



South Bay Cities Council of Governments

South Bay Highway Program

Task Order Proposal for the SBHP Implementation Plan Update 2015

Goal

The SBCCOG is at the five-year point in the implementation of the Highway Program for the South Bay and this coincides with the now bi-annual update of the guidance document, the SBHP Implementation Plan. Much has transpired since the onset of the Program - sparked by the need to manage the sub-regions' Measure R allocation of transportation funds.

The early stage of the Program was characterized by "off-the-shelf" Early Action projects that could be rapidly deployed. These tended to be projects with limited scope and usually fell under the \$1m project cost. Project selection was a quantitative process with well-defined criteria that were rigorously applied.

As the Program has become established, so the demand for funding larger projects has increased as the local agencies have had the time to identify and develop project plans. A review may be needed of the project selection process to check applicability under these circumstances.

It is therefore necessary to take stock of:

- Where the program is today
- What has been achieved?
- What are the challenges ahead and
- How can these be addressed

This document comprises a proposal for a task order under the SBCCOG SBHP On-Call Bench with the goal of identifying the needs and associated activities for the update of the SBHP Implementation Plan. The scope is centered on preparing for, facilitating, and documenting the results of a one-day workshop with the involved agencies.

Scope of Task Order

1. Workshop Preparation

Iteris will prepare the presentation and involvement materials for the workshop intended to provide a framework for the Implementation Plan Update. The workshop will present the overall SBHP process to date, the Mobility Matrix process in other sub-regions, and a look ahead to issues facing the South Bay



Highway Program in the future such as leveraging of additional funding resources, integration of performance-based requirements of MAP-21, identification of major transportation needs that can be fully or partially addressed through Measure R funding.

The follow agenda items are proposed:

Five-Year Review

Using SBCCOG staff reports and consulting with SBCCOG staff, Iteris will prepare a concise review of the SBHP:

- Policies and Procedures
- Projects funded and completed under the program to-date
- Projects programmed for future funding
- Proposed projects in the sub-region not currently programmed in the SBHP

Five Year Look Ahead

Through interviews with the Metro, SBCCOG agencies and staff, Iteris will compile an assessment of program issues and project needs/requests that are likely to surface in the coming five years within the sub-region's agencies as well as Metro, county, statewide and federal issues. Metro will be asked to further define how the SBHP and the Mobility Matrices in other sub-regions will be used to develop the SRTP, LRTP, and any new sales tax measures. Initial schedules and cost estimates for potentially proposed projects by eligible agencies will be collected in order to determine the funding requests placed on the Program as well as other potential funding sources leveraged through the program.

Policy Review

Iteris will summarize the current policies and procedures affecting SBHP project definition and assessment. Working with SBCCOG staff, Iteris will identify the need for policy and procedure changes due to issues that have arisen over the two years since the last IP update. Policies that have changed since the last Implementation Plan Update will be highlighted such as the addition of bikeway and sound wall project eligibility for the program.

This material will be the basis for a discussion at the Workshop with the goal of identifying which of these changes should be made and identifying the need for further changes.

Deliverables:

- Concise summary of five-year review, Subregional Mobility Matrix descriptions and five-year look ahead
- Workshop presentation and supporting material

2. Workshop

Iteris will facilitate a one-day workshop at a facility to be provided by the SBCCOG staff. The workshop agenda will comprise the presentation of the material prepared by Iteris in Task 1, followed by an open discussion prior to moving to the next topic, in order to receive any comments from the agencies. These materials will be distributed prior to the meeting to ensure member agencies have time to review and involve other necessary staff in the discussion.

At the workshop, it is the intention to enter a more in-depth discussion after the Program Review presentation as the results of this discussion will lay the groundwork for the Implementation Plan update to follow in order to identify those areas where the Implementation Plan.

Iteris will work with SBCCOG to develop desired outcome areas for the workshop to keep the discussion on-track and ensure meaningful input from participants. Key points will focus on broad areas of improvement to the SBHP and Implementation Plan that can be effectively discussed in the workshop forum. Initial topic areas are likely to be the overall SBHP process, leveraging of additional funding resources for projects too expensive for the Call for Projects, integration of performance-based requirements of MAP-21, and the identification of major transportation needs that can be fully or partially addressed through Measure R funding. Iteris will work with SBCCOG staff to agree who should present and facilitate and whether or not there will be the need for break out groups to focus on specific topics/issues as opposed to keeping the discussion amongst all participants.

Deliverables:

- Workshop notes and discussion outcomes highlighting Implementation Plan

3. Results

Iteris will review the workshop notes with SBCCOG. On the basis of this review, Iteris will document the needs and associated activities for defining the scope of the SBHP Implementation Plan Update and submit this to the SBCCOG for review and presentation to the SBCCOG IWG.

Cost Estimate For SBHP Implementation Plan Update Part One

Labor

	Rate	292.26	145.46	145.46	79.22	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
		Alan Clelland	Alek Hovseplan	Sean Daly	Dina Saleh	Clerical staff	Staff Member	Staff Member	Staff Member	Staff Member	Staff Member	Staff Member	Staff Member	Staff Member	Staff Member	Clerical Support	Total Hours	Total Cost
Task 1: Workshop Preparation																		
		28	0	16	76	0	0	0	0	0	0	0	0	0	0	0	120	\$ 16,531.36
	Five Year Review	4		8	20													\$ 3,917.12
	Five Year Look Ahead	16			40													\$ 7,844.96
	Policy Review	4		8														\$ 2,332.72
	Compile Presentation Material	4			16													\$ 2,436.56
																		\$ -
Task 2: Workshop		12	0	12	14	0	0	0	0	0	0	0	0	0	0	0	38	\$ 6,361.72
	Pre meeting	4		4	6													\$ 2,226.20
	Meeting	8		8	8													\$ 4,135.52
																		\$ -
																		\$ -
Task 3: Document Results		4	0	8	12	0	0	0	0	0	0	0	0	0	0	0	24	\$ 3,283.36
	Review with SBCCOG	2		4	4													\$ 1,483.24
	Document	2		4	8													\$ 1,800.12
																		\$ -
																		\$ -
																		\$ -
Total Hours		44	0	36	102	0	0	0	0	0	0	0	0	0	0	0	182	26176.44
Overhead	0%																	Check: \$ 26,176.44
Labor+Overhead																		\$ -
Fee	0%																	\$ 26,176.44
Labor+Overhead+Fee																		\$ 26,176.44
Subconsultant																		\$ -
Travel																		\$ 1,145.00
Equipment and Software																		\$ -
License Fees																		\$ -
Options																		\$ -
Total Cost																		\$ 27,321.44