

# Memorandum

To: CHAIR AND COMMISSIONERS  
CALIFORNIA TRANSPORTATION COMMISSION

CTC Meeting: October 19-20, 2016

Reference No.: 2.8b. (2)  
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 16-37**

## **RECOMMENDATION:**

The California Department of Transportation recommends the California Transportation Commission (Commission) extend the period of contract award for the Alameda County Safe Routes to School Unincorporated Areas NI Active Transportation Program (ATP) project in Alameda County, listed on the attached document for the time period shown.

## **ISSUE:**

The Commission allocated \$668,000 for the construction of one ATP project identified on the attachment. The responsible agency has been unable to award the contract within six months of allocation. The attachment describes the details of the project and the explanation for the delays. The respective agency requests an extension, and the planning agency concurs.

## **BACKGROUND:**

Current ATP Guidelines 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 20 months on construction allocation and 12 months on all the other timely use of funds deadlines.

Attachment

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

<b>Project #</b>	<b>Applicant County PPNO Project Description Reason for Project Delay</b>	<b>Extension Amount  Construction Only</b>	<b>Allocation Date Resolution Number Initial Request Extended Deadline Department Recommendation</b>
1	Alameda County PWA Alameda County PPNO: 04-2190K Safe Routes to School – Alameda County Unincorporated Areas NI Project	\$668,000	05/19/2016 FATP-1516-09 4 Months 03/31/2017 Support
<p>The Alameda County Public Works Agency (County) requests a four-month extension to the period of contract award for the construction (CON) phase of the Safe Routes to School – Alameda County Unincorporated Areas NI Project. The County experienced an unexpected delay in developing the Request for Proposal (RFP).</p> <p>The development of the Alameda County Safe Routes to School Program RFP schedule has taken longer than originally anticipated. The County does not typically prepare RFPs for Safe Routes to School Programs and had to research how other agencies have implemented their Safe Routes to School Programs. The County requires additional time to solicit prospective bidders and for the bidders to prepare thorough and detailed responses to the RFP. These circumstances have delayed the award of the project. The County anticipates conducting an extensive outreach to perspective consultants that might be interested in contracting with the County to conduct Safe Routes to School Programs and award by March 31, 2017.</p> <p>Therefore, the County requests a four-month time extension to award the CON phase by March 31, 2017.</p>			