



**Measure R South Bay Highway  
Program Oversight Committee Minutes  
February 11, 2013**

**Attachment A**

**Attendees:** Jim Goodhart (Chair, PVE), Dan Medina (Gardena); Ralph Franklin (Inglewood), Ellen Perkins (PVE), Matt Kilroy (Redondo Beach); Stephanie Katsouleas (El Segundo), Ken Husting (LADOT); Rob Beste (IWG Chair, Torrance), Lan Saadatnejadi (Metro), Jacki Bacharach & Marcy Hiratzka (SBCCOG), Steve Lantz (SBCCOG transportation consultant), Alan Clelland & Alex Hovsepian (Iteris), Claudette Moody (Parsons Brinckerhoff)

- I. **CALL TO ORDER / Introductions** - Chair Goodhart called the meeting to order at 10:37 a.m.
- II. **REPORT OF POSTING OF THE AGENDA** – Received and Filed
- III. **ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA** – None
- IV. **PUBLIC COMMENT** – None
  
- V. **CONSENT CALENDAR**
  - C. **Minutes from the January 13, 2013 meeting and notes of the November 13, 2012 discussion** (Attachments A & B) – **Approved**- Councilman Franklin moved, Councilman Medina seconded.
  
- VI. **METRO UPDATES** – Lan Saadatnejadi gave a PowerPoint presentation, covering the first three sub-headings of Item VI of the agenda.
  - A. **Metro Project Management Information System Update**

Ms. Saadatnejadi said that the data entry of project baseline information has been completed. The data entry of monthly progress and quarterly expense reports is still in progress. Agency reporting is scheduled for this February. An agency refresher course will be offered in Feb/March 2013. The PMIS user manual has also been finalized.
  - B. **Overview of Metro / Caltrans South Bay Highway Program projects and studies**

Descriptions/updates of four early action Caltrans projects (with oversight to be provided by Metro) were given: ITS Improvements on I-405, 110, 105 & SR-91 at freeway ramp/arterial signalized intersections; Project Approval and Environmental Document (PAED) for the I-110 auxiliary lane from SR-91 to Torrance Blvd. & I-405/110 Connector; PAED for the I-405 at 182<sup>nd</sup> St. & Crenshaw Blvd.; and, ITS improvements on PCH and parallel arterials from I-105 to I-110. Ms. Saadatnejadi also mentioned the current Caltrans Strategic Positioning Project for which an optimal corridor is being selected to demonstrate a Dynamic Corridor Congestion Management (DCCM) system. A consultant was hired for preliminary analysis. There is one potential corridor under consideration that would intersect both the South Bay and Gateway Cities subregions. Stephanie Katsouleas commented that cities that have state routes (91, PCH) within their limits are adversely affected by the poor maintenance of these roads and asked whose responsibility it is to maintain them. Steve Lantz confirmed that it is Caltrans' responsibility. However, Caltrans lacks the funds for adequate system preservation across its state highway system; he felt it would create a bad precedent to use SBHP Measure R funds for state or local maintenance projects.
  - C. **Status of Caltrans project funding agreements**

One of the early action projects' funding agreement (FA) is being executed now, one is under development. The other two will be executed in July 2013 since the funding was moved from 2012-13 to 2013-14. The FA for the DCCM project also is under development. Caltrans is bringing on a new Measure R program liaison before the end of FY2013 and Ms. Saadatnejadi said she anticipates positive movement forward with Caltrans.
  - D. **Status of SBCCOG FY14-19 Budget request / SBCCOG funding agreement amendment**

In January, the MTA Board approved the SBCCOG FY14-19 budget request. Regarding the SBCCOG funding agreement amendment, the scope was received by Metro from Steve last week and it should be finalized by the end of February.
  - E. **Metro Board approval of CFP Project eligibility**

According to Metro's final project list, all of the CFP applications in the South Bay were successfully

completed except for the project in Hermosa Beach (it was never submitted) [Correction: It was learned subsequent to the Measure R Oversight Committee meeting that two project applications were submitted by Hermosa Beach for various elements of their PCH / Aviation project. The applications were in the Metro Call for Projects Pedestrian and Transit Alternatives categories rather than the customary road improvement category – Regional Surface Transportation Improvements.]

Steve Lantz noted a few lessons learned. He recommended a new step in future Calls for Projects in which regional significance needs to be redefined and evaluated to determine whether projects in the transportation alternatives and pedestrian improvements categories provide sufficient operational improvement to freeways and state highways to warrant use of Measure R SBHP funding for the minimum local match. He also noted that the 2013 CFP process was extremely rushed and project descriptions needed to be developed well in advance of the CFP submittal deadline. He also noted the SBCCOG needs to be involved in the early development of CFP to be assured that use of SBHP Measure R funds as a match is appropriate. The Hermosa Beach project is on a state highway, so its eligibility couldn't be disputed, but Chair Goodhart suggested that in the future, the Measure R Oversight Committee needs to consider more criteria than whether or not the project will improve a state highway or not. Alan Clelland said that the updated SBHP Implementation Plan will address this new mandatory step in the CFP procedure. The preparation of PSR/PSREs will need begin much earlier. These documents will help determine which projects are the most appropriate for using Measure R funds. Steve Lantz explained that Hermosa Beach did not officially request the PSRE for their application, even though Iteris offered to do it. The City never approved the scope or the budget. Therefore, it was never processed for the city. Jacki Bacharach suggested that the Measure R Oversight Committee become an appeal board and that the IWG be used to technically evaluate city CFP application candidates prior to presentation of the recommendations to the Oversight Committee. Stephanie Katsouleas suggested establishing a priority ranking procedure (if a project is already on the candidate list to begin with, it has already met the criteria.) Chair Goodhart asked Steve Lantz to explore this option offline and bring it back to the committee.

## VII. SBHP PROJECT STATUS- Steve Lantz

### A. SBHP Monthly Project Progress Report (Attachment C) – Received and filed

Alan Clelland explained all of the new elements of this report: there is now a DC box for projected design completion, a PC box for projected construction completion (both according to the FA, not actual dates), and under each project ID number, the funding agreements types are listed. Steve Lantz pointed out that projects which will be eligible to receive their first funding in July 2013 have been listed at the end of this report.

### B. SBHP Monthly Project Issues Report (Attachment D) – Received and filed

There were only three items on this issues report. The first (9 month delay) was the citywide traffic signal improvements project in Lawndale. Alan Clelland said that new Public Works Director, Nasser Abbaszadeh, is moving this project along and will submit the FA to Metro immediately. The second issue on the report was the bridge widening in Manhattan Beach (9 month delay). Steve Finton will work with Metro to conclude negotiations and execute a revised FA with a new scope, since Caltrans changed the scope, and two projects are now being combined into one. It is important to monitor the funds during this change, so that Measure R dollars are not being spent on work that already has been started. The City has a federal earmark available. The third issue is a 14-month delay on PCH study recommended improvements in Redondo Beach. The project is already behind schedule and now has a potential ROW and construction cost increase, which will continue the delay while the redesigned RFP is being issued. John Mate will confirm with the city's consultant the future cost estimate as part of the design phase. Jacki Bacharach asked why projects more than 6 months behind are not coded in yellow, but rather, remain green. Alan Clelland said that these delays have no impact on the Metro FA, and projects are only red if the funding is affected. Stephanie Katsouleas said that if a project is yellow, Iteris must meet with the city to make sure things are being handled appropriately and after the issue is resolved, the project is changed back to green because it is no longer an issue, even if it is behind schedule. Chair Goodhart added that there are 9 red or yellow projects and there are only 3 issues on the issues report. Jacki asked that future issue reports state "this project has been addressed even though it is yellow on the project progress report. It is not a concern." Alan Clelland said that there are two projects with no color (red, green, or yellow) assigned. The one in Inglewood is being re-scoped and starting over and the project in Lawndale will go to bid in 2 weeks. Chair Goodhart and Jacki requested that future issue reports include *when* the action to be taken addressing the issue will occur.

**C. SBHP Quarterly Report on Q2 (Attachment E) – Received and Filed**

This report is compiled by Steve Lantz, comprised of his own monthly reports along with Iteris'. This is not submitted to Metro because they require a more stringent and specific reporting format. Steve referred to Attachment E, Exhibit B, which showed the Iteris task orders that have been closed out, as well as the two projects under InfraConsult Direct Contract Authority (since Iteris was hired to work on those two projects, InfraConsult was selected for oversight). Since these contracts only go until July 1, 2013, an amendment for the balance of the project duration will have to be done later. Alan Clelland added that when the PSRE tasks are closed next month, the \$62,943 will increase.

**VIII. Reallocation of SBHP Phase II Iteris Contract Funds (Attachment F)**

To complete the Iteris Phase II project tasks by June 30, 2013 without exceeding the initially approved \$1,215,965 Phase II budget, the Measure R Oversight Committee recommended that the SBCCOG Board approve the six reallocations contained in the SB Measure R Highway Program Jan 2013 Reallocation Report. Several changes were made, either increasing or decreasing task order costs. By reallocating the closed out tasks, the authority remaining in the \$2 million dollar Iteris contract and available future task orders will be approximately \$72,000. Additional funding available for reallocation may result from the completion and closure of the PSRE task orders at the end of January 2013. - **Approved** - Councilman Franklin moved; Councilman Medina seconded.

**IX. SBHP Implementation Plan Policy Update – Oral Report**

No report was given.

**X. South Bay ITS Plan and Strategic Transportation Element Presentation – Received and Filed**

Alan Clelland gave a brief PowerPoint presentation on the ITS Plan Update. Three of the four tasks have been carried out by Iteris, the remaining task being "Develop Implementation Plan." The regional projects that the SB agencies support and are willing to implement are: event info sharing system (MTA/County), emergency fall back power project (County), arterial detection gap project (County), and SR-110 Harbor Freeway ICMS (Caltrans.) Mr. Clelland listed the various operational gaps that exist and said that the next steps are to incorporate project definition and cost information from the SB Detection Study and incorporate the ITS plan in the IP update. Mr. Clelland said that between now and the end of April, Iteris needs to finalize the technology assessment, estimate project costs, and confirm overall arterial gaps. A detailed presentation will be provided on the Strategic Transportation Element at the next meeting.

**XI. South Bay Highway Program Technical Assistance Procurement Options (Attachment G)**

At this point in the meeting, all consultants in attendance were **asked to leave the room**. Steve Lantz explained that the SBCCOG needs to determine the manner by which SBHP technical and management tasks will be accomplished after the current Iteris contract and the Direct Contracts with the sub-consultants expire on June 30, 2013. The FY 14-19 Metro Budget Request approved by the SBCCOG Board on November 15, 2012 and by the Metro Board on January 24, 2013 was developed with the assumption that the SBCCOG Transportation Consultant and administrative staff will assume more of the program management and administrative functions currently being provided by the consultants on the Iteris team and that future assignments for technical assistance will be made under direct contracts using task orders. Although transitional discussions are underway, the Metro Budget request assumed that there would be no interruption in technical assistance at the conclusion of the current contract terms.

SBCCOG Staff believes the SBCCOG has three primary procurement options, as follows:

Option 1 - Amend the current direct contracts with InfraConsult, LLC, System Metrics Group and Jacobs for an additional three-year term and execute new direct contracts with Iteris, Inc. and Sharon Greene + Associates with a three-year term to provide SBHP Program Bench technical and management professional services using the task order approach. While the SBCCOG is happy with the performance of the Iteris team, other consultants have expressed an interest in providing their technical and program management services related to SBHP program development and project oversight. This alternative would maintain continuity of the current consultants and would simply convert all of the sub-consultants to direct SBHP Bench contracts. The SBCCOG Transportation Consultant would negotiate task orders as needed with one or a combination of the current consultants. This approach would not preclude an RFP to expand the bench at some point in the future.

Option 2 - Let the current contracts expire and issue a new RFP before April 1, 2013 to select a new SBHP Program Bench of consultants by June 2013. This approach would provide the cleanest transition. However, it

would also create the most significant risk of interruption of technical services during the transitional period if the new contracts are not awarded by June 2013 due to the need for transitional training of the new consultants by the Iteris team.

Option 3 - Implement option 1 and expand the South Bay Highway Program Bench of consultants by issuing an RFP before April 1, 2013 to select other consultants to be added to the SBHP Program Bench. This option would reduce the risk of transitional interruptions by allowing the SBCCOG to issue task orders to current Iteris team consultants and to explore interest from other consultants that have expressed interest in participating in SBHP program development and project oversight. It would also enable a more competitive procurement process due to potential differences in consultant approaches, fees and overhead costs.

The Measure R Oversight Committee recommended the Bench approach be adopted for technical and management services. To implement a SBHP Technical and Management Bench, the Measure R Oversight Committee recommends that the SBCCOG Board approve Option 3. Converting current contractors by July 1, 2013 and issuing an RFP to expand and refresh the Bench from time to time, allows the on-going program development and project oversight tasks to continue to be monitored by the current consultants. Issuing an RFP from time to time allows the SBCCOG to expand and refresh the bench with qualified technical and management firms.

Rob Beste said that since this program is being done for the first time here, it is difficult to predict what technical assistance will be needed. He did express that the consultants' rates are too expensive for all the administrative work they are currently doing for the SBHP. He suggested the option of contracting with a construction management firm instead. Jacki Bacharach said that if the SBCCOG is going to part company with its current consultants, there needs to be an RFP. **Motion to act on option 3 Approved** – Councilman Medina moved; Councilman Franklin seconded.

- XII. 3-Month Look Ahead** (Attachment H) – Received and filed
- XIII. SBHP Implementation Update Calendar** (Attachment I) – Received and filed
- XIV. Other Business-** Chair Goodhart suggested “doing a deep dive” on a project to see how the evaluation process works. Jacki Bacharach suggested starting these meetings at 10:00am instead of 10:30am, but two of the regular elected officials who regularly fill the quorum would not be able to make it by 10:00am, so it was decided that the meetings would still begin at 10:30am.
- XV.** Chair Goodhart adjourned the meeting at 12:00pm until **Monday, March 11, 2013.**