

## STAFF REPORT

**SUBJECT:** Amendment No. 1 to Fehr & Peers’  
Contract No. C-21-046 for the SJCOG’s  
Truck Planning Study

**RECOMMENDED ACTION:** Authorize the Executive Director to  
Execute Contract Amendment No. 1 to  
Fehr & Peers’ Contract No. C-21-046 to  
1) Extend the End Date from July 1,  
2022, to Dec. 31, 2022, and 2) Add  
Scope and Increase the Not-to-Exceed  
Amount from \$149,795 to \$174,850

### DISCUSSION:

#### SUMMARY:

On March 10, 2021, San Joaquin Council of Governments (SJCOG) entered into contract with Fehr & Peers to complete a truck planning study. This truck planning study will analyze the existing Surface Transportation Assistance Act (STAA) regionwide truck route network and recommend new or modified STAA truck routes for jurisdictions to consider implementing. The project team of SJCOG and Fehr & Peers crafted a work plan based on the anticipated needs to complete a project of this caliber. However, as the project team initiated public outreach, it was determined that additional resources would be necessary to ensure that sufficient public coordination can be provided.

Attachment 1 shows the updated work plan with a more structured public outreach section. Main updates include:

- Formalizing a core technical group and establishing outreach cohorts.
- Synthesizing feedback already received through initial outreach and work with the core group to further develop technical concepts.
- Circulating draft technical concepts and recommendations to other cohorts for refinement.
- Generating additional documentation to share with stakeholders.

## **RECOMMENDATION:**

SJCOG staff recommends that the SJCOG Board authorize the executive director to execute Amendment No. 1 with Fehr & Peers to 1) extend the end date from July 1, 2022, to Dec. 31, 2022; and 2) add scope and increase contract the not-to-exceed amount from \$149,795 to \$174,850.

## **FISCAL IMPACT:**

The consultant services contract is budgeted in work element 601.02 (Regional Transportation Plan Studies) of SJCOG's Fiscal Year 2021-22 Overall Work Program. Sufficient resources are available for the recommended \$25,055 contract budget increase.

## **BACKGROUND:**

In 2020, SJCOG sought to generate an informational truck planning study to analyze the existing STAA route network and recommend new or modified STAA routes in San Joaquin County for jurisdictions to consider. This study is meant to better inform our partner agencies as they modify the existing STAA route network within their city or county limits.

In January 2021, SJCOG released a Request for Proposals (RFP) to develop this truck planning study. Three proposals were received with Fehr & Peers being recommended to this board by SJCOG staff ([staff report](#)). Fehr & Peers and SJCOG staff refined the work plan and finalized contract No. C-21-046, with a budget not to exceed \$149,795.

The project team of Fehr & Peers and SJCOG staff started with a literature review of SJCOG documents (e.g., the SJCOG/Sacramento Council of Governments Interregional Truck Study completed in 2013). In addition, the project team started collecting and analyzing information that will help in recommending new or modified STAA routes in San Joaquin County. In parallel, the project team started integrating stakeholders via working group meetings in June and September 2021. These working group meetings provided significant information for the project team. The project team determined additional coordination would be required while drafting and finalizing recommendations. The additional coordination is meant to ensure that all feedback from all stakeholders (whether they be local jurisdictions, technical stakeholders, or members of the public) can be accounted for in a final set of study recommendations.

This added effort will lead to a more complete study and accounting of baseline conditions related to truck travel. In total, the project budget would increase by \$25,055 to account for this update and the contract end date would be extended to Dec. 31, 2022.

## **NEXT STEPS:**

Upon the approval of SJCOG Board, the additional scope tasks will be finalized and contract Amendment No. 1 will be executed.

## **ATTACHMENTS:**

1. Fehr & Peers' Contract No. C-21-024 Updated Workplan

*Prepared by: Travis Yokoyama, Senior Regional Planner*

# **ATTACHMENT 1**

Fehr & Peers' Contract No. C-21-024 Updated Workplan

## SJCOG STAA Truck Study – Amendment Scope

The **objective** of this amendment scope is to provide extra intensive opportunities for stakeholders to participate throughout the project provide inputs and review draft deliverables. Table 1 identifies the anticipated stakeholder participates. The plan is **to develop a cohesive packet (including list and map) of STAA route recommendations after coordination with stakeholders.**

Table 1. Anticipated Stakeholder Engagement List

Stakeholder Cohort	Meetings
Core Group: FP, SJCOG, Local government agency	1. City of Escalon / City of Ripon/ San Joaquin County 2. City of Tracy 3. City of Lathrop / City of Manteca 4. City of Stockton / Lodi
Cohort 1: CHP, CTA, Truck fleet operators, Port of Stockton, Stockton Metropolitan Airport, Prologis	Up to 5 interviews/ call to discuss. Comment will be submitted by email.
Cohort 2: Business Council of San Joaquin, Stockton Downtown Alliance, Building Industry Association (BIA), Visionary Builders	Virtual meeting, live discussion, comments will be submitted through web site/ Mural
Cohort 3: Sierra Club, Public Health Advocates, Third City Coalition, Catholic Charities, Concerned Residents	Virtual meeting, live discussion, comments will be submitted through web site/ Mural

Intensive public outreach will occur during the development of the draft final packet. The “core” group and Cohort 1 will review public comments, accepting comments and possibly updating the draft list of recommended STAA routes, or present reasoning for devaluating a stakeholders’ comment(s). The updated draft packet of recommended STAA route recommendations will be presented to all of the stakeholders for finalization. Fehr & Peers and SJCOG may opt to remove STAA route(s) from the draft final packet of STAA route recommendations, if warranted.

SJCOG will take an active role in assisting the public outreach. SJCOG staff anticipates meeting with members of select SJCOG standing committees and Board to solicit feedback during the draft phase of this study. SJCOG staff also anticipates providing assistance, including administrative and graphics/GIS, to the public outreach team, if applicable.

The Stakeholder engagement process is defined in Table 2.

Table 2. Stakeholders' Engagement Process

SJCOG STAA Truck Route Study Stakeholder Engagement Process	Responsible Party
<b>Step 1-</b> Present Draft to Core group (4 conference calls) and Cohort 1 (4 one-on-one interviews) <ul style="list-style-type: none"> <li>Update recommendations as needed, prepare updated Draft</li> </ul>	FP*  FP
<b>Step 2-</b> Present updated Draft to Core group (4 conference calls) and Cohort 1 (2 one-on-one interviews) <ul style="list-style-type: none"> <li>Update recommendations as needed, prepare Final Draft in collaboration with SJCOG</li> </ul>	SJCOG  FP
<b>Step 3-</b> Final Draft will be published on the SJCOG website.	SJCOG
<b>Step 4-</b> Present Final Draft to Cohort 2 (1 conference call). Public comments will be collected through website	FP
<b>Step 5-</b> Present Final Draft to Cohort 3 (1 conference call). Public comments will be collected through website	FP
<b>Step 6-</b> FP will summarize comments received in step 4 and 5.	FP
<b>Step 7-</b> Core group + Cohort 1, will review comments and decide if further modification is needed <ul style="list-style-type: none"> <li>Update recommendations as needed, prepare Final packet and review with SJCOG</li> <li>Final QA/QC in collaboration with SJCOG</li> </ul>	FP
<b>Step 8-</b> Share a final packet of STAA route recommendations with standing committees and Board prior to the completion of the study.	SJCOG
<b>Step 9-</b> Final packet will be published on SJCOG website	SJCOG

\*Fehr & Peers (FP)

To implement Steps 1to 9, Fehr & Peers and SJCOG plan to use several techniques to engage with a broad array of stakeholders. These techniques will include:

- Providing ample review period of a week before and allow responses up to a week after each meeting
- One-on-one stakeholder interviews
- Technical team meetings
- Focused workshop with select stakeholders
- Support SJCOG staff on separate meetings with members of specific standing committee(s) and Board.

Development of an online web application where stakeholders can submit comments, challenges, and concerns about current STAA routes, and propose future routes or improvement projects. The list of recommendations and maps, along with data and summaries of previous stakeholder input, will serve as the visuals needed while SJCOG solicits feedback and comments throughout the project.

We understand SJCOG staff wants to present the study and be able to confirm that all stakeholders believe that their feedback has been accounted for and is well communicated to readers of the final deliverable.

#### **DELIVERABLES:**

- Continued bi-weekly check-in with SJCOG project management team for the extended duration of the project.
- Establish and convene “core” group and have a conference call with each of the 4 subgroups. (SJCOG will lead further conversations with local government agencies if needed)
- Establish and convene up to 3 conference calls with Cohort 2 and 3 (SJCOG will lead further conversations with Cohort 2 and 3 if needed)
- Conduct up to 7 one-on-one interviews
- Prepare up to three rounds of reviews and update draft recommendations accordingly (the original contract included one round of review and update)
- Support SJCOG to develop online web app survey to collect stakeholder’s inputs
- Prepare a memorandum that summarizes stakeholder inputs and recommendations