

STAFF REPORT

SUBJECT: Extend Short-List of Analytical and Technical Services for the 2018 Regional Transportation Plan / Sustainable Communities Strategy (RTP/SCS)

RECOMMENDED ACTION: Authorize the Executive Director to Execute Amendments to the Short-List Contracts to Extend Contract End Dates from December 31, 2018, to June 30, 2019.

DISCUSSION:

SJCOG staff is seeking an amendment to extend the following contracts with short-list consultants until June 30, 2019;

Primary Firm Name	Contract Number
Perrin, Thorau & Associates Ltd.	C-18-018
Urban Design for Health (UD4H)	C-18-019
Fregonese Associates, Inc.	C-18-020
Kittelson & Associates	C-18-021
TJKM	C-18-022
Kimley Horn	C-18-023



SJCOG entered into consultant contracts with these firms in April 2017 for technical support services related to the 2018 Regional Transportation Plan / Sustainable Communities Strategy (RTP/SCS). In September 2017, the total budget authority for the short-list of consultants was increased to a not to exceed the amount of \$400,000 to cover both technical services and implementation studies for the 2018 RTP/SCS. No budget increase is expected at this time.

The extension will allow for staff to contract needed consultant services for SJCOG's 2018 RTP/SCS implementation activities, which includes an update to the Jobs Balancing Investment Fund project selection guidelines and the following SB 1 MPO formula funded studies:

- ***SCS Implementation Study:*** Identify barriers to SCS implementation across the multiple jurisdictions in the region and develop recommendations for implementation at the local and regional level.
- ***Public Health Indicators Study:*** Continue the incorporation of public health into SCS implementation by building upon the 2018 Pilot Health Impact Analysis.



The SB1 funded studies utilizing the short-listed consultants covered by these contracts will not be affected by the potential repeal of SB1 in November as these funds were allocated in the FY17/18 budget cycle.

BACKGROUND:

As part of the 2018 RTP/SCS update, staff identified a list of technical analyses where consultant services would be needed. Consultant services were needed for several reasons: staff time constraints, staff with requisite technical skills in need of training or assistance due to lack of experience, and the need for highly technical/innovative methodologies outside of staff's expertise.

On March 16, 2017, SJCOG staff released a Request for Qualifications (RFQ) for qualified professional firms to provide consultant services for technical and analytical services related to the 2018 RTP/SCS. The purpose of the solicitation was to develop an approved list of technical experts that SJCOG could utilize on a task by task basis depending on the expertise available from each consultant or consultant team. In the original RFQ, the period for service from the on-call list was to end on December 31, 2018.

FISCAL IMPACT:

The budget for contracts executed will be primarily covered from the RTP/SCS work element and the SB1 work element in the currently approved 18/19 Overall Work Plan (OWP). The total budget impact is unknown at this time, but will not exceed \$400,000.

For each task or series of tasks, SJCOG will issue a request for services to the consultant or consultants (up to three for each task) on the short-list whose qualifications best match the scope of services needed. The consultants will provide an estimate of the cost to complete and date for

delivery of the final work product; SJCOG will approve each cost estimate and issue a written task order to the selected consultant.

RECOMMENDATION:

The requested action is to authorize the Executive Director to execute amendments to the following contracts to extend the contract end dates from December 31, 2018, to June 30, 2019:

Primary Firm Name	Contract Number
Perrin, Thorau & Associates Ltd.	C-18-018
Urban Design for Health (UD4H)	C-18-019
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NEXT STEPS

Upon SJCOG Board approval, staff will prepare contract amendments for each of the listed contracts.

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