



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Katy Allen
James R. Helmer

SUBJECT: SEE BELOW

DATE: 05-11-09

Approved

Date

5/20/09

COUNCIL DISTRICT: Citywide

**SUBJECT: APPROVAL OF AN AGREEMENT WITH IBI GROUP FOR
TRANSPORTATION INCIDENT MANAGEMENT CENTER**

RECOMMENDATION

Approval of an agreement with IBI Group for the consultant design services for the Transportation Incident Management Center (TiMC) and Technology Training Center, from the date of execution to June 30, 2011, in an amount not to exceed \$400,000.

OUTCOME

The agreement with IBI Group will enable the design of the TiMC and Technology Training Center Project to begin.

BACKGROUND

On October 30, 2007, the City Council approved the conversion of the Fourth Street and St. John Employee garage retail space to municipal use for the TiMC and a technology training center. The TiMC will be the focal point for collecting and processing traffic condition data for regional highways and commute corridors, and implementing traffic management strategies to ensure travelers have a positive, reliable and efficient experience. It will also serve as a hub for coordinating traffic and incident management services with regional traffic management partners (such as Caltrans and other local agencies), public safety teams, major event venues, parking operators, and media. The technology training center will add capacity to the City Hall Wing small conference room currently used for technology training classes.

The first phase of implementing the TiMC is securing the services of an architectural consultant to develop plans and specifications for the renovation of the garage retail space. A Request for Qualifications for consultant design services for the TiMC was released by Public Works on September 5, 2008, and the City received Statements of Qualifications (SOQ's) from six firms. Staff proceeded to select a consultant in accordance with the Council adopted, Qualifications Based Consultant Selection (QBCS) process.

ANALYSIS

After evaluating the SOQ's, staff determined that five of the six respondent firms were qualified to perform the design work and were invited for the interviews. One submittal was deemed to be non-responsive and that firm was not interviewed. Interviews were conducted in November 2008 by a panel comprised of City staff from Departments of Public Works, Transportation, and Fire. A representative from Caltrans participated as well. The five short listed firms were evaluated and ranked based on their demonstration of relevant design experience for traffic management facilities, technical knowledge of systems operations, as well as their success in designing public projects. Consideration was also given to their overall project management experience and ability to work with public and regulatory agencies. The five firms were ranked by the interviewing panel as follows:

Ranked List determined by the Interview Panel:

- | | |
|---|-----------------------------|
| 1 | IBI Group |
| 2 | RNR Consulting |
| 3 | Advance Design Consultants |
| 4 | Anil Verma Associates, Inc. |
| 5 | Avila Design |

The panel rated IBI Group of Irvine, CA as the top-ranked firm. This consultant team has extensive experience in the design of Transportation Management Centers, and as such is recommended for this project. Consultant services include program review, design, construction document development, and construction management. Staff and IBI Group agreed that a fee of \$400,000 is appropriate for the services to be provided.

DBE

In accordance with Federal Regulations, 49 CFR Part 26, no DBE goal was established for this project. IBI Group had 0% DBE participation in their proposal.

EVALUATION AND FOLLOW-UP

This contract is for consulting services only. Subsequent construction is estimated to be greater than \$1,000,000, and as such, a construction contract must be awarded by the City Council.

POLICY ALTERNATIVES

Alternate #1: Do not award this consulting agreement.

Pros: Requires no expenditure of funds.

Cons: Does not resolve the problem of a sub-standard minimally functional traffic management facility.

Reason for not recommending: A traffic management center provides essential services for the public. Funding is in place.

Alternate #2: Recruit and hire new staff to perform the design work in house.

Pros: Allows the work to be designed in-house and eliminates the need to award a consulting agreement.

Cons: This is an area of expertise that is rarely needed within the city. The recruitment process is lengthy and will impact the overall project schedule.

Reason for not recommending: The recruitment process significantly extends the project schedule, potentially delaying the completion of this work. Additionally, since the expertise required for this project is very specialized, there is little likelihood that there will be any subsequent work for this new staff.

PUBLIC OUTREACH/INTEREST

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. (Required: Website Posting)
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. (Required: E-mail and Website Posting)
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. (Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)

This item does not meet any of the above criteria, however this memorandum will be posted on the June 2, 2009 Council agenda.

The 'Request for Qualification' submittals were listed on the City's Internet Bid Line and were advertised in the *San Jose Post Record*.

COORDINATION

This agreement and memorandum have been coordinated with the Departments of General Services, Planning, Building and Code Enforcement, Finance, the City Manager's Budget Office and the City Attorney's Office.

FISCAL/POLICY ALIGNMENT

This project is consistent with the Council-approved Budget Strategy to continue with capital investments that spur construction spending in our local economy.

COST SUMMARY/IMPLICATIONS

1. AMOUNT OF RECOMMENDATION: \$ 400,000

2. COST ELEMENTS OF AGREEMENT:	COST
Task#1 – Pre-Design/Scope/Conceptual Design	\$90,000
Task#2 - Schematic Design	\$45,000
Task#3 – Design Development	\$50,000
Task#4 – Construction Documents	\$95,000
Task#5 – Bidding & Award	\$25,000
Task#6– Construction Administration Services	\$65,000
Task#7– Record Document & Project Close-out	\$15,000
Additional Services	\$13,000
Reimbursable Expenses	\$2,000
TOTAL AGREEMENT AMOUNT	\$400,000

3. SOURCE OF FUNDING: 429 – Building and Structure Construction Tax Fund

4. OPERATING COSTS: Upon completion, the general maintenance of the facility is estimated to be a cost of \$21,000 in the General Fund. The operating and maintenance costs for this project are currently included in the 2010-2014 Proposed Capital Improvement Program.

BUDGET REFERENCE

The table below identifies the fund and appropriation proposed to fund the agreement recommended as part of this memo.

Fund #	Appn #	Appn. Name	RC #	Total Appn.	Amt. for Agreement	2008-2009 Adopted Budget Page	Last Budget Action (Date, Ord. No.)
429	4407	ITS: Transportation Incident Management Center	145480 145481 145483	\$2,823,000	\$400,000	V-1094	10/21/08 Ord. No. 28422

HONORABLE MAYOR AND CITY COUNCIL

05-11-09

Subject: Agreement with IBI Group for Design of the Transportation Incident Management Center

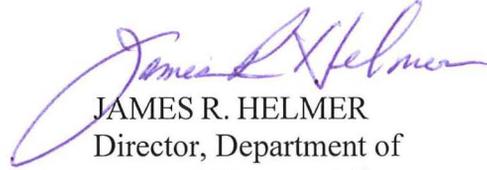
Page 5

CEQA

CEQA: Not a project.



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Transportation

For questions please contact DAVID SYKES, ASSISTANT DIRECTOR, PUBLIC WORKS DEPARTMENT, 408-535-8300.

KJ:fs:jw