



ROADWAY AGREEMENT COMMITTEE PROPORTIONATE SHARE AGREEMENT (PSA) CONSENT AGENDA PROCESS

- RAC PSA Submittal is submitted electronically to the RAC Coordinator.
- RAC Coordinator deems the submittal sufficient.
 - If submittal is deemed incomplete/insufficient, then the submittal is rejected, and the Applicant is notified.
- The PSA Submittal is forwarded to the RAC Technical Review Group for pre-review.
- Coordination between the RAC Coordinator and Applicant commences to address Technical Review Comments and Final Executed PSA for Staff sign-off.
- In order to be scheduled on the RAC Agenda the following items are required by the RAC Meeting Deadline Date which is the date reflected in the middle column of the RAC Schedule.
 - 3-Sets of Executed PSAs
 - Executed Agent Authorization Form
 - Executed Relationship Disclosure Form – The form is outdated and requires re-execution with fresh dates.
 - Executed Specific Project Expenditure Report Form
- The PSA is placed on the RAC Consent Agenda. **IMPORTANT: PSAs using the standard template language will be placed on the consent agenda. PSAs with non-standard language will be placed on the non-consent or as a regular RAC Item.**
 - A page-by-page review is not conducted on the PSA but rather makes a recommendation of approval.
 - BCC Memo is created for RAC Chair sign-off.
- The Committee receives the executed PSA on Distribution Day. At this time the Committee Members will review the PSA.
 - Should the Committee have concerns with the executed PSA, then the RAC Chairman will pull the PSA from the consent agenda.
- At the RAC Meeting the Committee does not conduct a page-by-page review on the PSA but rather makes a motion for approval.
- Following RAC, the PSA package is handed to the RAC Chairman for BCC Scheduling.
 - No Final Review, since the process was conducted by the RAC Technical Review Group in advance of RAC.

RAC PSA SUBMITTAL RECEIVED & DEEMED SUFFICIENT

- PSA E-SUBMITTAL PACKAGE**
- RAC Application
 - Disclosure Forms (3)
 - Ownership & Signatory Docs
 - Draft Agreement (clean/redline)
 - CEL Denial Letter

- TECHNICAL REVIEW**
- The Technical Review Group which is a sub-group of the RAC Committee made up of County Staff. (REM, ENG, LEG & TP)
- Conducts a preliminary review of the PSA Submittal and draft agreement.
 - Example: Validates Ownership, Legal Description, Signatory Docs, Cost Sheets, Template Language and PS Payment.
 - 1-Week Turnaround
 - Provides Technical Review Comments to the RAC Coordinator.

TECHNICAL REVIEWERS
REM = Real Estate Management
ENG = Engineering
LEG = Legal
TP = Transportation Planning

- RAC COORDINATION**
- RAC Coordinator provides the Applicant with Technical Review Comments.
 - Applicant emails the RAC Coordinator updated draft addressing Technical Review Comments.
 - Staff confirms that all comments were addressed.
 - Once the Applicant receives confirmation that all comments have been addressed, then the RAC Coordinator notifies the Applicant to start the preparation of executing 3-sets of the final draft agreement.
 - Applicant will send RAC Coordinator a package containing all the executed originals by the RAC Meeting Deadline Date (3-Sets of Executed PSAs, Agent Authorization Form, Relationship Disclosure Form, and Specific Project Expenditure Report Form)
 - RAC Coordinator will request a PDF of the executed PSA.
 - Staff signs-off on the executed PSA.

RAC COMMITTEE MEMBERS

RAC Chair Jon Weiss	Real Estate Management Mindy Cummings (Vice-Chair)	County Engineer Raymond Williams	Traffic Engineering Humberto Castillero	Development Engineering Matt Kalus (Designee)	Risk Management Susan Martin	Transportation Planning Brian Sanders	Planning Nic Thalmueller	Orange County Attorney's Office Andrew Mia
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- RAC MEETING**
- The RAC Committee makes a motion:
 - Recommendation of Approval, Recommendation of Approval Subject to Final Review, or No Motion and the PSA will come back to a future RAC Meeting.
 - Recommendation of Approval PSAs move forward to BCC Scheduling.

- BCC APPROVAL**
- Applicant has 30-days to record the PSA.

- PS PAYMENT**
- Due 90-days after obtaining BCC Approval.
 - PS Payment Extension – A one-time 90-day extension can be requested. Not to exceed 180-days.