

## STAFF REPORT

**SUBJECT:** Measure A Strategic Plan Contract

**MEETING DATE:** January 21, 2010

**AGENDA ITEM:** 6D

**STAFF CONTACT:** Steve VanDenburgh, Jim Kemp

### RECOMMENDATION:

Approve a contract amendment with Parsons Brinckerhoff increasing budget to complete strategic plan by \$45,000.

### SUMMARY:

The contract budget for Parsons Brinckerhoff consulting team has been exhausted and additional funds are needed to complete the strategic plan. Additional work not in the contract scope was required by the team including the development of additional cash flow scenario options and extra meetings with TTAC and board subcommittees. Work still to be done includes the interregional transit operator analysis, lead agency identification for named projects and the SBCAG staff resources analysis, in addition to incorporating all of the above into draft and final strategic plans. A draft strategic plan incorporating those elements and the cash flow are scheduled to be brought to the board in draft form in February and for adoption in March. Their initial request for funding was an estimated \$61,000 and was presented to the board in November when it was anticipated they would run out of funding in January. The board directed staff to bring the item back in January when the PB team had exhausted their funding and they had more certainty of the amount of funding they would need to complete the plan. Upon reconsideration of the amount of work remaining, the PB team now estimates they would need only a \$45,000 increase to their budget to complete the plan. In November, TTAC recommended the board approve a budget increase, which at that time was estimated by PB at \$61,000. Staff is recommending that the board approve the lower, revised amount requested by PB of \$45,000.

### DISCUSSION:

The SBCAG board approved a \$300,000 budget, funded from Measure A, for preparation of a strategic plan by the Parsons Brinckerhoff team. Approximately half of the budget was directed to tasks related to developing a cash flow scenario for the Strategic Plan. The budget anticipated that three cash flow scenarios would be created and vetted with these committees. To date, seven cash flow scenarios have been created. The budget required the PB team to attend five meetings each of TTAC and the board subregional committees and two board meetings to discuss the cash flow analysis scenarios and present the draft and final strategic plans. The meetings were expected to be completed between June and October, a draft strategic plan was scheduled to be presented to the SBCAG board in November and the final presented for adoption in December. The schedule has been extended due to the number of scenarios created so that the draft plan will be presented to the board in February and a final for adoption in March. Initially, the PB team agreed to shift budget from other tasks in the contract to cover cost increases if the cash flow scenario process were going to take an additional month

to be wrapped up. But at least five additional meetings with TTAC and the subregional committees, between November to March 2010, and attendance at three rather than two meetings of the SBCAG board, have been needed to complete the cash flow tasks in the scope of work. A three month schedule extension and a doubling of the number of meetings they have been asked to attend cannot be accommodated by shifting budget between tasks without seriously impacting other tasks in the scope of work they need to complete such as the interregional transit operator analysis, lead agency identification for named projects and the SBCAG staff resources analysis. In November, the PB team initially requested a budget increase of \$61,000 to cover the additional cost and to backfill budget shifts from other tasks that have already occurred. TTAC recommended that the board approve the request. At the November board meeting the board directed staff to bring the budget increase back in January when PB had exhausted their budget and could provide a more accurate estimate of the amount of funding needed to complete remaining scope items. The PB team now estimates that it will cost \$45,000 to complete the strategic plan.

#### Recommendation

Staff recommends that the board approve the \$45,000 budget increase requested by Parsons Brinkerhoff.

#### Committees

In November, TTAC recommended the board approve a budget increase, which at that time was estimated by PB at \$61,000.