



SACOG Board of Directors

February 11, 2009

Item #09-2-5
Action

Approve Administrative Adjustment to Contract for Long Range Transit Plan Phases II/III

Issue: Award of a sole source contract for completion of the Long-Range Transit Plan Phases II/III. Sole source award is recommended because the initial contract for services expired and additional work, within the original scope of services, is required to complete the project and meet the requirements of a Caltrans planning grant.

Recommendation: Staff recommends that the Board approve a sole source contract for Phases II/III of the Long-Range Transit Plan with Transit Resource Center (TRC) and authorize the Executive Director to negotiate a final scope of work and execute a contract with TRC in an amount not to exceed \$97,500.

Discussion: The expiration of the contract came to light during the review and approval process of an amendment to the original contract. These facts were not known until the February committee cycle had been completed.

The contract for preparation of Phases II/III of the Long-Range Transit Plan was originally awarded to TRC by the SACOG Board on July 20, 2006. Since that time, TRC has completed a significant amount of work on the Long- Range Transit Plan, including the provision of some supporting information for the MTP2035 process. The final tasks for TRC were deferred until after adoption of the MTP2035 and other critical agency work activities. In coordination with the Transit Coordinating Committee, staff has developed a scope of work process to complete the project through tasks that support implementation of the MTP2035 and assist in other critical transportation planning and programming activities.

As required by the SACOG purchasing procedures, a sole source contract must include a justification for the request. The primary benefits for awarding the contract to TRC include:

- (1) The contract for LRTP planning services was originally awarded to TRC through a competitive Request for Qualifications process.
- (2) TRC is uniquely qualified to do this work because of all of the baseline work that they have already prepared on the first two phases of the project and the close working relationships that the firm has developed with the region's transit operators.
- (3) The funding for the Caltrans grant is scheduled to expire and the additional time required to re-bid this project would endanger the completion of the project in the time provided for under the discretionary grant. A delay in resuming the Long-Range Transit Plan work may result in a loss of the funding or the inability of SACOG to fully expend all of the available grant funds.

There are adequate funds in the adopted budget to support this contract adjustment and the staff work associated with the completion of the project.

Approved by:

Mike McKeever
Executive Director

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