



County of San Mateo

Inter-Departmental Correspondence

Department: PUBLIC WORKS

File #: 21-885

Board Meeting Date: 11/9/2021

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Ann M. Stillman, Interim Director, Department of Public Works

Subject: Adopting the State of California Department of Transportation Local Assistance Procedures Manual Chapter 10 Consultant Selection for State and Federal Funded Transportation Projects

RECOMMENDATION:

Adopt a resolution adopting the State of California Department of Transportation Local Assistance Procedures Manual, Chapter 10, Consultant Selection for State and Federal Funded Transportation Projects.

BACKGROUND:

The County of San Mateo implements transportation projects that include state and federal funds which are administered by the California Department of Transportation (Caltrans). Local Public Agencies (LPA) must execute agreements with Caltrans for the receipt of these funds with specific requirements to be complied with for the use of these funds. The County maintains a "Master Agreement Administering Agency-State Agreement for State-Funded Projects" with Caltrans for these types of projects.

On September 25, 2001, this Board adopted Resolution No. 064819, which authorized authority to execute Master Agreements, Program Supplementals, Fund Exchange Agreements, and/or Fund Transfers Agreements and other forms with Caltrans, to the Director of Public Works or the Director's duly authorized representative. These agreements and program supplements require the County to follow and comply with the Caltrans' Local Assistance Procedures Manual (LAPM), which prescribes how certain work and activities must proceed.

DISCUSSION:

Caltrans administers federal funding to local agencies, including the County. Local agencies must execute a Master Agreement with Caltrans to be eligible for federal funding and must accept the responsibility for adhering to Caltrans policies and procedures including the LAPM. Caltrans has reviewed processes used by local agencies on federally funded projects and found a lack of

compliance or incomplete Architectural and Engineering (A&E) procurement policies and procedures as a common finding. Chapter 10 of the LAPM stipulates the process to be utilized to procure A&E services.

In August 2021, Caltrans released a Division of Local Assistance - Office Bulletin 21-05 "Adopting LAPM Chapter 10", which requires all LPAs to adopt Chapter 10 of the Caltrans' LAPM by November 15, 2021 to continue to be eligible for federal-aid projects.

The County of San Mateo complies with Chapter 10 of the LAPM on federally funded projects that are administered by the Department of Public Works. This resolution will memorialize the County's commitment to follow Chapter 10 of the LAPM for the applicable federally funded projects and will meet the requirements stipulated by Caltrans.

County Counsel has reviewed and approved the resolution as to form.

FISCAL IMPACT:

There is no cost associated with this action. However, ensuring compliance and the associated cost will be the responsibility of the department that obtains and utilizes the federal funding administered by Caltrans.

There is no impact to the General Fund for this action.