



DRAFT MINUTES

FINANCE COMMITTEE

Tuesday, April 12, 2016

1. Roll Call

Chair Mar called the meeting to order at 11:12 a.m.

Present at Roll Call: Commissioners Cohen, Mar and Yee (3)

Absent at Roll Call: Commissioners Campos (entered during Item 4) and Kim (entered during Item 3) (2)

2. Approve the Minutes of the March 8, 2016 Meeting – ACTION

There was no public comment.

The minutes were approved without objection by the following vote:

Ayes: Commissioners Cohen, Mar and Yee (3)

Absent: Commissioners Campos and Kim (2)

3. State and Federal Legislative Update – ACTION

Amber Crabbe, Assistant Deputy Director for Policy and Programming, presented the item per the legislation matrix.

Chair Mar asked if Assembly Bill 2292 would broaden the definition of disadvantaged communities, compared to what the state required. Ms. Crabbe responded that the bill moved the definition in the right direction but noted that it was only a minor change and did not address many of the larger concerns.

There was no public comment.

The item was approved without objection by the following vote:

Ayes: Commissioners Cohen, Kim, Mar and Yee (4)

Absent: Commissioner Campos (1)

4. Recommend Awarding Three-Year Consultant Contracts, with an Option to Extend for Two Additional One-Year Periods, to Arup North America Ltd., Iteris, Inc., Nelson\Nygaard Consulting Associates, Stantec Consulting Services, Inc. and WSP Parsons Brinckerhoff, for a Combined Amount Not to Exceed \$2,000,000 for On-Call Transportation Planning Services and Authorize the Executive Director to Negotiate Contract Payment Terms and Non-Material Contract Terms and Conditions – ACTION

Rachel Hiatt, Acting Deputy Director for Planning, presented the item per the staff memorandum.

Commissioner Cohen asked how many responses to the Request for Qualifications (RFQ) were received. Ms. Hiatt responded that 37 firms attended the pre-proposal conference and that 6 responses to the RFQ were received. Commissioner Cohen asked if it was mandatory to attend the pre-proposal conference, to which Ms. Hiatt replied it was not. Commissioner Cohen asked how the scoring system worked. Tilly Chang, Executive Director, responded that the recommendation was based on interviews conducted by a panel which scored the firms according to a point system contained in the RFQ. Commissioner Cohen asked how the interview panel was selected. Ms. Chang responded that the panel was comprised of staff who would be utilizing the on-call planning services, as well as staff from partner agencies.

Commissioner Cohen asked if staff tracked the local business enterprise and disadvantaged business enterprise (DBE) status of proposing firms. Ms. Hiatt responded that there was a DBE target of 10% included in the contract, and that all 6 proposing teams exceeded that target, and that the breakdown of each team was included in the item attachments. Commissioner Cohen asked what type of services the firms would provide. Ms. Hiatt responded that the on-calling planning teams would act as an extension of project management staff and would be used for tasks that could be done more cost-effectively, such as conceptual engineering, mapping, design, cost-estimation and modeling.

Chair Mar asked what groups were included the DBE category titled Asian Subcontinent. Cynthia Fong, Deputy Director for Finance and Administration, responded that the category was defined by the California Department of Transportation (Caltrans), as the majority of funding for the contract would be provided by state and federal grants, and included ethnicities such as Asian Indian (Hindu), Bangladeshi, Pakistani and Sri Lankan.

During public comment, David Lee said that the city was relying too much on consultants to manage projects.

Commissioner Yee asked for clarification regarding how the Transportation Authority utilized the current on-call planning contract, to which Ms. Hiatt presented a listing of projects covered under the contract. Commissioner Yee commented that for future award of on-call contracts, it would be helpful to present a list of projects tasked to each firm, and that he would like an annual update with that information as well.

The item was approved without objection by the following vote:

Ayes: Commissioners Campos, Cohen, Kim, Mar and Yee (5)

5. Recommend Amendment of the Adopted Fiscal Year 2015/16 Budget to Decrease Revenues by \$3,616,773 and Increase Expenditures by \$23,347,827 for a Total Net Decrease in Fund Balance of \$26,964,600 – ACTION

Cynthia Fong, Deputy Director for Finance and Administration, presented the item per the staff memorandum.

There was no public comment.

The item was approved without objection by the following vote:

Ayes: Commissioners Campos, Cohen, Kim, Mar and Yee (5)

6. Introduction of New Items – INFORMATION

There was no public comment.

7. Public Comment

During public comment, Andrew Yip spoke about virtue and knowledge.

David Lee commented on violence caused by drug cartels.

8. Adjournment

The meeting was adjourned at 11:45 a.m.