# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

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JAMES A. NOYES, Director

ADDRESS ALL CORRESPONDENCE TO:
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IN REPLY PLEASE
REFER TO FILE: T-6

July 3, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**COUNTYWIDE ARCHITECTURE/INFORMATION EXCHANGE NETWORK**
**SUPPLEMENTAL AGREEMENT 4 TO CONSULTANT SERVICES AGREEMENT**
**SUPERVISORIAL DISTRICTS 1 AND 5**
**3 VOTES**

**CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ( )**
**DISAPPROVE ( )**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Award and authorize the Director of Public Works, or his designee, to execute a Supplemental Agreement to Contract PW 12072 with JHK and Associates, Inc., d.b.a. TransCore, 35 South Raymond Avenue, Suite 200, Pasadena, California 91105, for an amount not to exceed $502,000 for a new total contract amount of $2,958,715 to develop a test environment to facilitate system integration, to perform software migration to current commercial off-the-shelf (COTS) software product versions, to provide additional project management services for the Countywide Architecture/Information Exchange Network (CA/IEN) software, to amend the contract with cost of living adjustment (COLA) provisions, and to provide for contingencies.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

We are recommending that your Board authorize the Director of Public Works, or his designee, to execute a Supplemental Consultant Services Agreement with JHK and Associates, Inc., d.b.a. TransCore, to develop a test environment to facilitate system integration, to perform software migration to current COTS software product versions, to

provide additional project management services for the CA/IEN software, and to amend the contract with COLA provisions. This software/network provides for the exchange of traffic data and information and coordinates incident management response to arterial traffic congestion among the affected public agencies. Its initial deployment area is along the I-210 Corridor. The participating agencies include the State of California Department of Transportation; the County of Los Angeles; and the Cities of Arcadia, Azusa, Baldwin Park, Covina, Duarte, Glendora, Irwindale, Monrovia, Pasadena, and San Dimas. This software will be available to interested parties and public agencies throughout the County of Los Angeles to assist them in coordinating traffic flow and traffic signal control across neighboring jurisdictional boundaries. The execution of this Agreement for a not-to-exceed total of $502,000 will:

1. Enable TransCore to develop a test environment to assist the design and development of interfaces to the Information Exchange Network (IEN) for facilitating Countywide integration of the IEN with other traffic control systems. This test environment will be a resource available to local cities and agencies that are in the process of connecting their traffic control system to the IEN. Development and deployment of this environment will be for a not-to-exceed fee of $22,000.

2. Enable TransCore to migrate the IEN software and several COTS software products that are part of the supported IEN system configurations to current technology. The current IEN system configurations were established during the detailed design phase in 1999 and several of the COTS software applications used in these configurations have reached the end of their product cycle and are no longer supported by the manufacturer. This component of the scope of work will upgrade these off-the-shelf software products to Microsoft Windows 2000 and the latest Oracle versions and migrate the IEN software to a Microsoft Windows 2000 environment. This work will be completed for a not-to-exceed fee of $130,000.

3. Provide for an additional $200,000 in project management expenditures to be paid to TransCore on an as-needed basis to facilitate coordination and integration with other agencies Countywide as these agencies integrate the IEN with traffic control systems in their area, as well as to manage the additional project components identified in this Supplemental Agreement.

4. Include COLA provisions in the Supplemental Agreement to provide for annual rate adjustments in accordance with County standards.

5. Provide for an additional $150,000 in contingency funds for unforeseen additional work that may arise during the progress of this work.

Public Works has reviewed and negotiated these proposed changes to the contract and believe this proposed work is needed.

**Implementation of Strategic Plan Goals**

These recommendations are consistent with the County Strategic Plan Goals of Service Excellence and Organizational Effectiveness as the contracting out of these efforts will enable the recommended work to be completed faster and more efficiently.

These recommendations are also consistent with the County Strategic Plan Goal of Children and Families' Well-Being as the implementation of these actions will result in reduced traffic congestion and delay, improved mobility, and reduced vehicle emissions, thus improving the overall quality of life for the residents of the County of Los Angeles.

The CA/IEN is part of the Subregional Traffic Forum Intelligent Transportation System Projects approved in Public Works' Fiscal Year 2003-04 Business Automation Plan via Section 2.1.4.

**FISCAL IMPACT/FINANCING**

There will be no impact to the County's General Fund. The recommended Agreement will be funded with the Metropolitan Transportation Authority 1995 Call for Projects Grant Funds for the San Gabriel Valley Traffic Signal Forum and the County of Los Angeles Proposition C Local Return Matching Funds. The Metropolitan Transportation Authority is providing approximately 86 percent of the funds and the County of Los Angeles will fund the remaining 14 percent matching funds. Funding for this Agreement is available in the Fiscal Year 2003-04 Proposition C Local Return Fund Budget. The amount of this Agreement will be for an amount not to exceed $502,000. This Agreement will increase the total contract amount of Agreement PW 12072 from $2,456,715 to $2,958,715.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

A standard Agreement, previously approved as to form by County Counsel, will be used for the recommended contract. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring of qualified displaced County employees will be included.

As required by your Board, language has been incorporated into the Supplemental Agreement stating that the Consultant notify its employees of Board Policy 5.135 (Safely Surrendered Baby Law) and that the Consultant shall notify its employees and shall require each subconsultant to notify its employees that they may be eligible for the

Federal Earned Income Credit under the Federal income tax laws, as well as language regarding the Contractor Employee Jury Services Program.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration of contract award, JHK and Associates, Inc., d.b.a. TransCore, is willing to consider Greater Avenues for Independence participants for future employment.

JHK and Associates, Inc., d.b.a. TransCore, has demonstrated satisfactory compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program).

## ENVIRONMENTAL DOCUMENTATION

A finding of environmental impact is not required for a Consultant Services Agreement for design services.

## CONTRACTING PROCESS

On July 12, 1994, your Board approved Agreement 67680 with JHK and Associates, Inc., d.b.a. TransCore, for $2,912,861 to provide for the design, development, and implementation of the Countywide Traffic Signal Synchronization, Operation, and Maintenance Pilot Program for the San Gabriel Valley area. The original contract was allowed to expire (1999) while we negotiated a revised scope of work and contract terms to complete the project.

On December 7, 1999, your Board approved Agreement PW 12072 which was entered into for an amount not to exceed $1,755,867 with JHK and Associates, Inc., d.b.a. TransCore, for the design, development, and implementation of the Countywide Traffic Signal Synchronization, Operation, and Maintenance Pilot Program for the San Gabriel Valley area. Agreement PW12072 replaced Agreement 67680. On December 19, 2000, your Board approved execution of Supplemental Agreement 1 for an amount not to exceed $151,828 to provide for enhanced system functionality, which was funded by the contingency in the original agreement. On April 3, 2002, with Director's delegated authority, Public Works executed Supplemental Agreement 2 to provide an updated communications analysis for a lump sum fee of $32,000. Supplemental Agreement 2 did not increase the total contract sum. On May 14, 2002, your Board approved execution of Supplemental Agreement 3 for an amount not to exceed $549,020 to provide enhanced functionality, necessary documentation, and additional project management services. The purpose of this Supplemental Agreement 4 is to further augment the scope of work and to include COLA provisions for Agreement PW 12072. It should be noted that Supplemental Agreement 4 retains the expiration date of December 23, 2003 for Agreement PW 12072.

Participation by Community Business Enterprises in the project is encouraged through Public Works' Community Business Enterprises Outreach Program and the requirement that consultants demonstrate their good faith efforts to utilize Community Business Enterprises. JHK and Associates, Inc., d.b.a. TransCore, is aware of Public Works' Community Business Enterprises Outreach Program and their proposed Community Business Enterprises participation is on file with Public Works. Public Works evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended Agreement, as this Agreement is for non-Proposition A services.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There will be no impact on current County services or projects during the performance of the recommended consultant services.

**CONCLUSION**

One approved copy of this letter is requested.

Respectfully submitted,

J. M. Alexander

for JAMES A. NOYES
Director of Public Works

Reviewed by:

JON W. FULLINWIDER
Chief Information Officer

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cc: Chief Administrative Office
County Counsel
Department of Social Services (GAIN Program)

# CHIEF INFORMATION OFFICE
# CONTRACT ANALYSIS
# FACT SHEET

The Board of Supervisors charged the Chief Information Office (CIO) with responsibility for reviewing all Information Technology (I/T) related contracts submitted for Board-approval. We are providing this FACT SHEET as an aid to departments to allow the CIO to perform a comprehensive analysis in the shortest time possible. If these elements are omitted, the CIO may require additional time to perform their analysis and prepare a recommendation to the Board. This could result in a request for additional information or clarification to your department and extend or delay the anticipated Board filing date.

## TIME FRAME

The CIO is committed to providing timely responses to departments; our goal is to provide feedback within ten (10) business days. Therefore, departments MUST submit documents to our office at least **four weeks** prior to the intended Board filing date.

## DEPARTMENT CHECKLIST/FACTS

The elements below are grouped by headings or sub-headings, several of which have been taken from the formal board letter. If topic is discussed in the Board letter, please indicate that fact. Ensure that you have thoroughly explained the following elements. There are additional points that will be included in the CIO Analysis. Space is provided for you to provide information on these points at the time you submit your Board letter and agreement for our review. Providing the information in this Fact Sheet will allow us to complete our analysis in the shortest time possible.

- ***PURPOSE OF RECOMMENDED ACTION***

  - New/Revised Contract Term: Base Term __4__ Years (December 1999 to December 2003)
    - Number of Options: ____ Years

| Contract TYPE | Contract Components |
|---|---|
| ☐ New Contract | ☒ Software |
| ☐ Sole Source | ☒ Professional Services |
| ☒ Contract Amendment | ☒ Hardware |
| ☐ Contract Extension of Term Only | ☐ Telecommunications |

- ***Implementation of Strategic Plan Goals***

  - Is this proposal in alignment with the County of Los Angeles Strategic Plan? **YES** ☒ **NO** ☐
    - Is GSO (Goal, Strategy, Objective) referenced in the Board letter? **YES** ☒ **NO** ☐
  - Is this project included in the Department's BAP? **YES** ☒ **NO** ☐
  - Is the proposal's technology solution in compliance with the preferred County of Los Angeles IT Standards? **YES** ☒ **NO** ☐
  - Is the project's technology solution in compliance with the County of Los Angeles IT Directions Document? **YES** ☒ **NO** ☐

- ***JUSTIFICATION***
  - Identify the benefits of the requested project/agreement and the metrics that will be used to validate the project or agreement's success.

*The implementation of this project will result in reduced traffic congestion and delay, improved mobility, and reduced vehicle emissions thus improving the overall quality of life for the residents of Los Angeles County. The successful implementation of the project components associated with this agreement will be evident by the display of traffic congestion data from the Los Angeles County freeways on the software/deployed network.*

- ***FISCAL IMPACT/FINANCING***
  - Is this project subvented? **YES** ☒ **NO** ☐ If yes, what percentage is offset? 86
  - Budget Information:
    - Year-To-Date Expenditures: **$ 2,050,984.17**
    - Requested Contract Amount: **$502,000**
    - Aggregate Contract Amount: **$4,116,237***

*The aggregate contract amount includes funds spent on Agreement 67680 which was the first step undertaken by Public Works in the field of intelligent transportation systems (ITS). In 1994, ITS was in the early stages of development nationally. As such, the complexity of the Project and the requirements to implement the system were not fully realized at that time. Although other public agencies had individually implemented traffic control systems, this Project was one of the first multi jurisdictional ITS projects in the nation, tying together numerous types of city traffic control systems to improve regional traffic flow by sharing traffic information and developing interjurisdictional coordinated responses to traffic congestion and incidents. JHK and Associates, Inc., d.b.a. TransCore completed the design phase, which fully defined the Project requirements, and it became apparent that the original Scope of Services needed to be revised. The original contract (1994) was allowed to expire (1999) while we negotiated a revised Scope of Work and contract terms to complete the Project. The revised contract is Agreement 12072, which we are seeking to execute supplemental agreement 4.

The cost breakdown is as follows:

| | |
|---|---|
| Agreement No. 67680 | $1,078,861.00 |
| Agreement No. PW-12072 | $1,931,454.00 |
| Supplemental 1 | $0 (funded by contingency in Agreement No. PW-12072) |
| Supplemental 2 | $0 (transfer of available funds between tasks) |
| Supplemental 3 | $603,922.00 |
| Supplemental 4 | $502,000.00 |
| | $4,116,237.00 |

  - Describe the impact if project/agreement is not approved.

*The full implementation of the project components as originally envisioned will not occur, and our Department will not be able to demonstrate compliance with the Federal Highway Administration regulations, which will prohibit us from receiving Federal funds in the future.*

- ***FACTS AND PROVISIONAL/LEGAL REQUIREMENT***
  - Is this project legislatively mandated? **YES** ☐ **NO** ☒

- ***ALTERNATIVES CONSIDERED***
  - Describe the alternatives considered and the reasons for selecting the recommended course of action.

*Since the consultant is familiar with the system, they are the most knowledgeable and therefore, can complete this work in the most efficient and effective way possible.*

- ***PROJECT RISKS***
  - Describe any identified risks to the department and County in undertaking this project/agreement. Additionally, describe what, if anything, the department intends to do to mitigate the risks.

*Overall, there is very little risk to the Department as a substantial portion of the project is funded by grants so therefore there is no impact on the County's general fund. The MTA holds DPW responsible for any and all cost overruns on the project. Mitigation of these risks will occur by our compliance with the provisions of the Grant funds. DPW will also hold back 10 percent of each invoice until the end of the project.*

*In addition, another risk could be that the consultant fails to complete tasks by the deadline. To mitigate delays, payments will be paid once the deliverable is approved and accepted by DPW.*

- ***Other facts, if any.***

*N/A*

IY

**CIO ANALYSIS**

**COUNTYWIDE ARCHITECTURE/INFORMATION EXCHANGE NETWORK SUPPLEMENTAL AGREEMENT 4 TO CONSULTANT SERVICES AGREEMENT. SUPERVISORIAL DISTRICTS 1 AND 5 (3 VOTES)**

**CIO RECOMMENDATION:** ☒ **APPROVE** ☐ **APPROVE WITH MODIFICATION** ☐ **DISAPPROVE**

**Contract Type:**
☐ **New Contract** ☒ **Contract Amendment** ☐ **Contract Extension**
☐ **Sole Source Contract**

**New/Revised Contract Term:** **Base Term: Work to be completed within existing contract which expires 12/22/2003.** **# of Option Yrs 0**

**Contract Components:**
☒ **Software** ☒ **Hardware** ☐ **Telecommunications**
☒ **Professional Services**

**Project Executive Sponsor: Jane White**

**Budget Information :**

| | |
|---|---|
| Y-T-D Contract Expenditures | $2,456,715 |
| Requested Contract Amount | $502,000 |
| Aggregate Contract Amount | $2,958,715 |

**Project Background:**

| Yes | No | Question |
|---|---|---|
| ☒ | ☐ | Is this project legislatively mandated? |
| ☒ | ☐ | Is this project subvented? If yes, what percentage is offset? 86% MTA Grant and 14% Proposition C funds. |

**Strategic Alignment:**

| Yes | No | Question |
|---|---|---|
| ☒ | ☐ | Is this project in alignment with the County of Los Angeles Strategic Plan? |
| ☒ | ☐ | Is this project consistent with the currently approved Department Business Automation Plan? |
| ☒ | ☐ | Does the project's technology solution comply with County of Los Angeles IT |

| | | |
|---|---|---|
| | | Directions Document? |
| ☒ | ☐ | Does the project technology solution comply with preferred County of Los Angeles IT Standards? |

**Project/Contract Description:**

Public Works is requesting that your Board authorize the Director of Public Works or his designee to execute the fourth Supplemental Agreement (an amendment) to Contract PW 12072 with JHK and Associates, Inc., d.b.a. TransCore, for an amount not to exceed $502,000 for a new total contract amount of $2,958,715 and a total project expenditure of $4,037,576 (see below). The supplemental agreement is for TransCore to develop a test environment to facilitate system integration, perform software migration to current commercial off-the-shelf (COTS) software product versions, and to provide additional project management services for the Countywide Architecture/Information Exchange Network (CA/IEN) software. In addition, the contract is amended to accommodate cost of living adjustment provisions and to provide for contingencies.

Supplemental Agreement 4, refers to standard County language in the event a Cost of Living Adjustment (COLA) is provided for. No COLA will be implemented as part of this agreement.

**Background:**

Project approvals and expenditures:

| Agreement No: | Approval Date | Contract Amount | Amount Expended |
|---|---|---|---|
| 67680 | July 1994 | $2,912,861 | $1,078,861 |
| PW 12072 | December 1999 | $1,755,867 | $1,907,695 |
| PW 12072 – Supp 1 | December 2000 | $151,828 | $0 |
| PW 12072 – Supp 2 | April 2002 | $0 | $0 |
| PW 12072 – Supp 3 | May 2002 | $549,020 | $549,020 |
| PW 12072 – Supp 4 | To be filed | $502,000 (Requested) | $502,000 (Potentially) |
| TOTAL | | $5,871,576 | $4,037,576 |

On July 12, 1994, your Board approved Agreement 67680 with JHK and Associates, Inc., d.b.a. TransCore, for $2,912,861 to provide for the design, development, and implementation of the Countywide Traffic Signal Synchronization, Operation, and Maintenance Pilot Program for the San Gabriel Valley area. The original contract was allowed to expire (1999) while DPW negotiated a revised Scope of Work and contract terms to complete the project. Agreement 12072 replaced Agreement 67680. DPW expended $1,078,861 of those allocated funds.

On December 7, 1999, your Board approved Agreement PW 12072 which was entered into for an amount not to exceed $1,755,867 with JHK and Associates, Inc., d.b.a. TransCore, for the design, development, and implementation of the Countywide Traffic Signal Synchronization, Operation, and Maintenance Pilot Program for the San Gabriel Valley area. On December 19, 2000, your Board approved Supplemental Agreement 1, which allocated available contingency

funds in an amount not to exceed $151,828 to provide for enhanced system functionality. On April 3, 2002, with Director's delegated authority, Public Works executed Supplemental Agreement 2 to provide an updated communications analysis for a lump sum fee of $32,000, which was also funded through monies remaining in the contingency fund. Supplemental Agreement 2 did not increase the total contract sum. On May 14, 2002, your Board approved Supplemental Agreement 3 for an amount not to exceed $603,922, of which DPW only needed to contract for $549,020, to provide enhanced functionality, necessary documentation, and additional project management services.

The total amount approved for the project, since its inception is $5,950,237 and of that amount, $4,037,576 is projected to be expended.

**Project Justification/Benefits:**

The IEN software/network provides for the exchange of traffic data and information and coordinates incident management response to arterial traffic congestion among the affected public agencies serving the San Gabriel Valley area. Its initial deployment area is along the I-210 Corridor. This software is owned by DPW and will be made available to interested parties and public agencies throughout the County of Los Angeles to assist them in coordinating traffic flow and traffic signal control across neighboring jurisdictional boundaries. The execution of this Supplemental Agreement for a not to exceed total of $502,000 will:

1. Enable TransCore to develop a test environment to assist the design and development of interfaces to the Information Exchange Network (IEN) for facilitating countywide integration of the IEN with other traffic control systems. This test environment will be a resource available to local cities and agencies that are in the process of connecting their traffic control system to the IEN. Development and deployment of this environment will be for a not to exceed fee of $22,000.

2. Enable TransCore to migrate the IEN software and several COTS software products that are part of the supported IEN system configurations to current technology. The current IEN system configurations were established during the detailed design phase in 1999 and several of the COTS software applications used in these configurations have reached the end of their product cycle and are no longer supported by the manufacturer. This component of the scope of work will upgrade these off-the-shelf software products to Microsoft Windows 2000 versions and migrate the IEN software to a Microsoft Windows 2000 environment. This work will be completed for a not to exceed fee of $130,000.

3. Provide for an additional $200,000 in project management expenditures to be paid to TransCore on an as-needed basis to facilitate coordination and integration with other agencies countywide, as these agencies integrate the IEN with traffic control systems in their area as well as to manage the additional project components identified in this Supplemental.

4. Include cost of living provisions in the Supplemental Agreement to provide for annual cost of living adjustments in accordance with County standards.

5. Provide for an additional $150,000 in contingency funds for unforeseen additional work that may arise during the progress of this work.

All work will be completed before contract termination (December 22, 2003).

**Project Metrics:**

DPW expects to achieve 10 to 15 percent reduction in travel delay by improving traffic signal synchronization, operation, and maintenance along the designated routes through the deployment of intelligent transportation system and traffic signal synchronization projects. Before and after studies will be conducted to measure the improvement in the Level of Service (LOS). Travel speed for through vehicles along a street determines the operating LOS, which depends on the running speed between signalized intersections and the amount of controlled delay incurred at the intersections. Depending on the speed ranges, each street is assigned a LOS starting from LOS A characterized by free-flow operations to LOS F characterized by flow at extremely low speeds. The goal of this and other similar projects is to improve the LOS by 10-15 percent.

**Impact If Proposal Is Not Approved:**

The Department of Public Works will not be able to demonstrate compliance with the Federal Highway Administration regulations. If the project is not approved potential reduction in traffic congestion, improved mobility, and reduced vehicle emissions may be further delayed or compromised.

**Alternatives Considered:**

This project is part of a complex traffic integration system that is overseen by the MTA and was selected as the best solution for accomplishing regional goals. The contractor has the most familiarity with the system and can complete the project in the most efficient manner.

**Project Risks:**

The tasks for the three main deliverables are relatively easy to accomplish. Other risks are that MTA holds DPW responsible for any cost overruns on the project.

**Risk Mitigation Measures:**

DPW will mitigate its risk of cost overruns by using a not to exceed price for deliverables, making payments only after deliverables are approved and withholding 10 percent of the invoice until the end of the project.

**Financial Analysis:**

The supplemental agreement will be funded through the Metropolitan Transportation Authority 1995 Call for Projects Grant Funds for the San Gabriel Valley Traffic Signal Forum (86%) and County of Los Angeles Proposition C Local Return Matching Funds (14%). Total expenditures for this project will amount to $4,037,576.

**CIO Concerns:**

None

**CIO Recommendations:**

The CIO recommends approval of the request for the Board to authorize Supplemental Agreement No 4 to Contract PW 12072.

**CIO APPROVAL**

Date Received: 7/03/03

Prepared by: Howard Bake

Date: 7/07/03

Approved:

Date: 7-8-03