



Administrative Report

H.5., File # 20-0841

Meeting Date: 5/19/2020

To: MAYOR AND CITY COUNCIL

From: JOHN LA ROCK, COMMUNITY SERVICES DIRECTOR

TITLE

APPROVE THE FOURTH AMENDMENT TO THE AGREEMENT WITH LESLIE SCOTT CONSULTING FOR TRANSIT CONSULTING PROFESSIONAL SERVICES FOR AN ADDITIONAL AMOUNT OF \$100,000 FOR THE TERM JULY 1, 2020 - JUNE 30, 2021

EXECUTIVE SUMMARY

The City is responsible for the management, operations, fiscal management, and marketing/promotion of the Beach Cities Transit (BCT) and WAVE Dial A Ride (WAVE) systems, the Bus Pass Program and the Employee Rideshare Program in addition to ensuring regulatory compliance and providing general administration and fiscal management of transportation funding for Transportation Local Return Funds and Federal Transit Administration (FTA) grant project funds. Consulting services are required in order to meet programmatic, analytical, and reporting regulatory deadlines that exceed the available work program staffing of the Transit Division.

On May 17, 2016, the City Council approved an agreement with Leslie Scott Consulting. The First Amendment was approved by the City Council on May 18, 2017, the Second Amendment was approved by the City Council on April 17, 2018, and the Third Amendment was approved by the City Council on May 7, 2019.

The proposed Fourth Amendment to the Agreement would extend the agreement term through June 30, 2021 and increase the amount by \$100,000. The total value of the July 1, 2016 - June 30, 2021 agreement would be \$500,000. Staff recommends the continued retention of Leslie Scott Consulting to assist with the timely completion of transit projects. Funding for this agreement for transportation consulting services will be included in the Transit Fund as part of the proposed FY 2020-21 Budget. The consultant services are funded by dedicated transportation funding in the Transit Fund and receive no support from the General Fund.

BACKGROUND

Compliance with Federal, State and local reporting, regulatory, and administrative requirements necessitates consultant services with technical expertise in transportation planning, operations, project management and agency reporting systems. Leslie Scott Consulting Inc. possesses expertise in transit administration, transportation marketing, public outreach and general project management. Continuing the services would provide vital professional support enabling Transit staff to maintain existing programming and complete additional transit programs and projects that are

planned for implementation during the upcoming 2020-21 fiscal year.

The Transit Division regularly coordinates with various City Departments including Public Works, Community Development, Police and Financial Services to administer programs and project objectives. Transit Division staff will often participate in and assist with projects that are beyond the scope of staff expertise such as assisting with the new Transit Center Development and Bus Stop Amenities project's compliance with Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) regulations.

In addition, the Transit Division is required to perform complex and comprehensive planning and implementation measures, that are beyond the current staffing levels to accomplish in the annual work program. For example, the request and evaluation of proposals for transit center security, and related services, as well as the implementation of increased transit marketing efforts, and planning for the launch and marketing of Real-Time Passenger Information Systems will require additional professional project management, administrative and general staff support to the Transit Division. In order to accomplish these objectives, professional transportation consultant services are necessary to perform the work that is required for the timely completion of these projects and associated work programs.

During the 2019-20 fiscal year, Ms. Scott has collaborated on the Real-Time Information System, performing research, procurement and marketing implementation tasks. Additional duties have included the Federal Transit Administration (FTA) DBE Goal and SBE implementation for the Transit Center construction project, preparation for the FTA Triennial Review and drafting the Public Transit Agency Safety Plan. She also assists with BCT bus procurement, Employee Rideshare Program incentives, BCT/WAVE marketing efforts and other general support for the Transit Division's program activities.

Key elements of the proposed amendment and scope of work are:

- DBE and SBE Outreach, and project planning, coordination, management and implementation of the Transit Center Development Project;
- Assistance with the Request For Proposal and Bid Processes and implementation of the Transit Center Security Services, and Bus Stop Maintenance request for proposal process;
- Promotion, outreach plan and assistance with implementation of the BCT Real Time Information Systems;
- Professional assistance with the development, coordination and implementation of transit and rideshare program marketing materials and outreach;
- Provide technical assistance in meeting Federal, State and Local compliance requirements; providing assistance associated with agency administration and reports required by, but not limited to, the Los Angeles County Metropolitan Transportation Authority (MTA), the Federal Transit Administration (FTA), FTA National Transit Database program, FTA Title VI Regulations, California Department of Transportation (Caltrans), California Office of Emergency Services agency (Cal-OES), California Air Resources Board (CARB), South Coast Air Quality Management District (AQMD), and the California State Controller;
- Assistance with procurements and fiscal management, including Local, State and Federal Audits.

Leslie Scott is a transit/transportation consultant with over 30 years of experience in the

transportation industry, with expertise in providing consulting for transportation, transportation demand management and rideshare programming, bicycle route planning, and public outreach and project management. She currently serves as a consultant to Los Angeles Department of Transportation, Southern California Association of Governments, and has served as a Prime Consultant to the Cities of West Hollywood and South Pasadena, and the Art Center College of Design (Pasadena). Ms. Scott has been engaged as an Outreach Coordinator to perform public outreach presentations for the MTA, and the City of Los Angeles and County of Los Angeles Bicycle Transportation Plans. Ms. Scott also has government relations experience with various MTA committees and working groups as well as the South Bay Cities Council of Governments (SBCCOG).

Leslie Scott Consulting is approved by MTA as a Small Business Enterprise and Disadvantaged Business Enterprise firm. Ms. Scott is a graduate of Occidental College, Pasadena, and received a Master's Degree from the University of Southern California (USC) Annenberg School for Communication and Journalism.

COORDINATION

The Fourth Amendment to the Agreement has been approved as to form by the City Attorney's Office.

FISCAL IMPACT

The funding for the Fourth Amendment to the Agreement will be included in the proposed FY 2020-21 Transit Division Budget. Transportation consulting services are funded in the Transit Fund by dedicated transportation funding sources that include, but are not limited to Local Return Proposition A Funds and Formula Allocation Procedure (FAP) and State funds. No General Funds will be used for this Fourth Amendment to the Agreement.

FY 2020-21 Funding

<u>Transit Fund</u>	<u>\$100,000</u>
Total	\$100,000

FY 2020-21 Expenditures

<u>Leslie Scott Consulting</u>	<u>\$100,000</u>
Total	\$100,000

jrooney

APPROVED BY:

Joe Hoefgen, City Manager

ATTACHMENTS

1. Fourth Amendment to the Agreement- Leslie Scott Consulting, Inc.
2. Insurance Certificates
3. Third Amendment to the Agreement- Leslie Scott Consulting, Inc.
4. Second Amendment to the Agreement- Leslie Scott Consulting, Inc.
5. First Amendment to the Agreement- Leslie Scott Consulting, Inc.
6. Agreement with Leslie Scott Consulting