



**METROPOLITAN  
TRANSPORTATION  
COMMISSION**

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## *Memorandum*

TO: Administration Committee

DATE: September 3, 2008

FR: Executive Director

W. I. 1212

RE: Contract Amendment: Non-Motorized Transportation Planning: Bicycle Plan Update: Eisen | Letunic.

Staff recommends that this Committee authorize a contract amendment with Eisen | Letunic to add \$10,000 for the completion of the final Regional Bicycle Plan in the fall of 2008.

### **Background and Project Description**

In late 2006, Eisen | Letunic was hired to provide technical assistance to staff on non-motorized transportation planning. Under this contract, Eisen | Letunic has developed the Routine Accommodations checklist, which aids in the accommodations of pedestrians and bicycles, conducted training sessions on bicycle and pedestrian facility design, and assisted staff in updating the Regional Bicycle Plan. This contract was originally approved under the Executive Director's authority for \$50,000 and amended in March and August of 2007 in two amounts of \$25,000 each for a total contract of \$100,000.

Staff requests authorization to add \$10,000 to the Eisen | Letunic budget to update the plan to reflect changes adopted by the commission in the past few months from the development of Transportation 2035 and additional state of the practice examples from the Regional Bicycle Working Group.

The final Regional Bicycle Plan is expected to be adopted by the Commission in early 2009 along with the final Transportation 2035 Plan.

### **Recommendation**

Staff recommends that this Committee authorize the Executive Director to amend the current contract with Eisen | Letunic to add \$10,000 for the update of the Regional Bicycle Plan.

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Steve Heminger

SH:SC

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## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Consultant Contract Amendment

Work Item No.: 1125

Consultant: Eisen | Letunic  
Berkeley, California

Project Title: Non-Motorized Transportation Planning

Purpose of Project: Provide an update to the 2001 Regional Bicycle Plan

Brief Scope of Work: Complete a final plan to be released in fall 2008 and adopted with the Transportation 2035 Plan in the spring of 2009

Project Cost Not to Exceed: \$10,000 Amendment (previous contract amount of \$100,000)

Funding Source: FHWA Planning/TDA

Fiscal Impact: \$10,000 funding in the FY 2008-09 BATA RM1 budget.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with Eisen | Letunic for the update of the Regional Bicycle Plan, and the Chief Financial Officer is directed to set aside funds in the amount of \$10,000 for said amendment.

Administration Committee:

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Tom Bates, Chair

Approved: Date: September 10, 2008