



AGENDA

Attachment A

Measure R South Bay Highway Program Oversight Committee October 10, 2011 Minutes

Attendees: Jim Goodhart (Chair, Palos Verdes Estates), Susan Rhilinger (Torrance), Ellen Perkins (Palos Verdes Estates), Judy Mitchell (Rolling Hills Estates), Rob Beste (IWG Chair, Torrance), Fulgene Ascunio (Metro), Steve Lantz (SBCCOG Transportation Consultant), Jacki Bacharach (SBCCOG), Paul Martin (RBF), Ken Berkman (Psomas), Edward Miller (Advantec Consulting), Terry Marcellus, Joanne Kulachok & Roberta Manshel (KKCS), Natasha DeBenon (Arcadis)

- I. **Introductions and Minutes from September 12, 2011 meeting – Jim Goodhart**
- II. **Infrastructure Working Group & IWG Executive Committee – Rob Beste – no action taken. Status report on tracking funding agreement status and what will be asked from agencies for annual updates on projects explained. Through IWG and Measure R Oversight Committee, monthly reports will be monitored. The conceptual cooperative agreement was discussed as creating a new era and relationship between Metro and SBCCOG.**

Goodhart commented that the new arrangement is good because it allows local control and management of our funding. Agreement still being developed. Draft of agreement to come this month per Doug Failing after lawyers have reviewed it. Steve Lantz and Lan Saadatnejadi to negotiate.

- III. **Metro Project Lead Agency Funding Agreements**
 - a. **Metro Funding Agreement Status Report (Attachment C) – entire 5 year program is included – but ordered alphabetically by agency by year. The Oversight Committee recommended the following format changes:**
 - **Monthly report should remove the later years and only have the 1st year.**
 - **Remove Metro Project # & route columns.**
 - **3rd column – add “SBCCOG’s Request...”.**
 - **Add language – “Date Lead Agency Provided Info to Metro”**
 - **“Lead Agency Revision” Column – 8th column – needs revision.**
 - **Kickoff date – did agency start MOU process? Was there a revision? (note revisions in the status) Did lead agency get it done?**
 - **Capital Planning column – just one column that Metro has approved it – ‘date mailed to lead agency for signature’.**
 - **Leave type of agreement column**
 - **Metro can give internal Metro status at the Oversight meetings**
 - **Add in Iteris chart information**
 - **Add column for amount of funding agreement**
 - **Tracking costs will be soon with the funding agreement approvals**
 - b. **Iteris Funding Agreement Execution Assistance Status Report (Attachment B)
Add task order cost and billings to the Metro attachment. Remove funding agreement approval info. Only include cities that are needing Iteris.**

Goodhart - How will Caltrans be treated? Lantz – we could manage or Metro Highway Dept. could manage. We would have to assign budget. Haven’t discussed this with Doug Failing and need to put provisions in the cooperative agreement. Concern re: Caltrans paying for staff with these funds. Need specific scopes of work from them to control costs before agreement with them is signed.

Change F38 designation and ITS on the chart. Mislabeled.

IV. Iteris Contract

- a. Close Out of Phase 1 Implementation Plan – **accounting done but invoice not yet submitted**
 - i. Administratively Increased Project Management Task from \$86,818.47 to \$89,967.36 (+\$3,149.47) and applied savings in other Phase 1 tasks to achieve a Phase 1 total savings of \$11,452.42 from the contract not to exceed amount of \$784,034.48. **NEED TO CLOSE OUT THE CONTRACT – RHILINGER/MITCHELL AND APPROVED**

- b. Phase 2 Core Task Order
 - i. Status of draft contract and discussions with Iteris’ sub-contractors – **questions from Goodhart for clarification. Need to state SBCCOG project manager involvement in the process in the contract – Steve to revise. RECOMMENDING THAT SBCCOG APPROVE THE TASK ORDER WITH THE MODIFICATION OF INSERTING OUR ROLE. RHILINGER/MITCHELL AND APPROVED**
 - ii. Recommend that the Board:
 - 1. approve Phase 2 Core Services Task Order #5 (Attachment D – Agenda Item and Scope of Work) to Iteris, Inc. and its sub-consultants; and
 - 2. authorize staff to execute new contracts for Phase 2 technical assistance to allow task orders to be executed directly between the SBCCOG and Jacobs Engineering; InfraConsult, LLC; Systems Metrics Group; and Sharon Greene Associates. The not-to-exceed aggregate cost for all **Phase 2 task orders shall not exceed \$719,465.75 inclusive of the previously awarded** limited notice to proceed for \$60,000. The task order durations will end June 30, 2013.

- c. Phase II Task Orders – **RECEIVED AND FILED**
 - i. Task Orders totaling \$55,917 have been issued administratively to Iteris, Inc. for Funding Agreement Execution Technical Assistance related to the following projects:
 - 1. T. O. 6.1 - Inglewood (Project N6 – ITS Phase 4), \$13,823
 - 2. T. O. 6.2 – Torrance (Project B7 – I-405/Crenshaw Blvd.), \$19,348
 - 3. T. O. 6.3 – Torrance (Project F51 – PCH / Hawthorne Blvd.), \$16,357
 - 4. T. O. 6.4 – Lawndale (Project N22 – I-405 / Inglewood Blvd.), \$6,389

V. SBHP Implementation Plan Update To Do List (Attachment E) – really needs to be reviewed quarterly by the Committee. This is Steve’s working sheet.

VI. Schedule -- Three Month Look Ahead (Attachments F, G) – Iteris to make Implementation Plan consistent with 3 month look ahead by next month.

Budget allocation to Metro due by December 31. Ask Iteris to bring budget allocation for next year to November 17 Board meeting for approval and transmittal to Metro with the understanding that the December Steering Committee might need to make slight modifications.

We need to fine tune costs. First year this is happening with funding agreements and from now on we want more definite cost from the beginning.

For October IWG – Need to request Year 2 changes to any project costs. November IWG meeting to go over any cost changes.

VII. Public Comment – add this item to future agendas. Question re: design/construction contracts. Design/build is lead agency choice. SBCCOG is not a party to the funding agreement with Metro and lead agency.

VIII. Adjourn to November 14, 10:30 AM