

ADDENDUM No. 1

Request for Proposals

Fire Vulnerability Assessment and Emergency Evacuation Preparedness Plan for Mendocino Council of Governments

Pursuant to the Request for Proposals dated **August 15, 2019**, the deadline to submit written questions about this RFP was August 28, 2019. This Addendum addresses questions received through that date.

Q1. The RFP mentions the evacuation of permanent residents. However, tourists/visitors and employees who commute into the county to work (those who work and live in the county have already been counted as permanent residents) are not mentioned. Should tourists/visitors and employees commuting into the county be considered in the evacuation analysis as well?

Response: All people, regardless of residency status, should be considered in the evacuation analysis.

Q2. The RFP and grant application discuss “vulnerable populations” as those that do not have access to a personal vehicle. Does this just mean those residents without access to vehicles? Does it include transients, employees, schools, daycares, camps, medical facilities and correctional facilities as well?

Response: Vulnerable populations include those individuals living in areas with limited ingress and egress options; individuals living in remote or densely forested areas; individuals without access to vehicles; and individuals needing extra assistance (i.e. medical facilities, senior housing complexes, correctional facilities, etc.).

Q3. Resident data is easily obtained from the Census. Transient, employee, vulnerable population, school, daycare, camp, medical facility and correctional facility data are not as easily obtained. If necessary, does the MCOG have this data available to provide to the winning bidder, or will the bidder be responsible for gathering this data?

Response: MCOG does not have this data. It will be the responsibility of the consultant to obtain this data.

Q4. Task 4.1 – fire spread modeling – does a detailed fire spread model need to be developed or can publicly available CAL FIRE high fire risk threat district data be used to assess which transportation facilities would be impacted?

Response: A fire spreading model does not need to be developed. Public data can be used to assess risk.

Q5. If detailed fire spread modeling is to be done, how many potential ignition points should be considered? How many scenarios should be considered?

Response: Development of a fire spread model is not required. If a consultant chooses to develop a fire spread model, the number of potential ignition points and scenarios will be at the consultant's discretion.

- Q6. Identification of bottlenecks and routing during an evacuation requires building a detailed traffic simulation model and computing an Evacuation Time Estimate to determine how long it would take to evacuate an area. There is federal guidance for these types of studies for other types of hazards (manmade and natural). An Evacuation Time Estimate study allows one to quantify the impact of a closed transportation facility (due to wildfire) on the evacuation time. Is an ETE study what the MCOG has in mind for this project? If so:

Response: Although an Evacuation Time Estimate (ETE) study would be a valuable tool, it is not a requirement of this project.

- a. How many scenarios (temporal variations such as season, day of the week, time of day, and weather that could impact the number of people in the county to be evacuated) should be considered for the study? Clearly, an evacuation on a Tuesday during the day in April would be very different than an evacuation on Saturday evening in July in terms of the number of people to be evacuated.

Response: Not applicable.

- b. Has the county been divided into evacuation zones to facilitate notification during an emergency evacuation? Or will the evacuation be ordered by community?

Response: Not applicable.

- c. If different zones have been identified, how many different combinations of zones are to be considered in the evacuation study? The number of scenarios (question 6a above) and combinations of zones has a direct impact on the amount of work and computer simulation needed, which directly impacts cost.

Response: Not applicable.

- Q7. Task 1.4 (page 6 of RFP) and Task 2.2 (page 7 of RFP) indicate "includes travel expenses." Task 3.1 (page 7 of RFP) and Task 6.2 (page 10 of RFP) do not indicate "includes travel expenses" for the 4 public workshops and public meeting. The table on page 7 does show travel expenses for Task 3.2 (not 3.1) and the table on page 10 does show travel expenses for Task 6.2. Please clarify if travel expenses are included for Tasks 3.1 and 6.2.

Response: Task 3.1 (Develop a Public Outreach Plan) does not include travel expenses, as development of the Outreach Plan itself should not require travel. Task 3.2 (Public Outreach) does include travel expenses, as shown on the table; however, it was inadvertently not listed under the Task 3.2 narrative. Task 6.2 (Prepare and Present Final Report) does include travel expenses, as shown on the table; however, it was inadvertently not listed under the Task 6.2 narrative.

- Q8. Regarding travel expenses, page 3 of Exhibit 3 of the RFP refers to the following website: <http://www.dot.ca.gov/hq/asc/travel/ch12/1consultant.htm> The website provides hotel rates, car

rental rates and per diem for “state employees.” Given that there are 12 trips planned (1 final meeting, 6 TAG meetings, 4 public workshops, and 1 final meeting), the travel costs could be significant.

- a. Do the same rates on the state website also apply to the contractor selected to do this work? Or will the contractor be reimbursed for actual travel expenses?

Response: Travel reimbursement rates and policies for “consultants/contractors” is outlined in the attached “Consultants/Contractors Travel Policy” (Caltrans). (Exhibit A)

- b. If a contractor is far enough away that they will have to fly to meetings, is that covered? If yes, is it the actual cost of the flight or is there a capped rate?

Response: See Exhibit A.

- c. Do the TAG meetings need to be face-to-face, or would a web-based conference call suffice?

Response: The Scope of Work does not specifically require that TAG meetings must be face-to-face, so consultants are free to propose meeting format (including in person, web-based, video conference, teleconference, etc.)

- d. The TAG meetings (if face-to-face) and public workshops – Does MCOG provide a location for these meetings, or will the selected bidder have to identify and rent a location for the meetings?

Response: MCOG or local agencies will provide meeting space for TAG meetings. Consultant will be responsible for providing meeting space for public workshops.

- Q9. Is the Emergency Evacuation Preparedness Plan, introduced on Page 5, intended to be focused on what the role of the transportation agencies would be in public evacuation? Or will it also encompass planning for the actual public evacuation itself? Can you clarify the audience for the plan?

Response: The Emergency Evacuation Preparedness Plan should focus both on local agencies’ and jurisdictions’ (e.g. *County Office of Emergency Services, Sheriff, emergency responders, etc.*) roles in public evacuations, and encompass planning for the actual public evacuation itself, including evacuation routes. The primary audience for the Plan includes all agencies which have a role in the planning and evacuation process; however, the Plan will also be made available to the public.

- Q10. In regard to the Fire Vulnerability Assessment, are there specific certifications required for the consultant staff performing the assessment?

Response: No.

- Q11. To confirm, would the consultant need to be physically present for the six TAG meetings listed in Task 2.2, or would the Government consider remote options such as webinars/conference calls for some of the meetings?

Response: The Scope of Work does not specifically require that TAG meetings must be face-to-face, so consultants are free to propose meeting format (including in person, web-based, video conference, teleconference, etc.)

Q12. In Task 3.2, it is indicated that the consultant will reach out to local agencies and organizations. Does the Government intend to introduce the project to these local agencies and jurisdictions prior to contact from the contractor in order to provide familiarity?

Response: There is no planned introductory meeting to introduce the project to local agencies, however, some agencies are aware of the project.

Q13. Overall Objectives The RFP indicates that one of the main objectives is to conduct a vulnerability assessment to identify specific areas where the transportation network is vulnerable to potential impacts from wildfire. Can the MCOG clarify what they define as vulnerable? Is this in respect to physical vulnerability to the effects of wildfires such as damage, collapse? Is this in respect to functional capacity in meeting evacuation needs in the event of a wildland fire? Is this in respect to redundancy, robustness, etc? Any other definitions of vulnerability?

Response: The vulnerability assessment should include areas where the transportation network is vulnerable to potential impacts from wildfire, including damage from collapse or other impacts from wildfire such as closure due to proximity of fire to roadway; functional capacity in meeting evacuation needs; and ingress and egress opportunities. Vulnerable populations include those individuals living in areas with limited ingress and egress options; individuals living in remote or densely forested areas; individuals without access to vehicles; and individuals needing extra assistance (i.e. medical facilities, senior housing complexes, etc.).

Q14. 2 2.1 Responsible Parties The TAG identifies several key agencies and entities across the County. Will local fire departments also be engaged as part of the TAG?

Response: Local fire departments (along with Fire Safe Councils and other agencies) will be involved in this project under Task 2.3 (Engage and Coordinate with Local Agencies to Share Data), but are not specifically listed to serve on the TAG. However, it may be possible to expand the TAG, if needed.

Q15. 3 3.1 Public Outreach Does the MCOG have any special requirements for who develops the Public Outreach Plan? Does the MCOG have a preference for how the public workshops are scheduled (e.g. 1-2 at the start of the project, 1-2 after the preliminary results are completed, 1 after completion of the final results)?

Response: The consultant will prepare the Public Outreach Plan; there are no special requirements for who develops the Outreach Plan. No preference for order of public workshops is provided; consultant is free to propose recommended method/order for scheduling and holding the public workshops. However, as mentioned in Task 3.1, the TAG will provide support and direction for this task.

Q16. 4 4.1 Risk Assessment What specific metrics of fire risk is the Client most interested in? These types of models can produce a huge array of risk metrics. Some examples include burn probability, days per year of extreme fire danger, fire seasonality, etc.

Response: Per task 4.1, MCOG wants to “identify areas of the county that are most vulnerable during a fire emergency...” and as such, fire risk is only one of the factors that will be used to identify these areas. The specific metrics of fire risk that will be used to help identify these areas will be determined by the consultant, with input from the TAG.

Q17. 5 4.1 Risk Assessment What time period is the Client seeking fire risk for? Current? Next 5-10 years? Next 20-30 years or more? Does the Client want climate change incorporated into the fire risk analysis?

Response: MCOG is seeking fire risk assessment based on current and future conditions, up to 30 years. The exact time period for the assessment will be determined by the consultant in conjunction with the TAG. MCOG wants climate change incorporated into the analysis.

Q18. 6 4.1 Risk Assessment Could contractor use alternative fire modeling software outputs in combination with other GIS tools instead of MC1 model? MC1 is not the industry accepted model for wildfire risk & hazard analysis, and we are not even sure how it could be used effectively for the proposed application.

Response: Yes, consultant is free to propose use of alternative models.

Q19. 7 4.1 Risk Assessment What spatial extent is the client looking to quantify fire risk at (e.g. 30m resolution)?

Response: This issue has not been determined, and will be presented to the TAG for input. Consultant is free to propose recommendations.

Q20. 8 4.2 Location Analysis The RFP identifies example adaptation strategies such as improving existing facilities or alternative routes. Is the MCOG also seeking adaptation strategies related to different ways of managing people in a fire event (e.g. defend in place vs total evacuation) and how those strategies may also evolve over the course of a fire event depending on its behavior?

Response: MCOG is seeking any and all strategies that will help to remedy the impacts caused by wildfires. The specific strategies will be determined by the consultant in conjunction with the TAG, however, the primary focus should be on evacuation and related strategies.

Q21. n/a General Will the MCOG provide all relevant and existing policies, MOUs, guidance documents at the County and City Levels? This would also include any activities and programs undertaken and in place by local Fire Safe Councils, non-profits and community groups?

Response: No, this task will be performed by the consultant, not MCOG. Task 2.3 (Engage and Coordinate with Local Agencies to Share Data) includes collecting data.

Q22. n/a General The grant application highlights the importance of understanding and meeting the needs of vulnerable communities not just from a geographic perspective, but also socio-economic and demographic perspective. However, the scope of services does not appear to include a need for a detailed socioeconomic vulnerability assessment. What level of analysis is the MCOG expecting to develop/provide and/or expecting from the contractor in order to address the grant application, as well as, the social equity component identified in the RFP?

Response: A detailed socioeconomic vulnerability assessment is not necessary. Publicly available socioeconomic data (i.e. American Community Survey data) can be used to aide in the assessment.

Q23. n/a General The grant application appears to stress the need to understand the impacts of climate change on the wildland fire hazard and associated risks on the transportation system and evacuation preparedness plan. The RFP does not appear to request climate change related modelling and assessment efforts. Can MCOG clarify what they are anticipating from the Consultant regarding how the impacts of climate change should be assessed/considered?

Response: Per Task 4.1, “the consultant will identify areas of the county that are most vulnerable during a fire emergency...” MCOG does want climate change to be incorporated into this assessment but how it is incorporated will be up to the consultant.

Q24. Is there a page limit to the proposal?

Response: No

Q25. Which agency will be responsible for maintaining and implementing the Emergency Evacuation Preparedness Plan portion of the project?

Response: The Mendocino County Office of Emergency Services and the Mendocino County Sheriff will jointly be responsible for maintaining and implementing the Emergency Evacuation Preparedness Plan.

Q26. Is MCOG actively involved in the update to the County Multi-jurisdiction Hazard Mitigation Plan?

Response: MCOG is not involved with the update to the County Multi-jurisdiction Hazard Mitigation Plan (MHMP). The County of Mendocino is taking on the task of updating the MHMP, which will cover the County, the cities of Ukiah, Willits, Fort Bragg and Point Arena, and the County Office of Education.

Exhibit A “Consultants/Contractors Travel Policy” (Caltrans) – *attached*

9/3/19



EXHIBIT A

Onramp

[Onramp](#) [Districts](#) [Internal Programs/Divisions](#) [Employee Resources](#) [Supervisor Resources](#)
[CEFS Forms](#) [CTPass](#) [CT Internet](#)

Quick Links

- [Advantage & infoAdvantage Support Center](#)
- [Reporting](#)
- [FIDO](#)
- [External Resources](#)
- [Home](#)
- [Contacts](#)
- [Org Charts](#)
- [Forms](#)
- [Manuals/Guides](#)
- [Notary](#)
- [CASP Codes](#)
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- [Payables](#)
- [Project Accounting](#)
- [Receivables](#)
- [Travel](#)

Consultants / Contractors Travel Policy

References: [California Code of Regulations, Administrative Code Title 2, Sections 599.615 through 599.638.1](#); Department of Human Resources([CalHR](#)) [PML 2013-043](#), [PML 2015-041](#), and [PML 2016-020](#)

OVERVIEW

The information on this web site contains travel guidelines for consultants and contractors (non-state employees) doing business with Caltrans.

Reimbursement provisions are limited to the subsistence rates for excluded/non-represented employees. The guidelines outlined below reflect the most common expenses associated with travel. The department will reimburse non-state employee travel at the non-represented lodging and per diem rate unless otherwise identified under contract.

Questions regarding allowable expenses should be directed to the Caltrans contract manager.

No allowance or payment will be made for moving and relocation expenses. In addition, no allowance or payment will be made for any non-business related expenses, which includes in-state, out-of-state and out-of-country travel, or when returning home during the course of an assignment.

SHORT-TERM TRAVEL

When the following conditions are met, short-term lodging and meals may be allowed if travel is:

- ◊ No more than 30 calendar days (not paid per diem days)
- ◊ At least 50 miles away from a consultant/contractor's headquarters and the permanent residence

NOTE: The consultant/contractor's return home for the weekends or non-business related travel, does not break up the continuity of the assignment.

Exceptions to these conditions must be approved by the Division of Accounting, Travel Policy Section, prior to travel. See [Exception Guidelines](#).

An itemized receipt is required for lodging reimbursement. The receipt must be pre-printed with the hotel name and address, include the consultant/contractor's name, and indicate charges as paid in full (zero balance).

SHORT-TERM LODGING RATES, EFFECTIVE JULY 1, 2016:

- ◆ All Counties/Cities located in California (except as noted below):

Actual lodging expense, supported by a receipt, up to \$90 per night, plus tax.

- ◆ Napa, Riverside, and Sacramento Counties:

Actual lodging expense, supported by a receipt, up to \$95 per night, plus tax.

- ◆ Los Angeles, Orange, and Ventura Counties and Edwards AFB, excluding the city of Santa Monica:

Actual lodging expense, supported by a receipt, up to \$120 per night, plus tax.

- ◆ Monterey, San Diego Counties:

Actual lodging expense, supported by a receipt, up to \$125 per night, plus tax.

- ◆ Alameda, San Mateo, and Santa Clara Counties:

Actual lodging expense, supported by a receipt, up to \$140 per night, plus tax.

- ◆ City of Santa Monica:

Actual lodging expense, supported by a receipt, up to \$150 per night, plus tax.

- ◆ San Francisco County:

Actual lodging expense, supported by a receipt, up to \$250 per night, plus tax.

SHORT-TERM LODGING RATES, EFFECTIVE JULY 1, 2013:

- ◆ All Counties/Cities located in California (except as noted below):

Actual lodging expense, supported by a receipt, up to \$90 per night, plus tax.

- ◆ Napa, Riverside, and Sacramento Counties: Actual lodging expense, supported by a receipt, up to \$95 per night, plus tax.

- ◆ Los Angeles, Orange, and Ventura Counties and Edwards AFB, excluding the city of Santa Monica: Actual lodging expense, supported by a receipt, up to \$120 per night, plus tax.

- ◆ Alameda, Monterey, San Diego, San Mateo, Santa Clara Counties: Actual lodging expense, supported by a receipt, up to \$125 per night, plus tax.

- ◆ San Francisco County and the City of Santa Monica: Actual lodging expense, supported by a receipt, up to \$150 per night, plus tax.

SHORT-TERM MEAL, INCIDENTAL RATES AND REQUIREMENTS

Meals provided by the state when included in hotel expenses or conference fees, in transportation costs such as airline tickets, or otherwise provided shall not be claimed for reimbursement. Snacks and continental breakfasts such as rolls, juice and coffee are not considered to be meals.

Rates effective July 1, 2013 – August 31, 2013:

Breakfast	Actual expense up to \$8.00.
Lunch	Actual expense up to \$12.00.
Dinner	Actual expense up to \$20.00.
Incidentals	Actual expense up to \$6.00.

Rates effective September 1, 2013:

Breakfast	Actual expense up to \$7.00.
Lunch	Actual expense up to \$11.00.
Dinner	Actual expense up to \$23.00.
Incidentals	Actual expense up to \$5.00.

DEPARTURE AND RETURN TIME REQUIREMENTS

In computing reimbursement for continuous short-term travel of 24 hours or more and less than 31 consecutive days, the employee will be reimbursed for actual meal and incidental costs up to the maximums allowed for each meal and incidental expense for each complete 24 hours of travel, beginning with the traveler's times of departure and return as indicated below:

On the first day of travel on a trip of 24 hours or more:

Trip begins at or before 6:00 a.m.	Breakfast may be claimed on the first day.
Trip begins at or before 11:00 a.m.	Lunch may be claimed on the first day.
Trip begins at or before 5:00 p.m.	Dinner may be claimed on the first day.

On the fractional day of travel at the end of a trip of more than 24 hours:

Trip ends at or after 8:00 a.m.	Breakfast may be claimed.
Trip ends at or after 2:00 p.m.	Lunch may be claimed.
Trip ends at or after 7:00 p.m.	Dinner may be claimed.

TRAVEL LESS THAN 24 HOURS

Employees may not claim lunch or incidentals for one-day trips. When trips are less than 24 hours with no overnight stay, meals are reportable and taxable income. For

continuous travel of less than 24 hours, employees may claim actual expenses for breakfast and/or dinner in accordance with the following time frames:

Trip begins at or before 6:00 am AND ends at or after 9:00 am	Breakfast may be claimed.
Trip begins at or before 4:00 p.m. AND ends at or after 7:00 p.m.	Dinner may be claimed.

TRANSPORTATION

Private Vehicle Mileage Reimbursement Rates

For those authorized to use their personal vehicle for official State business are:

Vehicle type	Effective 1/1/2019	Effective 1/1/2018	Effective 1/1/2017	Effective 1/1/2016	Effective 1/1/2015	01/01/2014-12/31/2014	01/01/2013-12/31/2013
Personal vehicle	58 cents per mile	54.5 cents per mile	53.5 cents per mile	54 cents per mile	57.5 cents per mile	56 cents per mile	56.5 cents per mile
Specialized vehicles	58 cents per mile	54.5 cents per mile	53.5 cents per mile	54 cents per mile	57.5 cents per mile	56 cents per mile	56.5 cents per mile
Private aircraft	\$1.26 per mile	\$1.15 per mile	\$1.15 per mile	50 cents per mile	50 cents per mile	50 cents per mile	50 cents per mile

Commercial Rental Cars

If authorized by the contract manager, a commercial rental car may be rented. Consultants/Contractors are not required to rent from the State of California's contracted vendors however, reimbursement for a commercial rental car costs shall not exceed the rates paid to non-represented/excluded State employees. See [Commercial Car Rental](#) for more information.

OUT-OF-STATE TRAVEL

When authorized under the contract with Caltrans, short-term out-of state travel will be reimbursed at the following rates:

- ◆ Actual lodging expenses supported by a receipt.
- ◆ Actual meals will be reimbursed up to the maximum rates for in-state travel.

When Out-of-state travel exceeds 30 days at one location, see [LTA](#) guidelines for rates and policy.

OUT-OF-COUNTRY TRAVEL

When authorized under the contract with Caltrans, short-term out-of-country travel will be reimbursed at the following rates.

- ◆ Actual lodging expenses supported by a receipt.

- Actual meals and incidentals in accordance with published Federal Government meal and incidental rates for foreign travel for the specific dates of travel.

Foreign per diem rates are available at the [U.S. Department of State's](#) web site. Per Diem rates for meals must be claimed in accordance with a breakdown of meal and incidental allowance, [Appendix B](#), by referring to the location of foreign travel.

Receipts are required to be submitted for meals and incidentals claimed in excess of \$24.99.

NOTE: Valid documentation for foreign currency exchange rates must be submitted with the invoice to substantiate expenses claimed. If unavailable, the [Foreign Exchange Currency Converter](#) may be used as adequate documentation.

When out-of-country travel exceeds 30 days at one location, see [LTA](#) guidelines for rates and policy.

LONG-TERM TRAVEL

A long-term assignment (LTA) is any assignment:

- Of 31 days or more in a single location.
- A minimum of 50 miles away from a consultant's or contractor's headquarters.
- A minimum of 50 miles away from a consultant's or contractor's primary residence.

A "single location" is defined as including a major metropolitan area, cities in the vicinity of one another, and locations that straddle country or state lines (within a 50 mile radius). These physical situations do not represent "different" locations.

Reimbursement for long-term meals and receipted lodging will be authorized when the consultant or contractor incurs expenses in a single location comparable to those arising from the use of commercial establishments catering to the long-term visitor. Commercial establishments are defined as, but are not limited to, apartments, rental homes and rooms, condominiums, and hotels that offer long-term amenities.

At the start of the assignment the Caltrans assigned contract manager for the consultant or contractor may authorize short-term per diem. Short-term per diem is limited to the time required to establish acceptable long-term accommodation or a maximum of 30 calendar days. Once long-term accommodation has been established, the consultant or contractor must claim long-term per diem.

Returning home for weekends or incidental short-term travel does not break the continuity of a long-term assignment.

To claim expenses for a long-term assignment, the following criteria must be met:

- The consultant or contractor's assignment must qualify as a long-term assignment as described in the Overview above.
- The consultant or contractor must complete and submit the "Long-Term Assignment Information and Certification of Subsistence Rates" Form FA1350 to his or her Caltrans assigned contract manager for approval. Contact the contract manager for a copy of the form.
- The Caltrans assigned contract manager must approve the FA1350.
- The consultant or contractor must continue to maintain a primary permanent residence that is occupied by his or her dependents or is maintained at a net expense to the consultant or contractor in excess of \$200.00 per month.

- ◆ If no primary residence is maintained, per diem is one-half of the reimbursement normally allowed under the Daily Rate Method (see below).

LONG-TERM REIMBURSEMENT METHODS AND RATES

When a consultant or contractor incurs expenses in a single location in establishments catering to the long-term visitor, reimbursement may be made by one of the following methods:

- ◆ Daily Rate Method
- ◆ Rent and Utilities Method

Daily Rate Method:

- ◆ Actual cost up to \$24.00 for meals and incidentals and actual up to \$24.00 for daily receipted lodging for travel of 12 to 24 hours at the long-term location;

OR

- ◆ Actual cost up to \$12.00 for meals and incidentals or actual up to \$12.00 for daily receipted lodging for travel less than 12 hours at the long-term location.

Consultants or contractors who do not maintain a separate residence in the headquarters area may claim the following long-term per diem rates:

- ◆ Actual up to \$12.00 for meals and incidentals and actual up to \$12.00 for daily receipted lodging for travel of 12 to 24 hours at the long-term location; and
- ◆ Actual up to \$12.00 for meals and incidentals or actual up to \$12.00 for daily receipted lodging for travel less than 12 hours at the long-term location.

With approval of the Caltrans assigned contract manager, the reimbursement of long-term lodging under the Daily Rate Method may continue when the consultant or contractor is away from the long-term location on short-term business travel or other absence from that location. A short-term absence does not include returning home for the weekend.

When returning home on day(s) off, per diem terminates at the end of the work shift or at the end of the subsistence day proceeding the consultant's or contractor's day off. Per Diem resumes at the start of the shift when he or she returns to work.

Rent/Utilities:

- ◆ Reimbursement for actual expense substantiated by receipts, for lodging, water, sewer, gas and electricity, up to the maximum of \$1,130 per calendar month while on the long-term assignment.
- ◆ Actual expense up to \$10.00 for meals and incidentals for each period of 12 to 24 hours at the long-term location; and
- ◆ Actual expenses up to \$5.00 for actual meals and incidentals for each period of less than 12 hours at the long-term location.

When a contract or consultant rents an establishment for a partial month, the full monthly rent and utilities up to \$1,130 must be pro-rated.

With approval of the Caltrans assigned contract manager, the reimbursement of long-term lodging under the Rent and Utilities Method may continue when the consultant or contractor is away from the long-term location on short-term business travel or other

absence from that location. A short-term absence does not include returning home for the weekend.

When returning home on a day(s) off, per diem terminates at the end of the work shift or at the end of the subsistence day proceeding the consultant's or contractor's day off. Per diem resumes at the start of the shift when he or she returns to work.

LONG-TERM ASSIGNMENT TRANSPORTATION EXPENSES

Reimbursement for transportation expenses will be allowed in the following instances:

- Between the consultant's or contractor's primary permanent residence and the LTA location at the start and end of the assignment.
- When the Caltrans assigned contract manager approves the consultant's or contractor's return to headquarters.
- When authorized, actual private car mileage up to 25 miles per day for travel between a consultant's or contractor's living accommodations at the LTA location, the LTA job site, and to obtain meals.
- With the contract manager's approval, in lieu of claiming per diem, private vehicle mileage may be reimbursed from the consultant's or contractor's primary residence or headquarters whichever is less.
- The approved FA1350 must indicate "Commute mileage in lieu of subsistence".
- Parking and tolls resulting from commuting to and from the LTA residence to the job site are not reimbursable.

TEC REIMBURSEMENT

An invoice or claim submitted for reimbursement of long-term travel expenses must include the following:

- A copy of the approved "Long-Term Assignment Information and Certification of Subsistence Rates" Form FA1350.
- The commercial lodging receipt when claimed as an expense. The receipt must be either preprinted or written and include the name, address, and phone number of the establishment, the 'to and from' dates of the stay, the amount paid, and the signature of the landlord or property manager. A copy of a canceled check or rental agreement does not meet the receipt requirement.
- Utility receipts when claimed as an expense must show the item as paid before reimbursement can be claimed. Noting the check number paid to the utility company on the bill does not meet the receipt requirement.
- LTA mileage and business miles to various job sites during the workday must be separated from mileage to and from the main job site and mileage to obtain meals.
- The receipt for airfare, rental car, or gas for a rental car when claimed as an expense.
- The receipt for train fare claimed when the expense exceeds \$24.99.
- The receipt for parking, taxi, shuttle, streetcar, local rapid transit, or toll claimed when the expense exceeds \$10.00.

Questions regarding invoices or reimbursement claims should be addressed to the Caltrans assigned contract manager.

RECEIPT REQUIREMENTS

Type of Expense	Receipt Required (YES)	No Receipt Required (NO)	Explanation
BUSINESS EXPENSES:			
Business phone calls, faxes, office supplies, etc	X		When over \$5.00
PER DIEM EXPENSES:			
Lodging (ALL types of lodging)	X		
Meals		X	
Out-of-Country Meals	X		When the cost exceeds \$24.99
TRANSPORTATION:			
Airfare	X		
Train	X		When the cost exceeds \$25.00
Gas for rental car and State vehicles	X		
Parking, taxis, shuttles, streetcars, local rapid transit, and road tolls	X		When the cost exceeds \$10.00
Rental Cars	X		

REIMBURSEMENT OF THIRD PARTY LODGING

To comply with the receipt requirements and receive reimbursement for appropriate lodging expenses, a traveler using a third party vendor must provide:

- A receipt from the third party vendor indicating the employee's name, hotel establishment providing the service, the check-in date, checkout date, itemized expenses incurred, and
- A receipt from the hotel that provided the service indicating the employee's name, check-in, and checkout dates.

The hotel receipt does not need to itemize the hotel rate or taxes to third party vendor.

There are no exceptions to the requirements listed above. A TEC for reimbursement of third party lodging without both of the required receipts will result in the rejection of the claimed expense.

EXCEPTIONS

Exceptions requests are reviewed on a case by case basis by the Division of Accounting, Travel Policy Section.

All requests must be made through the assigned contract manager. Once approved by the Division of Accounting, a memo will be forwarded to the contract manager. The memo must be attached to the invoice to substantiate the additional expense.

Upon the contract manager's approval, form should be faxed to the Division of Accounting, Travel Policy Section at (916) 227-9357 or mailed to the Division of Accounting, Travel Policy Section, Mail Station #25 at least 15 calendar days in advance or as soon as the circumstances are known.

REQUESTS TO EXTEND SHORT-TERM SUBSISTENCE RATE BEYOND 30 DAYS

Short-term per diem is only allowed for a maximum of 30 consecutive days (not paid per diem days). Exception requests to exceed 30 days short-term per diem must be in writing from the assigned contract manager. Upon the contract manager's approval, the memo should be faxed to the Division of Accounting, Travel Policy Section at (916) 227-9357 at least 10 days in advance or as soon as the circumstances are known.

The memo should include the following information:

- ◆ Name
- ◆ Reason(s) why it is necessary to extend short-term rate
- ◆ Dates covering the request
- ◆ Efforts that have been made to secure long-term (weekly/monthly) rates
- ◆ At least three quotes from establishments catering to the long-term visitor (apartments, houses, condos, etc)

REQUESTS TO EXCEED MAXIMUM LODGING RATE, EXCLUDING TAX

Every effort should be made to use moderately priced commercial establishments that cater to the general public (avoiding resort areas, luxury hotels, condos, beach houses, cabins, etc).

Those requesting an exception to exceed the maximum lodging rate should complete an [Excess Lodging Rate Requests](#).

EXCEPTIONS TO THE 50-MILE RULE

No per diem is allowed for travel less than 50 miles of a person's headquarters and/or primary residence. An exception may be granted when one or more of the following conditions are present:

1. Public safety concerns
2. Unavoidable hardships
3. Unusual circumstances

The request must include the following information:

1. Name and address of Consultant (or Contractor); and
2. Location of headquarters /exception sites; Car mileage between each of the following:

- ▶ Home to headquarters (# of miles)
- ▶ Headquarters to site (# of miles)
- ▶ Home to site (#of miles)
- ▶ Name and description of the event or work to be completed.
- ▶ Justification

The exception does not cover the following scenarios:

- ▶ Attendance of mandatory meals
- ▶ Lunch for trips of less than 24 hours
- ▶ Meals or lodging at the headquarters or home location
- ▶ Meals that do not meet the time requirements outlined in the meals and incidental rates and requirements section
- ▶ Networking
- ▶ Traffic Congestion

[◀ Chapter 12 - Non-State Employee Travel](#) [up](#)

[Non-State Employee Travel Reimbursement](#) ▶

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