

South Bay Cities Council of Governments

February 8, 2016

TO: SBCCOG Steering Committee

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

SUBJECT: Task Order to provide SBHP Project Management Course &
SBHP Orientation(s) For South Bay Elected Officials

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

In fall 2012, SBCCOG offered a five-session, 20-hour course in project management to South Bay public works and traffic engineering staff. More than 36 SBCCOG members' staff registered for the course and committed to pay the \$100 registration fee. The class was rated highly by participants.

Last summer, during our workshops on Measure R, requests were received for the following 3 types of courses:

1. An introductory program management course.
2. A South Bay Highway Program (SBHP) Orientation Workshop for South Bay Elected Officials that focuses on the information needed for effective Board/Council policy oversight for SBHP public works projects.
3. A more advanced project management course to develop skills and knowledge useful in becoming certified as a Professional Management Professional (PMP) by the Project Management Institute (PMI).

The Steering Committee at its December 14, 2015 meeting authorized the Executive Director to issue a task order soliciting proposals from qualified firms on the SBHP Technical Services Bench for an introductory SBHP project management course and an SBHP Orientation Workshop for elected officials as described in the attachment. The Steering Committee also concurred with the staff recommendation that, rather than offering a SBCCOG advanced project management course, SBCCOG should discuss with the Infrastructure Working Group the potential for the SBCCOG to work with a current PMP course provider to co-sponsor a course customized specifically to the SBHP program and its projects and seek to obtain a discount for SBCCOG Measure R agency participation.

SBCCOG received one proposal in response to the task order solicitation. Although the proposal is responsive, staff believes it prudent to further negotiate the proposed pricing and the potential new Elected Official approach that was suggested by the Board for individual council briefings after the proposal submittal deadline.

RECOMMENDATION

SBCCOG staff requests the SBCCOG Steering Committee authorize the SBCCOG Executive Director to negotiate and execute a task order reflecting the four-session Project Management Course and the optional Elected Official Orientation approach for an amount within the Director's authority.

Attachment: Conceptual Topics for SBCCOG SBHP Project Management Course and SBHP Elected Officials Workshop(s)

Conceptual Topics for SBCCOG SBHP Project Management Course and SBHP Elected Officials Workshop

1. SBHP Project Management (4 three-hour sessions)

Session I SBHP Project Overview Topics

- a. Review background on roles and responsibilities for project selection, funding, development and project delivery within the Metro Measure R South Bay Highway Program.
- b. Review applicable SBHP policies and procedures used by lead agencies for managing a SBHP project through the SBHP program phases: project development, project definition/ environmental review / funding, design, right- of-way acquisition, construction, and project performance evaluation.

Session II SBHP Project Delivery

- a. Review the different lead agency options for project development and delivery including staff management, design-bid-build, design / build, CM/GC, CM-at- Risk and Public-Private Partnerships.
- b. Review public agency contract packaging approaches, different organizational strategies and sample project management plans.
- c. Review options for managing development and delivery of multi-jurisdictional projects (with adjacent local jurisdictions, Caltrans, Metro).

Session III SBHP Project Procurement Topics

- a. Review the different approaches to public agency contract procurement including use of SBHP Technical Services Bench, key provisions of professional services and construction contracts including compensation, liability, insurance, change orders, claims, and dispute provisions.
- b. Review applicable Federal, State, Metro, and local procurement requirements and regulations. Quality-based, low bid, price-and-other-factors, best-value, and negotiated procurement options will be reviewed.

Session IV SBHP Project Risk Management / Quality Control Topics

- a. Review the various methods of controlling quality, cost and schedule including earned-value and forecast-at-completion approaches and different management information reporting systems.
- b. Review risk management procedures including categorical, probabilistic and parametric approaches.
- c. Review dispute resolution approaches including informal, mediation, arbitration and litigation.

2. SBHP Orientation Workshop for Elected Officials

Background

- SBHP Overview - History / Administrative Structure / Roles and responsibilities
- SBHP Funding – Sources / Program and project funding / Cost sharing
- SBHP Project eligibility and selection
- SBHP Project Development and Delivery Process
- SBHP Project management / procurement options
- SBHP Project progress monitoring and reporting requirements
- SBHP Project administration of changes in scope, schedule and budget
- SBHP Project signage / events / media relations
- Annual SBHP Metro Budget Request Process

Concerns for the Future

- SBHP Measure R funding capacity
- Non-SBHP transportation funding projections / local and sub-regional needs
- Metro Long Range Transportation Plan – Neighborhoods Up Strategy
- Failed Measure J / Potential November 2016 sales tax measure
- Restructuring the Metro Call for Projects