



## Board Report

File #: 2018-0407, File Type: Contract

Agenda Number: 15.

### PLANNING AND PROGRAMMING COMMITTEE SEPTEMBER 19, 2018

**SUBJECT: INGLEWOOD FIRST/LAST MILE PLAN**

**ACTION: APPROVE RECOMMENDATIONS**

#### **RECOMMENDATION**

AUTHORIZE the Chief Executive Officer to:

- A. EXECUTE Modification No. 3 to Contract No. PS45023000 with Here Design Studio, LLC, to provide consultant services to develop a funding plan for the Aviation/96<sup>th</sup> St. station in the amount of \$15,769, increasing the total contract value from \$307,864 to \$323,633; and
- B. INCREASE Contract Modification Authority (CMA) specific to Contract No. PS45023000 in the amount of \$100,000, increasing the CMA amount from \$100,000 to \$200,000, in support of additional services related to the Project.

#### **ISSUE**

The Inglewood First/Last Mile Plan (Plan) documents community-identified First/Last Mile (FLM) improvements around four Crenshaw/LAX Line stations (Fairview Heights, Downtown Inglewood, Westchester/Veterans, Aviation/96<sup>th</sup> St.) and one Green Line station (Crenshaw).

The City of Inglewood has committed their 3% local contribution funds to implement FLM improvements to stations in the Plan, except for the Aviation/96<sup>th</sup> St. station. FLM improvements for Aviation/96<sup>th</sup> St. station are subject to Metro Board Motions 14.1 (Attachment A) and 14.2 (Attachment B) requiring integration of FLM planning and delivery within the transit capital project. Contract Modification No. 3 is necessary in order to develop a funding plan for this station which will provide further analysis and information to prompt Board consideration on next steps.

#### **BACKGROUND**

On May 26, 2016, the Metro Board passed Motion 14.1 on FLM implementation. Motion 14.1 was subsequently amended on June 23, 2016 by Motion 14.2 to allow local jurisdictions to count FLM implementation toward meeting the 3% local funding requirement for major transit capital expansion projects.

The Plan has an anticipated completion in the second quarter of FY19 with a report to the Board

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expected in the following quarter. The original contract includes planning-level, community-identified pedestrian and bicycle improvements within walking (1/2-mile) and biking (3-mile) distance of three Crenshaw/LAX Line stations (Fairview Heights, Downtown Inglewood, Westchester/Veterans) and one Green Line station (Crenshaw).

## **DISCUSSION**

Through the Metro First/Last Mile Policy (Board Motion Items 14.1 and 14.2), the Aviation/96<sup>th</sup> St. station is required to integrate FLM improvements in project planning and delivery. The Inglewood-focused planning contract was augmented to include the Aviation/96<sup>th</sup> St. station as an expeditious way to advance FLM planning for the station. Contract Modification No. 3 and the increase in CMA to prepare a funding plan for the Aviation/96<sup>th</sup> St. station will position this project comparably to other transit corridor projects subject to FLM policy such as Purple Line Sections 2 and 3.

## **DETERMINATION OF SAFETY IMPACT**

One key objective of the Plan is to improve safety for transit riders and non-riders alike who walk, bike, or roll near the station through pedestrian and bicycle infrastructure improvements, with a focus on transit riders transferring between modes at the station.

Exploration of implementation strategies can assist in further closing potential infrastructure gaps to address safety issues for users.

## **FINANCIAL IMPACT**

There will be no overall financial impacts to the FY19 budget. The FY19 budget in Cost Center 4340, Project 405306, Countywide First/Last Mile Plan, has sufficient funds available to accommodate Modification No. 3 and CMA for Here Design Studio, LLC.

### **Impact to Budget**

The source of funds is Measure M 2% Active Transportation Project funds which are not eligible for bus and rail operating and capital expenditures. The Measure M 2% Active Transportation Program is subject to finalization of administrative procedures. However, budget for this project for FY19 will not be affected by consideration of the administrative procedures.

## **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The recommendations to prepare a funding plan for the Aviation/96<sup>th</sup> St. station supports Metro's Vision 2028 Strategic Plan, Goal 1: To provide high-quality mobility options that enable people to spend less time traveling.

## **ALTERNATIVES CONSIDERED**

The Board could decide not to approve the contract modification. This alternative is not recommended because a funding plan for Aviation/96<sup>th</sup> St. station is needed to be responsive to

Board Motions 14.1 and 14.2.

**NEXT STEPS**

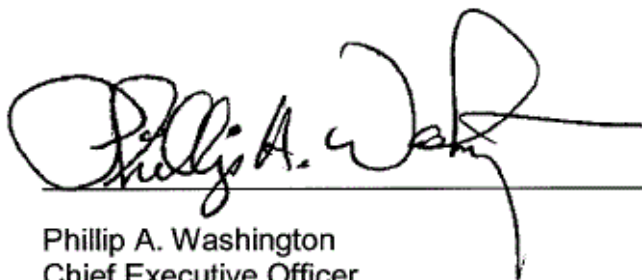
Upon Board approval, staff will execute Modification No. 3 and continue working with the consultant team to develop a funding plan for the identified FLM improvements for the Aviation/96<sup>th</sup> St. station. The Plan has an anticipated completion in the second quarter of FY19 with a report to the Board expected in the following quarter.

**ATTACHMENTS**

- Attachment A - Board Motion 14.1
- Attachment B - Board Motion 14.2
- Attachment C - Procurement Summary
- Attachment D - Contract Modification/Change Order Log
- Attachment E - DEOD Summary

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Phillip A. Washington  
Chief Executive Officer



## Board Report

**File #:**2016-0442, **File Type:**Motion / Motion Response

Agenda Number:14.1

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### PLANNING AND PROGRAMMING COMMITTEE MAY 18, 2016

#### Motion by:

**Directors Garcetti, Bonin, Kuehl, Solis, DuBois and Najarian**

May 18, 2016

#### **Item 14, File ID 2016-0108; First-Last Mile**

According to MTA data, 76 percent of Metro Rail customers and 88 percent of Metro Bus customers arrive at their station or stop by walking, biking, or rolling. To support these customers, MTA staff prepared an Active Transportation Strategic Plan which contains many First-Last Mile improvements that will connect people to MTA's transit network and maximize the benefits from transit investments being made across Los Angeles County.

First-Last Mile elements include, but are not limited to, ADA-compliant curb ramps, crosswalk upgrades, traffic signals, bus stops, carshare, bikeshare, bike parking, context-sensitive bike infrastructure, and signage/wayfinding. The Federal Transit Administration considers First-Last Mile infrastructure to be essential to providing safe, convenient, and practical access to public transportation.

So far, MTA has taken important preliminary steps to implement First-Last Mile projects, including the award-winning 2014 Complete Streets Policy, the Wayfinding Signage Grant Pilot Program, providing carshare vehicles at Metro Rail stations, and pilot First-Last Mile infrastructure at Arcadia, Duarte, Expo/Bundy, and 17th Street/SMC stations.

However, more can be done to support First-Last Mile facilities across all of Los Angeles County.

MTA's award-winning Complete Streets Policy stated that MTA would approach every project as an opportunity to improve the transportation network for all users. However, in practice, there is a needlessly narrow approach to major transit projects that has resulted in many missed opportunities to deliver First-Last Mile elements.

Outside of major transit projects, it will typically not be MTA's role to deliver First-Last Mile projects that are the purview of local jurisdictions. However, MTA can take steps to meaningfully facilitate and help local jurisdictions deliver First-Last Mile projects through a variety of means.

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To support regional and local transit ridership across Los Angeles County, it is time for MTA to reaffirm its dedication to the delivery of First-Last Mile facilities across all of Los Angeles County.

**APPROVE Motion by Garcetti, Bonin, Kuehl, Solis, DuBois and Najarian** that the Board adopt the Active Transportation Strategic Plan (Item 14); and,

WE FURTHER MOVE that the Board direct the CEO to:

- A. Designate streets within the Active Transportation Strategic Plan's 661 transit station areas as the Countywide First-Last Mile Priority Network;
- B. To support regional and local transit ridership and facilitate build-out of the Countywide First-Last Mile Priority Network, including, but not limited to, ADA-compliant curb ramps, crosswalk upgrades, traffic signals, bus stops, carshare, bikeshare, bike parking, context-sensitive bike infrastructure (including Class IV and access points for Class I bike infrastructure), and signage/wayfinding:
  1. Provide technical and grant writing support for local jurisdictions wishing to deliver First-Last Mile projects on the Countywide First-Last Mile Priority Network, including providing technical assistance and leadership to jurisdictions to help and encourage the implementation of subregional networks that serve the priority network;
  2. Prioritize funding for the Countywide First-Last Mile Priority Network in MTA grant programs, including, but not limited to, the creation of a dedicated First-Last Mile category in the Call for Projects;
  3. Create, and identify funding for, a Countywide First-Last Mile Priority Network Funding Match Program, separate from existing MTA funding and grant programs, for local jurisdictions wishing to deliver First-Last Mile projects on the Countywide First-Last Mile Priority Network;
  4. To support the Active Transportation Strategic Plan, dedicate funding for the Countywide First-Last Mile Priority Network in the ongoing Long-Range Transportation Plan update, including a review of First-Last Mile project eligibility for all Prop A, Prop C, and Measure R capital funding categories;
  5. Building on MTA's underway effort to conduct First-Last Mile studies for Blue Line stations, conduct First-Last Mile studies and preliminary design for First-Last Mile facilities for all MTA Metro Rail stations (existing, under construction, and planned), all busway stations, the top 100 ridership Los Angeles County bus stops, and all regional rail stations;
  6. Incorporate Countywide First-Last Mile Priority Network project delivery into the planning, design, and construction of all MTA transit projects ~~starting with the Purple Line Extension~~

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Section 2 project. These Countywide First-Last Mile Priority Network elements shall not be value engineered out of any project; and staff to report back at the June Planning and Programming Committee on the Purple Line Extension Section 2 Project.

C. Report on all the above during the October 2016 MTA Board cycle.

**AMENDMENT by Solis** to include Foothill Gold Line Phase 2B Extension to Claremont.

**Board Report**

**File #:**2016-0451, **File Type:**Motion / Motion Response

Agenda Number:

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**PLANNING AND PROGRAMMING COMMITTEE MEETING  
MAY 18, 2016**

**Motion by:**

**Directors Butts, DuBois, Knabe and Solis**

May 18, 2016

**Relating to Item 14.1, File ID 2016-0442; Active Transportation Plan**

The preamble of Motion 14.1 states an excellent case for how important the Active Transportation Strategic Plan will be for local jurisdictions, especially for those jurisdictions through which the rail system is running with stations lying therein.

The fact that half of all trips are three miles or less highlights the need to focus on enhancing access to and from Metro transit stations and Motion 14.1 underscores those issues.

The co-authors address the connection in Sections B-4 and B-6 in reaffirming Metro's dedication to the delivery of First-Last Mile facilities and the need to leverage funding opportunities and Metro resources by incorporating "...Countywide First-Last Mile Priority Network project delivery into the planning, design, and construction of all MTA transit projects..."

Motion 14.1 further points out that "...outside of major transit projects, it will typically not be MTA's role to deliver First-Last Mile projects that are the purview of local jurisdictions. However, MTA can take steps to meaningfully facilitate and help local jurisdictions deliver First-Last Mile projects through a variety of means."

We believe that the existing practice of encouraging local jurisdictions to contribute up to 3% of a rail project's budget should be included among that "variety of means" as an appropriate vehicle to facilitate the leveraging of Metro and local jurisdictions' resources towards the goals contained in the ATSP and section B-6 of Motion 14.1.

**APPROVE Motion by Butts, DuBois, Knabe and Solis** to amend Motion 14.1 under subsection B-6 to specify that, henceforth, Metro would negotiate in a standardized MOU with the respective contributing jurisdiction(s) that up to 100% 50% of a local jurisdiction's 3% local contribution can go towards underwriting ATP, First-Last Mile, bike and pedestrian and street safety projects that contribute to the accessibility and success of the stations in the respective jurisdictions.

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**File #:**2016-0451, **File Type:**Motion / Motion  
Response

Agenda Number:

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**AMENDMENT by Solis** to include Foothill Gold Line Phase 2B Extension to Claremont.



## PROCUREMENT SUMMARY

## INGLEWOOD FIRST/LAST MILE PLAN / PS45023000

|    |   |          |  |
|----|---|----------|--|
| 1. | <b>Contract Number:</b> PS45023000  |          |  |
| 2. | <b>Contractor:</b> Here Design Studio, LLC  |          |  |
| 3. | <b>Mod. Work Description:</b> To provide consultant services to develop a funding plan for the Aviation/96th St. Station. |          |  |
| 4. | <b>Contract Work Description:</b> Inglewood First Last Mile Project   |          |  |
| 5. | <b>The following data is current as of:</b> 8/6/18  |          |  |
| 6. | <b>Contract Completion Status</b>   |          | <b>Financial Status</b>  |
|    | <b>Contract Awarded:</b>  | 10/25/17 | <b>Contract Award Amount:</b> \$208,164                        |
|    | <b>Notice to Proceed (NTP):</b>   | 10/27/17 | <b>Total of Modifications Approved:</b> \$99,700               |
|    | <b>Original Complete Date:</b>  | 7/25/18  | <b>Pending Modifications (including this action):</b> \$15,769 |
|    | <b>Current Est. Complete Date:</b>  | 2/28/19  | <b>Current Contract Value (with this action):</b> \$323,633    |
| 7. | <b>Contract Administrator:</b><br>Angela Mukirae  |          | <b>Telephone Number:</b><br>(213) 922-4156                     |
| 8. | <b>Project Manager:</b><br>Joanna Chan  |          | <b>Telephone Number:</b><br>(213) 418-3006                     |

**A. Procurement Background**

This Board Action is to approve Contract Modification No. 3 to provide consultant services to develop a funding plan for the Aviation/96<sup>th</sup> St. Station. This Contract Modification also extends the period of performance by seven months through February 28, 2019.

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

On October 25, 2017, firm fixed price Contract No. PS45023000 was awarded to Here Design Studio, LLC (Here LA) in the amount of \$208,164 for the Inglewood First/Last Mile Project. The period of performance was nine months.

Refer to Attachment D – 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>Negotiated Amount</b> |
|------------------------|------------------|--------------------------|
| \$15,769               | \$17,182         | <b>\$15,769</b>          |

**CONTRACT MODIFICATION/CHANGE ORDER LOG**  
**INGLEWOOD FIRST/LAST MILE PROJECT/PS45023000**

| <b>Mod. No.</b> | <b>Description</b>  | <b>Status (approved or pending)</b> | <b>Date</b>     | <b>\$ Amount</b> |
|-----------------|---|-------------------------------------|-----------------|------------------|
| 1               | Supplemental scope to gather data and develop first/last mile pathway maps for Aviation/96 St. Station for Tasks and extend the period of performance (POP) through 10/25/18. | Approved                            | 4/6/18          | \$96,907         |
| 2               | Supplemental scope for additional travel and other direct costs as a result of increased interest with project stakeholder involvement.                                       | Approved                            | 6/18/18         | \$2,793          |
| 3               | Consultant services to develop a funding plan for Aviation/96th St. Station and POP extension through 2/28/19.  | Pending                             | 9/27/18         | \$15,769         |
|                 | <b>Modification Total:</b>  |                                     |                 | <b>\$115,469</b> |
|                 | <b>Original Contract:</b>   |                                     | <b>10/25/17</b> | <b>\$208,164</b> |
|                 | <b>Total:</b>   |                                     |                 | <b>\$323,633</b> |

**DEOD SUMMARY**

**Inglewood First Last Mile Planning Project / PS45023000**

**A. Small Business Participation**

Here Design Studio, LLC, (Here Design) an SBE Prime, made a 66.49% SBE commitment. The project is 56% complete and the current SBE participation is 64.16%, representing shortfall of 2.33%. Here Design explained that their recent payment was predominantly for data platform services by Steer Davies Gleave, a non-SBE. Here Design confirmed its plan to meet its SBE commitment during the term of the contract.

|                                  |                   |                                     |                   |
|----------------------------------|-------------------|-------------------------------------|-------------------|
| <b>Small Business Commitment</b> | <b>66.49% SBE</b> | <b>Small Business Participation</b> | <b>64.16% SBE</b> |
|----------------------------------|-------------------|-------------------------------------|-------------------|

**SMALL BUSINESS PRIME (SET-ASIDE)**

|    | <b>SBE Subcontractors</b>       | <b>% Committed</b> | <b>Current Participation<sup>1</sup></b> |
|----|---------------------------------|--------------------|--|
| 1. | Here Design Studio, LLC (Prime) | 44.67%             | 40.85%                                   |
| 2. | The Robert Group, Inc.          | 21.82%             | 23.31%                                   |
|    | <b>Total</b>                    | <b>66.49%</b>      | <b>64.16%</b>                            |

<sup>1</sup>Current Participation = Total Actual amount Paid-to-Date to SBE/DBE firms ÷ Total Actual Amount Paid-to-date to Prime.

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

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

**C. Prevailing Wage Applicability**

Prevailing Wage requirements are applicable to this project. DEOD will continue to monitor contractors' compliance with the State of California Department of Industrial Relations (DIR), California Labor Code, and, if federally funded, the U S Department of Labor (DOL) Davis Bacon and Related Acts (DBRA).

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

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