

COUNCIL ACTION FORM

SUBJECT: CYRIDE FACILITIES STUDY CONTRACT CHANGE ORDER

BACKGROUND:

In May of 2008, CyRide contracted with PB America's, Inc. to consult with and update CyRide's 2001 Facilities Master Plan. The study was authorized to ensure the existing site would accommodate CyRide's needs for the next 15-20 years prior to implementing any additional improvements. The original contract award was for \$44,842.42.

PB America's presented the results of the Facilities Plan Study at the August 2008 Transit Board meeting. The study findings indicated that the existing site could not accommodate all anticipated needs of the transit system for the next 20 years. At that meeting, the Board directed staff to determine a scope of work and cost for additional tasks to assess potential satellite building sites, as well as further analysis of the functions and space needs within a satellite facility. Additionally, staff was directed to re-examine its future ridership and bus estimates in light of a stable population and university enrollment predictions.

CyRide staff held discussions with PB America's regarding modifications to existing tasks under contract. Tasks included conducting a more in-depth analysis of function and space needs in a satellite facility and identifying the best site if such a facility was deemed necessary. In October 2008, the Transit Board approved the expanded facilities study scope and authorized an additional \$34,828.78 to pay for the additional tasks. Funding for the expanded study will be paid through CyRide's operating budget.

Council approval of a change order is now needed to endorse the work and conclude the study. Much of the additional work has already been completed in order for CyRide to meet various federal funding application deadlines.

ALTERNATIVES:

1. Approve the contract change order with PB America's, Inc. in the amount of \$34,828.78 for the completion of CyRide's Facilities Study, with a final contract not-to-exceed amount of \$79,671.20.
2. Do not approve the change order for the expanded Facilities Study.

MANAGER'S RECOMMENDED ACTION:

This additional work has been authorized by the Transit Board. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the contract change order with PB America's, Inc. in the amount of \$34,828.78.