



## Board Report

File #: 2018-0584, File Type: Contract

Agenda Number: 14.

### PLANNING AND PROGRAMMING COMMITTEE MAY 15, 2019

**SUBJECT: PURPLE LINE SECTIONS 2 AND 3 FIRST/LAST MILE PLAN AND GUIDELINES  
CONTRACT MODIFICATION**

**ACTION: APPROVE RECOMMENDATIONS**

#### **RECOMMENDATION**

AUTHORIZE the Chief Executive Officer to:

- A. EXECUTE Modification No. 1 to Task Order No. AE115994000 with IBI Group, for the Purple Line Sections 2 and 3 First/Last Mile (FLM) Plan and Guidelines (Project), to: 1) provide additional community engagement for the Purple Line FLM planning, and 2) further the development of the FLM Guidelines, in the amount of \$118,512 increasing the task order value from \$986,246 to \$1,104,758; and
- B. INCREASE Contract Modification Authority (CMA) specific to Task Order No. AE115994000 in the amount of \$100,000, increasing the CMA amount from \$100,000 to \$200,000, in support of additional services related to the Project.

#### **ISSUE**

The Project is in response to Metro Board motions 14.1 (Attachment A) and 14.2 (Attachment B), requiring future transit capital projects to integrate FLM improvements into project planning and delivery. The Project consists of two components, and the task order modification is necessary in order to provide: 1) additional community engagement to support FLM Plan development for Purple Line Sections 2 and 3 stations and 2) additional consultant support of FLM Guidelines development, including preparation of training materials.

#### **DISCUSSION**

In August 2018, Metro began work on the Project. The first component of the Project, the FLM Plan, will document improvements around four stations (Wilshire/Rodeo, Century City/Constellation, Westwood/UCLA, and Westwood/VA Hospital). As the coordination and engagement process has been unfolding, it has become necessary to add more coordination points with stakeholders such as city staff and other key community organizations, as well as develop interactive and high-quality engagement materials for future community events.

The second component of the Project, the FLM Guidelines, will inform how FLM elements are

integrated into the planning and construction of all future transit capital projects. The task order modification is necessary in order to include additional support to prepare the document and facilitate trainings once the Guidelines are adopted by the Board. Since the project kick-off, it also became clear that added interim drafts will be needed to provide direction to the final Guidelines document.

In addition, an increase in contract modification authority is recommended in order to anticipate future needed services related to the Project.

### **EQUITY PLATFORM**

The Project has involved a diverse range of voices in the decision-making process, in particular through the FLM walk audits that document existing conditions and will generate recommended FLM improvements for the four targeted stations. Development of the FLM plan and the guidelines includes robust internal and external participation.

### **DETERMINATION OF SAFETY IMPACT**

This Board action will not have any adverse impact on safety standards for Metro. Rather, the planning and implementation of FLM improvements will improve safe access to Metro's transit network.

### **FINANCIAL IMPACT**

There will be no overall financial impacts to the FY19 and FY20 budget. The FY19 and FY20 budget in Cost Center 4340, Project 405310, Countywide First/Last Mile Plan, has sufficient funds available to accommodate the task order modification. The source of funds in FY19 and FY20 is Measure M 2% Active Transportation Project funds which are not eligible for bus and rail operating and capital expenditures.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The task order modification furthers Strategic Plan Goal #1: High quality mobility options and Strategic Plan Initiative 1.1 "Target infrastructure and service investments toward those with the greatest mobility needs." It accomplishes this by guiding future investment to pedestrian and bicycle infrastructure around high capacity transit.

### **ALTERNATIVES CONSIDERED**

The Board could consider not approving the contract modification. This is not recommended because it would result in a less robust, interactive engagement process and would risk not having sufficient buy in from key stakeholders when plan specifics are finalized.

### **NEXT STEPS**

Upon Board approval, staff will execute Modification No. 1 to Task Order No. AE115994000 with IBI Group and continue working with the consultant team to provide additional support and research around the FLM planning for Purple Line Sections 2 and 3 and further develop the Guidelines. The FLM planning work and Guidelines are anticipated to be completed and presented to the Board for consideration in fall 2019.

### **ATTACHMENTS**

Attachment A - File # 2016-0442

Attachment B - File # 2016-0451

Attachment C - Procurement Summary

Attachment D - Task Order Modification/Change Order Log

Attachment E - DEOD Summary

Prepared by: My La, Manager, Transportation Planning, Countywide Planning  
& Development, 213-922-5634

Jacob Lieb, Senior Director, Countywide Planning & Development, 213-922-4132

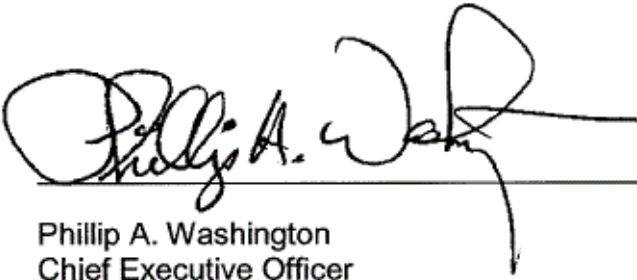
Nick Saponara, DEO, Countywide Planning & Development, (213) 922-  
4313

Jenna Hornstock, EO, Countywide Planning & Development, (213) 922-7437

Holly Rockwell, SEO, Countywide Planning & Development, (213) 922-5585

Reviewed by: Debra Avila, Chief Vendor/Contract Management Officer, (213) 418-3051

Laurie A. Lombardi, Interim Chief Planning Officer, (213) 418-3251



---

Phillip A. Washington  
Chief Executive Officer

## Metro

Los Angeles County  
Metropolitan Transportation  
Authority  
One Gateway Plaza  
3rd Floor Board Room  
Los Angeles, CA



## Board Report

**File #:**2016-0442, **File Type:**Motion / Motion  
Response

Agenda Number:14.1

**PLANNING AND PROGRAMMING COMMITTEE  
MAY 18, 2016**

**Motion by:**

**Directors Garcetti, Bonin, Kuehl, Solis, DuBois and Najarian**

May 18, 2016

**Item 14, File ID 2016-0108; First-Last Mile**

According to MTA data, 76 percent of Metro Rail customers and 88 percent of Metro Bus customers arrive at their station or stop by walking, biking, or rolling. To support these customers, MTA staff prepared an Active Transportation Strategic Plan which contains many First-Last Mile improvements that will connect people to MTA's transit network and maximize the benefits from transit investments being made across Los Angeles County.

First-Last Mile elements include, but are not limited to, ADA-compliant curb ramps, crosswalk upgrades, traffic signals, bus stops, carshare, bikeshare, bike parking, context-sensitive bike infrastructure, and signage/wayfinding. The Federal Transit Administration considers First-Last Mile infrastructure to be essential to providing safe, convenient, and practical access to public transportation.

So far, MTA has taken important preliminary steps to implement First-Last Mile projects, including the award-winning 2014 Complete Streets Policy, the Wayfinding Signage Grant Pilot Program, providing carshare vehicles at Metro Rail stations, and pilot First-Last Mile infrastructure at Arcadia, Duarte, Expo/Bundy, and 17th Street/SMC stations.

However, more can be done to support First-Last Mile facilities across all of Los Angeles County.

MTA's award-winning Complete Streets Policy stated that MTA would approach every project as an opportunity to improve the transportation network for all users. However, in practice, there is a needlessly narrow approach to major transit projects that has resulted in many missed opportunities to deliver First-Last Mile elements.

Outside of major transit projects, it will typically not be MTA's role to deliver First-Last Mile projects that are the purview of local jurisdictions. However, MTA can take steps to meaningfully facilitate and help local jurisdictions deliver First-Last Mile projects through a variety of means.

To support regional and local transit ridership across Los Angeles County, it is time for MTA to reaffirm its dedication to the delivery of First-Last Mile facilities across all of Los Angeles County.

**APPROVE Motion by Garcetti, Bonin, Kuehl, Solis, DuBois and Najarian** that the Board adopt the Active Transportation Strategic Plan (Item 14); and,

WE FURTHER MOVE that the Board direct the CEO to:

- A. Designate streets within the Active Transportation Strategic Plan's 661 transit station areas as the Countywide First-Last Mile Priority Network;
- B. To support regional and local transit ridership and facilitate build-out of the Countywide First-Last Mile Priority Network, including, but not limited to, ADA-compliant curb ramps, crosswalk upgrades, traffic signals, bus stops, carshare, bikeshare, bike parking, context-sensitive bike infrastructure (including Class IV and access points for Class I bike infrastructure), and signage/wayfinding:
  1. Provide technical and grant writing support for local jurisdictions wishing to deliver First-Last Mile projects on the Countywide First-Last Mile Priority Network, including providing technical assistance and leadership to jurisdictions to help and encourage the implementation of subregional networks that serve the priority network;
  2. Prioritize funding for the Countywide First-Last Mile Priority Network in MTA grant programs, including, but not limited to, the creation of a dedicated First-Last Mile category in the Call for Projects;
  3. Create, and identify funding for, a Countywide First-Last Mile Priority Network Funding Match Program, separate from existing MTA funding and grant programs, for local jurisdictions wishing to deliver First-Last Mile projects on the Countywide First-Last Mile Priority Network;
  4. To support the Active Transportation Strategic Plan, dedicate funding for the Countywide First-Last Mile Priority Network in the ongoing Long-Range Transportation Plan update, including a review of First-Last Mile project eligibility for all Prop A, Prop C, and Measure R capital funding categories;
  5. Building on MTA's underway effort to conduct First-Last Mile studies for Blue Line stations, conduct First-Last Mile studies and preliminary design for First-Last Mile facilities for all MTA Metro Rail stations (existing, under construction, and planned), all busway stations, the top 100 ridership Los Angeles County bus stops, and all regional rail stations;
  6. Incorporate Countywide First-Last Mile Priority Network project delivery into the planning, design, and construction of all MTA transit projects ~~starting with the Purple Line Extension~~

---

Section 2 project. These Countywide First-Last Mile Priority Network elements shall not be value engineered out of any project; and staff to report back at the June Planning and Programming Committee on the Purple Line Extension Section 2 Project.

C. Report on all the above during the October 2016 MTA Board cycle.

**AMENDMENT by Solis** to include Foothill Gold Line Phase 2B Extension to Claremont.

## Metro

Los Angeles County  
Metropolitan Transportation  
Authority  
One Gateway Plaza  
3rd Floor Board Room  
Los Angeles, CA



## Board Report

File #:2016-0451, File Type:Motion / Motion  
Response

Agenda Number:

**PLANNING AND PROGRAMMING COMMITTEE MEETING  
MAY 18, 2016**

**Motion by:**

**Directors Butts, DuBois, Knabe and Solis**

May 18, 2016

**Relating to Item 14.1, File ID 2016-0442; Active Transportation Plan**

The preamble of Motion 14.1 states an excellent case for how important the Active Transportation Strategic Plan will be for local jurisdictions, especially for those jurisdictions through which the rail system is running with stations lying therein.

The fact that half of all trips are three miles or less highlights the need to focus on enhancing access to and from Metro transit stations and Motion 14.1 underscores those issues.

The co-authors address the connection in Sections B-4 and B-6 in reaffirming Metro's dedication to the delivery of First-Last Mile facilities and the need to leverage funding opportunities and Metro resources by incorporating "...Countywide First-Last Mile Priority Network project delivery into the planning, design, and construction of all MTA transit projects..."

Motion 14.1 further points out that "...outside of major transit projects, it will typically not be MTA's role to deliver First-Last Mile projects that are the purview of local jurisdictions. However, MTA can take steps to meaningfully facilitate and help local jurisdictions deliver First-Last Mile projects through a variety of means."

We believe that the existing practice of encouraging local jurisdictions to contribute up to 3% of a rail project's budget should be included among that "variety of means" as an appropriate vehicle to facilitate the leveraging of Metro and local jurisdictions' resources towards the goals contained in the ATSP and section B-6 of Motion 14.1.

**APPROVE Motion by Butts, DuBois, Knabe and Solis** to amend Motion 14.1 under subsection B-6 to specify that, henceforth, Metro would negotiate in a standardized MOU with the respective contributing jurisdiction(s) that up to 100% 50% of a local jurisdiction's 3% local contribution can go towards underwriting ATP, First-Last Mile, bike and pedestrian and street safety projects that contribute to the accessibility and success of the stations in the respective jurisdictions.

---

**File #:**2016-0451, **File Type:**Motion / Motion  
Response

Agenda Number:

---

**AMENDMENT by Solis** to include Foothill Gold Line Phase 2B Extension to Claremont.



## PROCUREMENT SUMMARY

## PURPLE LINE FIRST/LAST MILE GUIDELINES/AE115994000

1.	<b>Contract Number:</b> Task Order No. AE115994000 (PS4010-3041-BB-XX)		
2.	<b>Contractor:</b> IBI Group		
3.	<b>Mod. Work Description:</b> Purple Line Sections 2 and 3 First/Last Mile (FLM) Plan and Guidelines - Provide additional community engagement for the Purple Line FLM planning and further the development of the FLM Guidelines		
4.	<b>Work Description:</b> Purple Line First/Last Mile Guidelines		
5.	<b>The following data is current as of:</b> 04/04/19		
6.	<b>Contract/TO Completion Status:</b>		<b>Financial Status:</b>
	<b>Award Date:</b>	06/05/18	<b>Awarded Task Order Amount:</b> \$986,246
	<b>Notice to Proceed (NTP):</b>	06/23/18	
	<b>Original Completion Date:</b>	02/28/20	<b>Value of Mods. Issued to Date (including this action):</b> \$118,512
	<b>Current Est. Complete Date:</b>	09/26/20	<b>Total Amount (including this action):</b> \$1,104,758
7.	<b>Contract Administrator:</b> Samira Baghdikian		<b>Telephone Number:</b> (213) 922-1033
8.	<b>Project Manager:</b> My La		<b>Telephone Number:</b> (213) 922-5634

**A. Contract Action Summary**

This Board Action is to approve Modification No. 1 to Task Order No. AE115994000 under Contract No. PS4010-3041-BB-XX for Purple Line Sections 2 and 3 First/Last Mile (FLM) Plan and Guidelines to provide additional community engagement for Purple Line FLM planning and further the development of the FLM Guidelines.

This Task Order Modification was processed in accordance with Metro's Acquisition Policy. The task order type is firm fixed price. All other terms and conditions remain in effect.

On June 5, 2018, Task Order No. AE115994000 in the firm fixed price of \$986,246 was issued to IBI Group, a contractor on the Countywide Planning Bench.

Refer to Attachment D – Task Order Modification/Change Order Log for modifications issued to date.

**B. Cost Analysis**

The recommended price has been determined to be fair and reasonable based upon an independent cost estimate (ICE), cost analysis, and technical analysis. All labor and profit rates remain unchanged from the original task order.

<b>Proposal Amount</b>	<b>Metro ICE</b>	<b>Negotiated Amount</b>
\$130,191	\$125,727	\$118,512

**ATTACHMENT D**

**TASK ORDER MODIFICATION/CHANGE ORDER LOG  
PURPLE LINE FIRST/LAST MILE GUIDELINES  
TASK ORDER NO. AE115994000 VALUE ISSUED TO DATE**

<b>Mod. No.</b>	<b>Description</b>	<b>Status (approved or pending)</b>	<b>Date</b>	<b>Amount</b>
1	Purple Line Sections 2 and 3 First/Last Mile (FLM) Plan and Guidelines - Provide additional community engagement for the Purple Line FLM planning and further the development of the FLM Guidelines.	Pending	Pending	\$118,512
	<b>Task Order Modification Total:</b>			<b>\$118,512</b>
	<b>Original Task Order Amount:</b>		<b>06/05/18</b>	<b>\$986,246</b>
	<b>Total:</b>			<b>\$1,104,758</b>

## DEOD SUMMARY

## PURPLE LINE FIRST/LAST MILE GUIDELINES/AE115994000

**A. Small Business Participation**

IBI Group made a 29.28% Small Business Enterprise (SBE) commitment. The project is 14% complete and the current SBE participation is 9.31%, which represents a shortfall of 19.98%. IBI explained that a pending March invoice will increase their SBE participation to 37%. Additionally, SBE subcontractors The Robert Group and Terry A. Hayes Associates are expected to begin work in summer 2019.

Notwithstanding, Metro Project Managers and Contract Administrators, will work in conjunction with DEOD to ensure that IBI Group is on schedule to meet or exceed its SBE commitment. If IBI Group is not on track to meet its small business commitment, Metro staff will request that IBI Group submit an updated mitigation plan. Additionally, key stakeholders associated with the contract have been provided access to Metro's tracking and monitoring system to ensure that all parties are actively tracking Small Business progress.

<b>Small Business Commitment</b>	<b>29.28% SBE</b>	<b>Small Business Participation</b>	<b>9.31% SBE</b>
----------------------------------	-------------------	-------------------------------------	------------------

	<b>SBE Subcontractors</b>	<b>% Committed</b>	<b>Current Participation<sup>1</sup></b>
1.	Here Design	8.68%	8.64%
2.	The Robert Group	7.12%	0.00%
3.	Terry A. Hayes Associates	9.40%	0.00%
4.	Engineering Solutions Services	4.08%	0.67%
	<b>Total</b>	<b>29.28%</b>	<b>9.31%</b>

<sup>1</sup>Current Participation = Total Actual amount Paid-to-Date to DBE firms ÷ Total Actual Amount Paid-to-date to Prime.

**B. Living Wage and Service Contract Worker Retention Policy Applicability**

The Living Wage and Service Contract Worker Retention Policy (LW/SCWRP) is not applicable to this modification.

**C. Prevailing Wage Applicability**

Prevailing wage is not applicable to this modification.

**D. Project Labor Agreement/Construction Careers Policy**

Project Labor Agreement/Construction Careers Policy is not applicable to this Contract. Project Labor Agreement/Construction Careers Policy is applicable only to construction contracts that have a construction contract value in excess of \$2.5 million.