



Agenda Item No. (4)(b)

To: Finance-Auditing Committee/Committee of the Whole
Meeting of June 25, 2020

From: Ron Downing, Director of Planning
Kellee J. Hopper, Deputy General Manager, Administration and Development
James P. Swindler, Deputy General Manager, Ferry Division
Denis J. Mulligan, General Manager

Subject: **AUTHORIZE BUDGET ADJUSTMENT(S) AND/OR TRANSFER(S)**
(b) BUDGET INCREASE IN THE FY19/20 FERRY DIVISION
CAPITAL BUDGET RELATIVE TO CONTRACT NO. 2019-F-058,
LARKSPUR FERRY SERVICE & PARKING EXPANSION
ENVIRONMENTAL CLEARANCE & PRELIMINARY DESIGN
STUDY.

Recommendation

The Finance and Auditing Committee recommends, in concurrence with the Building and Operating Committee at its meeting on June 25, 2020, that the Board of Directors authorize a budget increase in the amount of \$1,898,426 in the FY 19/20 Ferry Division Capital Budget for Project #2042, *Larkspur Ferry Service & Parking Expansion Environmental Clearance & Preliminary Design Study*, for a total project budget of \$3,148,426.

This matter will be presented to the Board of Directors at its June 26, 2020 meeting for appropriate action.

Summary

This study will address the strategic need to position Larkspur Ferry service for future growth, recognizing that COVID-19 ridership impacts are temporal. This study will contemplate an eventual increasing in the number of ferry crossings and associated landside improvements such as the potential expansion of parking. Due to the popularity of the Larkspur Ferry as a means to avoid traffic congestion in San Francisco and along U.S. Highway 101 in southern Marin County, ferries travelling to and from Larkspur have been reaching capacity during weekday commute periods for some time prior to the ongoing pandemic. Historically, there has also been a high demand for parking for passengers who wish to use the ferry. Weekday peak period headways have generally been every 20 to 30 minutes, leaving Larkspur between approximately 6:30 a.m. and 9:30 a.m., southbound to San Francisco, and every 30 minutes going northbound from San Francisco between 3:00 p.m. and 6:30 p.m. Peak overloads have been common, with passengers often needing to wait until the next departure if their desired trip is full. A limited number of mid-day weekday crossings are offered at roughly 60- to 90-minute intervals. Midday ridership is

modest and is constrained by the lack of parking for riders with non-traditional work schedules, or those who wish to make discretionary or leisure trips.

Mid-and long-term future ferry service scenarios anticipate that demand for Larkspur Ferry service could necessitate that boats operate as frequently as every 15- or 20-minutes with additional “overlay” service during peak periods direct to Mission Bay in San Francisco. Due to that expected future growth, as well as to continue to provide weekday special event service to Oracle Park or the Chase Arena, the Golden Gate Bridge, Highway and Transportation District (District) is reassessing the 42 crossings per weekday threshold.

In consultation with District staff, the Consultant will consider different mid-term and long-term growth scenarios that would accommodate existing operations, reflect existing latent demand for peak and off-peak service, and future long-term growth in demand in 5-, 10-, and 20-year horizons. That additional demand would require landside changes, potentially including more available parking to be provided for passengers who wish to drive to the Larkspur Terminal. The Consultant work will provide environmental clearance for both an increase in the number of daily Larkspur Ferry crossings, as well as the footprint of a proposed parking structure.

Selection Process

On October 29, 2019, the District issued a Request for Proposal RFP No. 2019-F-058, *Larkspur Ferry Service & Parking Expansion Environmental Clearance & Preliminary Design Study*. The RFP was posted on the District’s Procurement Portal and notice of the RFP was sent to Two Hundred Eighty-Five potential proposers. Proposals were received from the following firms by the submission deadline date of December 11, 2019:

1. Environmental Science Associates (ESA), Petaluma, CA
2. Jacobs Engineering Group Inc., San Francisco, CA

A Selection Committee comprised of District staff reviewed and evaluated each proposal based upon the following criteria as specified in the RFP:

- Proposal Understanding and Approach – 0-40 points
- Proposer’s Qualifications and Experience – 0-40 Points
- Team Qualifications and Experience (Key Personnel) – 0-20 Points

The Selection Committee met to assess and discuss each of the proposals and determined that both proposals were worthy of further consideration. Both firms were invited to participate in an interview process, which was comprised of the Consultant presentation and a panel Q&A session for each firm.

Based on the written proposals and interviews, the Selection Committee ranked Jacobs Engineering Group Inc., as the highest ranked firm. Jacobs’s thorough approach, experience, and team composition offered the best package to complete what is expected to be a challenging multi-faceted project. In particular, the Jacobs team offered superior technical analysis capabilities, as well as an outstanding public outreach and community involvement team, which will be a very important component of this project.

Staff from the Planning Department, Procurement Office, the Disadvantaged Business Enterprise (DBE) Program Administrator and the District’s Attorney have reviewed the proposals and

determined that the highest ranked firm has fulfilled all necessary requirements and that their proposal is technically responsive.

A Small Business Enterprise (SBE) contract-specific goal of 10% was established for this RFP. Consultants were required to document their activities in the solicitation and selection process of subcontractors, subconsultants, and suppliers to ensure that this process was carried out in a nondiscriminatory manner. The DBE Program Administrator has determined that Jacobs Engineering Group Inc., has complied with the DBE/SBE requirements applicable to the RFP. At this time, Jacobs Engineering Group Inc., was able to exceed the SBE goal by obtaining 15.3% DBE participation during the performance of this Agreement.

In accordance with District procurement policy and FTA funding requirements, staff has conducted a cost analysis and determined that the negotiated price is fair and reasonable. These findings are based on the scope of work, previous cost data for similar services, and cost data for services provided by the consultants for recent projects. The consultant team will be compensated for actual time expended and expenses incurred up to, but not to exceed the authorized amount.

Fiscal Impact

Project #2042, *Larkspur Ferry Service & Parking Expansion Environmental Clearance & Preliminary Design Study*, was approved in the FY20 Ferry Division Capital Budget for \$1,250,000. The proposed amendment would result in a \$1,898,426 increase to the total project budget. The revised total project budget of \$3,148,426 will be \$237,433 (8%) Federal Highway Administration (FHWA) Congestion Mitigation and Air Quality (CMAQ)-funded and \$2,910,993 (92%) District-funded.

TABLE 1: PROJECT BUDGET - #2042, *Larkspur Ferry Service & Parking Expansion Environmental Clearance & Preliminary Design Study*

DESCRIPTION	CURRENT TOTAL PROJECT BUDGET	PROPOSED ADJUSTMENT	PROPOSED TOTAL PROJECT BUDGET
District Staff Labor and Fringe	219,000		219,000
Prime Contract (Jacobs Engineering Group, Inc.)	867,000	1,647,024	2,514,024
Prime Contract Contingency		251,402	251,402
Indirect Costs	164,000		164,000
Grand Total	\$1,250,000	\$1,898,426	\$3,148,426

TABLE 2: SUMMARY OF PROJECT FUNDING AND BOARD ACTIONS - #2042, *Larkspur Ferry Service & Parking Expansion Environmental Clearance & Preliminary Design Study*

FUND SOURCE	FY19/20 (Original)	(Amend #1)	% of Total (Proposed)
FHWA CMAQ Funds	237,433	237,433	8%
District Funds	1,012,567	2,910,993	92%
Grand Total	\$ 1,250,000	\$ 3,148,426	100%

<i>Delta from Previous Action (\$)</i>	-	\$ 1,734,426
<i>Delta from Previous Action (%)</i>	-	139%

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