



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Operations Committee

DATE: June 6, 2008

FR: Deputy Executive Director, Operations

W.I.

RE: Contract Amendment – San Rafael Transit Center Pilot Signage Project: Jacobs Carter Burgess

Staff recommends that this Committee authorize a sole source contract amendment in an amount not to exceed \$300,000 with Jacobs Carter Burgess (JCB) to design, procure and install regional connectivity signage at the San Rafael Transit Center as a pilot. This pilot effort, along with a BART-led Embarcadero/Ferry Terminal Hub Pilot, will inform the overall direction and cost assumptions for implementing the Hub Signage Program.

Background

The Hub Signage Program, a major recommendation of the Transit Connectivity Plan, is being implemented at 24 regional transit hubs as follows:

- Concept Plans (Phase 1) for new sign locations within each hub; initiates the design process.
- Design/PS&E (Phase 2) results in a written specification for fabrication and installation.
- Procurement/Installation (Phase 3) covers purchase, fabrication and on-site installation of connectivity signage.

Transit agencies responsible for 10 of the 24 regional hubs requested MTC assistance to implement signage improvements. BART and Santa Rosa Transit will directly manage their own signage efforts at the remaining 14 hubs.

Jacobs Carter Burgess was selected from a panel of qualified consultants to carry out the Phase 1 concept plans as a result of a Request for Qualifications issued in fall 2007. The contract, in the amount of \$484,000, calls for the concept plan for San Rafael (the proposed pilot hub) to be completed in July 2008 and the remaining hubs in August.

Work required to implement the Hub Signage Program, as indicated thus far in the concept plans, is more complex and costly than MTC expected. Completing the San Rafael Hub before implementing the remaining hubs will provide a better basis for cost estimates and technical design, and should significantly improve the quality of the procurements for Phase 2 and 3 work for remaining hubs.

Through their work on the San Rafael Transit Center Concept Plan, JCB has developed unique knowledge of the connectivity objectives for this hub, transit customer needs and the local jurisdictions involved. The RFQ for the Hub Signage Program already permits JCB to carry out Phase 2. If MTC were to conduct a competitive procurement for Phase 3, it would delay the signage program implementation schedule by approximately four months, and would involve the additional costs to the project of bringing another contractor up to speed on the San Rafael Transit Center PS&E.

Proposed Scope of Work

Under this contract amendment, JCB would perform the following tasks:

1. Develop the design documents and Plans, Specifications and Estimates for the San Rafael Transit Center (Phase 2).
2. Procure and install the signage components at San Rafael Transit Center, bringing the work of the Hub Signage Program to completion for this proposed pilot hub (Phase 3).
3. Coordinate with BART on 'lessons learned' for the large hub pilot.
4. Extrapolate learned cost assumptions to the remaining hubs where JCB is developing the Concept Plans, recommend how the pilot should inform regional signage standards and coordinate updates as appropriate.

Recommendation

Staff recommends that this Committee authorize the Executive Director or his designee to negotiate and enter into a sole source contract amendment with Jacobs Carter Burgess in an amount not to exceed \$300,000 to complete the San Rafael Transit Center pilot.

Ann Flemer

AF: JS

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REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract Amendment

Work Item No.: 1227

Contractor: Jacobs Carter Burgess

Project Title: San Rafael Transit Center Hub Signage Pilot

Purpose of Project: To develop a firm cost estimate for implementing the Hub Signage Program for remaining hubs.

Brief Scope of Work: Perform Phases 2 and 3 of the Hub Signage Program. Extrapolate cost estimates to remaining hubs. Coordinate and update the regional signage standards.

Project Cost Not to Exceed: \$300,000 – this amendment (Current contract = \$485,000)

Funding Source: Proposition 1B (Public Transportation, Modernization, Improvement and Service Enhancement Account)

Fiscal Impact: Prop 1B funds in FY 2007-08 budget

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a Contract Amendment to complete the San Rafael Transit Center Pilot and the Chief Financial Officer is authorized to set aside funds up to \$300,000 for such a Contract Amendment.

Operations Committee:

Sue Lempert, Chair

Approved: Date: June 13, 2008