



Staff Report

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**File #:** 22-0133

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**REQUEST FOR CITY COUNCIL ACTION**

**DATE:** 02/16/2022

**TO:** Honorable Mayor and City Council Members

**FROM:** Public Works Department

**SUBJECT:**

Resolution authorizing the adoption of Caltrans' Local Assistance Procedures Manual Chapter 10.

**EXECUTIVE SUMMARY:**

The City Council will consider adopting the Caltrans Local Assistance Procedures Manual (LAPM) Chapter 10. The chapter includes policies and procedures that must be used when going through the process to select consultants for Architectural and Engineering contracts. Adoption of the LAPM will allow the City to continue to maintain eligibility for federal grants.

**RECOMMENDED ACTION:**

**That the City Council** adopt Resolution No. 2022-013, authorizing the adoption of Caltrans' Local Assistance Procedures Manual Chapter 10.

**BACKGROUND & HISTORY:**

The City of Corona is occasionally granted or awarded federal and state transportation funds through a competitive bid process to design and construct projects. The federal government has delegated the California Department of Transportation (Caltrans) the authority to administer and award these funds to local agencies through the Local Assistance Program.

Title 23 Code of Federal Regulations Part 172 (23 CFR 172) allows Caltrans Division of Local Assistance (DLA) to prescribe the policies and procedures for engineering and design-related services, also known as Architectural and Engineering (A&E) services. Local Public Agencies (LPAs) are responsible for adopting the written policies and procedures prescribed by the awarding State Transportation Agency (STA). In order to continue to be eligible for the reimbursement of funds used for consultant services on federal aid projects, Caltrans requires that the City adopt the policies and procedures outlined in [Chapter 10](#), Consultant Selection, of the Local Assistance Procedures Manual (LAPM).

**ANALYSIS:**

The Public Works Department is responsible for the delivery of Capital Improvement Projects (CIP). State and federal grants often fund CIP projects. Eligibility requirements for these grants stipulate that the City must follow various policies and procedures when procuring A&E services as well as outlines the management of such contracts.

The LAPM, Chapter 10, outlines the process and procedures that agencies are required to follow when an A&E consultant is needed for a project. It explains consultant selection methods and requirements, participation requirements in the Disadvantaged Business Enterprise, and the LPA's responsibility to ensure adequate staff and proper administration of a consultant contract. Most importantly, local agencies must adopt Caltrans LAPM Chapter 10 to ensure contract costs incurred remain grant reimbursable.

**FINANCIAL IMPACT:**

There is no fiscal impact associated with this action. Chapter 10 of the LAPM discusses the procurement requirements that the City must follow in using A&E consultants working on federally funded projects. Incorporation of these procedures into the City's procurement process will allow the City to continue to maintain eligibility for federal grants.

**ENVIRONMENTAL ANALYSIS:**

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the commonsense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action to approve a resolution adopting Chapter 10 of the Local Assistance Procedures Manual is a ministerial action, and there is no possibility that adopting this resolution will have a significant effect on the environment. Therefore, no environmental analysis is required.

**PREPARED BY:** LAURA LOPEZ, EXECUTIVE ASSISTANT

**REVIEWED BY:** SAVAT KHAMPHOU, PUBLIC WORKS DIRECTOR

**Attachments:**

1. Resolution No. 2022-013