



# Memorandum

**Date:** 05.22.14 **RE:** Citizens Advisory Committee  
May 28, 2014

**To:** Citizens Advisory Committee

**From:** Cynthia Fong – Deputy Director for Finance and Administration *CF*

**Subject:** **ACTION** – Adopt a Motion of Support to Authorize the Executive Director to Execute Annual Contract Renewals with City and County of San Francisco Departments, Exercise Contract Options for Various Annual Professional Services, in an Amount Not to Exceed \$2,350,000, and to Modify Contract Payment Terms and Non-Material Contract Terms and Conditions

## Summary

The Transportation Authority contracts with City and County of San Francisco (City) departments and outside firms for certain specialized professional services in areas where factors like costs, work volume, or the degree of specialization required would not justify the use of in-house staff. As summarized in Attachment 1, we are recommending renewing annual contracts for general legal counsel, video production services for Transportation Authority Board and Committee meetings, on-call program management oversight and general engineering consulting services, on-call transportation planning services, and vehicle level of service and transit speed monitoring services for the Congestion Management Program update for Fiscal Year 2014/15, in an amount not to exceed \$2,350,000. **We are seeking a motion of support to authorize the Executive Director to execute annual contract renewals with City departments, exercise contract options for various annual professional services, in an amount not to exceed \$2,350,000, and to modify contract payment terms and non-material contract terms and conditions.**

## BACKGROUND

The Transportation Authority manages administrative costs through successful contract negotiations and through the transfer of certain routine professional service tasks to in-house staff. The Transportation Authority annually contracts for certain professional support services in areas where factors like cost, work volume, or the degree of specialization required would not justify the use of permanent in-house staff. Services requested from outside firms include general legal counsel, video production services for Transportation Authority Board and Committee meetings, on-call program management oversight (PMO) and general engineering consulting (GEC) services, on-call transportation planning services, and vehicle level of service (LOS) and transit speed monitoring services for the Congestion Management Program (CMP) update. The contract amounts proposed are annual limitations, as these professional support services are provided through contracts where costs are incurred only when the specific services are used.

The purpose of this memorandum is to brief the Citizens Advisory Committee (CAC) on the annual contract renewals with City and County of San Francisco (City) departments and contract options for on-call program management oversight and general engineering consulting services, on-call transportation planning services, and vehicle LOS and transit speed monitoring services for Fiscal Year (FY) 2014/15 and to seek a motion of support to authorize the Executive Director to modify contract payment terms and non-material terms and conditions and execute those contract renewals and options.

## DISCUSSION

Attachment A provides summary information for the proposed contracts for FY 2014/15. Below are brief descriptions of the recommended services and amounts.

### **Office of the City Attorney.....\$100,000**

The Office of the City Attorney (City Attorney) provides verbal and written legal representation, advice and counsel on matters related to the routine operations of the Transportation Authority, contracts and interagency agreements, and labor matters. The Transportation Authority also utilizes the City Attorney for litigation activities when appropriate.

### **Department of Technology.....\$40,000**

The Department of Technology records and telecasts all Transportation Authority Board and Committee meetings held at City Hall with a regularly scheduled playback date and time for public review. In FY 2014/15, we anticipate additional services for the record and telecast of Vision Zero Committee (established in February 2014 through Resolution 14-58) meetings to support the City's efforts to take comprehensive and coordinated actions to improve pedestrian and cyclist safety in the near-term. In addition, the Board and Committee meetings may be extended to provide updates on activities related to the recent San Francisco Board of Supervisors designation of the Transportation Authority as the Treasure Island Mobility Management Agency to implement elements of the Treasure Island Transportation Implementation Plan in support of the Treasure Island/Yerba Buena Island Development Project.

### **Arup North America Ltd. (Arup), Nelson\Nygaard Consulting Associates, Stantec Consulting Services Inc.....\$300,000**

The Transportation Authority has long-range, strategic and project planning capabilities that stem from its multiple roles. As Congestion Management Agency (CMA), the Transportation Authority produces the long-range Countywide Transportation Plan; maintains the CMP; develops the travel demand forecasting model for San Francisco; and conducts transportation planning studies addressing congestion management and transportation system development issues. The Transportation Authority furthermore prepares occasional Strategic Analysis Reports on emerging policy issues. As sales tax administrator, the Transportation Authority leads project development planning and design studies to advance key Board or Prop K priorities, particularly where multi-jurisdictional issues exist. The Transportation Authority also conducts oversight to ensure timely delivery of other Prop K planning projects.

In December 2012, through Resolution 13-19, the Transportation Authority awarded three-year consultant contracts with two additional one-year extension options to Arup, Nelson\Nygaard Consulting Associates, and Stantec Consulting Services, in a combined total not to exceed \$600,000, for on-call transportation planning services. The establishment of contracts with multiple consultant teams enables the Transportation Authority to enlist the services of a broad range of transportation planning specialists on an on-call, task order basis. Since then, the consultant teams provided assistance to various transportation studies, including the Waterfront Transportation Assessment, Potrero Hill and Chinatown Neighborhood Transportation Plans (NTPs), and Geary Corridor Bus Rapid Transit (BRT) and Geneva-Harney BRT Feasibility studies.

During FY 2014/15, consultants will continue to provide assistance as the following projects advance forward: Geary Corridor BRT, Chinatown NTP and 19<sup>th</sup> Avenue Bulbs-Outs Project Study Report. In addition, other anticipated transportation planning services may be needed for a few recently requested projects, programs and initiatives such as the Neighborhood Transportation Improvement Program

(NTIP), supporting Vision Zero initiatives, Central Subway Phase III – Initial Study. Authorization for the NTIP and Vision Zero will be contingent upon the approval of related funding requests, which will be presented for consideration by Fall 2014. The proposed action will exercise the first of two options of the initial contract.

**Cordoba/Zurinaga Joint Venture (C/Z) and VSCE, Inc.....\$1,800,000**

For many years, Transportation Authority has had on-call PMO and GEC services, which are intended to augment and complement the Transportation Authority’s existing resources by providing specialized expertise, serving as an on-call supplement to staff particularly for oversight and delivery support for major capital projects, handling tasks during peak workloads, and taking on tasks requiring quicker response times than existing staff resources alone would permit. In July 2013, through Resolution 14-03, the Transportation Authority awarded one-year consultant contracts, with options to extend for two additional one year periods, to C/Z and VSCE, Inc., in a combined total not to exceed \$1,800,000, for on-call PMO and GEC services. Given the wide range of desired proficiencies and experience, the amount and complexity of the Transportation Authority’s activities, and possibility for conflicts of interest to arise for specific tasks, the Transportation Authority contracted with multiple consultant teams on a task order basis.

Since then, the consultant teams have provided oversight services for the Transportation Authority’s major capital projects, such as the Central Subway, Transbay Transit Center, and Caltrain Modernization (e.g. Electrification). In addition, the consultant teams have provided technical support for planning projects for which the Transportation Authority is the lead agency or an active participant in the planning and preliminary project development phases, including Van Ness Avenue BRT and Geary Corridor BRT and provided program management services for the Yerba Buena Island (YBI) Improvements Project and the Folsom Street Ramp Realignment projects, for which the Transportation Authority is taking the lead on behalf of the Treasure Island Development Authority and the Office of Community Investment and Infrastructure, respectively. The consultant teams have also provided project management support for the development and implementation documents for the Treasure Island Mobility Management Program.

For the coming year, we forecast continuous need for project delivery oversight and delivery support as a large number of major projects are simultaneously moving into more advanced phases. For example, the San Francisco Municipal Transportation Agency’s (SFMTA’s) Central Subway and the Transbay Transit Center are under construction; the SFMTA’s Radio Communications System and Computer-Aided Dispatch Replacement continues to move forward with implementation, and the YBI Improvements Project has move into the construction phase. Other anticipated PMO and GEC services during Fiscal Year 2014/15 include continued support for the following projects: 19<sup>th</sup> Avenue Bulbs-Outs Project Study Report, Treasure Island Mobility Management Study, Caltrain Electrification, High-Speed Rail and Van Ness Avenue BRT. The proposed action will exercise the first of two options of the initial contract and maintain the annual contract amount.

**Iteris, Inc.....\$110,000**

As the CMA, and in accordance with state CMP legislation, the Transportation Authority monitors the CMP roadway network for automobile LOS on a biennial basis. In addition, the Transportation Authority monitors transit speeds and tabulates readily available existing data related to pedestrians and bicycles as measures of multimodal system performance. In December 2012, through Resolution 13-18, the Transportation Authority awarded an 18-month consultant contract, with options to extend for two additional two-year terms, to Iteris, Inc. in an amount not to exceed \$130,000 for vehicle LOS and transit speed monitoring as part of the 2013 CMP effort update. Due to the application of a new

methodology to monitor system performance results, the 2013 CMP effort update resulted in savings of \$20,000. In December 2013, through Resolution 14-41, the Transportation Authority adopted the 2013 San Francisco CMP and issued an official finding that the City is in conformance with the CMP. During FY 2014/15, Iteris will begin the 2015 CMP effort update. The proposed action will exercise the first of two options of the initial contract.

**We are seeking a motion of support to authorize the Executive Director to execute annual contract renewals with City departments, exercise contract options for various annual professional services, in an amount not to exceed \$2,350,000, and modify contract payment terms and non-material contract terms and conditions.**

## **ALTERNATIVES**

1. Adopt a motion of support to authorize the Executive Director to execute annual contract renewals with City departments, exercise contract options for various annual professional services, in an amount not to exceed \$2,350,000, and modify contract payment terms and non-material contract terms and conditions, as requested.
2. Adopt a motion of support to authorize the Executive Director to execute annual contract renewals with City departments, exercise contract options for various annual professional services, in an amount not to exceed \$2,350,000, and modify contract payment terms and non-material contract terms and conditions, with modifications.
3. Defer action, pending additional information or further staff analysis.

## **FINANCIAL IMPACTS**

Sufficient funds have been identified for these contracts in the adopted FY 2014/15 work program and budget. The proposed contracts will be funded by a combination of federal and state grants, funding from other agencies through memoranda of agreement and Prop K funds. Services related to recently requested projects, programs and initiatives requested projects, programs and initiatives such as the NTIP and Vision Zero will be reflected in the mid-year budget amendment.

## **RECOMMENDATION**

Adopt a motion of support to authorize the Executive Director to execute annual contract renewals with City departments, exercise contract options for various annual professional services, in an amount not to exceed \$2,350,000, and modify contract payment terms and non-material contract terms and conditions.

Attachment

1. Proposed Fiscal Year 2014/15 Professional Services Expenditures

**Attachment 1**

**Proposed Fiscal Year 2014/15 Professional Services Expenditures**

<b>Professional Services</b>	<b>Annual Services</b>	<b>Previous Year Contract</b>	<b>Increase/ (Decrease)</b>	<b>Proposed Fiscal Year 2014/15 Contract</b>	<b>Procurement Type/Contract Options</b>	<b>DBE Goal</b>	<b>DBE Percentage to Date</b>
CCSF-Office of the City Attorney	General Counsel Services	\$ 100,000	\$ -	\$ 100,000	Sole Source	N/A	N/A
CCSF-Department of Technology	Video Production Services for Transportation Authority Committee and Board Meetings	29,616	10,384	40,000	Sole Source	N/A	N/A
Arup North America Ltd., Nelson\Nygaard Consulting Associates, Stantec Consulting Services Inc.	On-Call Transportation Planning Services	300,000	-	300,000	Competitively bid. First of two renewal options.	13% DBE	20% DBE
Cordoba/Zurinaga Joint Venture and VSCE, Inc.	On-Call Program Management Oversight and General Engineering Consulting Services	1,800,000	-	1,800,000	Competitively bid. First of two renewal options.	22% DBE	71% DBE
Iteris, Inc.	Vehicle LOS and Transit Speed Monitoring Services for Congestion Management Program Update	130,000	(20,000)	110,000	Competitively bid. First of two renewal options.	9% DBE	10% DBE
	<b>Total</b>	<b>\$2,359,616</b>	<b>\$ (9,616)</b>	<b>\$ 2,350,000</b>			