



November 7, 2024

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Stephanie Wiggins  
Chief Executive Officer  
Los Angeles County Metropolitan Transportation Authority (Metro)  
One Gateway Plaza  
Los Angeles, CA 90012

Attn: Maressa Sah, Manager, Transportation Planning

**RE: LETTER OF INTENT: SAN GABRIEL VALLEY BUS CORRIDOR TRANSIT IMPROVEMENTS PROJECT OUTREACH AND PROJECT DEFINITION**

Dear Ms. Wiggins:

On behalf of the San Gabriel Valley Council of Governments (SGVCOG), I write to express our commitment to implement funds allocated by Metro in its FY 2025 Budget to support project definition and conceptual engineering tasks of for certain “Mid-Term Plan” and “Jump-Start” components of its San Gabriel Valley Bus Corridor Transit Improvements Project (“Project”). The Project is the result of the San Gabriel Valley Transit Feasibility Study (“Study”), initiated in July of 2021, and funded by LA Metro.

On March 21, 2024, the SGVCOG Governing Board approved the Final San Gabriel Valley Transit Feasibility Study and directed staff to perform project definition with any appropriate environmental analysis, and work with Metro to request funding for this effort in the FY2025 Metro Budget. Additionally in June of 2024, the SGVCOG Governing Board affirmed its commitment to implementing the near- and mid-term project components identified in the Study, including design, environmental clearance, construction, and related tasks. On May 23, 2024, the Metro Board of Directors adopted its FY2025 Budget, which allocated an additional \$800,000 for furtherance of activities described in the Study.

SGVCOG is prepared to receive the \$800,000 in allocated Metro funds to conduct outreach and project definition tasks for the Bus-Rapid Transit and the Rapid Bus Priority Corridor Projects that are included in the Study’s Mid-Term Plan and for Jump-Start Project Segments 1-4 and 6 (Attachment C-1, Attachments 1 and 2). Upon the availability of funding, SGVCOG will procure qualified consultant services and commence work. Some components of project management and outreach will be completed by SGVCOG staff. A full accounting of the anticipated tasks to be completed is listed below.

This list is subject to change pending the final bids for the work to be completed and schedule and/or budget are also subject to change pending the needs and timeline required for relevant city approvals. Should there be a need for additional funding, SGVCOG will work with Metro to identify and allocate sufficient funds to complete this work. At this time, there are no additional funds identified.

### Anticipated Work Tasks, Schedule & Cost Summary\*

Description	Start Date	End Date	Duration	Amount
SGVCOG Project Management	2/3/25	2/3/26	12 months	\$ 229,460
Consultant Solicitation & Procurement	11/22/24	1/22/25	2 months	
Project Kick-Off Meeting	2/3/25	2/3/25	-	
Task 1 – Consultant Project Management	2/3/25	2/3/26	12 months	\$ 57,054
Task 2 - Community Outreach	2/17/25	11/17/25	9 months	\$ 147,000
Task 3 – Mid-Term & Jump-Start Program Development – TSP Readiness Evaluation, Traffic Circulation & Parking Analyses	3/17/25	9/17/25	6 months	\$ 148,000
Task 4 - Conceptual Engineering	8/18/25	12/3/26	4 months	\$ 178,486
Task 5 – ROM Cost Estimates	12/3/25	2/3/26	2 months	\$ 40,000
			<b>TOTAL</b>	<b>\$ 800,000</b>

#### SGVCOG Project Management & Stakeholder Support Costs

Stakeholder Outreach	Director of Government & Community Outreach	\$ 50,035
Management	Transportation Manager	\$ 116,754
Management & Stakeholder Outreach	Regional Planning & Programs Management Analyst	\$ 49,877
Technical Support	Senior Project Manager	\$ 8,687
Auditor	Auditor	\$ 4,107
<b>Total</b>		<b>\$ 229,460</b>

*\*The preliminary cost estimates derived by SGVCOG and the associated tasks and/or schedule are subject to change pending feasibility, outcomes of local outreach efforts, city/stakeholder and FTA needs, final cost estimates, and funding constraints.*

SGVCOG is committed to completing these tasks to the greatest extent possible using the funds available. We will work closely with local jurisdictions to ensure that the project definition and conceptual engineering phases of work support the needs and desires of impacted communities. Should funding become available for environmental clearance, design, and construction of the Jump-Start Project components for Segments 1-4 and 6 and/or the Bus-Rapid Transit Projects and the Rapid Bus Priority Corridor Projects included in the Mid-Term Plan, SGVCOG is prepared to implement those phases of work as well.

We truly appreciate your efforts to support these key transportation infrastructure projects in the San Gabriel Valley and your ongoing partnership. Please do not hesitate to contact Roy Choi, Manager of Transportation, at [roychoi@sgvcog.org](mailto:roychoi@sgvcog.org) should you have any questions.

Sincerely,



Marisa Creter  
Executive Director  
San Gabriel Valley Council of Governments

Enc.: Attachment C-1 – Scope of Work

CC: Ernesto Chaves  
Jacqueline Torres  
Meghna Khanna  
Kasey Shuda  
David Mieger  
Allison Yoh  
Jill Y. Liu  
Dolores Roybal  
Maressa Sah  
Stephen (Tito) Corona