

**FUNDING AGREEMENT**  
**SAN MATEO COUNTY TRANSPORTATION AUTHORITY MEASURE A FUNDS**  
**(PEDESTRIAN AND BICYCLE PROGRAM)**  
**[NAME/TITLE OF CAPITAL PROJECT BEING FUNDED]**

This Funding Agreement (Agreement) is made this \_\_\_ day of \_\_\_\_\_, 20[XX] (Execution Date) by and between the San Mateo County Transportation Authority (TA) and the [PROJECT SPONSOR] (Sponsor), together referred to herein as the "Parties."

**RECITALS**

**WHEREAS**, on June 7, 1988, the voters of San Mateo County approved a ballot measure to allow the collection and distribution by the TA of a half-cent transactions and use tax in San Mateo County for 20 years with the tax revenues to be used for highway and transit improvements pursuant to the Transportation Expenditure Plan presented to the voters (Original Measure A); and

**AND/OR**

**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**, Sponsor requested that the TA provide [\$AMOUNT] of Measure A funds for the [PROJECT NAME/TITLE] (Project); and

**WHEREAS**, Project meets the intent of the [1988 Transportation Expenditure Plan AND/OR 2004 Transportation Expenditure Plan] and the TA's 2009–2013 Strategic Plan; and

**WHEREAS**, on [DATE] and [DATE], respectively, the TA's Board of Directors programmed and allocated up to [\$AMOUNT] from the New Measure A Pedestrian and Bicycle Program Category (hereinafter "Measure A Funds") for the [PHASE(S)] phase (Scope of Work) of/for the Project through Resolution XXXX-XX; 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," which is

attached to this Agreement and incorporated herein by this reference. 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. The 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, the 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 B. 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 the 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 the Sponsor or any contractor or consultant of the 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. The 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 the Sponsor's performance under this Agreement. The 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 the 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 the Sponsor up to [\$AMOUNT] for reimbursement of expenditures related to the Scope of Work ("Scope of Work costs") as provided in this Section 2. The Sponsor will contribute, or provide for the contribution of, the entire amount in excess of [\$AMOUNT] needed to complete the Scope of Work [and must provide at least x% of the total Scope of Work costs – *if there are other funding sources identified and secured for the Scope of Work at the time this funding agreement is executed and if it is contextually appropriate for the TA to preserve a proportional share of project savings*]. The TA's funding commitment under this Agreement in no way establishes a right for the 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.

The 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. The Sponsor must further notify the TA between reporting cycles if the Sponsor determines that the budget will not be sufficient to complete the Scope of Work. The TA retains authority to suspend its funding obligation as set forth in Section 3.4 of this Agreement upon such notice, and until the 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 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 the 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 (i) repay such funds to the TA, or (ii) explain in writing how the funds in question were spent for the approved Scope of Work. The TA will respond to the Sponsor's written explanation within thirty (30) days of receipt. Unless otherwise stated in the response, the TA's response will be final, and the 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 reimbursement for Scope of Work costs incurred on or after the Execution Date. Scope of Work Costs must be incurred and paid by the Sponsor prior to requesting reimbursement from the TA. Sufficient documentation must accompany all requests for 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 costs for all work within the Scope of Work. 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. 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," which is attached to this Agreement as Exhibit C and incorporated herein, 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, requesting reimbursement of Measure A Funds for the TA's pro rata share of costs for the Scope of Work as contemplated by this Agreement.
- b) For any property acquisitions for which Sponsor seeks reimbursement from the TA, Sponsor must provide the following supporting documentation for each property:
  - i. Copies of the final real estate appraisal and any appraisal review conducted on behalf of Sponsor;
  - ii. For any right-of-way activities involving property on the Caltrans right-of-way, written confirmation that the acquisition process was conducted in accordance with the then-current version of the Caltrans Right-of-Way manual;
  - iii. A Phase One Environmental Assessment and any recommended additional testing (unless waived by the TA);
  - iv. Copy of the offer package provided to the property owner(s);
  - v. Copy of the Notice of Exemption or other required document for environmental clearance under CEQA/NEPA for the purchase of the property, and evidence of the date of filing such Notice; and
  - vi. Written justification acceptable to the TA of any settlement at an amount higher than the offer.
- c) For each voluntary real property transaction, Sponsor must also provide:
  - i. Copy of the fully executed purchase and sale agreement;
  - ii. Copy of an executed and recorded deed, in a form consistent with the requirements set forth in the then-current Caltrans Right-of-Way manual;

- iii. Copy of the Policy of Title insurance; and
- iv. Copy of the final closing statement from the escrow.
- d) For each real property acquisition undertaken through condemnation, Sponsor must also provide:
  - i. Copy of the recorded Final Order of Condemnation; and
  - ii. Copy of the litigation guarantee issued by a title insurer.
- e) 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.
- f) 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 the 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.
- g) 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>

**2.6 Return of Project Cost Savings.** Upon submission of the Final Report detailed in Section 1.5 of this Agreement, if the total Scope of Work Costs are less than [\$AMOUNT], Sponsor will return to the TA that proportion of the Project cost savings that is equal to the percentage of the original Scope of Work budget that consisted of Measure A Funds.

### SECTION 3: Term

**3.1 Term.** The term of this Agreement will commence on [*Allocation date*] and conclude upon the earliest of: (a) [[EVENT]], (b) the TA's final reimbursement to Sponsor for work performed hereunder, (c) termination by Sponsor or the TA pursuant to this Section 3, or (d) [[DATE – *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 the 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 shall 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 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, in the event the Sponsor identifies a risk of not being able to complete the Scope of Work within budget. If the 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 [DATE] *[two years from the Allocation Date if the Scope of Services includes only preconstruction activity, three years from the Allocation Date if the Scope of Services includes only construction activity, and five years from the Allocation Date if the Scope of Services includes both preconstruction and construction activities].*

3.6 Time Extension. If the Scope of Work cannot be completed within the Time of Performance as defined in Section 3.5, the 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

- a) The Sponsor will fully release, indemnify, hold harmless and defend the TA and its directors/councilmembers, officers, employees and agents (collectively, "Indemnitees") against all liability, claims, suits, actions, costs or expenses arising

from loss of or damage to property, and injuries to or death of any person (including but not limited to the property or employees of each Party) when arising out of or resulting from any act or omission by the Sponsor, its agents, employees, contractors or subcontractors in connection with any aspect of the Project, including Project design, construction and/or maintenance.

- b) The Sponsor will also fully release, indemnify, hold harmless and defend the Indemnitees from and against any and all claims or suits that may be brought by any of the Sponsor's contractors or subcontractors performing work in connection with or related to the Project.
- c) The Sponsor's obligation to defend includes the payment of all attorneys' fees and all other costs and expenses of suit, and if any judgment is rendered, or settlement entered, against any Indemnitee, the Sponsor must, at its expense, satisfy and discharge the same. Indemnitees may require the Sponsor to obtain counsel satisfactory to the Indemnitees.
- d) The Sponsor will fully release, indemnify, hold harmless and defend the Indemnitees against any and all claims and expenses associated with the response to, removal and remediation of the release of hazardous chemicals or substances related to implementation of the Scope of Work, including without limit, payment of any fines or penalties levied by any agency as a result of such release. For purposes of this paragraph, the term "claims" includes (1) all notices, orders, directives, administrative, or judicial proceedings, fines, penalties, fees, or charges imposed by any governmental agency with jurisdiction; and (2) any claim, cause of action, or administrative or judicial proceeding brought against the Indemnitees for any loss, cost (including reasonable attorneys' fees), damage or liability, sustained or suffered by any person or entity, including the Indemnitees.
- e) This indemnification will survive termination or expiration of this Funding 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. 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. Insurance coverage must meet statutory minimums and 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)/\$5 (five)/ \$10 (ten)]<sup>1</sup> 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)/\$5 (five)/ \$10 (ten)]<sup>1</sup> million. Insurance must cover all owned, non-owned and hired autos, and include a Waiver of Subrogation in favor of the TA.

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<sup>1</sup> To be customized based on project phase and cost:

\* For all projects: \$1M for Project Planning, Project Initiation, Project Approval & Environmental Design and Right of Way Phases

\* For capital projects with budgets of up to \$10M (e.g., road widening): \$1M for Design and Construction Phases

\* For capital projects with budgets between \$10M and \$40M (e.g., freeway interchange): \$5M for Design and Construction Phases

\* For capital projects with budgets of \$40M or more: \$10M limits for Design and Construction Phases

- 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 the 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.
- e) 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 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: Michael Scanlon  
Executive Director

To [SPONSOR]: [SPONSOR]  
ADDRESS LINE ONE  
ADDRESS LINE TWO  
Attn: PROJECT SPONSOR CONTACT  
TITLE

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 the 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 the 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.

**[SPONSOR]**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
Legal Counsel for the [SPONSOR]

**SAN MATEO COUNTY TRANSPORTATION  
AUTHORITY**

By: \_\_\_\_\_

Name: Michael J. Scanlon

Its: Executive Director

Attest:

\_\_\_\_\_  
TA Secretary

Approved as to Form:

\_\_\_\_\_  
Legal Counsel for the TA

**Exhibit A: Scope of Work Information**

**Exhibit B: Progress Reporting Template**

**Exhibit C: Reimbursement Claim Form**

**EXHIBIT A: SCOPE OF WORK INFORMATION**

*[Project Title: Phases/Activities]*

**Sponsoring Agency:** *[Insert Jurisdiction]*

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

**Implementing Agency:** *[Insert Jurisdiction]*

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

**Overall Project Description:**  
*[Describe project limits, nature of improvements, ultimate project]*

**Measure A Funded Scope of Work:**

*[Description of specific scope of work being delivered with the Measure A Funds. Attach maps, designs, plans, etc. as appropriate]*

**Scope of Work Schedule *[add or change milestones/phases for greater detail if applicable]:***

	<u>Begin</u>	<u>End</u>
Planning	MM/YY	MM/YY
Environmental	MM/YY	MM/YY
Design	MM/YY	MM/YY
Right-of-Way	MM/YY	MM/YY
Construction	MM/YY	MM/YY

**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.

TA Support (if applicable)				
Total:	\$0		\$0	\$0

\* The other fund sources are provided for information purposes.

### Cash Flow Projection for Measure A Funds only

The cash flow projection is provided for informational purposes only.

Task/Activity	FY12				Subtotal FY12	FY13				Subtotal FY13
	1st Quarter (Jul 1-Sept 30)	2nd Quarter (Oct 1-Dec 31)	3rd Quarter (Jan 1-Mar 31)	4th Quarter (Apr 1-Jun 30)		1st Quarter (Jul 1-Sept 30)	2nd Quarter (Oct 1-Dec 31)	3rd Quarter (Jan 1-Mar 31)	4th Quarter (Apr 1-Jun 30)	
					\$0					\$0
					\$0					\$0
					\$0					\$0
					\$0					\$0
					\$0					\$0
					\$0					\$0
					\$0					\$0
					\$0					\$0
<b>Total</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Cumulative to Date</b>	\$0	\$0	\$0	\$0	<b>Correct</b>	\$0	\$0	\$0	\$0	<b>Correct</b>

  

Task/Activity	FY14				Subtotal FY14	FY15	FY16	FY17	Subtotal for FY15-FY17	Project Total
	1st Quarter (Jul 1-Sept 30)	2nd Quarter (Oct 1-Dec 31)	3rd Quarter (Jan 1-Mar 31)	4th Quarter (Apr 1-Jun 30)						
					\$0				\$0	\$0
					\$0				\$0	\$0
					\$0				\$0	\$0
					\$0				\$0	\$0
					\$0				\$0	\$0
					\$0				\$0	\$0
					\$0				\$0	\$0
					\$0				\$0	\$0
<b>Total</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Cumulative to Date</b>	\$0	\$0	\$0	\$0	<b>Correct</b>	\$0	\$0	\$0	<b>Correct</b>	<b>Correct</b>

**Operating Responsibility:** *[jurisdiction, for post construction conditions]*

**Maintenance Responsibility:** *[jurisdiction, for post construction conditions]*

**Scope of Work Implementation Responsibility:** *[i.e. city, consultant, other agency]*

**Scope of Work Oversight Responsibility:** *[i.e. city, consultant, other agency]*



**EXHIBIT B: PROGRESS REPORTING TEMPLATE**

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

SMCTA Project # 00XXX – [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:**

	<u>Original Baseline</u>		<u>Current Baseline</u>		<u>Current Forecast</u>	
	<u>Start</u>	<u>Finish</u>	<u>Start</u>	<u>Finish</u>	<u>Start</u>	<u>Finish</u>
<b>Milestones:</b>						
[Activity]	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY
[Activity]	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY
[Activity]	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY
[Activity]	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY

**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:**

	A	B	C	D	E	F
Phase/ Activity	Original Budget (per Funding Agreement)	Updated Cost Estimate	Total Change from Approved (B-A)	Total Expended to Date	% of Revised Budget Expended (D/B)	% of Work Completed
			-		0.00%	0.00%
			-		0.00%	0.00%
			-		0.00%	0.00%
<b>Total Project</b>	-	-	-	-	# DIV/0!	

**4) Scope of Work Measure A Budget:**

	A	B	C	D	E	F
Phase/Activity	Original Measure A allocation (per Funding Agreement)	Current Measure A allocation	Change in Measure A allocation from Approved/Funding Agmt (B-A)	Total Measure A Expended to date	% of current Measure A allocation expended (D/B)	% of Work Completed
					#DIV/0!	
					#DIV/0!	
					#DIV/0!	
<i>Total Scope of Work</i>	\$0	\$0	\$0	\$0	#DIV/0!	

**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.]

	Original	Original %	Current	Current %	Estimated at Completion	EAC %
	Contribution		Contribution		Contribution	
SMCTA		#DIV/0!		#DIV/0!		#DIV/0!
Others:						
Federal (specify)		#DIV/0!		#DIV/0!		#DIV/0!
State (specify)						#DIV/0!
Other (specify)						
<b>Total</b>	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!

**Issues:** [List any issues such as changes in non-Measure A funding]

Submit Progress Reports To: xxxxx@samtrans.com  
or: SMCTA  
Planning & Development  
1250 San Carlos Avenue  
San Carlos, CA 94070

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

SMCTA Project ID:

SMCTA Project  
Allocation:

Claim Date:

Claim Number:

Claim Period:

Claim Amount: **\$0.00**

Consultant/Contractor/ Vendor	Invoice #	Invoice Total	Funding Source				Measure A	Prior Total Measure A \$	Life to Date Measure A \$	Measure A Budget Balance
			Fund Source 1	% of Total	Fund Source 2	% of Total				
				#DIV/0!		#DIV/0!				
				#DIV/0!		#DIV/0!				
				#DIV/0!		#DIV/0!				
				#DIV/0!		#DIV/0!				
<b>Total</b>		-	-	#DIV/0!		-	-	-	-	-

Quarterly Progress Report included?

Y/N

Please issue check payable to:

*Agency*  
*Contact person*  
*Address*