

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
3	09/22/14	Open	Action	09/04/14

Subject: Approve the Third Amendment to the Contract with Circlepoint and Approve the First Amendment to Work Order No. 9 for Community Relations Services for the South Sacramento Corridor Phase II Project.

ISSUE

Whether or not to approve the Third Amendment to the Contract with Circlepoint and Approve the First Amendment to Work Order No. 9 for Community Relations Services for the South Sacramento Corridor Phase II Project.

RECOMMENDED ACTION

- A. Adopt Resolution No.14-09-____, Approving the Third Amendment to the Contract for Community Relations Consultant for the South Sacramento Corridor Phase II Project with Circlepoint; and
- B. Adopt Resolution No. 14-09-____, Approving the First Amendment to Work Order No. 9 to the Contract for Community Relations Consultant for the South Sacramento Corridor Phase II Project with Circlepoint.

FISCAL IMPACT

Budgeted:	Yes	This FY:	\$	84,310.35
Budget Source:	Capital	Next FY:	\$	0
Funding Source:	New Starts/Prop 1B/Measure A/Developer Fees	Annualized:	\$	
Cost Cntr/GL Acct(s) or Capital Project #:	410.09.02.02.02.09	Total Amount:	\$	84,310.35
Total Budget:	\$ 600,000			

DISCUSSION

On January 12, 2009, the Board authorized staff to release a Request for Proposals (RFP) for Community Relations Services for the South Sacramento Corridor Phase II Project (SSCP2). On May 11, 2009, the Board awarded Circlepoint the Community Relations Services contract for an amount not to exceed \$400,000. On July 22, 2013, the Board approved the issuance of Work Order No. 9 for a not to exceed amount of \$135,310.15. At that time, eight work orders were issued for a combined total not to exceed amount of \$306,765. The addition of Work Order No. 9 resulted in the total contract consideration to be exceeded by \$48,067.65, which resulted in the need to execute Amendment No. 1 to the Circlepoint contract. Increasing the original contract total of \$400,000 to \$448,067.65 was within the General Manager/CEO's authority.

Approved:

Presented:

Final 09/12/14

General Manager/CEO

Director, Project Management

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RT has a continuing need for Circlepoint’s services; however, the principal agreement and Work Order No. 9 do not have sufficient funding to pay for the continuing services. Consequently, Work Order No. 9 and the principal agreement must be amended to increase the total consideration to cover the services needed. The Third Amendment to the contact with Circlepoint would increase the total not to exceed contract amount by \$151,932.35 from \$448,067.65 to \$600,000. The amount by which the total consideration is increased will cover the additional amount needed to fully fund Work Order No. 9 and the remainder will be used for any future work orders for unforeseen outreach assistance that may be needed or assistance with grand opening activities. The First Amendment to Work Order No. 9 will increase the total not to exceed amount to \$84,310.35. If the First Amendment to Work Order No. 9 is approved, the combined total for all nine work orders will total \$532,378, leaving \$67,622 for future work orders.

The scope of work for Work Order No. 9 and the First Amendment to this work order will include coordinating with the RT Project Manager, and Marketing and Communications staff to assist with the implementation of a robust community outreach program designed to keep the larger community and the neighborhoods around the SSCP2 Project alignment informed of construction activities. Specific activities include:

- Public meetings for the affected neighborhoods to provide residents with information about the Blue Line construction for the civil structures (track and stations) and the use of city streets as construction access routes.
- Providing content for the Blue Line website.
- Development of collateral information such as fact sheets, door hangers, flyers and letters related to the Blue Line construction.
- Assistance with the notification of upcoming Blue Line construction activities to affected neighborhoods, businesses, community organizations, churches, schools and social service agencies.
- Maintenance of the Blue Line database.

With less than a year of construction remaining on the Project, a portion of which is in an Environmental Justice neighborhood, RT must continue a robust community outreach program.

The original not to exceed amount of \$400,000 was intended to cover the entire project through completion. Due to unforeseen circumstances, the Project completion schedule slipped by about four years. Because of this, the consultant’s services have been delayed and additional time is needed to complete the outreach efforts.

Staff recommends Board approval of the Third Amendment to the Contract with Circlepoint to increase the total consideration to \$600,000 and also approve the First Amendment to Work Order No. 9 for a not to exceed amount of \$84,310.35, to continue Community Relations Services for the South Sacramento Corridor Phase II Project.

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RESOLUTION NO. 14-09-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

September 22, 2014

**APPROVING THE THIRD AMENDMENT TO THE CONTRACT FOR COMMUNITY
RELATIONS CONSULTANT FOR THE SOUTH SACRAMENTO CORRIDOR PHASE II
PROJECT WITH CIRCLEPOINT**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE
SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Third Amendment to the Contract between the Sacramento Regional Transit District, therein referred to as "RT" and Circlepoint, therein referred to as "Consultant," wherein the total contract consideration is increased by \$151,932.35 from \$448,067.65 to \$600,000 is hereby approved.

THAT, the Chair and General Manager/CEO are hereby authorized and directed to execute said Third Amendment.

PHILLIP R. SERNA, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary

RESOLUTION NO. 14-09-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

September 22, 2014

**APPROVING THE FIRST AMENDMENT TO WORK ORDER NO. 9 TO THE
CONTRACT FOR COMMUNITY RELATIONS CONSULTANT FOR THE SOUTH
SACRAMENTO CORRIDOR PHASE II PROJECT WITH CIRCLEPOINT**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE
SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the First Amendment to Work Order No. 9 between the Sacramento Regional Transit District, therein referred to as "RT" and Circlepoint, therein referred to as "Consultant," wherein Consultant agrees to provide Project Controls Services for an amount not to exceed \$84,310.35 as specified, is hereby approved.

THAT, the Chair and General Manager/CEO are hereby authorized and directed to execute said First Amendment to Work Order No. 9.

PHILLIP R. SERNA, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary