

MEMORANDUM

To: CHAIR AND COMMISSIONERS
CALIFORNIA TRANSPORTATION COMMISSION

CTC Meeting: August 14-15, 2025

From: STEVEN KECK, Chief Financial Officer

Reference Number: 2.8b.(2), Action Item

Prepared By: Dee Lam, Chief
Division of Local Assistance

Subject: **REQUEST TO EXTEND THE PERIOD OF CONTRACT AWARD FOR
LOCALLY-ADMINISTERED ACTIVE TRANSPORTATION PROGRAM PROJECTS,
OFF THE STATE HIGHWAY SYSTEM, PER ATP GUIDELINES
WAIVER 25-155**

ISSUE:

Should the California Transportation Commission (Commission) extend the period of contract award for four locally-administered Active Transportation Program (ATP) projects, for the time periods as identified in the attachment?

RECOMMENDATION:

The California Department of Transportation (Department) recommends that the Commission extend the period of contract award for four locally-administered ATP projects, for the time periods as identified in the attachment.

BACKGROUND:

In January and March 2025, the Commission allocated \$17,461,000 for four locally-administered ATP projects identified in the attachment. The responsible agencies have been unable to award the contracts within six months of allocation, per ATP Guidelines (Guidelines). The attachment describes the details of the projects and the explanations for the delays. The respective agencies request an extension, and the planning agencies concur.

Current Guidelines adopted by the Commission, stipulate that the agencies implementing a project may request a time extension if the project will not be awarded within six months of allocation. The Commission may approve a waiver to the Timely Use of Funds deadline, one-time only, for up to 12 months.

Attachment

**Time Extension/Waiver – Contract Award
Active Transportation Program**

Project: 1
Applicant: City of Willits
County: Mendocino
PPNO: 4726B
District: 1
Allocation Amount: \$189,000
Phase: Construction Non-Infrastructure
Allocation Date: 01/31/2025
Allocation Resolution: FATP-2425-13
Number of Months Requested: 6 Months
Extended Deadline: 01/31/2026
Department Recommendation: Support

City of Willits Rail with Trail Project

The City of Willits (City) requests a 6-month time extension for the period of contract award for the Construction Non-Infrastructure (CON-NI) phase of the City of Willits Rail with Trail Project. The City has experienced delays with the contract award process.

The project proposes to implement a community-wide outreach program to inform and encourage the development of new active transportation habits.

The original work plan the City had outlined in the approved grant application intended to engage third-party consultants to carry out community outreach, education, and promotional activities to encourage high usership of the trail that is currently under construction and expected to be completed in Fall 2026. However, the City is currently facing a significant financial crisis that includes general fund shortfalls. This has necessitated a reevaluation of resource allocation across City departments. Due to this fiscal situation, City staff have been directed to place third-party contract services on hold. The City is requesting the additional time to advertise and award a contract while it works to resolve its financial issues.

Therefore, the City is requesting a 6-month time extension for the period of contract award for the CON-NI phase from July 31, 2025 to January 31, 2026.

Project: 2
Applicant: San Luis Obispo County
County: San Luis Obispo
PPNO: 3060
District: 5
Allocation Amount: \$15,953,000
Phase: Construction
Allocation Date: 03/21/2025
Allocation Resolution: FATP-2425-17
Number of Months Requested: 12 Months
Extended Deadline: 09/30/2026
Department Recommendation: Support

Bob Jones Trail Gap Closure Segment 1

San Luis Obispo County (County) requests a 12-month time extension for the period of contract award for the Construction (CON) phase of the Bob Jones Trail Gap Closure Segment 1 project. The County has experienced delays with environmental review.

The project proposes to construct a multipurpose Class-I path, a bicycle/pedestrian bridge, a roadway under crossing tunnel, and trail head improvements.

The County has nearly completed all required steps to publicly advertise Segment 1 for construction and is waiting for the final federal environmental permits to advertise the construction contract. In March 2024, the County submitted environmental documents to the California Department of Fish and Wildlife, United States Army Corps of Engineers, and the State Water Resources Control Board. There were significant delays in the permitting process due to the redesign associated with the inability to secure an easement from a private landowner. This resulted in a scope change approved at the March 2025 Commission meeting. The scope change shifted the project's alignment into the Department's right of way and segmented the project into two phases. Due to the need for a scope change and the agencies involved for permitting, the County is requesting the additional time to allow for review, comment, and approvals.

Therefore, the County is requesting a 12-month time extension for the period of contract award for the CON phase from September 30, 2025 to September 30, 2026.

Project: 3
Applicant: Cal Poly Pomona Foundation Inc.
County: Los Angeles
PPNO: 6175
District: 7
Allocation Amount: \$299,000
Phase: Construction Non-Infrastructure
Allocation Date: 01/31/2025
Allocation Resolution: FATP-2425-13
Number of Months Requested: 8 Months
Extended Deadline: 03/31/2026
Department Recommendation: Support

Cal Poly Pomona Campuswide Active Transportation Plan

Cal Poly Pomona Foundation Inc. (Foundation) requests a 8-month time extension for the period of contract award for the CON-NI phase of the Cal Poly Pomona Campuswide Active Transportation Plan project. The Foundation has experienced delays in finalizing the Program Supplemental Agreement.

The project proposes to develop a Campuswide Active Transportation Plan that proposes a network of pedestrian and bicycle facilities, improves wayfinding and amenities, and links to the community.

Following the allocation approval for the CON-NI phase, the Foundation experienced delays initiating the Request for Proposal (RFP). The State Budget was announced for Fiscal Year 2025-26, which led to California State Polytechnic University, Pomona (CPP) to make significant operating budget cuts. As a result, CPP announced the 2025 Voluntary Separation Incentive Program that caused the unanticipated departure of the project director and other staff essential to the project. This impacted CPP's ability to proceed with the project implementation as planned. CPP is currently backfilling key role vacancies. In addition, the California State University (CSU) system has a Master Enabling Agreement (MEA) with pre-selected consultants for transportation planning services. The intent of the MEA is to streamline procurement processes for the CSU system, however, after discussions with the CSU, the Department, and CPP it was determined that this process did not meet the provisions in the Local Assistance Procedures Manual for independent cost estimates. A procurement work plan is currently in development that will meet Department and CPP policies. The Foundation estimates that the RFP will be advertised by October 2025, and a consultant will be selected by March 2026. There is a concurrent allocation amendment on this month's Commission agenda.

Therefore, the Foundation is requesting a 8-month time extension for the period of contract award for the CON-NI phase from July 31, 2025 to March 31, 2026.

Project: 4
Applicant: City of Stockton
County: San Joaquin
PPNO: 3462
District: 10
Allocation Amount: \$1,020,000
Phase: Construction
Allocation Date: 03/21/2025
Allocation Resolution: FATP-2425-17
Number of Months Requested: 4 Months
Extended Deadline: 01/31/2026
Department Recommendation: Support

Safe Routes to School Sidewalk Gap Closure

The City of Stockton (City) requests a 4-month time extension for the period of contract award for the Construction (CON) phase of the Safe Routes to School Sidewalk Gap Closure project. The City has experienced delays with receiving approval for the Authorization to Proceed.

The project will construct curb, gutter, and sidewalk to close sidewalk gaps, upgrade or install curb ramps, bulb outs, and install crosswalks to complete the pedestrian network at various schools.

The City is utilizing federal funds to supplement the Active Transportation Program funds to fully fund this project, due to a shortfall in construction funding. The project was split into two phases due to the large construction shortfall, and the need for right of way acquisition. The first phase consists of four school sites and the second phase, which needs right of way acquisition, has one school site. The original project manager left city employment in August 2024. The newly assigned project manager was unfamiliar with the project and authorization process. In addition, the splitting of the project into phases made the assignment of line items and identification of participating costs problematic, that led to errors in the Authorization to Proceed (E-76) submissions. The City was missing contract bid items that were not identified in the right of way document, and there were inconsistent values in the funds request package. The City submitted the request for the E-76 at the end of May 2025, and again at the end of June 2025. The City corrected the errors and received the E-76 approval in early July 2025. The contract is currently being advertised and bid opening scheduled for August 2025. Although the City has addressed the issues with the E-76, the additional time to award the project will allow the City time to address any issues and readvertise if necessary.

Therefore, the City is requesting a 4-month time extension for the period of contract award for the CON phase from September 30, 2025 to January 31, 2026.