FUNDING AGREEMENT
SAN MATEO COUNTY TRANSPORTATION AUTHORITY MEASURE A FUNDS
(PEDESTRIAN AND BICYCLE PROGRAM)
MIDDLE AVENUE PEDESTRIAN AND BICYCLE CROSSING

This Funding Agreement (Agreement) is made this ___ day of ________, 2016 (Execution Date) by and between the San Mateo County Transportation Authority (TA) and the City of Menlo Park (Sponsor), together referred to herein as the “Parties.”

RECITALS

WHEREAS, on November 2, 2004, the voters of San Mateo County approved the continuation of the collection and distribution by the TA of the Measure A half-cent transaction and use tax for an additional 25 years to implement the 2004 Transportation Expenditure Plan, beginning January 1, 2009 (New Measure A); and

WHEREAS, on November 10, 2015, the TA issued a call-for-projects for the Pedestrian and Bicycle Program; and

WHEREAS, in response to the call-for-projects, Sponsor requested that the TA provide $490,000 of Measure A funds for the Middle Avenue Pedestrian and Bicycle Crossing ("Project," as described in Exhibits A and B); and

WHEREAS, Project meets the intent of the 2004 Transportation Expenditure Plan and the TA’s 2014–2019 Strategic Plan; and

WHEREAS, on March 3, 2016, the TA’s Board of Directors programmed and allocated up to $490,000 from the New Measure A Pedestrian and Bicycle Program Category (hereinafter “Measure A Funds”) for the Preliminary Engineering/Environmental phase (Scope of Work) of/for the Project through Resolution 2016-05; and

WHEREAS, the TA and Sponsor desire to enter into this Agreement to establish the process, terms and conditions governing the allocation and expenditure of Measure A Funds on the Project.

Now therefore, the Parties agree as follows:

SECTION 1: Scope of Work Oversight and Reporting

1.1 Sponsor Oversight: Work Plan. Sponsor is responsible for the completion of the Scope of Work as described in Exhibit A, "Scope of Work Information," and further detailed in Exhibit B, “Excerpts from the Project’s 2015 Measure A Pedestrian and Bicycle Program Funding Application.” Both Exhibit A and Exhibit B are attached to this Agreement and are incorporated herein by this reference. In the event that Exhibit A and Exhibit B conflict, Exhibit A will control.
Sponsor assumes responsibility for procuring and administering any professional service and/or other contracts entered into in connection with the Scope of Work. Sponsor will oversee completion of the Scope of Work. Sponsor may appoint a designee or engage contractor(s) to perform work necessary for Scope of Work completion, but Sponsor remains responsible to the TA for the completion of the Scope of Work.

1.2 Required Approvals. Prior to commencement of the Scope of Work, Sponsor or its designee (e.g., a consultant) will obtain all applicable local, state and federal approvals and permits for the Scope of Work. In addition, Sponsor must comply with all applicable federal, state and local laws and regulations applicable to the Project. All appraisals must comply with USPAP. Any right-of-way activities involving property on the Caltrans right-of-way must be conducted in accordance with the current version of the Caltrans Right-of-Way manual.

1.3 Contract Award and Change Orders. Sponsor must comply with state and local agency requirements for the award of any contract(s) for the performance of the Scope of Work and any change orders. As the Scope of Work proceeds, Sponsor must advise the TA of any contracts awarded and change orders as part of the regular progress reporting requirements (Section 1.4). Notice of any contracts and change orders provided to the TA will not constitute approval by the TA of the contracts and change orders nor obligate the TA to provide funds in excess of its maximum contribution stated in Section 2.1 of this Agreement.

1.4 Progress Reports. Sponsor will prepare and submit to the TA quarterly progress reports during the entire term of the Scope of Work and covering all Scope of Work activities for work completed during the previous quarter using the template in Exhibit C. The reports must describe:

a) The current status of, and any changes in, scope, schedule, budget, and funding plans of the Scope of Work and the Project;

b) Any risk factors;

c) The work performed during the previous quarter and projected for the next quarter;

d) Scope of Work Costs (as defined in Section 2.1, below) projected to be expended during the next quarter; and

e) Any other information requested by the TA.

1.5 Final Report. Within ninety (90) days of Sponsor’s final acceptance of the Scope of Work and all incidental work, Sponsor must prepare and submit to the TA a final report detailing the following and all other relevant information:
a) A description of the Project, including a statement detailing the overall progress and success of the Scope of Work and the Project, a compilation of any data collected during the active phase(s) of the Project, and changes/additions to the scope of the Project.

b) Total costs for the Scope of Work, including an accounting of all Measure A Funds expended in connection with the Scope of Work, and reflecting any unexpended Measure A Funds.

c) An explanation and the status of any outstanding obligations or potential obligations related to the Scope of Work.

d) A discussion of any pertinent issues or problems that arose during the implementation of the Scope of Work.

e) Any copies of press articles, press releases, newsletter articles and any other publicity materials regarding the Project.

f) Written confirmation [or a Project Close-out form, if it is the final project phase] that no further reimbursements associated with the Scope of Work are anticipated and that all draw-down requests have been made.

g) Photographs for all construction projects that satisfactorily demonstrate: 1) site conditions before the project was implemented; 2) work in progress; and 3) completed improvements.

1.6 Access to Records and Record Retention. At all reasonable times, Sponsor will permit the TA access to all reports, designs, drawings, plans, specifications, schedules and other materials prepared, or in the process of being prepared, for the Scope of Work by Sponsor or any contractor or consultant of Sponsor. Sponsor will also make available to the TA upon request any professional service agreements, change orders and any other agreements that are related to the Scope of Work. Sponsor will provide copies of any documents described in this Section to the TA upon request. Sponsor will retain all records pertaining to the Scope of Work for at least three years after completion of the Project.

1.7 Audits.

a) The TA, or its authorized agents, may, at any reasonable time during business hours, conduct an audit of Sponsor’s performance under this Agreement. Sponsor will permit the TA, or its authorized agents, to examine, inspect, make excerpts from, transcribe or photocopy books, documents, papers and other records of Sponsor which the TA reasonably determines to be relevant to this Agreement.

b) Sponsor will transmit to the TA the Independent Auditor’s Report prepared for Sponsor’s Comprehensive Annual Financial Report within thirty (30) days of receipt by Sponsor and highlight the section that pertains to the Measure A funding.
SECTION 2: Funding and Payment

2.1 Funding Commitment. The TA allocates to Sponsor up to $490,000 for reimbursement of expenditures related to the Scope of Work (Scope of Work Costs) as provided in this Section 2. Sponsor will contribute, or provide for the contribution of, the entire amount in excess of $490,000 needed to complete the Scope of Work and must provide at least 30% of the Scope of Work Costs. The TA’s funding commitment under this Agreement in no way establishes a right for Sponsor to receive additional funding from the TA. All funding obligations of the TA under this Agreement are subject to downward adjustment based on actual sales tax receipts for the fiscal years indicated.

Sponsor will assess and confirm its ability to complete the Scope of Work within budget as part of the quarterly reporting requirements established in Section 1.4, above. Sponsor must further notify the TA between reporting cycles if Sponsor determines that the budget will not be sufficient to complete the Scope of Work. The TA reserves the right to suspend its funding obligation as set forth in Section 3.4 of this Agreement upon such notice, and until Sponsor develops a credible funding plan acceptable to the TA to fund and complete the Scope of Work.

2.2 Use of Funds. Sponsor will use Measure A Funds only for direct eligible costs to complete the Scope of Work.

Sponsor agrees to use Measure A Funds to supplement existing revenue. Sponsor will not use Measure A Funds to replace other local taxes or revenues already programmed and available for use for the same purpose.

If the TA determines that Sponsor has used Measure A Funds other than for the approved Scope of Work, the TA will notify Sponsor of its determination. Within thirty (30) days of receipt of notification, Sponsor will either (a) repay such funds to the TA, or (b) explain in writing how the funds in question were spent for the approved Scope of Work. The TA will respond to Sponsor’s written explanation within thirty (30) days of receipt. Unless otherwise stated in the response, the TA’s response will be final, and Sponsor will repay any funds used other than for the approved Scope of Work within thirty (30) days.

2.3 Reimbursement Basis. Sponsor may seek pro rata reimbursement for Scope of Work Costs incurred on or after the Execution Date. Scope of Work Costs must be incurred and paid by Sponsor prior to requesting pro rata reimbursement from the TA. Sufficient documentation must accompany all requests for pro rata reimbursement, including the submittal of all due quarterly progress reports.

2.4 Accounting and Request for Reimbursement Procedures. Sponsor, in coordination with and to the satisfaction of the TA, will establish procedures for Scope of Work accounting and requests for reimbursement. These procedures will track and reflect the accumulation of the TA’s pro rata share of Scope of Work Costs. Sponsor will detail the TA’s pro rata share of Scope of Work Costs for all work funded under this Agreement with each “Reimbursement Claim Form,” which is attached to this Agreement as Exhibit
D and incorporated herein. Sponsor will maintain all necessary books and records in accordance with generally accepted accounting principles.

2.5 Invoices: Payments.

a) Sponsor must prepare and submit billing statements consistent with the Reimbursement Claim Form with all required supporting documentation. Supporting documentation may include, but is not limited to, copies of vendor invoices, timesheets, backup documentation, checks, and payment advice, and must include an accounting of the TA’s share of costs for the Scope of Work as contemplated by this Agreement.

b) Sponsor must detail the tasks performed, associated costs, and pro rata share of Scope of Work Costs to be borne by the TA with each reimbursement request.

c) The TA will endeavor to disburse reimbursements for approved Scope of Work Costs within thirty (30) days after the TA’s approval of each claim, subject to the limits on the TA’s maximum contribution as established in Section 2.1. The TA’s obligation to reimburse Scope of Work Costs to Sponsor as provided in this section is conditioned upon the TA’s prompt receipt of quarterly progress reports from Sponsor pursuant to Section 1.4 above.

d) Invoices may be submitted, no more frequently than once a quarter, by mail to:

Accounts Payable
San Mateo County Transportation Authority
1250 San Carlos Avenue
San Carlos, CA 94070

Or by e-mail to: accountspayable@samtrans.com

SECTION 3: Term

3.1 Term. The term of this Agreement will commence on Execution Date and conclude upon the earliest of: (a) the TA’s final reimbursement to Sponsor for work performed hereunder, (b) termination by Sponsor or the TA pursuant to this Section 3, or (c) Time of Performance plus 6 months.

3.2 Sponsor’s Right to Terminate: Repayment upon Termination. Sponsor may at any time terminate the Scope of Work by giving ten (10) days’ written notice to the TA of its election to do so. Upon such termination, Sponsor will not be reimbursed for any further Scope of Work Costs and will reimburse the TA for all monies paid by the TA and costs incurred by the TA in connection with the Scope of Work within ninety (90) days of the TA’s submission to Sponsor of a detailed statement of such payments and costs.

3.3 Termination by the TA. The TA may terminate this Agreement, with or without cause, by giving ten (10) days’ written notice of such termination. If the TA terminates
the Agreement for Sponsor’s default, Sponsor will reimburse the TA for all funds paid to Sponsor in connection with the Scope of Work, and for all costs incurred by the TA in connection with the Scope of Work, within ninety (90) days of the TA’s submission to Sponsor of a detailed statement of such payments and costs. If the TA terminates the Agreement for convenience, the TA is obligated to pay to Sponsor all costs and expenses incurred by Sponsor up to the date of notice of termination, as well as all reasonable costs and expenses incurred to effect such termination.

3.4 Expiration/Suspension of TA’s Financial Obligations. Any and all financial obligations of the TA pursuant to this Agreement expire upon the expenditure of TA’s maximum contribution to the Scope of Work as established in Section 2.1 above or the conclusion of the Term as defined in Section 3.1, whichever occurs first. The TA reserves the right to suspend its financial obligation, with ten (10) days’ advance notice, if Sponsor identifies a risk of not being able to complete the Scope of Work within budget. If Sponsor cannot provide a credible funding plan acceptable to the TA to fund and complete Scope of Work, the TA may terminate this agreement. If Sponsor identifies a risk of not being able to complete the Scope of Work within budget, failure to report such risk to the TA is cause for termination under Section 3.3.

3.5 Time of Performance. The Scope of Work must be completed no later than two (2) years from the Execution Date of this Agreement.

3.6 Time Extension. If the Scope of Work cannot be completed within the Time of Performance as defined in Section 3.5, Sponsor must submit a request in writing to the TA no later than six (6) months before the Time of Performance for an extension for the Time of Performance. The TA will review the request, and grant the extension if it is justified in TA’s sole and complete discretion. Costs incurred for the Scope of Work after the Time of Performance are at risk of denial for reimbursement by the TA. The unreimbursed portion of the Measure A allocation will be retained by the TA for the Measure A Pedestrian and Bicycle Program.

SECTION 4: Indemnification and Insurance

4.1 Indemnity.

a) The Sponsor shall indemnify, keep and save harmless the TA and its directors, officers, agents and employees against any and all suits, claims or actions related to the performance of this Agreement including, but not limited to, those arising out of any of the following:

i) Any injury to persons or property that may occur, or that may be alleged to have occurred, arising from the performance of this Agreement by the Sponsor caused by a negligent act or omission or willful misconduct of the Sponsor or its employees, subcontractors, subconsultants or agents; or
ii) Any allegation that materials or services provided by the Sponsor under this Agreement infringe or violate any copyright, trademark, patent, trade secret, or any other intellectual-property or proprietary right of any third party.

b) Sponsor further agrees to defend any and all such actions, suits or claims and pay all charges of attorneys and all other costs and expenses of defenses as they are incurred. If any judgment is rendered against the TA or any of the other individuals enumerated above in any such action, the Sponsor shall, at its expense, satisfy and discharge the same. This indemnification shall survive termination or expiration of the Agreement.

4.2 Insurance. For the purposes of this Insurance section, "Entity" is defined as any entity designing, approving designs and/or performing the Scope of Work funded by this Agreement. Entities may include Sponsor, a contractor of Sponsor, another body on behalf of which Sponsor submitted its funding application, and/or a contractor of such other body.

All Entities will provide the appropriate insurance covering the work being performed. The insurance requirements specified in this section will cover each Entity’s own liability and any liability arising out of work or services of Entity subcontractors, subconsultants, suppliers, temporary workers, independent contractors, leased employees, or any other persons, firms or corporations (hereinafter collectively referred to as Agents) working on the Project. If Sponsor itself is an Entity, Sponsor must also provide its own insurance meeting the requirements of this Section.

a) Minimum Types and Scope of Insurance. Each Entity is required to procure and maintain at its sole cost and expense insurance subject to the requirements set forth below. Such insurance will remain in full force and effect throughout performance of the Scope of Work. All policies will be issued by insurers acceptable to the TA (generally with a Best's Rating of A-10 or better). Each Entity is also required to assess the risks associated with work to be performed by Agents and to require that Agents maintain adequate insurance coverages with appropriate limits and endorsements to cover such risks. To the extent that its Agent does not procure and maintain such insurance coverage, an Entity is responsible for and assumes any and all costs and expenses that may be incurred in securing said coverage or in fulfilling Entity’s indemnity obligations as to itself or any of its Agents in the absence of coverage. Entities may self-insure against the risks associated with the Scope of Work, but in such case, waive subrogation in favor of the TA respecting any and all claims that may arise.

i. Workers’ Compensation and Employer’s Liability Insurance. Worker’s Compensation coverage must meet statutory limits and Employer’s Liability Insurance must have minimum limits of $1 (one) million. Insurance must include a Waiver of Subrogation in favor of the TA.

ii. Commercial General Liability Insurance. The limit for Commercial General Liability Insurance in each contract and subcontract cannot be less
than $1 (one) million. Commercial General Liability Insurance must be primary to any other insurance, name the TA as an Additional Insured, include a Separation of Interests endorsement, and include a Waiver of Subrogation in favor of the TA.

iii. **Business Automobile Liability Insurance.** The limit for Business Automobile Liability Insurance in each contract and subcontract cannot be less than $1 (one) million. Insurance must cover all owned, non-owned and hired autos, and include a Waiver of Subrogation in favor of the TA.

iv. **Property Insurance.** Property Insurance must cover an Entity’s and/or Agent’s own equipment as well as any materials to be installed. Property Insurance must include a Waiver of Subrogation in favor of the TA.

v. **Professional Liability Insurance.** If deemed appropriate by Sponsor or an Entity in consideration of the work required for the Project, insurance should cover each Entity’s and any Agent’s professional work on the Project. The limit for Professional Liability Insurance in each appropriate contract and subcontract should not be less than $1 million.

vi. **Contractors’ Pollution Liability Insurance and/or Environmental Liability Insurance.** If deemed appropriate by Sponsor or an Entity in consideration of the work required for the Project, insurance should cover potential pollution or environmental contamination or accidents. The limit for Pollution and/or Environmental Liability Insurance in each appropriate contract and subcontract should not be less than $1 million. Such insurance must name the TA as an Additional Insured and include a Waiver of Subrogation in favor of the TA.

vii. **Railroad Protective Liability Insurance.** Insurance is required if the Project will include any construction or demolition work within 50 feet of railroad tracks. The limit for Railroad Protective Liability Insurance in each appropriate contract and subcontract cannot be less than $2 million per occurrence and $6 million annual aggregate.

b) **Excess or Umbrella Coverage.** Sponsor and/or any other Entity may opt to procure excess or umbrella coverage to meet the above requirements, but in such case, these policies must also satisfy all specified endorsements and stipulations for the underlying coverages and include provisions that the policy holder’s insurance is to be primary without any right of contribution from the TA.

c) **Deductibles and Retentions.** Sponsor must ensure that deductibles or retentions on any of the above insurance policies are paid without right of contribution from the TA. Deductible and retention provisions cannot contain any restrictions as to how or by whom the deductible or retention is paid. Any deductible or retention provision limiting payment to the named insured is unacceptable.
In the event that any policy contains a deductible or self-insured retention, and in the event that the TA seeks coverage under such policy as an additional insured, Sponsor will ensure that the policy holder satisfies such deductible to the extent of loss covered by such policy for a lawsuit arising from or connected with any alleged act or omission of the Entity or Agents, even if neither the Entity nor Agents are named defendants in the lawsuit.

d) **Claims Made Coverage.** If any insurance specified above is provided on a claim-made basis, then in addition to coverage requirements above, such policy must provide that:
   
   i. Policy retroactive date coincides with or precedes the Entity’s start of work (including subsequent policies purchased as renewals or replacements).
   
   ii. Entity will make every effort to maintain similar insurance for at least three (3) years following project completion, including the requirement of adding all additional insureds.
   
   iii. If insurance is terminated for any reason, each Entity agrees to purchase an extended reporting provision of at least three (3) years to report claims arising from work performed in connection with this Agreement.
   
   iv. Policy allows for reporting of circumstances or incidents that might give rise to future claims.

c) **Failure to Procure Adequate Insurance.** Failure by any Entity to procure sufficient insurance to financially support Section 4.1, Indemnity by Sponsor, of this Agreement does not excuse Sponsor from meeting all obligations of Section 4.1 and the remainder of this Agreement, generally.

Prior to beginning work under this Agreement, Sponsor must obtain, and produce upon request of the TA, satisfactory evidence of compliance with the insurance requirements of this section.

**SECTION 5: Miscellaneous**

5.1 **Notices.** All notices required or permitted to be given under this Agreement, excluding progress reports, the final report, and invoices, must be in writing and mailed postage prepaid by certified or registered mail, return receipt requested, or by personal delivery or overnight courier to the appropriate address indicated below or at such other place(s) that either Party may designate in written notice to the other. Notices are deemed received upon delivery if personally served, one (1) day after mailing if delivered via overnight courier, or two (2) days after mailing if mailed as provided above.
To TA: San Mateo County Transportation Authority
1250 San Carlos Avenue
P.O. Box 3006
San Carlos, CA 94070-1306
Attn: AUTHORITY SECRETARY

To City of Menlo Park: City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025
Attn: CITY MANAGER

5.2 No Waiver. No waiver of any default or breach of any covenant of this Agreement by either Party will be implied from any omission by either Party to take action on account of such default if such default persists or is repeated. Express waivers are limited in scope and duration to their express provisions. Consent to one action does not imply consent to any future action.

5.3 Assignment. Parties are prohibited from assigning, transferring or otherwise substituting their interests or obligations under this Agreement without the written consent of all other Parties.

5.4 Governing Law. This Agreement is governed by the laws of the State of California as applied to contracts that are made and performed entirely in California.

5.5 Compliance with Laws. In performance of this Agreement, the Parties must comply with all applicable Federal, State and local laws, regulations and ordinances.

5.6 Modifications. This Agreement may only be modified in a writing executed by both Parties.

5.7 Attorneys' Fees. In the event legal proceedings are instituted to enforce any provision of this Agreement, the prevailing Party in said proceedings is entitled to its costs, including reasonable attorneys' fees.

5.8 Relationship of the Parties. It is understood that this is an Agreement by and between Independent Contractors and does not create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship other than that of Independent Contractor.

5.9 Ownership of Work. All reports, designs, drawings, plans, specifications, schedules, studies, memoranda, and other documents assembled for or prepared by or for, in the process of being assembled or prepared by or for, or furnished to Sponsor under this Agreement are the joint property of the TA and Sponsor, and will not be destroyed without the prior written consent of the TA. The TA is entitled to copies and access to these materials during the progress of the Project and upon completion or termination of the Project or this Agreement. Sponsor may retain a copy of all material produced under
this Agreement for its use in its general activities. This Section does not preclude additional shared ownership of work with other entities under contract with Sponsor for funding of the Project.

5.10 Non-discrimination. Sponsor and any contractors performing services on behalf of Sponsor will not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religion, national origin or ancestry, age, sex, sexual orientation, marital status, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran’s status, or in any manner prohibited by federal, state or local laws.

5.11 Accessibility of Services to Persons with Disabilities. The Project implementation must comply with, and not subject the TA or Sponsor to liability under, the Americans with Disabilities Act, the California Disabled Persons Act, or any other state or federal laws protecting the rights of persons with disabilities.

5.12 Warranty of Authority to Execute Agreement. Each Party to this Agreement represents and warrants that each person whose signature appears hereon is authorized and has the full authority to execute this Agreement on behalf of the entity that is a Party to this Agreement.

5.13 Severability. If any portion of this Agreement, or the application thereof, is held by a court of competent jurisdiction to be invalid, void or unenforceable, all remaining portions of this Agreement, or the application thereof, will remain in full force and effect.

5.14 Counterparts. This Agreement may be executed in counterparts.

5.15 Attribution to the TA. Sponsor must include attribution that indicates work was funded with Measure A Funding from the TA. This provision applies to any project, or publication, that was funded in part or in whole by Measure A Funds. Acceptable forms of attribution include TA branding on Project-related documents, construction signs, public information materials, and any other applicable documents.

5.16 Entire Agreement. This Agreement constitutes the entire agreement between the Parties pertaining to its subject matter and supersedes any prior or contemporaneous written or oral agreement between the Parties on the same subject.

IN WITNESS WHEREOF, the Parties have hereunder subscribed their names the day and year indicated below.
CITY OF MENLO PARK

By: 
Name: Alex D. McIntyre
Its: City Manager

Approved as to Form: 
Legal Counsel for the City of Menlo Park

SAN MATEO COUNTY TRANSPORTATION AUTHORITY

By: 
Name: Jim Hartnett
Its: Executive Director

Attest:

Authority Secretary

Approved as to Form:

Legal Counsel for the TA

Exhibit A: Scope of Work Information
Exhibit B: Excerpts from the Project’s 2015 Measure A Pedestrian and Bicycle Program Funding Application
Exhibit C: Progress Reporting Template
Exhibit D: Reimbursement Claim Form
EXHIBIT A: SCOPE OF WORK INFORMATION

Middle Avenue Pedestrian and Bicycle Crossing
Preliminary Engineering & Environmental Analysis

Sponsoring Agency: City of Menlo Park

Contact: Kristiann Choy
Sr. Engineer
650-330-6772
kmchoy@menlopark.org
701 Laurel Street
Menlo Park, CA 94025

Implementing Agency: (same as above)

Contact: (same as above)

Project Description and Scope of Work:

The Middle Avenue Pedestrian and Bicycle Crossing Project will provide a grade separated crossing through the Caltrain Railway, from El Camino Real to Alma Street at Middle Avenue to create a pedestrian and bicycle connection between east and west Menlo Park. The Project is critical to provide greater east-west connectivity, as El Camino Real, in addition to the Caltrain railroad tracks, are both a real and perceived barrier. Long crossing distances make traversing the street on foot inconvenient and this undercrossing would improve connectivity for neighborhoods on both sides of the Caltrain tracks with City amenities, and access to public transit and Downtown Menlo Park.

The Scope of Work will result in the completion of the Preliminary Engineering & Environmental Clearance phases. Performance of the Scope of Work will begin with careful selection of a consultant Project Team with experience in pedestrian/bicycle rail projects and transportation planning/engineering. Following selection of the Project Team, the following tasks will be carried out to complete the Project preliminary engineering and environmental analysis phase of work:

- Review of Previous Project Documents
- Project Management
- Collect Data (Survey, Utilities, R/W)
- Existing Conditions Report
- Alternatives Development
- Alternative Analysis
- Community Outreach & Alternative Selection
• Design Plans (30%)
• Environmental Analysis & Documentation
• Final Project Report

Scope of Work Schedule:

Preliminary Engineering/Environmental (PE/ENV) Begin 07/2016 End 12/2017

Scope of Work Budget/Source of Funding:
Include funding plan for scope of work defined above, including use of TA staff and/or consultant support if applicable.

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*The other fund sources are for information purposes.

Cash Flow Projection for Measure A Funds only
The cash flow projection is provided for informational purposes only.

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Operating Responsibility: City of Menlo Park

Maintenance Responsibility: City of Menlo Park

Scope of Work Implementation Responsibility: The City will oversee a contract project manager to lead the Project efforts, including data collection, alternative development and analysis, community engagement, and environmental analysis (performed by a consultant team).

Scope of Work Oversight Responsibility: The City of Menlo Park and selected consultant team will be responsible for Project oversight and direction.
EXHIBIT B: EXCERPTS FROM THE PROJECT'S 2015 MEASURE A PEDESTRIAN AND BICYCLE PROGRAM FUNDING APPLICATION
ALMA STREET CROSSING
OPTION 2: BOX JACKING UNDER TIE
NOVEMBER 3, 2015
December 15, 2015

Octavio Duran Jr.
Assistant Engineer
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Re: San Mateo County Transportation Authority
Measure A Pedestrian and Bicycle Program

On behalf of Stanford University, I am writing this letter in support of the City of Menlo Park application for a grant to fund a pedestrian and bike grade-separated crossing at Middle Avenue. This crossing will provide a vital connection between the east and west sides of town, including the City's civic center with downtown. The crossing will be beneficial to public safety as well as help to reduce traffic by encouraging safe walking and biking pathways across the Caltrain railroad right-of-way.

Stanford University has been the adjacent property owner since 1885, and we continue to support the City's ongoing efforts to provide a safe pedestrian and bicycle crossing of El Camino Real and the railroad tracks. Stanford has already begun work on the redevelopment of our adjacent property. Our project, known as "Middle Plaza at 500 El Camino Real", will create a public plaza that will provide the community with a safe and secure route from the El Camino Real/Middle Avenue intersection to the future crossing. It is extremely important that work on the crossing start as soon as possible so that the future crossing and our project can be designed and implemented in concert with one another.

Also, Stanford University has committed to make a substantial contribution to the City of Menlo Park for the cost of design and construction of a pedestrian-bike crossing. Stanford University first made that commitment to the Menlo Park City Council in 2013, and reaffirmed that commitment again in 2014, and we remain committed to financially support a future crossing.

Sincerely,

Steve Elliott
Managing Director, Development
Stanford Real Estate
(650) 724-4757
EXHIBIT C: PROGRESS REPORTING TEMPLATE

REPORTING PERIOD: FROM mm/dd/yyyy TO mm/dd/yyyy

SMCTA Project # 000XXX – [Project Title/Phases]
[Carryover to additional pages as necessary]

Contact: [Name, Title, Phone, email, address]

1) Scope:
[Describe scope of work here, specify project limits, phases of project. Identify the Measure A funded components]

Status Summary: [Provide Status]

Issues: [List any issues, i.e. potential scope changes]

2) Schedule:

<table>
<thead>
<tr>
<th>Original Baseline</th>
<th></th>
<th>Current Baseline</th>
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<th>Current Forecast</th>
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<tbody>
<tr>
<td>Start Finish</td>
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<td>Start Finish</td>
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<td>Start Finish</td>
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Milestones:

Progress This Reporting Period:
[Describe progress and activities]

Measure A Funds Expended This Reporting Period: $

Future Activities, Next Reporting Period:
[Describe planned future activities]

Projected Measure A Funds Expenditure Next Reporting Period: $

Issues: [List any issues, such as impacts to schedule]

3) Scope of Work Total Budget:

<table>
<thead>
<tr>
<th>Phase/Activity</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Original Budget (per Funding Agreement)</td>
<td>Updated Cost Estimate</td>
<td>Total Change from Approved (B-A)</td>
<td>Total Expended to Date</td>
<td>% of Revised Budget Expended (D/B)</td>
<td>% of Work Completed</td>
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<tr>
<td>Total Project</td>
<td>-</td>
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San Mateo County Transportation Authority/City of Menlo Park
Middle Avenue Pedestrian and Bicycle Crossing
May 28, 2014 boilerplate

12460939.2
### 4) Scope of Work Measure A Budget:

<table>
<thead>
<tr>
<th>Phase/Activity</th>
<th>A</th>
<th>B</th>
<th>C</th>
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<tbody>
<tr>
<td>Original Measure A allocation (per Funding Agreement)</td>
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<td></td>
<td>Change in Measure A allocation from Approved/ Funding Agmt (B-A)</td>
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<td>Total Measure A Expended to date</td>
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<td>% of current Measure A allocation expended (D/B)</td>
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**Total Scope of Work** $ \ $ $ $ $

**Issues:** [List any issues, i.e. potential cost increases]

### 5) Funding: [List additional sources as needed. Fill out the following matrix for each phase for the Scope of Work, i.e. environmental, design, etc.]

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<th>Original %</th>
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<tr>
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<td>Contribution</td>
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<td>Others:</td>
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<td>Federal (specify)</td>
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<td>State (specify)</td>
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<td>Other (specify)</td>
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<tr>
<td>Total</td>
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<td>0%</td>
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**Issues:** [List any issues such as changes in non-Measure A funding]

Submit Progress Reports to Joel Slavit:

slavitj@samtrans.com

or:

Attn: Joel Slavit SMCTA
1250 San Carlos Avenue
San Carlos, CA 94070
**Exhibit D**

**REIMBURSEMENT CLAIM**
San Mateo County Measure A Funds

<table>
<thead>
<tr>
<th>Consultant/Contractor/Vendor</th>
<th>Invoice #</th>
<th>Invoice Total</th>
<th>Fund % of Source 1 Total</th>
<th>Fund % of Source 2 Total</th>
<th>% of Measure A Total</th>
<th>% of Prior Total Measure A $</th>
<th>Life to Date Measure A $</th>
<th>Budget Measure A $</th>
<th>Measure A Balance</th>
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Quarterly Progress Report included? Y/N

Please issue check payable to: Agency
Contact person
Address