

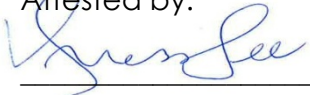
8. Adjournment/ Next Meeting

The meeting adjourned at 2:30 p.m. The next meeting is:

Date/Time: Monday, February 9, 2015 @1:30 p.m.

Location: Alameda CTC Offices, 1111 Broadway, Suite 800, Oakland, CA 94607

Attested by:



Vanessa Lee,
Clerk of the Commission

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Memorandum

5.1

1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

DATE: February 2, 2015

SUBJECT: Alameda CTC FY2014-15 Second Quarter Investment Report

RECOMMENDATION: Approve the Alameda CTC FY2014-15 Second Quarter Investment Report

Summary

The Quarterly Investment Report (Attachment A) provides balance and average return on investment information for all cash and investments held by the Alameda CTC as of December 31, 2014. The report also shows balances as of June 30, 2014 for comparison purposes. The *Portfolio Review for Quarter Ending December 31, 2014* (Attachment B) prepared by GenSpring Family Offices provides a review and outlook of current market conditions, an investment strategy to maximize return without compromising safety and liquidity, and an overview of the strategy used to develop the bond proceeds portfolio. Alameda CTC investments are in compliance with the adopted investment policy as of December 31, 2014. Alameda CTC has sufficient cash flow to meet expenditure requirements over the next six months.

Activity

The following are key highlights of cash and investment information as of December 31, 2014:

- As of December 31, 2014, total cash and investments held by the Alameda CTC was \$354.8 million with bond proceeds accounting for \$62.5M or 17.6% of the total.
- The ACTA investment balance decreased \$0.5 million or 0.4% from the prior year-end balance due to capital projects expenditures. The ACTIA investment balance decreased \$35.2 million or 15.3% also due to capital project expenditures. The ACCMA investment balance decreased \$1.5 million or 4.0% primarily due to an increase in reimbursable capital project expenditures which had not yet been recovered as of December 31, 2014.
- Investment yields have increased slightly with the average return on investments for the first quarter at 0.28% compared to the prior year's average return of 0.24%.

Return on investments were projected for the FY2014-15 budget year at varying rates ranging from 0.3% - 0.5% depending on investment type.

Fiscal Impact

There is no fiscal impact.

Attachments

- A. Consolidated Investment Report as of December 31, 2014
- B. Portfolio Review for Quarter Ending December 31, 2014 (provided by GenSpring Family Offices)
- C. Fixed Income Portfolio and CDARS Investment Statements as of December 31, 2014

Staff Contact

[Patricia Reavey](#), Director of Finance

[Lily Balinton](#), Accounting Manager

Alameda CTC Consolidated Investment Report As of December 31, 2014									
ACTA	Un-Audited		Interest Earned			FY 2013-2014			
	Investment Balance	Interest earned	As of December 31, 2014	Approx. ROI	Budget	Difference	Investment Balance	Interest earned	
Bank Accounts	\$ 5,264,307	\$ 1,027		0.04%			\$ 454,248		6
State Treasurer Pool (LAIF) ⁽⁴⁾	42,898,669	50,194		0.23%			38,053,968		105,048
Investment Advisor ^{(1) (4)}	65,922,491	156,552		0.47%			76,075,126		329,264
Loan to ACCMA	10,000,000	-		-			10,000,000		-
ACTA Total	\$ 124,085,467	\$ 207,773	\$ 217,500	0.33%	\$ (9,727)	\$	124,583,342	\$	434,317
							Approx. ROI		0.35%
ACTIA	Un-Audited		Interest Earned			FY 2013-2014			
	Investment Balance	Interest earned	As of December 31, 2014	Approx. ROI	Budget	Difference	Investment Balance	Interest earned	
Bank Accounts	\$ 12,861,980	\$ 1,760		0.03%			\$ 6,352,690		175
State Treasurer Pool (LAIF) ⁽⁴⁾	45,791,169	49,101		0.21%			49,937,806		97,936
Investment Advisor ^{(1) (4)}	69,828,788	73,791		0.21%			57,357,303		84,785
2014 Series A Bond Project Fund	45,002,999	57,914		0.26%			96,414,733		45,733
2014 Series A Bond Interest Fund	17,532,056	52,114		0.59%			20,283,310		32,586
Project Deferred Revenue ⁽²⁾	4,149,589	5,926		0.29%			-		-
ACTIA Total	\$ 195,166,581	\$ 240,606	\$ 215,000	0.25%	\$ 25,606	\$	230,345,842	\$	261,215
							Approx. ROI		0.18%
ACOMA	Un-Audited		Interest Earned			FY 2013-2014			
	Investment Balance	Interest earned	As of December 31, 2014	Approx. ROI	Budget	Difference	Investment Balance	Interest earned	
Bank Accounts	\$ 5,052,785	\$ 705		0.03%			\$ 2,582,126		-
State Treasurer Pool (LAIF) ⁽⁴⁾	24,171,409	32,324		0.27%			29,059,283		45,312
Project Deferred Revenue ⁽³⁾	16,373,382	21,787		0.27%			15,439,924		35,606
Loan from ACTA	(10,000,000)	-		-			(10,000,000)		-
ACOMA Total	\$ 35,597,576	\$ 54,816	\$ -	0.31%	\$ 54,816	\$	37,081,333	\$	80,918
							Approx. ROI		0.22%
Alameda CTC TOTAL	\$ 354,849,624	\$ 503,195	\$ 432,500	0.28%	\$ 70,695	\$	392,010,517	\$	776,450

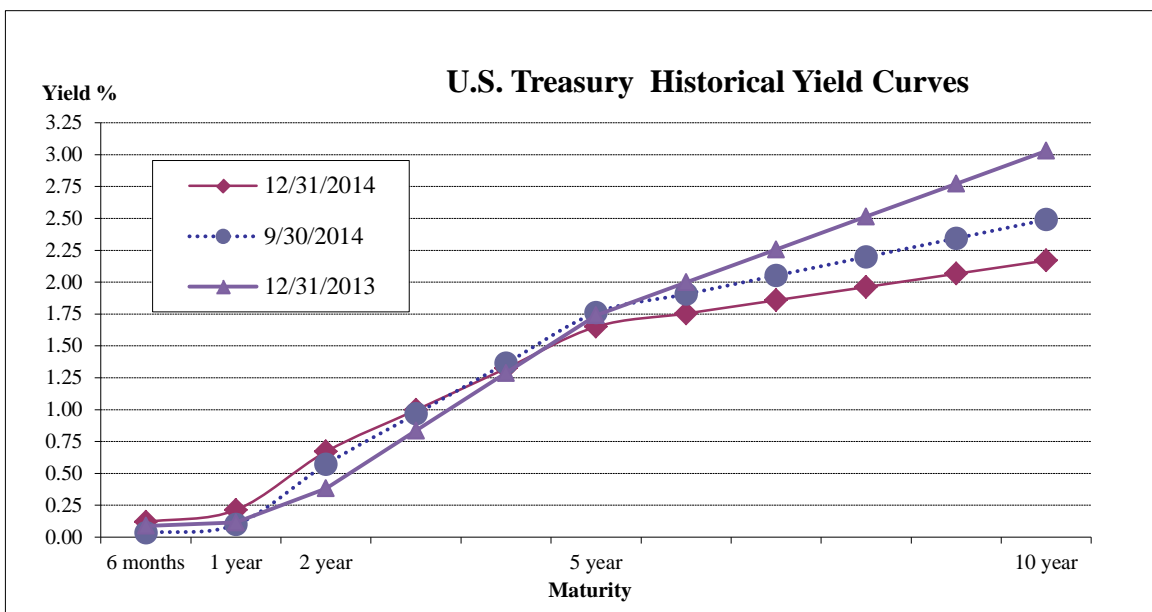
Notes:
 (1) See attachments for detail of investment holdings managed by Investment Advisor.
 (2) Project funds in deferred revenue are invested in LAIF with interest accruing back to the respective fund which includes TVTC funds.
 (3) Project funds in deferred revenue are invested in LAIF with interest accruing back to the respective fund which include VRF, TVTC, San Leandro Marina, TCRP, PTMISEA and Cal EMA.
 (4) All investments are marked to market on the financial statements at the end of the fiscal year per GASB 31 requirements.
 (5) Alameda CTC investments are in compliance with the currently adopted investment policies.
 (6) Alameda CTC has sufficient cash flow to meet expenditure requirements over the next six months.

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Alameda County Transportation Commission
Portfolio Review for the Quarter Ending
December 31, 2014

Fixed Income Market Review and Outlook

Interest rates were mixed in the fourth quarter of 2014 as the demand for U.S. Government bonds from foreign investors pulled longer-term rates lower while a stronger economy and robust labor market here in the United States pushed shorter-term rates higher. This dynamic of competing foreign and domestic influences is likely to be the dominant driver of interest rates as we move forward through 2015. Although our predilection remains towards interest rates moving higher, recent developments in the bond market have been causing the rate to bounce up and down.



Source: Bloomberg Finance L.P.

On the domestic front the news on the economy and labor market has been quite strong. GDP growth in the third quarter of the year was revised to an exceptionally strong annualized pace of 5.0%. The outlook for the quarter just past and all of 2015 remains anchored well above a 3.0% pace of growth. In the labor markets, payroll growth has averaged roughly 250,000 new jobs for the past six months and the unemployment rate, as of this writing, had fallen to 5.8%. Of particular importance, recent measures of wage growth have begun to pick up.

Given the recent strength in the economy, it is widely expected the Federal Reserve (Fed) will begin to raise the level of short-term interest rates shortly. Indeed, if the



Memorandum

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1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

DATE: February 2, 2014

SUBJECT: Alameda CTC Contracting and Procurement Policy and Procedures, Local Business Contract Equity Program, and Summary of Active Administrative, Professional Services and Construction Contracts

RECOMMENDATION: Receive presentation on the Alameda CTC's Contracting and Procurement Policy and Procedures, Local Business Contract Equity Program, and Summary of Active Administrative, Professional Services and Construction Contracts.

Summary

Staff will present a brief review of Alameda CTC's contracting and procurement policy and procedures, Local Business Contract Equity (LBCE) Program, and a summary of active administrative, professional services and construction contracts.

Background

The purpose of Alameda CTC's agency-wide procurement policies is to establish policies, guidelines, and procedures to govern the procurement of goods and services, including administrative, engineering, professional, construction, and other services and to deliver effective and efficient transportation investments while supporting businesses in Alameda County. To most effectively deliver transportation investments and optimize delivery of projects, programs, and administrative services related to transportation, Alameda CTC utilizes a mixture of funding sources, including local sales tax revenues, vehicle registration fees, and other local, regional, state, and federal funding.

The procurement method used by Alameda CTC is dictated by the type of funding utilized to fund each contract. For contracts funded with federal funds, Alameda CTC adheres to the federal procurement process and complies with the U.S. Department of Transportation's Disadvantaged Business Enterprise (DBE) Program which was adopted in accordance with federal regulations contained in 49 C.F.R. Part 26. For contracts funded with Measure B funds or a combination of Measure B and local funds, Alameda CTC follows a procurement process similar to the federal process, but applies its own contract equity program, the LBCE Program, to the contract in place of the federally required DBE Program.

The LBCE Program, which originally began as a minority and women-owned businesses and local preference program with the inception of the first Measure B in 1986, was modified over

the years to reflect changes in statutes and court rulings associated with contract equity issues at both the state and federal levels. Alameda CTC adopted the current version of the program in September 2013, with the same purpose of encouraging businesses of all sizes to locate and remain in Alameda County and to spend its funds for goods and services within Alameda County. The current adopted version was created through an extensive public process and addressed the concerns of the public and the ACTIA board at the time. The participation of local and small local businesses in Alameda CTC-led locally funded contracts is consistent with the voter-approved mandate outlined in the 2000 Measure B Transportation Expenditure Plan, generates various economic benefits for the residents of Alameda County, and adds to the sales tax revenues for Alameda CTC.

Alameda CTC currently has 66 active administrative, professional services and construction contracts valued at approximately \$198.2 million. Of these contracts, 12 contracts totaling \$14.9 million were in the administrative professional services contract category, 47 contracts totaling \$158.1 million were in the technical professional services contract category, and 7 contracts totaling \$25.2 million were in the construction contract category. The LBCE Program was applied to 23 of the 66 active contracts totaling \$60.9 million.

Fiscal Impact: There is no fiscal impact.

Attachments:

- A. Consultant Procurement Flow Chart
- B. Summary of Active Professional Services and Construction Contracts

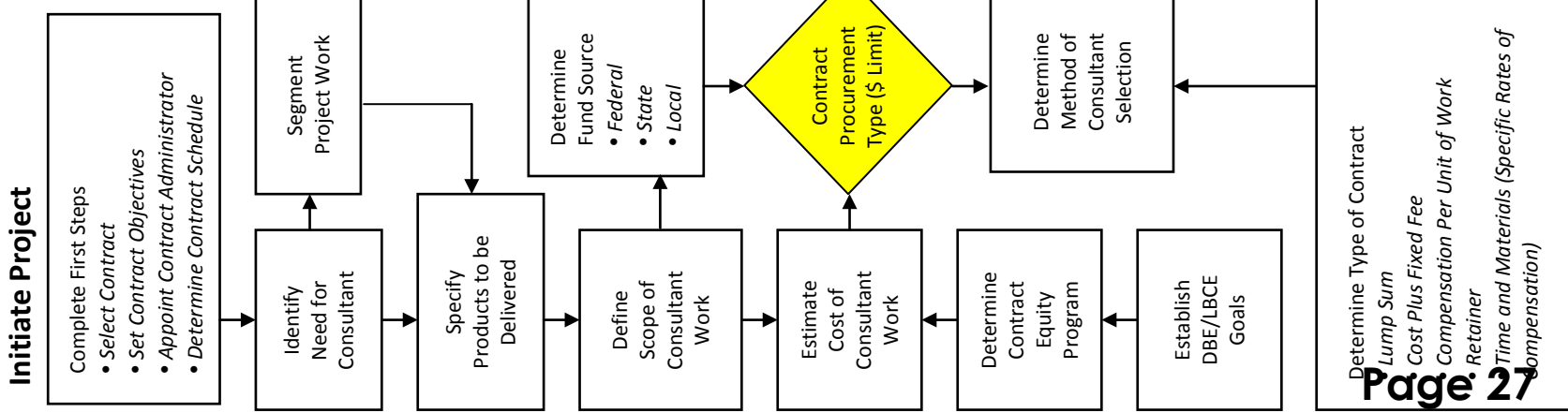
Staff Contact

[Patricia Reavey](#), Director of Finance

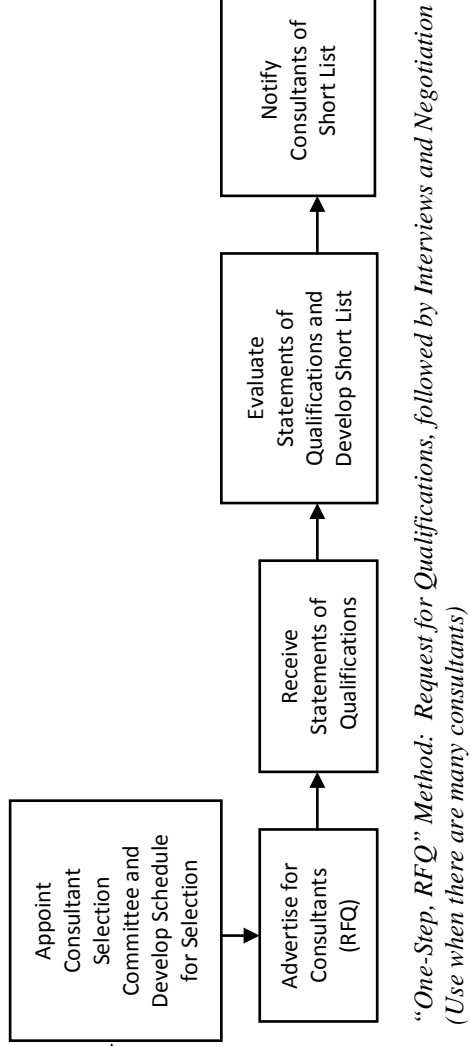
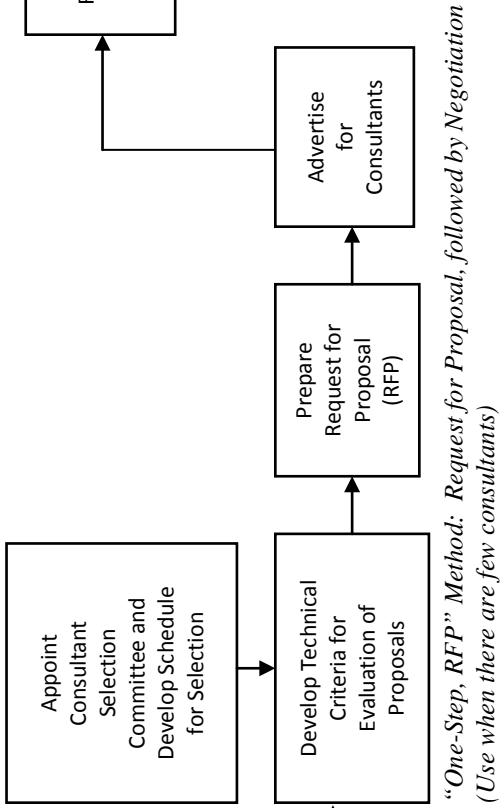
[Seung Cho](#), Contracting, Administration, and Fiscal Resource Manager

CONSULTANT PROCUREMENT FLOW CHART

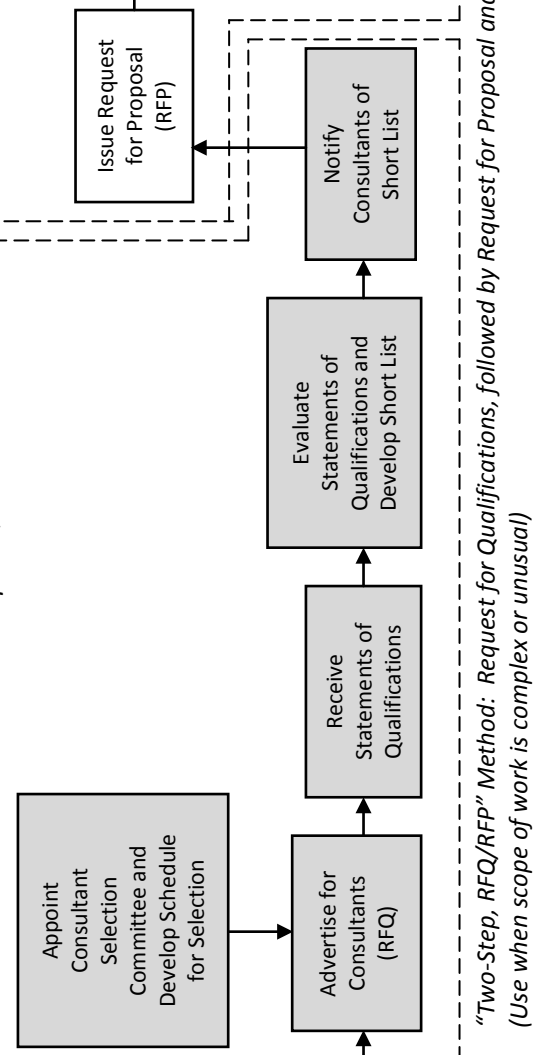
CONSULTANT SELECTION PROCESS



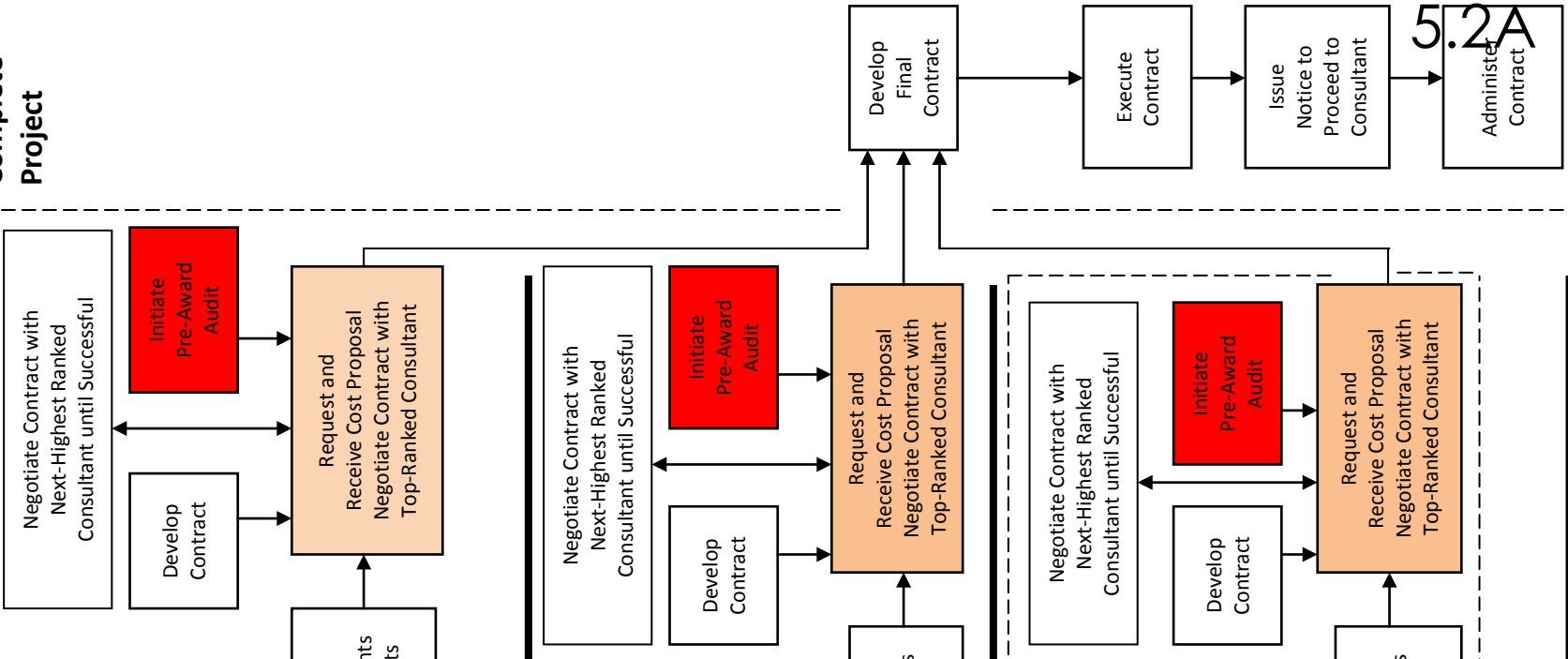
Select Consultants



Same as “One-Step RFQ” Method



Complete Project



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Summary of Active Professional Services and Construction Contracts (as of January 23, 2015)

Contract Type	Contract No.	Firm	Project/Scope	Contract Start	Contract Expiration	Current Contract Amount	Contract Equity Program	Last RFP Issuance Date	No. of Bids
Professional Services (Administrative) (Contract renewed annually)	A13-0004	SunTrust Bank	Investment Advisory Services	7/1/2013	6/30/2015	\$170,000	LBCE	4/8/2013	8
	A13-0016	Platinum Advisors, LLC	State Legislative Advocacy Services	7/1/2013	6/30/2015	\$120,000	LBCE	3/21/2013	1
	A13-0017	CJ Lake, LLC	Federal Legislative Advocacy Services	7/1/2013	6/30/2015	\$126,000	LBCE	3/21/2013	2
	A13-0088	Acumen Building Enterprise, Inc.	Planning, Policy and Legislation and Outreach Services	1/1/2014	6/30/2015	\$2,120,948	DBE	9/30/2013	1
	A14-0014	Wendel, Rosen, Black & Dean LLP	General Counsel	7/1/2014	6/30/2015	\$700,000	DBE	3/12/2012	1
	A14-0016	Moore Iacofano Goltsman, Inc.	Media and Public Relations Services	7/1/2014	6/30/2015	\$149,112	DBE	3/1/2011	3
	A14-0017	Novani, LLC	IT Support Services	7/1/2014	6/30/2015	\$115,100	DBE	3/1/2011	5
	A14-0018	L. Luster & Associates	LBCE Program Support Services	7/1/2014	6/30/2015	\$75,000	LBCE	8/8/2008	5
	A14-0023	Nelson/Nygaard Consulting Associates	Paratransit coordination services	7/1/2014	6/30/2015	\$360,500	LBCE	1/23/2009	1
	A14-0024	Koff & Associates Inc	Human Resource Services	7/1/2014	6/30/2015	\$60,000	LBCE	8/21/2009	7
	A14-0002	MV Transportation, Inc.	Emergency Wheelchair and Hospital Discharge Services	4/15/2014	6/30/2015	\$70,000	LBCE	2/14/2014	2
	A05-0004	URS Corporation Americas	Route 84 Expressway South Segment	7/26/2007	6/30/2018	\$14,750,000	LBCE	9/1/2004	6
	A05-0045	Mark Thomas & Company, Inc.	Design Services for the I-580/Redwood Road Interchange Project in Castro Valley	9/15/2005	6/30/2015 ²	\$3,905,000	LBCE	10/24/2001	5
	A07-0001	T.Y. Lin International CCS	East-West Connector (Preliminary Engineering, Environmental, and Design Services)	6/1/2007	8/31/2013 ¹	\$15,857,490	LBCE	1/16/2007	4
A07-007.PH3	Kimley-Horn and Associates, Inc.	Design Services for the I-80 Integrated Corridor Mobility Project (ICM)	10/21/2008	6/30/2015	\$10,807,923	DBE	5/18/2007	1	
A07-011.BKF.PH2	BKF	Design Services for the I-580 WB HOV Lane-Widening Project Phase 2	7/11/2007	12/31/2015	\$15,000,780	DBE	4/30/2007	9	
A08-001	Electronic Transaction Consultants	System Integrator for the Electronic Toll System on the I-680 Express Lane	7/1/2008	6/30/2016	\$9,364,219	DBE	7/16/2008	3	
A08-017.RM(NS)	Rajappan & Meyer Consulting Engineer	Design Services for the I-880 Southbound HOV Lane	4/1/2009	12/31/2015	\$4,797,924	DBE	7/16/2008	11	
A08-017.TYLIN	T.Y. Lin International CCS	Design Services for the I-580 EB Auxiliary Lanes	9/1/2008	12/31/2015	\$3,508,972	DBE	7/16/2008	11	
A08-017.WMH	WMH Corporation	Design Services for the I-880 SB HOV Lane Project (Davis St. to Marina Blvd)	1/14/2009	12/31/2016	\$6,777,319	DBE	7/16/2008	11	
A08-018	URS Corporation	Design Services for the I-580 Eastbound Express (HOT) Lanes	8/1/2008	6/30/2016	\$2,606,286	DBE	4/30/2007	9	
A09-006	TJKM	Design Services for the Webster Street SMART Corridor Construction	6/1/2009	12/31/2015	\$438,196	Exempt	4/23/2009	3	
A09-007	Electronic Transaction Consultants	I-580 Eastbound Express (HOT) Lanes	5/1/2010	11/30/2016 ²	\$12,492,086	DBE	11/1/2009	2	
A09-028	Novani, LLC	Design review of the networking, security and system architecture for I-680 HOT Project	1/1/2010	6/30/2015	\$293,900	DBE	12/14/2009	1	
A10-0008	S&C Engineers	Construction Management Services for the I-80 Integrated Corridor Mobility	3/1/2011	12/31/2015	\$1,890,750	Exempt	11/30/2010	4	
A10-0026	HQE, Inc.	East Bay Greenway Environmental Review and Implementation Strategy	9/1/2010	3/31/2015	\$1,030,659	LBCE	5/28/2010	3	
A10-010	Harris & Associates	CM Webster Street SMART Corridors	8/16/2010	12/31/2015	\$197,000	Exempt	3/17/2010	3	
A10-012	PB Americas	PSR for I-80/Gilman Street Interchange Improvements	11/10/2010	12/31/2014	\$679,028	DBE	4/29/2010	5	
A10-013	RBF Consulting	I-880 23rd & 29th Avenue Interchange PS&E	6/29/2010	6/30/2018	\$10,110,100	DBE	6/2/2010	4	
A11-0024	URS Corporation	PSR for I-580 Westbound Express Lane Project	7/1/2011	6/30/2016	\$2,918,942	DBE	4/14/2011	1	
A11-0033	CDM Smith	System Manager Express Lanes	12/15/2011	8/28/2015	\$1,433,934	DBE	5/9/2011	2	
A11-0034	WMH Corporation	PSR/PR for I-680 NB Express Lane	8/9/2011	6/30/2016	\$6,611,366	LBCE	5/6/2011	5	
A11-0039	Kimley-Horn and Associates, Inc.	System Manager Services for I-80 ICM Project	9/15/2011	6/30/2015	\$1,996,870	Exempt	5/18/2007	1	
A11-0058	Vavrinek, Trine, Day & Co., LLP	Independent Financial Audit	4/1/2012	6/30/2015	\$220,500	LBCE	12/9/2011	5	
A12-0020	Alliant Insurance Services	Insurance Brokerage Services	8/1/2012	7/31/2017	\$466,897	Exempt	5/25/2012	2	

Contract Type	Contract No.	Firm	Project/Scope	Contract Start	Contract Expiration	Current Contract Amount	Contract Equity Program	Last RFP Issuance Date	No. of Bids
Professional Services (Technical) (Multi-year contracts)	A12-0027	Nelson/Nygaard Consulting Associates	Guaranteed Ride Home (GRH) Program Operations Services	11/1/2012	11/30/2015	\$278,353	Exempt	8/1/2012	1
	A12-0028	Aegis	East Bay SMART Corridor Operations and Maintenance	6/28/2012	9/30/2015	\$700,000	Exempt	4/8/2010	3
	A12-0031	Hatch Mott MacDonald	Program Management / Project Controls	1/1/2013	6/30/2015	\$10,602,181	DBE	8/31/2012	2
	A13-0001	Alta Planning + Design	Safe Routes to Schools	11/1/2013	6/30/2016	\$4,441,096	DBE	3/18/2013	1
	A13-0020	Ghirardelli & Associates	Construction Management East Bay Greenway	11/1/2012	3/31/2015	\$535,800	DBE	9/26/2012	2
	A13-0024	Community Design & Architecture	Transportation & Land Use Work Program	10/1/2013	3/30/2015	\$144,983	LBCE	7/17/2013	3
	A13-0026	Cambridge Systematics	Development of an Alameda Countywide Collaborative and Goods Movement Plan	10/29/2013	12/31/2015	\$1,400,000	LBCE	7/1/2013	2
	A13-0089	Parsons Brinckerhoff	Development of an Alameda Countywide Transit Plan	3/3/2014	6/30/2016	\$1,500,000	LBCE	10/8/2013	3
	A13-0092	Electronic Transaction Consultants	System Integrator Services for the Electronic Toll System for the I-580 WB Express Lane Project	11/20/2013	11/30/2016 ²	\$3,299,405	DBE	11/1/2009	2
	A13-0095	Iteris, Inc.	Preparation of the 2014 Level of Service Monitoring Study	3/3/2014	2/28/2015	\$199,983	DBE	12/30/2013	3
	A14-0001	Frank Wilson & Associates, Inc.	I-580 Eastbound Express (HOT) Lanes Education and Outreach	4/1/2014	3/31/2017	\$999,519	Exempt	1/14/2014	2
	A14-0011	Fehr & Peers Associates	Development of an Alameda Countywide Multimodal Arterial Plan	8/1/2014	6/30/2016	\$799,999	LBCE	3/6/2014	4
	A14-0027	Fehr & Peers Associates	Preparation of a Feasibility Study for the Iron Horse Trail Connectivity to BART Project	11/5/2014	3/31/2016	\$328,222	DBE	5/5/2014	3
	A14-0031	Kittelson & Associates, Inc.	Preparation of a Complete Street Corridor Concept Plan for the City of Alameda's Clement Avenue	11/1/2014	6/30/2015	\$124,998	DBE	5/29/2014	5
	A14-0034	Kittelson & Associates, Inc.	Downtown Oakland Comprehensive Circulation Study	2/1/2015	6/30/2016	\$900,000	DBE	6/10/2014	2
	A14-0036	Dyett & Bhatia Urban and Regional Planners	Preparation of a Downtown Specific Plan for the City of Hayward	2/1/2015	2/1/2017	\$990,000	DBE	7/2/2014	6
	A14-0021	Kittelson & Associates, Inc.	Development of an Alameda Countywide Collaborative and Goods Movement Plan	6/1/2014	6/30/2015	\$75,000	LBCE	4/21/2014	2
	A14-0051	HNTB	PA/ED for the I-880/Broadway-Jackson Project	12/4/2014	3/31/2018	\$4,900,000	LBCE	6/30/2014	7
	A14-0056	National Data and Surveying Services, Inc.	Bike to Work Day Project	9/1/2014	2/28/2015	\$13,110	Exempt	8/1/2014	1
	A14-0059	Convey	Media relations assistance in support of Alameda CTC's communications, public outreach/education program	9/15/2014	12/15/2014	\$25,000	Exempt	8/1/2015	1
A14-0060	Fehr & Peers Associates	Development of the Bicycle Plan Guideline Supporting Tools	10/27/2014	5/31/2015	\$14,900	Exempt	10/14/2014	1	
A14-0077	ComputerWorks NFP Solutions	New accounting software implementation services	1/15/2015	1/14/2016	\$73,000	LBCE	6/21/2014	4	
A99-0003	PBQD, Inc.	I-880/Mission Boulevard (Route 262) Interchange Completion	4/22/1999	6/30/2015	\$8,090,000	LBCE	1/3/1997	6	
A11-0026	Steiny & Company, Inc.	I-80 ICM San Pablo Corridor Arterial and Transit Improvements	8/23/2011	12/31/2015 ²	\$10,280,128	Exempt	4/14/2011	4	
A11-0030	Bortolussi & Watkin, Inc.	Planting and Irrigation of I-580 Landscaping Project	10/29/2012	12/31/2015 ²	\$251,920	DBE	7/6/2012	1	
A11-0036	Forster and Kroeger, Inc.	Landscaping Maintenance for the I-580 Castro Valley I/C Project	7/28/2011	12/31/2015 ²	\$231,820	LBCE	6/30/2011	2	
A11-0038	Delcan Corporation	I-80 ICM Project #6 - Traffic Light Synchronization Plan (TLSP)	12/21/2012	12/31/2015	\$7,375,523	Exempt	9/30/2011	2	
A11-0062	Amland Corp.	Construction of Webster Street SMART Corridor Project	11/26/2012	6/30/2015 ²	\$652,226	DBE	8/17/2012	4	
A12-0019	Telegra, Inc.	Equipment Procurement for I-80 ICM Project	10/31/2012	6/30/2015	\$4,521,546	Exempt	6/1/2012	1	
A12-0023	GradeTech, Inc.	East Bay Greenway Environmental Review and Implementation Strategy	7/23/2013	6/30/2015	\$1,889,071	DBE	4/1/2014	4	
Construction									

Notes

¹ Reflects estimated completion of tasks at time of suspension in April 2012.

² Date reflects estimated work completion.