

## CONTINUED FROM JUNE 3, 2004 MEETING

AGENDA: June 17, 2004

TO: Transportation Policy Workshop

FROM: Kim Shultz, Senior Transportation Planner

RE: Amendment to Contracts with Highway 1 and Expenditure Plan On-Call Consultants to Extend the Term and Increase the Expenditure Limits

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### RECOMMENDATIONS

Staff recommends the Regional Transportation Commission:

1. Approve the updated resolution (Attachment 2) amending the contract with Dale Dennis, dba Project Delivery Management Group, extending the contract term through June 30, 2005, and increasing the total contract expenditure by \$60,000, as provided in the FY 2004-05 Budget; and,
  2. Approve the updated resolution (Attachment 3):
    - a. Authorizing an amendment to the FY 2003-04 Budget to transfer \$10,000 from the Expenditure Plan Public Information line item to the Expenditure Plan On-Call Consultants line item; and,
    - b. Amending the contract with Eileen Goodwin, dba Apex Strategies, to increase the total contract expenditure by \$10,000.
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### BACKGROUND

This item was continued from the SCCRTC's June 3, 2004 meeting. The Commission asked for additional information on the two contracts, and approved \$5,000 for the Apex Strategies contract as an interim measure. The original staff report (Attachment 1) follows this report. Updated resolutions are attached.

### DISCUSSION

#### Contract with Dale Dennis

In consideration of the proposed contract amendment with Dale Dennis, RTC's Highway 1 On-Call Engineering Consultant, the commission requested additional information regarding the scope of services to be performed over the contract period.

In overview, Mr. Dennis assists the SCCRTC staff in carrying out our responsibilities for project management and oversight of the Project Approval/Environmental Document

(PA/ED) phase of the Highway 1 HOV Lane Widening Project. Mr. Dennis brings technical engineering and project management experience that is not possessed by the SCCRTC staff. Mr. Dennis has provided similar services to the Contra Costa Transportation Authority, the San Francisco County Transportation Authority, Santa Clara County, Solano Transportation Authority, and the Alameda County Congestion Management Agency.

Mr. Dennis reviews and provides input on technical analyses, reports, mapping, designs, survey work, engineering and right of way issues, cost estimates and public information materials. Mr. Dennis attends each monthly Project Development Team (PDT) meeting for the project and consults with staff and the Nolte project manager as needed. He has been instrumental in suggesting and developing consensus at the PDT on strategies to address issues and keep the project on schedule.

A considerable amount of technical engineering studies on the project alternatives are anticipated over the next 12 months. The following list shows work elements included in the current phase of the Nolte contract for which Mr. Dennis is expected to provide engineering and project management support services:

- Geometrics and costs estimates of the project alternatives in the Supplemental Project Study Report for the southern section of the project – August 2004
- Technical environmental studies: November – thru – January 2005
  - Geologic/Seismic
  - Hydrology/Drainage
  - Utilities – Existing and Relocation
  - Water Quality Analysis
  - Air Quality Analysis
- Aesthetics and Visual Impacts and Treatments – November 2004
  - Identify and Quantify Units
- Phase I Alternative Analysis: October – thru – January 2005
  - Full and Reduced Standard geometrics
  - Right of Way Impact Assessment
  - Utility Impact Assessment
  - Identify/Prepare Design Exceptions
  - Update Cost Estimates
  - Prepare Right of Way Fact Sheets
- Traffic Modeling and Operational Analysis: June 2004 -- thru -- June 2005
  - Existing Conditions Report
  - Mainline Flow and Peak Period Ramp Capacity Analysis
- Independent Utility Projects: June – thru – April 2005
  - Pedestrian/Bicycle Crossings & Auxiliary Lanes
  - Preliminary Engineering Design for Environmental Clearance

The Nolte contract calls for work to begin mid-fiscal year on refinement of the engineering development work and compilation of the independent technical studies into the draft environmental document for preliminary agency review. Mr. Dennis will assist

staff in monitoring and reviewing the work for the component studies as well as the administrative draft of the complete environmental document.

As shown in the Contract Budget/Activities Schedule (Attachment 4), need for Mr. Dennis' services varies from month to month. As of the most current billing, Mr. Dennis has expended \$14,000 of the maximum \$20,500 allowable in the current fiscal year.

Considering the large amount of technical analyses and reports shown above, the need for Mr. Dennis' services should be relatively high during parts of the next fiscal year. \$60,000 was included by the Commission in the adopted FY 2004-05 SCCRTC budget for Mr. Dennis' work, funded by the PA/ED funds. \$60,000 is the maximum amount for next year, and the actual cost may be much lower. When project management of the Highway 1 project is transitioned to the Highway Construction Authority, the HCA will decide whether to continue Mr. Dennis' contract. Any unspent PA/ED funds will be turned over to the HCA.

**Staff recommends the RTC approve the attached resolution (Attachment 2) amending the contract with Dale Dennis, dba Project Delivery Management Group, extending the contract term through June 30, 2005, and increasing the maximum expenditure by \$60,000.**

#### Contract with Eileen Goodwin

The Commission has an on-call contract with Eileen Goodwin for assistance with public information and project management strategies for commission projects, notably the Highway 1 project and the transportation ballot measure and expenditure plan. Ms. Goodwin has provided significant assistance to the Expenditure Plan Subcommittee and the Commission, with increased activity over the past few months. In specific, she has assisted in preparing public information materials and making presentations on the ballot measure. The \$41,000 maximum originally budgeted for the current fiscal year has been expended.

The Commission included \$50,000 for expenditure plan public information in its adopted FY 2003-04 budget. Until the Commission transferred \$5,000 of these funds to the Goodwin contract at its June 3<sup>rd</sup> meeting, none of these funds had been spent. Therefore, there is a net of \$45,000 in expenditure plan public information.

The Commission's current fiscal year budget also includes \$22,000 for a final public opinion poll. At your last meeting, the Commission decided not to do that poll. The poll consultant has already spent some time on the poll before the RTC decision, so some of the \$22,000 has been expended. Staff recommends that the remainder, estimated to be at least \$15,000, be allocated to public information for the ballot measure. This \$15,000 plus the \$45,000 above results in \$60,000 for ballot measure public information.

Public information activities are the subject of a separate agenda item. Staff plans to discuss those activities in general for the June TPW meeting, with a more detailed

proposal to be submitted to the Commission in August. At that time, staff will recommend where to spend the public information funds.

In anticipation of additional public information needs and expiration of Eileen Goodwin's contract on June 30th, staff proposed a budget and contract amendment to cover Ms. Goodwin's activities through the remainder of the current fiscal year and the first few months of the new fiscal year. Staff proposed to accomplish this through a transfer of \$15,000 from the ballot measure Public Information line item to the On-Call Consultant line item. With the Commission's action on June 3<sup>rd</sup> to transfer \$5,000, staff renews its recommendation for the balance of the original contract amendment, \$10,000.

Accordingly, **staff recommends RTC approve the updated resolution (Attachment 3) authorizing an amendment to the FY 2003-04 Budget to transfer an additional \$10,000 from the Expenditure Plan Public Information line item to the Expenditure Plan On-Call Consultants line item, to amend the contract accordingly, and to extend the term of the contract.**

#### SUMMARY

In response to the Commission's direction for more information on the two on-call contracts, staff has provided more detail on the tasks and budget issues. Staff continues to recommend extending the existing contracts and expenditure limits of On-Call Consultants: 1) Dale Dennis, dba Project Delivery Management Group, providing technical and project management support on the Highway 1 HOV Lane Widening Project; and, 2) Eileen Goodwin, dba Apex Strategies, providing staff support in the preparation of information material and public presentation of the proposed Expenditure Plan.

#### Attachments:

1. RTC Staff Report dated June 3, 2004
2. Resolution Amending Contract with Dale Dennis, dba Project Management Delivery Group
3. Resolution Amending the FY 2003-04 Budget and Contract with Eileen Goodwin, dba Apex Strategies
4. Contract Budget/Activities Schedule for On-Call Consultants as of June 2, 2004.

Prepared by: Kim Shultz

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