

Meeting Date: 3/1/2016

Report Type: Consent

Report ID: 2016-00197

Title: Supplemental Agreement: Downtown Sacramento Transportation Study (T15131700)

Location: Districts 3 and 4

Recommendation: Pass a Motion 1) authorizing the City Manager or his designee to execute Supplemental Agreement No. 8 to City Agreement No. 2014-0132 with DKS Associates in an amount not to exceed \$13,988; 2) ratifying Supplemental Agreements Nos. 1, 2, 3, 4, 5, 6 and 7 to City Agreement No. 2014-0132 with DKS Associates; and 3) resetting the City Manager's authority to issue Supplemental Agreements for City Agreement No. 2014-0132.

Contact: Fedolia "Sparky" Harris, Principal Planner, (916) 808-2996, Department of Public Works

Presenter: None

Department: Public Works Department

Division: Transportation Division

Dept ID: 15001911

Attachments:

1-Description/Analysis

2-Background

3-Supplemental Agreement

City Attorney Review

Approved as to Form

Gerald Hicks

2/23/2016 9:30:47 AM

Approvals/Acknowledgements

Department Director or Designee: Jerry Way - 2/10/2016 4:47:04 PM

Description/Analysis

Issue: DKS Associates was contracted to conduct the Sacramento Downtown Transportation Study. Approval of Supplemental Agreement No. 8 with DKS Associates is necessary to prepare additional public outreach and engagement materials ahead of final Council adoption.

Policy Considerations: This action is consistent with existing city policies regarding transportation, neighborhood revitalization and enhancement and public safety.

Economic Impacts: None

Environmental Considerations:

California Environmental Quality Act (CEQA): The award of a professional services agreement is not subject to CEQA review. It is anticipated that future projects identified in this study may be implemented using federal transportation funds. As such, federal guidelines for the development of the purpose and needs statement will be followed. Future projects will be subject to environmental evaluation under CEQA guidelines and possibly National Environmental Policy Act (NEPA) requirements.

Sustainability: The recommended action supports the Climate Action Plan goal to create a connected multi-modal transportation network that increases the use of sustainable modes of transportation (e.g., walking, biking, transit) and reduces dependence on automobiles.

Commission/Committee Action: None

Rationale for Recommendation: Approval of Supplemental Agreement No. 8 with DKS Associates will enable the City to complete additional stakeholder communications, finalize website updates and draft an outreach summary report to ensure Council that an open and transparent process was used to develop the recommendations that will be presented to them.

Financial Considerations: Preparation of these supplemental tasks is estimated to cost \$13,988. The existing project (T15131700) has an unobligated balance of \$316,002 therefore there is sufficient available funds for Supplement Agreement No. 8 without the need for additional funding.

There are no General Funds planned or allocated for this project.

LBE: Since this is a federal project the LBE program does not apply and is held in abeyance. The Disadvantaged Business Enterprise (DBE) goal for this project was set at 15%. The preferred consultant team led by DKS includes three DBE certified firms that will account for 18.2% of the total project expenditures.

Background

On February 4, 2014 DKS Associates was contracted to conduct the Sacramento Downtown Transportation Study (C2014-0132) for an amount not to exceed \$791,246. The goal of this effort is to provide feasibility studies for evaluation of costs, public outreach, and prioritization of projects within the downtown City of Sacramento area bounded by Broadway, the Sacramento River, the American River, and Alhambra Boulevard. Subsequent to the February 4th decision, seven supplemental agreements have been processed to: change the names of consultant employees authorized to charge to the project; to make corrections to other direct cost (ODC) categories; to conduct additional traffic counts requested by the City; to conduct additional traffic analysis requested by the City; and to conduct additional outreach requested by the City. The total of these seven amendments is \$78,845.

Supplemental Agreement No. 8 has been requested by staff to conduct additional outreach in preparation for final Council action at a cost of \$13,988.

City of Sacramento
SUPPLEMENTAL AGREEMENT

Contract #: **2014-0132-8**

Purchase Order #:

Supplemental Agreement #: **8**

Job#: **S15131700**

Project Title: **Sacramento Downtown Transportation Study**

The City of Sacramento ("City") and DKS Associates, ("Contractor"), as parties to that certain Professional Services Agreement designated as Agreement Number 2014-0132 including any and all prior supplemental agreements modifying said agreement (said agreement and supplemental agreements are hereby collectively referred to as the "Agreement"), hereby supplement and modify the Agreement as follows:

1. The Scope of Services specified in Exhibit A of the Agreement is amended as follows:

See Exhibit A

2. In consideration of the additional and/or revised services described in section 1, above, the maximum not-to-exceed amount that is specified in Exhibit B of the Agreement of Payment of Contractor's fees and expenses, is increased by \$13,988.00 and said maximum not-to-exceed amount is amended as follows:

The original not-to-exceed amount:	\$791,245.63
The net change by previous Supplemental Agreements:	\$78,844.58
The not-to-exceed amount prior to this Supplemental Agreements:	\$870,090.21
The contract sum will be increased by this Supplemental Agreement:	\$13,988.00
The new not-to-exceed amount including all Supplemental Agreements:	\$884,078.21

3. Contractor agrees that the amount of increase or decrease in the not-to-exceed amount specified in section 2, above, shall constitute full compensation for additional and/or revised services specified in section 1, above, and shall fully compensate Contractor for any and all direct and indirect costs that may be incurred by Contractor in connection with such additional and/or revised services, including costs associated with any changes in work schedules or in the performance of other services or work by Contractor. The time for the performance of the agreement is increased by 0 Days by reason of the performance of the work required by this Supplemental Agreement.
4. Contractor warrants and represents that the person or persons executing this supplemental agreement on behalf of Contractor has or have been duly authorized by Contractor to sign this supplemental agreement and bind Contractor to the terms hereof.
5. Except as specifically revised herein, all terms and conditions of the Agreement shall remain in full force and effect, and Contractor shall perform all the services, duties, obligations and conditions required under the Agreement, as supplemented and modified by this supplemental agreement.

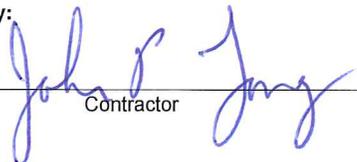
Approval Recommended By:


Project Manager

Approved as to Form By:

City Attorney

Approved By:


Contractor

Approved By:

City of Sacramento

2/23/16

Executed Date

Attested to By:

City Clerk

Exhibit A

Sacramento Downtown Transportation Study 2014-0132

<i>Description</i>	<i>Amount</i>
Supplemental Agreement #8	
PCO # 9.0 Client Initiated Changes	\$13,988.00
01/29/16 Client initiated change to expand scope for additional public outreach	
1 Items	
Total for Change Order # 8	\$13,988.00

1 Change Orders	1 Items	Total for Contract # 2014-0132	\$13,988.00
<i>Totals By Reason</i>		Changed/Unforeseen Conditions	\$0.00
		Changes to Bid Documents	\$0.00
		Client Initiated Changes	\$13,988.00



MEMORANDUM

DATE: January 12, 2016
TO: Sparky Harris
FROM: John Long
SUBJECT: Budget Increase for AIM (Project # S15131700)

In their letter dated January 11, 2016 (see attached), AIM has requested an increase their project budget.

As we have discussed with you, AIM will be conducting several scope items that were not anticipated, including additional stakeholder communications, an outreach summary report, and final website updates. As described in AIM's January 11, 2016 letter, AIM is requesting an additional \$13,987.46 in their budget. All of this budget increase is for labor costs and all of the requested additional budget is for work in Task 7 "Stakeholder Engagement". This budget increase is needed for AIM to successful complete the stakeholder and community outreach efforts for the Downtown Transportation Study through the remainder of our contract. Our team is thus requesting an increase in the total project budget by \$13,987.46.

We hope that our contract will be amended soon to accommodate these changes. Please let me know if you have questions about our team's requested changes or if you need additional information.



January 11, 2016

John Long
DKS Associates
8950 Cal Center Drive, Suite 340
Sacramento, CA 95826

RE: Downtown Transportation Study Contract Amendment

Dear John,

AIM is requesting a contract amendment in the amount of \$13,987.46 to complete remaining tasks for the Downtown Transportation Study Project based on requests to complete additional scope items not originally estimated in March 2013, including additional stakeholder communications, an outreach summary report, and final website updates. These scope elements will be completed under Task 7 – Stakeholder Engagement.

Please let me know if you need any additional information.

Sincerely,

A handwritten signature in black ink that reads 'Gladys Cornell'.

Gladys Cornell, Principal

Gladys Cornell
Principal
916.698.0826 (cell)
gcornell@aimconsultingco.com



2523 J Street, Suite 202
 Sacramento, CA 95816
 916.442.1168 (Phone)
 916.442.1186 (Fax)

January 7, 2016

PROJECT NAME: City of Sacramento, Downtown Transportation Study

AGENCY RFP NO: N/A

Elements of Task 7	PERSONNEL / HOURLY RATE / PROJECTED HOURS AND FEE				TOTAL HOURS / FEE	NOTES / COMMENTS
	Outreach Manager	Project Coordinator	Graphics Designer	Project Administrator		
	\$138.73	\$84.24	\$99.09	\$64.41		
Stakeholder Communication					(By Task)	
Subtotal	22	32	5	37	96	
	\$ 3,052.06	\$ 2,695.68	\$ 495.45	\$ 2,383.17	\$ 8,626.36	
Outreach Summary						
Subtotal	10	14	4	26	54	
	\$ 1,387.30	\$ 1,179.36	\$ 396.36	\$ 1,674.66	\$ 4,637.68	
Final Website Updates						
Subtotal	0	4	0	6	10	
	\$ -	\$ 336.96	\$ -	\$ 386.46	\$ 723.42	

DIRECT EXPENSES *	
Mileage / Parking	\$ -
Meeting Expenses	\$ -
Printing / Reprographics	\$ -
Subtotal - Direct Expenses	\$ -

* Direct Expenses are estimated. Actual expenses will be billed at cost.

TOTAL HOURS	32	50	9	69	160
TOTAL LABOR FEE	\$ 4,439.36	\$ 4,212.00	\$ 891.81	\$ 4,444.29	\$ 13,987.46
TOTAL DIRECT EXPENSES					\$ -

TOTAL FEE PROPOSAL \$ 13,987.46