MEMO

DATE: January 3, 2008

TO: Administration Committee and Regional Council

FROM: Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov

SUBJECT: Amendment, Contracts and Purchase Orders between $5,000 - $250,000

RECOMMENDED ACTION:

Information Only

BACKGROUND:

SCAG executed the following Amendment between $5,000 and $250,000

Vendor	Contract Purpose	PO Amount
Bartel Associates	Consultant will perform actuarial study concerning SCAG's GASB 45 liability for retiree health benefits	$58,350

SCAG executed the following Contract(s) between $5,000 and $250,000

Vendor	Contract Purpose	PO Amount
UCLA Center for Neighborhood Knowledge (CNK)	Consultant will conduct a rail and transitway station Smart Growth Inventory for forty-six (46) of the City of Los Angeles' existing and planned rail and transitway stations	$101,918
Kimley-Horn and Associates	Consultant will technically re-evaluate and update the Preferred Improvement Strategies List, and staff the Four Corners Policy Committee meetings	$59,998
Delcan Corporation	Consultant to develop and finalize a freeway disaster plan to respond to emergency closures of I-10	$59,917

SCAG executed the following Purchase Order(s) between $5,000 and $250,000

Vendor	PO Purpose	PO Amount
Intaglio	Printing State of the Region Report Card Book	$25,540
Software Spectrum	Office and OS licenses	$12,327

FISCAL IMPACT:

None. Funding is available.

Reviewed by: _____
Division Manager

Reviewed by: _____
Chief Financial Officer

CONSULTANT CONTRACT AMENDMENT

Consultant: Bartel Associates, LLC

Purpose & Scope: The purpose of this amendment is to add $44,000 to the existing contract 06-058-C1 with Bartel Associates LLC (Bartel), to perform additional tasks required to complete the actuarial study initiated in April 2006 concerning SCAG's GASB 45 liability for retiree health benefits. The additional tasks are required because on July 12, 2007, the Regional Council (RC) authorized staff to contract with CalPERS to establish an irrevocable trust to fund the accrued liability for retiree health care benefits. CalPERS required an updated actuarial report for funding purposes; and on November 1, 2007, the Administration Committee directed staff to evaluate alternative amortizations periods to fully fund the accrued liability. These requirements were not known or contemplated at the time staff executed the original contract. Awarding this new work to Bartel represents a sole source contract action.

Contract Amount:

This amendment is for	Not to Exceed $44,000
Original contract is for	$14,350
Total contract value is not to exceed	**$58,350**

(The contract originally was valued at $11,000 but staff amended the contract by $3,350 (within the 30% limitation) to cover additional actuarial scenarios required for Committee presentations.)

Contract Period: July 26, 2006 through June 30, 2008

Work Element: 07-820.SCGC2 (Indirect)

Request for Proposal: Not applicable

Selection Process: Not applicable

Background In April 2006, staff competed the original contract between three firms. This was done in accordance with SCAG's Contracts Manual, because the contemplated value of the work at that time was less than $25,000. SGAG awarded the original contract to Bartel in the amount of $11,000. In January 2007, SCAG

required various funding scenarios to be evaluated, which resulted in SGAG amending the contract by $3,350, which was within the 30% contract increase limitation. Then on July 12, 2007, the RC authorized staff to contract with CalPERS to establish an irrevocable trust for funding purposes. CalPERS required an updated actuarial report. On November 1, 2007, the Administration Committee directed that alternative amortizations periods be evaluated. Staff estimates the cost to complete the work as requested by the RC and Administration Committee to be as much as $44,000.

Although a formal Request for Proposal (RFP) process for the additional scope of work could be initiated, it would not be in SCAG's best interest for the following reasons:

- It would significantly delay the process of contracting with Cal PERS.
- SCAG would pay an unnecessary premium for a new consultant to acquire and compile detailed information that Bartel already possesses and SCAG has already paid for.

Therefore, staff requests approval of a sole source contract amendment for Bartel to perform the additional work. Staff also request approval to extend the contract end date to June 30, 2008, to allowed Bartel sufficient time to complete the work.

CONSULTANT CONTRACT

Consultant: UCLA Center for Neighborhood Knowledge (CNK)

Scope: The Rail and Transitway Station Smart Growth Inventory will develop land use inventories and profiles for the area within one quarter mile radius around forty-six (46) of the City of Los Angeles' existing and planned rail and transitway stations. An accurate land use profile will assist the Department of City Planning in amending the Los Angeles Municipal Code to create incentives necessary to elicit appropriate Transit Oriented Development. Assuring high quality development near transit stations that has the appropriate mix of uses, density, and scale will increase transit ridership, decrease automobile trips, and reduce the demand for parking. The land use profile will also assist the private sector; lenders, the Community Redevelopment Agency, the Mayor's Business Team and Metro to create and enhance public-private partnerships as well as private sector development at transit stations.

The Smart Growth Inventory will utilize materials from a wide range of sources including the City of Los Angeles, SCAG, and Metro. All data collected in the field will be recorded onto a matrix and subsequently geocoded so that all information can be mapped using GIS mapping software. A written report, including maps, matrices and photographs showing the land uses and other information is required for each of the City's forty-six stations.

Contract Amount:

Total not to exceed	**$101,918**
UCLA Center for Neighborhood Knowledge (prime)	$101,918
(no subconsultants)	

Contract Period: Twelve Months, from date of NTP

Work Element:

08-065-CLAC2	$55,735	Funding Sources: Consolidated Planning Grant – FTA FY 08
08-065-CLAC3	$54,735	Funding Source: Consolidated Planning Grant – subject to approval of SCAG's FY 09 budget

Request for Proposal: SCAG staff notified 412 firms of the release of RFP No. 08-024. The RFP was also advertised on Lawley Publications' website, the Planning Magazine's website, and on the Planetbids bid management system. A total of 86 firms downloaded the RFP. The following 14

proposals were received in response to the solicitation and are listed alphabetically as follows:

1	Carter & Burgess (0 subcontractors)	$ 99,904
2	cmQue (0 subcontractors)	$ 93,032
3	Consilium (1 subcontractor)	$ 96,503
4	Diversified Planning Solutions (0 subcontractors)	$103,456
5	IBI Group (0 subcontractors)	$109,987
6	PMC (0 subcontractors)	$100,484
7	Rea & Parker (0 subcontractors)	$105,398
8	Solimar (0 subcontractors)	$109,915
9	The Planning Center (0 subcontractors)	$103,317
10	UCLA, CNK (0 subcontractors)	$ 101,918
11	University of Southern California (0 subcontractors)	$110,000
12	URS Corp (0 subcontractors)	$109,933
13	W2 Design (0 subcontractors)	$ 90,363
14	Wilbur Smith (4 subcontractors)	$109,635

Selection Process:

The Proposal Review Committee (PRC) evaluated all fourteen proposals in accordance with the criteria set forth in the RFP. The selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with six of the offerors.

The PRC was comprised of the following individuals:

Ma'Ayn Johnson, Associate Regional Planner, SCAG
Jordann Turner, City Planning Associate, City of Los Angeles
Anthony Loui, Associate AIA Project Manager, MTA
Miles Mitchell, Senior Management Analyst, City of Los Angeles
Ranjini Zucker, Senior Contract Administrator, SCAG

Basis for Selection:

The PRC committee recommends UCLA Center for Neighborhood Technology (CNK) for the contract award. Based on the proposal, firm's qualifications and experience it is recommended as best fit to fulfill the requirements of the project. CNK is willing and able to meet the highly demanding requirements of this project within the budget they proposed. They committed to collect the appropriate data and create station-specific reports as outlined in the scope of work. In addition, their proposal offered additional enhancements beyond the level of effort sought in the RFP. The additional, no cost, enhancements are a value-added proposition for the City of Los Angeles and SCAG. At present, they are a primary data warehouse

for information on planning and development in the region with their past performance with Metro, SCAG and Los Angeles County Department of Regional Planning. Currently, the digital platform CNK has developed titled "LOTS" (Land Opportunities Tracking System) assembles individual property parcels as the basic unit of analysis, and includes data layers at multiple levels. In their proposal, CNK has offered the City and SCAG the opportunity to integrate and incorporate, some of the assembled information in existence in its data warehouse, on an online mapping system.

CNK has been involved in designing, testing, and disseminating data collection tools research over the past ten years. Part of their expressed vision is designing applications with long term perspective that seeks to not only facilitate internal use but also to broaden participation. They have proposed, at no extra cost, to provide a web-based GIS that integrates on-grade photos, aerials, and video at each of the 46 rail and transitway stations. Data collected from this project can be easily accessible and potentially transferable to future transit oriented projects. CNK hence best fits the needs of the City of Los Angeles and SCAG to fulfill the overall objective of this study.

CONSULTANT CONTRACT

Consultant: Kimley-Horn and Associates, Inc.

Scope: The Four Corners area where Los Angeles, Orange, Riverside, and San Bernardino Counties converge has historically been a key regional gateway between the urbanizing Inland Empire Counties (San Bernardino and Riverside) and the more urbanized Coastal Counties (Los Angeles and Orange).

The growth in affordable residential development in the Inland Empire, the availability of jobs in Orange and Los Angeles Counties, and the significant amount of goods movement activity occurring in the region have resulted in worsening levels of congestion-not only on the freeway system, but also on major arterials which serve the immediate Four Corners area.

In an effort to address these issues, several local agencies in the early 1990s initiated informal meetings to discuss transportation issues/challenges and potential solutions. Over time, the group evolved into the Four Corners Policy Committee (also known as the Four Corners Transportation Group). In 1997, the Policy Committee successfully petitioned SCAG to fund a comprehensive transportation planning study for the immediate area. In 1998, a consultant team initiated work, and in July 2000 a final study was released. A key component of the study was a list of Preferred Improvement Strategies for roadways, transit, and travel demand management in the Four Corners area.

While the list has been periodically updated since 2000, SCAG and the Policy Committee have determined that a much more substantive technical re-evaluation of the Preferred Improvement Strategies List needs to be performed, in order to better reflect funding changes at the local, state, and federal levels, project scope/implementation changes, as well as changes in priorities and public policy. Therefore, SCAG requested the assistance of a qualified consultant with technical expertise in both transportation planning and meeting facilitation to:

(a) Technically re-evaluate and update the Preferred Improvement Strategies List; and

(b) To staff Four Corners Policy Committee meetings.

Contract Amount: **Total not to exceed** **$59,998**

Kimley-Horn Associates (prime)	$59,998
KOA Corporations (prime)	$57,697
Network Public Affairs (prime)	$57,120

(No sub-consultation effort identified as required by bidders)

Contract Period: 1 year from Notice to Proceed

Work Element: 08-015.SCGC5 $60,000 Funding Sources: Consolidated Planning Grant – FTA & TDA

Request for Proposal: The Proposal Review Committee (PRC) evaluated all three proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all three offerors.

The PRC was comprised of the following individuals:

Joseph Alcock, Associate Regional Planner, SCAG
Hon. John Beauman, Chair of the Four Corners Policy Committee
Jiwanjit Palaha, Caltrans District 7
David Rubinow, Associate Regional Planner, SCAG
Ranjini Zucker, Contracts Administrator, SCAG

The PRC committee recommends Kimley-Horn Associates Inc. for the contract award because of the firm's qualifications to fulfill the requirements of this project. Kimley-Horn Associates Inc. is willing and able to meet the requirements of this project within a very limited budget. Additionally, the Project Manager "J.D". Douglas' extensive experience with the Four Corners project area is an added benefit to this project. In 2000, J.D. developed the original Four Corners Study. For this project he specifically identified additional enhancements and accommodated SCAG's need to have more meetings than that required, with no further cost increase. He demonstrated familiarity and knowledge with the issues that the committee is facing and an aptitude to address them in a comprehensive and sensitive manner. Additionally, Kimely-Horn's emphasis upon consensus building through development of a statement of purpose is what the Policy Committee needs in order to develop a consensus driven final product, which addresses the concerns of participating group members.

CONSULTANT CONTRACT

Consultant: Delcan Corporation (Delcan)

Scope: Interstate 10 is the only access and exit to the Coachella Valley area in eastern Riverside County. With closures of I-10, because of accidents, disasters (earthquakes, fires, severe weather), and law related incidents; there is not an organized plan to assist motorists to exit the freeway or for emergency vehicles to gain access to the area or to motorists in need.

The growth in affordable residential development in the Inland Empire and the significant amount of goods movement activity occurring in the region have resulted in worsening levels of congestion, thereby increasing the impacts of such a closure.

A twelve hour closure of 1-10 on June 15, 2005 at Cabazon, caused by a crime investigation, illustrates how the lack of emergency planning and coordination between agencies, can cause potentially serious and life threatening situations for those motorists caught in an unexpected freeway closure.

SCAG seeks a Consultant to develop and finalize a freeway disaster plan to respond to emergency closures of I-10. The plan will encompass assessing and identifying all connecting and crossing arterials, frontage roads, and tribal roads with right of way issues. The plan will be used to identify opportunities and methods for automobile/trucks/motorists/travelers to exit the freeway and provide other automobile and/or health related services, in the event of a disaster.

Particular attention will be paid on reviewing the County of Riverside's response paper to the June 15, 2005 freeway closure as well as the October 2003 San Diego wildfires, as well as the after-action reports of the 2007 fires in Los Angeles, Riverside, San Bernardino, San Diego and Ventura counties.

Contract Amount:

Total not to exceed	**$59,917**
Delcan	$59,917
Wilbur Smith	$59,985
Advantac	$59,979

(no Subcontractors were proposed by any)

Contract Period: 1 year from Notice to Proceed

Work Element: 08-010.CVGS1 $60,000 Funding Sources: Consolidated Planning Grant – FTA & TDA

Request for Proposal: SCAG staff notified 471 firms of the release of RFP No. 08-012. The RFP was also advertised on Lawley Publications' website, the Planning Magazine's website, and *Planetbids* bid management system. A total of 29 firms downloaded the RFP.

The Proposal Review Committee (PRC) evaluated all three proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all three offerors.

The PRC was comprised of the following individuals:

Alan Thompson, Senior Regional Planner, SCAG
Ms. Catherine McMillan, Coachella Valley Association of Governments
Mr. Dan Kopulski, Caltrans District 8
Robert Huddy, Program Manager, SCAG
Ranjini Zucker, Contracts Administrator, SCAG

The PRC committee recommends Delcan for the contract award because of the firm's qualifications to fulfill the requirements of this project. Delcan's capabilities best fits SCAG's needs. Delcan is willing and able to meet the requirements of this project within the limited budget. Additionally, the Project Manager Bruce Chruchill's extensive security background is an added benefit to this project.

Delcan has extensive experience in the type of operations management necessary in the type of emergency response. Delcan Corporation developed the system design, plans and specifications, and installed and integrated all elements for the upgraded Caltrans District 7 Traffic Management Center (TMC). This center acts as the nucleus of the traffic operations system in California's Los Angeles and Ventura Counties.

In 2006, Delcan became the prime contractor to develop plans and specifications for the systems design element of a new Transportation Management Center (TMC) for the Inland Empire. This TMC would be crucial to the successful deployment of any emergency closure plan in the study area.