



Memorandum

DATE: March 2, 2011

TO: Programs and Projects Committee

FROM: Matt Todd, Manager of Programming

SUBJECT: **Approval of One Year Extension of Project Monitoring Contract with Advance Project Delivery Inc. (APDI)**

Recommendation

It is recommended the Commission approve a one (1) year extension (through FY 2011/12) of the contract with Advance Project Delivery Inc. for Project Monitoring and Programming Assistance Services for projects programmed with various State, Federal, TFCA and CMA TIP funds and authorize the Executive Director to execute any required agreements, not to exceed \$150,000.

Summary

The Alameda County Congestion Management Agency authorized the Executive Director to execute a contract for project monitoring services and programming assistance, for a period of up to four (4) years in the spring of 2007. The four year period will be completed June 30, 2011. Staff is proposing a one (1) year extension to the contract with Advance Project Delivery Inc. The Alameda CTC has released multiple RFPs for many services/contracts required by the Alameda CTC, but is proposing to delay this advertisement of this proposed service. Staff is proposing an extension to the proposed contract for one additional year, making the total term of the contract five (5) years, and advertising to competitively procure a new contract for the services for FY 2012/13. Staff will provide additional information on the procurement of the services in FY 2011/12.

Background

Currently, project monitoring and reporting for all State, Federal, TFCA and CMA TIP funds, including the development of "At Risk Reports" over the course of the year, is completed within the scope of the Project Monitoring and Programming Assistance Contract with Advance Project Delivery Inc.

It is recommended the Board continue the monitoring efforts which have supported the programming activities managed by the Alameda CTC, including project delivery support to project sponsors for a one (1) year period, through FY 2011/12. An RFP will be released requesting proposals for project monitoring and reporting for State, Federal, TFCA and CMA TIP programs and for on-call assistance for other programming activities in FY 2011/12 for a new contract starting FY 2012/13.

The services provided through this contract can be broken into the following two (2) categories:

1. Project Monitoring and Reporting Services:

The consultant will provide project monitoring and reporting services to support the programming activities managed by the Alameda CTC including providing support to project sponsors in dealing with various funding agencies and requirements. This will be a continuation of the Alameda CTC's current effort which has had success in helping Alameda County projects meet required project delivery deadlines.

2. On-Call Programming Assistance Services:

The consultant will provide on-call assistance for programming activities on an as needed basis to assist Alameda CTC staff in reviewing candidate projects and developing funding recommendations in the various programs administered by the Alameda CTC.

Fiscal Impact

Fund sources used to support monitoring and programming assistance have included a combination of local and state funding sources. Funding for these services is included in the FY 2010/11 budget for services through June 30, 2011. The FY 2011/12 budget will include the funding to support the proposed contract extension through June 20, 2012.