



CALIFORNIA HIGH-SPEED RAIL AUTHORITY

Board Policies

1. General

- 1.1 Each board member shall represent the entire state.
- 1.2 All board policies shall be adopted through board action at a regular scheduled board meeting.

2. Governance

- 2.1 On or before July 1st of each year the board shall elect a Chairperson who shall preside at all meetings of the Authority and a Vice Chairperson to preside in the absence of Chairperson.
- 2.2 The Chairperson and Vice Chairperson so elected shall hold office from July 1st of the year elected to June 30th of the following year or until their successors are duly elected and qualified.
- 2.3 Each Chairperson and Vice Chairperson may hold that office for only two consecutive terms.
- 2.4 In addition to presiding at meetings, the Chairperson shall have the power to cancel a regularly scheduled board meeting or to call for new board meetings, and to set the agenda for board meetings.
- 2.5 The chairperson shall have the authority to establish committees of the Authority and to establish their responsibilities and membership.

3. Communications

- 3.1 The Chairperson shall act as the primary spokesperson for the board and to ~~representative of~~ the board at Legislative hearings and meetings.
- 3.2 Individual board members are free to express their views and opinions as long as it is clear that the opinion is that of theirs and not the Authority.
- 3.3 Each board member is to make sure that any statement of fact or policy made on behalf of the Authority is consistent with published facts and adopted policies.
- 3.4 All inquiries or suggestions from the board members shall be directed to the Executive Director for appropriate assignment to staff and or contractors. This does not apply to routine requests for information or data questions which can be directed to any staff.
- 3.5 To prevent uncertainty and to maintain proper accountability all direction to contractors shall be through the Executive Director or Deputy Directors.

4. Board Actions

- 4.1 Five members constitute a quorum for taking any action by the Authority.
- 4.2 All major board actions shall be in form of a resolution.

5. Compensation

5.1 Pursuant to state law, board members receive \$100 per diem, up to a maximum of \$500 per month, for “attending to the business of the authority.” “Attending to the business of the authority” shall consist of the following: attendance at regular and special meetings of the Authority board, attendance at meetings of committees established by the chairperson or by the board, and attendance at other public meetings convened by the Authority.

5.2 Authority staff shall note the presence of board members at such meetings and submit the meeting for compensation for members attending unless asked by the board member attending not to do so.

10. Approval of Architectural and Engineering Services Contracts

10.1 The following is the board adopted policy for awarding Architectural and Engineering (A&E) contracts utilizing the RFQ procurement process (approved March 2, 2007: Vote 8-0):

1. A Scope of Work is prepared by the staff based on need.
2. A final draft of RFQ is submitted to the Board one week prior to a board meeting.
3. After review and comment, the Board approves the Scope of Work and the RFQ.
4. The RFQ is advertised and the staff receives and evaluates the Statements of Qualifications (SOQs), including those SOQs on file with the Authority.
5. An evaluation committee is formed of at least five individuals with a minimum of two persons who shall be state, regional or local public employees familiar with transportation issues.
6. The evaluation committee reviews and scores the submitted SOQs based on published criterion and selects at least three (3) firms to participate in oral discussions of their qualifications and their approach to completing the work. At the conclusion of the oral discussions the evaluation committee will recommend to the Executive Director a ranking of firms “1”, “2” and “3”.
7. The Executive Director enters into negotiations beginning with the firm ranked “1”. If negotiations are not successful, the Executive Director will enter into negotiations with the next highest ranked firm. After completion of successful negotiations, the Executive Director submits his/her recommendation to the board.
8. The board receives the recommendation and accepts or rejects the recommendation.
9. If the board rejects the recommendation a new RFQ is issued.

10. Upon approval of the Executive Director's recommendation by the Board, the Executive Director is authorized to enter into contract with the selected firm. Final contract terms are prepared with assistance by legal counsel.
11. Once all the terms and conditions are accepted by the contractor and reviewed by legal counsel and the Executive Director, the Executive Director will execute the contract on behalf of the Board.
12. The Executive Director may execute any contract amendment provided that it is consistent with the Scope of Work and budget and promptly transmits written notice to all board members.