



RESOLUTION ASSIGNING THE PROFESSIONAL SERVICES CONTRACT WITH JACOBS ENGINEERING GROUP TO CIRCLEPOINT, INCREASING THE CONTRACT AMOUNT BY \$225,000, TO A TOTAL AMOUNT NOT TO EXCEED \$4,409,489, FOR THE GEARY CORRIDOR BUS RAPID TRANSIT PROJECT ENVIRONMENTAL IMPACT REPORT/STATEMENT, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO MODIFY NON-MATERIAL CONTRACT PAYMENT TERMS AND NON-MATERIAL CONTRACT TERMS AND CONDITIONS

WHEREAS, The Prop K Expenditure Plan calls for a network of bus rapid transit (BRT) routes, including on the Geary corridor, to improve and expand transit service and increase transit system efficiency; and

WHEREAS, The Transportation Authority, in close coordination with the San Francisco Municipal Transportation Agency, is leading the Geary Corridor BRT Project's environmental review phase, which will culminate with publication of an Environmental Impact Report/Statement (EIR/S); and

WHEREAS, In January 2008, through Resolution 08-42, the Transportation Authority approved a contract award to Jacobs Engineering Group (then Carter Burgess) in the amount of \$1,800,000 to conduct environmental analysis of BRT on Geary Boulevard and to advance conceptual engineering designs; and

WHEREAS, In December 2010, through Resolution 11-27, the Transportation Authority approved an amendment to the Jacobs Engineering Group contract increasing the award amount by \$1,054,565, to an amended total not to exceed \$2,854,565; and

WHEREAS, In July 2013, through Resolution 14-15, the Transportation Authority approved an amendment to the Jacobs Engineering Group contract increasing the award amount by



\$1,329,924, to an amended total not to exceed \$4,184,489; and

WHEREAS, To complete this environmental analysis and advanced conceptual engineering phase for the Geary BRT project, the project team has identified the remaining work items, including completion and circulation of the administrative and public Draft EIR/S for public comment, responses to public comments and revisions to the project design alternatives to respond to community feedback, and completion of the Final EIR/S; and

WHEREAS, As the BRT project has progressed from planning and analysis to environmental documentation, the needed expertise for leading the consultant team has correspondingly shifted; and

WHEREAS, To maximize the efficiency of the team, a re-shuffled teaming structure is now needed, with one of the original team's subconsultants, CirclePoint, now taking the lead for the project's remaining tasks toward the completion of the environmental process, including documentation and public outreach; and

WHEREAS, The Transportation Authority wishes to shift its contractual relationship to CirclePoint for more efficient project administration and management; and

WHEREAS, The proposed amendment to the contract would increase the existing contract award amount by a maximum of \$225,000, to an amended total not to exceed \$4,409,489, and extend the existing contract through the preparation, circulation, and finalization of the environmental document and selection of the Locally Preferred Alternative; and

WHEREAS, Budget for this amendment will be funded from \$2,790,598 in Prop K funds appropriated through Resolution 14-17 for this scope of work; and

WHEREAS, This amendment will be included in the Transportation Authority's mid-year budget amendment; and

WHEREAS, At its December 3, 2014 meeting, the Citizens Advisory Committee was



briefed on the subject request and unanimously adopted a motion supporting the staff recommendation; and

WHEREAS, At its December 9, 2014 meeting, the Finance Committee reviewed the subject request and unanimously recommended approval of the staff recommendation; now, therefore, be it

RESOLVED, That the Transportation Authority hereby assigns the professional services contract with Jacobs Engineering Group to CirclePoint, for environmental analysis services for the Geary Corridor BRT Project EIR/S; and be it further

RESOLVED, That the Transportation Authority hereby increases the amount of the contract by \$225,000, to a total amount not to exceed \$4,409,489; and be it further

RESOLVED, That the Executive Director is authorized to modify the non-material contract payment terms and non-material contract terms conditions; and be it further

RESOLVED, That for the purposes of this resolution, “non-material” shall mean contract terms and conditions other than provisions related to the overall contract amount, terms of payment, and general scope of services; and be it further

RESOLVED, That notwithstanding the foregoing and any rule or policy of the Transportation Authority to the contrary, the Executive Director is expressly authorized to execute contracts and contract amendments that do not cause the total contract value, as approved herein, to be exceeded and that do not expand the general scope of services.

Attachment:

1. Scope of Work and Budget

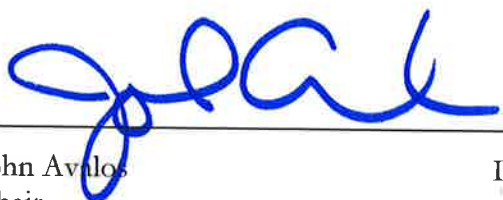


The foregoing Resolution was approved and adopted by the San Francisco County Transportation Authority at a regularly scheduled meeting thereof, this 16th day of December, 2014, by the following votes:

**Ayes:** Commissioners Avalos, Breed, Campos, Kim, Mar, Tang and Wiener (9)

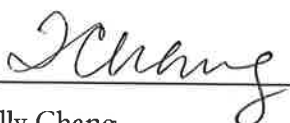
**Nays:** (0)

**Absent:** Commissioner Yee (1)

  
\_\_\_\_\_  
John Avalos  
Chair

Date

ATTEST:

 12/29/14  
\_\_\_\_\_  
Tilly Chang  
Executive Director

Date



**Revised 11/20/2014**

## **SFCTA Geary BRT Project - Cost to Complete**

The following is an outline of the major steps anticipated in completing the Draft ED (DED), associated public involvement, and Final ED/Record of Decision.

For budget purposes, Circlepoint assumes the above activities would be completed by November 2015 (or approximately 12 months of active time).

We further assume that Circlepoint will expend all remaining funds authorized towards completion of a revised DED incorporating agency review comments and discussing construction phasing. As of November 19, 2014, this work is substantially complete. We anticipate this work will be completed on or about December 12, 2014 and that no further analysis, subcontractor involvement, or substantive changes will be identified requiring revisions.

### **Task 1 – Meetings and Project Management**

This task involves regular meetings with SFCTA staff to review project status, issues, schedule, and budget performance. This task also includes contract management activities including monthly progress reports.

#### *Major Assumptions:*

- *This task allows for approximately 4-6 hours of activity (meetings, management, etc) per month of for about 12 months.*

### **Task 2 – FTA Review and Revisions to DED**

This task involves revising the DED based on comments from FTA and preparing the DED for publication.

#### *Major Assumptions:*

- *Edits will be primarily editorial in nature*
- *No subcontractor involvement needed to respond to FTA comments*
- *SFCTA/Parisi will address comments on transportation analysis/chapter*
- *Task includes reproduction costs associated with review process.*
  - *Costs of printing Draft EIS/EIR for public distribution is not included and assumed to be borne by SFCTA*

### **Task 3 – DED Public Hearing/Notification**

Support one public hearing at a City-owned venue

Notification – develop postcard notice for corridor mailing (assumed to be up to 15,000 entries – and we assume SFCTA will pay for postage), provide content for SFCTA to email announcement, placement of notice in Examiner, Richmond Review (where timing permits) and Sing-Tao.

- Assume one consolidated set of comments on draft materials for a single review loop
- Assume SFCTA to pay for postage of postcard notice

Logistics – Assume venue is City-owned with all necessary equipment, except easels. Logistics to include development of logistics plan, setup and take down of equipment and refreshments.

Materials include sign-in sheet, name tags, comment sheet, optional speaker card, directional signs, and agenda (could also include fact sheets, copies of noticing materials, and other information as needed).

- Assume one consolidated set of comments on draft materials for a single review loop
- Assumes meeting materials in black and white, any production of color materials not included in this estimate

Attendance and Documentation – provide up to 2 staff and provide summary of outreach and transcript of comments.

- Provide one language interpreter per meeting
- Provide court reporter, assume total cost up to \$500 for transcript

Necessary coordination to provide strategic and tactical support for public outreach activities. This includes attending up to 4 planning meetings, participating in material development and phone calls, emails as needed.

#### **Task 4 - Third round of informational public meetings (between DEIR and FEIR, related to completion of LPA)**

Notification – development of notice language (for SFCTA to send via email) and placement in Examiner, Richmond Review (where timing permits), and Sing-Tao.

- Assume one consolidated set of comments on draft materials for a single review loop

Logistics – secure venues selected by SFCTA, prepare logistics plan, set up and take down for meeting, provide necessary equipment and refreshments.

Materials include sign-in sheet, name tags, comment sheet, optional speaker card, directional signs, and agenda (could also include fact sheets, copies of noticing materials, and other information as needed).

- Assume one consolidated set of comments on draft materials for a single review loop
- Assumes meeting materials in black and white, any production of color materials not included in this estimate

Attendance and Documentation – provide up to 2 staff per meeting and provide high-level summary of outreach activities and input received.

- Provide one language interpreter per meeting.

## **Task 5 – Prepare Final ED, Record of Decision**

This task involves preparing responses to comments received during the public review period, revisions to the DED as necessary, inclusion of Preferred Alternative, and preparation of Record of Decision for FTA approval and filing.

### *Major Assumptions:*

- *The level of effort to prepare responses to comments and the Final ED is dependent on the number and complexity of comments received. The extent of public comment on a Draft ED is not predictable. The budget therefore includes a preliminary estimate of time to respond to comments. This preliminary estimate assumes no more than 340 hours of staff time or about \$46,000 (200 hours associate, 100 hours Senior Project Manager, 40 hours Principal) as a placeholder budget. The preliminary budget also assumes about \$12,000 in staff time to prepare/revise the ROD, though the extent of detail in the ROD is also not predictable. The remainder of the budget allowance in this task is anticipated for associated coordination, including meetings with FTA and SFCTA.*
- *No new analysis necessary to address comments received and the Preferred Alternative*
- *Preferred Alternative is substantially similar to the Staff Recommended Alternative*
- *Agency review comments (SFCTA, MTA, Planning, City Attorney) would be editorial in nature and do not require substantial revision of ED chapters or analysis.*
- *FTA review comments are editorial in nature and do not require substantial revision of ED chapters or analysis.*
- *SFCTA staff will take lead role in responding to comments related to transportation chapter.*
- *We assume the Final ED will be published and noticed more formally as part of the final certification and approval process. We have not specified any specific outreach tasks in support of this effort; however, if SFCTA anticipates needing support, these could be authorized out of contingency funds.*

## **Direct Costs**

In order to assume prime contractor status, Circlepoint would need to provide insurance coverage commensurate with the terms of the prime contract, the terms of exceed Circlepoint's current coverage limits. We have obtained a preliminary estimate of the cost to increase our coverage to match the terms of the prime contract and have identified that cost estimate in our cost to complete. This estimate assumes 24 months of increased coverage specific to this project.

## Contingency Fund

A contingency fund is proposed for use in addressing out-of-scope activities that may occur such as:

- Need for technical subcontractor assistance - can be applied flexibly (responding to comments, revising project plans, etc.)
- Revisions necessary to address more extensive FTA comments than assumed for Task 2.
- Additional outreach support or development of materials for noticing or meetings
- Additional public comments
- Substantive changes to the Final ED
- Other unforeseen needs.

## Cost to Complete Budget

<b>Assumed Balance Remaining as of 12/12/14</b>	<b>\$ 0.00</b>
<b>Task 1 - Meetings and Project management</b>	<b>\$ 15,000</b>
<b>Task 2 - FTA Review/CP revisions to publication</b>	<b>\$ 18,500</b>
<b>Task 3 - DEIR Hearing Notification</b>	<b>\$ 12,600</b>
<b>Task 4 - 3rd round hearings - LPA</b>	<b>\$ 32,000</b>
<b>Task 5 - FED - Responses to Comments Document/ROD - Allowance</b>	<b>\$ 65,000</b>
<b>Direct Costs (Insurance)</b>	<b>\$ 7,000</b>
<b>Subtotal - Tasks 1-5</b>	<b>\$ 150,100</b>
<b>Proposed Contingency</b>	<b>\$ 74,900</b>
<b>Grand Total: Tasks 1-5, Direct Costs + Contingency</b>	<b>\$ 225,000</b>