MEMO

DATE: February 1, 2007

TO: Administration Committee
Regional Council

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

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

RECOMMENDED ACTION:

Information Only

BACKGROUND:

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

- Civic Resources Group — $ 49,950
  IGR Application Improvement
- Iteris, Inc, dba Meyer, Mohaddes Associates — $124,967
  Parking and Smart Growth Study
- Katz, Okitsu & Associates — $200,049
  IVAG Long Range Transportation Plan Update
- Sharon Greene and Associates — $ 99,780
  Ventura/Santa Barbara Rail Study
- Wilbur Smith Associates — $ 54,868
  Imperial Valley Regional Transportation Impact Fee Study

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

- Katherine J. Edwards, Esq. — $25,000.00
  Legal Services for Human Resources Department
- Latitude Geographics — $ 6,560.00
  Assistance to modify the Geocortex web based mapping software
- SAP Software License Renewal — $28,759.14
  Annual License Renewal

• Southern California Leadership Network 2006 Leadership Tuition for Hon. Keith Hanks and Joan Tsao	$10,500.00
• Staples Inc. Additional Office Supplies as needed	$10,000.00
• Tele Atlas North America, Inc. License Agreement	$41,425.00
• University of Southern California Leadership Development and Training Services for Regional Council	$49,985.00

FISCAL IMPACT:

None. Funding is available.

Reviewed by:

Chief Financial Officer

CONSULTANT CONTRACT

Consultant: Civic Resources Group

Scope: The region covered by the Southern California Association of Governments, known as the SCAG Region, includes the counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura. One of our mandated requirements is that we serve as the clearinghouse for the review of Environmental Impact Reports and other environmental documents.

The purpose of this consultant contract is to enhancement the functionality and flexibility of the existing Intergovernmental Review application. This project will explore and enhance the application to better utilize the data being collected from environmental documents. The application will be enhanced to provide for data entry and retrieval through the Internet. The application will also be enhanced to provide easier access to the data by stakeholder including the Community Development staff which will utilize the information in the preparation of regional growth forecasts and small area distribution of growth. Also the Monitoring Program will use the information collected to better assess the implementation of regional goals related to the 2% Strategy.

The Consultant will take the existing software and corresponding source code and make the necessary improvements that have been identified by a core group of stakeholders.

Contract Amount:

Total not to exceed	**$49,950**
Civic Resources Group (prime)	$49,950

Contract Period: December 11, 2006 through June 30, 2007

Work Element: 07-040.SCGC $49,950 Funding Sources: Consolidated Planning Grant – FHWA & FTA

Request for Proposal: SCAG staff notified 308 pre-qualified firms of the release of RFP No. 07-048. The RFP was also advertised in the Planning Magazine's website, and posted on SCAG's bid management system. A total of 24 firms downloaded the RFP. The following four proposals were received in response to the solicitation:

Carter Burgess Corporation (no subcontractors)	$49,897
Civic Resources Group (no subcontractors)	$49,950
Nobel Systems, Inc. (no subcontractors)	$49,740
UCLA (no subcontractors)	$50,000

Selection Process: The Proposal Review Committee (PRC) evaluated all four 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 four offerors.

The PRC was comprised of the following individuals:

Laverne Jones, Planning Technician, SCAG
Javier Minjares, Info. Management Specialist, SCAG
Jonathan Raymond, Programmer Analyst, SCAG
Victor Ryden, Acting Manager IT, SCAG

Basis for Selection: The PRC committee recommends Civic Resources Group for the contract award because of the firm's unique qualifications to fulfill the requirements of the project. Civic Resources Group is willing and able to meet the highly demanding requirements of this project within a very limited five month time frame. They are committed to performing the necessary application enhancements and complete testing and installation by the end of May, 2007. They will be able to do this since they have extensive programming experience using the same programming language in which the original application was developed. The programming work will be entirely consistent with Best Practices for application development.

Civic Resources Group has performed a considerable amount of work for similar applications in the SCAG Region. They are very knowledgeable about key IGR issues and requirements. Civic Resources Group has successfully performed work for SCAG on the evaluation of the SCAG web site and the implementation of SCAG's Information Technology upgrade. They are qualified to fulfill the overall objective of this project.

CONSULTANT CONTRACT

Consultant Iteris, Inc., dba Meyer, Mohaddes Associates

Scope: The City of Los Angeles is seeking urban infill and mixed use strategies to implement smart growth principles consistent with the SCAG growth visioning (Compass) program. In this study, a Parking and Smart Growth Study of 121 city operated sites will be conducted. The objective is to develop a data base about the facilities and a set of indicators that can be used to evaluate and rank the smart growth potential for each site. In this context, a multi-faceted array of criteria will be used to address the value of the sites, in terms of economic return, tax base enhancement, public financing and regional transportation value. The results of these steps will lead to the evaluation of market potential and categorization of these sites in terms of value for parking, infill development, shared parking and proximity to transit. The goal is to identify a small number of sites with high development potential and regional benefit, and prepare a next steps implementation plan for these selected sites. The defined strategies will be aligned with Compass Blueprint goals, an asset management strategy and transferable templates for determining site potential blending transportation and urban design principles. A minimum of three specific sites will be identified for more tailored and intensive development potential analysis.

Contract Amount:

Total not to exceed	**$124,967**
Iteris, Inc. dba Meyer, Mohaddes Associates (prime)	$56,957
Banerjee Associates(subcontractor)	$20,700
Judith Steele, Ph.D. (subcontractor)	$13,500
Madrid Consulting Group (subcontractor)	$22,050
Metcalfe Associates (subcontractor)	$11,760

Contract Period: November 29, 2006 through October 31, 2007

Work Element: 07-065.CLAC1 $124,967 Funding Sources: Consolidated Planning Grant & FTA

Request for Proposal: A bid alert notice for RFP 07-036 was emailed to 318 consultants, and the RFP was posted on The Urban Transportation Monitor's website (lawleypublications.com), American Planning Association's website, and SCAG's bid management system. A total of 67 firms downloaded the RFP. The following consultant(s) responded to the RFP:

Iteris, Inc., dba Meyer, Mohaddes Associates	$124,967
Solimar Research Group, Inc.	$124,523
Strategic Economics	$124,427
Wilbur Smith Associates, Inc.	$124,983

Selection Process: The Proposal Review Committee (PRC) evaluated all four 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 four offerors.

The PRC was comprised of the following individuals:

Claire Bowin, Planning Assistant, City of Los Angeles DOT
Joseph Carreras, Program Manager II, SCAG
Miles Mitchell, Sr. Management Analyst, City of Los Angeles DOT

Basis for Selection: The PRC recommends Iteris, Inc., dba Meyer, Mohaddes Associates for the contract award because of the firm's unique qualifications to fulfill the requirements of the project. The Consultant is willing and able to meet the highly demanding requirements of this project within a very limited budget. Moreover, the Consultant's team consists of an outstanding group of experts in transportation planning, real estate analysis, and land use, bringing in extensive knowledge, experience, and familiarity with local planning issues.

Iteris, Inc., dba Meyer, Mohaddes Associates presented a comprehensive methodology for selecting sites to be evaluated for the study. Their approach recognizes stakeholder needs and will apply that to find the most suitable sites for preservation, mixed use, or potential development. Their methodology approach uniquely will focus on fiscal and political feasibility for the six top evaluation sites. The Consultant also proposes "transferable templates" for analysis correlations that can be applied elsewhere. Iteris, Inc., dba Meyer, Mohaddes Associates was also the only respondent to present a "fast track" schedule for completion of the project.

CONSULTANT CONTRACT

Consultant: Katz, Okitsu & Associates.

Scope: The Consultant will update the IVAG Long Range Transportation Plan, a long-range planning document that identifies future transportation system needs and deficiencies, along with proposed transportation system improvements and a financial plan to implement the improvements. The Plan was last updated for Imperial County in 2002, and must be updated now for input to SCAG's upcoming 2008 Regional Transportation Plan. The Consultant will utilize transportation data including model output to assess existing and future baseline conditions; solicit public input by conducting outreach workshops; identify and evaluate alternative future transportation projects; identify project costs and develop a financial plan; and develop a prioritized, phased listing of transportation projects.

Contract Amount:

Total not to exceed	**$200,049**
Katz, Okitsu & Associates	$200,049

Contract Period: Notice to Proceed through December 31, 2007

Work Element:

07-010.IVGC1	$150,000	Funding Sources: Consolidated Planning Grant – FHWA & FTA
XX-XXX.XXXX	$50,049	Funding Source: Consolidated Planning Grant – subject to approval of SCAG's FY 07-08 budget

Request for Proposal: A bid alert notice for RFP 07-059 was emailed to 447 Consultants, and the RFP was posted on The Urban Transportation Monitor's website (lawleypublications.com), American Planning Association's website, and SCAG's bid management system. A total of 50 firms downloaded the RFP. The following Consultant(s) responded to the RFP:

Katz, Okitsu & Associates (no subcontractor)	$200,049
URS Corporation (1 subcontractor)	$204,876

Selection Process: The Proposal Review Committee (PRC) evaluated the two 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 both offerors.

The PRC comprised the following individuals:

Frank Fiorenza, Deputy Director of Engineering, Imperial County
Jurg Heuberger, Planning & Dev. Services Director, Imperial County
Beth Landrum, Associate Transportation Planner, Caltrans District 11
Philip Law, Corridors Program Manager, SCAG
Rosa Lopez-Solis, Administrative Analyst, IVAG

Basis for Selection: The PRC recommends Katz, Okitsu & Associates for the contract award because of their comprehensive and distinctive responses to the interview questions, and because they demonstrated a unique insight into the transportation issues and needs of Imperial County. Additionally, Katz, Okitsu & Associates demonstrated thorough and detailed knowledge of the technical issues associated with developing and updating a countywide long-range transportation plan, as well as an insightful consideration of the public outreach component of the project and its importance to the overall success of the study effort. The PRC was also impressed with the qualifications and past experience of the Principal assigned to the project. Katz, Okitsu & Associates received the higher evaluation scores of the two offerors.

CONSULTANT CONTRACT

Consultant: Sharon Greene & Associates

Scope: The region covered by the Southern California Association of Governments, known as the SCAG Region, includes the counties of Los Angeles, Orange, Riverside, San Bernardino, Ventura and Imperial. Santa Barbara County Association of Governments, known as SBCAG, is the MPO for the region to the North of SCAG. Metrolink is the operator of commuter rail services in the SCAG Region, and Caltrans operates intercity rail corridor service in the LOSSAN corridor between the SCAG region and the SBCAG. There has been interest expressed by SBCAG in operating commuter/local rail passenger service between the SCAG region and the Santa Barbara area to relieve growing traffic congestion on US 101 corridor, and to allow reverse commute access from Ventura County to and from jobs in Santa Barbara. These proposed services have been the subject of extensive technical analysis of operational and capital needs in Caltrans LOSSAN North Study.

The purpose of this study is to explore the institutional and financial issues raised in providing commuter and/or interregional local rail passenger services in the Ventura Santa Barbara Corridor. The study will review the existing services, plans for new service, assess financial impacts, and provide for a facilitated institutional dialogue on how to deal with such issues, if such services are to be provided.

The Consultant will develop a matrix of alternatives, costs, and institutional issues. The consultant will then identify institutional and financial barriers and trade offs and conduct institutional outreach to develop a consensus on a recommended set of steps on approaches to meet the growing needs in this corridor.

Contract Amount:

Total not to exceed	**$99,780**
Sharon Greene & Associates (prime)	$47,829
InfraConsult (subcontractor)	$ 7,020
Parsons Brinckerhoff (subcontractor)	$44,931

Contract Period: January 4, 2007 through August 31, 2007

Work Element: 06-140.SCGC1 $99,780 Funding Sources: Consolidated Planning Grant – FHWA and TDA

Request for Proposal: SCAG staff notified 439 pre-qualified firms of the release of RFP No. 06-059. The RFP was also advertised on Lawley Publications' website, the American Planning Association's website, and posted on SCAG's bid management system. A total of 66 firms downloaded the RFP. The following two proposals were received in response to the solicitation:

RL Banks (2 subcontractors)	$99,910.97
Sharon Greene and Associates (2 subcontractors)	$99,780.00

Selection Process: The Proposal Review Committee (PRC) evaluated both 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 both offerors.

The PRC was comprised of the following individuals:

Lea M. Simpson, Rail Transportation Manager, Caltrans
Mary Travis, Manager Rail and Regional Projects, VCTC
Michael G. Powers, Deputy Director, SBCAG
Bob Huddy, Transportation Program Manager, SCAG

Basis for Selection: The PRC committee recommends Sharon Greene & Associates for the contract award because of the firm's overall qualifications to fulfill the requirements of the project. Sharon Greene & Associates is willing and able to meet the requirements of this project within a very limited budget.

Sharon Greene & Associates has a proven track record of performing rail commuter and corridor analysis, including complex studies on technical and policy tradeoffs associated with similar projects. The team put together by Sharon Greene and Associates is able to assemble the critical inputs from the ongoing and previous studies in the corridor.

Sharon Greene & Associates also has a strong background in identifying critical financial and institutional issues. The Sharon Greene& Associates team also had the strongest component to conduct outreach and a dialogue among the stakeholders on the options and identify possible consensus solutions.

CONSULTANT CONTRACT

Consultant: Wilbur Smith Associates

Scope: As Imperial County continues to develop, several roadways are planned for improvements in order to support local growth and to relieve congestion on transportation facilities. In order to fund these improvements as well as operations and maintenance of the existing system additional revenues will be required. Therefore, the Imperial County Association of Governments (IVAG) is proposing to study and asses the feasibility of a transportation impact fee on new development within Imperial County.

It is the intent of this study to describe roadways that will have deficient capacity in the future due to continued growth in both local and interregional travel. For these future deficient roadways, a fair share allowance of cost will be determined to assist Imperial County in enhancing its transportation revenues, while at the same time ensuring that future development is paying for its fair share of mitigation costs associated with the traffic impacts it creates.

This study would also identify and establish the nexus between new development that is projected to occur in Imperial County and the need for improved roadway facilities for which Caltrans District 11, Imperial County, the City of Brawley, the City of Calexico, the City of Calipatria, the City of El Centro, the City of Holtville, the City of Imperial, and the City of Westmorland are the service providers. After establishing a nexus, the study would then calculate the roadway transportation impact fees to be levied for each land use in the region based upon the proportionate share of that total facility's use of the transportation system. Once the study is complete, Imperial County will utilize the final report to assist in developing the groundwork for a future transportation impact fee program.

Contract Amount:

Total not to exceed	**$54,868**
Wilbur Smith Associates (prime)	$39,840
URS Corporation (subcontractor)	$15,028

Contract Period: NTP through August 8, 2007

Work Element:

06-015.IVGC1	$54,868	Funding Sources: FHWA/FTA CPG Planning Grant
XX-XXX.XXXX	$7,126	3rd Party (IVAG) In-Kind Match for staff work

ADMIN/RC Agenda 2/1/07
PC DOCS #125995

Request for Proposal: SCAG staff notified 455 pre-qualified firms of the release of RFP No. 07-026. The RFP was posted on SCAG's bid management system. A total of 42 firms downloaded the RFP. The following four proposals were received in response to the solicitation:

David Taussig & Associates, Inc. (1 subcontractor)	$53,390
Katz, Okitsu & Associates (1 subcontractor)	$54,991
Rea & Parker Associates (1 subcontractor)	$54,997
Wilbur Smith Associates (1 subcontractor)	$54,868

Selection Process: The Proposal Review Committee (PRC) evaluated all four 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 three offerors.

The PRC was comprised of the following individuals:

Jacob Armstrong, Associate Transportation Planner, Caltrans Dist. 11
Joseph Alcock, Assistant Regional Planner, SCAG
Jurg Heuberger, Director Imperial County Planning & Dev. Services
Rosa Lopez, Administrative Analyst, IVAG

Basis for Selection: The PRC committee recommends Wilbur Smith Associates for the contract award because of the firm's unique qualifications to fulfill the requirements of this project. Wilbur Smith Associates is well-versed in both transportation planning issues in the Imperial Valley, and transportation impact fee studies. The firm is also currently engaged in corridor planning efforts for the Southern portion of Imperial County. While engaged in this process, Wilbur Smith Associates has developed strong and crucial working relationships with stakeholders throughout Imperial County. These already established working relationships are absolutely crucial in cultivating and developing stakeholder support and data for this study. In addition, Wilbur Smith Associate's previous work experience with Imperial County's transportation model is crucial experience for properly executing this study. Thus, because of Wilbur Smith Associate's strong working relationships with Imperial County stakeholders, its familiarity with Imperial Country, and the Imperial County Transportation Model, there will not be the typical "learning curve" which tends to occur at the beginning of projects such as these, as consultants work to cultivate relationships, and develop local knowledge and data. As a result, Wilbur Smith Associates will be able "hit the ground running," and be able to develop and deliver a quality final product more rapidly than the other consultants interviewed.

Also, Wilbur Smith Associate's focus on the Imperial Valley as part of the larger southwest region of California is an innovative planning approach which strongly promotes SCAG and IVAG's regional planning objectives, while at the same time being able to better position itself to more accurately reflect future growth and transportation needs within Imperial County.

PURCHASE ORDER

Vendor: University of Southern California (USC), School of Policy, Planning and Development (SPPD)

Scope: The project initiates a Leadership Development and Training program for Regional Council Members and other elected officials. The primary purposes are to help our Members develop skills in thinking regionally, enhance their understanding of regional issues, and boost their leadership skills. The focus is to help develop Regional Leaders. The Consultant team will prepare and conduct customized training that includes personal leadership skill development along with content information on specific issues of regional significance.

P.O. Amount: **Total not to exceed** **$49,985**

Work Element: 07-800.SCGS1 $49,985 Funding Sources: General Fund, Line Item for Leadership Training for Elected Officials

Request for Proposal: SCAG staff notified 114 pre-qualified firms of the release of RFP No. 07-035. The RFP was also advertised on Lawley Publications' website, the Planning Magazine's website, and posted on SCAG's bid management system. A total of 50 firms downloaded the RFP. The following ten (10) proposals were received in response to the solicitation:

1. Amergreen, Inc.	$47,110
2. Beacon Management Group	$46,515
3. Champion Services Group, Inc.	$49,900
4. Migliore Consulting	$49,788
5. Miralto Management Consultants	$49,924
6. PTS – Professional Training Services	$48,514
7. Rose Institute of State & Local Government	$49,990
8. University of Southern California	$49,985
9. Western States Management Consulting (Disqualified)	$102,275
10. Wilson Communications	$48,350

Selection Process: The Proposal Review Committee (PRC) evaluated the nine (9) responsive 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 the three (3) top-rated offerors.

The PRC was comprised of the following individuals:

Hon. Harry Baldwin, RC Member
Hon. Lee Ann Garcia, RC Member
Hon. Toni Young, RC Member
Karen Tachiki, Director of Legal/Gov't & Public Affairs, SCAG
Barbara Dove, Gov't Affairs Analyst, SCAG

Basis for Selection: The PRC committee recommends USC for the contract award because of their team's unique strength and creativity as well as the depth and breadth of their facilitators and trainers. Their approach of using interactive seminars designed for skill building and development of management and leadership processes that can be taken from the classes directly into practice in real time is most impressive. They also propose to use distance learning through web-based class management in connecting participants, having them share expectations, facilitating online discussion among participants, and maintaining contact after completion of the program. The USC team has extensive experience in working with leaders of today and tomorrow, including elected officials.