

Request for a Cooperative Agreement (RCA) Form

NOTE: The purpose of the RCA form is to assist the District and the Local Partner with the development of the agreement terms and conditions. Once the RCA form is sufficiently filled out, an initial draft Co-op can be produced by the District. Though the terms and conditions of an agreement can easily be documented, objections usually occur over specific language used in the Co-op. To assure that the terms and conditions are portrayed properly, and to expose any discrepancy in language, the initial draft Co-op will be submitted to the Local Partner for review and simultaneously be circulated for review within the District (not HQ). Only after the initial draft Co-op has been returned to the District from the Local Agency with comments (if any), is the RCA considered complete and the Co-op database can be updated with an "actual" RCA date.

Date prepared: _____ Prepared by: _____

Project Information

District Co-op Agreement Number: _____

District: _____ County: _____ Route: _____ Post Mile: _____

EA (Expenditure Authorization): _____

Agreement Type:

- Amendment to a Previous Agreement
- Project Development Agreement *(select all phases that apply below)*
 - PID
 - PA&ED
 - PS&E
 - R/W Capital
 - R/W Support *
 - Construction
- Mitigation Agreement (Use Mitigation RCA form)
- Contribution Agreement
- Relinquishment Agreement
- Betterment / Improvement Agreement

* If R/W Support is selected, and State funds are being contributed for use in R/W Support, the work must be done by CALTRANS. The Local Agency can spend R/W Capital dollars. Check with R/W for additional clarification.

CALTRANS Information

Contact Name _____ Job Title _____

Street Address _____

City _____ State _____ ZIP Code _____

Office Phone (____) _____ Mobile Phone (____) _____

Fax *optional* (____) _____ Email Address _____

Who will sign this Agreement for the District?

Name _____ Title _____

Who is the District Budget Manager (certification of funds)?

Name _____ Title: _____

Local Agency Information

Is there more than one Local Agency involved? Yes No
(If yes, complete the below information for each Local Agency and attach to this RCA.)

Official Name _____
AKA _____
Contact Name _____ Job Title _____
Street Address _____
City _____ State _____ ZIP Code _____
Office Phone (____) _____ Mobile Phone (____) _____
Fax *optional* (____) _____ Email Address _____

Billing contact information (*only fill out if different from above*):

Contact Name/Department _____
Street Address _____
City _____ State _____ ZIP Code _____
Office Phone (____) _____ Email Address _____

Who will approve this Agreement for Local Agency?

Name _____ Title _____

Who will witness or attest on behalf of the Local Agency?

Name _____ Title _____

Attorney for Local Agency?

Name _____ Title _____

Agreement Information

Project description: Even if this agreement is only for part of a phase of work, please describe the PROJECT that is/was (proposed) to be built.

Deliverables completed:

Completed by (CALTRANS or Local Agency)?

(Check all that apply)

- Project Initiation Document _____
- Project Report _____
- Environmental Document _____
- Plans, Specifications and Estimate _____
- Right of Way Certification _____
- Other (explain below) _____

Previous cooperative agreements for this PROJECT: (agreement numbers and phase):

- Coop No.: _____ Phase: _____
- Coop No.: _____ Phase: _____
- Coop No.: _____ Phase: _____

What is going to be exchanged under this agreement?

(Check all that apply)

- Effort (IQA or reimbursable activities both require Effort to be selected)
- R/W Capital Funding
- R/W Support Funding *
- Construction Capital Funding
- Construction Support Funding
- Property (land)**
- Material (raw material or improvements)**
- Other

* If R/W Support is selected, and there is State dollars in R/W Support, then the work must be done by CALTRANS. The Local Agency can spend R/W Capital dollars. Check with R/W for additional clarification.

** Clearly describe intent and need in the "Special Arrangement" section (page 9 of 9)

Responsibilities

Sponsor(s) – The party responsible for fully funding all commitments under this agreement. (If more than one Sponsor, indicate the percent distribution. The total sum must equal 100%).

- Caltrans _____ %
- Local Agency _____ %

Implementing Agency – The party responsible for managing the scope, cost, and schedule of this agreement. (Select only one for each phase)

	Caltrans	Local Agency
PID	<input type="checkbox"/>	<input type="checkbox"/>
PA&ED	<input type="checkbox"/>	<input type="checkbox"/>
PS&E	<input type="checkbox"/>	<input type="checkbox"/>
R/W	<input type="checkbox"/>	<input type="checkbox"/>
CON	<input type="checkbox"/>	<input type="checkbox"/>

Environmental and Permits

PA&ED – *Select one party per lead responsibility.*

	Caltrans	Local Agency	FHWA	FTA
* CEQA Lead	<input type="checkbox"/>	<input type="checkbox"/>		
NEPA Lead	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
NEPA Implementing Agency	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

* If Local Agency is selected as CEQA lead, a delegation letter from the District Director must be issued.

Resource Agency Permits – *Select only the permits that apply.*

- U.S. Army Corps of Engineers 404.....
- Regional Water Quality Control Board 401.....
- Regional Water Quality Control Board
(State Waste Discharge Requirements (PC)).....
- Waste Discharge (NPDES).....
- U.S. Fish and Wildlife Service (Section 10 FESA)
- U.S. Fish and Wildlife Service (Section 7 FESA)....
- U.S. Fish and Wildlife Service (Section 7 BO).....
- NOAA/NMFS (EFH).....
- NOAA/NMFS (Section 7 FESA).....
- NOAA/NMFS (Section 7 BO).....
- U.S. Coast Guard Permit.....
- Coastal Development Permit.....
- Local Agency Concurrence/Permit.....
- Department of Fish and Game 1602.....
- Department of Fish and Game 2080.1
- Department of Fish and Game 2080(B)
- Air Quality Permit.....
- Other Permits _____

Maintenance

Describe the maintenance arrangement required as a result of the project:

- Partners will amend an existing maintenance agreement.....
- An existing maintenance agreement exists and will NOT require amendment.....
- Partners will execute a new maintenance agreement
- Caltrans will assume full responsibility for maintenance after work is complete.....*

* Typically the case when partner is a Transportation Authority

Describe any special maintenance arrangements that need to be documented:

Scope Summary / Delegation of Activities

What work is being done in this agreement, and ***Who*** is doing it?

If any of the activities below are shared, check all the appropriate parties and define the arrangement in the Notes section on the next page.

	WBS Code	Project Delivery Workplan Standards Activity Description	Who is doing the work?			
			Caltrans	Local Agency 1	Local Agency 2	N/A
Environmental (PA&ED)	2.160	PERFORM PRELIMINARY ENGINEERING STUDIES AND DRAFT PROJECT REPORT				
	2.165	PERFORM ENVIRONMENTAL STUDIES AND PREPARE DRAFT ENVIRONMENTAL DOCUMENT				
	2.175	CIRCULATE DRAFT ENVIRONMENTAL DOCUMENT AND SELECT PREFERRED PROJECT ALTERNATIVE IDENTIFICATION				
	2.180	PREPARE AND APPROVE PROJECT REPORT AND FINAL ENVIRONMENTAL DOCUMENT				
	2.205	OBTAIN PERMITS, AGREEMENTS, AND ROUTE ADOPTIONS				
Design (PS&E)	3.185	PREPARE BASE MAPS AND PLAN SHEETS				
	3.215	STRUCTURES GENERAL PLANS AND PRELIMINARY DESIGN DATA				
	3.230	PREPARE DRAFT PS&E				
	3.235	MITIGATE ENVIRONMENTAL IMPACTS AND CLEAN UP HAZARDOUS WASTE				
	3.240	DRAFT STRUCTURES PS&E				
	3.250	PREPARE FINAL STRUCTURES PS&E PACKAGE				
	3.255	CIRCULATE, REVIEW AND PREPARE FINAL DISTRICT PS&E PACKAGE				
	3.260	CONTRACT BID DOCUMENTS READY TO LIST				
Right of Way (R/W)	4.195	RIGHT OF WAY PROPERTY MANAGEMENT AND EXCESS LAND				
	4.200	UTILITY RELOCATION				
	4.220	PERFORM RIGHT OF WAY ENGINEERING				
	4.225	OBTAIN RIGHT OF WAY INTERESTS FOR PROJECT RIGHT OF WAY CERTIFICATION*				
	4.245	POST RIGHT OF WAY CERTIFICATION WORK*				
	4.300	PERFORM FINAL RIGHT OF WAY ENGINEERING ACTIVITIES				

Funding Information

Fund Type	Fund Source	PID	PA&ED	PS&E	R/W Capital	* R/W Support	CON Capital	CON Support	Total
<i>match: (type)</i>									
Tax Measure	Local								
Local Funds	Local								
STIP/RIP	State								
STIP/IIP	State								
SHOPP	State								
Minor A Funds	State								
Minor B Funds	State								
TCRP	State								
Bond-CMIA	State								
ARRA Local	Federal								
ARRA State	Federal								
CMAQ	Federal								
<i>match:</i>									
DEMO-HPP	Federal								
<i>match:</i>									
RSTP	Federal								
<i>match:</i>									
STIP/TEA	State								
<i>match:</i>									
TE	Federal								
<i>match:</i>									
Other:	Local								
Other:	Local								
Other:	State								
Other:	State								
Other:	Federal								
<i>match:</i>									
Total									

NOTE: Funding should correspond with all phases that are selected for this agreement.

* If R/W Support is selected, and there is State dollars in R/W Support, then the work must be done by CALTRANS. The Local Agency can spend R/W Capital dollars. Check with R/W for additional clarification.

Estimated Completion Date: _____

Billing Arrangements

Does Local Partner have EFT privileges: YES NO

NOTE: All funds will be spent proportionally. To spend funds sequentially, District must receive an exception from Division Chief of Budgets.

Identify the type of billing arrangement for each phase (*attach additional sheet if necessary*)

Phase: _____

Lump Sum Payment*:

Single Payment

Installments \$ _____ per month for _____ months.

*Lump Sum payments and advances are highly restricted by HQ Accounting. Verify with HQ Accounting that Lump Sum and advances are appropriate for this agreement prior to committing on this RCA.

Actual Expenditures**:

Deposit for Support \$ _____

Deposit for Captial \$ _____

**Actual Expenditures means that one or both partners will bill as the work is being performed.

Phase: _____

Lump Sum Payment:

Single Payment

Installments \$ _____ per month for _____ months.

Actual Expenditures:

Deposit for Support \$ _____

Deposit for Captial \$ _____

Phase: _____

Lump Sum Payment:

Single Payment

Installments \$ _____ per month for _____ months.

Actual Expenditures:

Deposit for Support \$ _____

Deposit for Captial \$ _____

Phase: _____

Lump Sum Payment:

Single Payment

Installments \$ _____ per month for _____ months.

Actual Expenditures:

Deposit for Support \$ _____

Deposit for Captial \$ _____

Additional questions, comments, concerns and commitments

Is there landscaping involved in the project? Yes No N/A

Is State Furnished Materials necessary? Yes No N/A

If yes, who is paying for the State Furnished Materials?:

CALTRANS

Local Partner

Project Cost

Is a TMP/COZEEP needed? Yes No N/A

Are there traffic signals? Yes No N/A

Special Arrangements; describe any special arrangements that need to be documented:

Non-Standard Language

Is any non-standard language or proposed modifications to policy being advanced?

Yes No

If yes,

Does the District Functional Unit concur with the proposed modification/change?*

Yes No

Has the District Functional Unit contacted the corresponding HQ Functional Unit and received approval for use of non-standard language?*

Yes No

*All proposed changes to standard language must be concurred by the District Functional Unit and approved by the corresponding HQ Functional Unit to be fully adopted into a Co-op. Otherwise an exception needs to be obtained, or the arrangement needs to be changed.

List any and all standard language that the District/Local Agency is seeking to have modified: *(use additional sheets if necessary)*.
