

AGENDA: June 3, 2004

TO: Regional Transportation Commission
FROM: Linda Wilshusen, Executive Director
RE: Amendment to Contracts with Highway 1 and Expenditure Plan On-Call Consultants to Extend the Term and Increase the Expenditure Limits

RECOMMENDATIONS

Staff recommends the Regional Transportation Commission:

1. Approve a resolution (Attachment 1) 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 a resolution (Attachment 2):
 - a. Authorizing an amendment to the FY 2003-04 Budget to transfer \$15,000 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, extending the contract term through June 30, 2005, and increasing the total contract expenditure by \$15,000.
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BACKGROUND

In October 2002, the Commission authorized contracts with On-Call Consultants, following circulation of a Request for Qualifications, to provide technical and policy guidance in the delivery of all facets of the Highway 1 HOV Lane Widening project. These consultants have performed a range of duties from technical engineering/project management support, to policy and program management guidance in development of the Expenditure Plan. The terms of these agreements are set to mature on June 30, 2004.

DISCUSSION

Attachment 3 is a Contract Budget and Activities Schedule for the Highway 1 On-Call Consultants presenting an overview of services provided and expenditures to date. The contract with Jack Reagan, Reagan Transportation & Management Consulting, was closed in October 2003 shortly after the completion of the consultant selection and contract negotiation process. At that time the RTC authorized a contract with Dale Dennis, Project Delivery Management Group, to provide technical engineering and project management support to staff during the Project Approval/Environmental Documentation (PA/ED) phase of the Highway 1 HOV Lane Widening Project. This contract is set to expire on June 30, 2004.

The FY 04-05 Budget provides \$60,000 in Highway 1 PA/ED funds for continued engineering/project management support on the Highway 1 project. Staff anticipates greater

technical support will be needed as engineering design efforts are expanded in the upcoming year with the definition of project alternatives and refinement of preliminary design details. Accordingly, the proposed amendment to the contract with Dale Dennis, dba Project Delivery Management Group, extends the contract period through June 30, 2005, provides a 5 percent increase in the hourly billing rate, and increases the total expenditure limit by \$60,000 as stated in the attached resolution (Attachment 1).

Similarly, the contract with Eileen Goodwin, dba Apex Strategies, is set to expire on June 30, 2004. Initially, Ms. Goodwin's work was focused on issues related to the formation of the Highway 1 Construction Authority. More recently, she has been engaged in assisting with the development of the proposed Expenditure Plan and Financial Plan. As shown in the Contract Budget/Activities Schedule (Attachment 3) the remaining contract balance for Ms. Goodwin's contract is approximately \$2,569, as of May 1, 2004.

Staff recommends extending the contract period through the June 30, 2005, and increasing the total expenditure limit by \$15,000. Ms. Goodwin's work effort will continue to provide assistance in the presentation and modification of the draft Expenditure Plan, as well as assistance with other funding and project development opportunities that might arise.

To fund this work, staff recommends using \$15,000 of the \$50,000 in FY 03-04 funds allocated to the Expenditure Plan Public Information budget. To date, only a small portion of these funds have been expended. Accordingly, staff recommends the RTC approve a resolution (Attachment 2) amending the FY 03-04 Budget transferring \$15,000 from the Expenditure Plan Public Information line item to the Expenditure Plan On-Call Consultants line item, and amending the contract with Eileen Goodwin, dba Apex Strategies increasing the total contract expenditure by \$15,000 and extending the contract term to June 30, 2005.

SUMMARY

As the end of the current fiscal year draws near, staff recommends amendments to existing contracts with two On-Call Consultants supporting staff efforts on vital projects. Attachment 1 is a resolution amending the contract with Dale Dennis, dba Project Management Group, providing technical engineering/project management support on the Highway 1 HOV Lane Project, as provided in the FY 2004-05 Budget. Attachment 2 is a resolution amending the FY 03-04 Budget transferring \$15,000 from the Expenditure Plan Public Information line item to the Expenditure Plan On-Call Consultants line item, and amending the contract with Eileen Goodwin, dba Apex Strategies, to provide staff support in the development of the Expenditure Plan and assistance with other state funding issues.

Attachments:

1. Resolution amending the contract with Dale Dennis, dba Project Management Delivery Group as provided in the FY 2004-05 Budget.
2. Resolution amending the FY 2003-04 Budget to provide funding for contract amendment with Eileen Goodwin, dba Apex Strategies
3. Contract Budget/Activities Schedule for On-Call Consultants as of May 24, 2004.

Prepared by: Kim Shultz

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