



Alameda County Transportation Commission
meeting as a committee of the whole as the

FINANCE AND ADMINISTRATION COMMITTEE

MEETING NOTICE

Monday, July 09, 2012, 1:30 P.M.

1333 Broadway, Suite 300, Oakland, California 94612

(see map on last page of agenda)

Commission Chair

Mark Green, Mayor – Union City

Commission Vice Chair

Scott Haggerty, Supervisor – District 1

AC Transit

Greg Harper, Director

Alameda County

Supervisors

Richard Valle – District 2

Wilma Chan – District 3

Nate Miley – District 4

Keith Carson – District 5

BART

Thomas Blalock, Director

City of Alameda

Rob Bonta, Vice Mayor

City of Albany

Farid Javandel, Mayor

City of Berkeley

Laurie Capitelli, Councilmember

City of Dublin

Tim Sbranti, Mayor

City of Emeryville

Ruth Atkin, Councilmember

City of Fremont

Suzanne Chan, Vice Mayor

City of Hayward

Olden Henson, Councilmember

City of Livermore

John Marchand, Mayor

City of Newark

Luis Freitas, Vice Mayor

City of Oakland

Councilmembers

Larry Reid

Rebecca Kaplan

City of Piedmont

John Chiang, Mayor

City of Pleasanton

Jennifer Hosterman, Mayor

City of San Leandro

Joyce R. Starosciak, Councilmember

Executive Director

Arthur L. Dao

Chair:

John Chiang

Vice Chair:

Rebecca Kaplan

Members:

Mark Green

Wilma Chan

Rob Bonta

Scott Haggerty

Tom Blalock

Laurie Capitelli

Staff Liaisons:

Patricia Reavey

Executive Director:

Arthur L. Dao

Clerk of the Commission:

Vanessa Lee

AGENDA

Copies of Individual Agenda Items are Available on the:

Alameda CTC Website -- www.AlamedaCTC.org

1 PUBLIC COMMENT

Members of the public may address the Committee during “Public Comment” on any item not on the agenda. Public comment on an agenda item will be heard when that item is before the Committee. Only matters within the Committee’s jurisdictions may be addressed. Anyone wishing to comment should make their desire known by filling out a speaker card and handing it to the Clerk of the Commission. Please wait until the Chair calls your name. Walk to the microphone when called; give your name, and your comments. Please be brief and limit comments to the specific subject under discussion. Please limit your comment to three minutes.

2 CONSENT CALENDAR

2A. Minutes of June 11, 2012- **Page 1**

A

3 REGULAR MATTERS

3A. Approval of Amendment No. 1 to the Acumen Contract for Transportation Planning Services – **Page 3**

A

3B. Approval of Issuance of a Request for Proposals (RFP) for Project Controls Services and Authorization to Negotiate and Execute a Contract – **Page 5**

A

6 COMMITTEE MEMBER REPORTS (VERBAL)

7 STAFF REPORTS (VERBAL)

8 ADJOURNMENT/NEXT MEETING: SEPTEMBER 10, 2012

Key: A- Action Item; I – Information Item

(#) All items on the agenda are subject to action and/or change by the Committee.

*PLEASE DO NOT WEAR SCENTED PRODUCTS SO INDIVIDUALS WITH
ENVIRONMENTAL SENSITIVITIES MAY ATTEND*

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(510) 208-7400 (New Phone Number)
(510) 836-2185 Fax (Suite 220)
(510) 893-6489 Fax (Suite 300)
www.alamedactc.org*

Glossary of Acronyms

ABAG	Association of Bay Area Governments	MTC	Metropolitan Transportation Commission
ACCMA	Alameda County Congestion Management Agency	MTS	Metropolitan Transportation System
ACE	Altamont Commuter Express	NEPA	National Environmental Policy Act
ACTA	Alameda County Transportation Authority (1986 Measure B authority)	NOP	Notice of Preparation
ACTAC	Alameda County Technical Advisory Committee	PCI	Pavement Condition Index
ACTC	Alameda County Transportation Commission	PSR	Project Study Report
ACTIA	Alameda County Transportation Improvement Authority (2000 Measure B authority)	RM 2	Regional Measure 2 (Bridge toll)
ADA	Americans with Disabilities Act	RTIP	Regional Transportation Improvement Program
BAAQMD	Bay Area Air Quality Management District	RTP	Regional Transportation Plan (MTC's Transportation 2035)
BART	Bay Area Rapid Transit District	SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act
BRT	Bus Rapid Transit	SCS	Sustainable Community Strategy
Caltrans	California Department of Transportation	SR	State Route
CEQA	California Environmental Quality Act	SRS	Safe Routes to Schools
CIP	Capital Investment Program	STA	State Transit Assistance
CMAQ	Federal Congestion Mitigation and Air Quality	STIP	State Transportation Improvement Program
CMP	Congestion Management Program	STP	Federal Surface Transportation Program
CTC	California Transportation Commission	TCM	Transportation Control Measures
CWTP	Countywide Transportation Plan	TCRP	Transportation Congestion Relief Program
EIR	Environmental Impact Report	TDA	Transportation Development Act
FHWA	Federal Highway Administration	TDM	Travel-Demand Management
FTA	Federal Transit Administration	TEP	Transportation Expenditure Plan
GHG	Greenhouse Gas	TFCA	Transportation Fund for Clean Air
HOT	High occupancy toll	TIP	Federal Transportation Improvement Program
HOV	High occupancy vehicle	TLC	Transportation for Livable Communities
ITIP	State Interregional Transportation Improvement Program	TMP	Traffic Management Plan
LATIP	Local Area Transportation Improvement Program	TMS	Transportation Management System
LAVTA	Livermore-Amador Valley Transportation Authority	TOD	Transit-Oriented Development
LOS	Level of service	TOS	Transportation Operations Systems
		TVTC	Tri Valley Transportation Committee
		VHD	Vehicle Hours of Delay
		VMT	Vehicle miles traveled

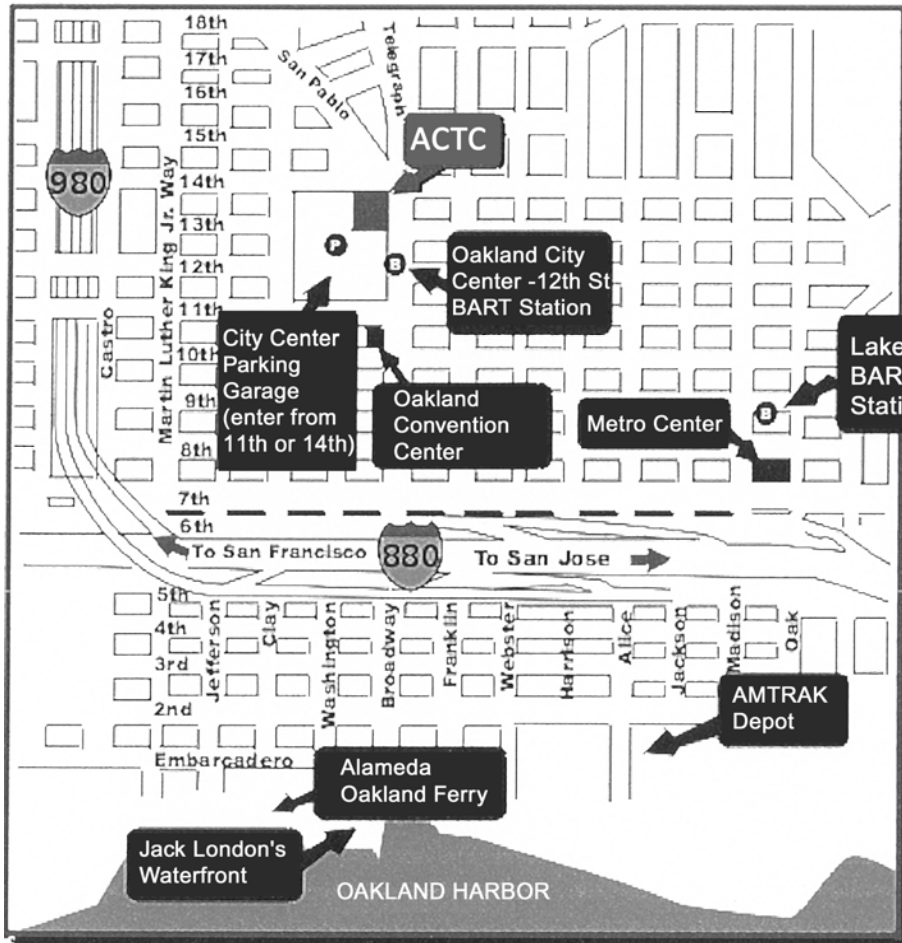


1333 Broadway, Suites 220 & 300

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www.AlamedaCTC.org



Directions to the Offices of the Alameda County Transportation Commission:

**1333 Broadway, Suite 220
Oakland, CA 94612**

Public Transportation Access:

BART: City Center / 12th Street Station

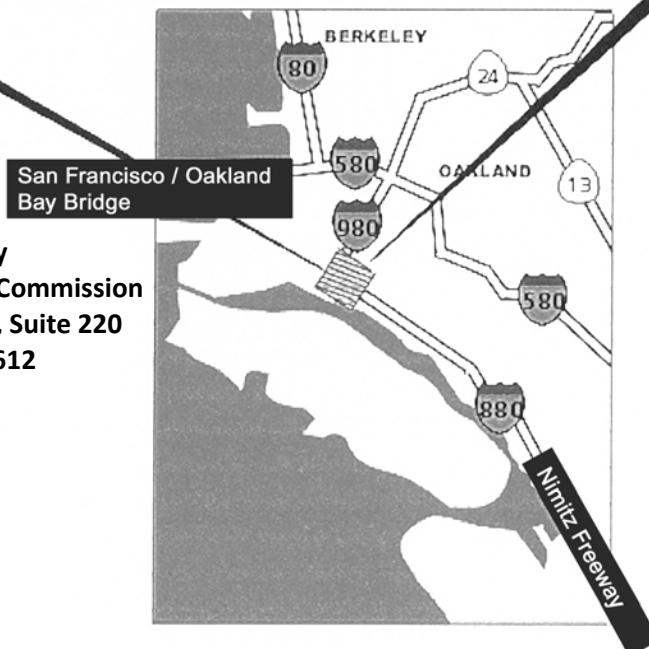
AC Transit:

Lines 1, 1R, 11, 12, 13, 14, 15, 18, 40, 51, 63, 72, 72M, 72R, 314, 800, 801, 802, 805, 840

Auto Access:

- Traveling South: Take 11th Street exit from I-980 to 11th Street
- Traveling North: Take 11th Street/Convention Center Exit from I-980 to 11th Street
- Parking: City Center Garage – Underground Parking, (Parking entrances located on 11th or 14th Street)

**Alameda County
Transportation Commission
1333 Broadway, Suite 220
Oakland, CA 94612**





**FINANCE AND ADMINISTRATION COMMITTEE
MINUTES OF JUNE 11, 2012
OAKLAND, CA**

Chair Chiang convened the meeting at 1:30 PM. Lee conducted a roll call. Chiang, Kaplan, Green, Haggerty, Bonta, Gregory, Blalock, Capitelli were presented. A quorum was confirmed.

1 Public Comment

2 Consent calendar

2A. Minutes of May 14, 2012

Mayor Green motioned to approve the Consent Calendar. Director Blalock seconded the motion. The motion passed 7-0.

3 Regular Matters

3A. Approval of Proposed Alameda CTC Consolidated Budget for FY2012-13

Patricia Reavey recommended that the Commission approve the Proposed Consolidated Budget for fiscal year 2012-13. She presented a Power Point presentation that covered total revenues of \$174.5 million and expenditures, broken down by administration, planning and programs for a total of \$227.4 million. Ms. Reavey reported a projected ending Fund Balance of \$102.5 million and concluded by reviewing the ACTIA's limitation calculations.

Councilmember Peixoto asked who imposed the admin limitations. Zack Wasserman informed the Committee that the limitations were set by the expenditure plan.

Councilmember Kaplan motioned to approve this Item. Director Blalock seconded the motion. The motion passed 7-0.

3B. Update on Agency Offices Consolidation and Creation of a Sub-Committee for Office Relocation

Art Dao recommended that the Committee approve the creation of an administrative Sub-Committee to guide staff through the process for planning and evaluation of potential office relocation alternatives. Mr. Dao went over some of the criteria staff considered when looking into office space including Board room accommodations, adequate space to accommodate staff and co-located consultants, easy access to frequent, reliable and good public transportation, especially BART and proximity to other partnering agencies that the Alameda CTC frequently coordinate with, such as the County, regional transportation and planning agencies, Caltrans, BART, and AC Transit.

Councilmember Kaplan requested clarification on what Board members would make up the subcommittee. Mr. Dao informed her that the subcommittee would consist of Chair Green, Vice Chair Haggerty and Mayor Chiang.

Director Blalock motioned to approve this Item. Councilmember Capitelli seconded the motion. The motion passed 8-0.

3C. Approval of Amendment to Alameda CTC Administrative Code

Tess Lengyel recommended that the Commission adopt amendments to the Administrative code. Ms. Lengyel reviewed three small amendments include clarifying in timing for elections of the Alameda CTC Chair and Vice-Chair to have the elections in December allowing election results in November to clarify what members will be remaining on the Commission; expansion of the Alameda County Technical Advisory Committee participants to reflect Senate Bill 375 and regional agency requirements by including both planners and public works from each jurisdiction, as well as to include an Association of Bay Area Governments representative; and finally cleaning up language to clarify adoption of transportation expenditure plans by a majority vote of the Commission, and development of the TEP go through the Planning, Policy and Legislation Committee.

Councilmember Capitelli motioned to approve this Item. Councilmember Kaplan seconded the motion. The motion passed 8-0.

4. Committee Member Reports

There were no committee reports.

5. Staff Reports

Art Dao informed the Committee that the Sierra Club was holding a meeting later in the day to possibly opposed the Alameda CTC TEP. He also informed the Committee that AC Transit will consider placing a parcel tax measure on the ballot.

6. Adjournment

The meeting ended at 2:25 PM. The next FAC meeting is on July 09, 2012 at 1:30 PM.

Attest by:



Vanessa Lee
Clerk of the Commission



Memorandum

DATE: July 2, 2012

TO: Finance and Administration Committee

FROM: Beth Walukas, Deputy Director of Planning

SUBJECT: **Approval of Amendment No. 1 to the Acumen Contract for Transportation Planning Services**

Recommendation

It is recommended that the Commission approve Amendment No. 1 to the existing Acumen contract (A12-0011) for the not-to-exceed amount of \$270,000 to add staffing capabilities to allow for additional transportation planning services required through June 30, 2013.

Summary

Due to the high level of transportation planning activities required as a result of the Commission's adoption of the Countywide Transportation Plan (CWTP) and Congestion Management Program (CMP), the Metropolitan Transportation Commission's adoption of Resolution 4035 One Bay Area Grant (OBAG) program, the tight timeframe in which OBAG must be implemented and the separation of one of two Senior Transportation Planners, from the agency, an augmentation to the Acumen contract to provide additional transportation planning services is requested. Approval of this action will allow Acumen to provide the required staff for the work underway beginning in July 2012.

Fiscal Impact

The approval of the recommended amendment to the Acumen contract of \$270,000 to the current \$1,292,845 contract would bring the new total contract amount to \$1,562,845. Funding for this amendment is included in the FY 12-13 Budget that was approved at the June 2012 Board meeting.

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Memorandum

DATE: July 2, 2012

TO: Finance and Administration Committee

FROM: Art Dao, Executive Director
Seung Cho, Contract Procurement Analyst
Arun Goel, Project Controls Engineer

SUBJECT: **Approval of Issuance of a Request for Proposals (RFP) for Project Controls Services and Authorization to Negotiate and Execute a Contract**

Recommendation

It is recommended that the Commission authorize staff to issue a request for proposals and proceed with the contract procurement process to obtain an executed professional services agreement with a consultant firm to provide project controls and project management services beginning January, 2013

Background

The project control team's function is to provide project management, project and grant monitoring, project controls, utility coordination and right-of-way services, and other related management activities to ensure the efficient, effective, and successful delivery of the Alameda CTC's capital projects and grant programs.

In addition to providing services for the delivery of capital projects, the project control team also provides resources to support staff in producing the Monthly Project Status Reports, the critically important Annual Strategic Plan Update, which also serves as the Measure B funding allocation plan for capital projects, and various other documents and reports that provide information on the progress of Alameda CTC's capital project activities. The project control team also assists staff in the preparation for various committee meetings.

At the May 24, 2012 Commission meeting, the governing body of the Alameda CTC approved the contract for the existing vendor of Project Control Services to be extended for a term of six months, which commences on July 1, 2012. To obtain services that will commence on or before January 1, 2013, staff recommends approval of an issuance of an RFP, and authorization to negotiate and execute a professional services contract for Project Control Services.

Fiscal Impacts

The budget for the Project Control Services was included in the Alameda CTC's consolidated fiscal year 2012-2013 budget.

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