
Planning Committee **STAFF REPORT**

Meeting Date: April 04, 2024

Subject	Contra Costa County Integrated Transit Plan (ITP) – Authorization to Execute Amendment No. 1 to Agreement No. 630 with Sam Schwartz Engineering, DPC (Sam Schwartz) to Prepare the Countywide ITP
Summary of Issues	<p>In March 2023, the Authority entered into Agreement No. 630 with Sam Schwartz in the amount of \$1,801,948 for development of the countywide ITP.</p> <p>Work completed to date has revealed a need to integrate Livermore Amador Valley Transit Authority (LAVTA) services into the evaluation of the existing transit market; conduct an additional public survey; and provide additional project support and management for visioning and latent demand analysis.</p>
Recommendations	<p>Staff seeks authorization for the Chair to execute Amendment No. 1 to Agreement No. 630 with Sam Schwartz in the amount of \$244,170.99, for a new total agreement value of 2,046,118.99, to provide additional work in the development of the countywide ITP, and to allow the Executive Director or designee to make any non-substantive changes to the language.</p>
Staff Contact	Ying Smith
Financial Implications	<p>There is no impact to the project budget. The overall \$2,700,000 budget for the ITP included \$200,000 for additional market analysis plus a \$116,160 contingency. The additional \$244,170.99 in Amendment No. 1 is covered under</p>

<p>Options</p>	<p>the existing budget.</p> <ol style="list-style-type: none"> 1. The Authority Board could not approve the agreement amendment. 2. The Authority Board could defer any action pending further deliberations.
<p>Attachments (See PC Packet dated 4/4/24 for Attachments A-B; Attachment C is New)</p>	<ol style="list-style-type: none"> A. Amendment No. 1 to Agreement No. 630 B. Historical Summary C. Presentation – New (PC Meeting Handout)
<p>Changes from Committee</p>	<p>None</p>

Background

In March 15, 2023, the Authority Board approved Agreement No. 630 with Sam Schwartz for the development of a countywide ITP in an amount not-to-exceed \$1,801,948. The project includes the following five tasks:

- **Task 1:** Existing Service Assessment & Market Analysis. A data-driven approach to identifying where transit is currently successful, where gaps exist and where there are untapped markets that can be better served.
- **Task 2:** Action Plans to Improve Existing Service and Expand Travel Choices. Analysis and recommendations for action plans that can grow transit mode share over time.
- **Task 3:** Institutional and Policy Changes. Explore potential policy and institutional changes that support relevant actions from Task 2.
- **Task 4:** Capital Improvements to Support Service. Applying work from Tasks 1-3, conduct a cost-benefit analysis to prioritize potential projects and initiatives.
- **Task 5:** Public & Stakeholder Engagement. Engagement with key stakeholders, including transit operators, community-based organizations, municipalities, and the

Authority Board.

At this time Task 1 is near completion and work on Task 2 is well underway. As part of Task 2, the Project Team conducted a Framing Workshop on September 20, 2023, and presented the Task 1 findings at the Authority Board workshop on October 20, 2023. In January 2024, the Project Team held three on-site workshops with transit agencies to discuss the draft Action Plan recommendations. The recommendations reveal concepts for improving the existing transit network and capital improvements needed to support enhanced transit services.

Based on the completed work and feedback from the stakeholders	Budget
Integration of LAVTA service network to Task 1: Existing Service Assessment and Market Analysis	\$50,221.20
Additional targeted research via an online public survey to fill market assessment gaps and secure additional transit rider input.	\$119,500.79
Additional project support for visioning, latent demand analysis, and project management for an additional three months.	\$74,449.00
TOTAL	\$244,170.99

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