties may designate by written notice:

CITY MANAGER
City of Montebello
1600 West Beverly Boulevard
Montebello, California 90640

CONSULTANT

SECTION 23. NON-DISCRIMINATION AND EQUAL OPPORTUNITY EMPLOYER.

In the performance of this Agreement, CONSULTANT shall not discriminate against any employee, sub-consultant, or applicant for employment because of race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, mental condition or sexual orientation. CONSULTANT will take affirmative action to ensure that sub-consultant and applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition or sexual orientation.

SECTION 24. CONFLICT OF INTEREST.

CONSULTANT and its officers, employees, associates and sub-consultants, if any, shall comply with all California conflict of interest statutes applicable to CONSULTANT's Services under this Agreement, including, but not limited to, the Political Reform Act (Gov. Code, § 81000 et seq.) and Government Code Section 1090. CONSULTANT further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by CONSULTANT under this Agreement, or which would conflict in any manner with the performance of its services hereunder. CONSULTANT further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, CONSULTANT shall avoid the appearance of having any

interest that would conflict in any manner with the performance of its services pursuant to this Agreement.

CONSULTANT covenants not to give or receive any compensation, monetary or otherwise, to or from the ultimate CONSULTANT(s) of services to CITY because of the performance of this Agreement, or the services that may be procured by CITY because of the recommendations made by CONSULTANT. CONSULTANT's covenant under this section shall survive the termination of this Agreement.

SECTION 25. ENTIRE AGREEMENT.

This Agreement contains the entire understanding between CITY and CONSULTANT. Any prior agreements, promises, negotiations or representations not expressly set forth herein are of no force or effect. Subsequent modifications to this Agreement shall be effective only if in writing and signed by each party. If any term, condition or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall be valid and binding.

CITY OF MONTEBELLO

CONSULTANT

Raul Alvarez
City Manager

Name and Title

Dated: _____

Dated: _____

ATTEST:

Christopher Jimenez
City Clerk

APPROVED AS TO FORM

Arnold M. Alvarez-Glasman
City Attorney

SECTION 8 - FORMS AND CERTIFICATIONS

LETTER OF TRANSMITTAL

CITY OF MONTEBELLO

Transportation Department

SUBJECT: REQUEST FOR PROPOSAL NO. 26-07

MOBILITY HUB CONNECTIVITY FEASIBILITY STUDY

In response to the subject Request for Proposal (“RFP”) and in accordance with the accompanying Instructions to proposers, the proposer hereby commits to the City of Montebello to perform the work in accordance with the provisions in the proposal Level Contract Documents and any addenda thereto and at the prices stated in the Revenue Price Sheet, which will be included and made a part of any subsequent agreement.

The proposer agrees that the proposal constitutes a firm offer that cannot be withdrawn for ninety (90) calendar days from the Proposal opening or until the Contract for the work is fully executed between the City and a third party, whichever is earlier.

If awarded a contract, the Proposer agrees to execute an agreement and deliver it to the City of Montebello within seven (7) calendar days after receiving a Letter of Award together with the necessary certificates of insurance and any applicable performance or payment bonds. The Consultant shall only proceed with the work upon receipt of a Notice to Proceed.

The proposer certifies that it has:

1. Examined and is fully familiar with all the provisions of the RFP Documents and any addenda thereto:
2. Satisfied itself as to the requirements of the Contract, the nature and location of the work, the general and local conditions to be encountered in performance of the work, and all other matters that can in any way affect the Work and/or the cost thereof.
3. Examined the experience, skill and certification requirements in Scope of Services and that the entities performing the work can fulfill the specified requirements; and
4. Carefully reviewed the accuracy of all statements and figures shown in the Proposal and attachment hereto.

Therefore, the undersigned hereby agrees that the City of Montebello will not be responsible for any errors or omissions in the Proposal.

The proposer further certifies that:

1. The only persons, firms, corporations, joint ventures/partnerships, and/or other parties interested in the Proposal as principals are those listed as such in the Proposal Forms and that,
2. The Proposal has been prepared without collusion with any other person, firm, corporation, joint venture/partnership, and/or other party.

The undersigned acknowledges receipt, understanding and full consideration of the following addenda to the Proposal Documents:

Addenda No(s)

Dated _____

Dated _____

Dated _____

Dated _____

Dated _____

Dated _____

Failure to acknowledge receipt of all addenda may cause the Proposal to be considered non-responsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with the Proposal /offer.

Proposer's Name

Business Address

Contact Person

Email Address

Phone

Fax

Signature of Authorized Official

Signature of Authorized Official

Typed or Printed Name

Typed or Printed Name

Title

Title

Date

Date

(Joint ventures/partnerships are to provide a signed copy of their agreement with their Proposal.)

For proposals requiring licenses the following information is required:

Consultant's License No. _____

Expiration Date: _____

License Classification: _____

EXHIBIT A

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT AND WAIVER OF SUBROGATION AND CONTRIBUTION

Contract/Agreement/License/Permit No. or description: RFP No.26-07, MOBILITY HUB CONNECTIVITY FEASIBILITY STUDY

Indemnitor(s): _____

(List all names)

To the fullest extent permitted by law, Indemnitor hereby agrees, at its sole cost and expense, to protect, indemnify, and hold harmless the City of Montebello and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, and assigns (collectively "Indemnitees") from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith (collectively "Liabilities"), resulting from any wrongful or negligent act, failure to act, error, or omission of Indemnitor or any of its officers, agents, servants, employees, sub consultants, material men, suppliers or their officers, agents, servants or employees, arising or claimed to arise, directly or indirectly, out of, in connection with, resulting from, or related to the above-referenced: RFP No. 26-07 **MOBILITY HUB CONNECTIVITY FEASIBILITY STUDY** (the "Waiver") or the performance or failure to perform any term, provision, covenant, or condition of the Waiver, including this indemnity provision. This indemnity provision is effective regardless of any prior, concurrent, or subsequent passive negligence by Indemnitees and shall operate to fully indemnify Indemnitees against any such negligence. This indemnity provision shall survive the termination of the Waiver and is in addition to any other rights or remedies which Indemnitees may have under the law. Payment is not required as a condition precedent to an Indemnitee's right to recover under this indemnity provision, and an entry of judgment against the Indemnitor shall be conclusive in favor of the Indemnitee's right to recover under this indemnity provision. Indemnitor shall pay Indemnitees for any attorney's fees and costs incurred in enforcing this indemnification provision. Notwithstanding the foregoing, nothing in this instrument shall be construed to encompass (a) Indemnitees' active negligence or willful misconduct to the limited extent that the underlying agreement is subject to Civil Code § 2782(a), or (b) the contracting public agency's active negligence to the limited extent that the underlying agreement is subject to Civil Code § 2782(b). This indemnity is effective without reference to the existence or applicability of any insurance coverages which may have been required under the Waiver or any additional insured endorsements which may extend to Indemnitees.

City agrees to promptly inform Indemnitor in writing of any claim that City believes to be subject to this Waiver.

Indemnitor, on behalf of itself and all parties claiming under or through it, hereby waives all rights of subrogation and contribution against the Indemnitees, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to activities or operations performed by or on behalf of the Indemnitor regardless of any prior, concurrent, or subsequent non-active negligence by the Indemnitees.

In the event there is more than one person or entity named in the Waiver as an Indemnitor, then all obligations, liabilities, covenants and conditions under this instrument shall be joint and several.

"Indemnitor"

Name: _____	Name: _____
<i>(Print)</i>	<i>(Print)</i>
By: _____	By: _____
<i>(Signature)</i>	<i>(Signature)</i>
Title: _____	Title: _____
Date: _____	Date: _____

**EXHIBIT B
REFERENCES**

List at Least Three (3) Professional References:

1	Project City/Agency/Other:		
	Person of Contact:		
	Phone Number:		
	E-mail Address:		
	Address:		
	City, State, Zip Code:		
	Description of Contract <i>(Please include contract value, award date, term of contract, and description of work):</i>	Contract Value:	\$
Award Date:			
Term of Contract:			
Description of Work:			

2	Project City/Agency/Other:		
	Person of Contact:		
	Phone Number:		
	E-mail Address:		
	Address:		
	City, State, Zip Code:		
	Description of Contract <i>(Please include contract value, award date, term of contract, and description of work):</i>	Contract Value:	\$
Award Date:			
Term of Contract:			
Description of Work:			

3	Project City/Agency/Other:		
	Person of Contact:		
	Phone Number:		
	E-mail Address:		
	Address:		
	City, State, Zip Code:		
	Description of Contract <i>(Please include contract value, award date, term of contract, and description of work):</i>	Contract Value:	\$
Award Date:			
Term of Contract:			
Description of Work:			

EXHIBIT C

INSURANCE

The Proposal shall include a statement that the insurance requirements set forth in the contract documents can be obtained and will be carried without reservation or exclusion should Proposer be awarded a contract pursuant to this RFP.

The successful Proposer shall at all times during the term of the awarded Agreement, carry, maintain, and keep in force and effect, with an insurance company admitted to do business in California, rated "A" or better in the most recent A.M. Best's Insurance Rating Guide, and approved by the CITY, a policy or policies of:

- A. Commercial General Liability Insurance using Insurance Services Office Commercial General Liability form CG 00 01 or the exact equivalent. Defense costs must be paid in addition to limits. There shall be no cross-liability exclusion for claims or suits by one insured against another. Limits shall be no less than \$2,000,000 per occurrence for all covered losses and the general aggregate limit shall be twice the required occurrence limit. *(Subject to change)*
- B. Business Auto Coverage on ISO Business Auto Coverage form CA 00 01 including symbol 1 (Any Auto) or the exact equivalent. Limits shall be no less than \$1,000,000 per accident, combined single limit. If Consultant owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described in the preceding subsection. If Consultant or Consultant's employees will use personal autos in any way on this project, Consultant shall provide evidence of personal auto liability coverage for each such person. *(Subject to change)*
- C. Workers' Compensation insurance on a state approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000 per accident for all covered losses. *(Subject to change)*
- D. Professional Liability or Errors and Omissions Insurance as appropriate to the profession, written on a policy form coverage specifically designed to protect against acts, errors or omissions of the Consultant and "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy limit shall be not less than \$2,000,000 per claim and in the aggregate. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend. The policy retroactive date shall be on or before the effective date of this Agreement. City, its officers, employees, attorneys, and designated volunteers shall be named as additional insured on the policy, or policies, as to commercial general liability bodily injury and property damage coverages and automobile coverages with respect to liability arising out of successful Proposer's work under this Agreement. *(Subject to change)*
- E. All insurance policies shall provide that the insurance coverage shall not be non-renewed, canceled, reduced, or otherwise modified (except through the addition of additional insureds to the policy) by the insurance carrier without the insurance carrier giving City thirty (30) days' prior

written notice thereof. Any such thirty (30) day notice shall be submitted to City via certified mail, return receipt requested, addressed to "Risk Manager," City of Montebello, 1600 West Beverly Boulevard, Montebello, California, 90640. Consultant agrees that it will not cancel, reduce or otherwise modify said insurance coverage.

- F. Consultant shall submit to City (i) insurance certificates indicating compliance with the minimum worker's compensation insurance requirements above, and (ii) insurance policy endorsements indicating compliance with all other minimum insurance requirements above, not less than one (1) day prior to beginning of performance under this Agreement. Endorsements shall be executed on City's appropriate standard forms entitled "Additional Insured Endorsement".

Contact Information:

Name & Job Title:	
Business Name:	
Address:	
City, State, Zip Code:	
Phone Number:	
E-mail Address:	
Authorized Signature:	Date:

EXHIBIT E

Bidder's List of Sub-Consultants (DBE and Non-DBE)

Part I

The bidder shall list all sub-consultants (both DBE and non-DBE) in accordance with Section 2-1.054 the Standard Specification and per Title 49, Section 26.11 of the Code of Federal Regulations. This listing is required in addition to listing DBE Sub-Consultants elsewhere in the proposal. Photocopy this form for additional firms.

Firm Name/ Address/ City, State, ZIP	Phone/ Fax	Annual Gross Receipts	Description of Portion of Work to be Performed	Local Agency Use Only (Certified DBE?)
<i>Name</i>	<i>Phone</i>	<input type="checkbox"/> < \$1 million		<input type="checkbox"/> YES
		<input type="checkbox"/> < \$5 million		<input type="checkbox"/> NO
		<input type="checkbox"/> < \$10 million		<i>If YES list DBE #:</i>
	<i>Fax</i>	<input type="checkbox"/> < \$15 million		
		<input type="checkbox"/> > \$15 million		Age of Firm (Yrs.)
<i>Name</i>	<i>Phone</i>	<input type="checkbox"/> < \$1 million		<input type="checkbox"/> YES
		<input type="checkbox"/> < \$5 million		<input type="checkbox"/> NO
		<input type="checkbox"/> < \$10 million		<i>If YES list DBE #:</i>
	<i>Fax</i>	<input type="checkbox"/> < \$15 million		
		<input type="checkbox"/> > \$15 million		Age of Firm (Yrs.)
<i>Name</i>	<i>Phone</i>	<input type="checkbox"/> < \$1 million		<input type="checkbox"/> YES
		<input type="checkbox"/> < \$5 million		<input type="checkbox"/> NO
		<input type="checkbox"/> < \$10 million		<i>If YES list DBE #:</i>
	<i>Fax</i>	<input type="checkbox"/> < \$15 million		
		<input type="checkbox"/> > \$15 million		Age of Firm (Yrs.)

Part II

The bidder shall list all sub-consultants who provided a quote or bid but were not selected to participate as a sub-consultant on this project. This is required for compliance with Title 49, Section 26 of the Code of Federal Regulations. Photocopy this form for additional firms.

Firm Name/ Address/ City, State, ZIP	Phone/ Fax	Annual Gross Receipts	Description of Portion of Work to be Performed	Local Agency Use Only (Certified DBE?)
<i>Name</i>	<i>Phone</i>	<input type="checkbox"/> < \$1 million		<input type="checkbox"/> YES
		<input type="checkbox"/> < \$5 million		<input type="checkbox"/> NO
<i>Address</i>	<i>Fax</i>	<input type="checkbox"/> < \$10 million		<i>If YES list DBE #:</i>
		<input type="checkbox"/> < \$15 million		
<i>City State ZIP</i>		<input type="checkbox"/> > \$15 million		Age of Firm (Yrs.)
<i>Name</i>	<i>Phone</i>	<input type="checkbox"/> < \$1 million		<input type="checkbox"/> YES
		<input type="checkbox"/> < \$5 million		<input type="checkbox"/> NO
<i>Address</i>	<i>Fax</i>	<input type="checkbox"/> < \$10 million		<i>If YES list DBE #:</i>
		<input type="checkbox"/> < \$15 million		
<i>City State ZIP</i>		<input type="checkbox"/> > \$15 million		Age of Firm (Yrs.)

EXHIBIT F

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS -
PRIMARY COVERED TRANSACTIONS**

The _____ certifies to the best of it's
(Firm Name/ Principle)

knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause of default.

If unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.

THE PRIMARY PARTICIPANT _____ CERTIFIES
(Firm Name/Principal)

OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

Signature and Title of Authorized Official

The undersigned chief legal counsel for the _____ hereby certifies that the _____ has authority under State and Local law to comply with the subject assurances that the certification above has been legally made.

Signature of Attorney Date

EXHIBIT G

PERFORMANCE GUARANTEE CERTIFICATION

The undersigned hereby certifies that the Consultant shall provide a Performance Guarantee in accordance with Specifications.

Designate below which form of Performance Guarantee shall be provided:

_____ Performance Bond

_____ Irrevocable Stand-By-Letter of Credit

Consultant's Name: _____

Authorized Signature: _____

Title: _____

Date: _____

EXHIBIT H

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: that _____

(Insert full name and address and legal title of Consultant) as Principal, hereinafter called Consultant,
and,

(Insert full name and address or legal title of Surety)

as Surety, hereinafter called Authority, in the amount of \$_____ for the payment whereof Consultant and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Consultant has by written agreement dated _____, 20____, entered into a contract with the City for Contract No. _____, which contract is by reference made a part hereof, and is hereinafter referred to as the "Contract".

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if Consultant shall promptly and faithfully perform said Contract, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

The Surety hereby waives notice of any alteration or extension of time made by the City.

Whenever Consultant shall be, and is declared by the City to be in default under the Contract, the City having performed City's obligations thereunder, the Surety may promptly remedy the default, or shall promptly

1. Complete the Contract in accordance with its terms and conditions, or
2. Obtain a bid or bids for completing the Contract in accordance with its terms and conditions, and upon determination by Surety of the lowest responsible bidder, or, if the City elects, upon determination by the City and the Surety jointly of the lowest responsible bidder, arrange for a contract between such bidder and the Authority, and make available as Work progresses (even though there should be a default or a succession of defaults under the contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the contract price; but not exceeding, the amount set forth in the first paragraph hereof. The term "balance of the contract price," as used in this paragraph, shall mean the total amount payable by the City to Consultant under the Contract and any amendments thereto, less the amount properly paid by the City to Consultant.

Any suit under this bond must be instituted before the expiration of two (2) years from the date on which final payment under the Contract falls.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the RECIPIENT or the heirs, executors, administrators or successors of the City.

Signed and sealed this _____ day of 20 ____.

WITNESS

(SEAL)
(TITLE)

PRINCIPLE

WITNESS

(SEAL)
(TITLE)

SURETY

Attach hereto proof of authority of officers or agents to sign bond.

EXHIBIT I
IRREVOCABLE STANDBY LETTER OF CREDIT CERTIFICATE

The undersigned states that he/she is of the _____ of the
(Title)

_____ (The "Beneficiary") and hereby
(Name of Beneficiary)

Certifies on behalf of the Beneficiary to _____ (the "Bank), with
(Name of Issuing Bank)

Reference to Irrevocable Standby Letter of Credit No. _____ Issued by the

Bank (the "Letter of Credit"), that:

1. The undersigned is duly authorized to execute and deliver this certificate on behalf of the Beneficiary.
2. The Beneficiary is making a drawing under the Letter of Credit.
3. An Event of Default has occurred under Contract No.
4. The amount of the draft presented with this certificate does not exceed the total maximum amount drawable today under the Letter of Credit as provided therein.

IN WITNESS WHEREOF, this certificate is executed this _____ day of _____, 20____.

NAME OF BENEFICIARY

By: _____

Its: _____

**EXHIBIT J
BANK DRAFT**

FOR VALUE RECEIVED

Pay on the presentment to _____ the sum of _____
(Name of Beneficiary) Dollars (\$)

Charge to the Account of _____ Irrevocable Standby Letter of
(Name of Issuing Bank)

Credit No. _____ Dated: _____

To _____
(Name of Issuing Bank)

NAME OF BENEFICIARY

By _____

Its _____

EXHIBIT K

Certification of Drug-Free Workplace

I, _____, hereby certify on behalf of
(Name of authorized official)

_____ that:
(Name of company)

The Consultant named above, and all Sub-Consultants working on this contract, will comply with Government Code Section 8355 in matters relating to providing a drug-free workplace. The Consultant and all Sub-Consultants will, therefore:

Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance are prohibited, and that specified actions will be taken against employees for violation of these prohibitions, as required by Government Code Section 8355(a).

Establish a Drug-Free Awareness Program, as required by Government Code Section 8355(b), to inform employees about all of the following:

1. The dangers of drug abuse in the workplace.
2. The firm’s policy of maintaining a drug-free workplace.
3. Any available counseling, rehabilitation, and employee assistance programs and,
4. **Penalties that may be imposed upon employees for drug abuse violations, including that no employee who tests positive for use of a controlled substance shall be permitted to work on this contract.**

Provide, as required by Government Code Section 8355(c), that every employee who works on the proposed contract:

1. Will receive a copy of the firm’s drug-free policy statement, and;
2. Will agree to abide by the terms of the firm’s statement as a condition of employment on the contract.

Certification

I, _____, hereby certify that the above named company, which I am duly authorized to represent, will comply with the Drug-Free Workplace requirements of this contract. I understand that this certification is made under penalty of perjury, under the laws of the State of California.

Executed this _____ day of _____, 20_____

By _____
(Signature of Authorize Official)

(Title of Authorized Official)

Bidder _____

EXHIBIT L

Certificate of Compliance with 49 CFR Part 655

Prevention Of Alcohol Misuse and Prohibited Drug Use in Transit Operations

Bider hereby certifies that

A. Anti-drug Use and Alcohol Misuse Program

(Choose one Alternative with an X in the box)

1. Bidder/Proposer has established and implemented an anti-drug use and alcohol misuse program meeting the requirements on 49 CFR 655.

Or

2. Bidder/Proposer will establish and implement an anti-drug use and alcohol misuse program meeting the requirements on 49 CFR 655 prior to contract award.

B. Drug and Alcohol Testing Program

(Choose on alternative with an X in the box)

1. To the best of my knowledge and belief the Work required under the Contract will not require the performance of Safety Sensitive Functions as defined in 49 CFR Part 655.

Or

2. To the best of my knowledge and belief the Work required under the Contract will require the performance of Safety Sensitive Functions as defined in 49 CFR Part 655.

(If Alternative 2 was chosen, select one of the following alternatives with an X in the box)

a. Bidder/Proposer has established and implemented a drug and alcohol testing program that complies with 49 CFR Part 655.

b. Bidder Proposer will establish and implement a drug and alcohol testing program that will comply with 49 CFR Part 655 prior to contract award.

C. Certification

Bidder will submit its Anti-drug Use and Alcohol Misuse Program, and, if B.2 was marked above, its Drug and Alcohol Testing Program, to City of Montebello- Department of Transportation for review and approval prior to contract award.

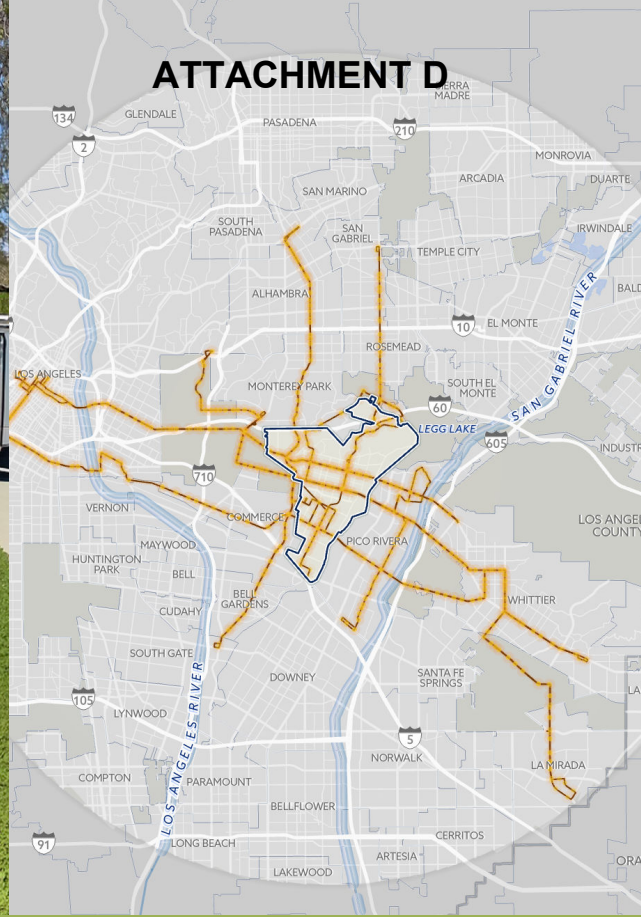
Bidder/Proposer: _____

Authorized Representative: _____

Signature of Authorized Representative: _____

Title: _____ Date: _____

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ATTACHMENT D

MOBILITY HUB CONNECTIVITY FEASIBILITY STUDY CITY OF MONTEBELLO RFP NO. 26-07 | JANUARY 15, 2026





El Monte Zero Vision Plan

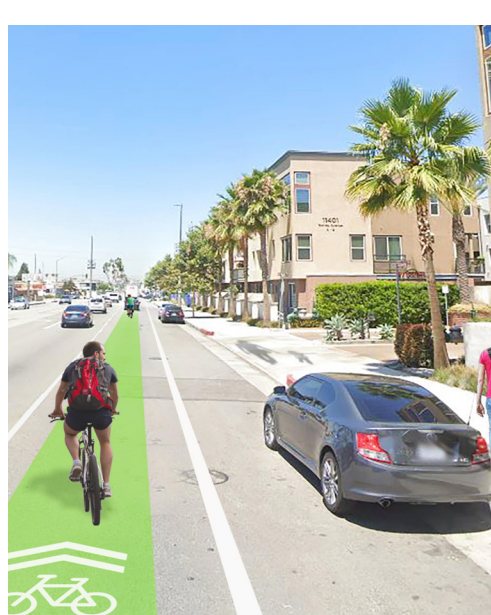
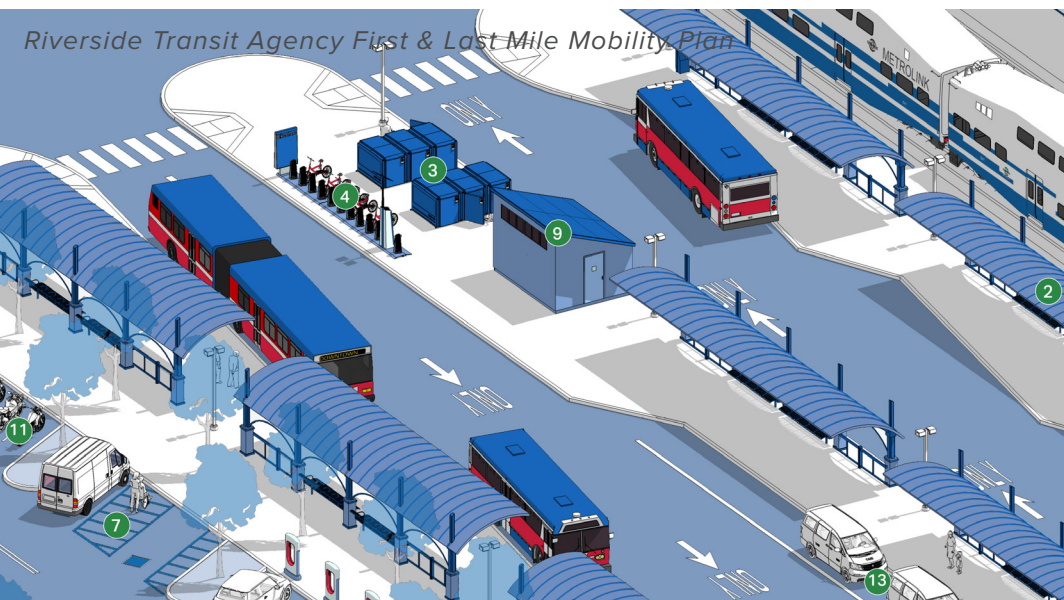
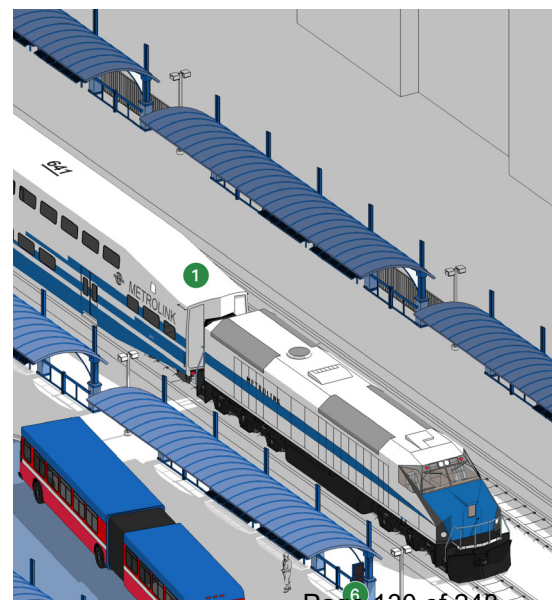


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Riverside Transit Agency First & Last Mile Mobility Plan





January 15, 2026

3916 Normal Street
San Diego, CA 92103
619.294.4477
www.ktua.com

Atten: Leslie Peralta
Senior Management Analyst
City of Montebello
400 S. Taylor Ave.
Montebello, CA 90640

Dear Ms. Peralta and Members of the Selection Committee,

KTUA applauds the City of Montebello for its leadership in advancing mobility hub planning as home to the third largest transit agency in Los Angeles County. This forward-looking effort recognizes the critical need to meet growing ridership demand while addressing the transportation challenges faced by an underserved community. By exploring the establishment of mobility hubs along key commercial corridors, the City is taking a proactive step toward improving transit access, reducing vehicle dependency, and strengthening connections between jobs, services, and neighborhoods.

Mobility hubs offer clear advantages by promoting transit use, supporting greenhouse gas reduction goals, and expanding access to alternative transportation options such as walking, bicycling, and shared mobility. Our team understands that four sites have been recommended and recognizes the importance of carefully evaluating the land use, economic, and community implications of each location to ensure long-term success. When thoughtfully planned, mobility hubs serve users of all ages and abilities, creating inclusive, flexible, and resilient transportation systems.

In essence, we are approaching this as a specific plan for mobility hubs with the various elements listed in the RFP. We have assembled a team of partners experienced in mobility hub site analysis using data driven strategies, best practices for design, economic viability, and community engagement for community driven recommendations and support.

KTUA will lead the project, drawing on local experience in Montebello, including the City's First Mile Last Mile Plan, active transportation initiatives, and broader urban mobility planning. This familiarity provides an immediate understanding of community needs, travel patterns, and implementation realities. We also prepared Montebello's Parks and Recreation Master Plan, bringing valuable insight into the importance of safe, comfortable access to parks and high-quality mobility within park spaces themselves. In addition, our landscape architects designed and oversaw completion of the Rio Hondo Access Improvement at the corner of Beverly Blvd and Beverly Terrace, demonstrating hands-on experience delivering multimodal facilities from planning through construction.

1. Cover Letter / KTUA

Nelson\Nygaard will provide mobility hub expertise, land use and urban design guidance, and lessons learned from similar projects such as the Bay Area’s Metropolitan Transportation Commission’s Mobility Hubs Strategy and Mobility Hub Implementation Playbook. Their experience completing Montebello Bus Lines’ Comprehensive Operational Analysis will also provide additional efficiency and familiarity to the project.

Day One will lead community engagement, leveraging its mission-driven approach and local experience throughout the San Gabriel Valley. They are committed to advancing public health through inclusive, engaging, and accessible outreach strategies.

The Natelson Gale Group will support the effort with targeted economic analyses. Their role is to define each mobility hub’s realistic development potential and to enhance the attractiveness of the surrounding area to private investment, ensuring that mobility, land use, and economic outcomes are aligned for lasting community benefit.

Key personnel that will be critical to the success of this project include KTUA’s project manager Alex Samarin, and Nelson Nygaard’s lead, Sarah McMinimy.

Alex brings over 10 years of experience in safety, community engagement, GIS, and suitability analysis supporting mobility hub, mixed-use, and parks and recreation planning. He is well versed in Vision Zero initiatives and their integration into active transportation and mobility hub projects. By combining technical analysis with community input, Alex develops implementable recommendations, including work on 10-minute neighborhoods that advanced multimodal access and reduced GHG emissions and VMT.

At her prior firm, Sarah McMinimy played a leading role in OCTA’s Mobility Hubs Strategy and Transit-Supportive Design Guidelines. As Mobility Analysis Lead, she developed a countywide methodology to identify and prioritize diverse mobility hub locations, emphasizing network-based, equity-driven investments. She also led guidance on complete streets and transit-supportive design, translating policy goals into practical, implementation-ready design solutions.

This team will continue to bring our expertise in transit and mobility planning, data driven processes, and community engagement to the City of Montebello. We look forward to sharing our passion, professional services, and commitment to this important and progressive project.

Respectfully submitted,



Joe Punsalan, Principal Transportation Planner

KTUA AUTHORIZED REPRESENTATIVE

Joe Punsalan

Principal Transportation Planner

Phone: (619) 294-4477 x127

Email: joe@ktua.com

* Per the response to questions, KTUA understands that the bid bond requirement cannot be waived and this is a planning project. However, the City and KTUA is open to considering alternative mechanisms of the bid bond, if we are selected as the preferred consultant.

INSIGHTFUL PLANNING | INSPIRED DESIGN



KTUA is a collaboration of planners, landscape architects, GIS analysts, and graphic designers focused on the creation of livable outdoor areas meant to foster community. Established in 1970 and with the partnership of our clients, KTUA has expanded the boundaries of a traditional landscape architecture office by incorporating active transportation, trail planning, parks and recreation planning, federal planning, and natural resource management practices into our portfolio. With this diversity, we are able to help shape the bigger picture while addressing the fine-grained details that contribute to our client’s sustainable natural and built environments.

Founded in
1970 (55 Years)
California Corporation

3rd Generation Leadership

Planning Services

- Existing Condition Assessments
- Data/Geospatial Analysis
- Community Engagement
- Visioning
- Conceptual Plans
- Master Plans
- Visual Simulations
- Grant Writing

Landscape Architecture Services

- Multi-Disciplinary Team Management
- Community Engagement
- Conceptual Design
- Schematic Design/Design Development
- Construction Documents
- Construction Administration
- In-House Irrigation Design
- 3D Modeling/Rendering

- Chris Langdon, President
- Mark Carpenter, Treasurer
- Joe Punsalan, Secretary
- Brooke Whalen, Vice President

28 Employees

- 10 Landscape Architects
- 8 Planners
- 2 Landscape Designers
- 2 Irrigation Designers
- 2 GIS Analysts
- 2 Marketing
- 2 Accounting

Office Locations

- San Diego (Main Office)
3916 Normal Street
San Diego, CA 92103
Phone: 619-294-4477
- Central Coast (Satellite Office)

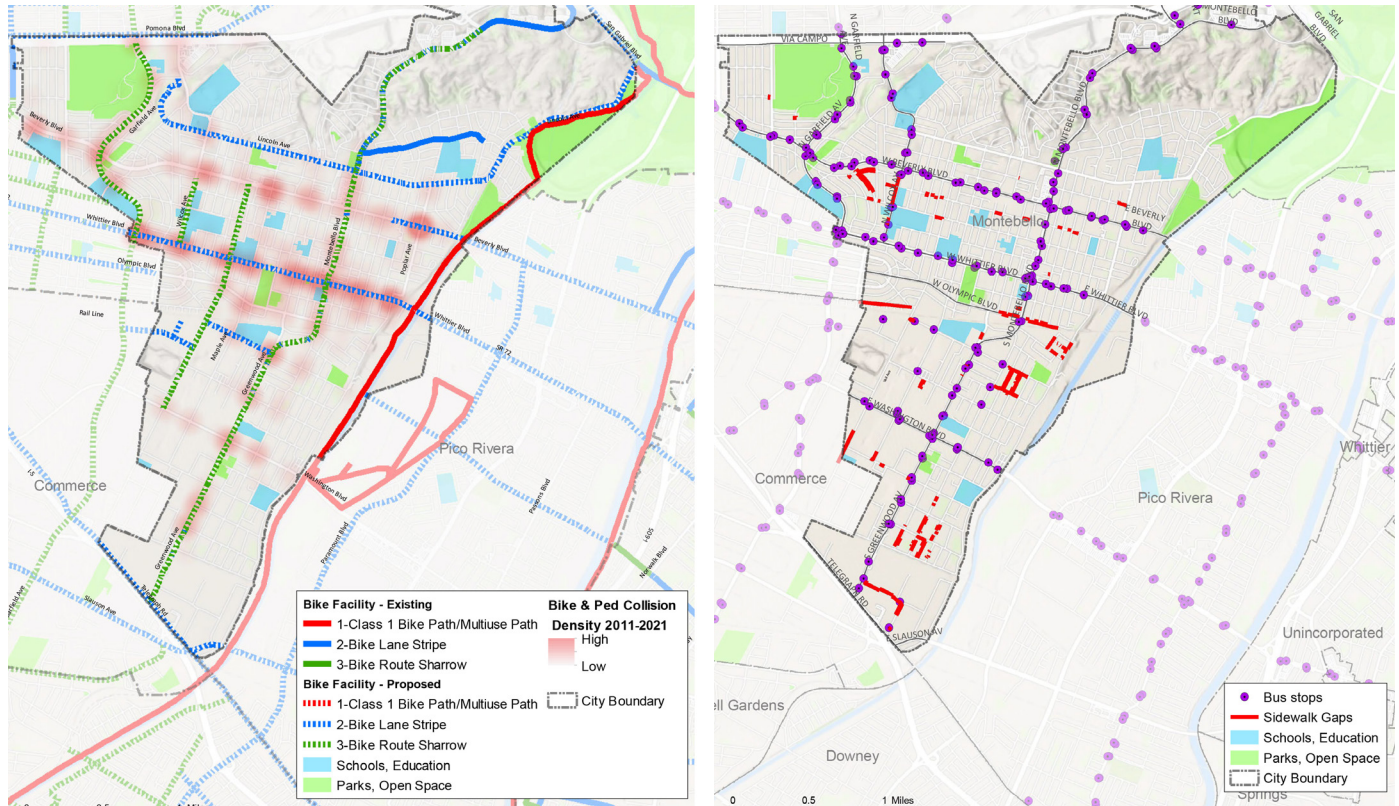


KTUA Corporate Team

3. Firm Experience / KTUA

Please see KTUA's extensive experience in mobility hub and feasibility study projects starting on page 5. The projects listed showcase KTUA's experience in similar projects within the transit and public sector environments. KTUA is committed to satisfying MBL requirements with sufficient recourses, capabilities, and experience to meet the business needs as stated in the RFP document. KTUA's involvement with other clients for past projects is listed below on page 5. You can find KTUA's present project involvement on page 31. KTUA specifies each client name and contact information for each KTUA project we listed in the section starting on page 5. We describe each project in detail and specify why they are similar to the Montebello Mobility Hub and Feasibility Study. In each project description you will find KTUA's involvement and responsibilities defined for each project.

3. Firm Experience / KTUA



CITY OF MONTEBELLO FIRST MILE/LAST MILE MASTER PLAN

The City of Montebello First Mile/Last Mile Master Plan (FMLM) was prepared in collaboration with the City of Montebello, Montebello Bus Lines (MBL), and the Southern California Association of Governments (SCAG). The goal of the plan was to increase transit ridership and increase safety through the development of strategies that address first and last mile barriers to transit use. KTUA synthesized available plans and transit assessment documents to develop baseline ridership and safety characteristics while also highlighting the future needs of MBL’s customers. The Plan focused on high impact bus stops, with the goal of providing improvements to FMLM trips to effectively make transportation safer and more accessible.

The planning process included community feedback and traffic collision data, among other input and data, to establish Plan goals. This process helped to systematically identify and propose remedies to FMLM barriers, including unsafe intersections, high-stress roadway segments, and a lack of comfortable, convenient, and attractive pedestrian facilities. The Plan identified key barriers to using active transportation to access high-traffic bus stops.

As part of a robust community engagement process, KTUA led multiple walk audits and used SCAG’s Kit of Parts to demonstrate potential FMLM improvements to community members. KTUA organized and facilitated Transportation Advisory Committee meetings, stakeholder meetings, and public workshops/pop-up events. The team performed on-site station surveys to validate existing conditions and verify recommendation feasibility. This effort resulted in an Implementation Plan with location-specific recommendations, first and last mile infrastructure strategies, best practice policies to emulate, and cut-sheets with conceptual drawings.

Client Contact/Reference:

City of Montebello
 Alfredo Machuca, Transit Planner
 Phone #: (323) 558-1625 x213
 amachuca@montebelloca.gov

Total Contract Amount:

\$109,200

Project Completion:

2022- 2024

Description of Services Provided:

- Transportation Planning

Proposed Staff:

- Joe Punsalan
- Isabel Perez
- Darren Jacobsen
- Nicole Rogge



RIVERSIDE TRANSIT AGENCY HEMET MOBILITY HUB

The Hemet Mobility Hub project was the development of a plan to assist the City in implementing an intermodal mobility hub to meet projected demand for local and regional transit services (bus, rail, shared mobility options such as car/bike sharing, non-motorized/active transportation elements, and travel management companies). The intermodal mobility hub serves as a park-and-ride facility and includes solar power and electric vehicle charging stations. The plan guides the development of a transit oriented development that includes housing, retail, office, public spaces, and entertainment venues with energy efficient sustainable design features to fully activate the mobility hub to be a thriving community activity center. The Hemet Mobility Hub site is central to the Hemet Civic Center, the County Administrative Center, the Hemet Valley Hospital Complex, and the historic center of downtown.

Internal circulation was focused on getting people to and from the Riverside County Transportation Commission Metrolink platform, buses, parked vehicles, drop-off locations and to possible new development north of the site. A multi-use path and landscaped buffer was planned for the corridor between the commuter rail right-of-way and bus transfer station. East to west pedestrian routes are more directed and controlled than north to south movement. This was a result of the need to control access to the center platform areas since bus movements are frequent in this area and movements need to be free of conflict.

Client Contact Information:
 City of Hemet/RTA
 Ron Running, Project Planner
 (951) 765-2393
 RRunning@cityofhemet.org

Total Contract Amount:
 \$104,250

Project Completion:
 Completed 2018

Description of Services Provided:

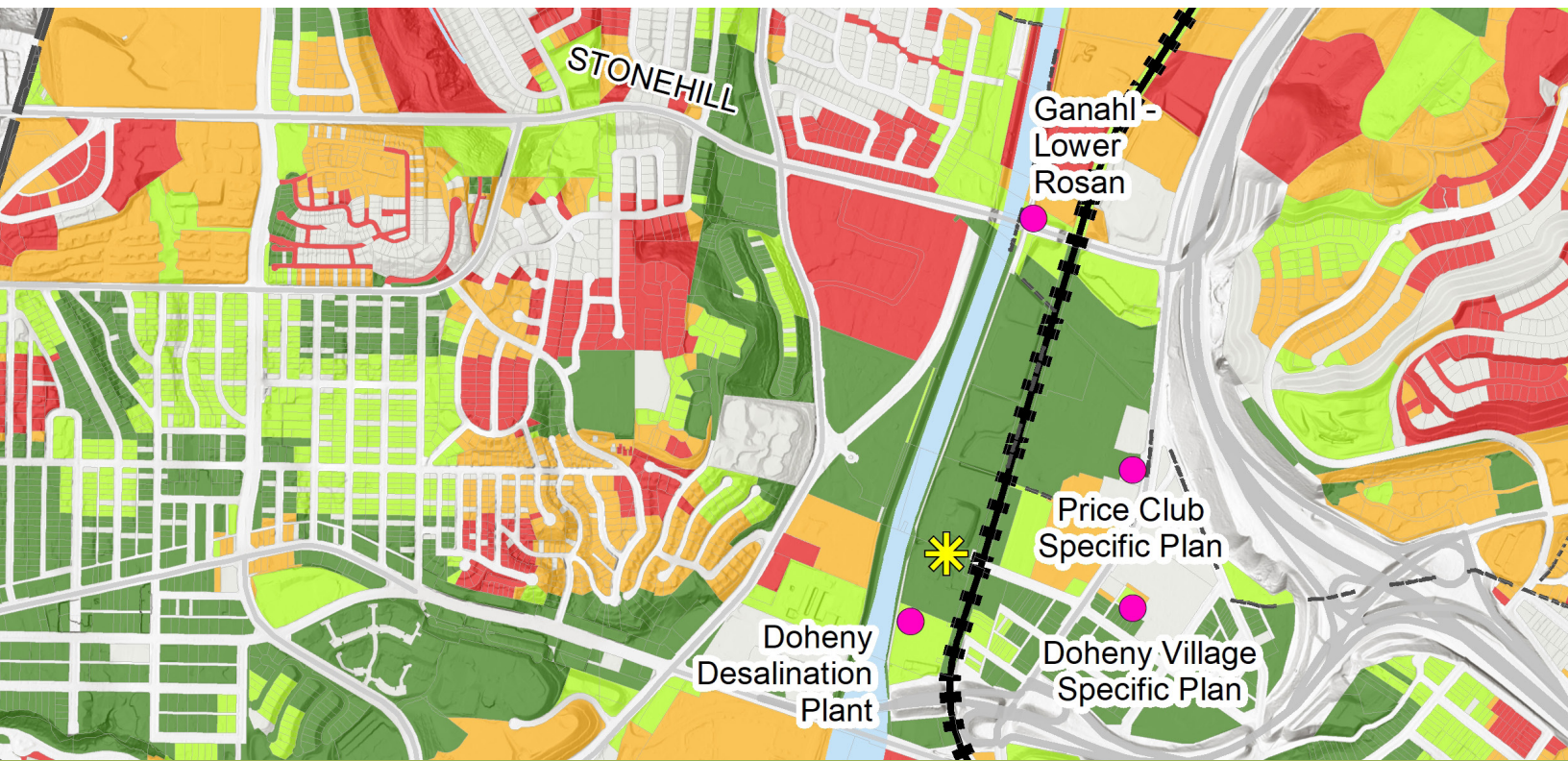
- Mobility Planning
- 3D Modeling
- Community Engagement

Key KTUA Personnel:

- Retired

Awards:

- 2019 SCAG Sustainability Award Honorable Mention
- 2019 APA Inland Empire Merit Award



SOUTH ORANGE COUNTY RAIL STATION FEASIBILITY STUDY

In coordination with a Project Development Team (PDT) comprised of OCTA, the City of Dana Point, the City of San Juan Capistrano, and the City of San Clemente, the South Orange County Rail Station Feasibility Study assessed the implications and feasibility of adding a new rail station on the Los Angeles-San Diego-San Luis Obispo (LOSSAN) Rail Corridor between the existing Laguna Niguel/Mission Viejo and San Clemente (North Beach) stations. In addition to understanding land ownership constraints, proposed public and private developments, and connections for vehicles, bicyclists, and pedestrians, a complex land-use mix analysis was conducted to compare the candidate site vicinities by summarizing the diversity of land uses within walkable distances. In coordination with the Project PDT, the potential station site was narrowed to the vicinity of Victoria Boulevard in the Doheny Village area of the City of Dana Point. A conceptual site plan was created to inform feasibility of the potential station, which considered constraints presented by rail operations, utilities, access, and height constraints.

Client Contact Information:

HDR Prime Consultant
 Vonna Wilkerson
 Vonna.Wilkerson@hdrinc.com

Total Contract Amount:

\$59,960

Project Completion:

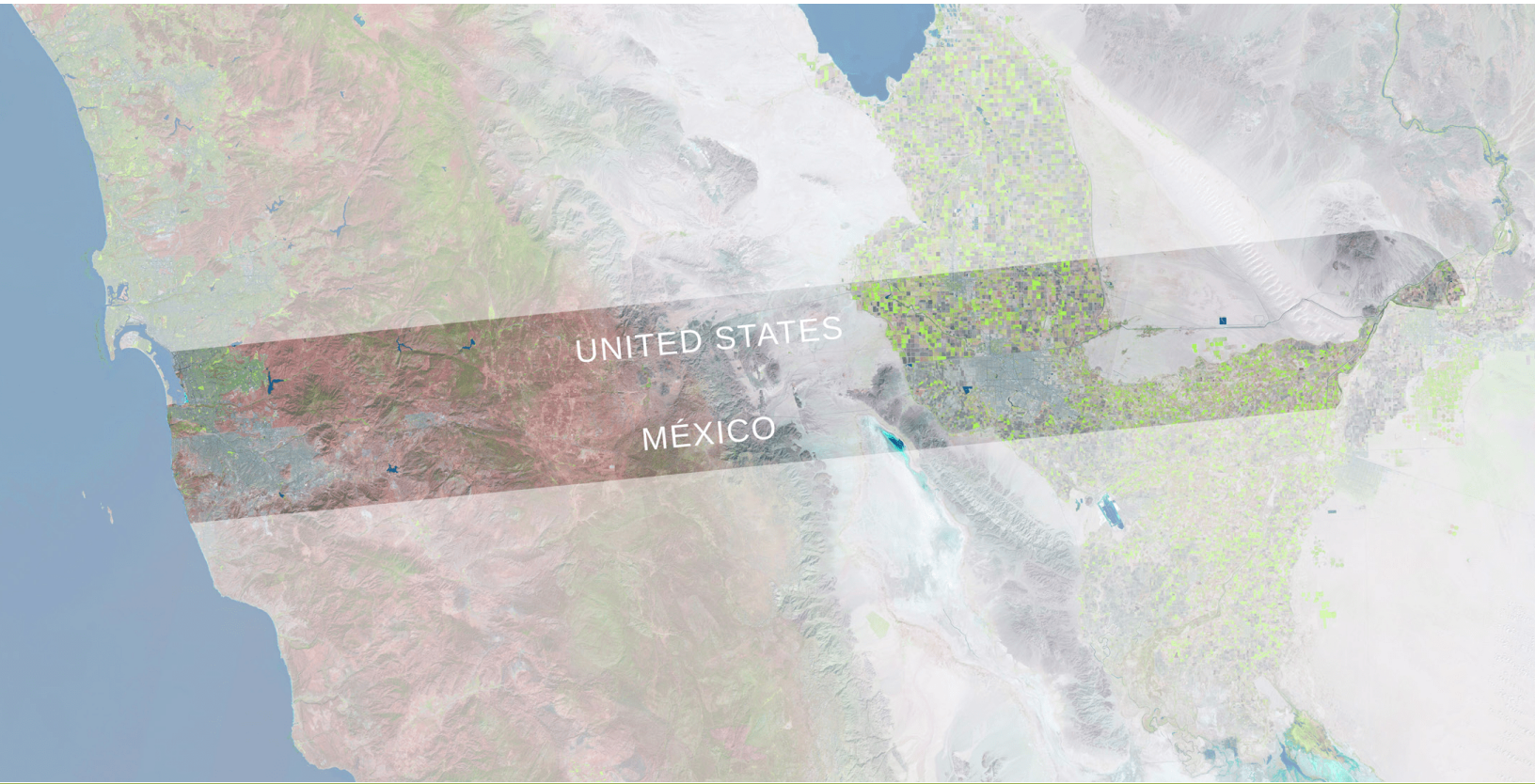
2024

Description of Services Provided:

- Transportation Planning

KTUA Key Personnel:

- Joe Punsalan
- Alex Samarin
- Nicole Rogge



SANDAG BORDER RESILIENCY PLAN

The SANDAG Border Resiliency Plan (BRP) is a strategic, holistic, binational plan to address the health and climate stressors facing communities ten miles north and south of the California-Baja California border. The BRP will evaluate and address current and future climate impacts and environmental pollution burdens and identify an innovative set of priority projects, policies and programs to support resilient transportation systems and protect community health and wellbeing in the study area. KTUA is currently evaluating transit, bicycle, and pedestrian infrastructure on both the US and Mexican sides of the border for connectivity between key destinations. In addition to creating online data visualization tools to engage and support project staff and stakeholders in decision-making, KTUA will also develop multimodal projects - active transportation, complete streets, and transit - and lead the development of criteria, metrics and evaluation methods for these projects. Project recommendations will focus on climate resilience and adaptation, both for people and for transportation infrastructure. Improving the existing network of transit centers and mobility hubs in the border region is one potential solution.

Client Contact Information:

AECOM
Shelley Jiang
(510) 859-7690
Shelley.Jiang@aecom.com

Total Contract Amount:
\$85,740

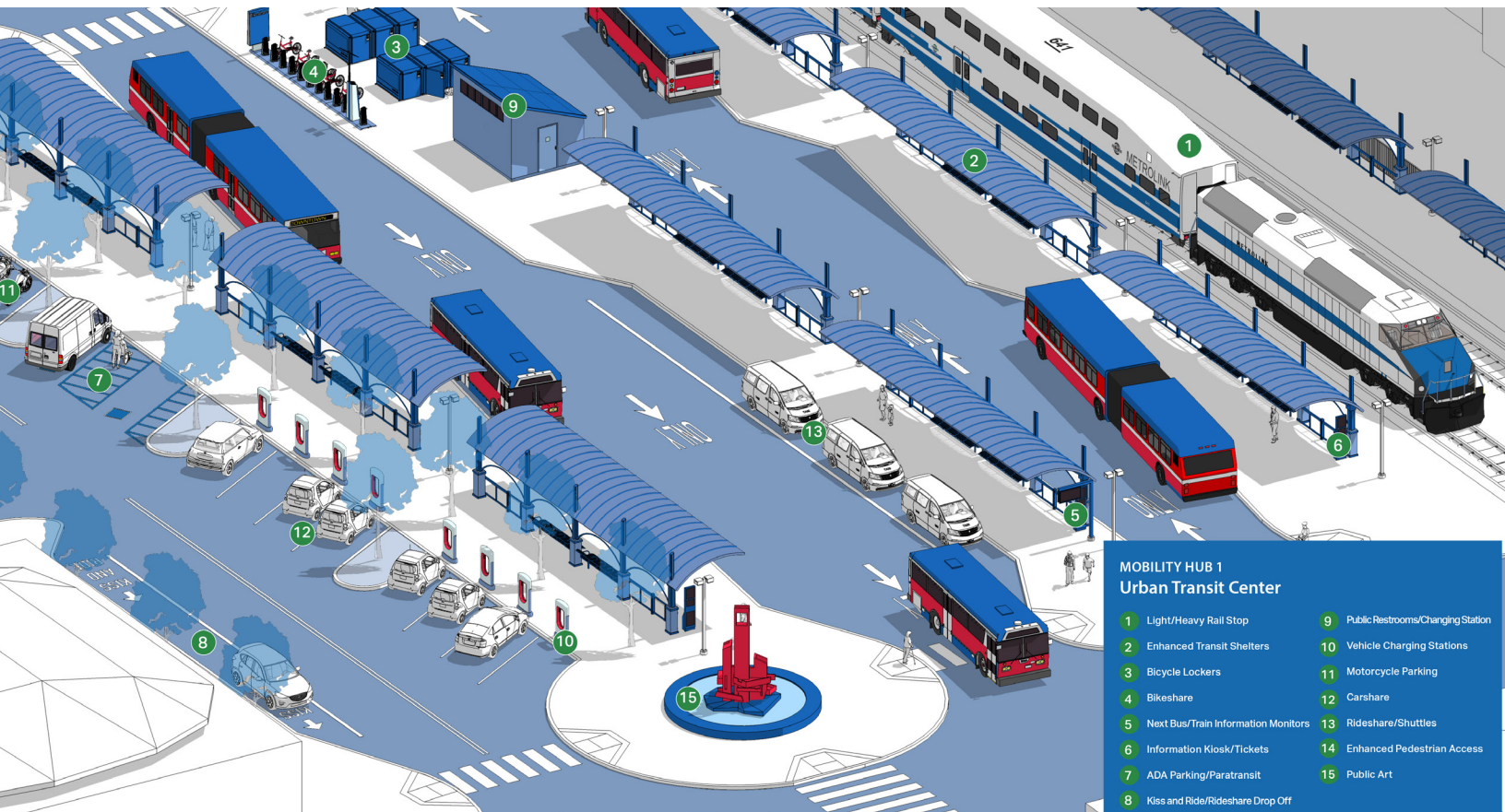
Start and End Date of Project:
2025-Ongoing

Description of Services Provided:

- Planning

Key KTUA Personnel:

- Joe Punsalan
- Alex Samarin
- Amanda Herbst
- Madeline Pysher
- Nicole Rogge



- MOBILITY HUB 1
Urban Transit Center**
- 1 Light/Heavy Rail Stop
 - 2 Enhanced Transit Shelters
 - 3 Bicycle Lockers
 - 4 Bikeshare
 - 5 Next Bus/Train Information Monitors
 - 6 Information Kiosk/Tickets
 - 7 ADA Parking/Paratransit
 - 8 Kiss and Ride/Rideshare Drop Off
 - 9 Public Restrooms/Changing Station
 - 10 Vehicle Charging Stations
 - 11 Motorcycle Parking
 - 12 Carshare
 - 13 Rideshare/Shuttles
 - 14 Enhanced Pedestrian Access
 - 15 Public Art

RIVERSIDE TRANSIT AGENCY FIRST & LAST MILE MOBILITY PLAN

The First and Last Mile Mobility Plan was prepared in collaboration with the Riverside Transit Agency (RTA), the Southern California Association of Governments (SCAG), and Caltrans. The goal of the plan was to increase transit ridership through the development of strategies that address first and last mile barriers to transit use. KTUA synthesized available plans and transit assessment documents to develop baseline ridership characteristics while also highlighting the future needs of RTA's customers. Using GIS data, the team developed a set of Station Typologies to characterize all 2,500+ bus and transit stations. Pilot projects were identified for each Station Typology type and recommendations for bicycle and pedestrian access were developed dependent on local conditions.

To support the large multi-lingual public outreach component, KTUA developed a web portal that directed users to the map for their jurisdiction. Users could then provide targeted feedback on issues in their city. KTUA also conducted steering committee meetings, RTA board meetings and public workshops/events. Additionally, KTUA worked one-on-one with city staff to vet recommendations, ensuring proposed projects would be valuable to pilot cities. Lastly, the team performed on-site station surveys to validate existing conditions and verify recommendation feasibility. This effort resulted in an Implementation Plan with location-specific recommendations, first and last mile infrastructure strategies and Transportation Demand Strategies (TDM), strategies that can be applied to stations throughout RTA's service area based on station typology. This plan was also coordinated with WRCOG's ongoing Active Transportation Plan to provide efficiency for city input, recommendations and public outreach.

Client Contact Information:
 Riverside Transit Agency (RTA)
 Joe Forgiarini (Now with LA Metro)
 (213) 418-3400
 ForgiariniJ@metro.net

Total Contract Amount:
 \$194,875

Project Completion:
 2017

Description of Services Provided:

- Mobility Planning
- Community Engagement

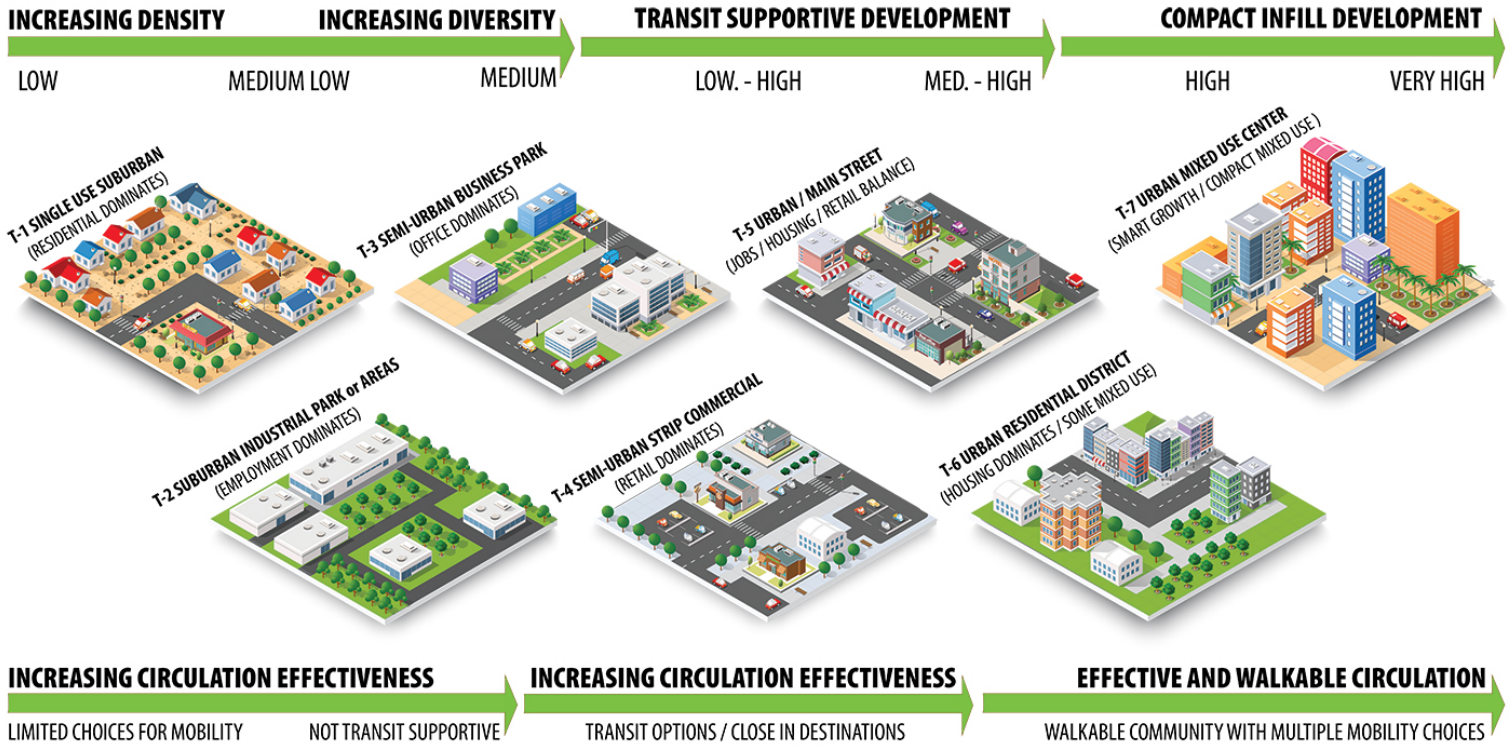
Key KTUA Personnel:

- Joe Punsalan

Awards:

- 2019 APA Inland Empire Comprehensive Plan - Large Jurisdiction

3. Firm Experience / KTUA



CITY OF NATIONAL CITY INTRA-CONNECT

The City of National City INTRA-CONNECT Plan (Integrating Neighborhoods with Transportation Routes for All) is a Caltrans Sustainable Communities Grant awarded in 2017. KTUA provided research, writing and graphic support in the preparation of the grant, and is also implementing the grant and in the final stages of plan analysis, public outreach, and recommendations.

The \$330,000 grant was to complete funding for planning and design studies for the identification of smart growth areas and to provide guidance on how integrated land uses and public infrastructure can support these growth areas. Multiple state agencies suggest the needed link between land use and transportation, but most agencies tend to concentrate only on the transportation facilities with local agencies concentrating on the land use. This approach often misses the benefits of integrated land use and transportation planning.

The plan focuses on the development of 10-minute “walk,” 5-minute “biking”, and 3-minute “drive communities”, along with an overall combined trip of 10-minutes for “transit connections and travel.” The 10-minute concept supports the integration of compact infill development with multi-modal transportation, resulting in shorter travel times and distances, thereby reducing VMT and GHG emissions.

Awards

- 2020 APA San Diego Transportation Planning Award of Merit
- 2020 Circulate San Diego Healthy Community Award, City of National City INTRA-Connect Plan

Client Contact Information:
 National City
 Stephen Manganiello
 (760) 602-4383
 smanganiello@nationalcityca.gov

Total Contract Amount:
 \$300,000

Project Completion:
 2019

Description of Services Provided:

- Grant Writing
- Land Use Planning
- GIS Analysis
- Circulation
- Active Transportation Planning
- Transit Planning
- Public Outreach

Key KTUA Personnel:

- Alex Samarin



RIVERSIDE TRANSIT AGENCY VINE STREET MOBILITY HUB

KTUA provided site planning, landscape architecture, mobility planning, placemaking and traffic improvements for a new mobility hub near the downtown Metro Station in the City of Riverside. KTUA also provided the document design and layout and 3D modeling for the site. Concepts included safe crossing locations from the platforms and across the street as well as a public plaza area at the south end of the site. The interpretive story incorporated into the design highlights the deep roots of the community in agriculture, especially orange and other citrus groves that were once very common throughout the valley. Another interpretive element was the role that groundwater played in the development of this agriculture. Both historic elements are featured in the design of the plaza area.

Client Contact Information:

Riverside Transit Agency
Kristin Warsinski
(951) 565-5136
kwarsinski@riversidetransit.com

Total Contract Amount:

\$93,711

Project Completion:

2020

Description of Services Provided:

- Mobility Planning
- 3D Modeling
- Landscape Architecture

Key KTUA Personnel:

- Mark Carpenter

3. Firm Experience / KTUA



FACT SHEET

The Bus Stop Safety Improvement Plan intends to enhance both personal safety at bus stops and traffic safety across Omnitrans' service area.

Project Timeline



Project Overview

Omnitrans is preparing a Bus Stop Safety Improvement Plan to achieve two objectives:

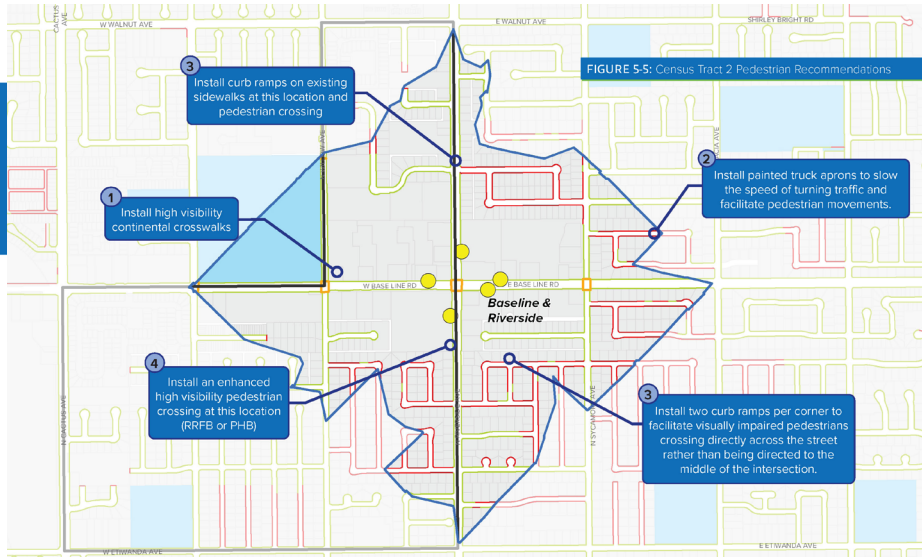
1. Review existing bus conditions to evaluate what changes would improve safety at bus stops (for both personal safety and traffic safety).
2. Develop recommendations for safety changes, such as lighting and pedestrian crossing improvements.

Project Goals

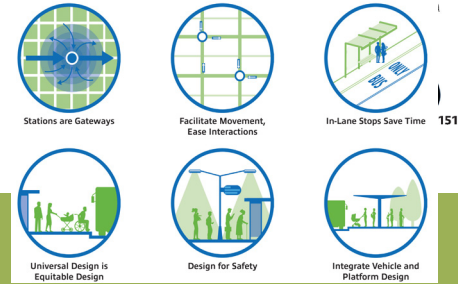
The Bus Stop Safety Improvement Plan will reach the following goals:

- Improvement** of Omnitrans passengers' rating of safety while accessing and comfortably waiting for the bus.
- Increase** in both the level of comfort and accessibility for all transit users, especially for the blind and wheelchair users.
- Identification** of strategies that can be implemented in partnership with local jurisdictions, San Bernardino County Transportation Authority (SBCTA), and other partners.

For more information, please visit: www.omnitrans.org/safetyplan



Six Tips to Design Accessible and Safe Bus Stops



OMNITRANS BUS SAFETY IMPROVEMENT STUDY

The Bus Stop Safety Improvement Plan (BSSIP) was developed to improve safety at bus stops and along the routes people use to access them throughout Omnitrans' service area. The Plan focused on nine Census Tracts identified as highly disadvantaged, low-income, and transit-dependent. Outreach and engagement approaches were adapted in response to the COVID-19 pandemic and relied heavily on data review and virtual participation. Efforts included collaboration with Omnitrans and SCAG, stakeholder interviews, online walk and bike audits, surveys, and guidance from a Technical Advisory Committee (TAC).

The Plan outlines a comprehensive set of traffic and personal safety strategies organized into projects, policies, and programs. Project recommendations include upgraded shelters, lighting, benches, lean bars, artwork and placemaking, surveillance, signal modifications, and improved pedestrian and bicycle access. Policy recommendations emphasize ADA accessibility, Complete Streets approaches, transit-supportive land use, and safe, direct, and comfortable non-motorized access to transit. Program recommendations include exploring models similar to the CAHOOTS mobile crisis-intervention program to address safety concerns related to mental health, substance use, and homelessness.

Based on data analysis and community input, the Plan identifies priority pedestrian, bicycle, and bus stop improvements and provides an implementation framework that moves from needs identification through planning, programming, and infrastructure delivery. A flexible prioritization was used to rank bus stops with the highest-priority locations resulting in targeted recommendations for implementation by Omnitrans, local jurisdictions, and partner agencies.

Client Contact Information:

SCAG
Courtney Aguirre, Program Manager Public Health and Safety
(213) 236-1990
Aguirre@scag.ca.gov

Total Contract Amount:

\$190,481

Project Completion:

07/2020-07/2021

Description of Services Provided:

- Community Engagement
- Transportation Planning

Key KTUA Personnel:

- Joe Punsalan
- Darren Jacobsen

FIGURE 4-1: Mobility Mini Hub for Urban Areas (Intersection Configuration)



CITY OF ARTESIA ACTIVE TRANSPORTATION PLAN

KTUA partnered with the nonprofit Local Government Commission (LGC), now known as CivicWell, to engage the residents and businesses of the City of Artesia in analyzing the challenges to walking and bicycling and to prepare recommendations to make sure that City streets work for all users.

KTUA prepared an active transportation plan that prioritizes citywide pedestrian and bicycle improvements which complements visioning efforts for the commercial and historic districts, as well as previous improvements to the South Street Corridor and Pioneer Boulevard/Downtown Specific Plan. Non-motorized transportation needs were assessed, current inventory evaluated, and active transportation recommendations were identified and prioritized. The main focus was on providing improved transportation choices in disadvantaged neighborhoods and near local schools within the city.

The plan was developed through a robust public engagement process that included a series of workshops, outreach “pop-up” events, and a multi-day charrette process to identify needs, challenges and opportunities for walking, bicycling, transit, and strategies to activate downtown and preserve and enhance community character. The public engagement process provides multiple opportunities for residents to participate. KTUA translated the community’s input into design concepts, conducted a feasibility assessment, and prepared a prioritized plan with cost estimates.

The plan’s goals are to provide strategies to meet state and regional SCS/RTP goals of reducing vehicle miles traveled and GHG emissions, maximizing mobility and accessibility, preserving and ensuring a sustainable regional transportation system, and protecting the environment and health.

Client Contact Information:

CivicWell
Grace Person
(916) 448-1198 x335
gperson@civicwell.org

Total Contract Amount:
\$140,760

Project Completion:
2022

Description of Services Provided:

- Active Transportation Planning
- Community Outreach

Key KTUA Personnel:

- Joe Punsalan
- Jacob Leon
- Marina Varano

NELSON/NYGAARD CONSULTING ASSOCIATES, INC.

Nelson\Nygaard Consulting Associates, Inc. is an internationally recognized firm committed to developing transportation systems that promote vibrant, sustainable, and accessible communities. Founded by two women in 1987, and incorporated in 2001, Nelson\Nygaard has grown from its roots in transit planning to a 170-person, full-service transportation planning firm with offices in Atlanta, Austin, Boston, Chicago, Denver, Los Angeles, New York, Oakland, Orlando, Portland, San Francisco, Seattle, Toronto, Vancouver, Washington, D.C.

In keeping with the values set by the firm’s founders, Nelson\Nygaard puts people first. They recognize that transportation is not an end by itself but a platform for achieving broader community goals of mobility, equity, economic development, and healthy living. The firm’s hands-on, national experience informs but doesn’t dictate local solutions. Built on consensus and a multimodal approach, their plans are renowned as practical and implementable.



Contact Person: Sarah McMinimy,
Principal

Phone Number: (213) 270-5801

Address: 304 S. Broadway, Suite
320, Los Angeles, CA 90013

Project Function: Transportation
and Planning consulting

THE NATELSON DALE GROUP, INC.

The Natelson Dale Group, Inc. (TNDG) is a real estate economic and financial consulting firm established in southern California in 1974. TNDG serves public and private sector clients in the following basic areas:

- Real estate market forecasts and development feasibility studies
- Pro forma financial analysis
- Economic development strategic plans
- General Plan economic studies and policies
- Fiscal impact analysis and modeling

Philosophy and Approach. TNDG combines state-of-the-art analytical capacities with the unique ability to craft an “implementable vision.” In TNDG’s experience, General and Specific Plans are most effective at transforming communities when they are based on economically feasible development concepts. The TNDG team typically applies three levels of economic analysis to land use planning assignments: market demand analysis, financial pro-forma analysis, and fiscal impact analysis.



THE NATELSON DALE GROUP, INC

Contact Person: Roger Dale,
Managing Principal

Phone Number: (714) 692-9596

Address: P.O. Box 489, Yorba
Linda, CA 92885

Project Function: Real Estate
Economic and Financial
Consulting Firm

DAY ONE INC.

Day One has educated communities and decision-makers in the San Gabriel Valley about evidence-based health policies whose subsequent adoption has created healthier, safer, more sustainable communities for all. Day One youth and volunteers are engaged on a variety of public health issues, from increasing student access to free, appealing water stations to adopting local bicycle and pedestrian plans.

The involvement and empowerment of youth, parents, and community members is central to Day One’s work. The agency currently facilitates Youth Advocate groups in the Cities of Pasadena, Pomona, Pico Rivera and El Monte. Over this period of time hundreds of local students have been educated and informed about community issues and the civic process, and empowered to get involved. Youth Advocates have conducted walk audits of their neighborhoods, organized Walk to School Day Events, and engaged in a wide range of health issues, from the lack of grocery stores in northwest Pasadena to the need for safer streets for students and their families who rely on public and active transportation to get around.



Contact Person: Natelson Dale

Phone Number: (626) 229-9750

Address: 175 N. Euclid Ave.
Pasadena, California 91101

Project Function: Community Engagement

RRC

RRC Associates is a Boulder, Colorado–based consumer insights and community research consulting firm founded in 1983. They specialize in providing statistically sound, decision-ready research services for local governments, transit agencies, urban districts, destination organizations, and chambers of commerce across the United States. Their team of 19 professionals represents a range of disciplines and advanced degrees, bringing depth in survey design, data analysis, public engagement, and applied social research.

RRC is nationally recognized for delivering innovative, cost-effective, and customized research tailored to each client’s unique planning and policy needs. They have extensive experience designing and administering community surveys for cities and counties throughout the U.S., including studies focused on transportation access, mobility behavior, community priorities, and infrastructure planning. Our work frequently supports feasibility studies, master plans, and implementation strategies where inclusive engagement and defensible data are critical.

For the City of Montebello’s Mobility Hub Connectivity Feasibility Study, RRC brings a strong combination of community survey expertise, methodological rigor, and attention to detail. They are particularly experienced in developing survey approaches that engage diverse and underserved populations and translate public input into clear, actionable insights. Their advanced statistical analysis and reporting capabilities will ensure that survey findings meaningfully inform project decisions and support data-driven recommendations aligned with City and Montebello Bus Lines priorities.



Contact Person: Kailyn Haskovec

Phone Number: (303) 449-6558

Address: 4770 Baseline Road,
Suite #355, Boulder, CO 80003

Project Function: Consumer insights and community research consulting firm.



FISCAL IMPACT MODEL AND REAL ESTATE MARKET FORECASTS FOR GENERAL PLAN UPDATE - CITY OF COSTA MESA, CA

Through the development of its mobility hub program, the Metropolitan Transportation Commission (MTC) sees an opportunity to seamlessly integrate public and private mobility services in a way that enhances customer experience and travel resiliency. MTC hired Nelson\Nygaard to identify regionally significant mobility hubs, develop a hub typology that will aid infrastructure planning, and provide implementation guidance. Ultimately, Nelson\Nygaard is establishing a blueprint for successful mobility hub development that will lead to a grant program and pilot implementation.

As part of this work, Nelson\Nygaard developed a multi-tiered siting analysis with outcome-oriented criteria and location screening methods. Nelson\Nygaard also developed a mobility hub typology, elements, and design guidance that provides clear detail on each mobility hub type, including the kit of parts and considerations for siting, design, management, and operations. This includes guidance on electric vehicle and micromobility charging infrastructure needs and direction type of chargers needed to support shared mobility electrification.

Nelson\Nygaard’s work culminated in a Mobility Hub Implementation Guide and Pilot Program Playbook that offered implementation considerations, quick build mobility hub installation guidance, and recommended practices to ensure regional consistency.

Client Contact Information:

Metropolitan Transportation Commission
 Krute Singha, Principal Planner
 (415) 778-5365
 ksinga@bayareametro.gov

Total Contract Amount:

\$100,000

Project Completion:

2020-2024

Description of Services Provided:

- Transportation Planning Consulting

VIEWPOINT:
View from the shared use path as it loops under the highway deck at Vancouver Waterfront, looking west.



INTERSTATE BRIDGE REPLACEMENT PROGRAM

Nelson\Nygaard leads multimodal and urban design coordination for the City of Vancouver as part of the bi-state Interstate Bridge Replacement Program (IBR), a major ODOT/WSDOT initiative to replace the I-5 crossing between Portland and Vancouver. Nelson\Nygaard manages a multidisciplinary team—including SERA Architects, BAE, Walker Macy, and EnviroIssues—to integrate transit, active transportation, and placemaking priorities into the City’s Conceptual Design Report.

The team developed a Transit District and Multimodal Framework for downtown Vancouver, evaluating light-rail alignment and station alternatives, bus network integration (C-TRAN Vine BRT and local routes), and street typologies within the Vancouver City Center Vision area. Nelson\Nygaard’s work also coordinates placemaking and redevelopment strategies for the proposed Community Connector (a freeway-lid park and station deck) and the Waterfront Station District, establishing cross-section concepts, multimodal access diagrams, and implementation plans for urban public-space activation.

Project Outcomes: This project illustrates Nelson\Nygaard’s leadership in integrating rail and BRT station design, multimodal access, and redevelopment planning within a large-scale interstate infrastructure program. The City-focused technical assistance role parallels the needs of the Fort Collins and Loveland Station Area Plans—balancing engineering, land use, and placemaking in a high-visibility, multi-agency corridor context.

Client Contact Information:

City of Vancouver
Lori Severino
(360) 869-6505
Lori.severino@cityofvancouver.us

Total Contract Amount:

\$650,000

Project Completion:

2023-2025

Description of Services Provided:

- Transportation Planning Consulting



CALTRANS ASSET MANAGEMENT PLAN FOR MOBILITY HUBS

Caltrans is re-envisioning Park and Ride facilities along the state highway system as Mobility Hubs. Mobility hubs expand this role by offering a range of amenities and improvements that support multimodal travel, equitable access, reduced auto dependency, and lower vehicle miles traveled (VMT) and greenhouse gas (GHG) emissions. Converting the more than 300 Park and Ride facilities operated by Caltrans into Mobility Hubs reinforces their importance in helping California achieve its transportation and climate goals.

As part of this effort, Caltrans is incorporating Mobility Hubs into the State Highway System Management Plan (SHSMP), an integrated, performance-driven planning process that evaluates system needs and performance over a 10-year horizon with and without funding constraints. The project goals are to establish a process for integrating Mobility Hubs into the SHSMP and to develop a methodology for classifying existing facilities based on their ability to provide multimodal connectivity. This classification will inform funding, planning, and coordination decisions at the state, regional, and local levels.

In coordination with prime consultant System Metrics Group (SMG), Nelson\Nygaard led the development of a Mobility Hub typology to guide the transformation of existing Park and Ride lots. The typology evaluates facilities based on policy, programming, and design factors, including land use context, population density, accessibility, connectivity, safety, integration with local and regional multimodal networks, wayfinding, and public awareness. Three Mobility Hub types were identified—Multimodal High, Multimodal Low, and Commuter Rideshare. SMG then classified the 300+ facilities within the state highway system using this framework and conducted a needs assessment to identify improvements required to achieve the functionality and performance levels defined in the typology.

Client Contact Information:
 Zhongren Wang; Program
 Manager, Caltrans
 (916) 628-5548
 zhongren.wang@dot.ca.gov

Total Contract Amount:
 \$80,105

Project Completion:
 2022-2023

Description of Services Provided:

- Transportation Planning Consulting



ECONOMIC DEVELOPMENT STRATEGIC PLAN - CITY OF MONTEREY PARK

TNDG prepared an Economic Development Strategic Plan (EDSP) for the City of Monterey Park. The EDSP addresses the following priorities: reinvigorating Monterey Park’s longstanding position as a destination for regional visitors; leveraging key locational assets such as proximity to Cal State Los Angeles and Downtown Los Angeles; strengthening connections to technology-oriented industry clusters; promoting entrepreneurial development; and incentivizing private investment in key development opportunity sites. TNDG led an extensive stakeholder engagement process for the EDSP, including facilitation of three “summit” meetings with a task force assembled for the project. TNDG’s work scope also included the following technical studies: market demand analysis for retail, office, industrial, and hotel development; industry cluster analysis to identify business attraction; and an analysis of the feasibility of expanding the City’s business improvement district (BID).

Client Contact Information:
Joseph Torres, MPA
Economic Development Manager
(626) 307-1314
jtorres@MontereyPark.ca.gov

Total Contract Amount:
\$81,600

Project Completion:
2023-2024

Description of Services Provided:

- Target industry analysis
- Real estate market analysis
- Stakeholder engagement
- Focus on revitalization/reuse of aging commercial corridors (including downtown) and shopping centers
- Strategies to leverage key opportunity sites



REAL ESTATE MARKET ANALYSIS FOR GENERAL PLAN UPDATE - CITY OF SAN RAMON, CA

TNDG served as the project economist for the City of San Ramon’s General Plan Update. TNDG’s work for this assignment has included demographic forecasts; market demand analysis for retail, office, industrial and hotel land uses; strategic recommendations for revitalizing San Ramon’s retail shopping centers; identification of target industries; and preparation of an updated Economic Development Element. Given the City’s strong interest in defining policies to ensure the long-term viability of San Ramon’s retail shopping centers, TNDG conducted two study sessions with the Planning Commission on this topic.

Client Contact Information:

Cindy Yee, AICP
Senior Planner, City of San Ramon
(925) 973-2562
cyee@sanramon.ca.gov

Total Contract Amount:

\$64,590

Project Completion:

2022-2023

Description of Services Provided:

- Real estate demand forecasts for retail, office, industrial, and hotel land uses
- Special analysis of retail development opportunities in City Core
- Policies to ensure long-term viability of existing shopping centers



FISCAL IMPACT MODEL AND REAL ESTATE MARKET FORECASTS FOR GENERAL PLAN UPDATE - CITY OF COSTA MESA, CA

TNDG prepared a comprehensive fiscal impact analysis as part of the City of Costa Mesa’s General Plan update. This process involved development of a user-friendly Fiscal Impact Model (FIM) that is designed to be updated annually based on inputs from the City’s budget. In order to develop in the FIM, TNDG interacted extensively with City department heads to establish cost forecasting methodologies specific to each department’s operations.

The FIM was utilized by TNDG to evaluate the potential fiscal impacts of various General Plan alternatives/scenarios and to respond to specific questions raised by City Council members during the course of the General Plan adoption process. The model is now utilized by the City as a tool to evaluate the fiscal impacts of proposed development projects and General Plan amendments.

As part of this contract, TNDG also prepared real estate demand forecasts to ensure that the land use assumptions used in the FIM were realistic from a market perspective. The FIM scenarios included evaluation of higher-density housing products and reuse of older commercial properties.

Client Contact Information:

Daniel Inloes, AICP
Economic Development
Administrator
(714) 754-5088
daniel.inloes@costamesaca.gov

Total Contract Amount:

\$50,000

Project Completion

2015-2016 (updated in 2020)

Description of Services Provided:

- Fiscal Impact Model
- Scenario testing for General Plan land use alternatives
- Real estate market forecasts

SAN GABRIEL VALLEY REGIONAL BICYCLE MASTER PLAN | LA COUNTY DEPARTMENT OF PUBLIC HEALTH

The San Gabriel Valley contains over 30 distinct jurisdictions, the majority of which are geographically small and autocentric. Local residents wishing to bicycle must often cross multiple jurisdictions when commuting to work, school, or riding recreationally. Although a patchwork of local bicycle master plans emerged by 2012 in the region's more affluent communities (e.g., South Pasadena, Temple City), resource-poor communities with higher health disparities had little say in bikeway planning. Driven by these community conditions, Day One partnered with 5 San Gabriel Valley communities (the Cities of Baldwin Park, Monterey Park, El Monte, South El Monte, and San Gabriel), BikeSGV, and Alta Planning to secure funding to develop and implement a Regional Bicycle Master Plan for these communities which lacked Caltrans-approved plans and suffer from high rates of childhood obesity. Although funding was eliminated in October 2014 due to Congressional budget cuts to the Affordable Care Act, the project team was able to complete the 5-City plan ahead of schedule, with each of the 5 City Councils unanimously adopting their respective master plan.

Client Contact Information:

Alexis Lantz, LAC Dept. of Public Health
(213) 922-7413
alantz@ph.lacounty.gov

Total Contract Amount:

\$475,000

Project Completion:

October 2014

Description of Services Provided:

- Community Engagement

HISTORIC WHITTIER BLVD REVITALIZATION PROJECT CITY OF PICO RIVERA

The Historic Whittier Boulevard Revitalization Program is a substantial undertaking aimed at transforming Pico Rivera into a more lively, resilient, and thriving community. The program's primary goal is to revive the historical Whittier Boulevard, a critical thoroughfare in the city. By engaging the community and stakeholders, the HWB program aims to revitalize the Boulevard, with a specific focus on inspiring young people to participate in the process. By fostering youth engagement in civic projects, the program provides them with the necessary skills to succeed in the future. The HWB program is a collaborative effort between the City of Pico Rivera, CivicWell, MIG, and Day One. The program's objective is to promote equal engagement and empowerment of all residents, with a focus on historically disenfranchised groups. This is achieved by encouraging active participation in the City's decision-making and planning processes. The HWB program is an ambitious and exciting initiative that has the potential to have a significant impact on the Pico Rivera community.

Client Contact Information:

Javier Hernandez
Director of Innovation & Communications
City of Pico Rivera

Total Contract Amount:

\$50,000

Project Completion:

June 2024

Description of Services Provided:

- Community Engagement

CITY OF PASADENA - SAFE ROUTES TO SCHOOL | DEPARTMENT OF TRANSPORTATION

Day One worked with Pasadena Unified School District (PUSD) and the Department of Transportation to advance safe routes to school. The program--titled Safe Routes to School Program (SRTS)--recognized the challenges of getting kids to school safely. In response, SRTS sought to create and advocate for safe walking and cycling paths to schools for kids of all ages. The SRTS program included activities that engage parents and guardians, students, and the community at large to teach them about safe routes and their benefits to the community. Some of our on-the-ground activities included leading weekly Bike Trains, Walking School Busses, Walk to School events, and Bike Repair events.

Client Contact Information:
 Donson Liu- Transportation Engineer,
 Pasadena Department of Transportation

Total Contract Amount:
 \$550,000

Project Completion:
 September 2021

Description of Services Provided:

- Community Engagement



LARIMER COUNTY TRANSPORTATION SAFETY SURVEY

In 2024, RRC conducted the Larimer County Transportation Safety Survey to gather robust, demographically representative feedback on road safety concerns. The survey explored travel modes, perceived safety, traveler behavior, road feature safety issues, site-specific safety improvements, and prioritization of safety efforts. A total of 4,000 surveys were mailed, with 588 completed responses, supplemented by text message outreach. Results were weighted to align with county demographics, including age, Hispanic origin, gender, homeownership, and place of residence. Additional analysis focused on key demographic groups such as households below the poverty line, female-headed households, zero-vehicle households, and those with disabilities or chronic conditions.

LAFAYETTE TRANSPORTATION PLAN

RRC assisted Lafayette in surveying residents as part of the town’s Multimodal Transportation Plan in 2021. The survey primarily focused on priorities for transportation improvements, including vehicular, bicycling, transit, and pedestrian improvements, as well as improvements on key corridors. Responses to the survey were collected via a statistically valid invitations and an open link survey which was distributed following the invite survey. Results gave the city insight into challenges and opportunities for the Multimodal Transportation Plan to address based on the community feedback.

5. In-Progress Projects / KTUA

Briefly describe other projects currently in process and how those projects affect the company's current capacity and capacity during this proposed project. Identify any capacity or availability issues for any major sub consultants proposed.

Projects that KTUA will be starting in 2026 include the Clovis Wayfinding and Trail Design Guidelines, Santa Ana Vision Zero Update and the Southeast Bakersfield Visioning Plan. These projects are lower budget projects that will have little effect on KTUA's current capacity to execute the Mobility Hub Feasibility Study. Several of our projects that our team is currently working on such as Parks and Recreation Master Plans for the cities of La Verne and Santa Fe Springs and the Riverside County OHV study are also winding down and will have plenty of bandwidth to prioritize this important project. In addition, we have staff that are already allocated to this project and will stay committed to completing the tasks throughout its duration. We have eight planners and GIS Analysts that have varying skillsets so we will also be able to provide additional staff when needed.

6. Firm Qualifications / KTUA

To be considered responsive to the RFP, firms must demonstrate that they meet the following minimum qualifications by providing a thorough response and verifiable evidence of compliance. Non-compliance with these requirements may disqualify your proposal from further consideration.

A. Firm has not defaulted on a contract within the past five (5) years or declared bankruptcy or been placed in receivership or been denied credit within the past three (3) years.

KTUA has not defaulted on a contract within the past 5 years, or declared bankruptcy, or been placed in receivership or been denied credit within in the past 3 years.

B. Firm has not been assessed any penalties for non-compliance with any federal, state, local, city, or county labor laws and/or regulations within the past five (5) years.

KTUA has not been assessed any penalties for non-compliance with any federal, state, local, city, or county labor laws and/or regulations within the past 5 years.

C. Firm is currently not under investigation for any charge or claim for noncompliance with any federal, state, local, city, or county labor laws and/or regulations including, without limitation prevailing wage laws and apprenticeship laws.

KTUA is currently not under investigation for any charge or claim for noncompliance with any federal, state, local, city, or county labor laws and/or regulations.

D. The firm must have a minimum of five (5) years of experience and demonstrated track record of quality work, knowledge, skills, and abilities in safety and security for public transit agencies, preferably in an environment of similar size and scope to MBL.

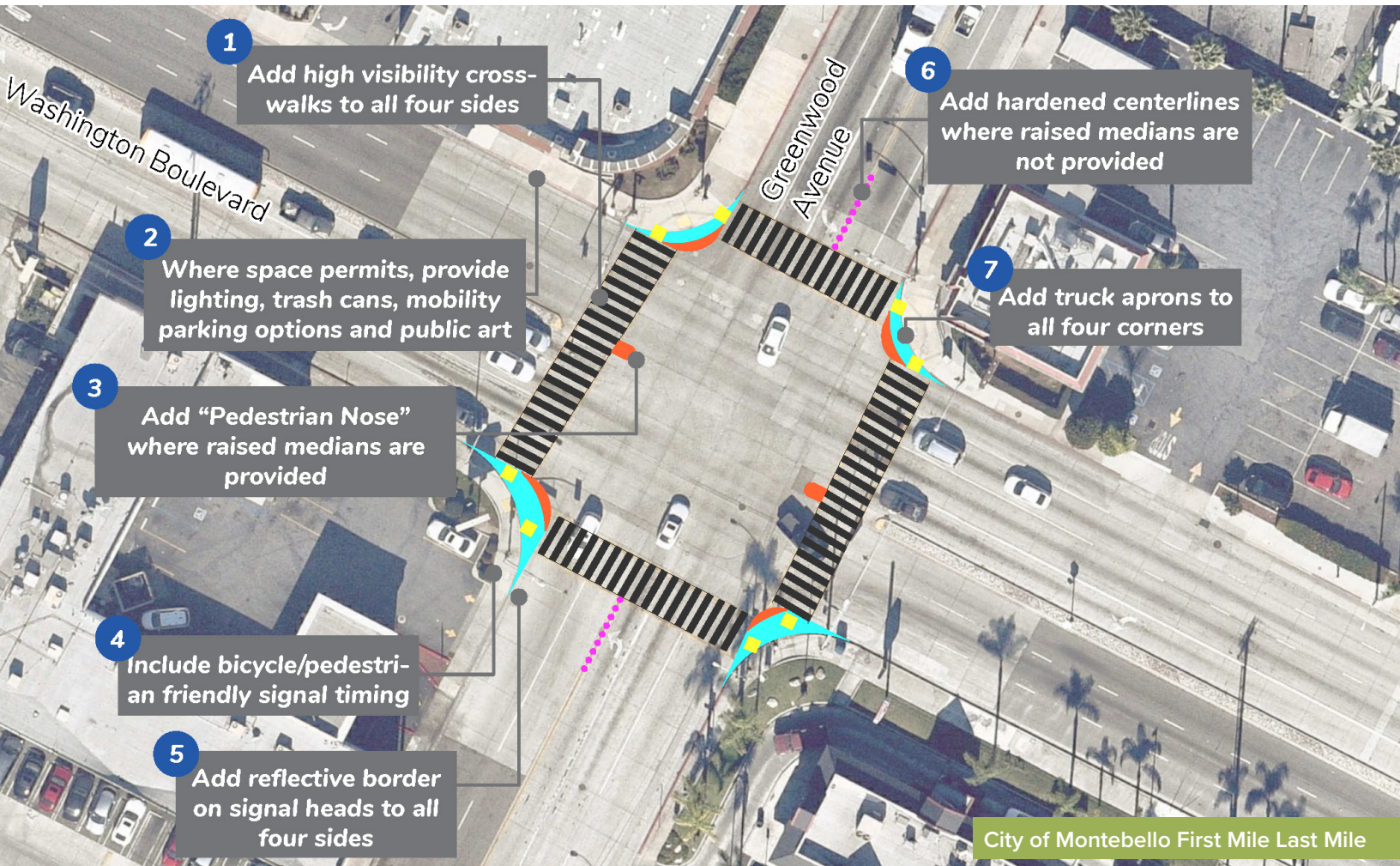
KTUA has 55 years of experience and has demonstrated a solid track record of quality work, knowledge in projects similar in size and scope to MBL.

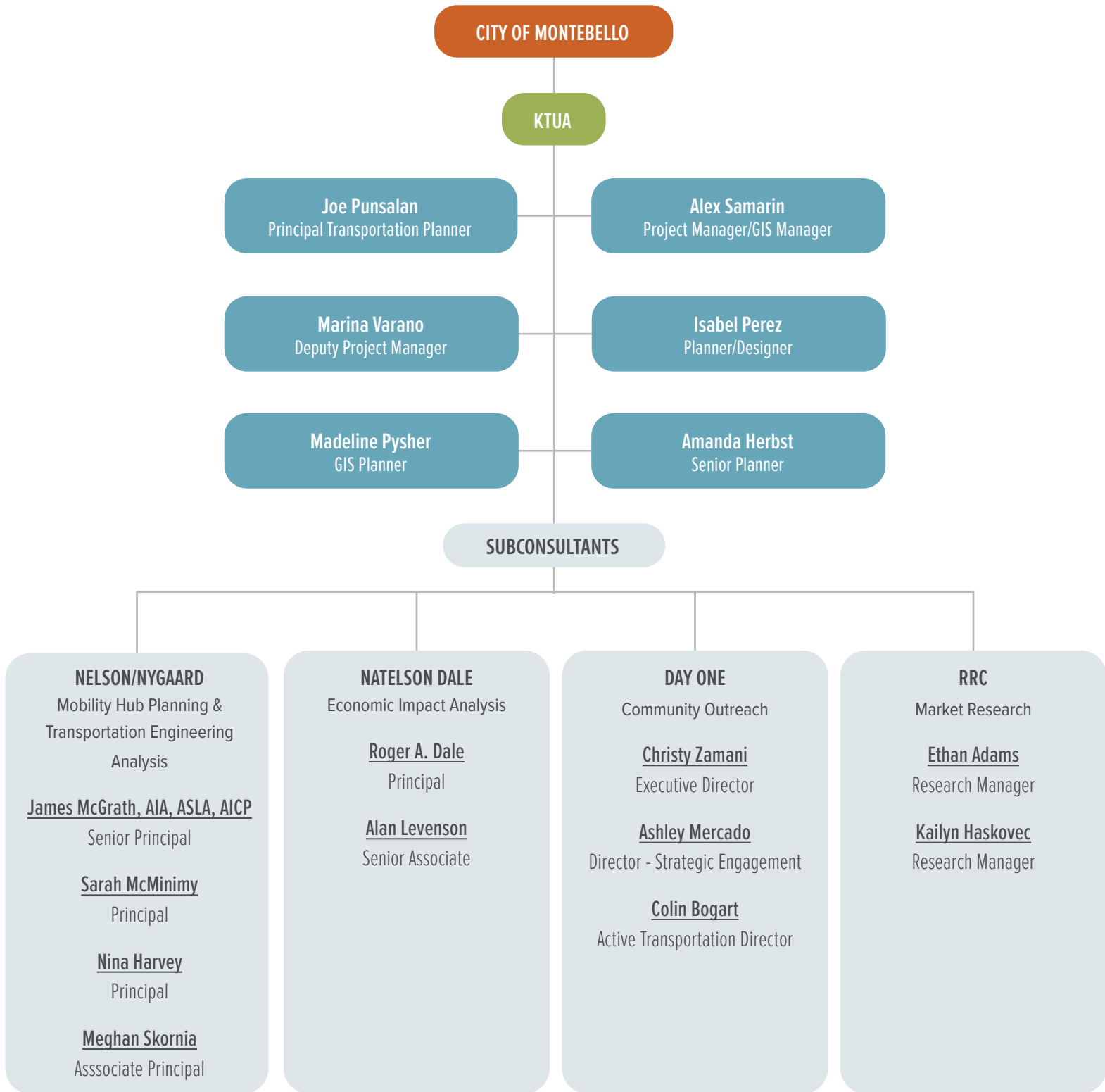
E. Licensed to do business in the State of California.

KTUA is licensed to do work in California.

F. Experience with projects of similar size and scope.

Please see KTUA's project experience on page #5.







Joe Punsalan | Principal Transportation Planner

Education

- B.A., Geography, Sacramento State University

Registrations

- 2014 ITE Professional Transportation Planner
- LEED Green Associate
- 2006 GISP, GIS Certification Institute #53646, exp. 1/31/2028
- League of American Bicyclists League Certified Instructor #2005

Affiliations

- Association of Pedestrian and Bicycle Professionals
- California Parks and Recreation Society
- League of American Bicyclists
- Women in Transportation
- Circulate San Diego

Joe Punsalan is a principal and oversees KTUA's parks and active transportation planning practice for clients throughout California. He is actively engaged in citywide park master plan projects and large-scale active transportation planning projects such as complete street plans and corridor studies, active transportation plans, vision zero, and first/last mile connectivity. He is responsible for scope development, data analysis, public engagement and facilitation of workshops, focus group and stakeholder meetings, report writing, grant writing and reporting, and staff and consultant team management. He has a background in GIS for mapping, research and analysis, and uses a simplified approach to displaying complex methodologies.

CITY OF MONTEBELLO FIRST LAST MILE PLAN, MONTEBELLO, CA

Principal-in-charge for overseeing the contract, planning, outreach, and design efforts around transit stops, and stations. Responsible for scope development, subconsultant task oversight, GIS modeling and report writing. Led additional research on first and last mile best practices both in Southern California and nationally. Developed presentations and presented for Montebello and SCAG staff for briefings and other regional efforts.

RTA FIRST AND LAST MILE MOBILITY PLAN, RIVERSIDE COUNTY, CA

Project manager/transportation planner for the creation of a toolbox for cities and agencies to use to complement their planning and design efforts around transit stop and stations. Responsible for scope development, subconsultant task oversight, GIS modeling, station typology development, planning, and report writing. Led additional research on first and last mile best practices both in Southern California and nationally. Developed presentations for RTA staff for briefings and other regional efforts. Coordinated regional outreach efforts for public input including pop-up events, station surveys, and online participation.

CITY OF ARTESIA ACTIVE TRANSPORTATION PLAN, ARTESIA, CA

Principal-in-charge of contracts, staff resources, and scheduling. Assisted with community workshop preparations and coordination with the City and prime consultant. Oversees the project recommendation development and supporting the project team as needed.

CITY OF NATIONAL CITY SMART FOUNDATION, NATIONAL CITY, CA

Project manager in charge of coordination, data collection, public outreach plan, report production and management of staff and sub-consultants. Technical responsibilities included GIS-based hot spot analysis, crime and collision data collection and analysis, pedestrian and bicycle propensity modeling, development of recommendations and project design review. Public outreach responsibilities included walk audits, presentations, focus group and public workshops. Management responsibilities included progress reports, report writing, billing and City and agency correspondence.

CITY OF PICO RIVERA URBAN GREENING PLAN, PICO RIVERA, CA

Project manager responsible for coordinating outreach events, subconsultant tasks and bikeway and pedestrian project development oversight. In charge of meeting and workshop material preparation, presentations and stakeholder interviews. Responsible for keeping the project moving to meet the tight grant deadline requirement. Responsible for the design and feasibility analysis of pilot projects that integrate the active transportation network with groundwater infiltration and urban forestry.



Alex Samarin | Project Manager/GIS Manager

Education

- M.A. Geography, (Natural Resource Management and Environmental Policy), San Diego State University
- B.A. Geography, (Geographic Information Systems), Minor, Environmental Law and Planning, UC Santa Barbara

Registrations

- 2021 GISP, GIS Certification Institute 160988, Exp. 3/25/2027

Affiliations

- Association of Pedestrian and Bicycle Professionals

As an associate, Alex Samarin provides technical oversight for GIS workflows, and guides GIS analysis for assessing the impact of planning projects. He has a broad range of experience applying GIS in utilities management, transportation planning, and environmental analysis. Alex is passionate about projects that provide mutually beneficial solutions to the human-environment relationship. His previous work spanned regional transportation modeling, regional habitat connectivity, and utility network mapping.

OCTA ACTIVE TRANSPORTATION PLAN, ORANGE COUNTY, CA

GIS technical manager for the countywide Active Transportation Plan covering all 35 local jurisdictions. Developed Level of Traffic Comfort scores and sidewalk inventory exhibits for all roadway and sidewalk segments. Results were used to identify focus areas to improve mobility and safety for active modes of transportation. After the existing conditions analysis, pedestrian and bicycle priority models were implemented to further refine potential focus areas (for the pedestrian assessment) and projects (for the bicycle assessment). Project prioritization was performed, equipping OCTA with a prioritized list for future grants.

CITY OF NATIONAL CITY INTRA-CONNECT PROJECT, NATIONAL CITY, CA

GIS manager for a sustainable communities project focusing on identifying areas for compact infill development, and development of recommendations for 10-minute “walk neighborhoods,” 10-minute “drive communities,” and 10-minutes to transit connections. As GIS manager, conducted community-level land-use and transportation analysis, utilizing LEED Neighborhood Development standards.

CITY OF EL MONTE VISION ZERO ACTION PLAN, EL MONTE, CA

Assistant project manager responsible for leading spatial analysis. Led support staff in developing the El Monte high-injury network (HIN) using a segment-based weighted collision analysis, as well as identifying and mapping roadway characteristics for summarizing primary built-environment factors in collision tree diagrams. Also coordinated survey development and translation, community outreach events, and Technical Advisory Committee meetings.

CITY OF MONTEBELLO PARKS MASTER PLAN, MONTEBELLO, CA

GIS manager. Guided spatial analysis that assessed the level-of-service in the park system, considering different travel modes and networks. Characteristics such as park size and park type, as well as the type of amenities, were compared to population characteristics in overall park service areas (travelsheds). A “park pressure” analysis assessed how park acreage level-of-service is spatially-distributed throughout the city by applying the City’s park standard to the park acreage accessible within a given travelshed.

CITY OF UPLAND MOBILITY MASTER PLAN, UPLAND, CA

Project manager and lead spatial analyst, guiding project process and deliverables using field observations, client specifications, and public outreach. While much of the City of Upland’s aging pedestrian network is nominally sufficient, safety and comfort in accessing regional non-vehicular mobility options—such as light rail, bus, and multipurpose paths—are deficient, particularly in disadvantaged communities within the City’s 80,000 residents. Public outreach has been challenged to reach these populations, so multiple in-person and online methods are being used, with walk audits in these neighborhoods serving as key efforts to identify issues and share information about surveys and additional input opportunities.



Marina Varano | Deputy Project Manager

Education

- Master of City & Regional Planning, California Polytechnic State University, San Luis Obispo
- B.S. in Environmental Studies with a minor in Earth Science, University of California, Santa Barbara

Affiliations

- American Planning Association
- Association of Pedestrian and Bicycle Professionals

Marina Varano is a senior planner serving on numerous active transportation and park master plans since joining KTUA. She has a Master's in City and Regional Planning from Cal Poly, San Luis Obispo and holds a B.S. in Environmental Studies from the University of California, Santa Barbara. Marina previously worked for the City of San Luis Obispo's Office of Sustainability and Natural Resources while in graduate school, where she contributed to climate action planning and implementation, as well as open space conservation planning projects. With a passion for sustainable and healthy communities, Marina hopes to contribute to impactful planning projects that will shape our cities for the better.

TOWN OF APPLE VALLEY COMPLETE STREETS ACTION PLAN, APPLE VALLEY, CA

Deputy project manager/senior planner. Key responsibilities include managing project timelines to meet deliverables; coordinating with clients and sub-consultants; planning and hosting advisory committee meetings and virtual Town Hall meeting; and guiding the development of a comprehensive plan that identifies high-need complete streets improvements for underserved community members and includes grant-ready projects to accelerate implementation. Within three months of plan adoption, the client secured nearly \$1 million in grant funding for projects identified in the plan and has applied for additional funding through other sources.

CITY OF UPLAND MOBILITY MASTER PLAN, UPLAND, CA

Deputy project manager/senior planner. Key responsibilities include overseeing project timelines and tasks; managing relationships with clients, stakeholders, and sub-consultants; conducting policy review and data analysis to understand existing conditions; spearheading a comprehensive, year-long community engagement process to understand community needs, including walk audits, surveys, pop-up booths, community workshops, and technical advisory committee meetings; and developing project recommendations to improve safe and efficient active transportation and public transit options for Upland.

CITY OF ARROYO GRANDE ACTIVE TRANSPORTATION PLAN, ARROYO GRANDE, CA

Deputy project manager/senior planner. Key responsibilities include overseeing project timelines and tasks; managing relationships with clients, stakeholders, and sub-consultants; conducting policy review and data analysis to understand existing conditions; planning and delivering diverse and meaningful community engagement experiences; and developing an award-winning and deeply community-driven active transportation plan for a small city with substantial potential for and interest in walking and biking.

CITY OF ARTESIA DOWNTOWN SPECIFIC PLAN, ARTESIA, CA

Senior planner. Key responsibilities include evaluating the existing mobility network with a focus on pedestrian, bicyclist, and public transit facilities; developing mobility standards based on best practices; and identifying opportunities for mobility improvements in downtown Artesia.



Isabel Perez | Planner/
Designer

Education

- B.A. Urban Studies and Planning, University of California San Diego

Registrations

- LEED Green Associate

Isabel Pérez joined the KTUA team as a Planner and Designer after earning her B.A. in Urban Studies and Planning from the University of California San Diego. Her technical skills include the Adobe Creative Suite, ArcGIS, AutoCAD, Lumion, Revit, and SketchUp – all of which she actively uses to create high-quality graphics, three-dimensional models, and renderings for a range of projects involving trails, active transportation, complete streets, and parks and recreation planning. Before joining KTUA she became a LEED Green Associate, held a Planning Intern position for a local urban planning and design firm, and helped develop the Sustainable Food Systems course for the Department of Urban Studies and Planning at UCSD.

TOWN OF APPLE VALLEY COMPLETE STREETS ACTION PLAN, APPLE VALLEY, CA

Planner/designer. Key responsibilities include fieldwork and extensive research for the development of written and graphical community engagement material to encourage public participation. After taking part in community workshops, pop-up events, Technical Advisory Committees (TAC), and Community Advisory Committees (CAC) digitized and analyzed all community feedback provided in English and Spanish for integration in the final recommendations for the final report.

CITY OF EL CENTRO IMPERIAL AVENUE COMPLETE STREETS PLAN, EL CENTRO, CA

Planner/designer. Key responsibilities included the creation of physical and digital community engagement material, field work of existing conditions, and taking part in public engagement events for the curation of appropriate graphical material and text to be included within the final document.

CITY OF SALINAS ACTIVE TRANSPORTATION PLAN, SALINAS, CA

Planner/designer. Primary roles for the successful development of the City of Salinas Active Transportation Plan (ATP) included the curation of comprehensive ATP and Trail Design guidelines, analysis and development of concept plan graphics, and the development of funding and implementation resources.

CITY OF SANTA FE SPRINGS PARK, RECREATION, AND COMMUNITY SERVICES MASTER PLAN, SANTA FE SPRINGS, CA

The Santa Fe Springs Park, Recreation, and Community Services Master Plan is an ongoing project for the City of Santa Fe Springs. Isabel’s key responsibilities include: engagement materials, attending outreach events to gather community input, and assisting in the development of the final Plan.



Madeline Pysher | GIS Planner

Education

- B.A. Urban Planning and Sustainable Development, with a double minor in Geographic Information Services and Environmental Justice, Western Washington University

From a rural Montana town to the West Coast, Madeline has always felt a strong connection to both the natural and built environments. Working hard to create tight-knit communities where all can live, work, and play is what motivates her daily. Having earned a Bachelors of Arts in Urban Planning and Sustainable Development, with a double minor in Geographic Information Services and Environmental Justice, Madeline specializes in equity mapping and analysis. During her time as a student, Madeline worked as a Planning Intern for a Metropolitan Planning Organization and Regional Transportation Planning Organization. She holds certification as a LEED Green Associate and is skilled in ArcGIS, Microsoft Access, SketchUp, Adobe Creative Suite, and Python.

TOWN OF APPLE VALLEY COMPLETE STREETS ACTION PLAN, APPLE VALLEY, CA

Planner/spatial analyst. Key responsibilities include utilizing geospatial data and aerial imagery software to assist in graphical materials as well as the creation of an interactive map useful for assessing final recommendations.

CITY OF UPLAND MOBILITY MASTER PLAN, UPLAND, CA

Designed existing conditions maps for the Upland Mobility Master Plan utilizing copious data sources and spatial modeling techniques. I coordinated with and participated in leading Walk Audits around crucial connection corridors in Upland to foster understanding of the communities mobility needs. I created an online community comment map to integrate public feedback into the planning process. I contributed to the creation of Safe Routes to School and future bike path recommendations, and implemented visual representations for those recommendations into the final report.

SANDAG BORDER RESILLIENCE MASTER PLAN

Compiled and organized transportation data layers from numerous sources across both the United States and Mexico. Projected to create an online wap application linking and connecting all transportation data around the California/Baja California border.

CITY OF SANTA FE SPRINGS PARK, RECREATION, AND COMMUNITY SERVICES MASTER PLAN, SANTA FE SPRINGS, CA

Created traditional existing conditions maps along with designing existing and future population density and park pressure models and maps for Santa Fe Springs that utilized dwelling unit density, land use, census data, and access to parks.

HOLLISTER RANCH COASTAL ACCESS PROGRAM, SANTA BARBARA COUNTY, CA

Planner/spatial analyst, assisted with project support. Responsible for the creation of maps highlighting potential improvements to seven beach access sites while ensuring documentation of the depth of proposed improvements in cultural resource areas.



Amanda Herbst | Senior Planner

Education

- BA Political Science, Point Loma Nazarene University
- Master City Planning, San Diego State University, (expected 2026)

Affiliations

- American Planning Association

Amanda Herbst is a senior planner at KTUA. She obtained a B.A. in Political Science from Point Loma Nazarene University (PLNU) and is currently pursuing a Masters in City Planning from San Diego State University (SDSU). Prior to her career in urban planning, Amanda worked in the non-profit sector, serving vulnerable populations in San Diego County. Early in her graduate program, Amanda worked as a Land Use Planner for a planning and engineering firm and was a graduate research assistant for San Diego State University. Her experience researching the disparities between young breast cancer incidence and areas classified as ‘locally undesirable land uses’ further fueled her passion and interest in fostering healthy connections between the built and natural environments. Amanda is passionate about ensuring communities receive equitable access to spaces that foster a strong sense of emotional, social, and physical well-being. She is excited to work with the KTUA team on the development and implementation of projects to be enjoyed for years to come.

SHELTER/HARBOR ISLAND BIKEWAYS, SAN DIEGO, CA

Senior planner. Key responsibilities included the identification and analysis of existing literature related to Harbor and Shelter Island active transportation efforts, data collection and analysis of existing conditions, and the development of bicycle facility feasibility recommendations.

TOWN OF APPLE VALLEY COMPLETE STREETS ACTION PLAN, APPLE VALLEY, CA

Senior planner. Key responsibilities included supporting and attending community engagement efforts such as workshops and pop up events, analyzing community feedback, asset inventory collection, graphic creation, and report writing and development.

SANDAG BORDER RESILLIENCE MASTER PLAN

Senior planner. Key responsibilities included identifying and summarizing documents related to active transportation within a 10 mile range north and south of the US/ Mexico border and developing report text for active transportation and transity system sections.

CITY OF BELLFLOWER PUBLIC SAFETY GRANT RESEARCH, BELLFLOWER, CA

Senior planner. Key responsibilities included the development and management of a list of applicable public safety related grants expected to release in the 2025-2026 timeframe. This brief research project was an effort to assist the City in identifying additional funding for elements of a new Public Safety building project, including funds for community resilience operations, energy efficiency, backup power sources, and more.



**James McGrath, AIA, ASLA,
AICP | Senior Principal**

James has more than 20 years of diverse experience in the planning, design, and construction of mobility infrastructure and beautiful places for people. His work includes light rail, bus rapid transit, streetcar corridors, active transportation networks and facilities, complete streets, bridges, urban open spaces and where it all comes together in major stations and mobility hubs. James brings a unique mix of technical knowledge that spans civil and structural engineering, traffic signal design and operations, green infrastructure, station architecture, district development and construction methods to projects. Trained as an architect, landscape architect, and urban designer—but practicing within the planning and civil engineering fields—James works beyond the bounds of traditional planning and design, synthesizing ideas and leading teams toward integrated, sustainable, and refined urban infrastructure solutions.

EQUITABLE TRANSIT ORIENTED DEVELOPMENT STRATEGY, CAPITAL METRO (AUSTIN, TX)

Prime consultant team contract manager and Principal-in-Charge for citywide equitable TOD policy toolkit development, TOD typologies policy update and multiple Station Area Vision Plans on the Orange and Blue Lines.

ETOD ZONING OVERLAY DEVELOPMENT, CITY OF AUSTIN (AUSTIN, TX), 2021-ONGOING

James serves as the principal-in-charge for a zoning overlay that will offer the development community incentives to offer the community benefits laid out in the plan. The efforts include code testing, transit-supportive use development, calibration, and graphic support.

INTERSTATE BRIDGE REPLACEMENT PROGRAM URBAN DESIGN SUPPORT (VANCOUVER, WA)

James serves as the principal-in-charge for this project that is bringing a new bridge, two transit stations, and a highway cap to downtown Vancouver. Nelson\Nygaard is providing mobility, urban design, and strategy support to the City of Vancouver.

UC, DAVIS MEDICAL CENTER CAMPUS MOBILITY HUB CONCEPTUAL DESIGN (SACRAMENTO, CA)

James led the development of civil/architectural conceptual design for four options to co-locate multiple mobility services in the area around 45th Street

Education

- M.Arch, Architecture, University of Oregon, Eugene and Portland, Oregon
- B.A., History of Art and Architecture, Middlebury College, Vermont

Registrations

- Licensed Architect (RA): California (#C-41306-Active)
- Licensed Landscape Architect (RLA): Oregon, 2011 (#758-Active)
- Certified Planner (AICP): American Planning Association (#417411)
- Project Management Institute: Certified Project Management Professional (PMP), 2019
- Institute for Sustainable Infrastructure: Envision Certified Professional (ENV), 2014
- US Green Building Council: LEED Accredited Professional (LEED AP), 2005



Sarah McMinimy | Principal

Education

- B.S., Policy, Planning and Development - Sustainable Planning, University of Southern California, CA

Sarah is a transportation planner, with a multi-disciplinary background in transit-supportive design, transportation behavior, and technical evaluation frameworks for transportation projects based on broader mobility and community goals. Her work focuses on critically examining how transportation projects and investment impact the people they intend to serve. Her project experience is woven together by a focus on the connections between physical environment, transportation behavior, and wellbeing. Sarah understands that transportation projects have a transformative effect on the places they reach, and believes that understanding impact to people, not only places, is crucial to delivering outcomes which are good for communities.

RECONNECTING MACARTHUR PARK (LOS ANGELES, CA) 2024-ONGOING.

Nelson\Nygaard is working with SCAG and LADOT to study alternatives for reconnecting MacArthur Park through a full or partial closure of Wilshire Blvd. The study will center community perspectives through a visioning process directed by Los Angeles CD1 and Central City Neighborhood Partners, include open street activations, and assess different alternatives for how to close the gap created by a regionally significant movement corridor. Sarah serves as project manager.

CULVER CITY MOBILITY SERVICES PLAN (CITY OF CULVER CITY, CA) 2024-ONGOING.

Culver City's Transportation Department oversees Culver CityBus (CCB) and is responsible for managing all city mobility services. The CMSP will bring together various efforts to expand travel choices into a cohesive plan for managing all types of mobility and movement in the city. Sarah is serving as deputy project manager.

MOBILITY EQUITY INVESTMENT PLAN, SUPERVISOR DISTRICT 2 (LOS ANGELES COUNTY, CA) 2023-ONGOING.

Nelson\Nygaard is assisting Supervisor District 2's (SD2) transportation team to improve mobility in the unincorporated area of the Second District. Sarah is working with SD2 to develop a prioritization methodology for delivering transportation projects which advance more equitable infrastructure.

WILSHIRE CENTER-KOREATOWN NEIGHBORHOOD ENHANCED NETWORK VISIONING AND QUICK-BUILD, LOS ANGELES DEPARTMENT OF TRANSPORTATION, (LOS ANGELES, CA) 2022-ONGOING.

As deputy project manager, Sarah coordinated the delivery of a pop-up demonstration at three locations in the Wilshire Center-Koreatown Neighborhood. The pop-up demonstration will piloted the design elements and locations for the culminating quick-build project.

TACOMA TRANSPORTATION AND MOBILITY PLAN.

Nelson\Nygaard is working with the City of Tacoma to prepare their Transportation and Mobility Plan as a part of the City's Comprehensive Plan Update. Sarah serves as deputy project manager, facilitating the development of different mode and functional elements across the team, vision network mapping and TMP document development. The team is working closely with Tacoma's TOD Taskforce to develop the transit network vision, and incorporation of equitable TOD into the plan.

HIGHWAYS TO BOULEVARD REGIONAL STUDY, SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SOUTHERN CALIFORNIA) 2023-ONGOING.

Nelson\Nygaard is working with SCAG to identifying projects that removes, retrofits, or mitigates the negative impacts of highways and railways through highway to boulevard conversions, freeway caps, and railroad conversions.



Nina Harvey | Principal

Education

- M.S., Transportation Engineering, University of California, Berkeley
- M.U.P., Urban and Regional Planning, University of Michigan
- B.A., Mathematics, University of Virginia

Nina Harvey is a Principal in the Nelson\Nygaard Los Angeles office with 17 years of experience in Los Angeles and New York collaborating with public and private sector clients to make streets and places more memorable, intuitive, and inclusive by prioritizing walking, cycling and transit. Her experience spans site- and district-level transportation projects to the city-wide and regional scale in Southern California and across North America. With an eye towards user experience, she provides planning, design, project management, and stakeholder engagement services on projects including parking and mobility studies, transit access and first/last mile plans, urban planning masterplans, wayfinding plans, and airport access studies. With a background in urban planning and web design, Nina's strength lies in her ability to prioritize the user experience, looking for creative ways to encourage sustainable transportation and activate streets for everyone.

MOVE CULVER CITY, CITY OF CULVER CITY (CULVER CITY, CA) 2024-ONGOING.

Nelson\Nygaard is leading the second phase of the Move Culver quick build mobility lanes program. This includes conceptual design through final design and implementation. Nina is the deputy project manager overseeing all elements of the project, from existing conditions to stakeholder and community engagement, to concept development and evaluation, and final design.

HIGHWAYS TO BOULEVARDS RECONNECTING COMMUNITIES STUDY, SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SOUTHERN CALIFORNIA, CA) 2023-2025.

The Highways to Boulevards Regional Study aims to address past harms caused by the rapid expansion of the freeway system and other transportation projects that created barriers that divided communities and amplified racial inequities across the region. On a team led by Arup, Nina is the Deputy Project Manager for the project and leading best practices and policy analysis, stakeholder and CBO engagement, and supporting development of a prioritization framework and concept design of up to 6 – 10 prioritized projects that would be strong applicants for federal Reconnecting Communities grants.

MOBILITY HUBS TECHNICAL ASSISTANCE, METROPOLITAN TRANSPORTATION COMMISSION (BAY AREA, CA)

Project manager providing technical assistance to implement six (6) mobility hub pilot projects across the Bay Area region. Working with local transit agencies and jurisdictions the team is supporting concept design, implementation coordination, and supporting jurisdictions navigating the Caltrans funding process.

CENTRAL MAUI TRANSPORTATION STUDY (MAUI, HI) 2022-2023.

Nina is the task lead for development of new street typologies and matching street design guidelines to achieve a more balanced, multimodal transportation system for Central Maui. She is also identifying policies and programs needed to achieve the prioritized mobility projects that are a result of detailed analysis and stakeholder engagement.

SHORT RANGE MOBILITY PLAN, CULVER CITY TRANSPORTATION DEPARTMENT (CULVER CITY, CA), 2021.

Project manager to develop a Short-Range Mobility Plan (SRMP), a 3-5 year plan that goes beyond a typical short range transit plan to encourage multimodal collaboration and project prioritization as the City works to finalize their 2040 General Plan Update.



Meghan Skornia |
Associate Principal

Education

- Master of Urban Planning and Urban Design (with an emphasis on Community Development), University of Kansas, Lawrence, KS, 2013
- Bachelor of Arts, Architectural Studies, University of Kansas, Lawrence, KS, 2009

Meghan is an urban planner, city builder, strategist, and designer focused on central city, downtown, and district-scale planning, zoning and regulatory approach, urban design, mobility strategy, and implementation.

A certified planner, project manager, and proven studio leader with ten years of experience, she thrives in complex scenarios where multiple stakeholders, issues, projects, and solutions collide. Meghan is adept at the emotional quotient, leaning into feminist strategy and lived experience to drive mutual respect and understanding in the most contentious and sensitive situations. An engaging leader, speaker, mentor, and multiple award-winning planner, she strives to bring effective and lasting solutions to our dynamic cities.

VANCOUVER INTERSTATE BRIDGE REPLACEMENT PROGRAM: CAP AND DOWNTOWN STATION PLANNING (VANCOUVER, WA) 2023-ONGOING.

The Interstate Bridge Replacement Program is bringing a new bridge, two transit stations, and a highway cap to downtown Vancouver. Nelson\Nygaard is providing mobility, urban design, and strategy support to the City of Vancouver. The work includes cap design and programming, transit station design and placement, the development of a downtown transit district, and stakeholder engagement around complex archeological issues. Meghan is leading a multi-consultant team as project manager for this effort.

CITY OF AUSTIN OUR 35 CAP AND STITCH PROGRAM (AUSTIN, TX) 2024-ONGOING.

Our Future 35 is a community-centered initiative to create public spaces along the I-35 corridor that reconnects East and West Austin. These opportunities could create up to 25 acres of regionally significant new public space in the middle of Central Austin while connecting historically segregated communities, providing equitable greenspace, and further mobility connections between east Austin and downtown. Meghan is leading a team of mobility experts, economics strategists, designers, scientists, user experience specialists, and engagement experts to ensure that the proposed plans, currently at vision stage, are equitably and efficiently connected to the surrounding neighborhoods. Our work includes a mobility study, a first-of-its-kind environmental analysis that will inform highway cap work nation-wide, detailed public realm research, and public private partnership recommendations.

CITY OF AUSTIN ETOD OVERLAY DEVELOPMENT AND EARLY OUT SUPPORT (AUSTIN, TX) 2023-ONGOING.

The City of Austin adopted the ETOD Policy Plan in 2023 and, as a part of the implementation effort, is developing a zoning overlay that will give the development incentives to offer the community benefits laid out in the plan. Meghan is leading a team that is developing this work. The efforts include code testing, transit-supportive use development, calibration, and graphic support.

SEPTA TRANSIT-ORIENTED COMMUNITIES STANDARDS (PHILADELPHIA, PA) 2023-ONGOING.

Philadelphia's transit agency, SEPTA, is developing a Transit-Oriented Communities guide that includes development standards for station areas throughout the metro area. Meghan is providing TOD and zoning support by creating development standards relevant to each transit and urban design context.



Roger Dale | Principal

Education

- B.A. in Economics, Claremont McKenna College, Claremont, CA
- M.A. in Resource and Environmental Economics, University of California, Riverside, CA

Affiliations

- California Association for Local Economic Development (CALED)
- International Economic Development Council
- Roberts Environmental Center (Board Member)

Roger Dale has been affiliated with The Natelson Dale Group, Inc. (TNDG) since 1988 and currently serves as the firm's managing principal. His background encompasses the fields of economic development, real estate development, and regional economic analysis. His project experience includes real estate market forecasting, pro forma financial analysis, demographic research and modeling, fiscal impact analysis, transit-oriented development, downtown revitalization, business retention/attraction, and infrastructure financing programs. He has led the preparation of economic development strategic plans for cities, counties and regions throughout the United States and has substantial experience managing stakeholder engagement efforts for large-scale economic development plans. He has completed numerous market studies and economic development strategies for public and private clients throughout southern California.

RELEVANT PROJECTS

- Monterey Park General Plan Update (Market Study and Fiscal Impact Analysis)
- City of Monterey Park: Economic Development Strategic Plan
- City of Rosemead: Garvey Avenue Specific Plan (Market Study)
- City of Alhambra: Market Studies for Main Street and Valley Boulevard Corridors
- City of Santa Fe Springs: Economic Development Strategic Plan
- City of Whittier: Economic Impact Analysis for Lincoln Specific Plan
- Transit Oriented Development Studies for Cities of Los Angeles, Inglewood, Santa Monica, and Azusa
- Implementation Strategy for Huntington Park Downtown Specific Plan
- Economic Development Strategic Plan (EDSP) for City of Carson
- City of Azusa: Market Study and Implementation Strategy for Station Area Plans



Alan Levenson | Senior
Associate

Education

- B.A. in Economics, University of California, Riverside, CA
- M.B.A. with concentration in Real Estate Development and Finance, UCLA

Affiliations

- California Association for Local Economic Development (CALED)
- International Economic Development Council (Board Member)

Alan Levenson has been affiliated with TNDG for 25 years. His areas of expertise include economic development strategic planning, regional economic analysis, fiscal impact analysis, retail market evaluation, and real estate development feasibility assessment. He has also been a principal participant in the preparation of several dozen economic development strategic plans. He has also prepared commercial/ industrial and residential market studies on behalf of numerous city clients as part of General and Specific Plan processes. He has completed numerous economic studies for public and private clients throughout southern California.

RELEVANT PROJECTS

- Monterey Park General Plan Update (Market Study and Fiscal Impact Analysis)
- City of Monterey Park: Economic Development Strategic Plan
- City of Rosemead: Garvey Avenue Specific Plan (Market Study)
- City of Alhambra: Market Studies for Main Street and Valley Boulevard Corridors
- City of Santa Fe Springs: Economic Development Strategic Plan
- City of Whittier: Economic Impact Analysis for Lincoln Specific Plan
- Market Analysis for Florence/La Brea TOD Plan, Inglewood, CA
- Economic Development Strategic Plan (EDSP) for City of Carson
- Fullerton Downtown Core and Corridors Specific Plan
- Zoning Ordinance for Research and Technology Zone, Huntington Beach, CA
- Pro Forma Financial Analysis for Housing Corridor Study, Torrance, CA
- Market/Financial Analyses for TOD Specific Plan, Azusa, CA



Christy Zamani | Executive Director

Education

- 2016, California State University Northridge - Urban Studies and Planning

Certifications

- Leadership Pasadena Executive Program, Graduating Class of 2009
- Long Beach Nonprofit Management May 2007
- Long Beach Nonprofit Management, Grant Intensive June 2006
- Hispanic Association of Colleges & Universities, Leader Certification October 2005

Over 20 years of experience leading dynamic and diverse non-profit organizations, such as local community-based organizations, state higher education departments, and collaborative community coalitions as well as public health and policy advisory boards. Senior management and administrative skills combined with a lifetime of service in the public sector. Extensive experience with government affairs, environmental public policy, fund development, media relations and media communications strategies, as well as expertise in strategic planning, organizational development, program development and management, administration of daily operations, fiscal oversight, team building and staff development.

EXPERIENCE:

- Developed and implemented youth focused direction for Day One.
- Tripled the organizations budget and staff.
- 16 years of executive experience working with Los Angeles County and the federal government to advance public health.
- 16 years of experience working with LA County Department of Public Health - Managing SAPC, TCPP, HCI, and Watershed contracts.
- Lead various regional coalitions throughout the San Gabriel Valley.
- Developed and implemented youth focused direction for Day One.
- Managed local environmental policy campaigns.
- Managed campaigns for 30+ successful environmental policy campaigns that were adopted by councils.
- Established key relationships with elected officials and stakeholders.
- Collaborated with partners to launch the SKILLZ Prevention Summer School- providing credit recovery to youth for engaging in a one month summer school focused on comprehensive teen prevention. Program is in its 15th year.
- Placed Day One as one of the top 25 nonprofits in Pasadena "Arroyo Magazine."
- Developed strategies to engage youth, parents, and communities.
- Oversaw all agency-related financial and business operations.
- Doubled the amount of youth programming through new innovative approaches - while cutting costs.
- Served as the organization Chief Operating Officer and spokesperson.
- Worked with community partners on issues of key importance in Pasadena such as Teen Jobs, Asset Development, Mentoring Programs, Life Skill Development, Sustainable Prevention Alternative Activities, Gang Prevention, Community Service, and Youth Outreach and Engagement.
- Fiscal management and oversight
- Ensured compliance with fiscal, program, and external independent audits and all other applicable regulations for non-profit 501(c) 3(b) organizations.



Ashley Mercado | Director - Strategic Engagement

Education

- 2016, California State University Northridge - Urban Studies and Planning

Management Ashley Mercado Director - Strategic Engagement Ashley has been dedicated to Day One as a Youth Advocate since the age of 14. After earning her degree in Urban Studies and Planning with a focus on community development from California State University, Northridge, she joined the Los Angeles Unified School District. There, she excelled as an Outreach Coordinator for the Facilities Division Bond Program for 7 years. Ashley has since returned to Day One, where she now serves as the Director of Strategic Engagement, overseeing and managing all special projects within the organization.

PICO RIVERA - CLIMATE ACTION PLAN

Project Role: Developed and implemented a comprehensive engagement strategy, facilitating regular communication and organized outreach activities to raise awareness about the City’s development of a Climate Action Plan and encourage active participation from key community stakeholders, including local residents, community groups, and youth ambassadors in climate initiatives.

PROJECT VERDE-SCHOOL GREENING

Project Role: Created and led a comprehensive outreach strategy for students and families of the School of Arts and Enterprise in the City of Pomona. Designed specific activities to engage students in grades 6-12 in the planning process of their school greening plan. Assisted architects in understanding the student perspective and sat on the advisory committee for the project, amplifying the community voice.

OFFICE OF ENVIRONMENTAL JUSTICE AND CLIMATE HEALTH- STRATEGIC PLAN

Project Role: Coordinated community meetings and facilitated feedback sessions to gather input on the strategic plan that the office was preparing to present to the Board of Supervisors on behalf of the LA County Office of Environmental Justice and Climate Health.

POMONA ACTS- TRANSFORMATIVE CLIMATE COMMUNITIES GRANT

Project Role: Launched the first phase of the Direct-to-Renters grant and developed a strategic way to engage residents in Pomona in the decarbonization of their homes through electric appliances. Facilitated an appliance giveaway to ten families.



Colin Bogart | Active
Transportation Director

Education

- 1991, Loyola Marymount University - Political Science

Certifications

- League Cycling Instructor #2240

Colin has over 15 years of non-profit experience partnering with municipalities, governmental entities, and other non-profit groups to formulate policy change, deliver educational programming and community services, organize advocacy campaigns, bicycle/pedestrian counts and events, and conduct community outreach.

METRO ADOPT A BIKE PROGRAM JANUARY 2024 TO PRESENT

Project Role: Project manager for distributing unclaimed bikes from Metro to low income residents in Pomona, El Monte, and Pasadena.

GOSGV ENGAGEMENT FALL 2022 TO PRESENT

Project Role: Project manager for the GoSGV bike share program, community engagement in partnership with SCAG, SGVCOG, and Active SGV. Engagement focused on universities, large employers, Metrolink, and the public.

BIKE MONTH PASADENA 2022 & 2024

Project Role: Project manager for Bike Month Pasadena in May 2022 & 2024 which included multiple bike rides and events that were free to the public.

WALKTOBER PASADENA 2022 & 2023

Project Role: Project manager for Walktober in October 2022 & 2023 which included multiple walking events and guided tours.

PASADENA WALKS

Project Role: Community outreach manager for the Pasadena Walks pedestrian plan development. Conducted focus groups, stakeholder meetings, facilitated advisory committee meetings, promoted and facilitated community meetings.

SAFER STREETS PASADENA SUMMER 2021

Project Role: Project manager for a City of Pasadena program distributing bicycle lights, helmets, and bicycle safety information to the Pasadena community.

PASADENA SAFE ROUTES TO SCHOOL

Project Role: Project manager for the Pasadena Safe Routes to School Contract in partnership with PUSD and Pasadena DOT. Organized walking school buses, bike trains, and bike repair workshops.

L.A. COUNTY BICYCLE COALITION - EDUCATION DIRECTOR

Project Role: Managed all bike education programming, including the Metro BEST series of classes and earlier contracts with Metro.



**Kailyn Haskovec |
Research Manager**

Education

- Master of Environment, Sustainable Planning and Management: University of Colorado
- Bachelor of Arts, Sociology & Minors in Environmental Studies and Public Policy, Planning & Management: University of Oregon

Kailyn brings a multidisciplinary perspective to RRC Associates, with experience across state and local government, parks and recreation, transportation planning, and applied social research. As a Research Manager, she leads the firm’s parks, recreation, and community engagement research practice, managing all phases of survey-based projects from design through analysis, reporting, and public presentations. She specializes in translating qualitative and quantitative data into clear, actionable insights that inform public-sector decision-making, long-range planning, and capital investment, with particular expertise in inclusive engagement strategies shaped by her background as a former parks and recreation public servant.

CITY OF MEBANE RECREATION, PARKS, BICYCLE, AND PEDESTRIAN PLANNING SURVEY (2022)

Project Manager. Managed the survey research and analysis for a community-wide study designed to gather resident feedback on bicycle and pedestrian infrastructure, transportation enhancements, parks and recreation services, communication, and future planning priorities. The effort included administration of a statistically valid mailed survey to a random sample of households, complemented by an open-link survey to broaden participation. Survey findings informed the City of Mebane’s planning efforts by identifying community needs and priorities related to active transportation and recreation investments.

LAFAYETTE MULTIMODAL TRANSPORTATION PLAN SURVEY (2021)

Project Support. Assisted with project management and reporting for a community-wide survey conducted as part of the Town of Lafayette’s Multimodal Transportation Plan. The survey evaluated resident priorities related to vehicular, bicycle, pedestrian, and transit improvements, with particular attention to key corridors. Scope included coordinating survey phases, supporting analysis, and synthesizing results from a statistically valid invitation sample and complementary open-link survey to inform plan recommendations and identify community-identified challenges and opportunities.

Based in Salt Lake City, Utah, Ethan is an accomplished social scientist with a passion for leveraging academic theory and statistical research methodology to empower leaders in data-driven decision-making. Throughout his career at RRC Associates Ethan has used his expertise in survey design and data management to enhance existing procedures and spearhead the development of data collection methods that widen our organization’s capabilities. Ethan’s commitment to data accuracy and validity ensures RRC’s research provides the comprehensive understanding needed to facilitate strategic, informed actions in our client’s communities and organizations.

LARIMER COUNTY, CO TRANSPORTATION SAFETY SURVEY 2024

Consulted with County staff on developing a statistically valid survey methodology and collect demographically representative, robust travel safety feedback regarding roads managed by Larimer County. Topics included travel modes used, perceived travel safety, traveler behavior and road feature safety issues, site-specific areas for safety improvement, prioritization of safety efforts, etc. Results were used by a prime consultant in the development of a comprehensive plan to enhance transportation safety for the county.

EAGLE COUNTY, CO REGIONAL HOUSING NEEDS ASSESSMENT 2024 - 2025

Oversaw the development of statistical research methodology and final data management for a housing needs assessment. The study included a significant focus on transportation needs to support both seasonal and year-round residents. The transportation results are used by pertain to CORE Transit, the local regional transit authority to understand resident and seasonal employee usage.



**Ethan Adams | Research
Manager**

Education

- Master of Applied Sociology, University of Northern Colorado

TECHNICAL APPROACH

KTUA staff that will be involved in this project include Project Manager Alex Samarin and Managing Principal Joe Punsalan, who will be the main points of contact. KTUA has completed three projects in the City of Montebello and numerous grant funded projects including the Caltrans Sustainable Transportation Planning program, which is funding this project. The KTUA team understands the invoicing processes from both the City and Caltrans and always submits the necessary format and materials needed for a smooth invoicing process.

Meetings and documentation will be developed using Microsoft Word, Excel, PowerPoint, Google Docs, and Google Sheets. Meetings will be hosted through KTUA's Zoom or Google Meet accounts, unless otherwise directed by the City of Montebello. Data analysis and mapping will be performed using ESRI's ArcGIS platform. Other software that may be used for various deliverables include AutoCAD and SketchUp. Graphics and Draft/Final Plan will be developed using Adobe products such as InDesign, Illustrator, and Photoshop. For financing and invoicing software, VantagePoint will be used for monthly invoicing and Word will be used for the progress reports.

Critical milestones to keep projects on track include identifying the workshops and community engagement events. Finally, lack of schedule coordination of various tasks can lead to project delays. However, this can be mitigated using effective project management protocols and procedures. Early and consistent coordination within the department and with the partner agencies can minimize any project delay. Making sure the critical path is understood and followed will keep the project on time. Keeping the big picture in sight through the duration of the project will keep the project on time and under budget.

KTUA prides itself on producing planning documents that are integrated into our clients day-to-day projects to achieve short, mid, and long term goals. There are standard protocols and procedures for this project, especially as it relates to the requirements of the Sustainable Communities Planning Grant program. What is just as important as this is creating a final plan that reflects the unique needs of Montebello so that community members, Commissioners, and City Council can carry positive momentum in the years to come. It will be KTUA's responsibility to brand, organize, and communicate all project elements in a simple to understand document for anyone to pick up and review. This final step is as critical as the previous ones mentioned because it will help staff coordinate and prioritize projects knowing that it has the support of the community and elected officials.

The KTUA team understands that the City is looking for a comprehensive approach to first and last mile planning. This isn't just about mobility, but about the way mobility hubs affect the transit system, accessibility for all use, ages and abilities, and the land use and economic opportunities mobility hubs create. By crafting a proposal that identifies these needs, along with the critical input received from the pre-proposal meeting, our team will not only meet, but exceed the project's expectations. The following are brief summary of tasks that go beyond the scope that are critical to a successful project. These tasks range from GIS-driven analysis to hosting engaging community engagement, all contributions to mobility hub typology development and conceptual design.

- Data driven suitability analysis for transit, safety and land use mix
- Employing regional and national best practices in site suitability analysis
- Developing Mobility hub typologies for existing and future design, development, and implementation based on land use, transportation, and community characteristics
- Inclusive and engaging outreach by activating one mobility hub site and conducting a popup at a citywide event
- Building upon the First Mile, Last Mile plan and encouraging transit and multimodal transportation choices
- Incorporating transit education in the engagement activities
- Tracking and implementation checklists for transportation (e.g. active transportation network, transit frequency) and land use (existing buildings, zoning)
- Additional coordination meetings between the KTUA team and City staff to keep the project on track, especially for specific topics that need further discussion
- Conducting a developer focus group meeting
- Implementation plans and strategies

The following section outlines our approach to this project in greater detail.

KTUA proposes a statistically-valid survey as an optional task, conducted by RRC Associates. RRC has conducted surveys in Montebello, most notably with KTUA on the Montebello Parks Master Plan.

TASK 1: PROJECT ADMINISTRATION

Task 1.1 Project Management Team Plan and Schedule

KTUA will prepare a Project Management Plan (PMP) that includes key team contacts; scope, schedule, and budget; progress tracking and reporting procedures; invoicing processes and documentation standards; and document control and QA/QC protocols. The PMP will define procedures for managing tasks, resources, communication, and performance, with mechanisms for early issue identification and resolution. Once approved by the City and Caltrans, it will serve as the guiding document for project execution, and any changes will require approval from both parties. The PMP will be submitted prior to the project kickoff meeting.

KTUA will also prepare a comprehensive project schedule detailing all tasks, subtasks, start dates, durations, deliverable deadlines, milestones, and dependencies, including critical path activities. Deliverables will be submitted to the Project Management Team (PMT) per the schedule, with a two-week review period, after which comments will be addressed and provide revised submissions.

Task 1.2 Project Kickoff and Project Management Team Meetings

Within the first month of the contract award, the KTUA team will hold a virtual kickoff meeting with the PMT to review the project vision and goals, draft PMP, scope, schedule, and budget; establish a PMT meeting schedule; identify key stakeholders; confirm communication protocols; and discuss data collection.

Monthly check-in meetings with the PMT will be held which includes representatives from Caltrans, the City, and other relevant parties, to review project progress, plan upcoming tasks, and proactively address challenges. KTUA will provide an agenda at least two business days before each meeting and distribute meeting notes within two days. All presentation materials must be submitted electronically at least 24 hours in advance. KTUA will also be available for up to 12 hours of ad hoc phone coordination with Caltrans and City staff throughout the project.

KTUA proposes up to six additional virtual working sessions at key junctures in the project for debriefing and decision making after outreach events and submittals, or presentation and discussion on topics like economic impact analysis and zoning changes.

Task Deliverables

- Ensure compliance with all grant administrative requirements
- Maintain effective communication with Caltrans and other project stakeholders
- Provide transparent documentation of project expenditures and progress
- Meeting agendas for monthly team meetings
- Meeting notes with a list of attendees
- Meeting materials, including presentations or handouts
- Documentation of additional Check-ins (up to 12 hours)
- Invoices
- Progress reports

TASK 2: OUTREACH AND ENGAGEMENT

As part of the KTUA team, the outreach and engagement effort will be led by Day One, a community-based organization with deep roots in the San Gabriel Valley and extensive experience designing and delivering inclusive, culturally competent engagement for transportation and land use planning projects. Day One brings long-standing relationships, local knowledge, and trusted community connections that will support meaningful participation and reduce barriers to engagement, particularly for priority populations and historically underrepresented communities.

Working in close coordination with Nelson\Nygaard and KTUA, the engagement approach will be designed to inform, educate, and meaningfully involve community members throughout the project, while clearly demonstrating how public input informs project analysis, conceptual designs, and final recommendations.

Our team has native Spanish speakers for outreach material translation and outreach attendance.

Task 2.1 Outreach and Engagement Plan

Our team will work together to develop a comprehensive Public Outreach and Engagement Plan that defines the overall engagement strategy, schedule, methods, and materials for the project. The plan will be tailored to Montebello's community context and will be informed by Day One's experience delivering similar projects in the San Gabriel Valley, including active transportation and mobility planning efforts in nearby cities.

The Outreach and Engagement Plan will include:

- A schedule of engagement activities, including meeting dates, formats, topics, and target audiences

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- Identification of key stakeholders and priority populations
- A description of engagement methods, such as pop-up events, focus groups, and a hybrid community workshop
- Strategies to ensure language accessibility, culturally competent outreach, and appropriate communication channels
- Consideration of technological access and non-digital engagement options
- Clear mechanisms for collecting, documenting, and incorporating community feedback into project deliverables
- A description of how engagement will inform the project

The outreach plan will also include an educational component designed to help community members understand the challenges and opportunities associated with improving connectivity between mobility hubs. Outreach materials and messaging will explain how the Citywide General Plan and the Downtown Montebello Specific Plan serve as guiding vision documents that support infill development, density near transit, affordable and accessible housing, small business support, and the broader context for mobility hub planning.

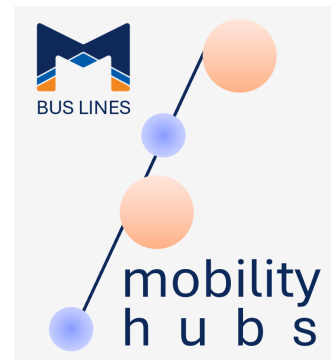
Our team will develop accessible, comprehensible, and visually engaging outreach materials to support the plan. These materials may include flyers, one-page handouts, posters, presentations, and digital content. The team will also prepare social media posts and announcements for the City to distribute through its digital platforms, including social media, newsletters, webpages, and e-blasts. We anticipate developing a survey to collect feedback from community members and stakeholders. The survey will be designed to be accessible and easy to complete, and will be used to gather input on mobility needs, priorities, and perceptions related to mobility hubs and connectivity.

All public-facing communications materials produced under this contract will acknowledge and credit Caltrans as a funder of the project, either through text or logo placement, in accordance with Caltrans requirements.

A project logo can be developed to give the project a unified project identity. A sample logo has been provided, inspired by Montebello Avenue and the four potential mobility hub locations, mobility hub typologies, and City colors. English and Spanish logos can be provided.

Task 2.2 Stakeholder List

We will compile a comprehensive stakeholder list to guide outreach and engagement efforts. This list will build on



stakeholder information from prior City initiatives, such as the General Plan update and Housing Element, and will be expanded through coordination with City staff and community partners.

The stakeholder list will include, but not be limited to:

- Community-based organizations and neighborhood groups
- The Montebello Senior Center
- The Montebello Chamber of Commerce and local business representatives
- Youth-serving organizations and schools
- Faith-based organizations and community leaders
- Representatives of priority populations and underserved communities

Day One will leverage its local knowledge and community relationships to identify additional stakeholders and priority populations and to ensure that engagement efforts reach individuals and groups who may not typically participate in planning processes.



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Task 2.3 Outreach Events and Summary

The KTUA team will plan, develop materials for, lead, and attend outreach events, scheduled at a variety of times and locations identified in the Public Outreach and Engagement Plan. Day One will lead these efforts, with participation by Nelson\Nygaard and KTUA for key events. Outreach activities will be designed to maximize accessibility and convenience for residents of disadvantaged communities and historically disinvested areas with the greatest potential for infill housing development and improved mobility options.

Our team is proposing 8 outreach events over the course of the project:

Two “Touch-A-Bus” and Mobility Hub Activations at proposed mobility hub locations, featuring interactive elements that showcase potential mobility hub services and amenities, placemaking concepts, and multimodal options. These events may include active programming, such as learn-to-ride activities with the presence of a Montebello Bus, staffed survey administration, and pop-up stations designed to attract participation and facilitate conversation. The goal with the Mobility Hub Activations is to create an attraction that feels fun and inviting in order to engage on topics and locations that are central to the project, with a highlight being a “Touch-A-Bus” attraction. “Touch-A-Bus” is inspired by similar “Touch-A-Truck” events that some cities hold to feature vehicles like firetrucks and garbage trucks, with the emphasis here being an opportunity for people to learn how to ride a bus in a low-stakes situation that might encourage more ridership in their daily lives. Our team is flexible to pivoting to existing events, locations, and traditional pop-up formats if the City feels that would be more successful.

At least two pop-ups at existing community events, such as:

- Egg-Stravaganza – Springtime fun with crafts, activities, and an egg hunt
- Independence Day Spectacular – Fireworks, live entertainment, and patriotic fun
- Downtown Street Fest – A vibrant celebration of music, food, and local culture
- Summer Concert Series – Enjoy free live music under the stars all summer long

Three focus groups, tailored to specific audiences, including developers, youth, and a broader group of community representatives such as seniors, public safety representatives, business community members, faith-based organizations, and other local leaders. These focus groups

will provide targeted feedback on mobility hub concepts, connectivity needs, and implementation considerations.

We propose that one focus group be teen-oriented, and a second focus group be senior-oriented also with attendance by a broad cross-section of community organizations and services.

In addition, a unique focus group that we propose is tailored specifically to the construction and development community, given this project’s focus on the land use and zoning at and around mobility hubs. Our team member The Natelson Dale Group (TNDG) - the firm leading this project’s economic impact analysis - is experienced with these focus groups and has contacts in the industry to begin outreach, and will work with the City to complete the contact list.

TNDG will conduct an online focus group meeting with selected developers and property owners. The purposes of this meeting will be to discuss the financial and other practical challenges associated with development in the study area, and to identify the real-world incentives that would be most effective in encouraging targeted project types within the context of the transit-oriented development environment envisioned for the area. Nelson\Nygaard and KTUA will also be present to facilitate discussion for various aspects of the project.

As appropriate, TNDG would also conduct one-on-one interviews with selected developers or property owners to further develop ideas discussed during the initial meeting.

One hybrid community workshop held during the draft plan phase to share project findings, present conceptual designs, and gather feedback from both in-person and virtual participants.

At project commencement, our team will review and confirm this outreach approach with the City. The 8 events proposed include 2 higher effort activities with the Mobility Hub Activations, which we believe will be an engaging and exciting way to engage community members, get them thinking about movement, travel options, and land use in an experiential way, collect meaningful feedback and build support for the project. If it’s the City’s preference to have more touchpoints with the community we are happy to discuss and revise this approach.

To support these activities, the consultant team will develop accessible, clear, and visually engaging outreach materials, including flyers, posters, one-page handouts, presentations, and digital content. The team will also prepare social media posts and announcements for City distribution across digital platforms.

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Following the completion of outreach activities, the consultant team will prepare an Outreach Summary Memorandum documenting engagement activities, participation, key themes, and feedback received. The summary will describe how public input was incorporated into the project analysis, conceptual designs, and final recommendations.

Task Deliverables

- Public Outreach Plan with dates, topics, and target audiences
- Stakeholder List
- Outreach Materials (flyers, one-sheet, posters, website updates and presentations.
- Outreach Summary Memo and incorporation of feedback into final plan
- Task 3: Analysis
- The KTUA team will collect and analyze relevant data on the current transportation networks, land use patterns, and environmental conditions to establish baseline conditions for the feasibility study. Findings from this task provide an accurate understanding of the existing landscape and will directly inform mobility hub siting, conceptual design, and recommendations for enhancing transit integration and multimodal accessibility.

TASK 3: ANALYSIS

The KTUA team will collect and analyze relevant data on the current transportation networks, land use patterns, and environmental conditions to establish baseline conditions for the feasibility study. Findings from this task provide an accurate understanding of the existing landscape and will directly inform mobility hub siting, conceptual design, and recommendations for enhancing transit integration and multimodal accessibility.

Task 3.1 Data Collection Methodology

Task 3.1.A. Transportation Networks

To establish existing travel conditions for the study area - particularly the existing conditions along the project corridors - the KTUA team will gather data from transit and transportation authorities, to include:

Transit data: Nelson\Nygaard brings to the team transit analysis experience in Montebello, having recently completed the **Montebello Bus Lines Comprehensive Operational Analysis**. This project will build on prior data and findings to efficiently establish existing conditions without duplicating recent efforts. The KTUA team will collect and review data on existing public transit services within

the project area, with a focus on bus routes serving Whittier Boulevard, Beverly Boulevard, Montebello Boulevard, Washington Boulevard, and surrounding corridors. In coordination with Montebello Bus Lines, Nelson\Nygaard will compile information on route alignments, service frequencies, ridership, and transit stop locations.

Using this information, we will conduct a baseline analysis of transit service coverage and access to identify broad coverage gaps and under-served areas within the study area. This analysis will also identify general opportunities where existing transit services may support or interface with proposed mobility hubs, providing an initial understanding of transit conditions that will inform subsequent tasks, such as Task 3.4.C. Transit Services and Connectivity Assessment.

Traffic volumes: Traffic volume data will be sourced primarily from the City of Montebello, with the County of Los Angeles, the Southern California Association of Governments (SCAG), or neighboring cities contacted if needed. If available traffic counts are insufficient, KTUA will supplement with modeled transportation traffic volumes from Replica, a third-party data provider, as shown in the example map.

Vehicle speeds: Data related to vehicle speeds will be sourced primarily from the City of Montebello in the form of GIS road centerlines and speed surveys, if available. If neither source is available, speed limits on the study corridors will be collected through desktop GIS methods and will be field-verified during site visits.

Crash data: KTUA excels in mapping and analyzing collision data from California's Statewide Integrated Traffic Records System, as shown in the El Monte Vision Zero Action Plan and numerous mobility and active transportation plans, and can go beyond the standard crash-level analyses by providing summaries from the at the party- and victim-level. KTUA will utilize SWITRS data for this project unless the City has and prefers Crossroads data, which can be used in place of SWITRS if desired.

Congestion hotspots: Traffic LOS reports from previous City efforts can be used to identify congestion hotspots. If LOS reports are not available, Replica data can be used to identify road segments that are likely congested based on road type or design volume. In addition, the KTUA outreach team can ask the public about traffic congestion issues on City streets.

Active transportation: GIS data will be requested for existing and proposed bike facilities, sidewalks, curb ramps and truncated domes, crosswalks, and pedestrian signals. If not available, the KTUA team will map the following facilities along the project corridors: bicycle facilities by type,

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sidewalk gaps, pedestrian crossings, and missing crosswalks using recent high-resolution aerial imagery (Nearmap). Within ¼-mile of the four potential sites, more detailed pedestrian infrastructure can be mapped such as missing curb ramps and missing truncated domes, and major barriers such as utility infrastructure. If desired, one additional area of high multimodal potential may be mapped at the higher level of detail identified using a multimodal propensity model (Task 3.4.A) and third-party Replica pedestrian flow data.

Optional Project Data: KTUA proposes a statistically-valid survey as an optional task, conducted by RRC Associates. RRC has conducted surveys in Montebello, most notably with KTUA on the Montebello Parks Master Plan.

Traffic cameras or GPS tracking: If available from City sources, traffic cameras may be able to identify locations with traffic congestion issues, either as a standalone data source or as a verification source for traffic LOS reports or Replica data analysis. If available from City sources, GPS tracking can also provide congestion information, particularly if GPS tracking is affixed on City buses. If already available as an organized GPS dataset per bus with GPS points taken at a known interval, travel routes can be mapped and speeds calculated from point to point to identify slow-speed areas. Replica data may possibly supplement this analysis with an analysis of observed volumes over design volumes. At its core, Replica data is GPS data from opt-in mobile devices, which could satisfy this scope requirement.

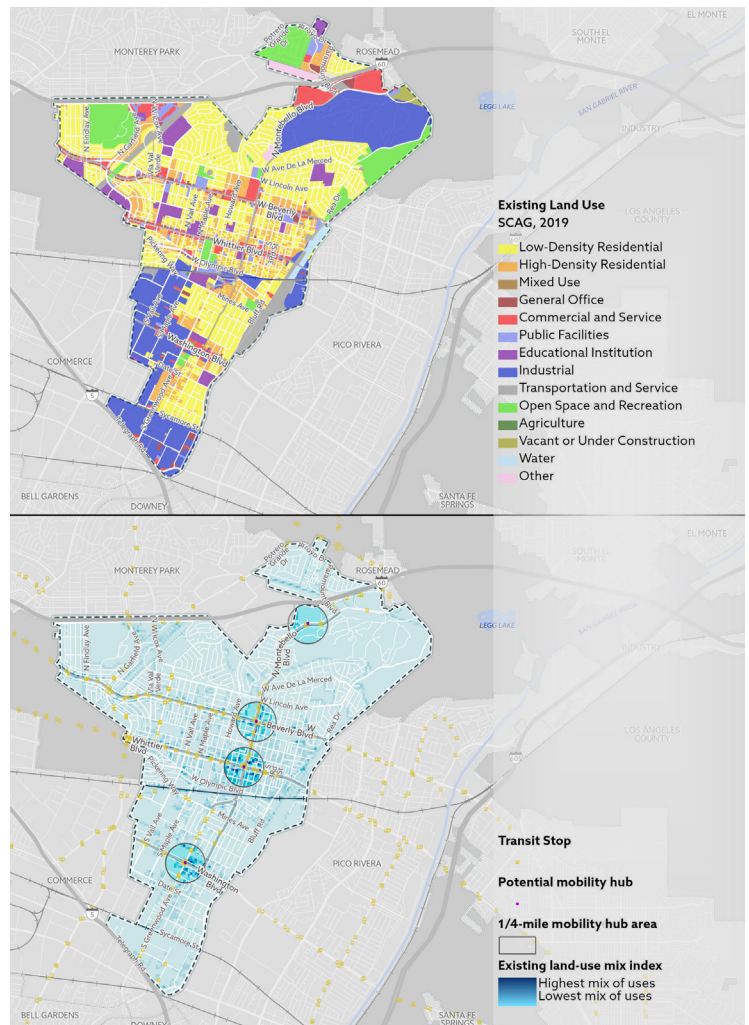
Task 3.1.B. Land Use Patterns

Our team will create a comprehensive picture of the current land use environment along the study corridors through a series of quantitative and qualitative methods. This will include data analysis, on the ground visual site analysis, and discussions with staff and key local developers. The results of this work will be fine-tuned with the client, but will likely include:

- Land use, zoning, density, height maps
- A spatial land-use mix analysis conducted in GIS
- Variance and use maps
- Form, character, block pattern, condition maps
- Major property ownership maps
- Maps showing the likelihood to redevelop based on publicly available data
- Future planning category and proposed redevelopment maps
- Examples of existing buildings and redevelopment types
- Topography and flood maps as they relate to development restrictions

From this analysis, key conclusions will be drawn and summarized for use by the project team in engagement materials, conversations with elected officials and developers, and implementation strategy. We completed an example analysis, a spatial land-use mix, for this proposal to demonstrate one of the many evaluation criteria we will use for mixed-use development, high-density, housing, and mobility hub integration.

We have used criteria, like land-use mix, in recent work to make decisions for siting rail stations, land-use intensification, and neighborhood electric vehicle routes. Most recently, we used land-use mix analysis in the South Orange County Rail Feasibility Study to guide site selection for a new rail station between Dana Point and San Clemente, and in a comprehensive citywide analysis for National City INTRACONnect with the goal of assessing and creating “10-minute neighborhoods.”

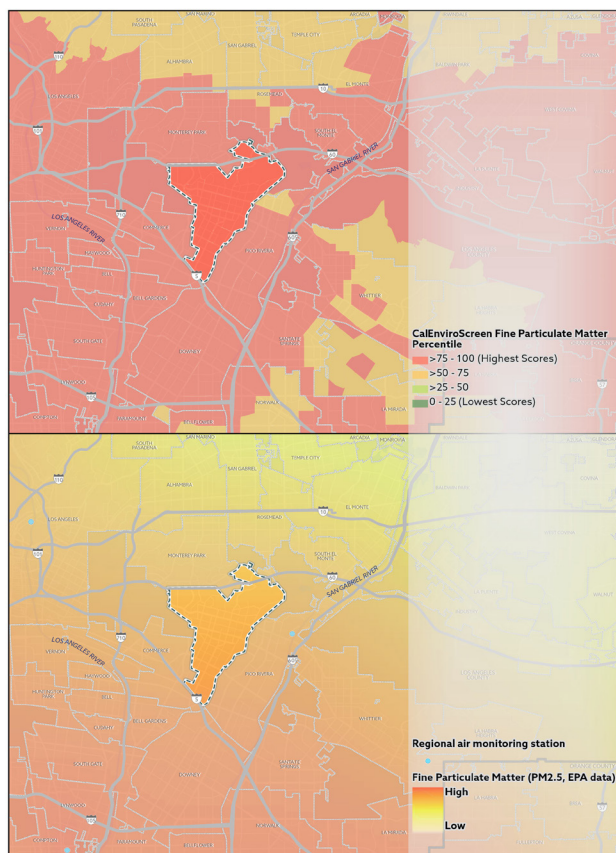


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The sample map shows how land-use mix can be used to compare potential sites to one another and to the background conditions in the City of Montebello. This analysis differs from what is traditionally thought of as “mixed use” - or multistory residential building with ground-floor commercial - in that each grid cell represents the existing proportion of land uses across parcels and buildings within a walkable distance. Research shows that high values of local land-use mix is positively associated with greater use of alternative transportation modes and public health benefits like lower rates of obesity. Ranging from zero to one, higher index values represent a more even mix of land-uses, where a value of one means that all uses are equally represented. This analysis is a key criterion in assessing an area’s existing readiness for mobility hubs, and can also be used to quantitatively assess how zoning changes can positively change land-use mix. This is just one of many criteria our team will use to assess land use along the study corridors for mobility hub integration.

Task 3.1.C. Environmental Conditions:

The KTUA team is familiar with the Environmental Protection Agency (EPA) Air Quality System (AQS) database, and has mapped recent AQS data from air quality monitoring stations as an example for this proposal, as shown in the sample maps. Air quality variables from CalEnviroScreen also provide base data for baseline air quality related to PM2.5.



CalEnviroScreen will also be used to identify vulnerable populations most affected by environmental hazards, and KTUA has a wealth of additional environmental justice indicators to give regional context to conditions in Montebello, such as the Healthy Places Index (HPI, including Extreme Heat edition), Housing and Transportation Index, Tree Equity Score, and Caltrans Transportation Equity Index, among others. Determination of final datasets, definitions, and disadvantaged communities will be reached with input from the City.

Task 3.2 Mobility Hub Design and Integration Analysis

The KTUA team, led by deep mobility hub experience at Nelson\Nygaard, will evaluate the feasibility of integrating mobility hubs into the project corridors and how mobility hubs can complement existing infrastructure.

The deliverables from Tasks 3.3 will be:

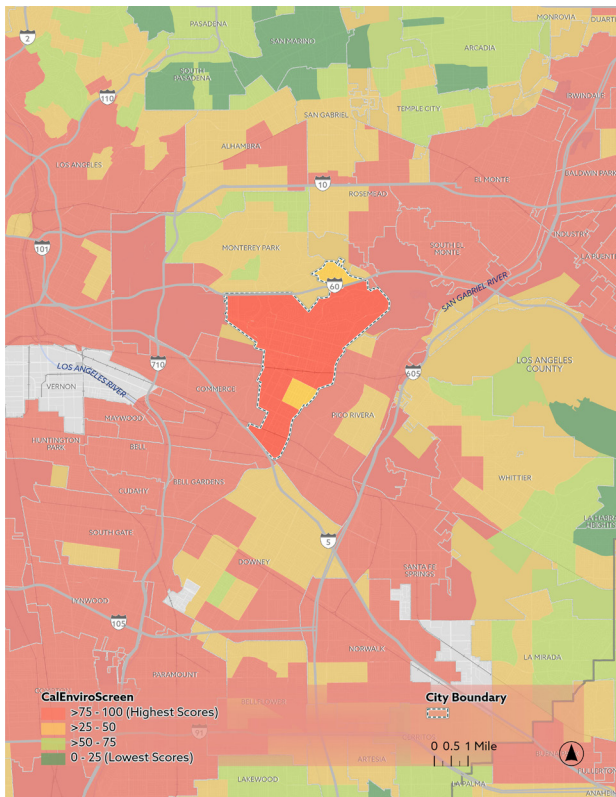
Existing Conditions Summary Report: Data and findings compiled from Task 3.2 will feed into a curated report that assesses how mobility hubs integrate into existing transit, active transportation, and land use contexts to advance Montebello’s sustainable development goals. The summary report will identify opportunities (such as vacancy, favorable zoning, adaptive reuse, active transportation infrastructure, frequent transit headways, existing transit access, and planned transit routes like the Eastside Transit Corridor) and challenges (like unfavorable zoning and land-use mix, existing ownership, corridor or parcel size constraints limiting accommodations for transit and active transportation improvements, or infrequent transit headways). Public input received up to this point in the project can be incorporated as either an opportunity or challenge, with a focus on key groups, stakeholders, and decision makers.

Mobility Hub Typologies: The process of developing Mobility Hub Typology provides the integration analysis for this study. Opportunities and challenges derived from the existing conditions analysis will inform the development of mobility hub typologies tailored to Montebello’s context. Team members at Nelson\Nygaard bring extensive experience in planning mobility hubs for regional and local agencies and will lead the development of mobility hub typologies. Nina Harvey draws on experience leading MTC’s Mobility Hub Strategy and Implementation Playbook and Sarah McMinimy will guide best practices based on her work on OCTA’s Countywide Mobility Hubs Study Drawing. Typologies will be used as an organizing tool to translate corridor-level conditions into distinct, place-based mobility hub concepts.

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Typologies will reflect differences in corridor context, including the intensity and mix of surrounding land uses, the role and frequency of transit service, existing and planned active transportation infrastructure, land use and site constraints. Rather than identifying a single model for all locations, the typology framework will distinguish how mobility hubs can function differently, ranging from more modest hubs focused on improving access, transfers, and amenities, to more complex hubs that support a broader mix of services and longer-term integration with surrounding development. Though four sites have already been identified, our team can also identify typologies that might apply to future network expansion, such as neighborhood-based or digital hubs.

Each typology will establish high-level expectations for the scale, function, and emphasis of mobility hubs, including the types of transportation modes, services, and amenities that are most appropriate. These typologies will provide a clear bridge between the existing conditions data analysis in Task 3.2 and subsequent tasks focused on mobility hub design and integration, ensuring that conceptual designs are grounded in corridor context and aligned with Montebello's broader goals related to accessibility, reduced vehicle dependency, sustainability, and equity. The resulting typologies will provide the blueprint for integrating mobility hubs in different land use and corridor contexts.



Task 3.3 Design and Integration Methodology

Our mobility hub design and integration methodology relies on site suitability analysis, concept designs based on developed mobility hub typologies, and an assessment of transit services and connectivity.

Task 3.3.A. Site Suitability Analysis

Site suitability analysis will be done in two ways. First, a list of criteria will be developed in consultation with the City, which will include local planning data such as planned dwelling unit density and commercial uses from City specific plans, allowable dwelling units and commercial uses from zoning, proximity to transit (possibly only high-quality transit), pedestrian facilities and flow, zoning regulations, and development potential. This analysis will be based on document review, analysis results done to date, and field assessments. Pedestrian flow data may be provided by Replica, a source that KTUA frequently uses to replace and supplement pedestrian counts, or by existing City count data. This list of criteria will guide the assessment of each site and inform the metrics and reporting in Task 4.2.

Second, KTUA will develop a citywide multimodal propensity model that represents the existing ability of areas to attract and support multimodal trips. Model inputs include demographics such as population density and age structure; ¼- or ½-mile travelshed proximity to important destinations like schools, parks, commercial areas, and transit stops; land-use mix to evaluate surrounding land uses based on walkable distances; development potential based on vacant parcels and zoning analysis; and traffic safety concerns like high-speed roads and collision history. Individual propensity criteria can be summarized to show the strengths and weaknesses of the general area of the four identified sites, and model outputs can also be used to identify other potential catalytic sites for later consideration.

Task 3.3.B. Mobility Hub Conceptual Designs

Nelson\Nygaard will develop conceptual mobility hub designs for the four sites. The concept designs will integrate multimodal transportation services, amenities, and public realm elements in a cohesive and context-sensitive manner. The team will translate technical analysis and community engagement findings into clear, site-based designs grounded in the typologies developed in Task 3.3. The concept designs will be illustrative in nature and will not represent detailed engineering or final architectural plans.

For each mobility hub site, the team will:

- Apply the assigned mobility hub typology to define the appropriate scale, role, and complexity of the hub

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- Use the typology to guide decisions about which modes, services, and amenities are most appropriate
- Establish high-level design principles that inform the conceptual layout and organization of each site

This approach ensures that conceptual designs are tailored to their unique contexts and fit into the wider mobility system, rather than applying a “one-size-fits-all” design solution. Across all locations, conceptual designs will include:

Multimodal Integration at a Conceptual Level: Conceptual designs will illustrate how multiple transportation modes may be accommodated and integrated at each site, including bus service, bicycling, micromobility, and shared mobility services such as carshare and rideshare. The designs will reflect key findings from earlier tasks related to transit operations, access, and connectivity. Community engagement input related to user experience and comfort will help inform how multimodal elements are arranged and prioritized.

At a conceptual level, designs will:

- Demonstrate how different modes interface within the hub area
- Illustrate logical relationships between transit stops, shared mobility areas, and pedestrian access
- Reflect previously identified operational and access considerations that influence hub functionality

Services, Amenities, and Supporting Infrastructure: Using the assigned hub typology for each site, the team will identify an appropriate package of services, amenities, and supporting infrastructure to be illustrated in the conceptual designs. These elements will be selected to support usability, comfort, and flexibility over time. Engagement activities will help inform priorities related to the safety and day-to-day use of services and amenities.

Conceptual designs may include:

- Bicycle parking solutions appropriate to the hub type
- Micromobility parking and charging areas
- EV charging infrastructure where appropriate
- Passenger amenities such as seating, shade, lighting, and information elements

Spatial Layouts and Design Concepts: The Nelson\Nygaard team will translate mobility, amenity, and engagement-informed considerations into clear isometric conceptual design layouts for each of the four mobility hub sites. Layouts will be designed to fit within known site constraints and will be refined based on engagement and City feedback.

The conceptual design process will include:

- Developing isometric layouts that show the overall organization of modes, amenities, and public space
- Illustrating key access points and general pedestrian circulation without detailed engineering
- Showing how mobility hub elements interface with surrounding streets and right-of-way

The conceptual mobility hub designs developed for the four mobility hub sites will serve as a key synthesis and communication tool within the overall study. These concepts will translate technical analysis and community input into clear visual representations that support engagement, evaluation, and decision-making. The conceptual designs will be used to:

- Support outreach and engagement activities by helping community members and stakeholders understand how mobility hubs could function at specific locations
- Inform subsequent tasks related to public transportation and connectivity by illustrating how multimodal services and amenities may be organized at each site
- Highlight opportunities, constraints, and high-level tradeoffs associated with different mobility hub configurations

Consideration of surrounding land use, development potential, and longer-term integration with adjacent uses will be addressed through subsequent project tasks. The conceptual designs developed will provide a flexible foundation that can be refined to respond to additional analysis that is completed later in the study if needed.

Task 3.3.C. Transit Services and Connectivity Assessment

Building on the transit data and baseline analysis developed in Task 3.2.A, Nelson\Nygaard will evaluate how current public transit routes and service frequencies align with proposed mobility hub locations. This assessment will focus on whether existing transit services adequately support the intended function of mobility hubs and provide convenient, reliable access for users.

The analysis will examine:

- The relationship between transit routes, service levels, and proposed mobility hub locations
- The ability of current services to support transfers and connections at mobility hubs
- Areas where transit service may need to be enhanced or adjusted to better support hub activity

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This task will also consider how proposed mobility hubs connect to planned or future transit investments, such as potential metro or light rail services, with an emphasis on long-term connectivity and system integration. The assessment will focus on identifying alignment issues and connectivity opportunities rather than developing detailed service change recommendations.

Task 3.4 Environmental and Social Impact Analysis

The KTUA team will assess the environmental and social impacts of the proposed mobility hubs and surrounding developments to ensure that they meet sustainability and equity goals.

Task 3.4.A. Environmental Impact Analysis

Nelson\Nygaard will conduct an analysis of the vehicle miles traveled (VMT) within mobility hubs study areas to evaluate how the proposed mobility hubs may influence travel behavior and reduce reliance on private vehicles. The team will use established VMT calculation methods and readily available data resources, including the SCAG regional travel demand model and origin-destination and VMT data provided by Replica, to analyze conditions with and without the proposed mobility hubs and estimate potential changes in VMT.

Estimated changes in VMT will be used as the basis to extrapolate potential reductions in greenhouse gas emissions and traffic-related air pollutants, as well as high-level public health benefits associated with reduced vehicle exposure and increased use of active transportation. The analysis will rely on established methods and readily available data sources appropriate to a feasibility-level study (such as EPA emissions factors, as well California Energy Office light-duty fleet data) and will not constitute detailed environmental modeling or regulatory analysis.

Findings from this task will be presented at a summary level and used to illustrate the potential environmental and health benefits of mobility hub investments in support of sustainability goals.

Task 3.4.B. Social Equity Analysis

A social equity assessment will be conducted to evaluate the impact of mobility hubs on underserved communities. Within disadvantaged communities identified in Task 3.2.C, KTUA will summarize improved access to public transportation, affordable housing, and community amenities. For instance, analyses like “distance to nearest high-quality transit station”, “number of transit stations within ¼-mile”, “potential transit-riding population within ¼-mile” can be calculated from centroids of disadvantaged populations. Some assessments

of social equity may depend on other analyses and recommendations in this study, such as those for land use.

Community engagement results will be incorporated into the equity analysis by summarizing elements of mobility hubs that were included or modified based on community input, including direct quotes where possible.

Task 3.4.C. Recommendations for Mitigation

Based on the findings of the environmental, transit, and social equity analyses, our team will develop a set of supportive policies and actions to mitigate potential negative environmental or social impacts associated with mobility hubs and to expand their benefits. This task will focus on strategies that complement the implementation of mobility hubs and help ensure that investments advance equitable, sustainable, and community-supported outcomes.

Supportive policies and actions may address a range of considerations, including environmental performance, social equity, and long-term effectiveness of mobility hubs. These strategies may include, but are not limited to:

- Integration of green infrastructure to improve stormwater management, reduce urban heat and carbon footprint, and enhance the public realm
- Anti-displacement strategies and policies that help protect existing residents and small businesses and promote equitable development
- Community support-building that helps people feel a sense of ownership of hubs, promotes stewardship and encourages use

In addition to mitigating potential impacts, this task will identify actions that can enhance the effectiveness and utilization of mobility hubs over time. These may include:

- Wayfinding strategies to make mobility hub services and amenities more user friendly
- Travel behavior and mode shift strategies that encourage use of transit, and mobility hub amenities
- Incentive programs, partnerships, or pilot initiatives that support adoption of mobility hub services and reduce barriers to use

The recommendations will be presented at a strategic level. Supportive policies and actions help the City get the most benefit out of Mobility Hub investments while managing impacts.

Task 3.5 Land Use and Zoning Assessment

Using the understanding gained in Task 3.2.B, we will recommend changes to existing regulations to support mixed-use development and mobility hubs.

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Task 3.5.A. Zoning and Land Use Analysis

Task 3.6 will begin with a Regulatory Workshop that includes relevant staff and consultant team members. This workshop will review work to date, identify key regulatory hang-ups, and prioritize needed changes. This workshop will result in a Miro board that the team will use as a reference for all regulatory change work. It will include all analysis thus far, a summary of the workshop, and an identification of key issues and changes needed.

As a follow-up to this meeting, the consultant team may produce an additional data request for the client regulatory team, should additional data be needed to move identified issues forward. This second data request may include permit and variance info.

Following this meeting, the consultant team will identify key next steps, analysis needed, and a timeline for the presentation of recommendations.

Task 3.5.B. Land Use Recommendations

Based on the research developed in Task 3.2.B and the Regulatory Workshop (and associated data request) in Task 3.6.A, we will produce a Land Use Recommendations Deck. This deck will include a concise yet effective set of recommendations developed based on the site context and the community's goals. Each recommendation will identify:

- The recommendation or change needed
- Justification for this change based on analysis, community input, or client needs
- The direct legislative action needed if applicable
- Opportunities for public-private partnerships, to be discussed further in Task 3.7, Economic Impact and Feasibility Analysis
- Details on planning documents and ordinances affected by this change
- Desired outcome
- Key implementation groups
- A graphic showing the change, outcome, or to support understanding

This deck will be presented to the client team and elected officials (if applicable). After this presentation, we will edit and further develop these recommendations and graphics into a memo that will be included in the final document.

Task 3.6 Public Transportation and Connectivity Analysis

The Nelson\Nygaard team will conduct a comprehensive analysis of the public transit system to evaluate how

effectively it supports mobility hubs and future connectivity needs across the project area. This task will synthesize findings from earlier analyses to assess transit performance from a systemwide perspective.

Task 3.6.A. Public Transit System Evaluation

We will analyze existing bus routes, service frequencies, ridership patterns, and overall transit coverage within key corridors to understand how well the current system serves mobility hubs and surrounding communities. This evaluation will identify areas where transit service is limited or inconsistent and where improvements may be needed to support mobility hub functionality.

The analysis will also assess planned transit expansions, including future metro or rail services, and evaluate their potential connections to proposed mobility hubs. This will provide insight into how near- and long-term transit investments can support integrated, multimodal travel.

Task 3.6.B. Gaps in Service

Building on the system evaluation, we will conduct a detailed gap analysis to identify deficiencies in the transit network that affect mobility hub performance and overall connectivity. This analysis will focus on:

- Areas with insufficient transit coverage
- Limited access to key destinations
- Poor connectivity between transit routes or between different modes of transportation

Findings from this task will clearly articulate where transit service gaps exist and how they affect mobility hub integration and connectivity, providing a foundation for future planning, coordination, and investment decisions.

Task 3.7 Economic Impact and Feasibility Analysis

As part of the KTUA team, the Natelson Dale Group, Inc. (TNDG) will provide a series of economic analyses to support the overall Mobility Hub Connectivity Feasibility Study by examining the economic feasibility and impact of the mobility hubs. The economic analyses will be aimed at defining the mobility hubs' realistic development potentials and enhancing the area's attractiveness to private investment. This work will include the following major components:

- **Economic/Market Demand Analysis** to quantify future development demand for specific targeted land uses within the study area (with a particular focus on the key opportunity sites identified by the City).
- **Development Community Outreach (Task 2.3)** to "truth test" the market study findings and identify City policies

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(zoning, infrastructure investments, incentives, etc.) that would improve the area's potential for attracting private investment in transit-oriented development.

- **Economic Impact Assessment** to quantify the potential benefits of the mobility hubs in terms of job creation, business opportunities, and City fiscal revenue.
- **Implementation and Financing Strategy** outlining priorities, timelines, strategies, catalyst projects, programs and economic incentives necessary to attract desired private investment to the mobility hub sites targeted for development. The recommendations will also identify potential funding sources and financing mechanisms for Specific Plan implementation.

Task 3.7.A. Economic Impact Assessment

Economic/Market Demand Analysis: The real estate market study will quantify immediate and longer-term development opportunities within the study area (with a particular focus on the targeted mobility hub sites), and will identify policy measures necessary to achieve these potentials. The market analysis will provide an important “reality check” on stakeholder expectations regarding future development in the area, and will also inform TNDG’s implementation recommendations.

Utilizing CoStar data (confirmed via the consultants’ field research), TNDG will profile existing market conditions in the study area in terms of existing vacancy levels, current lease rates, historic and recent development/absorption trends, and prevailing land values. Where appropriate, real estate market conditions in the study area will be compared to regional benchmarks.

Given that implementation of the overall Mobility Hub Connectivity Feasibility Study will focus on infill/redevelopment opportunities on specific targeted sites, the market study will include an evaluation of potentials for intensifying and revitalizing older commercial properties. To appropriately focus the market study effort, TNDG will coordinate with City staff and KTUA early in the process to identify key sites or parcels within the study area where initial development or redevelopment is most likely to occur. Utilizing TNDG’s in-house demand forecasting models, the market analysis will project future absorption/demand potential for the following land use categories:

- Medium and high-density residential (affordable and market rate)
- Retail/restaurant
- Local services
- Professional office
- Mixed-use development

Whereas the initial market study will be citywide in scope, the findings will ultimately be applied to identify specific development opportunities in the Mobility Hub study area. As such, the market study will enable the planning team to understand the unique market potentials of the study sites within the context of citywide (and regional) demand patterns.

Development community outreach (Task 2.3): As part of outreach Task 2.3, TNDG will conduct an online focus group meeting with selected developers and property owners. The purposes of this meeting will be to discuss the financial and other practical challenges associated with development in the study area, and to identify the real-world incentives that would be most effective in encouraging targeted project types within the context of the transit-oriented development environment envisioned for the area. TNDG will coordinate with City staff to create a list of developers and property owners to invite to this meeting. As appropriate, TNDG would also conduct one-on-one interviews with selected developers or property owners to further develop ideas discussed during the initial meeting.

Economic impact assessment: TNDG’s economic impact assessment will include the following steps:

- Based on the market study, prepare estimates of the amounts of new development (quantified in terms of dwelling units and commercial square feet) that would be feasible on Mobility Hub sites over the course of the planning horizon (e.g., 10 years).
- Quantify the number of new permanent jobs that would be created within commercial space developed on the subject sites (the employment forecast would be broken down by major industry and by the average wage/salary for each industry).
- Forecast the dollar value of new residential and commercial development on the subject sites.
- Forecast the annual dollar volume of business activity (e.g., retail sales) that would occur in new commercial space developed on the subject sites.
- Prepare projections of new, annually recurring City revenue (property tax, sales tax, etc.) that would be generated by new housing and businesses developed on the subject sites.

Implementation Recommendations: Funding Sources and Financing Mechanisms (to be completed as part of the Feasibility Study task).

TNDG will recommend strategic public improvements and identify key catalyst projects and programs needed to make

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the Mobility Hub vision a reality. This task will provide a “tool box” of potential implementation strategies, density bonuses, funding sources, and financing mechanisms available to achieve the short and long-term goals of the project. Particular emphasis will be given to identifying opportunities to leverage public financing with private investment. The overall implementation strategy will include the following components:

- Identification and prioritization of key opportunity sites
- Recommended timing of public improvements
- Identification of municipal incentives necessary to attract desired land uses
- Framework for public/private partnerships
- Framework for marketing/promoting development opportunities

Task 3.7.B. Feasibility Study

Our team will prepare a high-level feasibility assessment for the proposed mobility hubs, including order-of-magnitude cost estimates associated with key infrastructure components, site improvements, and supporting amenities. Cost estimates will be illustrative and based on conceptual design assumptions, comparable projects, and industry-standard unit costs, and are intended to support planning and decision-making rather than detailed budgeting.

Building on this assessment, the team will identify potential funding strategies and financing options that could support mobility hub implementation over time. Drawing from best practices documented in regional mobility hub efforts and state-level research on sustainable mobility financing - such as the “2023 Sustainable Financing Tools and Strategies for Equitable, Community-Based Mobility and Transportation Solutions” from CARB - this task will explore a range of funding and financing approaches appropriate to the city-scale. These may include grant programs, tax-based tools, public-private partnerships, and other mechanisms that can support both capital investments and ongoing program needs.

As part of identifying potential funding sources and financing mechanisms, TNDG will recommend strategic public improvements and identify key catalyst projects and programs needed to make the Mobility Hub vision a reality. This task will provide a “tool box” of potential implementation strategies, density bonuses, funding sources, and financing mechanisms available to achieve the short and long-term goals of the project. Particular emphasis will be given to identifying opportunities to leverage public financing with private investment. The

overall implementation strategy will include the following components:

- Identification and prioritization of key opportunity sites
- Recommended timing of public improvements
- Identification of municipal incentives necessary to attract desired land uses
- Framework for public/private partnerships
- Framework for marketing/promoting development opportunities

The feasibility study will be presented at a strategic level, highlighting relative costs, implementation considerations, and funding pathways to help the City understand how mobility hubs could be phased and advanced in alignment with local priorities and available resources.

Task 3.8 Community and Stakeholder Engagement Analysis

This task assesses whether community and stakeholder engagement has been used to meaningfully inform the technical process. Here we will document how community input has shaped outputs, with a particular focus on how underserved communities have been involved in the process. Our team believes that integrating equity into both outcome and process is essential for projects to be good for communities. Bridging between community knowledge and technical workstream is a challenge that our team readily embraces, and we firmly believe makes our projects stronger. Task 3.9 helps the team operationalize this stance formally into the project process.

Task 3.8.A Stakeholder Engagement Report

Our team will prepare a Stakeholder Engagement report summarizing community and stakeholder engagement activities conducted throughout the project. It will document methods, participation and key feedback received. It will demonstrate how findings from the community were integrated back into the technical work. This report will include:

- A summary of engagement activities, such as pop-up events, focus groups, surveys, and workshops
- An overview of participation by stakeholders
- Key feedback themes related to mobility hubs, connectivity, services, amenities, and community priorities
- A description of how input informed the technical process

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Task 3.8.B. Equity Considerations

The project team will assess how feedback from underserved communities was incorporated into the mobility hub planning process. Specific findings from these participants will be highlighted as a part of the report. Wherever possible, our team will draw direct lines to how concerns or needs could be addressed through Mobility Hub design or through the supporting policies and actions.

Task Deliverables:

- Comprehensive data collection report covering transportation networks, land use patterns, and environmental conditions.
- A series of maps and visuals highlighting existing conditions, including land use and pedestrian infrastructure.
- An existing conditions report summarizing deficiencies in transportation, mobility, housing, and public space.
- Site suitability analysis report with mapped locations for mobility hubs.
- Conceptual designs of mobility hubs with integration of various transportation modes and mixed-use development potential.
- Assessment of transit connectivity and recommendations for improving multimodal accessibility.
- Environmental impact report analyzing GHG emissions, air quality, and public health improvements.
- Social equity analysis report addressing potential impacts on underserved communities.
- Recommendations for mitigating environmental and social challenges.
- Zoning and land use analysis report with identified areas for policy adjustments.
- Recommendations for land use updates and zoning changes.
- Preliminary assessment of public-private partnership opportunities for development.
- Public transit connectivity analysis report.
- Identification of gaps in service and areas needing improvement.
- Recommendations for enhancing access to public transit and integrating mobility hubs with the broader regional transit system.
- Economic impact analysis report with projections of job creation and economic growth.

- Feasibility study with cost estimates and funding options for development.
- Stakeholder engagement summary report.
- Analysis of community input and integration into the project.
- Recommendations for ongoing engagement during future project phases.

TASK 4: PROJECT CLOSE-OUT AND REPORTING

Task 4.1 Project Close-Out Files

At project closeout, KTUA will assemble and submit all deliverables in accordance with Caltrans's closeout procedures and the Project Schedule. All materials will be organized electronically, with each task stored in its own folder containing the final deliverables. A separate folder will be provided for each meeting, including agendas, notes, and supporting materials. An Excel file documenting the location and completion status of all deliverables will also be provided.

Task 4.2 Metrics Data Collection and Reporting

KTUA will work with the City to identify program outcomes and quantifiable project metrics. Site suitability criteria from Task 3.4.A will inform this task, and categories of measures could include:

- Coordinated mobility (bike parking utilization, shared mobility use)
- Climate Action (EV chargers installed, reduced VMT, etc.)
- Equity (diversity of hub users, % income spent on transportation)
- Customer Experience (amenities, pedestrian counts, etc.).
- Land Use and Economic Value (private investment, small business revenue, etc.)
- Safety (collisions, comfort, conflict points, etc.)

Existing conditions will be summarized to understand baseline, selected metrics, and expected outcomes. This report will guide the City in evaluating potential connectivity options for mobility hubs and related corridor improvements. KTUA will present the findings to the City Council and remain available to answer questions.

Example Mobility Hub Metrics and KPI

Measure	KPI or Metric	Data Collection Method	Goal
Coordinate Mobility			
# of daily transit boardings and alignment	KPI	Automated Passenger Counts (APC)	Increase
Arrival mode share to hub	KPI	Intercept Survey	Increase non-auto modes
Coordinate Land Use			
# of dwelling units in 1/4 mile of hub	KPI	Zoning, City Data	Increase
Average Property Values	Metric	County Assessor Data	Monitor for potential displacement impacts

Task Deliverables:

- Project close-out files with accompanying excel file.
- Receive and File Findings.
- Final project data metrics collection and reporting.
- City Council Presentation.

9. Forms and Attachments (Exhibits) / KTUA

KTUA has completed and signed all the attached forms requested by the City of Montebello. KTUA's signed and completed forms include:

- Proposal Submission Checklist
- Letter of Transmittal
- Licensing Permits and Certifications
- Indemnification Hold Harmless Agreement
- References
- Insurance
- Cost Proposal Sheet
- Bidder's List of Sub-consultants
- Certification Debarment Suspension
- Performance Guarantee Certification
- Performance Bond
- Irrevocable Standby Letter of Credit
- Bank Draft
- Certification of Drug-Free Workplace
- Certificate of Compliance

The completed and signed forms will be submitted under the "Exhibit" section of PlanetBids.

CITY OF MONTEBELLO

**PROFESSIONAL SERVICES AGREEMENT NO. 4457
WITH CONSULTANT**

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is made and entered into on **February 11, 2026** (“Effective Date”), by and between the CITY OF MONTEBELLO, a California municipal corporation (the “CITY”) and CONSULTANT NAME (the “CONSULTANT”). The CITY and the CONSULTANT are sometimes referred to herein individual as the “Party,” and jointly as the “Parties.”

RECITALS

WHEREAS, the CITY desires to retain a qualified professional consultant to provide Public Records Request Software services in the CITY; and

WHEREAS, the CONSULTANT represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees; and

WHEREAS, the CONSULTANT represents the degree of specialized expertise contemplated within California Government Code, Section 37103, and is qualified to perform such services by virtue of its experience and the training, education, and expertise of its principals and employees; and

WHEREAS, no official or employee of the CITY has a financial interest, within the provisions of Sections 1090 - 1092 of the California Government Code, in the subject matter of this Agreement

NOW THEREFORE, in consideration of performance by the Parties of the covenants and conditions herein contained, the Parties hereto agree as follows:

SECTION 1. INCORPORATION OF RECITALS AND OTHER CONTRACT DOCUMENTS

a. The above-referenced Recitals constitute a material part hereof and shall hereby be incorporated by reference. Moreover, this Agreement consists of the following documents, in order of precedence, all of which are incorporated herein and made part of this Agreement, as though fully set forth herein:

1. This Agreement and its Exhibits, including any and all addenda or supplemental agreements.
2. Proposal referenced and Best Final Offer received by the successful proposer.
3. All other documents, including but not limited to all applicable bonds, insurance certificates, notices, schedules, forms, certifications, and affidavits.

b. These documents shall be collectively referred to herein as the “Contract Documents.” In the event of a conflict among the Contract Documents, the order of precedence list above shall apply.

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SECTION 2. SERVICES / COMPENSATION.

a. All terms, conditions, requirements, and provisions of the Request for Proposals for a MOBILITY CONNECTIVITY FEASIBILITY STUDY in the City of Montebello (**11/20/25**) ("Request for Proposals"), as such is set forth fully in **Exhibit "A"** hereto, are hereby incorporated fully herein by this reference and shall be binding on the Parties. To the extent of a conflict between the terms of this Agreement and that set forth in any exhibits or attachments hereto, the terms of this Agreement shall govern.

b. The CONSULTANT shall provide to the CITY all labor, equipment, materials and incidental necessary to provide MOBILITY CONNECTIVITY FEASIBILITY STUDY as set forth fully in the Request for Proposals, as such is set forth fully in **Exhibit "A"** hereto and incorporated fully herein by this reference (hereinafter "Professional Services").

c. The CONSULTANT shall be compensated for performance of the Professional Services as set forth in the Schedule of Compensation attached hereto as **Exhibit "B"** and incorporated fully herein by this reference ("Compensation"). The CONSULTANT shall provide an itemized billing statement to the CITY each month for Professional Services performed. The CONSULTANT shall not incur fees or costs which exceed the Compensation without the prior written consent of the CITY.

SECTION 3. TERM.

a. This Agreement shall commence upon issuance of a written "Notice to Proceed" (as further defined below) by the CITY and shall expire **three (3) years** from the Effective Date, unless terminated earlier as hereinafter provided.

b. Notice to Proceed. Any work or service contemplated under this Agreement shall not commence until the CITY has issued a written Notice to Proceed issued by CITY's applicable, department head.

SECTION 4. PERFORMANCE.

a. The CONSULTANT shall at all times, faithfully, competently, and to the best of its ability, experience, and talent, perform all tasks described herein.

b. The CONSULTANT shall employ, at a minimum, generally accepted standards and practices utilized by companies engaged in providing similar services, as are required of Consultant hereunder, in meeting its obligations under this Agreement.

c. The CONSULTANT shall be knowledgeable of and subject to all CITY ordinances, rules and regulations, standard operating procedures, and the supervisory chain of command.

d. The CONSULTANT shall have the right to retain, subject to the CITY's approval, additional individuals, consultants or subconsultants to assist in the completion of services as herein defined. Compensation for additional individuals, consultants or subconsultants shall be the sole and exclusive responsibility of the CONSULTANT.

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e. The CONSULTANT shall retain all original reports, field and office notes, correspondence, calculations, maps, and other documents specifically related to the services provided by the CONSULTANT pursuant to this Agreement, other than documents which are exempt from disclosure pursuant to the attorney-client privilege or any other law. Said documents shall be made available for inspection by the CITY upon request.

SECTION 5. WORK PRODUCT.

a. The CONSULTANT hereby agrees that all work product produced pursuant to this Agreement, and provided to the CITY during and upon completion of this Agreement, shall be the property of the CITY, and ownership of said work product shall be retained by the CITY. The CONSULTANT may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by the CONSULTANT.

b. All data, documents, discussion, or other information developed or received by the CONSULTANT or provided for performance of this Agreement are deemed confidential and shall not be disclosed by the CONSULTANT without prior written consent by the CITY. The CITY shall grant such consent if disclosure is legally required. All such written products shall be returned to the CITY upon the termination or expiration of this Agreement. The CONSULTANT agrees that the covenants contained in this Section shall survive the expiration or termination of this Agreement.

SECTION 6. EXTRA SERVICES.

No extra services over and above the Compensation shall be rendered by the CONSULTANT under this Agreement unless such extra services first shall have been duly authorized in writing by the CITY's City Manager (the "City Manager").

SECTION 7. CITY SUPERVISION.

The City Manager shall have the right of general supervision of all work performed by the CONSULTANT and shall be the CITY's agent with respect to obtaining the CONSULTANT's compliance hereunder. No payment for services rendered under this Agreement shall be made without the prior approval of the City Manager.

SECTION 8. TERMINATION.

In the event that either Party hereto fails or refuses to perform any of the provisions of this Agreement at the time and in the manner required, the non-defaulting party shall give the defaulting party written notice of the default, the nature of the default, and of the steps necessary to cure the default.

a. Termination for Cause. In the event that any of the provisions of the Agreement are violated by either party, the non-defaulting Party may terminate the Agreement by serving written notice upon the other Party, listing the violation(s) and its intent to terminate such Agreement unless within ten (10) days after the serving of such notice, such violation shall cease or be rectified, the contract shall upon the expiration of an additional thirty (30) days cease and terminate. Violations by the CONSULTANT which cannot be corrected within ten (10) days, said contract shall

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at the option of the CITY cease and terminate upon the giving of like notice. In the event of any such termination for default by the CONSULTANT, the CITY may take over the work and prosecute the same to completion by contract or otherwise for the account and at the expense of the CONSULTANT. The CONSULTANT and his sureties shall be liable to the CITY for any excess cost occasioned in the event of any such termination. This change shall not be construed to prevent the termination, for other causes authorized by law or other provisions of this contract. In the event of a termination for cause, the CONSULTANT shall only be entitled to the Compensation for those Professional Services satisfactory performed on or before the effective date of termination.

b. Termination for Convenience. The CITY shall have the option, at its sole discretion and without cause, to terminate this Agreement in whole, or in part, by giving **ten (10) business days'** written notice to the CONSULTANT. Upon the termination of this Agreement as provided herein, the CITY shall provide to the CONSULTANT the part of Compensation which would otherwise be payable to the CONSULTANT for services the CONSULTANT had completed as of the date of termination, less the amount of all previous payment with respect to the Compensation. Further, upon such a termination for convenience by the CITY, the Parties agree that the CONSULTANT shall be reimbursed for any "non-refundable" costs that the CONSULTANT has incurred for its services under this Agreement, provided that: (1) such "non-refundable" costs were incurred by the CONSULTANT prior to the date of termination, and (2) that the CONSULTANT provides the CITY with adequate proof that the CONSULTANT incurred the costs, and is unable to be seek a refund for such costs. Such "non-refundable" costs may include, but are not limited to, travel reservations incurred by the CONSULTANT for its performance of services under this Agreement. The CONSULTANT agrees to cease all work under this Agreement on or before the effective date of any notice of termination.

SECTION 9. EMPLOYMENT OF CITY EMPLOYEES.

No regular employee of the CITY shall be employed by the CONSULTANT during the term of this Agreement.

SECTION 10. NON-LIABILITY OF CITY OFFICIALS AND EMPLOYEES.

No official or employee of the CITY shall be personally liable to the CONSULTANT in the event of any default or breach by the CITY, or for any amount which may become due to the CONSULTANT.

SECTION 11. INDEPENDENT CONSULTANT.

a. The CONSULTANT is and shall, at all times, remain as to the CITY a wholly independent consultant. Neither the CITY nor any of its elected officials, officers, employees, or agents shall have control over the conduct of the CONSULTANT except as expressly set forth in this Agreement. The CONSULTANT shall not at any time or in any manner represent that he or she is in any manner an elected official, officer, employee, or agent of the CITY. No employee benefits shall be available to the CONSULTANT in connection with the performance of this Agreement. Except as provided in this Agreement, the CITY shall not pay salary, wages, or other compensation to the CONSULTANT for performance hereunder for the CITY, the CITY shall not be liable for compensation to the

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CONSULTANT, the CONSULTANT's employees or the CONSULTANT's subconsultants for injury or sickness arising out of performing services hereunder.

b. The parties further acknowledge and agree that nothing in this Agreement shall create or be construed to create a partnership, joint venture, employment relationship or any other relationship except as set forth in this Agreement.

c. The CITY shall not deduct from the Compensation paid to the CONSULTANT any sums required for Social Security, withholding taxes, FICA, state disability insurance or any other federal, state or local tax or charge which may or may not be in effect or hereinafter enacted or required as a charge or withholding on the compensation paid to the CONSULTANT. The CITY shall have no responsibility to provide the CONSULTANT, its employees or subconsultants with workers' compensation insurance or any other insurance.

SECTION 12. CalPERS ANNUITANTS AND ELIGIBILITY INDEMNITY.

a. If the CONSULTANT is a California Public Employees' Retirement System ("CalPERS") annuitant, the CONSULTANT must provide the City with written notification of such fact a minimum of 14 calendar days prior to commencement of services under this Agreement. Failure to provide such notification may result in termination of the Agreement, and any penalties or other costs relating thereto shall be borne by the CONSULTANT. If this Agreement remains in place, the CONSULTANT shall execute any amendment(s) to this Agreement requested by the City in order to comply with all laws and regulations applicable to CalPERS annuitants.

b. In the event that the CONSULTANT or any employee, agent, or subconsultant of the CONSULTANT providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the CITY, the CONSULTANT shall indemnify, defend, and hold harmless the CITY for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of the CONSULTANT or its employees, agents, or subconsultants, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of the CITY.

c. Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, the CONSULTANT and any of its employees, agents, and subconsultants providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by the CITY, including but not limited to eligibility to enroll in PERS as an employee of the CITY and entitlement to any contribution to be paid by the CITY for employer contribution and/or employee contributions for PERS benefits.

SECTION 13. LEGAL RESPONSIBILITIES.

The CONSULTANT shall at all times observe and comply with all applicable laws, ordinances, codes, and regulations of the federal, state, and local governments including, but not limited to the Montebello Municipal Code. The CITY, and its appointed or elected officers, employees, or agents, shall not be liable at law or in equity occasioned by failure of the CONSULTANT to comply with this section.

SECTION 14. INDEMNIFICATION.

The CONSULTANT agrees to, and shall defend, indemnify, protect and hold harmless, the CITY, its elected and appointed boards, officers, officials, employees, agents and volunteers from and against any and all claims, demands, lawsuits, defense costs, civil, penalties, expenses, causes of action, and judgments at law or in equity, or liability of any kind or nature which the CITY, its elected and appointed boards, officers, officials, employees, agents and volunteers may sustain or incur or which may be imposed upon them for injuries or deaths of persons, or damage to property arising out of the CONSULTANT's negligent or wrongful act, or omission under the terms of this Agreement, except only liability arising out of the sole negligence of the CITY.

SECTION 15. INSURANCE COVERAGE.

a. During the term of this Agreement, the CONSULTANT shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with CONSULTANT's performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:

- **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis for bodily injury and property damage, including products-completed operations, personal injury, and advertising injury, with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, the limit shall be twice the required occurrence limit.
- **Automobile Liability Insurance:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if CONSULTANT has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
- **Worker's Compensation** insurance as required by the laws of the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
- **Professional Liability** insurance appropriate to the CONSULTANT'S profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.

b. If the CONSULTANT maintains higher limits than the minimums shown above, the CITY requires and shall be entitled to coverage for the higher limits maintained by the CONSULTANT.

c. The CONTACTOR shall require each of its subconsultants, if any, to maintain insurance coverage that meets all of the requirements of this Agreement.

d. The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a current rating of at least A:VII

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in the latest edition of Best's Insurance Guide.

e. Each insurance policy required above shall state that coverage shall not be canceled, except after thirty (30) days' prior written notice (ten [10] days for non-payment) has been given to the CITY. The CONSULTANT agrees that if it does not keep the aforesaid insurance in full force and effect the CITY may either (i) immediately terminate this Agreement for Cause; or (ii) take out the necessary insurance and pay, at the CONSULTANT's expense, the premium thereon.

f. **Evidence of Insurance prior to commencement.** The Contractor shall provide to the CITY Certificate(s) of Insurance evidencing such coverage together with copies of the required policy endorsements no later than five (5) business days prior to commencement of service and at least fifteen (15) business days prior to the expiration of any policy. Unreasonable failure to provide such evidence may be cause for termination of the Agreement as provided herein or delay the services' commencement date. The evidence of insurance shall be U.S. mail or email to:

City of Montebello
Attn: Risk Manager
1600 West Beverly Boulevard
Montebello, CA 90640
Email: TJacobs-Strange@montebellocal.gov

Coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits, non-renewed, or materially changed for any reason, without thirty (30) days prior written notice thereof given by the insurer to the CITY by U.S. mail, or by personal delivery, except for nonpayment of premiums, in which case ten (10) days prior notice shall be provided.

g. **Evidence of Insurance during the entire term of the Agreement.** At all times during the term of this Agreement, the CONSULTANT shall maintain on file with the CITY's Risk Manager a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and naming the CITY as an additional insured. The CONSULTANT shall, prior to commencement of work under this Agreement, file with the CITY's Risk Manager such certificate(s).

h. The CONSULTANT shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two (2) weeks prior to the expiration of the coverages.

i. The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement naming the CITY, its officers, employees, agents and volunteers as additional insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to the CITY. The CONSULTANT agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

j. The insurance provided by the CONSULTANT shall be primary to any

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coverage available to the CITY. Any insurance or self-insurance maintained by the CITY, its officers, employees, agents, or volunteers, shall be in excess of CONSULTANT's insurance and shall not contribute with it.

k. All insurance coverage provided pursuant to this Agreement shall not prohibit the CONSULTANT, and CONSULTANT's employees, agents or subconsultants, from waiving the right of subrogation prior to a loss. The CONSULTANT hereby waives all rights of subrogation against the CITY.

l. Any deductibles or self-insured retentions must be declared to and approved by the CITY. At the option of the CITY, the CONSULTANT shall either reduce or eliminate the deductibles or self-insured retentions with respect to the CITY, or the CONSULTANT shall procure a bond guaranteeing payment of losses and expenses.

m. Procurement of insurance by the CONSULTANT shall not be construed as a limitation of the CONSULTANT'S liability or as full performance of CONSULTANT's duties to indemnify, hold harmless and defend under the indemnity covenants of this Agreement.

SECTION 16. SUBCONTRACT, ASSIGNMENT OR DELEGATION.

The CONSULTANT shall not subcontract, delegate, or assign its duties or rights hereunder, either in whole or in part, without the prior written consent of the CITY. Any proposed subcontract, delegation, or assignment shall provide a description of the services to be covered, identification of the proposed sub-consultant, delegee, or assignee, and an explanation of why and how the same was selected, including the degree of competition involved.

Any subcontract, delegation or assignment shall be made in the name of the CONSULTANT and shall not bind or purport to bind the CITY and shall not release the CONSULTANT from any obligations under this Agreement including, but not limited to, the duty to properly supervise and coordinate the work of employees, assignees, delegees or sub-consultants. No such subcontract, delegation or assignment shall result in any increase in the amount of total compensation payable to the CONSULTANT under the Agreement.

SECTION 17. NO WAIVER.

Waiver by any party hereto of any term, condition or covenant of this Agreement shall not constitute the waiver of any other term, condition, or covenant hereof.

SECTION 18. DISPUTE RESOLUTION; GOVERNING LAW.

Disputes regarding the interpretation or application of any provision(s) of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the Parties. If any action at law or in equity is brought to enforce this Agreement or because of alleged dispute, breach, default or misrepresentation in connection with the provisions of this Agreement, the prevailing party in such action shall be entitled to reasonable attorney's fees, expert fees, costs and necessary disbursements incurred in that action or proceeding, in addition to such other relief as may be sought and awarded. The venue for any litigation shall be County of Los Angeles, California. The Parties agree that the

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covenants contained in this Section shall survive the expiration or termination of this Agreement.

SECTION 19. ATTORNEY'S FEES AND COSTS.

If litigation is reasonably required to enforce or interpret the provisions of this Agreement, the prevailing party in such litigation shall be entitled to an award of reasonable attorney's fees and costs in addition to any other relief to which it may be entitled.

SECTION 20. WARRANTIES.

Each of the parties represents and warrants to one another as follows:

- a. It has received independent legal advice from its attorneys with respect to the advisability of entering into and executing this Agreement;
- b. In executing this Agreement, it has carefully read this Agreement, knows the contents thereof, and has relied solely on the statements expressly set forth herein and has placed no reliance whatsoever on any statement, representation, or promise of any other party, or any other person or entity, not expressly set forth herein, nor upon the failure of any other party or any other person or entity to make any statement, representation or disclosure of any matter whatsoever; and
- c. It is agreed that each party has the full right and authority to enter into this Agreement, and that the person executing this Agreement on behalf of either party has the full right and authority to fully commit and bind such party to the provisions of this Agreement.

SECTION 21. MISCELLANEOUS.

- a. The descriptive paragraph headings of this Agreement are included for purposes of convenience only and shall not control or affect the construction of interpretation of any of its provisions.
- b. Whenever the context hereof shall so require, the singular shall include the plural, the male gender shall include the female gender, and the neuter and vice versa.
- c. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.
- d. The representations and warranties made by the parties to this Agreement shall survive the consummation of the transaction herein described.
- e. This Agreement may be signed in any one or more counterparts all of which taken together shall be but one and the same Agreement. Any signed copy of this Agreement or of any other document or agreement referred to herein, or copy or counterpart thereof, delivered by facsimile transmission, shall for all purposes be treated as if it were delivered containing an original manual signature of the party

PROFESSIONAL SERVICES AGREEMENT NO. 4457

whose signature appears in the facsimile and shall be binding upon such party in the same manner as though an originally signed copy had been delivered.

f. Each of the parties acknowledges that it has been represented by independent counsel of its own choosing, or if it has not been so represented, it has been admonished to obtain independent counsel and has freely and voluntarily waived and relinquished the right to counsel. Each party who has not obtained independent counsel acknowledges that the failure to have independent legal counsel will not excuse such party's failure to perform under this Agreement or any agreement referred to in this Agreement.

SECTION 22. NOTICE.

All notices, demands, requests or approvals to be given under this Agreement shall be given in writing and conclusively shall be deemed served when delivered via e-mail (an "Electronic Notice" as further defined below), personally or on the second (2nd) business day after the deposit thereof in the United States mail, postage prepaid, registered or certified, addressed as hereinafter provided. All notices, demands, requests, or approvals hereunder shall be given to the following addresses or such other addresses as the Parties may designate by written notice:

If to CITY: City of Montebello
Attn: Raul Alvarez, City Manager
1600 West Beverly Boulevard
Montebello, CA 90640
(323) 887-1200
Email: RAlvarez@montebelloca.go

With a copy to: City of Montebello – Department of Transportation
Attn: John Soria, Director of Transportation
400 South Taylor Avenue
Montebello, CA 90640
(323) 558-1625 ext. 1315
Email: JSoria@montebelloca.gov

If to Consultant: Consultant Name
Attn: _____
Address
City, CA #####
(###) ###-####
Email:

An electronic communication ("**Electronic Notice**") shall be deemed written notice for purposes of this section if sent to the electronic mail address specified above. Electronic Notice shall be deemed received at the time the party sending Electronic Notice receives verification of receipt by the receiving party. Any party receiving Electronic Notice may request and shall be entitled to receive the notice on paper, in a nonelectronic form.

SECTION 23. NON-DISCRIMINATION AND EQUAL OPPORTUNITY EMPLOYER.

In the performance of this Agreement, the CONSULTANT shall not discriminate against any employee, sub-consultant, or applicant for employment

because of race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, mental condition or sexual orientation. The CONSULTANT will take affirmative action to ensure that sub-consultant and applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition or sexual orientation.

SECTION 24. CONFLICT OF INTEREST.

The CONSULTANT covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by the CONSULTANT under this Agreement, or which would conflict in any manner with the performance of its services hereunder. The CONSULTANT further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, the CONSULTANT shall avoid the appearance of having any interest that would conflict in any manner with the performance of its services pursuant to this Agreement.

The CONSULTANT covenants not to give or receive any compensation, monetary or otherwise, to or from the ultimate vendor(s) of services to the CITY as a result of the performance of this Agreement, or the services that may be procured by the CITY as a result of the recommendations made by the CONSULTANT. The CONSULTANT's covenant under this section shall survive the termination of this Agreement.

SECTION 25. ENTIRE AGREEMENT.

This Agreement contains the entire understanding between the CITY and the CONSULTANT. Any prior agreements, promises, negotiations or representations not expressly set forth herein are of no force or effect. Subsequent modifications to this Agreement shall be effective only if in writing and signed by each party. If any term, condition, or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this Agreement shall be valid and binding.

[SIGNATURE PAGE TO FOLLOW]

PROFESSIONAL SERVICES AGREEMENT NO. 4457

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IN WITNESS WHEREOF, the parties, through their respective authorized representatives, have executed this Agreement as of the date first written above.

("CITY")

("CONSULTANT")

CITY OF MONTEBELLO

CONSULTANT NAME

Raul Alvarez, City Manager

Full Name, Title

ATTEST:

Christopher Jimenez, City Clerk

APPROVED AS TO FORM:

Arnold M. Alvarez-Glasman, City Attorney

EXHIBITS:

- Exhibit A – Request for Proposals for Services and Contractor’s Proposal
- Exhibit B – Schedule of Compensation

EXHIBIT "A"

Request for Proposals for Services and Contractor's Proposal

EXHIBIT "B"

Schedule of Compensation



ITEM # 7

**CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT**

TO: Honorable Mayor and City Council Members

FROM: Raul Alvarez, City Manager

BY: John Soria, Director

SUBJECT: **APPROVE BLANKET PURCHASE ORDERS WITH ANY PROMO INC, THE ARTCRAFT GROUP INC, AND 4AP HOLDINGS INC. FOR PURCHASE OF TRANSIT RELATED PROMOTIONAL ITEMS**

DATE: February 11, 2026

RECOMMENDATIONS:

It is recommended that the City Council:

1. Approve establishing a blanket purchase order (PO) with Any Promo Inc. (Any Promo), for a total not-to-exceed amount of \$100,000, to purchase promotional items; and
2. Approve establishing a blanket PO with The Artcraft Group Inc. (Promotions Now), for a total not-to-exceed amount of \$100,000, to purchase promotional items; and
3. Approve establishing a blanket PO with 4AP Holdings Inc. (4AllPromo), for a total not-to-exceed amount of \$100,000, to purchase promotional items; and
4. Amend the Fiscal Year 2025-26 adopted budget to increase appropriations by \$300,000 in Account No. 600-90-900-6025 (Transit, Transportation Administration, Advertising/Printing Services); and
5. Take any additional related actions as deemed necessary.

FISCAL IMPACT:

The total cost to establish blanket POs with Any Promo, Promotions Now, and 4AllPromo is \$300,000. These POs will be funded by amending the Fiscal Year 2025-26 adopted budget and increasing appropriations in Account No. 600-90-900-6025 (Transit, Transportation Administration, Advertising/Printing Services). Should there be a need for these services beyond the current fiscal year, funds will be included in the FY 2026-27 budget with new blanket purchase orders opened.

BACKGROUND/DISCUSSION:

The City of Montebello utilizes a diverse array of promotional and outreach materials to educate residents, disseminate vital public information, and advocate for City initiatives. These items serve as practical communication tools that reinforce the City's brand identity and foster civic engagement across all demographics. By distributing these materials at key events, such as the Fourth of July celebration, National Night Out, and the Five Star Bus Rodeo, the City ensures its messaging remains visible and impactful long after an event concludes.

In 2026, Montebello Bus Lines (MBL) will celebrate its 95th Anniversary, a landmark occasion honoring nearly a century of resilience, growth, and civic achievement. To mark this historic legacy, MBL is significantly expanding its community engagement strategy. This enhanced outreach requires a broader scope and higher volume of commemorative items designed to celebrate the anniversary and deepen the connection with residents. These efforts will support increased attendance and community interest, ensuring the 95th Anniversary serves as a catalyst for renewed community pride.

ENVIRONMENTAL:

N/A

ANALYSIS:

On January 21, 2026, staff conducted an informal market search to identify suitable promotional items for MBL's 95th Anniversary. During this exploratory phase, staff contacted three (3) vendors to evaluate product availability and comparative pricing. A baseline quantity of 2,500 units per item was requested to assess volume-based cost efficiencies, though actual purchase orders may vary. Based on this analysis, staff recommend that the City Council authorize expenditures not-to-exceed \$100,000 per vendor. Furthermore, it is recommended that the City Council approve these POs in accordance with Montebello Municipal Code Section 3.20.050(D). This provision authorizes the City Council, by a four-fifths vote, to dispense with competitive bidding requirements when such procedures are deemed impractical, inefficient, or uneconomical.

SUMMARY:

Staff recommend that the City Council approve establishing blanket POs to purchase promotional items from Any Promo for a total not-to-exceed amount of \$100,000, Promotions Now for a total not-to-exceed amount of \$100,000, and 4AllPromo for a total not-to-exceed amount of \$100,000; amend the FY 2025-26 adopted budget to increase appropriations by \$300,000 in Account No. 600-90-900-6025 (Transit, Transportation Administration, Advertising/Printing Services); and take any additional related actions as deemed necessary.

ATTACHMENT(S)

1. Attachment A – Purchase Orders for Any Promo, Promotions Now, and 4AllPromo



CITY OF MONTEBELLO

FINANCE DEPARTMENT

PURCHASE ORDER COVER LETTER

Vendor: **4AP HOLDINGS INC. DBA: 4ALLPROMOS**
50 WEST AVENUE, ESSEX, CT 06426

Vendor No. **5020**
 Agreement/Contract No. : **N/A**

Item(s) Being Purchased/Services: **PROMOTIONAL ITEMS**

Reason for Purchase: **MBL 95TH ANNIVERSARY**

Purchase Requestor: **ROBERT FIERRO** Signature: _____

Supplies: **\$100,000** Service: \$ Account Number: 600.90.900.6025

Total Amount of Purchase: **\$100,000** Shipping Cost: **\$0**

Bid/Quote Summary

	Amount	Vendor Name	Quote/Bid Format	Date Received
1 st Bid/Quote:				
2 nd Bid/Quote:				
3 rd Bid/Quote:				

Check here if purchase is sole source; "Sole Source Declaration" form must be attached.

Other Notes: SEE STAFF REPORT

Purchase Order Input By: _____ Date: _____

Purchase Order Approved By: _____ Date: _____

Assistant City Manager [\$15- \$25k]: _____ Date: _____

City Manager [\$25-\$50k] : _____ Date: _____



CITY OF MONTEBELLO

FINANCE DEPARTMENT

PURCHASE ORDER COVER LETTER

Vendor: **CW PRODUCTS INC DBA: ANYPROMO.COM**
1511 E. HOLT BLVD. ONTARIO, CA 91761

Vendor No. **4980**
Agreement/Contract No. : **N/A**

Item(s) Being Purchased/Services: **PROMOTIONAL ITEMS**

Reason for Purchase: **MBL 95TH ANNIVERSARY**

Purchase Requestor: **ROBERT FIERRO** Signature: _____

Supplies: **\$100,000** Service: \$ Account Number: 600.90.900.6025

Total Amount of Purchase: **\$100,000** Shipping Cost: **\$0**

Bid/Quote Summary

	Amount	Vendor Name	Quote/Bid Format	Date Received
1 st Bid/Quote:				
2 nd Bid/Quote:				
3 rd Bid/Quote:				

Check here if purchase is sole source; "Sole Source Declaration" form must be attached.

Other Notes: SEE STAFF REPORT

Purchase Order Input By: _____ Date: _____

Purchase Order Approved By: _____ Date: _____

Assistant City Manager [\$15- \$25k]: _____ Date: _____

City Manager [\$25-\$50k] : _____ Date: _____



CITY OF MONTEBELLO

FINANCE DEPARTMENT

PURCHASE ORDER COVER LETTER

Vendor: **FOREMOST PROMOTIONS, THE ARTCRAFT GROUP
1270 GLEN AVENUE. MOORESTOWN, NJ 08057**

Vendor No. **1348**
Agreement/Contract No. : **N/A**

Item(s) Being Purchased/Services: **PROMOTIONAL ITEMS**

Reason for Purchase: **MBL 95TH ANNIVERSARY**

Purchase Requestor: **ROBERT FIERRO** Signature: _____

Supplies: **\$100,000** Service: \$ Account Number: 600.90.900.6025

Total Amount of Purchase: **\$100,000** Shipping Cost: **\$0**

Bid/Quote Summary

	Amount	Vendor Name	Quote/Bid Format	Date Received
1 st Bid/Quote:				
2 nd Bid/Quote:				
3 rd Bid/Quote:				

Check here if purchase is sole source; "Sole Source Declaration" form must be attached.

Other Notes: SEE STAFF REPORT

Purchase Order Input By: _____ Date: _____

Purchase Order Approved By: _____ Date: _____

Assistant City Manager [\$15- \$25k]: _____ Date: _____

City Manager [\$25-\$50k] : _____ Date: _____



ITEM # 8

**CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT**

TO: Honorable Mayor and City Council Members

FROM: Raul Alvarez, City Manager

BY: John Soria, Director

SUBJECT: **APPROVE INCREASES TO THE PURCHASE ORDER NOT-TO-EXCEED AMOUNTS FOR AFTERMARKET PARTS COMPANY LLC, CUMMINS PACIFIC LLC, GILLIG LLC, MUNCIE TRANSIT SUPPLY, RUSH TRUCK CENTERS OF CALIFORNIA INC, AND WAYNE HARMEIER INC FOR TRANSIT RELATED EQUIPMENT AND SUPPLIES**

DATE: February 11, 2026

RECOMMENDATIONS:

It is recommended that the City Council:

1. Approve an increase to the total not-to-exceed (NTE) amount, from \$250,000 to \$400,000, for a blanket purchase order (PO) with Aftermarket Parts Company LLC (Aftermarket Parts), to purchase maintenance-related bus parts, for Fiscal Year 2025-26; and
2. Approve an increase to the total NTE amount, from \$60,000 to \$80,000, for a blanket PO with Cummins Pacific LLC (Cummins Pacific), to purchase maintenance-related bus parts, for FY 2025-26; and
3. Approve an increase to the total NTE amount, from \$49,000 to \$75,000, for a blanket PO with Gillig LLC (Gillig), to purchase maintenance-related bus parts, for FY 2025-26; and
4. Approve an increase to the total NTE amount, from \$25,000 to \$100,000, for a blanket PO with Muncie Transit Supply (Muncie Transit), to purchase maintenance-related bus parts, for FY 2025-26; and
5. Approve an increase to the total NTE amount, from \$80,000 to \$100,000, for a blanket PO with Rush Truck Centers of California (Rush Truck Centers), to purchase maintenance-related bus parts, for FY 2025-26; and
6. Approve an increase to the total NTE amount, from \$80,000 to \$100,000, for a blanket PO with Wayne Harmeier Inc (dba Wayne Electric), to purchase maintenance-related bus parts, for FY 2025-26; and

CITY COUNCIL AGENDA REPORT - MEETING OF FEBRUARY 11, 2026

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7. Amend the Fiscal Year 2025-26 adopted operating budget to increase appropriations by \$311,000 in Account No. 600-90-915-6080.50 (Transit, Transportation, Corporate Shops - Vehicle Maintenance/Expenses Bus Parts).

FISCAL IMPACT:

The total cost to increase the not-to-exceed (NTE) amount for the blanket POs with Aftermarket Parts, Cummins Pacific, Gillig, Munci Transit, Rush Truck Centers, and Wayne Electric is \$311,000. These purchase orders will be funded by amending the Fiscal Year 2025-26 adopted operating budget and increasing appropriations in Account No. 600-90-915-6080.50 (Transit, Transportation, Corporate Shops - Vehicle Maintenance/Expenses Bus Parts).

The recommended action to increase the total NTE amounts for each blanket PO is detailed as follows:

Vendor	PO No.	Approved Amount	Proposed Increase	Expense Account	New Amount
Aftermarket Parts	2026-182	\$250,000	\$150,000	600-90-915-6080.50	\$400,000
Cummins Pacific	2026-183	\$60,000	\$20,000	600-90-915-6080.50	\$80,000
Gillig	2026-351	\$49,000	\$26,000	600-90-915-6080.50	\$75,000
Muncie Transit	2026-105	\$25,000	\$75,000	600-90-915-6080.50	\$100,000
Rush Truck Centers	2026-187	\$80,000	\$20,000	600-90-915-6080.50	\$100,000
Wayne Electric	2026-185	\$80,000	\$20,000	600-90-915-6080.50	\$100,000

BACKGROUND/DISCUSSION:

On June 25, 2025, the City Council authorized blanket purchase orders for Wayne Electric, Cummins Pacific, and Aftermarket Parts (Attachment A). Established in accordance with the Montebello Municipal Code Section 3.20.050, these POs utilize bidding exceptions for direct or subcontracted suppliers of Original Equipment Manufacturer (OEM) parts essential to the Montebello Bus Lines (MBL) fleet. In addition, under the City Manager's purchasing authority, staff completed an informal quote process for engine components and purge valve kits to establish blanket POs with Gillig, Muncie Transit, and Rush Truck Centers (Attachment B). These combined procurement efforts secured a steady supply of maintenance-related parts including, but not limited to:

- **Aftermarket Parts:** headlights, fan control modules, clamps, windshield wipers, coolants, airbags, clutches, stabilizers, and thrust washers

- **Cummins Pacific**: bus parts
- **Gillig**: OEM parts
- **Muncie Transit**: purge valve kit.
- **Rush Truck Centers**: bus engine parts
- **Wayne Electric**: EMP alternators, air conditioning compressors, toggle switches, fan drivers, farebox motors, pumps, and filters

As MBL enters the latter half of the fiscal year, operational demand for parts has surged. A primary driver of this increase is the expanded use of Compressed Natural Gas (CNG) buses. Since many of these buses are reaching the end of their warranty periods, the volume of required repairs and preventative maintenance has grown significantly. In addition, persistent inflationary pressures, driven by rising production costs and ongoing supply chain complexities, continue to drive up pricing.

These compounded factors have led to a rise in back orders and extended lead times, with several orders from the previous fiscal year still pending due to manufacturing and distribution bottlenecks. Consequently, it is necessary to increase the NTE limits for the aforesaid vendors. This adjustment will allow Transit Maintenance to mitigate delays, secure essential inventory, and maintain fleet availability during these shifting market demands.

ENVIRONMENTAL:

N/A

ANALYSIS:

N/A

SUMMARY:

Staff recommend that the City Council approve increasing the total not-to-exceed (NTE) amount from \$250,000 to \$400,000, for a blanket PO with Aftermarket Parts, to purchase maintenance-related bus parts; increasing the total NTE amount from \$60,000 to \$80,000, for a blanket PO with Cummins Pacific, to purchase maintenance-related bus parts; increasing the total NTE amount from \$49,000 to \$75,000, for a blanket PO with Gillig, to purchase maintenance-related bus parts; increasing the total NTE amount from \$25,000 to \$100,000, for a blanket PO with Muncie Transit, to purchase maintenance-related bus parts; increasing the total NTE amount from \$80,000 to \$100,000, for a blanket PO with Rush Truck Centers, to purchase maintenance-related bus parts; increasing the total NTE amount from \$80,000 to \$100,000, for a blanket PO with Wayne Electric, to purchase maintenance-related bus parts; amend the FY 2025-26 adopted budget to increase appropriations by \$311,000 in Account No. 600-90-915-6080.50 (Transit, Transportation, Corporate Shops - Vehicle Maintenance/Expenses Bus Parts); and direct staff to take such additional, related action that may be desirable.

ATTACHMENT(S)

1. Attachment A – City Council Staff Reports
2. Attachment B – Purchasing Policy
3. Attachment C – PO Change Orders



CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: Raul Alvarez, City Manager

BY: John Soria, Director of Transportation

SUBJECT: APPROVE A BLANKET PURCHASE ORDER WITH RUSH TRUCK CENTERS OF CALIFORNIA, INC. FOR MAINTENANCE-RELATED BUS AND VEHICLE FLEET PARTS

DATE: June 25, 2025

RECOMMENDATION (S):

It is recommended that the City Council:

- 1) Approve establishing a blanket purchase order (PO) with Rush Truck Centers of California, Inc. (Rush Truck), for a total not-to-exceed amount of Eighty Thousand Dollars (\$80,000), to purchase maintenance-related bus and vehicle fleet parts for Fiscal Year (FY) 2025-26; and
- 2) Take such additional, related, action that may be desirable.

FISCAL IMPACT

Sufficient funds have been included in the Transportation Department’s Fiscal Year (FY) 2025-26 proposed operating budget, therefore a budget amendment is not required. Tables 1 detail the allocated amounts and corresponding account numbers in the Transit Fund:

Table 1: Rush Truck – Proposed PO Amount for FY 2025-26

Department	Expense Account	Proposed Amount
Transportation	600-90-915-6080.50	\$80,000
TOTAL		\$80,000

BACKGROUND/DISCUSSION

The City of Montebello (City) operates Montebello Bus Lines (MBL), which includes a fleet of sixty-six (66) buses, nine (9) relief vehicles, and four (4) supervisor vehicles, all of which require ongoing maintenance. The most efficient and cost-effective way to purchase replacement bus and vehicle fleet parts is to establish blanket purchase orders with the primary companies that supply these maintenance-related parts.

Staff will utilize the City's piggyback procurement process in accordance with the Montebello Municipal Code (MMC) Section 3.20.125 – Piggybacking purchasing agreements. The piggyback procurement method will be used for the procurement of various maintenance parts including, but not limited to:

- ***Rush Truck***: engine and emission parts, engine cooling components, and transmissions

Municipal Code Section 3.20.125 - Piggybacking purchasing agreements, allows the purchasing officer to enter purchasing agreements with vendors for supplies, equipment, services, and more, based on pricing and terms established by other public entities. OMNIA Partners is a cooperative purchasing organization that leverages the collective buying power of public agencies to secure competitively solicited and publicly awarded contracts, resulting in cost savings and procurement efficiency. Staff recommend that the City Council approve establishing a blanket PO for Rush Truck using pricing negotiated through OMNIA Partners (Attachment A). Once approved, staff will receive vendor-specific codes that will allow MBL to begin purchasing parts through this cooperative purchasing program.

SUMMARY

Staff recommend that the City Council approve establishing a blanket PO with Rush Truck, for a total not-to-exceed amount of \$80,000, to purchase maintenance-related bus and vehicle fleet parts for FY 2025-26; and take such additional, related, action that may be desirable. Sufficient funding has been included in the FY 2025-26 proposed operating budget; therefore, no budget amendment is needed.

ATTACHMENT(S)

A. Attachment A – Omni Partners Contract No. 05-47 – Rush Truck Enterprises



CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: Raul Alvarez, City Manager

BY: John Soria, Director of Transportation

SUBJECT: APPROVE A BLANKET PURCHASE ORDER WITH AFTERMARKET PARTS COMPANY LLC, AMERICAN MOVING PARTS LLC, CUMMINS CAL PACIFIC LLC, INLAND KENWORTH, INC., AND WAYNE HARMEIER, INC., FOR MAINTENANCE-RELATED BUS PARTS, FIRE APARATUS PARTS, AND VEHICLE FLEET PARTS

DATE: June 25, 2025

RECOMMENDATION(S):

It is recommended that the City Council:

- 1) Approve establishing a blanket purchase order (PO) with Aftermarket Parts Company LLC (Aftermarket Parts), for a total not-to-exceed amount of Two Hundred Thousand Dollars (\$250,000), to purchase maintenance-related bus parts for Fiscal Year (FY) 2025-26; and
- 2) Approve establishing a blanket PO with American Moving Parts LLC (American Moving Parts), for a total not-to-exceed amount of One Hundred and Forty Thousand Dollars (\$140,000), to purchase maintenance-related bus and fire apparatus parts for both Montebello Bus Lines (MBL) and the Montebello Fire Department (MFD) for FY 2025-26; and
- 3) Approve establishing a blanket PO with Cummins Cal Pacific LLC (Cummins Pacific), for a total not-to-exceed amount of One Hundred and Twenty Thousand Dollars (\$120,000), to purchase maintenance-related bus and fleet parts for both MBL and the MFD for FY 2025-26; and
- 4) Approve establishing a blanket PO with Inland Kenworth, Inc. (Inland Kenworth), for a total not-to-exceed amount of One Hundred Thousand Dollars (\$100,000), to purchase maintenance-related bus parts for FY 2025-26; and

5) Approve establishing a blanket PO with Wayne Harmeyer, Inc. (dba Wayne Electric Company), for a total not-to-exceed amount of Eighty Thousand Dollars (\$80,000), to purchase maintenance-related bus parts for FY 2025-26; and

6) Take such additional, related, action that may be desirable.

FISCAL IMPACT:

Sufficient funds have been appropriated in the FY 2025-26 proposed operating budget in the Transit Fund and General Fund (Fire Department); therefore, a budget amendment is not needed. Tables 1-5 detail the allocated amounts and corresponding account numbers as follows:

Table 1: Aftermarket Parts – Proposed PO Amount for FY 2025-26

Department	Expense Account	Proposed Amount
Transportation	600-90-915-6080.50	\$250,000
TOTAL		\$250,000

Table 2: American Moving Pars – Proposed PO Amount for FY 2025-26

Department	Expense Account	Proposed Amount
Fire	100-85-860-6080.30	\$100,000
Transportation	600-90-915-6080.50	\$40,000
TOTAL		\$140,000

Table 3: Cummins Pacific – Proposed PO Amount for FY 2025-26

Department	Expense Account	Proposed Amount
Fire	100-85-860-6080.30	\$60,000
Transportation	600-90-915-6080.50	\$60,000
TOTAL		\$120,000

Table 4: Inland Kenworth – Proposed PO Amount for FY 2025-26

Department	Expense Account	Proposed Amount
Transportation	600-90-915-6080.50	\$100,000
TOTAL		\$100,000

Table 5: Wayne Electric Company – Proposed PO Amount for FY 2025-26

Department	Expense Account	Proposed Amount
Transportation	600-90-915-6080.50	\$80,000
TOTAL		\$80,000

BACKGROUND/DISCUSSION:

The City of Montebello (City) operates Montebello Bus Lines (MBL), which includes a fleet of sixty-six (66) buses, nine (9) relief vehicles, and four (4) supervisor vehicles, all of which require ongoing maintenance. The most efficient and cost-effective way to purchase replacement bus, fire apparatus, and vehicle fleet parts is to establish blanket POs with the primary companies that supply these maintenance-related parts.

Staff will utilize the City's sole-source procurement process in accordance with the Montebello Municipal Code (MMC) Section 3.20.050 – Conformance with bidding procedures. This will strengthen the City's financial processes and ensure compliance with applicable competitive and non-competitive contracting requirements. The sole-source procurement method will be used to make purchases including, but not limited to:

- **Aftermarket Parts:** headlights, fan control modules, clamps, windshield wipers, coolants, airbags, clutches, stabilizers, and thrust washers.
- **American Moving Parts:** engines, brake kits, air dryer cartridge kits, cables, filters, transmission drums, wheel linings, and sensor replacement.
- **Cumins Pacific:** spark plug kits, fan supports, ignition coils, engine rods, electronic control modules, engine wiring harness, and water pumps.
- **Inland Kenworth:** valves, relays, hoses, seals, cylinder heads, tubes, engine control modules, engine in-frame kits, coil extensions, and sensors.
- **Wayne Electric Company:** EMP alternators, air conditioning compressors, toggle switches, fan drivers, farebox motors, pumps, and filters.

MMC Section 3.20.050 – Conformance with bidding procedure, outlines exceptions to the formal and open market bidding and procurement procedures detailed in the MMC. The vendors listed have been identified as direct or sub-contracted suppliers of specific maintenance-related, original equipment manufacturer (OEM) parts, compatible with both MBL and the MFD fleets. Staff recommend that the City Council approve establishing a blanket PO specific to the vendors listed in accordance with MMC Section 330.505(B) which allows the procurement of parts and equipment from identified sole-source and/or single source vendors to ensure the continued operation of MBL and the MFD. Once approved, staff will complete a Sole Source Declaration form (Attachment A) as a written record for each vendor.

SUMMARY:

For FY 2025-26, staff recommend that the City Council approve establishing a blanket PO with Aftermarket Parts for a total not-to-exceed amount of \$250,000, to purchase maintenance-related bus parts; approve establishing a blanket PO with American Moving Parts for a total not-to-exceed amount of \$140,000, to purchase maintenance-related bus and fire apparatus parts for both MBL and the MFD; approve establishing a blanket PO

with Cummins Pacific for a total not-to-exceed amount of \$120,000, to purchase maintenance-related bus and fleet parts for MBL and MFD; approve establishing a blanket PO with Inland Kenworth for a total not-to-exceed amount of \$100,000, to purchase maintenance-related bus parts; approve establishing a blanket PO with Wayne Electric Company for a total not-to-exceed amount of \$80,000, to purchase maintenance-related bus parts; and take such additional, related, action that may be desirable. Sufficient funding has been included in the MBL and MFD FY 2025-26 proposed operating budgets for these expenses. Therefore, a budget amendment is not needed as part of the recommended actions.

ATTACHMENT(S):

A. Attachment A – Sole Source Declaration Form

3.20.050 - Conformance with bidding procedures.

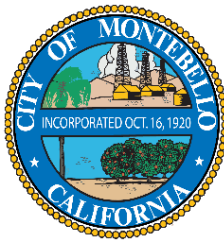
Purchases of supplies and equipment for city use shall be made and accomplished in conformity with Section 3.20.080 or Section 3.20.090 except:

- A. Emergency Procurement: When an emergency, as determined by the purchasing agent with the approval of the city manager in writing, is deemed to require that an order be placed with the nearest available source of supply;
- B. Sole/Single Source Goods and/or Services: When the supplies and equipment needed can be obtained from one source only, such that written declaration of such will be required and noted by standard forms;
- C. Standardization of Goods and/or Services: When goods and/or services are required to maintain consistent operation or function to an existing technology or public safety system or program already in use by the city. Examples of items lending themselves to standardization are computer equipment, computer hardware and software products, public safety equipment such as ammunition, ballistic vests, light bars, mobile radios, camera systems, and fire apparatus. The purchasing officer shall have discretion in determining what goods and/or services fall within this category;
- D. City Council Authorization: When the city council by a four-fifths vote determines to dispense with such bidding and other procedures required by the above-mentioned sections in every individual instance upon a finding by the city council that it would be impractical, useless, or uneconomical in such instance to follow the procedures, and that the welfare of the public would be promoted by dispensing with the same;
- E. Less than Two Thousand Dollars: When the amount of the purchase involved is less than two thousand dollars and cumulative citywide purchases from a single vendor/consultant/firm/etc. have not exceeded this amount during the fiscal year (July 1 - June 30);
- F. Cooperative Purchase - Purchases for goods and/or services that are identical or nearly identical in scope to the goods and/or services listed in any valid, current and competitively bid cooperative governmental purchase program. Pricing shall be the same or better than the pricing contained in the cooperative purchase agreement. For the purposes of this Section, the term "cooperative governmental purchase program" means any combination between the city and any other public agency or public agencies for the joint purchase of goods and/or services.
- G. Piggyback Purchase - If the Purchasing Officer determines it to be in the best interest of the city, the Purchasing Officer is authorized to "piggyback" onto or join into an existing written purchase contract obtained through a competitive bidding process prepared by and awarded by another local, state or federal government agency.
- H. Professional Services: Nothing shall be construed to preclude the city from awarding a written contract for professional type services, as defined by case or statutory law, without complying with the provision of this article. The term "professional services" means services entailing a high degree of specialized technical or mental skill, in a recognized field of expertise. Such services include attorneys, physicians, architects, engineers, appraisers, accountants, collection agency, detective agency, draftsman, mortuary, hospitals, escrow agency, travel agency, insurance broker, employment agency, advertising agency, real estate, chiropractic and optometry.
- I. Solicitation of Bids with No Response: Where competitive bids or proposals have been solicited and no bid or proposal has been received. In such a situation the Purchasing Manager may proceed to have the services performed or the goods procured without further competitive bidding;
- J. Compliance: Compliance with the requirements set forth in the provisions of this chapter shall apply to all contracts awarded after the effective date of this subsection, as may be amended.
- K. Maximum Contract Term: Notwithstanding the exceptions under this section, no commitment or contract with a definitive term may exceed five years.

Any use or application of the bidding procedure exceptions listed herein for the purchase of supplies and equipment for city use shall require the making of a written record of such use or application, including the existence of a valid reason for such use or application. In addition, the exception identified and the reason for applying the exception, along with the written record of such use

or application, shall be included and explained in the agenda report submitted to the city council seeking approval of the exception. This written record shall be kept for at least five years.

(Ord. No. 2412, § 2, 2-27-2019; Ord. No. 2447, § 3, 2-9-2022; Ord. No. 2460, § 2, 1-25-2023; Ord. No. 2481, § 2, 3-26-2025)



CITY OF MONTEBELLO

DEPARTMENT OF FINANCE

CHANGE PURCHASE ORDER COVER LETTER

**Vendor: 9 5 0 CUMMINS PACIFIC LLC
PO BOX 772639, DETROIT, MI 48277-2639**

Purchase Order#: 2026-183

Contract: N/A

Does this contract have an amendment? N/A

item(s) being Purchased/Services: MAINTENANCE-RELATED BUS PARTS

Reason for Purchase: FLEET MAINTENANCE

Purchase Requestor: ROBERT FIERRO

For Admin:

Original PO Amount: \$107,319.70

NEW PO Amount: \$127,319.70

Break Down of Purchase Order: Only line 1 will be increased, no changes will be made to the other lines at this moment.

For Finance:

Account No.	Change \$ From:	Change\$ To Acct No:
600-90-915-6080.50 (TRANSIT)	\$60,000	\$80,000

ENTERED BY: _____

DATE: _____

APPROVED BY DEPARTMENT HEAD: _____

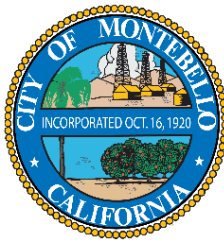
DATE: _____

ASSISTANT CITY MANAGER: _____

DATE: _____

CITY MANAGER: _____

DATE: _____



CITY OF MONTEBELLO

DEPARTMENT OF FINANCE

CHANGE PURCHASE ORDER COVER LETTER

**Vendor: 3 3 7 2 0 GILLIG LLC
PO BOX 743244, LOS ANGELES, CA 90074-3244**

Purchase Order#: 2026-351

Contract: N/A

Does this contract have an amendment? N/A

item(s) being Purchased/Services: MAINTENANCE-RELATED BUS PARTS

Reason for Purchase: FLEET MAINTENANCE

Purchase Requestor: ROBERT FIERRO

For Admin:

Original PO Amount: \$49,000

NEW PO Amount: \$75,000

Break Down of Purchase Order: LINES 1 AND 2 WILL BE INCREASED

For Finance:

Account No.	Change \$ From:	Change\$ To Acct No:
600-90-915-6080.50 (PARTS)	\$44,343.89	\$67,873.30
600-90-915-6080.50 (TAX)	\$4,656.11	\$7,126.70

ENTERED BY: _____

DATE: _____

APPROVED BY DEPARTMENT HEAD: _____

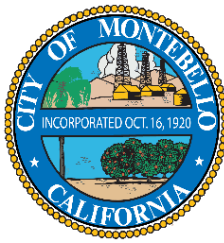
DATE: _____

ASSISTANT CITY MANAGER: _____

DATE: _____

CITY MANAGER: _____

DATE: _____



CITY OF MONTEBELLO

DEPARTMENT OF FINANCE

CHANGE PURCHASE ORDER COVER LETTER

**Vendor: 1385 MUNCIE TRANSIT SUPPLY
PO BOX 856703, MINNEAPOLIS, MN 55485-6703**

Purchase Order#: 2026-105

Contract: N/A

Does this contract have an amendment? N/A

item(s) being Purchased/Services: MAINTENANCE-RELATED BUS PARTS

Reason for Purchase: FLEET MAINTENANCE

Purchase Requestor: ROBERT FIERRO

For Admin:

Original PO Amount: \$25,000

NEW PO Amount: \$100,000

Break Down of Purchase Order: LINES 1 AND 2 WILL BE INCREASED

For Finance:

Account No.	Change \$ From:	Change\$ To Acct No:
600-90-915-6080.50 (PARTS)	\$22,375	\$90,497.74
600-90-915-6080.50 (TAX)	\$2,625	\$9,502.26

ENTERED BY: _____

DATE: _____

APPROVED BY DEPARTMENT HEAD: _____

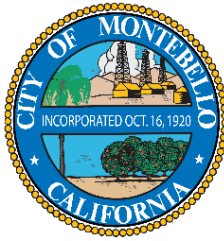
DATE: _____

ASSISTANT CITY MANAGER: _____

DATE: _____

CITY MANAGER: _____

DATE: _____



CITY OF MONTEBELLO

DEPARTMENT OF FINANCE

CHANGE PURCHASE ORDER COVER LETTER

**Vendor: 3095 RUSH TRUCK CENTERS OF CALIFORNIA INC
PO BOX 2208, DECATUR, AL 35601**

Purchase Order#: 2026-187

Contract: N/A

Does this contract have an amendment? N/A

item(s) being Purchased/Services: MAINTENANCE-RELATED BUS PARTS

Reason for Purchase: FLEET MAINTENANCE

Purchase Requestor: ROBERT FIERRO

For Admin:

Original PO Amount: \$80,000

NEW PO Amount: \$100,000

Break Down of Purchase Order: ONLY LINES 1 WILL BE INCREASED

For Finance:

Account No.	Change \$ From:	Change\$ To Acct No:
600-90-915-6080.50	\$80,000	\$100,000

ENTERED BY: _____

DATE: _____

APPROVED BY DEPARTMENT HEAD: _____

DATE: _____

ASSISTANT CITY MANAGER: _____

DATE: _____

CITY MANAGER: _____

DATE: _____



CITY OF MONTEBELLO

DEPARTMENT OF FINANCE

CHANGE PURCHASE ORDER COVER LETTER

**Vendor: 25860 WAYNE HARMEIER DBA: WAYNE ELECTRIC
1575 HARBOR AVE, LONG BEACH CA 90812-2644**

Purchase Order#: 2026-185

Contract: N/A

Does this contract have an amendment? N/A

item(s) being Purchased/Services: MAINTENANCE-RELATED BUS PARTS

Reason for Purchase: FLEET MAINTENANCE

Purchase Requestor: ROBERT FIERRO

For Admin:

Original PO Amount: \$80,000

NEW PO Amount: \$100,000

Break Down of Purchase Order: ONLY LINES 1 WILL BE INCREASED

For Finance:

Account No.	Change \$ From:	Change\$ To Acct No:
600-90-915-6080.50	\$80,000	\$100,000

ENTERED BY: _____

DATE: _____

APPROVED BY DEPARTMENT HEAD: _____

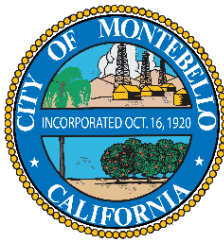
DATE: _____

ASSISTANT CITY MANAGER: _____

DATE: _____

CITY MANAGER: _____

DATE: _____



CITY OF MONTEBELLO

DEPARTMENT OF FINANCE

CHANGE PURCHASE ORDER COVER LETTER

**Vendor: 60710 THE AFTERMARKET PARTS COMPANY LLC
DBA: NFI PARTS
PO BOX 857758, MINNEAPOLIS, MN 55485-7758**

Purchase Order#: 2026-182

Contract: N/A

Does this contract have an amendment? N/A

item(s) being Purchased/Services: MAINTENANCE-RELATED BUS PARTS

Reason for Purchase: FLEET MAINTENANCE

Purchase Requestor: ROBERT FIERRO

For Admin:

Original PO Amount: \$250,000

NEW PO Amount: \$400,000

Break Down of Purchase Order: Only line 1 will be increased, no changes will be made to the other lines at this moment.

For Finance:

Account No.	Change \$ From:	Change\$ To Acct No:
600-90-915-6080.50	\$250,000	\$400,000

ENTERED BY: _____

DATE: _____

APPROVED BY DEPARTMENT HEAD: _____

DATE: _____

ASSISTANT CITY MANAGER: _____

DATE: _____

CITY MANAGER: _____

DATE: _____



ITEM # 9

**CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT**

TO: Honorable Mayor and City Council Members

FROM: Raul Alvarez, City Manager

BY: John Soria, Director

SUBJECT: APPROVE THE PURCHASE OF THREE (3) VEHICLES FROM MONTEBELLO AUTO GROUP LLC (MONTEBELLO CHEVROLET) FOR THE TRANSPORTATION DEPARTMENT

DATE: February 11, 2026

RECOMMENDATIONS:

It is recommended that the City Council:

1. Approve establishing a purchase order (PO) with Montebello Auto Group LLC (Montebello Chevrolet) for a total not-to-exceed amount of \$131,411 to purchase one (1) 2025 Silverado 1500 Regular Cab WT Long Bed, one (1) 2026 Equinox LT, and one (1) 2026 Blazer EV; and
2. Authorize the City Manager to approve change orders up to an additional ten percent (10%) or \$13,142 of the total purchase amount; and
3. Amend the Fiscal Year 2025-26 adopted operating budget by increasing appropriations by \$144,553 in Account No. 600-90-915-6082 (Transit, Administration, Corporate Shop, Vehicle Purchases); and
4. Authorize the disposal of surplus vehicles in accordance with the City's surplus property policy; and
5. Take such additional, related, action that may be desirable.

FISCAL IMPACT:

The total cost for the procurement of three (3) vehicles—one (1) 2025 Silverado 1500, one (1) 2026 Equinox LT, and one (1) 2026 Blazer EV—is \$131,411. Staff request a 10% contingency (\$13,142) to account for potential change orders, bringing the total not-to-exceed amount to \$144,553. These vehicles will be funded by amending the Fiscal Year 2025-26 adopted operating budget and increasing appropriations in Account No. 600-90-915-6082 (Transit, Administration, Corporate Shop, Vehicle Purchases).

BACKGROUND/DISCUSSION:

Primarily utilized by Montebello Bus Lines (MBL), these vehicles are vital to the City's transit and public safety infrastructure. Ensuring fleet compatibility maintains operational continuity and reduces maintenance complexity—factors critical to efficient service delivery and a reliable safety network. Furthermore, the selected vendor is a local business operating within City limits, fulfilling the City's commitment to support local commerce in accordance with the Montebello Municipal Code Section 3.20.130. Partnering with a local vendor fosters community economic growth while ensuring timely service and streamlined communication due to the vendor's proximity.

Staff recommend that the City Council approve this purchase in accordance with Montebello Municipal Code Section 3.20.050(D). This provision authorizes the City Council, by a four-fifths vote, to dispense with competitive bidding requirements when such procedures are deemed impractical, inefficient, or uneconomical. Given the operational necessity of fleet compatibility and the current volatility of national tariff policies—which directly threaten to increase automobile costs and limit supply availability—expediting this procurement ensures the City avoids potential price hikes or delays from lack of inventory.

ENVIRONMENTAL:

N/A

ANALYSIS:

N/A

SUMMARY:

Staff recommend that the City Council approve establishing a purchase order with Montebello Chevrolet, for a total not-to-exceed amount of \$131,411, to purchase one (1) 2025 Silverado 1500 Regular Cab WT Long Bed, one (1) 2026 Equinox LT, and one (1) 2026 Blazer EV; authorize the City Manager to approve change orders up to an additional 10% (\$13,142) of the total purchase amount; amend the FY 2025-26 adopted operating budget by increasing appropriations by \$144,553 in Account No. 600-90-915-6082 (Transit, Administration, Corporate Shop, Vehicle Purchases); authorize the disposal of surplus vehicles in accordance with the City's surplus property policy; and take such additional, related, action that may be desirable.

ATTACHMENT(S)

1. Attachment A – Vehicle Quotes
2. Attachment B – Purchase Order

Deal

Deal #

Deal Date

Deal Type

Financial Inst.

Program

Deal Status **Stored**

Vehicle

New Used Demo Cert.

Stock # 1

Year

Make CHEVROLET TRUC

Model

Style

Odometer

Buyer

Customer #

Last

First

Company

Reg State

County

Sales Price

MSRP	0.00
Discount	-47,750.00
Selling Price	47,750.00
Aftermarkets	0.00
Doc Fee	85.00
VSI Premium	0.00
ESC Premium	0.00
Maintenance	0.00
GAP Premium	0.00
LAH/IUI	0.00
Prior Lease Bal	0.00
License Fee	0.00
Dealer Fees	0.00
Total Fees	44.00
Total Taxes	5,022.67
Total Price	52,901.67
Trade Difference	47,750.00

Down Payment

Cash Down	0.00
Deposit	0.00
Total Rebates	0.00
Total Trade All	0.00
Total Trade Payoff	0.00
Total Net Trade	0.00
Total Def Down	0.00
Total Down Payment	0.00

Payment

Term	1
Sell Rate	0
AOR	
# Days 1st Payment	45
Payments Per Year	12
1st Payment Date	03/06/2026
Prepaid Fin Charge	0.00
APR	
Amount Financed	52,901.67
Finance Charge	0.00
Total of Payments	52,901.67
Total Sales Price	52,901.67

Payment 52,901.67

Deal

Deal #

Deal Date

Deal Type

Financial Inst.

Program

Deal Status **Stored**

Vehicle

New Used Demo Cert.

Stock # 1

Year

Make CHEVROLET TRUC

Model **SILVERADO 1500**

Style

Odometer

Buyer

Customer #

Last

First

Company

Reg State

County

Sales Price

MSRP	0.00
Discount	-42,000.00
Selling Price	42,000.00
Aftermarkets	0.00
Doc Fee	85.00
VSI Premium	0.00
ESC Premium	0.00
Maintenance	0.00
GAP Premium	0.00
LAH/IUI	0.00
Prior Lease Bal	0.00
License Fee	0.00
Dealer Fees	0.00
Total Fees	45.75
Total Taxes	4,418.93
Total Price	46,549.68
Trade Difference	42,000.00

Down Payment

Cash Down	0.00
Deposit	0.00
Total Rebates	0.00
Total Trade All	0.00
Total Trade Payoff	0.00
Total Net Trade	0.00
Total Def Down	0.00
Total Down Payment	0.00

Payment

Term	1
Sell Rate	0
AOR	
# Days 1st Payment	45
Payments Per Year	12
1st Payment Date	03/06/2026
Prepaid Fin Charge	0.00
APR	
Amount Financed	46,549.68
Finance Charge	0.00
Total of Payments	46,549.68
Total Sales Price	46,549.68

Payment 46,549.68

Deal

Deal #

Deal Date

Deal Type

Financial Inst.

Program

Deal Status **Stored**

Vehicle

New Used Demo Cert.

Stock # 1

Year

Make CHEVROLET TRUC

Model

Style

Odometer

Buyer

Customer #

Last

First

Company

Reg State

County

Sales Price

MSRP	0.00
Discount	-28,795.00
Selling Price	28,795.00
Aftermarkets	0.00
Doc Fee	85.00
VSI Premium	0.00
ESC Premium	0.00
Maintenance	0.00
GAP Premium	0.00
LAH/IJI	0.00
Prior Lease Bal	0.00
License Fee	0.00
Dealer Fees	0.00
Total Fees	45.75
Total Taxes	3,032.40
Total Price	31,958.15
Trade Difference	28,795.00

Down Payment

Cash Down	0.00
Deposit	0.00
Total Rebates	0.00
Total Trade All	0.00
Total Trade Payoff	0.00
Total Net Trade	0.00
Total Def Down	0.00
Total Down Payment	0.00

Payment

Term	1
Sell Rate	0
AOR	
# Days 1st Payment	45
Payments Per Year	12
1st Payment Date	03/06/2026
Prepaid Fin Charge	0.00
APR	
Amount Financed	31,958.15
Finance Charge	0.00
Total of Payments	31,958.15
Total Sales Price	31,958.15

Payment 31,958.15



CITY OF MONTEBELLO

FINANCE DEPARTMENT

PURCHASE ORDER COVER LETTER

Vendor: **MONTEBELLO AUTO GROUP LLC DBA: CHEVROLET OF MONTEBELLO**
310 WEST WHITTER BLVD. MONTEBELLO, CA 90640-5324

Vendor No. **45170**
Agreement/Contract No. : **N/A**

Item(s) Being Purchased/Services: **TRANSIT UTILITY VEHICLES**

Reason for Purchase: **MAINTAIN OPERATIONAL CONTINUITY**

Purchase Requestor: **ROBERT FIERRO** Signature: _____

Supplies: **\$144,553** Service: \$ Account Number: 600.90.915.6082

Total Amount of Purchase: **\$144,553** Shipping Cost: **\$0**

Bid/Quote Summary

	Amount	Vendor Name	Quote/Bid Format	Date Received
1 st Bid/Quote:				
2 nd Bid/Quote:				
3 rd Bid/Quote:				

Check here if purchase is sole source; "Sole Source Declaration" form must be attached.

Other Notes: SEE STAFF REPORT

Purchase Order Input By: _____ Date: _____

Purchase Order Approved By: _____ Date: _____

Assistant City Manager [\$15- \$25k]: _____ Date: _____

City Manager [\$25-\$50k] : _____ Date: _____



ITEM # 10

**PAYMENT OF BILLS: ADOPT RESOLUTION NO. 26-08 APPROVING THE CITY
WARRANT REGISTER OF DEMANDS DATED FEBURARY 11, 2026**

RESOLUTION NO. 26-08

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO
APPROVING AND ALLOWING CERTAIN CLAIMS AND DEMANDS**

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO
HEREBY RESOLVES, FINDS, AND DECLARES AS FOLLOWS:**

SECTION 1. That the reference is hereby made to that certain Register of Audited Demand No.1605, consisting of 11 pages, and including:

Warrant No.

General: Check No. 609739 through 609978
ACH No. 10085 through 10230
Successor Check No. 1543

On file in the office of the City Clerk, the same having been audited and approved by the Assistant Director of Finance as required by law.

SECTION 2. That the said City Council having examined each such demand does hereby approve and direct the payment of same, as set forth in said Register, except the following Warrant No.

SECTION 3. That the City Clerk shall certify to the passage and adoption of this Resolution and that the same shall be in full force and effect.

APPROVED AND ADOPTED ON THIS 11th OF FEBRUARY 2026.

Georgina Tamayo, Mayor

ATTEST:

APPROVED AS TO FORM:

Christopher Jimenez, City Clerk

Arnold M. Alvarez-Glasman, City Attorney

RESOLUTION NO. 26-08

Page 2 of 2

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF MONTEBELLO)

I, Christopher Jimenez, City Clerk of the City of Montebello, County of Los Angeles, State of California, hereby certify that the foregoing Resolution No. 26-08 was passed and adopted by the City Council of the City of Montebello, signed by the Mayor and attested by the City Clerk at a regular meeting of said Council held on the 11TH day of February 2026 and that said Resolution was adopted by the following vote, to-wit:

AYES:
NOES:
ABSTAIN:
ABSENT:

The undersigned, City Clerk of the City of Montebello, does hereby attest and certify that the foregoing Resolution is a true, full, and correct copy of a resolution duly adopted at a meeting of said City which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

DATE: _____

Christopher Jimenez, City Clerk

- Exhibit A – Warrant Register



City of Montebello
Register of Demands No. 1605
From Payment Date 01/09/26 - To Payment Date 01/29/26

WARRANT #	DATE	AMOUNT	ACCOUNT DESCRIPTION	VENDOR #	VENDOR NAME
10085	12/31/2025	\$74.00	SUPPLIES	3163	BANK OF AMERICA
10086	01/08/2026	\$1,585.00	RETIREMENT	3730	AT RETIREMENT SERVICES LLC
10087	01/15/2026	\$20,151.66	VEHICLE MAINTENANCE/EXPENSES	3333	A & A FLEET PAINTING INC
10088	01/15/2026	\$384.54	UNIFORM EXPENSE	20350	ALLSTAR FIRE EQUIPMENT INC
10089	01/15/2026	\$810.23	SUPPLIES	2586	AMAZON CAPITAL SERVICES INC
10090	01/15/2026	\$11,457.15	VEHICLE MAINTENANCE/EXPENSES	47980	AMERICAN MOVING PARTS
10091	01/15/2026	\$40.00	CARPOOL INCENTIVE	61470	ERIKA L ANDRADE
10092	01/15/2026	\$163,170.25	CONTRACT SERVICES	3016	ANTARES GOLF LLC
10093	01/15/2026	\$461.89	ADVERTISING/PRINTING SERVICES	35980	SAEED RADMEHR
10094	01/15/2026	\$40.00	CARPOOL INCENTIVE	4827	RIJUL BHASKAR
10095	01/15/2026	\$10,046.22	VEHICLE MAINTENANCE/EXPENSES	1101	BLACK AND WHITE EMERGENCY VEHICLES LLC
10096	01/15/2026	\$921,405.00	CONTRACT SERVICES	2739	CEMAC CORP
10097	01/15/2026	\$35.45	CONTRACT SERVICES	5005	CLARISSA CERDA
10098	01/15/2026	\$724.88	SUPPLIES	10000	CLEAN SWEEP SUPPLY CO INC
10099	01/15/2026	\$571.01	CONTRACT SERVICES	2345	COMMERCE HOSE & INDUSTRIAL PRODUCTS
10100	01/15/2026	\$30,345.60	CONTRACT SERVICES	56540	COMPLETE PAPERLESS SOLUTIONS LLC
10101	01/15/2026	\$757.15	VEHICLE MAINTENANCE/EXPENSES	70920	DECALS BY DESIGN INC
10102	01/15/2026	\$47,937.16	OTHER GROUP INSURANCE PAYABLE	4110	DELTA DENTAL OF CALIFORNIA
10103	01/15/2026	\$40.00	CARPOOL INCENTIVE	3706	ALEX GILLMAN
10104	01/15/2026	\$600.00	CONTRACT SERVICES	2956	GLADWELL GOVERNMENTAL SERVICES INC
10105	01/15/2026	\$409.00	EDUCATION REIMBURSEMENT	3123	NEIRA YESSIE GRANADOS
10106	01/15/2026	\$567.27	VEHICLE MAINTENANCE/EXPENSES	270	HARBOR DIESEL AND EQUIPMENT INC
10107	01/15/2026	\$54,528.70	CDBG - HEART OF COMPASSION	1349	HEART OF COMPASSION
10108	01/15/2026	\$22,380.00	CONTRACT SERVICES	4845	INFRASTRUCTURE ARCHITECTS, INC
10109	01/15/2026	\$11,294.10	VEHICLE MAINTENANCE/EXPENSES	29680	INLAND KENWORTH INC
10110	01/15/2026	\$40.00	CARPOOL INCENTIVE	3707	KEVORK KALAYCI
10111	01/15/2026	\$5,570.55	SUPPLIES	26670	LIFE-ASSIST INC
10112	01/15/2026	\$8,250.00	CONTRACT SERVICES	4931	LINCOLN CONCEPTS
10113	01/15/2026	\$114.75	CONTRACT SERVICES	3276	MARK ROBERT LOPEZ
10114	01/15/2026	\$2,800.00	CONTRACT SERVICES	1585	DR ANGELICA LOZA-GOMEZ MD PC
10115	01/15/2026	\$6,091.80	ADVERTISING/PRINTING SERVICES	4162	MCGREGOR SHOTT, INC.
10116	01/15/2026	\$3,225.02	CONTRACT SERVICES	26880	SEBASTIAN WATERWORKS INC
10117	01/15/2026	\$3,440.89	CONTRACT SERVICES	19250	N/S CORPORATION
10118	01/15/2026	\$89,313.90	CONTRACT SERVICES	35250	NATIONWIDE ENVIRONMENTAL SERVICES
10119	01/15/2026	\$40.00	CARPOOL INCENTIVE	138	BRIANNON PADILLA
10120	01/15/2026	\$38,896.20	CONTRACT SERVICES	42180	PCAM LLC DBA PARKING COMPANY OF AMERICA



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10121	01/15/2026	\$825.64	UNIFORM EXPENSE	56260	PRUDENTIAL OVERALL SUPPLY
10122	01/15/2026	\$15,254.55	CONTRACT SERVICES	4984	RENATO ROJAS OCAMPO DBA THEBUSDOCTOR1 LLC
10123	01/15/2026	\$12,916.67	CONTRACT SERVICES	3191	RL CONTROLS LLC
10124	01/15/2026	\$20.00	CARPPOOL INCENTIVE	2985	KEVIN SAYCOCIE
10125	01/15/2026	\$44.27	SUPPLIES	2686	THE SHERWIN-WILLIAMS CO
10126	01/15/2026	\$1,500.00	EDUCATION REIMBURSEMENT	3610	SARBJEET SINGH
10127	01/15/2026	\$303.32	SUPPLIES	3110	TOMAS ALVARADO
10128	01/15/2026	\$625.00	RETIREMENT	27300	ROBERT C TUFANO
10129	01/15/2026	\$2,167.06	SUPPLIES	45120	ULINE INC
10130	01/15/2026	\$58.50	CONTRACT SERVICES	4943	UNET DANCE STUDIO LLC
10131	01/15/2026	\$683.90	SUPPLIES	19070	WALTERS WHOLESALE ELECTRIC CO
10132	01/15/2026	\$6,211.45	SUPPLIES	3088	WAXIE SANITARY SUPPLY
10133	01/15/2026	\$509.36	VEHICLE MAINTENANCE/EXPENSES	1657	OSCAR ZAVALAS
10134	01/15/2026	\$0.00	CONTRACT SERVICES	5160	J & A ENGINEERING CORPORATION
10135	09/30/2025	\$495.97	SUPPLIES	3163	BANK OF AMERICA
10136	09/30/2025	\$204.45	SUPPLIES	3163	BANK OF AMERICA
10137	09/30/2025	\$180.44	SUPPLIES	3163	BANK OF AMERICA
10138	10/31/2025	\$1,011.43	SUPPLIES	3163	BANK OF AMERICA
10139	12/31/2025	\$329.33	SUPPLIES	3163	BANK OF AMERICA
10140	10/31/2025	\$92.77	SUPPLIES	3163	BANK OF AMERICA
10141	11/30/2025	\$102.66	SUPPLIES	3163	BANK OF AMERICA
10142	11/30/2025	\$69.48	SUPPLIES	3163	BANK OF AMERICA
10143	11/30/2025	\$2,199.12	SUPPLIES	3163	BANK OF AMERICA
10144	11/30/2025	\$2,704.72	SUPPLIES	3163	BANK OF AMERICA
10145	12/31/2025	\$103.93	SUPPLIES	3163	BANK OF AMERICA
10146	09/30/2025	\$1,395.47	TRAINING	3163	BANK OF AMERICA
10147	11/30/2025	\$3,321.74	SUPPLIES	3163	BANK OF AMERICA
10148	12/31/2025	\$119.40	SUPPLIES	3163	BANK OF AMERICA
10149	12/31/2025	\$135.29	TRAINING	3163	BANK OF AMERICA
10150	12/31/2025	\$434.15	SUPPLIES	3163	BANK OF AMERICA
10151	12/31/2025	(\$209.00)	SUPPLIES	3163	BANK OF AMERICA
10152	12/31/2025	\$539.23	TRAINING	3163	BANK OF AMERICA
10153	07/29/2025	\$776,942.00	RETIREMENT	17	CAL PERS
10154	01/22/2026	\$6,985.00	CDBG - ADMINISTRATION	38010	ADVANCED AVANT-GARDE CORPORATION
10155	01/22/2026	\$1,619.62	MACHINERY & EQUIPMENTS	2586	AMAZON CAPITAL SERVICES INC
10156	01/22/2026	\$705.99	VEHICLE MAINTENANCE/EXPENSES	47980	AMERICAN MOVING PARTS
10157	01/22/2026	\$360.00	CONTRACT SERVICES	2365	LETICIA TORRES
10158	01/22/2026	\$50.83	ADVERTISING/PRINTING SERVICES	35980	SAEED RADMEHR



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10159	01/22/2026	\$3,036.92	UTILITY SERVICES	19120	CENTRAL BASIN MUNICIPAL WATER DISTRICT
10160	01/22/2026	\$687.20	SUPPLIES	10000	CLEAN SWEEP SUPPLY CO INC
10161	01/22/2026	\$470.79	CONTRACT SERVICES	2889	COMLOCK SECURITY GROUP INC
10162	01/22/2026	\$54.82	CONTRACT SERVICES	2345	COMMERCE HOSE & INDUSTRIAL PRODUCTS
10163	01/22/2026	\$1,326.32	VEHICLE MAINTENANCE/EXPENSES	70920	DECALS BY DESIGN INC
10164	01/22/2026	\$41,329.41	CONTRACT SERVICES	75950	FIESTA TAXI COOPERATIVE INC
10165	01/22/2026	\$2,009.11	VEHICLE MAINTENANCE/EXPENSES	1259	GRAFFITI SHIELD INC
10166	01/22/2026	\$2,545.26	VEHICLE MAINTENANCE/EXPENSES	270	HARBOR DIESEL AND EQUIPMENT INC
10167	01/22/2026	\$3,347.81	COPIER REPAIR/SERVICES	2793	IBE DIGITAL
10168	01/22/2026	\$2,154.07	VEHICLE MAINTENANCE/EXPENSES	29680	INLAND KENWORTH INC
10169	01/22/2026	\$1,125.00	CONTRACT SERVICES	13680	PEERY & ASSOCIATES INC
10170	01/22/2026	\$787.81	SUPPLIES	2686	THE SHERWIN-WILLIAMS CO
10171	01/22/2026	\$5,373.14	SUPPLIES	31270	STARBOARD TACK SUPPLY INC
10172	01/22/2026	\$381.17	SUPPLIES	9470	W W GRAINGER INC DBA: GRAINGER
10173	01/22/2026	\$1,205.00	CONTRACT SERVICES	2865	WEBSTERS BEE REMOVAL SERVICES
10174	01/22/2026	\$1,978.90	VEHICLE MAINTENANCE/EXPENSES	51730	WESTRUX INTERNATIONAL INC
10175	01/22/2026	\$276.45	CONTRACT SERVICES	3140	WEX HEALTH INC
10176	01/22/2026	\$337.36	VEHICLE MAINTENANCE/EXPENSES	1657	OSCAR ZAVALAS
10177	10/31/2025	\$1,186.93	SUPPLIES	3163	BANK OF AMERICA
10178	08/31/2025	\$103.77	SUPPLIES	3163	BANK OF AMERICA
10179	11/30/2025	\$745.00	TRAINING	3163	BANK OF AMERICA
10180	09/30/2025	\$2,434.89	SUPPLIES	3163	BANK OF AMERICA
10181	01/20/2026	\$70,938.60	PENSION/RETIREMENT PAYABLE	17	CAL PERS
10182	01/28/2026	\$2,157,755.00	PROPERTY PURCHASE	5273	COMMERCE ESCROW, A DIVISION OF COLUMBIA BANK
10183	01/29/2026	\$29,600.00	CONTRACT SERVICES	3333	A & A FLEET PAINTING INC
10184	01/29/2026	\$7,461.65	SUPPLIES	41790	ADLERHORST INTERNATIONAL LLC
10185	01/29/2026	\$2,539.31	MACHINERY & EQUIPMENTS	2586	AMAZON CAPITAL SERVICES INC
10186	01/29/2026	\$3,513.08	VEHICLE MAINTENANCE/EXPENSES	47980	AMERICAN MOVING PARTS
10187	01/29/2026	\$40.00	CARPPOOL INCENTIVE	289	ANDREA ANDRADE
10188	01/29/2026	\$40.00	CARPPOOL INCENTIVE	61470	ERIKA L ANDRADE
10189	01/29/2026	\$37,802.13	CONTRACT SERVICES	3016	ANTARES GOLF LLC
10190	01/29/2026	\$225.42	ADVERTISING/PRINTING SERVICES	35980	SAEED RADMEHR
10191	01/29/2026	\$200.00	VEHICLE MAINTENANCE/EXPENSES	1101	BLACK AND WHITE EMERGENCY VEHICLES LLC
10192	01/29/2026	\$14,115.03	VEHICLE MAINTENANCE/EXPENSES	45170	MONTEBELLO AUTO GROUP LLC
10193	01/29/2026	\$1,450.06	SUPPLIES	10000	CLEAN SWEEP SUPPLY CO INC
10194	01/29/2026	\$6,474.81	CONTRACT SERVICES	2624	CRAFICO INC
10195	01/29/2026	\$40.00	CARPPOOL INCENTIVE	4159	ROBERT FIERRO
10196	01/29/2026	\$17,820.33	CONTRACT SERVICES	371	FLO-SERVICES INC



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10197	01/29/2026	\$40.00	CARPOOL INCENTIVE	3123	NEIRA YESSIE GRANADOS
10198	01/29/2026	\$40.00	CARPOOL INCENTIVE	3681	LIZETTE GUERRERO
10199	01/29/2026	\$768.90	VEHICLE MAINTENANCE/EXPENSES	270	HARBOR DIESEL AND EQUIPMENT INC
10200	01/29/2026	\$40.00	CARPOOL INCENTIVE	4280	NADINE HERNANDEZ
10201	01/29/2026	\$3,420.09	VEHICLE MAINTENANCE/EXPENSES	29680	INLAND KENWORTH INC
10202	01/29/2026	\$40.00	CARPOOL INCENTIVE	3707	KEVORK KALAYCI
10203	01/29/2026	\$75,475.00	IMPROVEMENTS OTHER THAN BUILDING - PAVING THE WAY	4830	LADAYU CONSULTING GROUP
10204	01/29/2026	\$40.00	CARPOOL INCENTIVE	4439	DANESSA DANETTE LLANES
10205	01/29/2026	\$40.00	CARPOOL INCENTIVE	4789	CESAR LOPEZ
10206	01/29/2026	\$88,713.74	CONTRACT SERVICES	5133	LOS ANGELES CENTERS FOR ALCOHOL AND DRUG ABUSE
10207	01/29/2026	\$14,500.00	CONTRACT SERVICES	19040	MUNICIPAL CONTRACT ADMINISTRATORS INC
10208	01/29/2026	\$3,036.12	CONTRACT SERVICES	53120	NATIONAL CONSTRUCTION RENTALS
10209	01/29/2026	\$50,103.24	CONTRACT SERVICES	35250	NATIONWIDE ENVIRONMENTAL SERVICES
10210	01/29/2026	\$80.00	CARPOOL INCENTIVE	2203	SAMANTHA NEVAREZ
10211	01/29/2026	\$40.00	CARPOOL INCENTIVE	138	BRIANNON PADILLA
10212	01/29/2026	\$20.00	CARPOOL INCENTIVE	3198	SUSAN PEEBLES
10213	01/29/2026	\$40.00	CARPOOL INCENTIVE	4327	ROSEMARY PERICH
10214	01/29/2026	\$2,272.18	UNIFORM EXPENSE	56260	PRUDENTIAL OVERALL SUPPLY
10215	01/29/2026	\$40.00	CARPOOL INCENTIVE	4429	ELISEO RAMOS
10216	01/29/2026	\$40.00	CARPOOL INCENTIVE	3712	MATTHEW ROBERT RAMOS
10217	01/29/2026	\$13,359.52	CONTRACT SERVICES	4984	RENATO ROJAS OCAMPO DBA THEBUSDOCTOR1 LLC
10218	01/29/2026	\$12,916.67	CONTRACT SERVICES	3191	RL CONTROLS LLC
10219	01/29/2026	\$40.00	CARPOOL INCENTIVE	69960	NICOLE I SAUCEDO
10220	01/29/2026	\$2,202.56	SUPPLIES	2686	THE SHERWIN-WILLIAMS CO
10221	01/29/2026	\$40.00	CARPOOL INCENTIVE	3001	MICHAEL SOLORZA
10222	01/29/2026	\$1,669.49	SUPPLIES	31270	STARBOARD TACK SUPPLY INC
10223	01/29/2026	\$40.00	CARPOOL INCENTIVE	3053	MICHAEL TELLES
10224	01/29/2026	\$49,832.48	IMPROVEMENTS OTHER THAN BUILDING - PAVING THE WAY	5014	TORO ENTERPRISES INC.
10225	01/29/2026	\$20,833.33	MISCELLANEOUS EXPENSE	4761	TREND SPORTS II LLC
10226	01/29/2026	\$256.64	SUPPLIES	45120	ULINE INC
10227	01/29/2026	\$1,590.89	SUPPLIES	9470	W W GRAINGER INC DBA: GRAINGER
10228	01/29/2026	\$649.08	SUPPLIES	19070	WALTERS WHOLESALE ELECTRIC CO
10229	01/29/2026	\$130.92	SUPPLIES	3088	WAXIE SANITARY SUPPLY
10230	01/29/2026	\$250.00	CONTRACT SERVICES	2865	WEBSTERS BEE REMOVAL SERVICES
ACH TOTAL		\$5,064,126.51			



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609739	01/15/2026	\$89,806.69	CONTRACT SERVICES	4686	A.O. REED & CO LLC
609740	01/15/2026	\$40.00	CARPPOOL INCENTIVE	5132	NICOLE AGUIRRE
609741	01/15/2026	\$157.84	UTILITY SERVICES	39550	AT&T
609742	01/15/2026	\$4.46	UTILITY SERVICES	39550	AT&T
609743	01/15/2026	\$55.00	UTILITY SERVICES	1732	AT&T CORP
609744	01/15/2026	\$418.41	VEHICLE MAINTENANCE/EXPENSES	74990	AUTOZONE INC
609745	01/15/2026	\$1,025.00	DUES & SUBSCRIPTIONS	1602	CALIFORNIA ASSOCIATION FOR COORDINATED TRANSPORTATION INCORPORAT
609746	01/15/2026	\$1,500.00	CONTRACT SERVICES	5108	CALIFORNIA ASBESTOS CONSULTANTS
609747	01/15/2026	\$202,139.38	INSURANCE	28120	STATE OF CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS
609748	01/15/2026	\$7,742.14	UTILITY SERVICES	47580	CALIFORNIA WATER SERVICE COMPANY
609749	01/15/2026	\$309.00	CONTRACT SERVICES	40850	MARIA E CASAS
609750	01/15/2026	\$85,617.07	CONTRACT SERVICES	4833	CENTER FOR TRANSPORTATION AND THE ENVIRONMENT INC
609751	01/15/2026	\$176.25	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
609752	01/15/2026	\$1,100.66	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
609753	01/15/2026	\$7,133.64	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
609754	01/15/2026	\$8.32	SAFETY PROGRAM	1294	CINTAS CORPORATION NO 2
609755	01/15/2026	\$899.46	CONTRACT SERVICES	36870	CINTAS CORPORATION NO 3
609756	01/15/2026	\$124.11	CONTRACT SERVICES	36870	CINTAS CORPORATION NO 3
609757	01/15/2026	\$2,127.00	RETIREMENT	3128	CITY OF BELL GARDENS
609758	01/15/2026	\$27.64	UTILITY SERVICES	36610	CITY OF PICO RIVERA
609759	01/15/2026	\$14,605.10	CONTRACT SERVICES	4468	COLLICUTT ENERGY SERVICES INC
609760	01/15/2026	\$40.00	CARPPOOL INCENTIVE	5304	MARTHA CORTEZ
609761	01/15/2026	\$688.00	CONTRACT SERVICES	4174	COSTAR REALTY INFORMATION INC
609762	01/15/2026	\$19,335.11	VEHICLE MAINTENANCE/EXPENSES	950	CUMMINS INC
609763	01/15/2026	\$7,246.53	VEHICLE MAINTENANCE/EXPENSES	4419	DARTCO TRANSMISSION SALES & SERVICES INC
609764	01/15/2026	\$130.05	UTILITY SERVICES	4829	DISH NETWORK LLC
609765	01/15/2026	\$3,487.75	CONTRACT SERVICES	3207	DUST COLLECTOR SERVICES INC
609766	01/15/2026	\$120,363.29	IMPROVEMENTS OTHER THAN BUILDING	5206	ELECNOR BELCO ELECTRIC, INC.
609767	01/15/2026	\$480.00	VEHICLE MAINTENANCE/EXPENSES	3823	EUROFINS TESTOIL, INC.
609768	01/15/2026	\$80.62	MACHINERY & EQUIPMENTS	22400	FEDERAL EXPRESS CORPORATION
609769	01/15/2026	\$6,751.82	VEHICLE MAINTENANCE/EXPENSES	38020	FLEET PRIDE INC
609770	01/15/2026	\$86,000.00	MACHINERY & EQUIPMENTS	5139	FLOCK GROUP, INC.
609771	01/15/2026	\$7,621.82	VEHICLE MAINTENANCE/EXPENSES	29160	FORD OF MONTEBELLO
609772	01/15/2026	\$206.62	UNIFORM EXPENSE	55650	GALLS LLC
609773	01/15/2026	\$27,491.00	DUES & SUBSCRIPTIONS	30550	GATEWAY CITIES COUNCIL OF GOVERNMENTS
609774	01/15/2026	\$7,777.69	VEHICLE MAINTENANCE/EXPENSES	506	SPX CORPORATION
609775	01/15/2026	\$7,881.54	VEHICLE MAINTENANCE/EXPENSES	33720	GILLIG LLC
609776	01/15/2026	\$3,600.00	CONTRACT SERVICES	3558	GLICKSMAN CONSULTING LLC



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609777	01/15/2026	\$7.04	CONTRACT SERVICES	4637	GLOBAL INTERPRETING NETWORK INC
609778	01/15/2026	\$7.53	ADVERTISING/PRINTING SERVICES	3167	GENERAL LOGISTICS SYSTEMS US INC
609779	01/15/2026	\$114.65	SUPPLIES	455	GOLDEN STATE FASTENERS & SUPPLY INC
609780	01/15/2026	\$8,138.49	VEHICLE MAINTENANCE/EXPENSES	33460	GOODYEAR TIRE & RUBBER COMPANY
609781	01/15/2026	\$28.50	CONTRACT SERVICES	4933	HIRSCH PIPE & SUPPLY CO INC
609782	01/15/2026	\$2,851.51	VEHICLE MAINTENANCE/EXPENSES	30190	IB AUTO PARTS INC
609783	01/15/2026	\$2,331.20	VEHICLE MAINTENANCE/EXPENSES	27480	R & M HANSEN ENT INC
609784	01/15/2026	\$224.75	EDUCATION REIMBURSEMENT	18760	FEDERICO JIMENEZ
609785	01/15/2026	\$5,825.40	CONTRACT SERVICES	4485	KIMLEY-HORN AND ASSOCIATES INC
609786	01/15/2026	\$56,680.14	CONTRACT SERVICES	1886	LINCOLN TRAINING CENTER AND REHABILITATION WORKSHOP
609787	01/15/2026	\$5,511.00	CONTRACT SERVICES	4355	LM INVESTIGATIONS LLC
609788	01/15/2026	\$35,332.51	AFLAC OTHER	4336	METROPOLITAN LIFE INSURANCE COMPANY
609789	01/15/2026	\$375.80	TRAINING	5231	STEVEN MINNIG
609790	01/15/2026	\$4,443.43	VEHICLE MAINTENANCE/EXPENSES	7110	MOHAWK MFG & SUPPLY CO
609791	01/15/2026	\$1,244.76	TRAVEL & MEETINGS	790	CITY OF MONTEBELLO PETTY CASH
609792	01/15/2026	\$3,170.46	VEHICLE MAINTENANCE/EXPENSES	2480	SOCAL AUTO & TRUCK PARTS INC
609793	01/15/2026	\$177.00	SUPPLIES	1474	NATIONAL TRENCH SAFETY INC
609794	01/15/2026	\$5,788.13	VEHICLE MAINTENANCE/EXPENSES	1625	NATIONWIDE TRANSIT SALES INC
609795	01/15/2026	\$1,685.00	CONTRACT SERVICES	26370	NAVARROS TOWING SERVICE
609796	01/15/2026	\$460.75	CONTRACT SERVICES	41180	MANUEL NUNEZ
609797	01/15/2026	\$92.18	VEHICLE MAINTENANCE/EXPENSES	70510	CSK AUTO INC
609798	01/15/2026	\$1,407.60	CONTRACT SERVICES	1597	PACIFIC COAST ELEVATOR CORP DBA: AMTECH ELEVATOR SERVICES
609799	01/15/2026	\$551.66	RETIREMENT	42490	LINDA PAYAN
609800	01/15/2026	\$5,000.00	CONTRACT SERVICES	4297	PRO LINE GYM FLOORS
609801	01/15/2026	\$4,357.50	CONTRACT SERVICES	5091	PUBLICMOTION, LLC
609802	01/15/2026	\$250.00	TRAVEL & MEETINGS	4908	ADAN RAMIREZ
609803	01/15/2026	\$300.00	TRAINING	51460	RIO HONDO COMMUNITY COLLEGE
609804	01/15/2026	\$875.65	VEHICLE MAINTENANCE/EXPENSES	3095	RUSH TRUCK CENTERS OF CALIFORNIA INC
609805	01/15/2026	\$1,711.00	CONTRACT SERVICES	5186	SECURE-A-DOOR
609806	01/15/2026	\$5,299.60	VEHICLE MAINTENANCE/EXPENSES	54300	SHAK ENTERPRISES INC
609807	01/15/2026	\$5,245.31	UTILITY SERVICES	51430	SOUTH MONTEBELLO IRRIGATION DISTRICT
609808	01/15/2026	\$7,394.68	UTILITY SERVICES	45630	SOUTHERN CALIFORNIA EDISON
609809	01/15/2026	\$61,364.40	FUEL INVENTORY	40520	SOUTHERN CALIFORNIA GAS CO
609810	01/15/2026	\$13,445.43	VEHICLE MAINTENANCE/EXPENSES	168	SOUTHERN COACH MFG CO INC
609811	01/15/2026	\$997.07	CONTRACT SERVICES	3762	SUPERIOR PROTECTION SERVICES CA INC
609812	01/15/2026	\$3,401.00	CONTRACT SERVICES	9270	TANK SPECIALIST OF CALIFORNIA
609813	01/15/2026	\$23,294.00	VEHICLE MAINTENANCE/EXPENSES	60710	THE AFTERMARKET PARTS COMPANY LLC
609814	01/15/2026	\$1,605.00	CONTRACT SERVICES	17870	THE BANK OF NEW YORK MELLON



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609815	01/15/2026	\$2,080.00	CONTRACT SERVICES	3206	THE COUNSELING TEAM INTERNATIONAL
609816	01/15/2026	\$48,652.73	FUEL INVENTORY	4844	THE JANKOVICH COMPANY LLC
609817	01/15/2026	\$4,480.00	SUPPLIES	5302	THE LOS ANGELES KINGS HOCKEY CLUB, L.P.
609818	01/15/2026	\$40.00	CARPPOOL INCENTIVE	4781	TAM TIEU
609819	01/15/2026	\$5,000.00	CONTRACT SERVICES	2785	TOWNSEND PUBLIC AFFAIRS INC
609820	01/15/2026	\$808.00	EDUCATION REIMBURSEMENT	5284	VICTOR TRAN
609821	01/15/2026	\$2,069.88	CONTRACT SERVICES	3042	UNITED RENTALS (NORTH AMERICA) INC
609822	01/15/2026	\$88,217.78	CONTRACT SERVICES	3406	UNIVERSAL PROTECTION SERVICES LP DBA ALLIED UNIVERSAL
609823	01/15/2026	\$11,841.77	COPIER REPAIR/SERVICES	2747	US BANK EQUIPMENT FINANCE
609824	01/15/2026	\$2,384.60	UTILITY SERVICES	72570	US TELEPACIFIC CORP
609825	01/15/2026	\$1,858.32	VEHICLE MAINTENANCE/EXPENSES	3450	VALLEY POWER SYSTEMS INC
609826	01/15/2026	\$6,027.79	VEHICLE MAINTENANCE/EXPENSES	25860	WAYNE HARMEIER INC
609827	01/15/2026	\$720.00	MACHINERY & EQUIPMENTS	4372	WESTERN A/V
609828	01/15/2026	\$3,320.48	SUPPLIES	67320	WINZER
609829	01/15/2026	\$40.00	CARPPOOL INCENTIVE	5038	JESSIE WOO
609830	01/15/2026	\$3,464.01	CONTRACT SERVICES	3006	ASBURY ENVIRONMENTAL SERVICES
609831	01/15/2026	\$94,002.50	CONTRACT SERVICES	5160	J & A ENGINEERING CORPORATION
609832	01/22/2026	\$1,072.25	CONTRACT SERVICES	1674	1st JON INC
609833	01/22/2026	\$4,379.82	PREVENTIVE MAINTENANCE	64600	A TO Z FIRE PROTECTION COMPANY
609834	01/22/2026	\$7,192.00	DUES & SUBSCRIPTIONS	48790	AREA E CIVIL DEFENSE & DISASTER BOARD
609835	01/22/2026	\$2,306.94	UTILITY SERVICES	39550	AT&T
609836	01/22/2026	\$10,573.60	UTILITY SERVICES	39550	AT&T
609837	01/22/2026	\$42.74	UTILITY SERVICES	39550	AT&T
609838	01/22/2026	\$2,267.68	UTILITY SERVICES	38380	AT&T
609839	01/22/2026	\$4,051.74	UTILITY SERVICES	1732	AT&T CORP
609840	01/22/2026	\$545.00	VEHICLE MAINTENANCE/EXPENSES	278	ATLAS RADIATOR INC
609841	01/22/2026	\$950.00	CONTRACT SERVICES	5268	AUTOLIFT SERVICES, INC.
609842	01/22/2026	\$32.00	CONTRACT SERVICES	58240	STATE OF CALIFORNIA-DEPARTMENT OF JUSTICE
609843	01/22/2026	\$404.61	UTILITY SERVICES	47580	CALIFORNIA WATER SERVICE COMPANY
609844	01/22/2026	\$599.64	CONTRACT SERVICES	36870	CINTAS CORPORATION NO 3
609845	01/22/2026	\$82.74	CONTRACT SERVICES	36870	CINTAS CORPORATION NO 3
609846	01/22/2026	\$14,456.46	CONTRACT SERVICES	52710	CLEAN ENERGY FUELS
609847	01/22/2026	\$5,812.50	CONTRACT SERVICES	4026	CODE CONSULTING GROUP, LLC
609848	01/22/2026	\$70.00	POLICE RELATED FEES	5313	YESENIA DEL CARMEN
609849	01/22/2026	\$205.23	CONTRACT SERVICES	1894	ECONOMY RENTAL INC
609850	01/22/2026	\$70.00	POLICE RELATED FEES	5311	EUGENE LITTLE FAHREN
609851	01/22/2026	\$370.00	POLICE RELATED FEES	5308	GARY MICHAEL FIMBRES
609852	01/22/2026	\$1,535.40	CONTRACT SERVICES	5256	FLOWATER, INC.



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609853	01/22/2026	\$427.08	CONTRACT SERVICES	5256	FLOWATER, INC.
609854	01/22/2026	\$62,856.00	VEHICLE PURCHASES	29160	FORD OF MONTEBELLO
609855	01/22/2026	\$55.00	POLICE RELATED FEES	5306	ANGELICA M. GARCIA
609856	01/22/2026	\$85.00	VEHICLE MAINTENANCE/EXPENSES	28730	GARFIELD CAR WASH
609857	01/22/2026	\$1,789.00	CONTRACT SERVICES	5198	ION SECURITY & FIRE SYSTEMS INC.
609858	01/22/2026	\$450.00	CONTRACT SERVICES	2769	KATALINA BELTRAN
609859	01/22/2026	\$23,478.00	DUES & SUBSCRIPTIONS	26960	LEAGUE OF CALIFORNIA CITIES
609860	01/22/2026	\$5,471.84	SUPPLIES	2072	MICROMED DIAMOND SEAL SYSTEMS LLC
609861	01/22/2026	\$5,472.34	VEHICLE MAINTENANCE/EXPENSES	2480	SOCAL AUTO & TRUCK PARTS INC
609862	01/22/2026	\$375.00	CONTRACT SERVICES	26370	NAVARROS TOWING SERVICE
609863	01/22/2026	\$1,220.00	BUILDING IMPROVEMENTS	3047	PHILLIPS DRAPERIES AND CURTAINS INC
609864	01/22/2026	\$140.00	POLICE RELATED FEES	5309	HUMBERTO C. REYES
609865	01/22/2026	\$703.60	TRAVEL & MEETINGS	4909	CESAR ROLDAN
609866	01/22/2026	\$40.00	TRAVEL & MEETINGS	34990	SAN GABRIEL VALLEY CITY MANAGERS ASSOC
609867	01/22/2026	\$6,817.84	UTILITY SERVICES	14730	SAN GABRIEL VALLEY WATER CO
609868	01/22/2026	\$1,578.60	CONTRACT SERVICES	673	SERVIAM BY WRIGHT LLP
609869	01/22/2026	\$33,662.20	UTILITY SERVICES	45630	SOUTHERN CALIFORNIA EDISON
609870	01/22/2026	\$568.89	UTILITY SERVICES	40520	SOUTHERN CALIFORNIA GAS CO
609871	01/22/2026	\$841.50	DUES & SUBSCRIPTIONS	4160	SOUTHERN CALIFORNIA MUNICIPAL ATHLETIC FED
609872	01/22/2026	\$70.00	POLICE RELATED FEES	5310	GRISHA STEPANIAN
609873	01/22/2026	\$7,263.00	MACHINERY & EQUIPMENTS	3085	STREAMLINE AUTOMATION SYSTEMS LLC
609874	01/22/2026	\$5,674.00	CONTRACT SERVICES	170	SUPERIOR PAVEMENT MARKINGS INC
609875	01/22/2026	\$140.00	POLICE RELATED FEES	5312	MARIA TABARES
609876	01/22/2026	\$44,776.27	VEHICLE MAINTENANCE/EXPENSES	60710	THE AFTERMARKET PARTS COMPANY LLC
609877	01/22/2026	\$62,382.63	CONTRACT SERVICES	1639	TRANSTECH ENGINEERS INC
609878	01/22/2026	\$17,385.00	CONTRACT SERVICES	781	UNITED STORM WATER INC
609879	01/22/2026	\$250,833.87	VEHICLE PURCHASES	5002	US FLEET SOURCE DBA FLEET VEHICLE SOURCE, INC.
609880	01/22/2026	\$3,692.74	UTILITY SERVICES	72570	US TELEPACIFIC CORP
609881	01/22/2026	\$1,049.93	VEHICLE MAINTENANCE/EXPENSES	3450	VALLEY POWER SYSTEMS INC
609882	01/22/2026	\$70.00	POLICE RELATED FEES	5307	JOHN MIKE VIDINOFF
609883	01/22/2026	\$646.43	VEHICLE MAINTENANCE/EXPENSES	25860	WAYNE HARMEIER INC
609884	01/22/2026	\$5,412.50	CONTRACT SERVICES	40860	WEST COAST ARBORISTS INC
609885	01/22/2026	\$7,815.50	CONTRACT SERVICES	3731	YUNEX LLC
609886	01/22/2026	\$215.00	TRAINING	49660	RUBEN ZABALA
609887	01/22/2026	\$10,534.30	CONTRACT SERVICES	2905	ZUTRA WATER
609888	01/29/2026	\$7,556.00	UNIFORM EXPENSE	4217	1819 SUPPLY
609889	01/29/2026	\$2,400.00	CONTRACT SERVICES	5301	3SI SECURITY SYSTEMS, INC.
609890	01/29/2026	\$5,112.00	CONTRACT SERVICES	4686	A.O. REED & CO LLC



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609891	01/29/2026	\$30,065.70	CONTRACT SERVICES	4776	ADMINSURE INC
609892	01/29/2026	\$450.00	EDUCATION REIMBURSEMENT	5319	ROBERT AGUIRRE
609893	01/29/2026	\$4,880.00	DUES & SUBSCRIPTIONS	3189	AIRDATA UAV INC
609894	01/29/2026	\$40.00	CARPPOOL INCENTIVE	5277	JAIME ALMEIDA-SOTOMAYOR
609895	01/29/2026	\$275.71	UTILITY SERVICES	39550	AT&T
609896	01/29/2026	\$61.66	UTILITY SERVICES	39550	AT&T
609897	01/29/2026	\$857.33	CONTRACT SERVICES	16710	ATKINSON ANDELSON LOYA RUUD & ROMO
609898	01/29/2026	\$6,802.73	BUILDING IMPROVEMENTS	3033	OFFICE SOLUTIONS BUSINESS PRODUCTS & SERVICES LLC
609899	01/29/2026	\$107,432.50	CONTRACT SERVICES	4831	BOWMAN CONSULTING GROUP LTD
609900	01/29/2026	\$219.00	TRAINING	1285	LIFELINE TRAINING
609901	01/29/2026	\$650.00	PUBLIC SAFETY	58240	STATE OF CALIFORNIA-DEPARTMENT OF JUSTICE
609902	01/29/2026	\$2,604.00	PERMITS AND FEES	2307	CALIF DEPT OF TAX AND FEE ADMINISTRATION
609903	01/29/2026	\$2.00	PERMITS AND FEES	2307	CALIF DEPT OF TAX AND FEE ADMINISTRATION
609904	01/29/2026	\$13,980.00	SALES TAX LIABILITY	2307	CALIF DEPT OF TAX AND FEE ADMINISTRATION
609905	01/29/2026	\$548.71	UTILITY SERVICES	47580	CALIFORNIA WATER SERVICE COMPANY
609906	01/29/2026	\$38,953.50	BUILDING IMPROVEMENTS	1303	CERTIFIED ROOFING APPLICATORS INC
609907	01/29/2026	\$128.47	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
609908	01/29/2026	\$299.82	CONTRACT SERVICES	36870	CINTAS CORPORATION NO 3
609909	01/29/2026	\$41.37	CONTRACT SERVICES	36870	CINTAS CORPORATION NO 3
609910	01/29/2026	\$3,955.00	CONTRACT SERVICES	3204	COASTAL OCCUPATIONAL MEDICAL GROUP
609911	01/29/2026	\$3,500.00	CONTRACT SERVICES	4026	CODE CONSULTING GROUP, LLC
609912	01/29/2026	\$573.95	CONTRACT SERVICES	4468	COLLICUTT ENERGY SERVICES INC
609913	01/29/2026	\$1,616.63	VEHICLE MAINTENANCE/EXPENSES	29460	COMPLETE COACH WORKS
609914	01/29/2026	\$2,035.30	CONTRACT SERVICES	4846	CWE
609915	01/29/2026	\$1,395.00	ADVERTISING/PRINTING SERVICES	1354	DAILY JOURNAL CORPORATION
609916	01/29/2026	\$24,748.02	SUPPLIES	27910	DOOLEY ENTERPRISES INC
609917	01/29/2026	\$292.51	SUPPLIES	22400	FEDERAL EXPRESS CORPORATION
609918	01/29/2026	\$519.52	VEHICLE MAINTENANCE/EXPENSES	29160	FORD OF MONTEBELLO
609919	01/29/2026	\$7,668.33	CONTRACT SERVICES	4591	GEORGE HILLS COMPANY
609920	01/29/2026	\$1,055.00	UNIFORM EXPENSE	5232	JOSE A. HERNANDEZ DBA REVIVAL413 GRAPHICS, INC.
609921	01/29/2026	\$20.00	CARPPOOL INCENTIVE	5008	LAURIE HERNANDEZ
609922	01/29/2026	\$52,500.00	BUILDING IMPROVEMENTS	4196	HERRERAS COATING RESTORACION INC
609923	01/29/2026	\$1,750.00	CONTRACT SERVICES	5320	MARIO T. HOLGUIN
609924	01/29/2026	\$125.00	PARKS AND RECREATION	5318	ENRIQUE IBARRA
609925	01/29/2026	\$6,897.56	BUILDING IMPROVEMENTS	993	IVA SOLUTIONS INC
609926	01/29/2026	\$280.00	TRAVEL & MEETINGS	4926	MARK JIMENEZ
609927	01/29/2026	\$108.05	UNIFORM EXPENSE	1578	UNIFORM HEADQUARTERS
609928	01/29/2026	\$40.00	CARPPOOL INCENTIVE	4922	MICHELLE LEGGETT



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609929	01/29/2026	\$108.00	SUPPLIES	9200	LOS ANGELES COUNTY ASSESSOR OFFICE
609930	01/29/2026	\$16,014.05	CONTRACT SERVICES	4810	LA COUNTY DEPARTMENT OF PUBLIC WORKS
609931	01/29/2026	\$1,653.03	CONTRACT SERVICES	37280	LOS ANGELES COUNTY SHERIFF - EAST LA
609932	01/29/2026	\$6,915.00	DUE TO LA COUNTY	692	LOS ANGELES COUNTY SUPERIOR COURT
609933	01/29/2026	\$473.00	TRAINING	37690	TAYLOR L MARQUEZ
609934	01/29/2026	\$209.36	TRAVEL & MEETINGS	2316	SALVADOR MELENDEZ
609935	01/29/2026	\$950.00	CONTRACT SERVICES	41130	MIHM INC
609936	01/29/2026	\$360.00	EDUCATION REIMBURSEMENT	4977	DAVID MILLIGAN
609937	01/29/2026	\$678.97	CONTRACT SERVICES	23460	MOTOROLA SOLUTIONS INC
609938	01/29/2026	\$981.22	VEHICLE MAINTENANCE/EXPENSES	2480	SOCAL AUTO & TRUCK PARTS INC
609939	01/29/2026	\$112.54	SUPPLIES	1474	NATIONAL TRENCH SAFETY INC
609940	01/29/2026	\$4,961.25	VEHICLE MAINTENANCE/EXPENSES	1625	NATIONWIDE TRANSIT SALES INC
609941	01/29/2026	\$375.00	CONTRACT SERVICES	26370	NAVARROS TOWING SERVICE
609942	01/29/2026	\$451.05	VEHICLE MAINTENANCE/EXPENSES	70510	CSK AUTO INC
609943	01/29/2026	\$915.00	SUPPLIES	2977	ONE STOP TINT SHOP
609944	01/29/2026	\$1,407.60	CONTRACT SERVICES	1597	PACIFIC COAST ELEVATOR CORP DBA: AMTECH ELEVATOR SERVICES
609945	01/29/2026	\$40.00	CARPPOOL INCENTIVE	5274	BRIAN PEREZ
609946	01/29/2026	\$22,413.81	CONTRACT SERVICES	5134	PHILLIP BURNS DBA THE ARROYO GROUP
609947	01/29/2026	\$4,555.00	BUILDING IMPROVEMENTS	3047	PHILLIPS DRAPERIES AND CURTAINS INC
609948	01/29/2026	\$10,375.97	LEASE PAYMENT	2357	PNC BANK NATIONAL ASSOCIATION
609949	01/29/2026	\$1,345.50	CONTRACT SERVICES	3601	PROFESSIONAL INTERPRETING LLC
609950	01/29/2026	\$840.00	CONTRACT SERVICES	43	RELIABLE MONITORING SERVICES
609951	01/29/2026	\$2,000.00	TRAINING	51460	RIO HONDO COMMUNITY COLLEGE
609952	01/29/2026	\$1,200.00	CONTRACT SERVICES	3896	ROBERT J ORTIZ
609953	01/29/2026	\$1,402.89	VEHICLE MAINTENANCE/EXPENSES	3095	RUSH TRUCK CENTERS OF CALIFORNIA INC
609954	01/29/2026	\$250.00	GENERAL GOVERNMENT	5317	LEANNE RUVALCABA
609955	01/29/2026	\$534.13	TRAINING	4964	CATHERINE SALVATIERRA
609956	01/29/2026	\$400.00	DUES & SUBSCRIPTIONS	5321	SAN GABRIEL VALLEY POLICE CHIEF'S ASSOCIATION, INC
609957	01/29/2026	\$3,219.50	CONTRACT SERVICES	673	SERVIAM BY WRIGHT LLP
609958	01/29/2026	\$9,754.02	VEHICLE MAINTENANCE/EXPENSES	54300	SHAK ENTERPRISES INC
609959	01/29/2026	\$8,570.00	CONTRACT SERVICES	5164	SHELTERCLEAN SERVICES, INC.
609960	01/29/2026	\$2,415.00	CONTRACT SERVICES	3583	SHOCKWAVE ELECTRIC INC
609961	01/29/2026	\$20,956.64	UTILITY SERVICES	45630	SOUTHERN CALIFORNIA EDISON
609962	01/29/2026	\$11,273.16	UTILITY SERVICES	40520	SOUTHERN CALIFORNIA GAS CO
609963	01/29/2026	\$850.00	CONTRACT SERVICES	4520	STARBIANO LLC
609964	01/29/2026	\$324.00	CONTRACT SERVICES	3394	T & G GLOBAL LLC
609965	01/29/2026	\$1,298.00	CONTRACT SERVICES	9270	TANK SPECIALIST OF CALIFORNIA
609966	01/29/2026	\$8,243.44	VEHICLE MAINTENANCE/EXPENSES	60710	THE AFTERMARKET PARTS COMPANY LLC



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609967	01/29/2026	\$26,608.73	FUEL INVENTORY	4844	THE JANKOVICH COMPANY LLC
609968	01/29/2026	\$40.00	CARPOOL INCENTIVE	4781	TAM TIEU
609969	01/29/2026	\$13,788.18	SUPPLIES	4448	TRAFFIC AND PARKING CONTROL CO INC
609970	01/29/2026	\$1,577.50	CONTRACT SERVICES	1639	TRANSTECH ENGINEERS INC
609971	01/29/2026	\$659.72	UTILITY SERVICES	23610	VERIZON WIRELESS
609972	01/29/2026	\$104.98	CONTRACT SERVICES	4593	VESTIS GROUP INC
609973	01/29/2026	\$28,700.85	CONTRACT SERVICES	40860	WEST COAST ARBORISTS INC
609974	01/29/2026	\$8.00	CONTRACT SERVICES	3006	ASBURY ENVIRONMENTAL SERVICES
609975	01/29/2026	\$7,733.25	CONTRACT SERVICES	5253	CLIFTONLARSONALLEN LLP
609976	01/29/2026	\$400.00	DUES & SUBSCRIPTIONS	5321	SAN GABRIEL VALLEY POLICE CHIEF'S ASSOCIATION, INC
609977	01/29/2026	\$40.00	CARPOOL INCENTIVE	4920	NOEL GUZMAN
609978	01/29/2026	\$40.00	CARPOOL INCENTIVE	4920	NOEL GUZMAN
	CHECK TOTAL	\$2,442,178.12			
1543	01/22/2026	\$2,255.00	CONTRACT SERVICES	15180	SCS FIELD SERVICES
	SUCCESSOR TOTAL	\$2,255.00			
GRAND TOTAL		\$7,508,559.63			



EXHIBIT

CITY OF MONTEBELLO FORECASTED AGENDA

NOTE: The attached exhibit is a draft version that is to be used for reference purposes only; agenda items, information, and dates are subject to change. The exhibit will be placed at the end of the Agenda Packet.



City Council Forecasted Agenda Calendar - February

February 25, 2026 - Regular City Council Meeting

Item #	Description	Session	Department	Presenter
	San Gabriel Valley Council of Governments	Presentation	Public Affairs	President Ed Reece
	Citizen of the Month - Emilia Alvarez	Presentation	Public Affairs	David S.
	Proclamation for Black History Month	Presentation	Public Affairs	David S.
	Certificate of Recognition - Montebello Indians Youth Football and Cheer Team	Presentation	Public Affairs	David S.
	Proclamation for Operation Desert Storm 35th Anniversary	Presentation	Public Affairs	David S.
	Agreement w/ Reliant/Consentra	Consent	Human Resources	Ramon F.
	Whittier Narrows Dam Safety Project Relocation Agreement	Consent	Public Works	Cesar R.
	Bill of Sale and Release of Liability Agreement - Delta	Consent	Fire	Chief Fernando P.
	Minutes	Consent.	Admin	Angelica P.
	Reso No. ___ Warrant Register	Consent.	Finance	Michael S.