

STAFF REPORT



MEETING DATE:	12/20/12
SUBJECT:	Amend Contract with VESTRA Resources and DKS Associates
AGENDA ITEM:	5-7
STAFF CONTACT:	Daniel Wayne

SUMMARY:

The agency received a third Proposition 84 planning grant in the amount of \$528,570 to assist with preparation of the 2015 Regional Transportation Plan (RTP). A summary of grant-funded tasks and needed consultant services is provided for board authorization.

STAFF RECOMMENDATION:

It is recommended that the board authorize the executive director to:

1. Amend the agency's on-call services contract with VESTRA Resources (California Multiple Award Schedule (CMAS #3-12-70-0650B (attached))), adding \$95,000 to the previously approved \$125,000 budget (\$220,000 combined total) for Geographic Information Services (GIS) to assist with preparation of the 2015 RTP; and
2. Amend the agency's personal services agreement (PSA) with DKS Associates (attached), adding \$50,000 to the previously approved \$150,000 budget (\$200,000 combined total) for travel demand modeling to assist with preparation of the 2015 RTP.

DISCUSSION:

On December 19, 2011, the board authorized staff to prepare and submit the agency's third Proposition 84 planning grant application for tasks related to preparation of the 2015 RTP, including new requirements under Senate Bill 375. The final proposal and scope of work was approved at the February 28, 2012, board meeting and subsequently selected by the California Strategic Growth Council (SGC) for full funding. A grant contract in the amount of \$528,570 was executed on November 21, 2012.

The agency's previous Proposition 84-funded efforts focused on enhancing travel demand modeling capabilities and the development of regional GIS data. The latest scope of work builds on these efforts by honing in on select urban and community centers, wherein a more detailed level of planning and analysis will occur. A summary of major tasks and description of needed consultant services is provided by attachment.

Board authorization is required to procure consultant services. The agency presently contracts with VESTRA Resources and DKS Associates for on-call GIS and travel demand modeling services respectively. Staff is satisfied with the performance of both firms. It is recommended that a portion of grant funds be added to each contract by amendment. The proposed not-to-exceed

budget would allow the agency to obtain all services and deliverables necessary to complete the grant scope of work. Whereas the exact nature and extent of some tasks are not yet known, it is fitting that such work and corresponding budget be authorized in increments by the executive director through the agency's on-call service contract.

VESTRA Resources CMAS hourly rates are about 15% below their standard rates. DKS Associates hourly rates were competitively bid via the agency's own procurement process and were recently adjusted down by the consultant to remain competitive.

ALTERNATIVES:

The board may direct staff to carry out a new competitive procurement process. A new procurement process would require a request for proposals and additional administrative costs to the agency. Should another consultant be selected, some orientation and training would also be required.

OTHER AGENCY INVOLVEMENT:

Proposition 84 funds are awarded by the SGC and administered by the California Department of Conservation. The California Air Resources Board must review and accept data and travel demand modeling methods developed for the 2015 RTP. The Technical Advisory Committee (TAC) concurs with the staff recommendation.

FINANCING:

A combined not-to-exceed budget of \$145,000 is proposed for on-call GIS and travel demand modeling tasks. The Proposition 84 grant will fully reimburse these costs. Staff time required for project management is also reimbursable, save indirect costs (i.e. agency overhead) which are budgeted for with Planning Programming and Monitoring (PPM) funds.

A handwritten signature in black ink, appearing to read 'D. Little', with a long horizontal stroke extending to the right.

Daniel S. Little, AICP, Executive Director

Attachments: Proposition 84 Grant-funded Scope of Work & Technical Assistance Needs
VESTRA Resources Contract, Exhibit B
DKS Associates Contract Amendment

PROPOSITION 84 GRANT-FUNDED SCOPE OF WORK & TECHNICAL ASSISTANCE NEEDS:

Grant-funded Task		Sub-tasks Proposed for Technical Assistance
1	Assess the capacity of infrastructure and transportation systems	Assemble detailed GIS data on land use, transportation and infrastructure; evaluate system capacities based on future growth and development scenarios; report findings; generate visualizations depicting the scalable integration of infill, redevelopment, and transportation enhancements.
2	Identify and evaluate the market for infill and redevelopment	Forecast market demand for residential, commercial, and industrial real estate; produce parcel-level real estate report (sub-consultant); quantify vehicle miles traveled (VMT) and emissions reductions based on market potential for infill and redevelopment.
3	Design & administer pilot program to incentivize infill and redevelopment	To be determined based on private-sector development proposals submitted. Technical assistance may include traffic impact analysis, parking and circulation planning, conceptual design, etc.
4	Develop and apply performance measures	Develop and apply performance measures, including comparison of current and future conditions; prepare findings for upload to FarNorCalGIS server and online viewer.
5	Identify and prioritize non-motorized infrastructure connectivity improvements	Develop a non-motorized facilities network suitable for use by the agency's new travel demand model; test the benefits of network connections in terms of VMT and emissions reductions; perform conceptual design/rendering for select network improvements.
6	Complete FarNorCalGIS web-portal & map viewers	Design and web-programming of the FarNorCalGIS homepage and online viewers.
7	Pass-through funding for City of Redding to complete GIS-based infrastructure impact assessment	To be determined based on local agency needs.
8	Pass-through funding for City of Shasta Lake to update general plan elements	To be determined based on local agency needs.

Shasta Regional Transportation Planning Agency
On-Call Time and Material Contract Amendment
California Multiple Award Schedule (CMAS #3-12-70-0650C)
December 20, 2012

Exhibit B: Scope of Work

This exhibit is in addition to Exhibit A, dated February 28, 2012, for general on-call services in the amount of \$125,000. This exhibit does not supersede, terminate, or rescind Exhibit A.

Description

VESTRA Resources will perform GIS data development, analysis, integration, and related tasks at the request of the Shasta Regional Transportation Agency (SRTA) based on time and materials per VESTRA's 2011/2012 California Master Services Agreement (CMAS) rates and a **total not-to-exceed budget of \$95,000**.

VESTRA's 2011/2012 CMAS Billing Rates

Staff Classification	Per Hour
GIS Labor Classifications	
Junior Solutions Analyst	\$79.70
Junior Database Consultant	\$79.70
Junior Applications Developer	\$89.98
Solutions Analyst	\$88.20
Applications Developer	\$107.10
Senior Solutions Analyst	\$138.10
Database Consultant	\$119.70
Project Manager	\$108.00
Senior Applications Developer	\$141.08
Senior Systems Architect	\$138.60
Senior Project Manager	\$138.60
Senior Database Consultant	\$141.08
Principle Consultant	\$156.87
Administration	
Admin Clerk	\$65.00
Admin Sr. Clerk	\$75.00
Admin Supervisor I	\$89.00
Equipment Classifications	
Letter or legal size black and white copy or print	\$0.15 each
Letter or legal size color copy or print	\$0.80 each
"8" size (11"x17") black and white copy or print	\$0.20 each
"8" size (11"x17") color print	\$1.20 each
"C" size (18"x24") black and white or color print	\$4.00 each
"D" size (24"x26") black and white or color print	\$8.00 each
"E" size (36"x48") black and white or color print	\$15.00 each
Vehicle Mileage	\$0.55 per mile

All tasks performed under this contract shall be rendered on an on-call basis. Work scope, deliverables, and associated fees must be approved in writing prior to beginning work. VESTRA Resources shall invoice the SRTA on a monthly basis, showing the compensation due for work performed during the billing period and include an adequately detailed description of work performed. SRTA shall be responsible for payment within thirty (30) calendar days of receipt of VESTRA Resources invoice OR within thirty (30) calendar days from when the SRTA is paid by the Department of Conservation (Grantor), at the SRTA's discretion.

Invoices for work performed under this Exhibit B, dated December 20, 2012, shall be labeled and invoiced separately from other services provided via Exhibit A, dated February 28, 2012.

Period of Performance

Period of performance is three years from the SRTA's grant contract dated November 21, 2012.

**FIRST AMENDMENT TO THE PERSONAL SERVICES AGREEMENT BETWEEN THE
SHASTA REGIONAL TRANSPORTATION AGENCY
AND DKS ASSOCIATES**

The personal services agreement between the Shasta Regional Transportation Agency (SRTA) and DKS Associates (Consultant), dated June 26, 2012, is hereby amended:

Whereas Section 1 is amended as follows:

1. RESPONSIBILITIES OF CONSULTANT.

- A. Pursuant to the terms and conditions of this agreement, Consultant shall provide on-call modeling support services to the SRTA as outlined below, and further defined in Exhibit A, Scope of Work, which is attached hereto and incorporated within:

Work Element 701.02

- 1) Presentation materials and script files
- 2) Troubleshooting of travel modeling problems
- 3) Assist in review of modeling data and assumptions
- 4) Support model updates and refinements
- 5) Provide training
- 6) Support SRTA staff in model coordination

Work Element 701.07

- 1) Prop 84 Round 2 Grant Task Support

- B. As required by Government Code Section 7550, each document or report prepared by Consultant for or under the direction of the SRTA pursuant to this agreement shall contain the numbers and dollar amount of the agreement and all subcontracts under the agreement relating to the preparation of the document or written report. If multiple documents or written reports are the subject of the agreement or subcontracts, the disclosure section may also contain a statement indicating that the total contract amount represents compensation for multiple documents or written reports. Consultant shall label the bottom of the last page of the document or report as follows: agency name, agreement number, and dollar amount.

- ~~C. Consultant shall be responsible for informing SRTA, in writing, if the project scope, cost, or schedule may exceed or go beyond the approved work, provide justification for said assessment and recommend alternative solutions. SRTA shall review Consultant's information and provide direction to Consultant.~~

D. Consultant shall provide written notice to SRTA if any members of project team change, leave or are terminated and inform SRTA who their replacement will be, within 10 days of said event.

Whereas Section 3 is amended as follows:

3. COMPENSATION

SRTA shall compensate consultant for labor costs and materials costs actually incurred in accordance with Exhibit B, which is attached hereto and incorporated herein. Consultant must receive written authorization to proceed from SRTA for all work under this contract. No annual cost indexing shall occur during the term of the agreement.

In no event shall compensation paid by SRTA to Consultant pursuant to this agreement exceed \$150,000 for Work Element 701.02 and \$50,000 for Work Element 701.07 of Section 1.A.

Whereas Section 4 is amended as follows:

4. BILLING AND PAYMENT

The Consultant shall provide monthly invoices for all work tasks by the tenth day of the month.

Consultant shall provide separate invoices by Work Element for work completed. Invoices shall include the following information:

- a) Work Element number (e.g. WE 701.02);
- b) Total project budget;
- c) Total funds expended to date;
- d) Total cost of invoice;
- e) Total project budget remaining;
- f) Project hours and related costs per task per staff member.

The SRTA shall make payment within 30 days of receipt of Consultant's correct and approved statement or invoice for tasks completed under Work Element 701.02. SRTA shall make payment for work completed under Work Element 701.07 within 30 days of receipt of Consultant's correct and approved statement or invoice, or within 30 days receipt of reimbursement from the California Department of Conservation, whichever is later.

All other terms of the personal services agreement remain unchanged by this amendment.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, SRTA and Consultant have executed this agreement on the day and year set forth below. By their signatures below, each signatory represents that he/she has the authority to execute this agreement and to bind the party on whose behalf his/her execution is made.

Shasta Regional Transportation Agency

Date: _____

Daniel S. Little, AICP
Executive Director

John P. Long, P.E.
DKS Associates

Approved as to form:

John Kenny, Counsel
Shasta Regional Transportation Agency

John Kenny

Exhibit A – Scope of Work

When requested by SRTA, consultant shall complete the following tasks. Upon receipt of each such request, consultant shall provide SRTA with an estimate of the cost and timeframe necessary to complete each task.

Consultant shall not commence work on any task without first having received from the SRTA Executive Director a written authorization to proceed. Such authorization may contain time, monetary or other limitations regarding the scope of the work for the particular task authorized.

Work Element 701.02

Task 1 – Presentation materials and script files

- A. Assist SRTA staff with development of new or refined model scripts.
- B. Research and/or develop scripts that will help SRTA staff use the model more efficiently.
- C. Develop automated procedures that generate standard reports and/or graphics for presentation purposes.

Task 2 – Troubleshooting of travel modeling problems

- A. Troubleshoot major and minor problems related to the model or model data.
- B. Identify and fix scripting or other model processing errors.
- C. Assist SRTA staff with the development of new or refined methods for extracting applicable data from the model.

Task 3 – Assist in review of modeling data and assumptions

- A. Assist SRTA staff with the review and development of land use, census, and socioeconomic data;
- B. Provide recommendations for improvements in development of data and calculation methods.

Task 4 – Support model updates and refinements

- A. Assist SRTA staff with network identification and accuracy.
- B. Assist SRTA staff with parcel, census block, census tract and traffic analysis zone (TAZ) layer identification, accuracy, updating and refinement as needed.
- C. Assist SRTA staff with identification, updating, and refinement of network links as needed, including speed characteristics, geometrics, special circumstances, and other attributes. Provide recommendations for improvements as applicable for the agency's needs.
- D. Assist SRTA staff with development and refinement of network project Access or Excel databases to maintain master network.
- E. Assist SRTA staff with GIS operations in model refinement and other modeling related tasks.
- F. Assist SRTA staff with developing specific model output formats for use in planning studies, reports, projects and presentations.

Task 5 – Provide training

- A. Prepare a model users guide for staff to assist in use of the model.

- B. Prepare a training outline and associated material to assist in the professional development of staff.
- C. Inform SRTA staff of update software and/or new programs that relate to travel modeling
- D. Recommend software and/or software updates.
- E. Provide new training as model is update or new versions become available.

Task 6 – Support SRTA staff in model coordination

- A. Consultant shall prepare written documentation, attend meetings, and/or make presentations to explain important aspects of the model, input assumptions, data, model development or any other components, as requested by staff.
- B. Advise SRTA staff and Shasta Model Users Group (SMUG) on best practices for review, maintaining and updating the model.
- C. Advise SRTA on procedures for use of the model by other agencies and consultants.

Work Element 701.07

Task 1 – Proposition 84 Round 2 Grant Support: Shasta County Regional SCS Collaborative

- A. Consultant shall provide travel modeling assistance in the development of SRTA's Sustainable Community Strategy. Work shall include, but is not limited to:
 - a. Assist staff with changes to network or land use inputs and run new travel model scenarios.
 - b. Compare new scenarios to current activity-based travel demand model.
 - c. Assist staff with interpretation of model results.
 - d. Document all work and develop any resulting standard model procedures for future similar work.
 - e. Assist staff with development of presentation materials, attend meetings, and/or make presentations to explain important aspects of model results, as requested by staff.
- B. Consultant shall document all work conducted and provide updates to the agency's travel demand model from related work as is necessary.

Exhibit B – Hourly Rates

DKS Associates will perform On-Call services for the Shasta Regional Transportation Agency at the following rates below. There is no annual cost indexing:

Name	Title	Hourly Rate
John Long, P.E.	Principal	\$210
Dave Tokarski	Transportation Planner	\$135
John Gibb, P.E.	Senior Transportation Engineer	\$160
Michael Mauch	Senior Transportation Data Analyst	\$175
John Bowman	Sub-consultant	\$230
Mark Bradley	Sub-consultant	\$230
Joe Castiglione, RSG	Senior Project Consultant	\$160