

## STAFF REPORT

**SUBJECT:** Public Interest Finding to Award Contract to Regional Government Services (RGS) for project management, regional planning and policy services

**RECOMMENDED ACTION:** (1) Approve Public Interest Finding to Sole Source with RGS

(2) Authorize the Executive Director to negotiate and sign contract (C#2021-031) with RGS in a not-to-exceed amount of \$138,580

### DISCUSSION:

#### SUMMARY:

The San Joaquin Council of Governments needs high-level project management, regional planning, and policy services due to transition of the SJCOG Deputy Director to the Executive Director role. The SJCOG Board has approved a salary classification and compensation study which will take six months and those results will be helpful in determining SJCOG's organizational needs. SJCOG therefore will not be immediately recruit for the Deputy Director position in this Fiscal Year 2021. Consulting services can fill the gap. In the event the Professional Services budget group needs to be augmented, a budget amendment will be brought to the board transferring salary savings from a vacant Deputy Director position (in addition to savings from two vacant regional planning positions).

SJCOG staff proposes a sole source contract with Regional Government Services (RGS), a firm providing the needed project management services. SJCOG staff acknowledges there are other firms that provide regional planning and policy services. RGS, however, is uniquely qualified because of their current contract relationship with SJCOG and their staffing includes SJCOG's former Planning Manager, Kim Anderson, who left SJCOG in 2019. Ms. Anderson's twelve years of experience with SJCOG is essential to provide project management on the scope of work deliverables.

The contracted amount would not exceed \$138,580 and services will be performed through June 30, 2021. SJCOG staff's evaluation is that the public interest finding is sufficient to sole source this work.

## **RECOMMENDATION:**

- (1) Approve Public Interest Finding to Sole Source with RGS.
- (2) Authorize the Executive Director to negotiate and sign contract with RGS in a not-to-exceed amount of \$138,580.

## **FISCAL IMPACT:**

The funding resources are already identified in the Overall Work program within the various work elements for regional planning and policy activities --including but not limited to--- the Regional Transportation Plan (Work Element #601.01) and Projections and Forecasts (Work Element #801.02), SB 1 Planning Study (Work Element #601.015) Likely there will be no need for a budget amendment to increase the professional services budgetary group, however, if necessary, there are adequate resources available using salary savings. SJCOG staff anticipates salary savings from existing staff vacancies --including the Deputy Director and two regional planning staff which occurred in this fiscal year.

## **DISCUSSION:**

With the vacancy of the Deputy Director position from January – June 2021, SJCOG staff asserts it is in the agency’s best interest to secure consultant expertise to provide project management to deliver the work products. Such a structure would ensure that the momentum on planning projects and the standard of excellence continue.

RGS, through their associate, Kim Anderson, has managed many projects including the Regional Transportation Plan, Census Data Center, Projects/Forecasts, Regional Planning Policy, Regional Transportation Impact Fee, Airport Land Use Commission, and SB 1 Planning Studies---just to highlight a few. In addition to the expertise, the institutional knowledge of these work areas is invaluable to SJCOG to provide project management in the planning work.

One of the most complex work areas impacted at SJCOG is the Regional Transportation Plan/Sustainable Communities Strategy. The work involves land use modeling, civic engagement, compliance with state/federal planning guidelines, and policy development. There is urgency to ensure that Regional Transportation Plan activities do not get delayed or slowed down. It is essential to have an experience project manager to organize planning team, review work deliverables, and to serve as a resource to SJCOG staff.

In addition, SJCOG has SB 1 funded planning studies. These studies have “use it or lose it” funding provisions. Delays in the delivery of the items committed in SB1 cannot be tolerated. Having an experienced project manager under contract is essential.

SJCOG’s recent grant award of \$7 million from the Air Resources Board’s (ARB) Sustainable Transportation and Equity Program requires a significant amount of pre-planning in order to take advantage of momentum when grant funds start flowing in the Spring of 2021. Project management involving planning teams, community-based organizations, and project partners is of

utmost importance. Project management work involves organizing roles and responsibilities and other essential front-end work for the STEP grant in the next six months.

RGS has outlined a proposed scope (***Attachment A***) that fits SJCOG's needs. This is for the provision of services 20 hours weekly in December and up to 30 hours (weekly) next year when the Deputy Director assumes the Executive Director role.

### **Public Interest Finding**

In order for SJCOG to use a non-competitive negotiated consultant contract, SJCOG has identified the following determining factors elaborating on the need for the service from this single source (RGS):

- Specific needs for hands-on experience with SJCOG planning work activities, deliverables.
- Emphasis services that can provide institutional knowledge of SJCOG (proprietary) planning products and programs.
- Similarly, emphasis on recent knowledge for ongoing planning work and planned schedules for deliverables in SJCOG's Overall Work Program.
- Direct experience in delivery of SJCOG's Regional Transportation Plan/Sustainable Communities Strategy, Census Data Center, Airport Land Use Commission, Regional Transportation Impact Fee Program, and SB 1 Planning Studies.
- Experience directing SJCOG planning staff on various assignments.
- Has established relationships with SJCOG member agencies, stakeholders, and state/federal agency staff on SJCOG planning work.

In conclusion, SJCOG staff finds a sole source contract with RGS is in the public's best interest.

### **ATTACHMENT – RGS Proposed Scope of Services**

*Prepared by: Diane Nguyen, Deputy Director*

# ***Attachment A***

## ***RGS Proposed Scope of Services***

**Contract Term: 12/4/2020 - 6/30/2021**

**Not to Exceed Amount: Budget for listed scope of services not to exceed \$138,580**

### **Scope of Services for Project Management Support, Regional Planning and Policy Services**

The scope of services for this contract will be performed as outlined in Section Titled *RGS General Scope of Services & Billing Rates*. RGS will assign a Senior Advisor for SJCOG to provide direct project management expertise as needed. Specifically, the Senior Advisor will focus on the following program/project areas:

- Advisor to SJCOG Project Manager for the 2022 Regional Transportation Plan/ Sustainable Communities Strategy (RTP/SCS). In this capacity, RGS Senior Advisor will provide expert consultative guidance to the SJCOG PM for, but not limited to, project management, coordination of technical experts (in-house and consultants), emerging policy considerations report development, coordination with/of public, stakeholder, and statutorily required consultation groups outreach, development of draft RTP/SCS technical components, and presentations to SJCOG Boards & Committees.
- High-level coordination of Sustainable Transportation Equity Program (STEP) grant activities in support of assigned SJCOG project manager - to include liaison with executive staff and partners, coordination of related projects and programs, and support of grant management/reporting.
- Advise project managers on oversight of existing grant funding, particularly with SB1 funded formula and competitive grants.
- Assist in the technical development of the FY21/22 Overall Work Program (OWP), primarily with budget development and technical writing.
- Provide supportive regional planning activities to SJCOG Project Manager for Census Data Center. RGS Advisor will provide technical expertise and expert consultative guidance to the PM regarding project management and coordination, development of speaker series, and products associated with data center-related deliverables. Particular focus will be on acquisition of speakers for RTP policy issue related events, REMI policy/economic modeling, and demographic forecast deliverables with University of the Pacific Center for Business & Policy Research.

- Provide engagement, outreach, and strategic communication services for agency-wide planning and project efforts. Follow through on direction by SJCOG staff to convey SJCOG perspectives and interests at key meetings with agency partners, stakeholder groups, and with members of the public.
- Besides, specific work areas identified above, consulting assistance to perform technical duties across a variety of SJCOG's planning work elements, including but not limited to, the Regional Transportation Impact Fee (RTIF), Airport Land Use Commission (ALUC), Regional Planning Coordination, and Community Involvement/Public Information.

Specific Billing Rates & Budget Calculation:

<b>SERVICE</b>	<b>RGSSTAFF</b>	<b>HOURLY RATE*</b>	<b>Hours</b>	<b>Total</b>
Project Management, Regional Planning, Policy Services	Kim Anderson	\$169	820	<b>\$138,580</b>

*\*The Hourly Rate does not include direct external costs which will be invoiced to Agency with no markup and will fall outside of the not-to-exceed (if established) for services provided.*