



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
CAPITAL PROJECTS STANDING COMMITTEE AGENDA
REGULAR MEETING
AUGUST 10, 2018 – 1:00PM
METRO ADMIN OFFICES
110 VERNON STREET
SANTA CRUZ, CA 95060**

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MEETING TIME: 1:00PM

NOTE: THE COMMITTEE CHAIR MAY TAKE ITEMS OUT OF ORDER

- 1 CALL TO ORDER**
- 2 ROLL CALL**
- 3 ADDITIONS OR DELETIONS FROM AGENDA / ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

4 ORAL AND OTHER COMMUNICATIONS TO THE CAPITAL PROJECTS STANDING COMMITTEE

This time is set aside for Directors and members of the general public to address any item not on the Agenda, but which is within the matter jurisdiction of the Committee. Each member of the public appearing at a Committee meeting shall be limited to three minutes in his or her presentation, unless the Chair, at his or her discretion, permits further remarks to be made. Any person addressing the Committee may submit written statements, petitions or other documents to complement his or her presentation. When addressing the Committee, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

5 APPROVE: CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR A CONSTRUCTION MANAGEMENT FIRM TO ASSIST WITH THE PACIFIC STATION ROOF AND WINDOWS REPLACEMENT PROJECT

Erron Alvey, Purchasing & Special Projects Director

6 APPROVE: STATE ROUTE 1 BUS ON SHOULDERS FEASIBILITY STUDY

Barrow Emerson, Planning and Development Director

7 ADJOURNMENT

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day. The agenda packet and materials related to an item on this Agenda submitted after distribution of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at www.scmtd.com subject to staff's ability to post the document before the meeting.



DATE: August 10, 2018
TO: Capital Projects Standing Committee
FROM: Erron Alvey, Purchasing & Special Projects Director

SUBJECT: CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR A CONSTRUCTION MANAGEMENT FIRM TO ASSIST WITH THE PACIFIC STATION ROOF AND WINDOWS REPLACEMENT PROJECT

I. RECOMMENDED ACTION

That the Capital Projects Standing Committee recommend the full Board of Directors authorize the Purchasing Manager to issue a formal Request for Proposals for a construction management firm to assist with the Pacific Station roof and windows replacement project

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) requires Construction Management Services for the Roof and Window Replacement Project at its Pacific Station Transit Center.
- Due to the anticipated damage to the roof membrane and walls from years of leaking, the assistance of a professional Construction Manager is requested to help METRO mitigate risk and costs of these unseen conditions by being closely involved in all of the day-to-day activities.
- In-house Facilities Maintenance staff does not have the expertise or the capacity to handle a project of this scope and size.

III. DISCUSSION/BACKGROUND

At its March 23, 2018 meeting, METRO's Board of Directors approved issuing an Invitation for Bids (IFB) for Replacement of the Roof and Windows at Pacific Station and funding the project with Public Transportation Modernization, Improvement and Service Account (PTMISEA). Staff subsequently met to kick-off the project and quickly determined that drafting the scope of work for an IFB, as well as handling the day-to-day construction activities of a project this size, was beyond the expertise and staff capacity of METRO's Facilities Maintenance Department.

Contracting for Construction Management Services would provide assistance to draft an IFB in a manner best to encompass the scope of replacing the roof and windows, as well as address and try to control the risks and cost of repairing the

anticipated damaged areas beneath the roof and in the walls surrounding the leaking windows.

Staff is requesting that the Capital Standing Committee recommend the full Board of Directors approve the issuance of a formal Request for Proposals for Construction Management Services for the Pacific Station Roof and Windows Replacement Project and the allocation of PTMISEA funding for the resulting contract at their next regular meeting.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This action will authorize the initiation of a procurement estimated to result in a contract with a value of \$70,000. Funding will be provided PTMISEA out of funds unspent and not needed which are currently allocated to the MetroBase project.

V. ALTERNATIVES CONSIDERED

- Do not use the services of a professional construction manager. This is not recommended as in-house Facilities Maintenance staff does not have the technical expertise or capacity to manage a project of this scope and size.

VI. ATTACHMENTS

Attachment A: Draft Scope of Work for RFP

Prepared by: Erron Alvey, Purchasing & Special Projects Director

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Chief Financial Officer

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Alex Clifford, CEO/General Manager



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Attachment A



SCOPE OF WORK

Description

The Santa Cruz Metropolitan Transit District (METRO) is seeking professional construction management services for all activities related to replacement of the roof and windows, including repairs required to any water-damaged materials discovered during construction, at its Pacific Station Transit Center (“the Project”). The roof at Pacific Station was last replaced in 1997, twenty years ago. The roof has been patched many times since and is currently exhibiting leaks throughout the upstairs office areas. Several of the windows in the building also leak significantly during periods of rain. Due to the suspected conditions beneath the roof membrane and in the walls, METRO seeks the services of a professional construction management firm to closely oversee construction and help mitigate costs.

Under the direction of METRO, the consulting firm will coordinate Project tasks with multiple departments, with consultants in the various design and construction disciplines, and with those agencies having jurisdiction over the Project. In many instances, the construction manager will act as METRO’s owner-representative in meetings and report to METRO as required.

The capability of firms submitting proposals shall include construction management services that cover the full spectrum (“cradle-to-cradle”) of a project.

Anticipated Services

The proposed Agreement anticipated by this RFP comprehensively covers services that can be defined as construction management. The services may include, but are not limited to, some or all of the following services:

Design services

- Cost estimates (hard and soft costs)
- Value engineering
- Review of building systems
- Formal constructability review
- Consideration of life cycle costs

Bidding / RFP or IFB assistance

- Assistance drafting scope of work for construction IFB
- Assistance drafting scope of work for Project support services RFPs

Attachment A

- Stimulate bid / proposal interest
- Pre-qualify / Qualify bids/proposals including evaluation of bonds, insurance coverage and financial capability
- Clarify scope of each trade
- Assistance with possible pre-purchase of long lead materials
- Assist in the conduct of pre-bid / pre-proposal and pre-construction meetings

Construction and inspection services

- Work with Owner, Architect, and Contractors / Design-Build-Entity to clearly define roles and responsibilities during construction and develop a construction management plan.
- Coordinate the work of the Contractor / Design-Build-Entity without interfering in the progress of the Project and make them a part of the project team.
- Chair and conduct meetings with Owner, Architect, and Contractor / Design-Build-Entity and produce minutes from each meeting. Assure that the project is on schedule and, if not, develop recovery plans with Contractor / Design-Build-Entity.
- Establish notification procedures for any shutdowns of utilities for the progress of the work.
- Coordinate the testing and inspection of the Project and review test reports and make recommendations as necessary.
- Coordinate the activities of the multiple contracts between projects to assure that they are not interfering with each other.
- Produce monthly cost reports to monitor the current and project final costs of the Project. Prepare cash flow projections as needed.
- Provide administrative assistance to manage the filing systems, meeting minutes and the office.
- Develop and maintain correspondence logs.
- Review and make recommendations on change order requests from the contractors. In particular, determine if the requests are legitimate.
- Review any Owner or design team document changes and prepare cost estimates for each.
- Maintain a change order log reflecting the status of each change order and the total cost of changes.
- Develop and maintain submittal and shop drawing logs. Review both as they are received before transmittal to the design teams to assure that they are complete and accurate.
- Develop and maintain a Request for Information (RFI) log. Coordinate and track responses with the design teams.

Attachment A

- Produce a weekly management report summary defining the progress of the work including change orders, RFI's, submittals, schedule and potential claims. Produce a more detailed monthly report of the same items.
- Review the monthly payment requests for completeness and accuracy, including ensuring that proper payroll documentation and lien releases are in order, and make recommendation for payment to Owner.
- Monitor the construction schedule provided by the Contractor/ Design-Build-Entity.
- Provide progress photos and video taping of the project on a regular basis.
- Review any potential claims. If any are received, review them and make recommendations.
- Perform field inspections to evaluate work in progress to confirm that it conforms to the contract documents. METRO seeks generalist inspection skills related to building systems such as mechanical, electrical, plumbing and telecommunications. METRO may also want the Construction Manager to satisfy the inspection requirements for essential service facility rating of the buildings.
- Schedule City of Santa Cruz and special inspections.
- Work with all local and government agencies to keep them informed of any related progress of the Project. Meet with them as required.
- Monitor the Contractors' / Design-Build-Entity's safety program.
- Prepare all punch-lists in conjunction with the design team and Owner. Monitor the completion of the punch-lists by the Contractor / Design-Build-Entity.
- Coordinate and receive all close-out items including as-built drawings, operation and maintenance manuals, and warranties as required.
- Assist with resolving all contract issues, warranties, bonds, etc. at close out of the Project.
- Prepare a final close out report with recommendation as to final payment, notice of completion, and file system for retrieval of closeout documentation.
- Assist with commissioning the building and owner training.

METRO may request from the consulting firm any and all of the above tasks, according to the needs of the Project. The firm must be staffed as to render these services expeditiously upon request.

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DATE: August 10, 2018
TO: Capital Projects Standing Committee
FROM: Barrow Emerson, Planning & Development Director
SUBJECT: STATE ROUTE 1 BUS ON SHOULDERS FEASIBILITY STUDY

I. RECOMMENDED ACTION

That the Capital Projects Standing Committee receive a presentation and recommend to the Board of Directors:

- A) Approval to proceed with the development of the operating concept for the State Route 1 Bus On Shoulders project; and,**
- B) Authorize the expenditure of up to \$50,000 for the development of the operating concept**

II. SUMMARY

- In 2016, the Association of Monterey Bay Area Governments (AMBAG) and the Transportation Agency for Monterey County (TAMC) awarded Santa Cruz Metropolitan Transit District (METRO) and Monterey-Salinas Transit (MST) a grant to study the feasibility of bus operations on State Route (SR) 1 shoulders.
- The Feasibility Study has been completed and it identifies opportunities, constraints, and includes a financial analysis of various approaches to providing bus operations on SR 1 shoulders.
- The recommended alternative for implementation in Santa Cruz County involves coordination with the Santa Cruz County Regional Transportation Commission (RTC) auxiliary lane projects on Highway 1.
- As a next step, staff proposes that METRO invest up to \$50,000 in currently budgeted FY19 operating funds to further develop an operating concept for review by California Department of Transportation (Caltrans) which will lead to subsequent project approval and environmental clearance of the improvements.
- METRO and RTC are working together with Caltrans to develop an implementation strategy.

III. DISCUSSION/BACKGROUND

SR 1 in both Monterey and Santa Cruz Counties is heavily congested during the morning and afternoon peak periods. During congested times, travel speeds are diminished, significant delays result and long queues form behind breakdown points.

Bus operations along the congested portions of SR 1 pose a significant challenge for MST and METRO to keep public transit competitive with the single occupant vehicle in the same traffic conditions. In order to address similar problems, transit agencies in other states and California have implemented "bus on shoulder" (BOS) operations during peak congestion times in collaboration with their state department of transportation partners. The purpose of operating buses on highway shoulders is to keep buses moving and to provide a competitive advantage to the bus passenger over driving their own vehicle. This solution also helps solve the congestion problem, reduces greenhouse gas emissions and could potentially increase ridership.

AB 946 (Assembly Member Mark Stone) was passed in 2013, allowing Monterey and Santa Cruz Counties the ability to move forward with a feasibility study. AMBAG and TAMC awarded the majority of the funding necessary to move forward in partnership with MST and METRO.

In October 2016, MST, as contract manager, hired CDM Smith to conduct a feasibility study to evaluate the possibility of operating buses on highway shoulders in Monterey and Santa Cruz counties.

This report was prepared in cooperation with Caltrans, CHP, TAMC, MST, RTC, METRO and local jurisdictions.

The full Feasibility Study can be found on the METRO website: [Monterey Bay Area Feasibility Study of Bus on Shoulder Operations on State Route 1 and the Monterey Branch Line](#)

Key Findings of Feasibility Study – Santa Cruz County

The Feasibility Study included data collection, literature review, traffic analysis, transit route performance analysis, concept feasibility, cost-benefit assessment and project implementation/next phase.

During the review and study period, the project team sought stakeholder participation from local jurisdictions, Caltrans, California Highway Patrol, AMBAG and TAMC. Some of the key findings of the Feasibility Study for Santa Cruz County are:

- Severe SR 1 morning and afternoon peak period traffic lasts for long periods.
- Congestion and unreliability keeps METRO from using SR 1 more extensively for bus services.

- SR 1 shoulders lack the width and structural section to support bus-on-shoulder operations without significant construction, although there is some potential in the southbound direction.
- Existing and planned auxiliary lanes provide an opportunity for bus on shoulder operations and must be implemented in coordination with each stage of the auxiliary lane projects. This approach would be the most effective, with the least cost, and operationally superior.
- Project cost estimates were developed for the different options along the project corridor. A summary evaluation for both counties was prepared showing a range of costs. BOS, combined with the auxiliary lanes, shows promise in Santa Cruz County with a cost of \$7.9 million.

Next Steps

The MST Board received a presentation on the Feasibility Study in July. The AMBAG Board on August 8th and the RTC will receive a presentation on August 16th.

Pending METRO and RTC Board approvals, the intent is to expedite the project approval and environmental clearance of the BOS facility on Highway 1 between 41st Avenue and Soquel Avenue/Drive in an effort to “catch up” with the auxiliary lane project prior to construction. The Highway 1 Auxiliary Lanes Project between 41st Avenue and Soquel Avenue/Drive begins Final Design this fall with construction anticipated to begin in 2020.

The next step for METRO will be to invest up to \$50,000 in currently budgeted FY19 operating funds to develop an operating concept for review by Caltrans. The operating concept will be developed by the consultant selected by RTC to prepare the final design for the initial auxiliary lane project. We expect the conceptual design development process to be an iterative and collaborative process involving Metro, the RTC, and Caltrans. Our proposed implementation plan includes initiation of the conceptual design development in the Fall of 2018, with a goal of reaching consensus by January of 2019.

Upon Caltrans conceptual approval of the facility, the preparation of the required environmental documentation and project approval would follow, with the BOS design elements being integrated into the Highway 1 Soquel/41st Ave. Auxiliary Lanes Project Final Design package. It is anticipated that a Categorical Exemption (CE) will be the appropriate environmental documentation for this project due to the improvements being minor in nature and within disturbed interchange areas. The cost to METRO of the Caltrans project approval and environmental clearance process could be in the range of \$250,000 to \$500,000 and would take between 6 and 12 months to complete, allowing the project to catch up with the start of the construction phase of the auxiliary lane project in 2020.

It is hoped that ultimately the implementation of a BOS project could part of the Auxiliary lane project funding, which RTC is pursuing from sources including Measure D and SB-1.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Initial financial impact is the approximately \$50,000 to prepare an operating concept for Caltrans review and subsequent environmental review. The required funding is included in the FY19 current fiscal year's Planning and Development Operating Budget within the Professional and Technical Fees (503031) account. Future costs could include the environmental review and implementation of required improvements.

V. ALTERNATIVES CONSIDERED

The alternative is to not pursue SR 1 bus on shoulders solutions and accept the congestion related delays to METRO SR 1 services, which limits the attraction of METRO services in terms of travel time savings relative to driving alone.

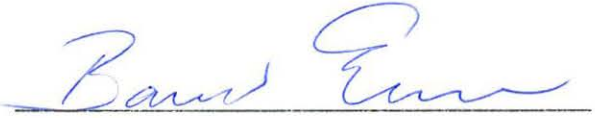
VI. ATTACHMENTS

None

Prepared by: Barrow Emerson, Planning & Development Director

VI. APPROVALS:

Barrow Emerson
Planning & Development Director



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Approved as to fiscal impact:
Angela Aitken, CFO



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Alex Clifford, CEO/General Manager



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