

Memorandum

To: CHAIR AND COMMISSIONERS
CALIFORNIA TRANSPORTATION COMMISSION

CTC Meeting: December 9-10, 2015

Reference No.: 2.8b.(1)
Action Item

From: NORMA ORTEGA
Chief Financial Officer

Prepared by: Rihui Zhang, Chief
Division of Local Assistance

Subject: **REQUEST TO EXTEND THE PERIOD OF CONTRACT AWARD FOR ACTIVE
TRANSPORTATION PROGRAM PROJECTS, PER ATP GUIDELINES
WAIVER 15-46**

RECOMMENDATION:

The California Department of Transportation recommends the California Transportation Commission (Commission) extend the period of contract award for the Active Transportation Program (ATP) projects listed on the attached document for the time period shown.

ISSUE:

The Commission allocated \$2,345,000 for the construction of two ATP projects identified on the attachment. The responsible agencies have been unable to award the contracts within six months of allocation. The attachment describes the details of the projects and the explanations for the delays. The respective agencies request extensions, and the planning agencies concurs.

BACKGROUND:

Current ATP Guidelines, Resolution G-15-04, stipulate that the agency implementing a project request a time extension if the project will not be awarded within six months of the allocation. The Commission may approve waivers to the timely use of funds deadline one time only for up to 12 months.

Attachment

Time Extension/Waiver – Project Contract Award Deadline
 Active Transportation Program

Project #	Applicant County PPNO Project Description Reason for Project Delay	Extension Amount <i>Construction Only</i>	Allocation Date Resolution Number Number of Months Requested Extended Deadline CT Recommendation
1	California Department of Transportation Various PPNO: 50-0773 State Technical Assistance Resource Center	\$1,250,000	08/27/2015 FATP-1516-01 12 Months 02/29/2017 Support
<p>The California Department of Transportation (Department) is requesting a 12-month extension to the period of contract award for the construction (CON) phase of the State Technical Assistance Resource Center (TARC). The Department experienced a delay in awarding the contracts.</p> <p>The Department received the CON allocation in August 2015 to provide ATP training resource material, workshop, survey the community for ATP needs and active transportation health issue education throughout the state. The ATP program coordinator relies on multiple external consultants to provide training. The Department's Division of Procurement and Contracts (DPAC) is in charge of the contract process for the Department. This involves submitting a service contract request, solicitation method, the legal review, advertise, conduct bid opening and award the contract. Currently, the ATP program coordinator is working with DPAC with the contracting process and submitted a service contract request. This consulting contracting process can take up to a year or longer. Therefore, the Department is requesting a 12-month extension from February 29, 2016 to February 28, 2017 to ensure adequate time to meet all state contracting requirements.</p>			
2	Town of Apple Valley San Bernardino County PPNO: 08-1172 Apple Valley Safe Routes to School Project	\$1,095,000	06/25/2015 FATP-1415-08 5 Months 05/31/2016 Support
<p>The Town of Apple Valley (Town) is requesting a five-month extension to the period of contract award for the construction (CON) phase of the Apple Valley Safe Routes to School project. The Town experienced an unexpected delay in advancing the project toward award.</p> <p>The Town received the CON allocation in June 2015. In addition to ATP, the project contains other funding sources including Surface Transportation Program (STP), Local and County Measure I funding. An amendment to the Federal Transportation Improvement Program (FTIP) was needed to properly account for all of the funding sources. Since this is a Metropolitan Planning Organization (MPO) selected project, the Town was required to work with the MPO to revise the programming. Southern California Association of Governments, the MPO, has since revised the programming with FTIP amendment and anticipates its approval by FHWA in mid-November. The Authorization to Proceed with Construction was submitted on October 19, 2015 and approval is anticipated in early December. However, the Town experienced a three month delay in advertising the project due to the FTIP programming issues. To allow for advertising, bid-opening, award and any unforeseen issues, the Town is requesting an additional two months. Therefore, the Town is requesting a five-month extension to May 31, 2016.</p>			