



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

FINANCE AND ADMINISTRATION COMMITTEE

Commission Chair
Mark Green, Mayor – Union City

Commission Vice Chair
Scott Haggerty, Supervisor – District 1

AC Transit
Greg Harper, Director

Alameda County
Supervisors
Nadia Lockyer – District 2
Wilma Chan – District 3
Nate Miley – District 4
Keith Carson – District 5

BART
Thomas Blalock, Director

City of Alameda
Beverly Johnson, Councilmember

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
Marshall Kamen, Mayor

City of Newark
Luis Freitas, Vice Mayor

City of Oakland
Councilmembers
Larry Reid
Rebecca Kaplan

City of Piedmont
John Chiang, Vice Mayor

City of Pleasanton
Jennifer Hosterman, Mayor

City of San Leandro
Joyce R. Starosciak, Councilmember

Executive Director
Arthur L. Dao

MEETING NOTICE

Monday, April 11, 2011, 1:30 P.M.

1333 Broadway, Suite 300, Oakland, California 94612
(see map on last page of agenda)

Chair:	Vice Mayor John Chiang	
Vice Chair:	Councilmember Rebecca Kaplan	
Members:	Mayor Mark Green	Supervisor Scott Haggerty
	Supervisor Nadia Lockyer	Director Tom Blalock
	Supervisor Wilma Chan	Vice Mayor Rob Bonta
	Councilmember Laurie Capitelli	
Staff Liaisons:	Patricia Reavey	
Executive Director:	Arthur L. Dao	
Clerk of the Commission:	Gladys V. Parmelee	

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 March 14, 2011](#) – page 1

3 Financial Matters

None this month.

D/A

4 Administrative Matters

None this month.

5 Contracts and Agreements Status Reports

- 5A. [Approval of Consultant Team Selected to Provide Project Controls and Project Delivery Management Services and Authorization to Negotiate and Execute a Contract](#) – page 5

A

6 Staff and Committee Member Reports

7 Adjournment/Next Meeting: MAY 9, 2011

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*



FINANCE AND ADMINISTRATION COMMITTEE
MINUTES OF MARCH 14, 2011
OAKLAND, CA

Chair John Chiang convened the meeting at 1:48 PM.

1 Public Comment

There was no public comment.

2 Consent calendar

A motion to approve the consent calendar was made by Mayor Green; a second was made by Supervisor Haggerty. The motion passed 7-0.

3A. Approval and Adoption of Fiscal Year 2011-2012 Alameda County Congestion Management Agency's (ACCMA) Member Agency Fee Schedule

Patricia Reavey requested the Committee to recommend that the Commission approve the member agency fee schedule FY 2011-2012 to support the Alameda CTC core functions. A motion to approve staff recommendation was made by Supervisor Haggerty; a second was made by Mayor Green. The motion passed 7-0.

3B. Approval of Loan Program Between the Alameda County Transportation Authority (ACTA) and the Alameda County Congestion Management Agency (ACCMA)

Patricia Reavey requested the Committee to recommend that the Commission approve a loan program which would authorize ACTA to lend up to \$25 million to the ACCMA to help cash flow the ACCMA's Alameda County capital improvement program. A motion to approve staff recommendation was made by Mayor Green; a second was made by Councilmember Kaplan. The motion passed 6-0.

4. Administrative Matters

4A. Approval of the ACCMA's Small Business Enterprise (SBE) and Local Business Enterprise (LBE) Fiscal Year-to-Date Reports and Disadvantaged Business Enterprise (DBE) Quarterly Report for the Period of October 1 through December 31, 2010

Liz Brazil requested the Committee to recommend that the Commission approve the ACCMA SBE and LBE fiscal year-to-date reports and DBE Quarterly Report for the period ended December 31, 2010. A motion to approve staff recommendation was made by Councilmember Kaplan; a second was made by Supervisor Lockyer. The motion passed 6-0.

4B. Approval of ACTIA's Semi-Annual Local Business Contract Equity (LBCE) Program Utilization Report of Local Business Enterprises and Small Business Enterprises for the Period of July 1, 2010 through December 31, 2010

Arun Goel requested the Committee to recommend that the Commission approve the Semi-Annual LBCE Program Utilization Report for the payment period of July 1, 2010 to December 31, 2010. He added that the contracts and contract payment data were reviewed and accepted by the Commission's contract equity consultant L. Luster and Associates. A motion to approve staff recommendation was made by Director Blalock; a second was made by Councilmember Capitelli. The motion passed 6-0.

6 Staff and Committee Member Reports

There was no report from staff.

Supervisor Lockyer reported that she is hosting a Regional Sustainable Communities Strategy Workshop on March 19th from 9:00 am to 12:00 noon at the Newark/Fremont Hilton located at 39900 Balentine Drive, Newark. She invited the Committee members to attend.

7 Adjournment/Next Meeting: April 11, 2011

The meeting ended at 2:35 PM. The next FAC meeting is on March 14, 2011 at 1:30 PM.

Attest by:



**Gladys V. Parmelee
Clerk of the Commission**



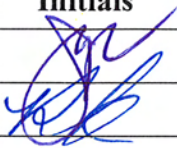


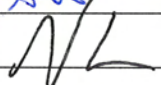


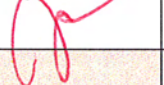


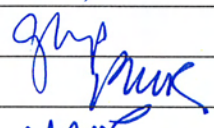
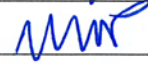
FINANCE AND ADMINISTRATION COMMITTEE MEETING

ROSTER OF MEETING ATTENDANCE

March 14, 2011

1:30 p.m.

1333 Broadway, Suite 300, Oakland, CA 94612

BOARD MEMBERS	Initials	ALTERNATES	Initials
Chair : John Chiang, – City of Piedmont			
Vice Chair: Rebecca Kaplan – City of Oakland			
Members:			
Rob Bonta – City of Alameda			
Scott Haggerty – County of Alameda, District 1		Bill Harrison – City of Fremont	
Nadia Lockyer – County of Alameda, District 2			
Wilma Chan – County of Alameda, District 3		Michael Gregory – City of San Leandro	
Tom Blalock - BART		Robert Franklin - BART	
Laurie Capitelli – City of Berkeley		Kriss Worthington – City of Berkeley	
Mark Green – City of Union City		Emily Duncan – City of Union City	
LEGAL COUNSEL			
Zack Wasserman – WRBD			
Neal Parish – WRBD			
Geoffrey Gibbs - GLG			
STAFF			
Arthur L. Dao – Executive Director			
Gladys Parmelee – Executive Assistant and Clerk of the Commission			
Patricia Reavey - Director of Finance			
Myrna Portillo – Administrative Assistant I			

STAFF	Initials	STAFF	Initials
Tess Lengyel – Programs & Public Affairs Manager	<i>TL</i>	Ray Akkawi – Manager of Project Delivery	
Beth Walukas – Manager of Planning		Cyrus Minoofar - Manager of ITS	
Matt Todd - Manager of Programming	<i>MT</i>	Christina Muller –Administrative Manager	
Yvonne Chan – Accounting Manager	<i>YC</i>	Arun Goel – Associate Transportation Engr.	<i>AKG</i>
Bijan Yarjani – Senior Transportation Engineer		Linda Adams – Executive Assistant	
Steve Haas – Senior Transportation Engineer		Liz Brazil – Contracts Administrator	<i>LB</i>
John Hemiup – Senior Transportation Engineer		Lei Lam – Senior Accountant	
Saravana Suthanthira - Senior Transportation Planner		Sammy Ng – Senior Accountant	
Diane Stark - Senior Transportation Planner		Patty Seu - Accountant	
Vivek Bhat - Senior Transportation Engineer		Jacki Taylor – Programming Liaison	
Frank R. Furger – Executive Director, I-680 JPA		Laurel Poeton – Engineering Assistant	
Anees Azad – Manager of Finance & Admin.	<i>AA</i>	Libby Hendrickson – Administrative Asst. II	
<i>Victoria Winn - Admin Asst III</i>		<i>Claudia Leyva - Admin Asst III</i>	<i>CDL</i>

	NAME	JURISDICTION/ ORGANIZATION	PHONE #	E-MAIL
1.	<i>Chris Kelly</i>	<i>Alameda County BOS</i>	<i>(510) 272-6676</i>	
2.	<i>Joan Fisher</i>	<i>Lilustan Assoc</i>	<i>(510) 208-7466</i>	<i>outreach@AlamedaCTC.org</i>
3.	<i>Sharon Powers</i>	<i>Powertco</i>	<i>(510) 979-9660</i>	
4.	<i>Jan Oler</i>	<i>Alb CTC ACT</i>	<i>(510) 208-7464</i>	
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Memorandum

DATE: March 30, 2011

TO: Finance and Administration Committee

FROM: Arthur L. Dao, Executive Director
Liz Brazil, Contracts Administrator

SUBJECT: **Approval of Consultant Team Selected to Provide Project Controls and Project Delivery Management Services and Authorization to Negotiate and Execute a Contract**

Recommendation

Staff recommends that the Committee approve the selection of Moffatt & Nichol (M&N) to provide consultant services for project controls and project delivery management services for the Alameda CTC and authorize the negotiation and execution of a contract for these services.

Summary

On March 1, 2011, the Alameda CTC released a Request for Proposals (RFP) for project controls and project delivery management services. M&N was the sole proposer to respond to the RFP which was due on March 25, 2011. The proposal demonstrates that the M&N team has strong project management and project controls skills and an excellent grasp of both ACTIA Measure B programs and the project delivery requirements for the ACCMA capital program. The proposal meets all requirements in response to the scope of work and is in compliance with the Underutilized Disadvantaged Business Enterprise (UDBE) federal goal requirements of 9.18%. In addition, the proposal includes 92% Local Business Enterprise (LBE), 38% Small Local Business Enterprise (SLBE) and 21% Very Small Local Business Enterprise (VSLBE) participation.

Background

The Alameda CTC's objective in contracting for project delivery management and project control services is to ensure the efficient, effective and successful delivery of the Measure B and ACCMA capital programs on time, within budget and in a manner which is transparent to all stakeholders.

At the January 27, 2011 Board meeting, the Commission approved the issuance of an RFP for project controls and project delivery management services to support the delivery of ACTIA Measure B and ACCMA capital projects. Staff released a RFP on March 1, 2011. The RFP required that Consultants submit a proposal which provided professional guidance, analyses, and recommendations to assist the Alameda CTC staff in the decision-making processes related to delivery of the Measure B and CMA capital projects. A mandatory pre-proposal meeting was held on March 11, 2011 to which a total of thirty-seven (37) firms attended. Proposals were due on March 25, 2011.

Ultimately, only one proposal was received from the M&N team. The team consists of sixteen (16) firms including the two current incumbent project controls firms, BAPM for ACTIA and APM (consisting of Hatch Mott McDonald and VSCE joint venture) for ACCMA. The team as a whole exhibits the depth of experience necessary to assist the Alameda CTC in the delivery of transportation programs and capital projects with State, Federal and local participation. The M&N proposal was reviewed for responsiveness and for compliance with federal requirements. The sole proposal not only met federal requirements, but also included significant local participation (see table below).

Name	LBE Participation (% of Dollars)	SLBE Participation (% of Dollars)	VSLBE Participation (% of Dollars)	Location
Moffatt & Nichols	26.06			Oakland, CA
BAPM	9.65	9.65		Oakland, CA
Acumen	7.08	7.08		Oakland, CA
AdServe	4.76	4.76	4.76	Oakland, CA
Associate Right of Way				Pleasant Hill, CA
Axis Consulting Eng.	10.96	10.96	10.96	Oakland, CA
Cordoba Consulting				Concord, CA
Hatch Mott McDonald	12.53			Pleasanton, CA
Kimley-Horn	6.48			Oakland, CA
Nancy Whelan				San Francisco, CA
PDM				Oakland, CA
PB	4.89			San Francisco, CA
S & C Engineers	2.22			Oakland, CA
Summit Associates				San Leandro, CA
Vali Cooper	2.45			Dublin, CA
VSCE	5.05	5.05	5.05	Oakland, CA
Total	92.13	37.5	20.77	

Staff is seeking the Committee's approval of the selection of the M&N team as the project controls and project delivery management services consultant for the Alameda CTC and authorization to negotiate and execute a contract. The schedule to negotiate and execute a contract is as follows:

- Recommend PPC and FAC Committee approval of M&N selection and contract – 4/11/11
- Recommend Commission approval – 4/20/11
- Contract Negotiations begin – 4/21/11
- Contract Commencement – 7/1/11

Fiscal Impacts

The budget for these services will be included in the Alameda CTC's Consolidated FY2011-12 proposed budget scheduled to go before the Board in May, 2011.