

**Board Report**

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**File #:** 2017-0720, **File Type:** Contract**Agenda Number:** 16.

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**PLANNING AND PROGRAMMING COMMITTEE  
FEBRUARY 14, 2018****SUBJECT: BLUE LINE FIRST/LAST MILE PLAN****ACTION: APPROVE CONTRACT MODIFICATION****RECOMMENDATION**

AUTHORIZE the Chief Executive Officer to execute Modification No. 5 to Contract No. PS6130400 with Fehr & Peers, for the Blue Line First/Last Mile Plan for feasibility analysis necessary to refine project ideas, in the amount of \$206,285, increasing the total contract value from \$417,302 to \$623,587.

**ISSUE**

Metro is nearing completion of the Blue Line First/Last Mile Plan (Plan) and has begun contemplating funding sources to implement the Plan. The State Active Transportation Program (ATP) Cycle 4 grant for 2018 is an opportunity to seek funding to implement components of the Blue Line First/Last Mile Plan. Feasibility analysis is necessary to further refine project ideas in the Plan for funding opportunities. A contract modification is necessary to develop required grant submittal materials.

**DISCUSSION**

In October 2016, Metro began working on the Plan, which is anticipated to be completed in February 2018. The Plan was developed in tandem with community-based organizations representing the communities along the Blue Line. The ATP Cycle 4 is an opportunity to seek funding to implement first/last mile projects for the Blue Line, per the Plan. While final guidelines have not yet been issued for ATP Cycle 4 application process, we expect that applications will be due in June 2018, based on draft guidelines. Also, based on draft guidelines and past ATP funding cycles, we anticipate that materials will be needed for the grant application that are beyond the scope of the Plan. To take advantage of this funding opportunity and meet the anticipated application deadline, we recommend engaging the current consultant working on the Plan to further refine the project list and develop application materials.

Additional work to be completed through the contract modification includes a process to prioritize and select projects included in the Plan, as well as additional feasibility analysis. This work will enable greater certainty on funding estimates for individual projects that will be included in the grant application, improve competitiveness, and better position local agency partners to successfully implement the Plan.

In addition, Metro seeks to learn from the innovative community engagement strategy employed in developing the Plan, which relied on Community Based Organizations to support engagement efforts. A “lessons learned” component will support other Metro planning efforts as well as Metro’s efforts to incorporate equity into the Long Range Transportation Plan.

In sum, this contract modification would include:

- revisions to draft plan documents to address comments from municipalities
- a process to facilitate prioritization of projects for the anticipated grant application
- feasibility analysis for prioritized projects
- preparation of refined cost estimates
- documentation of lessons learned on the project, focused on innovative community engagement and achieving equitable outcomes

### **FINANCIAL IMPACT**

The modification will be accommodated by transfer to the project budget from available FY18 funding in Project 450009, Sustainable Transp Demo within Cost Center 4340, First/Last Mile Planning.

#### **Impact to Budget**

The funding sources are Propositions A, C, and Transportation Development Act Administration, which are not eligible for bus and rail operating or capital expenses.

### **ALTERNATIVES CONSIDERED**

The Board could consider not approving the contract modification. This is not recommended because it would result in the inability to submit a competitive grant application or no grant application at all for ATP Cycle 4 to implement first/last mile improvements around Blue Line stations.

### **NEXT STEPS**

Upon Board approval, staff will execute Modification No. 5 to Contract No. PS6130400 with Fehr & Peers and begin work on the feasibility analysis and necessary deliverables.

### **ATTACHMENTS**

Attachment A - Procurement Summary  
Attachment B - Contract Modification/Change Order Log  
Attachment C - DEOD Summary

Prepared by: Katie Lemmon, Manager, Transportation Planning, Countywide Planning  
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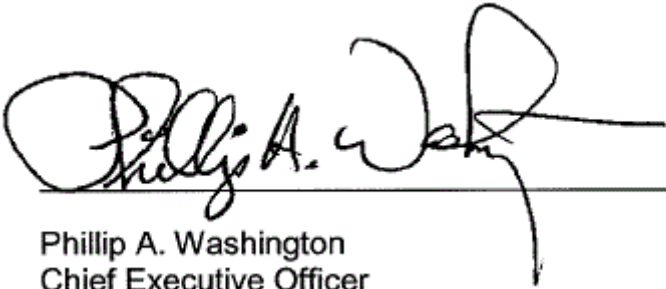
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Phillip A. Washington  
Chief Executive Officer

## PROCUREMENT SUMMARY

## METRO BLUE LINE FIRST/LAST MILE PLAN / PS6130400

1.	<b>Contract Number:</b> PS6130400		
2.	<b>Contractor:</b> Fehr & Peers		
3.	<b>Mod. Work Description:</b> Supplemental work to conduct feasibility analysis necessary to further refine project ideas in the plan for funding opportunities.		
4.	<b>Contract Work Description:</b> Metro Blue Line First /Last Mile Plan Project		
5.	<b>The following data is current as of:</b> 01/29/2018		
6.	<b>Contract Completion Status</b>		<b>Financial Status</b>
	<b>Contract Awarded:</b>	10/04/2016	<b>Contract Award Amount:</b> \$317,650
	<b>Notice to Proceed (NTP):</b>	10/04/2016	<b>Total of Modifications Approved:</b> \$99,652
	<b>Original Complete Date:</b>	12/04/2017	<b>Pending Modifications (including this action):</b> \$206,285
	<b>Current Est. Complete Date:</b>	08/15/2018	<b>Current Contract Value (with this action):</b> \$623,587
7.	<b>Contract Administrator:</b> Angela Mukirae		<b>Telephone Number:</b> (213) 922-4156
8.	<b>Project Manager:</b> Katherine Lemmon		<b>Telephone Number:</b> (213) 922-7441

**A. Procurement Background**

This Board Action is to approve Contract Modification No. 5 to conduct feasibility analysis necessary to further refine project ideas in the plan for funding opportunities. This Contract Modification also extends the period of performance by five and a half months, through August 15, 2018.

This Contract Modification was processed in accordance with Metro's Acquisition Policy and the contract type is a firm fixed price.

On October 4, 2016, firm fixed price Contract No. PS6130400 was awarded to Fehr & Peers in the amount of \$317,650 for the Metro Blue Line First/Last Mile Plan project.

Refer to Attachment B – Contract Modification/Change Order Log.

**B. Cost Analysis**

The recommended price has been determined to be fair and reasonable based upon the existing contract rates, an independent cost estimate (ICE), technical analysis, cost analysis and fact finding. All direct labor rates and fee remain unchanged from the original contract

<b>Proposal Amount</b>	<b>Metro ICE</b>	<b>Modification Amount</b>
\$206,285	\$208,585	<b>\$206,285</b>

## CONTRACT MODIFICATION/CHANGE ORDER LOG

## METRO BLUE LINE FIRST/LAST MILE PLAN / PS6130400

<b>Mod. No.</b>	<b>Description</b>	<b>Status (approved or pending)</b>	<b>Date</b>	<b>\$ Amount</b>
1	Task 4.3.1 Blue Line Plan Engagement Events	Approved	9/6/2017	\$15,000
2	Task reallocation from optional tasks 2.3, 3.2, 4.1.1, 4.3.3 and 6.3 to Task 6 recommendations and area prioritization	Approved	10/17/17	\$0
3	Scope Augmentation from Task 4, Innovative community engagement events to Task 6, recommendations and area prioritization	Approved	11/17/17	\$84,652
4	No Cost Period of Performance extension through February 28, 2018.	Approved	12/5/17	\$0
5	Supplemental work to conduct feasibility analysis necessary to further refine project ideas in the plan for funding opportunities and extending the period of performance through August 15, 2018.	<b>Pending</b>		<b>\$206,285</b>
	<b>Modification Total:</b>			<b>\$305,937</b>
	<b>Original Contract:</b>	<b>10/4/16</b>		<b>\$317,650</b>
	<b>Total:</b>			<b>\$623,587</b>

## DEOD SUMMARY

## BLUE LINE FIRST/LAST MILE PLAN / PS6130400

**A. Small Business Participation**

Fehr & Peers made a 21.02% Small Business Enterprise (SBE) and 3.78% Disabled Veteran Business Enterprise (DVBE) commitment. The project is 64% complete. Fehr & Peers is exceeding their commitment with a current participation of 38.30% SBE and 4.44% DVBE.

<b>Small Business Commitment</b>	<b>21.02% SBE 3.78% DVBE</b>	<b>Small Business Participation</b>	<b>38.30% SBE 4.44% DVBE</b>
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	<b>SBE Subcontractors</b>	<b>% Committed</b>	<b>% Participation</b>
1.	Here Design	21.02%	38.30%
	<b>Total</b>	<b>21.02%</b>	<b>38.30%</b>

	<b>DVBE Subcontractors</b>	<b>% Committed</b>	<b>% Participation</b>
1.	Proforma DVE Global	3.78%	4.44%
	<b>Total</b>	<b>3.78%</b>	<b>4.44%</b>

**B. Living Wage and Service Contract Worker Retention Policy Applicability**

The Living Wage and Service Contract Worker Retention Policy is not applicable to this Contract.

**C. Prevailing Wage Applicability**

Prevailing wage is not applicable to this Contract.

**D. Project Labor Agreement/Construction Careers Policy**

Project Labor Agreement/Construction Careers Policy is not applicable to this Contract.