



DATE: February 27, 2018

CATEGORY: Consent

DEPT.: Public Works

TITLE: **Amendment to Contract for Transportation Planning Project Manager Services**

RECOMMENDATION

Authorize the City Manager to execute an amendment to increase the contract with James Lightbody Consulting for transportation planning project manager services from \$99,500 to \$160,000.

BACKGROUND

On November 25, 2014, the City Council approved the Shoreline Boulevard Corridor Study concept plan and directed staff to begin work on the next steps for a phased implementation of the plan. The Shoreline Corridor plan proposed a package of multimodal projects, streetscape changes, and operational improvements to serve the Shoreline Corridor between the Transit Center and North Bayshore Area.

The Transportation and Business Services Division of the Public Works Department is responsible for transportation planning and programs. The amount of work that was required for the Shoreline Corridor plan next steps exceeded the staffing resources of the Transportation Planning Section; therefore, staff requested a Capital Improvement Project for transportation planning and project management support. The City Council approved Project 16-57, Shoreline Corridor Transportation Improvements—Coordination and Implementation, to support the next steps in implementing the Shoreline Corridor plan (e.g., the Transit Center Master Plan and Automated Guideway Transit (AGT) feasibility study).

On January 15, 2016, the City entered into an agreement with James Lightbody Consulting to provide project management and coordination services under Project 16-57 for an amount not to exceed \$99,500. Over the last two years, Mr. Lightbody has served as project manager for the Transit Center Master Plan and AGT Feasibility Study and has provided transportation planning and analysis support for various other Shoreline Corridor improvement projects in design.

On February 13, 2018, the City Council approved funding and a Professional Services Agreement for preliminary engineering and environmental clearance for the Transit Center Master Plan Phase I elements. On February 27, 2018, the City Council will consider recommendations for a Phase II AGT Feasibility Study. Some of the Shoreline Corridor transportation improvements will continue to require transportation planning and analysis support as they move into final design.

As part of the Fiscal Year 2017-18 budget, the City Council approved a new Transportation Manager position to lead the Transportation Planning Section in Public Works. Recruitment is in the final stages, and it is anticipated that the position will be filled within the next two months.

ANALYSIS

The current agreement with James Lightbody Consulting will be expended by April 2018. It will take up to a year for a new Transportation Manager to be onboard and to fully assume the project management duties for the Shoreline Corridor-related projects in addition to becoming familiar with other Transportation Section responsibilities and initiating new high-priority transportation planning projects (e.g., Comprehensive Modal Plan). Staff recommends that \$60,500 be added to the contract with James Lightbody Consulting for services through April 2019 to maintain project schedules and support a smooth transition of project management responsibilities to the Transportation Manager.

FISCAL IMPACT

The contract amendment of \$60,500 will be funded with \$40,750 from Project 16-57, Shoreline Corridor Study Transportation Improvements—Coordination and Implementation, and \$19,750 from Project 18-65, Transit Center Master Plan Next Steps/Implementation Items. There is sufficient balance available in both project budgets to fund the contract amendment.

ALTERNATIVES

1. Do not increase contract amount.
2. Provide other direction to staff.

PUBLIC NOTICING – Agenda posting.

Prepared by:

Dawn S. Cameron
Assistant Public Works Director

Approved by:

Michael A. Fuller
Public Works Director

Audrey Seymour Ramberg
Assistant City Manager

DSC/TS/2/CAM
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