

Revised Support Material Agenda Item No. 4

Board of Directors Meeting

**October 4, 2017
10:30 a.m.**

Location:

San Bernardino County Transportation Authority
First Floor Lobby Board Room
Santa Fe Depot, 1170 W. 3rd Street
San Bernardino, CA 92410

CONSENT CALENDAR

Consent - Project Delivery

4. Mount Vernon Viaduct Project Management/Construction Management Services

That the Board, acting as the San Bernardino County Transportation Authority:

Authorize the release of Request for Proposal (RFP) 18-1001826 for the procurement of Mount Vernon Viaduct Project Management/Construction Management (PCM) services.

The scope of work has been revised to include specifications under A.7 Public Outreach on pages A-9 through A-11.

Quality Documentation:

- Quality Records list or definition.
- Document Control procedures, including electronic files and project folders, submittal procedures, control of hardcopies, uploading of scanned hardcopy PDF files, document retention requirements, and the treatment of quality documents. This part of the Project QA/QC Plan may reference sections of a project management plan or document control plan.

A.7 Public Outreach

General Public Outreach Plan

- SBCTA's primary goal is to assure the public that SANBAG is a public agency that delivers quality transportation projects and trustworthy, accurate and timely public information.
- SBCTA will provide the primary outreach effort with supplemental support as requested from CONSULTANT. This will be a targeted approach with incremental outreach based on project delivery schedule and staging. The primary target audiences identified for this Project include, but are not limited to:
 - LOCAL AGENCY
 - SBCTA Board / Area Elected Officials
 - Emergency Service Providers
 - School Transportation Coordinator(s)
 - Public Transit Operators
 - Local Business Community
 - Specific businesses with expanding priority based on proximity to work zone and detours
 - Chamber of Commerce
 - Commuters
 - Residential Communities affected by project scope or adjacent to construction
 - Local media (including paid advertising as deemed necessary by the public's sensitivity to the project)
 - Print
 - Radio
 - Television
- Prior to the start of construction activities, SBCTA will coordinate an Emergency Responders Project Briefing to highlight the Project details and possible access challenges for consideration by the Project team.
- Following the emergency responders briefing, SBCTA may coordinate a Chamber of Commerce Project Briefing to highlight

the Project benefits, possible construction schedule and traffic management plan.

- Just prior to the start of field construction activities, SBCTA and CONSULTANT (includes all PR subs) will coordinate a groundbreaking media event with the LOCAL AGENCY to ceremoniously open the Project. CONSULTANT will be called up on to develop (with input from SBCTA) and maintain a task list of deliverables for this event. CONSULTANT will acquire the necessary items authorized for the event. CONSULTANT will be responsible for set up and breakdown of the event site.
- Prior to construction beginning, SBCTA and CONSULTANT will coordinate a community meeting to share Project information, construction scheduling, detour information and expected challenges with the general public. CONSULTANT will be called up on to develop (with input from SBCTA) and maintain a task list of deliverables for this event. CONSULTANT will acquire the necessary items authorized for the event. CONSULTANT will be responsible for set up and breakdown of the event site. Staffing this event will be determined based on availability.
- Near the completion of the construction Project, SBCTA and CONSULTANT will coordinate a ribbon-cutting media event. CONSULTANT will be called upon in a similar fashion to the groundbreaking event.
- At various stages throughout the Project, SBCTA will request support from CONSULTANT for the following items:
 - Establish and maintain stakeholder and/or 'interested parties' list(s) – used for sharing Project updates during Project construction. May need to be filtered to specific audiences
 - Development of a Project fact sheet (include Project description, Project budget, Project schedule, SBCTA contact information, LOCAL AGENCY contact information, photos, logos, etc.)
 - Weekly media advisories (use SBCTA template). CONSULTANT (or sub) will make weekly contact with Project team to establish what road or lane closures (and associated detours if applicable) will be taking place, develop the advisory, send to SANBAG Public Information Office for approval, submit to webmaster for posting, distribute to appropriate media and stakeholder list.
 - Emergency notices – when needed.
 - Develop web content for project tab on SBCTA website. This page should include same elements of fact sheet with expanded detail when possible. If the information is dynamic, please provide updates to

SBCTA Legislative and Public Affairs Office for approval prior to submitting to webmaster.

- All requests for speaking to government councils, boards, chambers of commerce or similar business or social groups shall be directed to the SBCTA Legislative and Public Affairs Office before agreeing to appear.
- All media inquiries shall be directed to the SBCTA Legislative and Public Affairs Office.
- Please note that outreach efforts will be identified for all pre-construction activities, including Environmental, Right of Way, and Design, as the project dictates.

~~Public outreach for the project shall be provided by SBCTA.~~

A.8 Project Support and Other Services

- Consultant shall emphasize a focused effort, combined with strategic management personnel, to implement and continuously maintain a positive team environment and collaborative relationship with City and Railroads;
- Participate in the review of insurance claims involving incidents as they affect SBCTA and City and provide analyses, identify means to mitigate or resolve, and make recommendations for action by SBCTA;
- Actively participate and support a partnering program for the Project that is anticipated to be established by the DB, which will use an independent facilitator to structure and conduct the program. The intent of this program is to build working relationships among all Project participants and stakeholders, including SBCTA, City, Railroads, Consultant, local jurisdictions, DB, and others to best facilitate the cooperation and relations between parties in meeting the Project objectives and successfully completing all Project work;
- Prior to the start of final design and construction, organize, schedule, and conduct a pre-design and construction conference that includes select agencies that will be participating in the Project, as well as the DB, to communicate the approach and plan to design and construct the Project;
- Identify, define, and implement key Project initiatives that will benefit SBCTA, City, the community and the Project by improving work processes and reducing Project costs and resource requirements;
- Schedule, coordinate, and/or attend meetings, as required, and provide all necessary meeting materials (i.e., agendas, minutes,