

AGENDA

GENERAL MEETING OF THE BOARD OF DIRECTORS OF THE ALAMO REGIONAL MOBILITY AUTHORITY

**TransGuide
3500 N.W. Loop 410
1st Floor Meeting Room
San Antonio, Texas**

**Wednesday, March 14, 2007
12:00 PM**

- 1) Call meeting to order.
- 2) Approval of the Minutes of the Alamo RMA February 14, 2007 Board of Directors Meeting.
- 3) Project Status Report (Pat Irwin/David Casteel):
 - A. Loop 1604/US 281 CDA Project
 - B. IH 35 Managed Toll Lanes Project
 - C. SH 16 Express Toll Lanes Project
 - D. Wurzbach Parkway Toll Interchange and Through Lane Project
 - E. Public Involvement Update
- 4) Discussion and appropriate action of the approval of the Alamo RMA 2006 Annual Report. (Terry Brechtel/Leroy Alloway)
- 5) Discussion and appropriate action of the approval of a consultant proposal for establishing goals, policies, and procedures for a local and SBEDA Program for the Alamo RMA. (Terry Brechtel)
- 6) Discussion and appropriate action on the financial statements for the period ending February 28, 2007. (Terry Brechtel)
- 7) Citizens' Communications (citizens must sign the register to speak)
- 8) Presentation/briefing - Executive Director Report. (Terry Brechtel)
- 9) Executive Session - Pursuant to Chapter 551, Subchapter D, Texas Government Code:
 - A. Subsection 551.071(1). Consultation with Attorney – Consultation with, and advice from legal counsel concerning pending/contemplated litigation, settlement offers and negotiations, and other legal issues.

- B. Section 551.074. Personnel Matters – Deliberation concerning the appointment, employment, reassignment, evaluation, duties, discipline, and/or dismissal of Executive Director and other personnel.
- C. Section 551.072. Deliberation Regarding Real Property - Discussion of real property purchase, exchange, lease, gift, donation, and/or negotiated settlement, including property to be acquired for right-of-way.

Adjournment

NOTES

Agenda item numbers are assigned for ease of reference only, and do not necessarily reflect the order of their consideration by the Alamo RMA Board of Directors.

ALAMO REGIONAL MOBILITY AUTHORITY ACCESSIBILITY STATEMENT FOR DISABLED PERSONS

This meeting site is accessible to disabled persons as follows: Entrance to TransGuide is accessible through the main entrance at 3500 N.W. Loop 410. Parking spaces reserved for the disabled are located at the main entrance. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services, such as interpreters for persons who are deaf or hearing impaired, and readers of large print or Braille, are requested to contact Joelle Sierra at (210) 495-5256 at least two working days prior to the meeting so that appropriate arrangements can be made.

Presenters with audiovisual needs are requested to contact Joelle Sierra at (210) 495-5256, at least two working days prior to the meeting. Public comment on agenda items – interested persons may speak on any of the agenda items provided they have signed the register available at the entrance of the meeting prior to consideration of that item by the board. The Chairman may limit the amount of time allowed for each speaker. Public comment that does not relate to a specific agenda item must be made during the Citizens' Communications period provided that speakers have signed the register available at the entrance of the meeting prior to speaking.

Posted: March 9, 5:00 p.m.

Alamo Regional Mobility Authority

Meeting February 14, 2007, noon, in the Port Authority of San Antonio, Conference Room, at 143 Billy Mitchell Blvd.

Minutes

1. **Call meeting to order.** Chairman Thornton called the meeting to order at 12:05pm. All Board members with the exception of J. Jenkins were present.
2. **Approval of the Minutes of the Alamo RMA January 10, 2006 Board of Director meeting.** *R. Diaz made the motion to accept the minutes as presented. J. Reed seconded. Motion carried.*
3. **Project Status Report.** P. Irwin, Director of Engineering and Operations for the Alamo RMA, and J. Brown, Deputy District Engineer for TxDOT, updated the Board on the status of the following projects.

I-35 Project – P. Irwin updated the Board on the status of the I 35 project. P. Irwin informed the Board that the RMA is continuing with Phase 1 Development, including environmental data collection, environmental constraints, traffic conditions, drainage assessment, plotting of right of way, plotting existing utilities. Phase 1 should be complete by the end of March.

SH 16 – P. Irwin updated the Board on the status of the SH 16 project. P. Irwin stated that HNTB is continuing to review documents provided by TxDOT, and that they are continuing technical evaluations of the 21 design alternatives. The alternatives are being tested with a focus on 2030 traffic conditions. Once the testing is complete a recommendation will be given based on which alternative works best.

Wurzbach Parkway – P. Irwin updated the Board on the status of the Wurzbach Parkway project. P. Irwin stated that the Wurzbach Parkway Open House was conducted on the 25th of January and approximately 150 people attended. Conceptual designs were shown and estimates were provided by HNTB. Vast majority of the population wanted direct connection and access to Loop 410 and US 281. P. Irwin also stated that the Federal Highway Administration has provided the RMA with some guidance on what they are looking for on the Supplemental Environmental Assessment for Wurzbach Parkway.

Loop 1604 / US 281 – F. Holzmann updated the Board on the status of loop 1604 and US 281. F. Holzmann updated the Board on the Public Hearing that was held on February 7 for US 281. He stated that as soon as all comments are received from the Public Hearing the Environmental Assessment will be sent to the Federal Highway Administration for approval. The timeline currently looks to be April or May for findings on US 281. F. Holzmann also informed the Board that the Public Hearing for Loop 1604 is set for an undetermined date in April.

Public Involvement Update – L. Alloway, Public Information Manager for the Alamo RMA, updated the Board on the RMA's Public Outreach efforts for 2006. L. Alloway informed the Board that during 2006 48 separate presentations were given. Topics ranged from the RMA itself, to general questions and answers from the community. Community Workshops and/or Public Meetings hosted by the RMA were not included in the above mentioned presentations. The RMA hosted five Community Workshops on Transportation Funding. In July 2006 the RMA hosted the first public meeting on Bandera Road and over 450 people attended. The RMA received approximately 350 comment cards, and 70 emails, letters, and/or faxes from the public meeting. L. Alloway went over

the publications that were produced, the new fully bilingual Alamo RMA website, the various meeting notification methods, the Bandera Road Community Working Group, and in the Marketing area, a new logo and tag line were created in the Spring of 2006. L. Alloway also updated the Board on the Alamo RMA's 2007 Public Involvement efforts.

4. **Resolution amending certain provisions of the GEC contract with HNTB providing for clarifying language and implementing procedural requirements for contract monitoring.** Resolution 07-03 relates to sub-consultant changes, and also gives some flexibility to the RMA i.e. in negotiations with HNTB and their sub-consultants. *H. Muñoz made the motion to approve Resolution 07-03 as presented. J. Reed seconded. Motion carried.*
5. **Briefing, discussion and appropriate action on the Annual Audit of the Alamo RMA.** D. Verde, Auditor for Garza Gonzalez, stated that no significant audit adjustments were found, and that the follow up items from the previous year had been dealt with and were now cleared. *M.C. Rodriguez made the motion to approve the Alamo RMA Annual Audit as presented. R. Diaz seconded. Motion carried.*
6. **Discussion and appropriate action on the financial statements for the period ending January 31, 2007.** C. Conner, Comptroller, presented the financial statements for period ending January 31, 2007. She reviewed the balance sheet, described the assets, liabilities, and fund equity; the statement of revenue, expenses, and changes in fund deficit, explained the monies allocated for each column, and the statement of cash flow. *M.C. Rodriguez made the motion to accept the financial statements as presented. H. Muñoz seconded. Motion carried.*
7. **Presentation/briefing - Executive Director Report.** T. Brechtel went over the Board calendar for the next several months, and discussed Viva San Antonio and invited the Board to attend. T. Brechtel informed the Board that the next meeting will be held at Transguide. T. Brechtel also went over the 2006 Personal Financial Forms that each Board member needs to complete and return to the Texas Ethics Commission by April 30, 2007.
8. **Executive Session.** Chairman Thornton recessed the Board meeting at 12:15.

* * * *

The Alamo Regional Mobility Board of Directors met in Executive Session pursuant to Chapter 551, Subchapter D, Texas Government Code:

Subsection 551.071(1). Consultation with Attorney – Consultation with and advice from legal counsel concerning proposed GEC contract amendments.

Subsection 551.074. Personnel Matters – Deliberation concerning the evaluation of the Executive Director.

* * * *

Chairman Thornton reconvened the meeting at 12:45 p.m. He advised the public the board had met in executive session to consult with legal counsel and to discuss a personnel matter, he then advised the public that no action was taken by the board.

There being no further business to come before the board, Chairman Thornton adjourned the meeting at 1:45p.m.

APPROVED:

BILL THORNTON, CHAIRMAN

DATE ADOPTED: _____

I hereby certify that the above foregoing pages constitute the full, true, and correct minutes of all the proceedings and official records of the Alamo Regional Mobility Authority at its meeting on February 14, 2007.

ATTEST: _____
REYNALDO DIAZ
SECRETARY/TREASURER



GEC ACTIVITIES REPORT

February, 2007

During the month of February, efforts continued on the technical evaluation of the alternatives identified for SH16 (Bandera Road) Toll Project, including a fourth meeting with the Bandera Community Working Group to assist in the Project Development process. Efforts for the Wurzbach Parkway and Interchange Project continued with ongoing environmental research, development of an additional alternative interchange concept, and traffic analysis for the Wurzbach Parkway Project. Phase I work on the IH 35 Toll Project continued during the month, including the development of an alternative development concept to the existing TxDOT concept. Efforts also continued on public involvement activities and outreach efforts to support the individual projects.

Activities related to the implementation of the Wurzbach Parkway Project continued, including continued development of the Supplemental Environmental Assessment for the project. A scope of services for the additional archeological services required for Wurzbach Parkway was developed, with the effort on that task beginning immediately. An additional US 281/Wurzbach Parkway interchange concept was developed to provide the overpass option with greater connectivity to the local street system.

Development of the environmental document continued on the SH16 Toll Project. Additional information was provided to FHWA to assist them in their determination of the appropriated level of environmental documentation necessary for the proposed Bandera improvements. In addition, technical evaluation of the numerous alternative concepts continued with a focus on traffic analyses to evaluate the impacts on mobility in the Corridor. Significant efforts also continued on the implementation of a special process to include a Community Working Group in the SH16-Bandera Road Alternatives Analyses and Project Development process. This Community Working Group will be participating through the evaluation and screening of the alternative concepts, as well as provide input throughout the Schematic Design process. The fourth meeting of this group was held on February 13, 2007.

Phase I efforts continued for the IH35 Toll Project to determine the viability of other project alternatives to the one developed by TxDOT in previous studies. The Phase I effort is focusing on an initial traffic analysis, identification of environmental constraints, and inventory of existing utility and right-of-way features, and the development and evaluation of alternative concepts and the consideration of alternative project development and implementation strategies. An alternative concept has been developed and is currently under study for traffic and operations impacts.

Activities and ongoing work for the Public Involvement / Outreach Program included implementation of the Work Plan for the continuation of the Public Involvement and Outreach Program as Phase 1B.

Project Management and Administration

- Periodic overview of project activities and status of work tasks, and prepared Monthly Project Progress Reports.
- Continued work on Subconsultant agreements and administrative activities to execute agreements and Work Authorizations, with required documentation.
- Attended AlamoRMA Regular Board of Directors Meeting on February 13, 2007.
- Attended Planning Committee Meeting on February 23, 2007.

Public Information/Awareness/Marketing Program

- Attended meetings with AlamoRMA staff to implement the Work Plan for Phase 1B of the Public Involvement / Outreach Program.
- Prepared for and held the fourth meeting of the Community Working Group process for the SH16-Bandera Road Project. Held meetings with AlamoRMA to discuss meeting agenda and preparation. The third meeting was held on February 13, 2007. Initiated preparations for the fifth Community Working Group Meeting to be held on March 13, 2007.

Toll System Transfer Projects Implementation

Project Management and Program Implementation

- Continued with the preparation of additional subconsultant agreements for execution for the various work authorizations executed by the Authority.
- Reviewed the current status of active authorizations and refined/updated Project Schedules for implementation of the SH16, the US281/Wurzbach Parkway Interchange, and the IH35 Transfer Projects.
- Developed a draft budget for project development needs through the year 2008.

SH16 Toll Project

- Continued with the technical evaluation of the various alternatives that have been identified based on the evaluation criteria and Preliminary Evaluation Matrix with a focus on traffic analysis. Efforts included an analysis of future travels times of the various alternatives for Bandera Road.
- Continued with the preparation of the environmental document for SH 16.
- Provided additional data to FHWA for the determination of environmental documentation required for the Bandera improvements.

US281/Wurzbach Parkway Interchange Toll Project.

- Continued with the development of the Supplemental Environmental Assessment for the Wurzbach Parkway Corridor.
- Developed additional interchange concepts and made refinements to previously developed concepts.
- Developed scope of services for additional archeological services required for Wurzbach Parkway.

IH 35 Toll Project.

- Early Implementation concepts were identified and defined
- Draft Technical Memorandum revision submitted to Alamo RMA documenting the Initial Screening of Conceptual Alternatives
- At the request of the Alamo RMA, initiated the identification and review of a separate parallel alternative located south of the existing IH-35, from IH-37/US 281 Interchange to IH-410 South Interchange
- Further developed the at-grade Conceptual Alternative.
- Meetings held with Alamo RMA to present and review suggested Conceptual Alternatives and Early Implementation concepts.
- Initiated development of basis of estimate for the conceptual cost estimates of the Viable Conceptual Alternatives
- Continued validation of Existing MPO travel demand model.
- Reviewed toll volumes and toll factors for I-35 and updated the model and results spreadsheet.
- Initiated the Technical Memorandum to document the preliminary environmental constraints findings
- Continued Phase I of the IH 35 Toll Project to determine the viability of other alternatives to the TxDOT elevated managed lane proposal.

TxDOT CDA Procurement Evaluation

- No activities reported this period.

General Engineering Assistance

- No activities reported this Period.

GEC TEAM WORK AUTHORIZATION STATUS - as of February 23, 2007

Work Auth. No.	Work Authorization - Description	BUDGET STATUS			PROGRAM STATUS		REMARKS
		AUTHORIZED	Incurred through 2/23/07	BALANCE	% SPENT	%COMPLETE	
Project Management		\$1,063,031	\$671,164	\$391,867	63%	63%	
1	General Engineering Services / Timeline	\$23,943	\$23,943	\$0	100%	100%	Work Complete
3	General Engineering Services / Implementation Planning	\$24,508	\$24,508	\$0	100%	100%	Work Complete
9.1	Project Management	\$989,947	\$598,666	\$391,281	60%	64%	Ongoing Tasks - Management / Administration / Coordination
10	General Engineering Assistance	\$24,633	\$24,047	\$586	98%	98%	Ongoing Tasks - Engineering reviews and advise, as requested
Public Involvement Program		\$1,049,946	\$494,828	\$555,118	47%	48%	
2	Phase 1 - Public Surveys & Key Messages	\$69,982	\$69,982	\$0	100%	100%	Work Complete
4	Phase 1A - Message Delivery & Media	\$292,160	\$292,160	\$0	100%	100%	Work Complete
11	Phase 1B - Public Involvement & Outreach	\$687,804	\$132,686	\$555,118	19%	21%	Ongoing Tasks - Public Outreach efforts and media contacts
TxDOT US281/Loop 1604 Project CDA Procurement		\$24,754	\$14,980	\$9,774	61%	80%	
5	Initial CDA Evaluation	\$24,754	\$14,980	\$9,774	61%	80%	Review of Qualifications Submittals - Substantially Complete
IH35 Project Development		\$704,498	\$209,375	\$495,123	30%	50%	
6	Development of Work Plan and Schedule for IH35 Project	\$24,611	\$24,611	\$0	100%	100%	Work Complete
9.5	IH 35 Toll Project - Phase 1	\$679,887	\$184,764	\$495,123	27%	60%	Alternatives development, environmental constraints identification
SH16 (Bandera Road) Project Development		\$2,822,231	\$795,941	\$2,026,290	28%	30%	
7/7.1	Development of Work Plan and Schedule, Data Analysis	\$43,862	\$40,347	\$3,515	92%	100%	Work Complete
9.2	SH16 Toll Project - Phase 1	\$635,719	\$630,011	\$5,708	99%	100%	Phase one tasks completed Jan. 15
9.6	SH 16 Toll Project - Phase 2	\$1,892,760	\$63,898	\$1,828,862	3%	6%	Ongoing Tasks - EA Development and Alternatives Studies
12	Bandera Road Community Working Group Process	\$249,890	\$61,685	\$188,205	25%	28%	Ongoing Tasks - Community Working Group process
US281/Wurzbach Parkway Inter. Project Development		\$1,114,001	\$289,123	\$824,878	26%	33%	
8/8.1	Development of Work Plan and Schedule for US281/WP Project	\$36,319	\$36,319	\$0	100%	100%	Work Complete
9.3	Wurzbach Parkway	\$175,338	\$95,467	\$79,871	54%	100%	Work tasks moved to 9.3F
9.3F	Wurzbach Parkway and Interchange Project	\$835,629	\$144,384	\$691,245	17%	27%	Interchange options development, EA development
9.4	Wurzbach Parkway Preliminary Cost Study	\$66,715	\$12,953	\$53,762	19%	100%	Work tasks moved to 9.3F
Total Work Authorizations		\$6,778,461	\$2,475,411	\$4,303,050	37%		



ALAMO RMA
Alamo Regional Mobility Authority
"Moving people faster"

Board Memorandum

To: Alamo RMA Board of Directors

From: Leroy Alloway, Public Information Manager

Thru: Terry M. Brechtel, Executive Director

Date: March 14, 2007

Subject: Public Involvement Update

Public Presentations

General Presentations

Since January 2007, the Alamo RMA has undertaken eight (8) separate presentations within the community. Each presentation has been approximately 30 minutes in length and provided general information regarding the current status of the Alamo RMA evaluations and projects.

During the second quarter of 2007 staff will find ways to increase the number of presentations and seek out new organizations to address and share information with as we move forward with the evaluations of our projects.

Interviews

Since January, the Alamo RMA has engaged in four (4) separate interviews with media aside from coverage generated before and during the Community Open House on January 25, 2007.

Staff has met with reporters from the San Antonio Express-News and WOAI-TV to discuss specific projects within the last month.

Bandera Road Community Working Group

The Bandera Road Community Working Group continues to meet and has had 5 meetings since it's formation in November 2006.

Project Specific Public Meetings

Planning efforts are underway for public meetings on Wurzbach Parkway, IH 35 and a second public meeting on Bandera Road.

The tentative time frame for these meeting is starting in late May.

Locations are still being considered and evaluated.

Publications

As part of today's meeting, the 2006 Alamo RMA Annual Report is being presented for consideration and adoption.

Staff continues to work on the next Alamo RMA newsletter, as well as revisions to the Congestion Relief Brochure for publication later this summer.

Public Outreach

Website

Regular updates are underway on the website, and discussions have begun with HNTB on possible enhancements which could be incorporated into the website over the course of the year.

**GENERAL MEETING OF THE BOARD OF DIRECTORS
OF THE
ALAMO REGIONAL MOBILITY AUTHORITY**

RESOLUTION NO. 07-05

WHEREAS, the Alamo Regional Mobility Authority (“AlamoRMA”) was created pursuant to the request of Bexar County and in accordance with provisions of the Transportation Code and the petition and approval process established in 43 TEX. ADMIN. CODE § 26.01, *et. seq.* (the “RMA Rules”); and

WHEREAS, the Board of Directors of the AlamoRMA has been constituted in accordance with the Transportation Code and the RMA Rules; and

WHEREAS, §370.261 of the Texas Transportation Code requires that a RMA file an annual report with the Commissioners Court of each county included in the Authority not later than March 31 following the conclusion of the preceding fiscal year; and

WHEREAS, AlamoRMA staff have provided the Board of Directors with a preliminary draft of the annual report for the 2006 fiscal year for their review and comment; and

WHEREAS, the Board of Directors is now presented with a proposed final draft of the annual report for their approval;

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the AlamoRMA hereby approves and adopts the AlamoRMA Annual Report for Fiscal Year 2006, attached hereto as Attachment “A”; and

BE IT FURTHER RESOLVED, that the Executive Director is authorized to file the Annual Report, attached hereto as Attachment “A”, with the Commissioners Court of Bexar County in accordance with §370.261 of the Texas Transportation Code.

Adopted by the Board of Directors of the Alamo Regional Mobility Authority on the 14th day of March, 2007.

Submitted and reviewed by:

Approved:

Terry Brechtel
Executive Director for the
Alamo Regional Mobility Authority

William E. Thornton
Chairman, Board of Directors
Resolution Number 07-05
Date Passed 03/14/07



ALAMO RMA
Alamo Regional Mobility Authority
"Moving people faster"

Board Memorandum

To: Alamo RMA Board of Directors

From: Terry M. Brechtel, Executive Director

Date: March 14, 2007

Agenda Item 5 – Overview

Background

The Alamo RMA currently does not have a specific tailored policy to address local, minority and historically disadvantaged business enterprise involvement within contracting for goods and services.

Since our creation the Alamo RMA has been following the goals as outlined in state and federal guidelines, but the applicability of those standards does not achieve the goals of the Alamo RMA Board of Directors to establish specifically tailored goals based on the availability of local and minority/woman business enterprises in this region.

In recognition of this t shortcoming, on August 9, 2006, the Alamo RMA Board of Directors authorized participation in the San Antonio Regional Disparity Study Consortium, in conjunction with other public entities, to develop the Regional Business Disparity Causation Study Analysis.

This study is currently being conducted.

This item would authorize the Alamo RMA Executive Director to enter into a contract, not to exceed \$70,000 for the purpose of developing a business diversity initiative, utilizing the information contained within the Regional Business Disparity Causation Study Analysis, and tailoring a program specific for the Alamo RMA to realize enhanced local business, minority/women business enterprises, and disadvantaged business enterprise participation in the Alamo RMA contracting areas.

Proposal Specific Information

The proposal under consideration would be conducted in three phases over six (6) months.

Phase One: Evaluation and Recommendations –

This phase would provide an analysis and evaluation of current Alamo RMA business diversity requirement, initiatives, and processes for compliance, effectiveness, and efficiency.

Tasks included in this phase:

Current policy and program compliance review and recommendations

Technical business diversity contractual language

Review unique and technical construction needs

Certification review and recommendations

Cost: \$20,000

Phase Two: Program Development and Monitoring Processes –

This phase would analyze business diversity requirements and ultimately present a recommend business diversity initiative including all relevant programmatic elements and processes.

Tasks included in this phase:

Draft business diversity program

Monitoring and reporting process and procedures

Business diversity brochure development

Business diversity web site development

Cost: \$25,000

Phase Three: Outreach and technical assistance

This phase would review and present recommendations for an outreach and technical assistance strategy and select initiatives designed to effectively identify, solicit, and strengthen competitiveness and qualifications for local, M/WBE and DBE firms.

Tasks included in this phase

Develop outreach strategy and recommended initiatives

Identification of technical assistance venues

Training seminar(s)

Cost: \$15,000

Selection of *Innovative Strategies*

Innovative Strategies has played an integral role in the Regional Business Disparity Causation Study Analysis and has extensive knowledge of local, state, and federal guidelines regarding the participation of local, minority, and historically disadvantaged business enterprises in contracting for goods and services. As a result, *Innovative Strategies* is uniquely qualified to

develop a business diversity initiative for the Alamo RMA, utilizing the information contained within the Regional Business Disparity Causation Study Analysis. The retention of *Innovative Strategies* therefore qualifies as a single-source contract pursuant to Section 8.8 of the Alamo RMA procurement policies.

Recommended Action

Resolution authorizing the Executive Director to enter into a contract for an amount not to exceed \$70,000 to retain the services to *Innovative Strategies* to develop a business diversity initiative for the Alamo RMA.

**GENERAL MEETING OF THE BOARD OF DIRECTORS
OF THE
ALAMO REGIONAL MOBILITY AUTHORITY**

RESOLUTION NO. 07-06

WHEREAS, the Alamo Regional Mobility Authority (“AlamoRMA”) was created pursuant to the request of Bexar County and in accordance with provisions of the Transportation Code and the petition and approval process established in 43 TEX. ADMIN. CODE § 26.01, *et. seq.* (the “RMA Rules”); and

WHEREAS, the Board of Directors of the AlamoRMA has been constituted in accordance with the Transportation Code and the RMA Rules; and

WHEREAS, the San Antonio Regional Disparity Study Consortium (“Study Consortium”) consists of political subdivisions and jurisdictions within the San Antonio-Bexar County region committed to undertaking all necessary and reasonable steps to ensure that disadvantaged, minority-owned, and woman-owned businesses (“D/M/WBEs”) are afforded equitable opportunities to participate in local government and other contracts within the relevant marketplace from which Study Consortium members routinely purchase significant quantities of goods and services; and

WHEREAS, in Resolution No. 06-17, dated August 9, 2006, the Board of Directors of the AlamoRMA authorized the Executive Director to take such steps as were necessary for the AlamoRMA to become a member of the Study Consortium and to execute an interlocal agreement with the City of San Antonio for the expenditure of funds to participate in a Regional Business Disparity Causation Study Analysis (“Study Analysis”) to identify factors responsible for underutilization of D/M/WBEs and discriminatory practices that may have hindered or impeded the ability of D/M/WBEs to compete for and participate in Study Consortium members’ contracts; and

WHEREAS, enhanced D/M/WBE participation in AlamoRMA contracting areas is an important goal of the Authority; and

WHEREAS, in furtherance of the goal of enhancing D/M/WBE participation in AlamoRMA contracting areas, the Board of Directors desires to cause to be prepared a business diversity initiative for the AlamoRMA, utilizing information contained within the Study Analysis; and

WHEREAS, the Executive Director has determined that Innovative Strategies has unique knowledge of the Study Analysis and that the retention of Innovative Strategies therefore meets the requirements of a single-source contract as set forth in Section 8.8 of the AlamoRMA’s Polices and Procedures Governing Procurements of Goods and Services.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the AlamoRMA authorizes the Executive Director to enter into a contract for an amount not to exceed \$70,000 to

retain the services of Innovative Strategies to develop a business diversity initiative for the AlamoRMA.

Adopted by the Board of Directors of the Alamo Regional Mobility Authority on the 14th day of March, 2007.

Submitted and reviewed by:

Approved:

Terry Brechtel
Executive Director for the
Alamo Regional Mobility Authority

William E. Thornton
Chairman, Board of Directors
Resolution Number 07-06
Date Passed 03/14/07

**COST PROPOSAL
BUSINESS DIVERSITY INITIATIVE**

ALAMO REGIONAL MOBILITY AUTHORITY

PRESENTED BY

INNOVATIVE STRATEGIES

BACKGROUND

This Cost Proposal is submitted in support of the Alamo Regional Mobility Authority's (Alamo RMA) efforts at implementing and promoting a Business Diversity Initiative which will allow the Alamo RMA to secure specialized technical expertise and professional services in this subject area through a phased project approach. The objective of this initiative is to assist the Alamo RMA in addressing and satisfying mandated business diversity requirements, such as with the federally required disadvantaged business enterprise (DBE) program requirements; development of business diversity policy and its implementation through program development and execution; and, development of process and procedures to more effectively identify, access, and realize enhanced local businesses, minority/women business enterprise (M/WBE), and disadvantaged business enterprise (DBE) participation in all of the Alamo RMA's contracting areas – construction, professional services and procurement.

The proposed initiative will result in a more efficient and effective business diversity approach and process, which will more successfully further the Alamo RMA's current local, M/WBE and/or DBE efforts and initiatives. Our review will produce a more cost-beneficial delivery of services; produce a consistent and uniform interpretation and application of local, M/WBE and/or DBE program direction and certification policy, and a more efficient methodology by which to address and implement the administrative aspects of such a program requirement.

This Cost Proposal is specific to the services and timeframes provided herein.

SCOPE OF SERVICES/DELIVERABLES

Innovative Strategies will approach this engagement performing in essence as an extension of Alamo RMA staff. Our technical approach to this engagement will be accomplished through a three-phased approach. The phases are arranged in programmatic order; however, some tasks can be moved to better address and achieve the Alamo RMA's interests. The phased approach will allow the Alamo RMA to quickly position itself and provide a more pro-active and comprehensive approach to local business, M/WBE, and DBE identification, consideration, and inclusion in all of their business areas. Additionally, the phased approach can help bring an accelerated performance and program benefit to the Alamo RMA's current M/WBE and DBE initiatives.

The tasks and deliverables consist of, but are not limited to the following:

PHASE ONE: EVALUATION AND RECOMMENDATIONS

This phase will provide an analysis and evaluation of current Alamo RMA local business, M/WBE and/or DBE requirements, initiatives, and processes for compliance, effectiveness, and efficiency.

PHASE TWO: PROGRAM DEVELOPMENT AND MONITORING PROCESSES

This phase will analyze business diversity requirements and ultimately present a recommended local business, M/WBE and/or DBE program, to include all relevant programmatic elements and processes.

PHASE THREE: OUTREACH AND TECHNICAL ASSISTANCE

This phase will review and present recommendations for an outreach and technical assistance strategy and select initiatives designed to effectively identify, solicit, and strengthen competitiveness and qualifications for local, M/WBE and DBE firms.

PHASE ONE: EVALUATION AND RECOMMENDATIONS

Task One – Current Policy and Program Compliance Review and Recommendations

Review, analyze, and present recommendations on the Alamo RMA's current local business, M/WBE, and DBE policy and efforts and initiatives in regards to technical and operational compliance with applicable local, state, and/or federal regulatory requirements. An effective policy will serve to set the tone and direction of the Alamo RMA's efforts and publicly communicate its standing on this matter. This review will serve to foster and ensure *equality of opportunity* on all of the Alamo RMA's contracting and procurement opportunities – directly with the Alamo RMA at the prime contractor level, through subcontractor and sub-consultant opportunities, as well as subcontracting opportunities in the procurement area, when applicable.

Additionally, our review and recommendations will serve to more effectively link and implement the Alamo RMA's local, M/WBE, and/or DBE policy and business diversity initiatives to both federally-assisted and non federally-assisted project funding source regulatory requirements.

Deliverable 1: This task will present the Alamo RMA with (i) a draft local business, M/WBE and/or DBE policy; (ii) a formal report presenting a “road map” of analysis and recommendations to more effectively develop and implement a local, M/WBE and/or DBE program consistent and compliant with regulatory mandates and requirements.

Task Two – Technical Business Diversity Contractual Language

Research, analyze, and present recommendations in regards to the business diversity contractual approach and technical language included in current Alamo RMA solicitations and contractual documents. Our review will focus on presenting findings and recommendations as to the technical process by which to require, apply, evaluate, and monitor business diversity requirements on the Alamo RMA itself and its prime contractors and vendors.

Deliverable 2: Formal report presenting an analysis and evaluation of the Alamo RMA's current local, M/WBE and/or DBE contractual language with professional recommendations as to technical contractual language and administrative processes to lawfully and more effectively apply and require compliance with Alamo RMA business diversity objectives and requirements.

Task Three – Review Unique and Technical Construction Needs

Assist and support the Alamo RMA's business diversity efforts by specifically reviewing and analyzing the technical and unique construction contracting needs, such as but not limited to "*design build projects*", and presenting recommendations as to local, M/WBE, and DBE consideration, identification, and solicitation in the construction area specifically. Our review and recommendations in this area will serve to facilitate specialized business diversity expertise and review of the unique and specific contracting needs of the Alamo RMA.

Deliverable 3: Formal report presenting technical business diversity analysis and evaluation on the Alamo RMA's unique construction contracting needs with professional recommendations as to technical business diversity consideration and inclusion, bid and contractual language, and recommended administrative processes to technically and more effectively implement the recommended draft business diversity program.

Task Four – Certification Review and Recommendations

Review, analyze, and present recommendations as to the Alamo RMA's role, involvement and use of the M/WBE and DBE certification process, procedures and requirements. The certification process is an essential programmatic element ensuring program legitimacy and ensures that the intended program benefits are received by the eligible beneficiaries.

Deliverable 4: A detailed formal report on the current certification process with recommendations addressing this area will be presented to the Alamo RMA. The deliverable will offer recommendations in establishing the most business advantageous certification policy, processes and procedures for the Alamo RMA.

PHASE TWO: PROGRAM DEVELOPMENT AND MONITORING PROCESSES

Task One – Draft Business Diversity Program

Draft and recommend a “tailored” local business, M/WBE and/or DBE program for the Alamo RMA, which will address critical and major programmatic administrative and operational elements and monitoring and reporting aspects, such as but not limited to applicable policy, contractual M/WBE and/or DBE clause, applicable local business, M/WBE and/or DBE goals, prime contractor good faith effort requirements, contract monitoring and reporting requirements, contractor compliance, etc. The proposed business diversity program will also address all contracting areas – construction, professional services and procurement.

Deliverable 1: Present the Alamo RMA with a recommended draft M/WBE and/or DBE program. This deliverable will serve to establish a tailored business diversity program addressing the critical and major programmatic elements, to include an internal (for Alamo RMA departments) and external (contractors and vendors) contractor compliance and monitoring and reporting requirements as part of the recommended draft program. The draft recommended program will address all of the Alamo RMA’s contracting areas – construction, professional services, and procurement and serves as the *implementation vehicle* for the Alamo RMA’s policy in this area.

Task Two – Monitoring and Reporting Process and Procedures

Review, analyze, and present recommendations on the Alamo RMA’s M/WBE and/or DBE monitoring and reporting process and procedures. Of specific review will be M/WBE and DBE required reporting formats and information, as well as the internal (within the Authority) and external (required of prime contractors) monitoring and reporting process and procedures.

Deliverable 2: A formal report will be presented to the Alamo RMA detailing the recommended M/WBE and/or DBE monitoring and reporting requisites, to include recommended applicable formats with technical recommendations to more effectively address, track and communicate M/WBE and/or DBE performance.

Task Three – Business Diversity Brochure Development

Develop a draft recommended local business, M/WBE and/or DBE program brochure to communicate and more effectively promote the business diversity program’s objectives and benefits.

Deliverable 3: A technical outreach/marketing business diversity brochure will be developed and presented in draft form to the Alamo RMA for their review and approval. The brochure will be developed and presented in electronic format for additional use and application.

Task Four – Business Diversity Web Site Development

Create a more effective business diversity (M/WBE and/or DBE) program presence on the Alamo RMA's website, which currently only provides a non-discrimination policy statement in this area. Our focus will be to recommend a refined approach allowing the Alamo RMA to maximize communication with and market business opportunities to the local, M/WBE, and DBE business communities, which will serve to more effectively support and promote their solicitation, interest, and contract participation.

Deliverable 4: A formal report will be presented to the Alamo RMA outlining the web site review and recommendations. A specific draft business diversity web site format will be presented for review and consideration for inclusion in the current Alamo RMA website.

PHASE THREE: OUTREACH AND TECHNICAL ASSISTANCE

Task One – Develop Outreach Strategy and Recommended Initiatives

As part of an overall effort that will allow the Alamo RMA to strategically and continuously publicize and promote its contracting and procurement opportunities within its applicable M/WBE and/or DBE marketplace, a specific outreach strategy tailored to the Alamo RMA's business needs and opportunities will be drafted and recommended. This review will serve to ensure that local, M/WBE and DBE firms are being made aware of and have a greater opportunity to compete on Alamo RMA contracting and procurement opportunities through well-defined and recommended outreach initiatives and technical assistance. Our efforts in this area will serve to present a *focused approach* capitalizing on the particular needs, opportunities, and business requirements for the Alamo RMA in its efforts to most effectively identify, communicate and promote M/WBE and/or DBE consideration and participation.

Deliverable 1: A formal report will be provided to the Alamo RMA with technical recommendations in the form of recommended initiatives and strategies, which will serve to enhance and/or increase the Alamo RMA's ability and effectiveness in identifying, soliciting, and attracting the interest and participation of M/WBE and/or DBE firms in all of its contracting and procurement areas. The deliverable will in essence establish the strategic outreach/marketing strategy or program for the Alamo RMA and more effectively and efficiently implement outreach/marketing and technical assistance activities.

Task Two – Identification of Technical Assistance Venues

In order to maximize competitiveness and qualifications, enhancing M/WBE and/or DBE capability and capacity, our efforts under this task will specifically focus on strategies and initiatives aimed at identifying, soliciting, and attracting the attention and interest of M/WBE and DBE *advocacy organizations* for additional programmatic support to the Alamo RMA serving as unofficial M/WBE and/or DBE technical and bid/proposal

support. Our efforts in this area will present the Alamo RMA with an added medium to market and reach the M/WBE and DBE business community for maximum business diversity benefit and allow it to resourcefully address traditional (and non-traditional) M/WBE and DBE business barriers such as financing, insurance and bonding, for example.

Deliverable 2: A formal report presenting recommended strategy and initiatives to utilize locally available technical assistance venues and organizations will be presented to the Alamo RMA.

Task Three – Training Seminar(s)

A training seminar(s) for applicable Alamo RMA staff and/or the local M/WBE and DBE business community will be developed and presented to the Alamo RMA for their review and approval. The seminar(s) will facilitate an orderly transition and orientation of the new M/WBE and/or DBE policy, program, and applicable requirements for Alamo RMA staff and the M/WBE and DBE business community and also allows for greater understanding and support of the operational and implementation processes, procedures and policy in this area.

Deliverable 3: A draft workshop program will be developed and presented to the Alamo RMA for review and approval.

PERFORMANCE PERIOD

The performance period is flexible and subject to the Alamo RMA's needs. *Innovative Strategies* is proposing a six (6) month performance period for the three proposed phases. This performance period is flexible and subject to the Alamo RMA's needs and approval.

As is standard on our engagements, upon contract execution, Innovative Strategies will prepare and submit to the Alamo RMA for review and approval a proposed project timeline outlining the engagement's deliverables and meetings schedule with key subtasks, where applicable, for implementation and completion of the accepted Services/Deliverables.

FEE SCHEDULE

Innovative Strategies is proposing a firm fixed price for professional consultant services for each individual proposed phase as outlined below. Labor costs reflect the loaded labor costs, which include fringe, overhead, and profit and engagement expenses.

Total engagement cost per phase:

PHASE ONE: EVALUATION AND RECOMMENDATIONS **\$ 20,000.00**

Task One – Current Policy and Program Compliance Review and Recommendations

Task Two – Technical Business Diversity Contractual Language

Task Three – Review Unique and Technical Construction Needs

Task Four – Certification Review and Recommendations

PHASE TWO: PROGRAM DEVELOPMENT AND MONITORING PROCESSES **\$ 25,000.00**

Task One – Draft Business Diversity Program

Task Two – Monitoring and Reporting Process and Procedures

Task Three – Business Diversity Brochure Development

Task Four – Business Diversity Web Site Development

PHASE THREE: OUTREACH AND TECHNICAL ASSISTANCE **\$ 15,000.00**

Task One – Develop Outreach Strategy and Recommended Initiatives

Task Two – Identification of Technical Assistance Venues

Task Three – Training Seminar(s)

HOURLY RATE SCHEDULE

Innovative Strategies Labor Hourly Rate Schedule:

Principal	\$135.00
Project Director	75.00
Project Manager	50.00
Administrative Support	25.00

*The hourly rate schedules above are **Innovative Strategies'** government rates and reflect the "loaded rate" incorporating the firm's fringe benefit costs, overhead, and profit.*