



## CITY OF COMMERCE AGENDA REPORT

**TO:** Honorable City Council

Item No. \_\_\_\_\_

**FROM:** City Manager

**SUBJECT:** Contract Change Order No. 1 to Nelson/ Nygaard for Providing Staff Assistance for Public Hearing, Design and Produce New System Bus Maps, and Create Animated Explainer Videos (English & Spanish) for the Public Regarding Upcoming Transit Service Changes

**MEETING DATE:** March 2, 2021

---

### RECOMMENDATION

The City Council will consider for adoption a Resolution approving Contract Change Order No. 1 to Nelson/Nygaard for Providing City Staff Assistance for a Public Hearing, Design and Produce New System Bus Maps, and Create Animated Explainer Videos (English & Spanish) for the Public Regarding Upcoming Transit Service Changes.

### BACKGROUND

In April 2020, the City hired consultant firm Nelson/Nygaard to initiate the *Commerce in Motion* Comprehensive Operational Analysis (COA) process. The purpose of *Commerce in Motion* is to assess the existing transit service conditions in the City of Commerce and explore ways to improve the overall transportation system. Since that time, the consultant team and City staff have developed guiding principles for the COA, an existing conditions report, and conducted community and stakeholder virtual outreach events. Additionally, the COA team conducted onboard surveys, an online survey and developed a preferred alternative for public transportation improvements.

The COA recommendations address unmet transportation needs through a series of routing changes and frequency improvements. The result is a more efficient, reliable, and expanded transportation network that will improve overall transportation services throughout the City of Commerce.

### ANALYSIS

On January 12, 2021, the City Council approved the COA service recommendations scheduled for implementation effective December 2021. Before implementation, Nelson/Nygaard will provide City staff assistance will another public hearing, design and produce new system bus schedules/maps, and create animated explainer videos (English & Spanish) for the public regarding the upcoming transit system service changes.

The amount staff is requesting approval for today:

Project Management	\$3,516
Public Hearing Assistance	\$4,370
Designing New Bus Brochures & Mapping	\$11,527
Animated Explainer Videos (English & Spanish)	\$2,581
Marketing Materials	\$3,939
<b>Total:</b>	<b>\$25,933</b>

### **FISCAL IMPACT**

This change order shall be paid using 100% Federal Transit Administration grant funds (Grant No. CA-2020-191-00) Account No.57-8338-54043.14148. Therefore, this project will have no impact on the City's operating budget.

### **RELATIONSHIP TO STRATEGIC GOALS**

This agenda item relates to the 2016 Strategic Plan - Goal #6: "Enhance Quality of Life Goal,"; as this COA plan shall improve operational efficiency and maximize City resources.

### **ALTERNATIVES:**

1. Approve staff's recommendation
2. Reject staff's recommendation
3. Provide staff with alternate or further direction

Approved by	Claude McFerguson, Director of Transportation
Reviewed by:	Josh Brooks, Acting Director of Finance
Approved as to form:	Noel Tapia, City Attorney
Respectfully submitted:	Edgar P. Cisneros, City Manager

### **Attachments:**

Change Order No. 1