

South Bay Cities Council of Governments

September 12, 2016

TO: SBCCOG Steering Committee – 9/12/16 meeting

FROM: Jacki Bacharach, SBCCOG Executive Director
Steve Lantz, SBCCOG Transportation Director

SUBJECT: Iteris Task Order for South Bay Highway Program Metro Budget Request (MBR)
Technical Support

Adherence to Strategic Plan:

Goal A: Environment, Transportation, and Economic Development. Facilitate, implement and/or educate members and others about environmental, transportation, and economic development programs that benefit the South Bay.

BACKGROUND

The Metro Measure R Highway Subregional Program (MRHSP) includes funding programs in the Arroyo Verdugo, Las Virgenes-Malibu, South Bay, North County, and Gateway Cities Subregions. Metro staff recommends Metro Board approval of changes in the Measure R Highway Subregional Programs through a consolidated item submitted to the Metro Board in the spring and fall of each year.

Eligible South Bay lead agencies have been working with SBCCOG staff and consultants on their South Bay Highway Program (SBHP) project submittals which were due August 31, 2016. SBCCOG staff and consultants will work with Metro and Lead Agency staff during September and October to confirm eligibility of the prospective projects and ensure the project descriptions include the necessary information and project justification. The SBCCOG Board of Directors must approve the changes in current projects and new projects by November. The SBCCOG MBR is formally submitted to Metro staff in December in order to meet the Metro staff submittal deadline for the spring Metro Board item.

SBCCOG has an annual responsibility in the SBHP Cooperative Agreement between Metro and SBCCOG to compile, approve and submit the MBR for Metro consideration. To complete the task requires technical support from Iteris, Inc. The technical assistance of a licensed civil engineering firm that has expertise in intelligent transportation systems is necessary to ensure that the lead agency projects are properly reviewed, and modified if necessary, to meet Metro's nexus and eligibility requirements for SBHP projects. The firm has provided similar technical support since the inception of the SBHP in 2011 and has been instrumental in development of the SBHP processes and technical requirements. In addition, Iteris has provided technical assistance on behalf of the SBCCOG to lead agencies as changes have occurred in public works and traffic engineering staff. For this cycle, Iteris will also provide transitional assistance to David Leger, the SBCCOG administrative analyst responsible for compilation of the MBR spreadsheet as this is the first cycle in which Mr. Leger is replacing Marcy Hiratzka.

An SBCCOG policy allows the Executive Director to execute agreements and task orders for the SBHP with a value less than \$50,000. These agreements and task orders are ratified by the SBCCOG Steering Committee. Consistent with the policy, the Executive Director has authorized a task order between the SBCCOG and Iteris, Inc. (Consultant) under which the Consultant will assist SBCCOG staff to:

- Coordinate the Metro Budget Request process by supporting and attending an estimated six project review meetings during September and October with SBCCOG and Metro staff .
- Coordinate and participate in presentations of the MBR to the Infrastructure Working Group, the SBCCOG Steering Committee, and the SBCCOG Board of Directors.
- Confirm the completeness and adequacy of all Lead Agency submittals.
- Evaluate all projects for eligibility and nexus to the state highway system and SBHP Measure R funding requirements.
- Categorize all current and prospective projects as core, supporting or ancillary projects.
- Ensure that the appropriate matching funds have been committed
- Assess each project to establish priority within its corridor using the Baseline Corridor Assessment Study and other available data sources.
- Assign the cash flow projections for all current and new projects to the MBR funding spreadsheet to ensure that adequate quarterly cash flow is available to support the requested project schedules for all projects.

In addition to the specified tasks above that will have a cost not to exceed \$21,872.80, Iteris, Inc has agreed to provide the following support if requested and as needed:

- Support SBCCOG staff between September 2016 and March 2017 in the preparation of the final MBR spreadsheet for submittal to the SBCCOG IWG, Steering Committee, Board and to Metro, at a cost not to exceed \$10,000. This will include:
 - Financial calculations
 - Project status
 - Overall programming
 - Cash flow of new and existing projects
 - Coordination of formatting
 - Oversee COG staff in preparation and submittal of reports
- Assist SBHP Lead Agencies, if they request, to provide them technical assistance in revising their project submittals between September 2016 and March 2017 at a cost not to exceed \$10,000 to be charged in hourly increments.

The total amount of the task order submitted is \$41,872.80 however, negotiations regarding the final scope and budget of the task order were ongoing as of the submittal of this agenda item. Due to the short timeframe to complete the tasks, staff expects to complete the negotiations and execute the task order by September 7, 2016.

RECOMMENDATION

Consistent with the Executive Director's delegated authority, ratify the task order as executed between SBCCOG and Iteris, Inc, for Technical Support Services in the preparation of the Metro Budget Request.