



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

Agenda Item 2c

TO: Operations Committee

DATE: March 7, 2014

FR: Executive Director

W. I. 1224

RE: Contract - 511 Traveler Information Program Systems Engineering Review Forms and Systems Engineering Management Plans: Kimley-Horn and Associates, Inc. (\$107,325)

This memorandum requests Committee approval of a six month contract with Kimley-Horn and Associates, Inc. in an amount not to exceed \$107,325 to prepare Systems Engineering Review Forms (SERF) and Systems Engineering Management Plans (SEMP) for the 511 Traveler Information program.

Background

At its October 4, 2013 meeting, the Operations Committee approved a competitively-procured pre-qualified panel of six consultants to provide On-Call Technical Advisor Services to support MTC operational programs, including Transportation Management System projects. Kimley-Horn was one of the consultants selected for this panel.

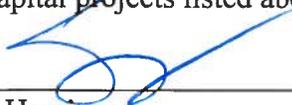
Scope of Work

In order to conform to Federal Highway Administration (FHWA) policy for Intelligent Transportation System (ITS) projects and to gain access to federal funding, MTC must create SERFs and SEMP for ITS enhancements or new projects. The SERF helps to determine if a project needs a SEMP approved by the FHWA. SEMP are typically required for projects that are multi-jurisdictional, require custom software, or may have new interfaces to other systems. These system engineering documents are required to be completed for the 511 program before federal grant funding will be made available.

The proposed contract with Kimley-Horn would include preparation of SERF and SEMP documents for five capital projects in the 511 program: (1) system migration to the Amazon Cloud and hosting facility; (2) Interactive Voice Recognition enhancements for the 511 phone system; (3) traffic, parking and real-time transit Application Programming Interface (API) deployment; (4) traffic data collection deployment; and (5) APIs for the 511 regional transit program. The scope also includes a small contingency for other near-term technical support needs.

Recommendation

Staff recommends that the Committee authorize the Executive Director or his designee to negotiate and enter into a six month contract with Kimley-Horn in an amount not to exceed \$107,325 for the preparation of SERFs and SEMP's for the 511 program capital projects listed above.



Steve Heminger

SH: KC

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REQUEST FOR COMMITTEE APPROVAL

Work Item No.: 1224

Contractor: Kimley-Horn and Associates, Inc.
Oakland, CA

Work Project Title: 511 Systems Engineering Review Forms (SERF) and
System Engineering Management Plan (SEMP) Preparation

Purpose of Project: Develop systems engineering documents to conform to
Federal Highway Administration policy for Intelligent
Transportation System projects and gain access to federal
funding for five capital projects in the 511 Traveler
Information Program.

Brief Scope of Work: Prepare System Engineering Review Forms and Systems
Engineering Management Plans.

Project Cost Not to Exceed: \$107,325

Funding Source: STP/CMAQ/SAFE

Fiscal Impact: Project cost is consistent with funds budgeted in the FY
2013-14 511 budget.

Motion by Committee: That the Executive Director or his designee is authorized to
negotiate and enter into a six-month contract with Kimley-Horn
and Associates, Inc. for the preparation of SERFs and SEMP, as
described above and in the Executive Director's memorandum
dated March 7, 2014. The Chief Financial Officer is directed to
set aside funds in the amount of \$108,000 for such contract.

Operations Committee: Approved: _____
Jake Mackenzie, Chair

Approved: Date: March 14, 2014