


CITY OF LOS ANGELES
INTER-DEPARTMENTAL MEMORANDUM

Date: March 14, 2024

To: The Honorable City Council
c/o City Clerk, Room 395
Attention: Honorable Heather Hutt, Chair, Transportation Committee

From: Laura Rubio-Cornejo, General Manager 
Department of Transportation

Subject: **AUTHORIZATION TO AMEND AGREEMENT C-135058 TO EXTEND THE CONTRACT TERM WITH CAMBRIDGE SYSTEMATICS FOR THE CODE THE CURB PROGRAM**

SUMMARY

The Los Angeles Department of Transportation (LADOT) requests authorization to amend a contract for Cambridge Systematics that expired on January 26, 2024. The contract amendment extends the term of the Agreement for six months. The term extension will allow LADOT to continue to use the services of Cambridge Systematics, Inc. to support the planning and design phases of LADOT's Code the Curb program in Downtown Los Angeles funded by the United States Department of Transportation's (USDOT) Strengthening Mobility and Revolutionizing Transportation (SMART) grant program. The contract amendment request is for this specific task order and would allow the contractor to complete the work needed to meet the grant requirements. No additional funds are requested to be added to the contract, and no other extensions will be needed. A separate contract will be pursued for the implementation and evaluation phases of the project.

RECOMMENDATION

That the City Council AUTHORIZE the General Manager of the Department of Transportation, or designee, to execute an amendment to Agreement C-135058 with Cambridge Systematics, Inc. to extend the terms of the contract by six months from January 26, 2024 to July 25, 2024.

BACKGROUND

In March 2023, LADOT secured a SMART grant for \$2 million from the USDOT to fund the Code the Curb pilot in Downtown Los Angeles. The SMART Grant is a federal grant focused on piloting technology interventions to enhance transportation infrastructure. Awardees are expected to pilot the funded projects within an 18-month period. In September 2023, LADOT executed a grant agreement with USDOT. Utilizing the LADOT On-Call Professional Consultant Services contract, LADOT then executed a Task Order Agreement with Cambridge Systematics to support the planning and engagement phases of the project. Due to all LADOT on-call services contracts expiring in January 2024, the short time frame was insufficient to complete all the required tasks of the contract. Extending the Cambridge Systematics contract by six months would allow them to complete the necessary planning tasks, which includes developing a technical scope of work that will lead to a separate contract for the implementation phase of the project.

LADOT requests a six-month time extension of the contract until July 25, 2024 to complete the remaining tasks and services without interruption. No funding increase is requested as part of this request. Below is supporting information about this request:

Contractor: Cambridge Systematics, Inc

Contract: C-135058

Task Order: PP-002 Code the Curb: DTLA (Planning & Design)

Task Order Execution Date: December 10, 2023

Task Order Amount: \$399,207

Reason for Extension: Additional time needed to complete the remaining critical tasks to meet federal SMART grant deadlines.

Duration for Proposed Extension: six months

Proposed New Contract Expiration Date: July 25, 2024

DISCUSSION

To meet the requirements and timeline set by the SMART grant, LADOT strategically leveraged On-Call Bench contracts to streamline the procurement process and quickly engage qualified contractors. This approach aimed to expedite project initiation and progress, ensuring efficient use of resources to meet the demanding deadlines outlined in the grant agreement. The current bench contract with Cambridge Systematics as part of LADOT's bench list for On-Call Professional Consultant Services expired on January 26, 2024. The requested amendment will extend the bench contract for six months to allow for the completion of this project.

The SMART Grant requirements obligate LADOT to deliver the Code the Curb Project within an 18-month performance period, and provide a final implementation report by March 2025. The recommended contract extension with Cambridge Systematics contract is critical to the success of the Code the Curb Project. On September 27, 2023, LADOT released a Task Order Solicitation for phase 1 of the work and in December 2023, a Task Order Agreement, PP-002 Code the Curb: DTLA (Planning & Policy), was processed with Cambridge Systematics to help deliver this project. The Task Order Solicitation is part one of a two-part project needed to meet the SMART grant's requirements. Cambridge systematics will actively help LADOT prepare a technical scope of work to execute the demonstration project, plan for how to implement digital curbside management policies, and design the layout for implementing the Curb Data Specification (CDS). This will lay the groundwork for the second phase of the Code the Curb project to be pursued under a separate contract with parking technology vendors, which will focus on implementing the findings from the planning and design work completed by Cambridge Systematics.

This extension would allow LADOT to complete the first phase of the two phase 18-month project.

FISCAL IMPACT

There is no impact to the General Fund. The use of Cambridge Systematics, Inc. services is an allowable expense under the SMART grant and is 100 percent reimbursable by USDOT.

LC:TC:rg/zc

Attachments

TRANSMITTAL

TO
Department of Transportation

DATE
01/17/2024

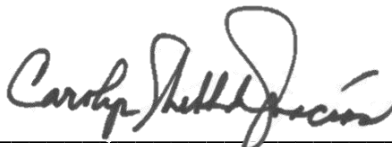
COUNCIL FILE NO.

FROM
The Mayor

COUNCIL DISTRICT

AUTHORIZATION TO AMEND AGREEMENT C-135058 TO EXTEND THE CONTRACT TERM WITH CAMBRIDGE SYSTEMATICS FOR THE CODE THE CURB PROGRAM

Approved, ED3 Waived, and Transmitted for further processing.



MAYOR
(Carolyn Webb de Macias for)

CITY OF LOS ANGELES
INTER-DEPARTMENTAL MEMORANDUM

Date: December 11, 2023

To: The Honorable Karen Bass, Mayor
Office of the Mayor
Attention: Heleen Ramirez, Legislative Coordinator

From: Laura Rubio-Cornejo, General Manager
Department of Transportation



Subject: **AUTHORIZATION TO AMEND AGREEMENT C-135058 TO EXTEND THE CONTRACT TERM WITH CAMBRIDGE SYSTEMATICS FOR THE CODE THE CURB PROGRAM**

SUMMARY

The Los Angeles Department of Transportation (LADOT) requests authorization to amend a contract for Cambridge Systematics that expires in January 2024. The contract amendment extends the term of the Agreement for six (6) months. The term extension allows LADOT to continue to utilize the services of Cambridge Systematics, Inc. to assist with the planning, scoping, and design of LADOT's Code the Curb DTLA program. This extension will allow LADOT to meet the United States Department of Transportation's (USDOT) aggressive timeline for its Strengthening Mobility and Revolutionizing Transportation (SMART) grant. The contract amendment request is for this specific task order and would allow the contractor to complete the work needed to meet the grant requirements. LADOT requests an Executive Directive 3 waiver due to the urgency of meeting the grant milestones and timeline set forth by the USDOT.

RECOMMENDATION

That the City Council, subject to concurrence by the Mayor:

Authorize the General Manager of the Department of Transportation, or designee, to execute an amendment to Agreement C-135058 with Cambridge Systematics, Inc. to extend the terms of the contract by six months from January 26, 2024 to July 25, 2024.

Consultant	Contract No.	New Expiration Date
Cambridge Systematics, Inc.	C-135058	07/25/2024

BACKGROUND

In March 2023, LADOT secured a SMART grant for \$2 million from the USDOT to be used towards Code the Curb. The SMART Grant is a federal grant focusing on piloting technology interventions to enhance

transportation infrastructure. As part of this grant, awardees are expected to pilot these projects within an 18-month period. In September 2023, a grant agreement was successfully executed with USDOT.

To meet the requirements and timeline set by the SMART grant, LADOT strategically leveraged On-Call Bench contracts to streamline the procurement process and quickly engage qualified contractors. This approach aimed to expedite project initiation and progress, ensuring efficient use of resources to meet the demanding deadlines outlined in the grant agreement. The current bench contract with Cambridge Systematics as part of LADOT's bench list for On-Call Professional Consultant Services expires on January 26, 2024. The requested amendment will extend the bench contract for six months to allow for the completion of this project.

LADOT is now required to deliver the Code the Curb Project within an 18-month performance period, and provide a final implementation report by March 2025. The recommended contract extension with Cambridge Systematics contract is critical to the success of the Code the Curb Project. On September 27, 2023, LADOT released a Task Order Solicitation for phase 1 of the work and in December 2023, a Task Order Agreement, PP-002 Code the Curb: DTLA (Planning & Policy), was processed with Cambridge Systematics to help deliver this project. The Task Order Solicitation is part one of a two-part project needed to meet the SMART grant's requirements. Cambridge systematics will actively help LADOT prepare a technical scope of work to execute the demonstration project, plan for how to implement digital curbside management policies, and design the layout for implementing the Curb Data Specification (CDS). This will lay the groundwork for the second phase of the Code the Curb project, which will focus on implementing the findings from the planning and design work completed by Cambridge Systematics.

If this contract is not extended, it will impact the Project and LADOT's ability to meet the deliverables set forth by the USDOT. This extension would allow for the first phase of the two phase 18 month project.

FISCAL IMPACT

There is no impact to the General Fund. The use of Cambridge Systematics, Inc. services is an allowable expense under the SMART grant and is 100 percent reimbursable by USDOT.

LC:tc/zc

Attachment

Cambridge Systematics Task Order Proposal

SECOND AMENDMENT

TO

AGREEMENT C-135058

BETWEEN

THE CITY OF LOS ANGELES

AND

CAMBRIDGE SYSTEMATICS, INC

FOR

ON-CALL PROFESSIONAL CONSULTANT SERVICES

**SECOND AMENDMENT TO AGREEMENT C-135058 BETWEEN
THE CITY OF LOS ANGELES
AND
CAMBRIDGE SYSTEMATICS, INC
FOR ON-CALL PROFESSIONAL CONSULTANT SERVICES**

THIS SECOND AMENDMENT to Agreement C-135058 between the City of Los Angeles (herein referred to as “City”), a municipal corporation, acting through the Department of Transportation (hereinafter referred to as “LADOT”), and Cambridge Systematics, Inc. (hereinafter referred to as “Consultant” or “CONTRACTOR”), a Massachusetts Corporation, individually referred to as “Party” and collectively as “Parties”, is entered into with reference to the following:

WHEREAS, on August 9, 2019, the City issued a Request for Qualifications (RFQ) to solicit responses from firms or individuals interested in being recognized and placed on a pre-qualified services list of on-call consultants; and

WHEREAS, Consultant submitted a response to the RFQ demonstrating qualifications and experience in one (1) or more of the requested service categories and City found Consultant’s response to satisfy the requirements set forth in the RFQ; and

WHEREAS, the Parties entered into Agreement C-135058 for a three-year (3-year) term beginning 2/14/2020 through 2/13/2023 wherein Consultant agreed to provide on-call professional consultant services; and

WHEREAS, the Coronavirus pandemic hindered the ability of LADOT to release project opportunities and utilize the on-call professional consultant services contract; and

WHEREAS, on 5/10/23, City Council approved the First Amendment to Agreement C-135058 to: a) extend the term of the agreement for eleven (11) additional months expiring on 1/26/2024; b) update City’s representatives for the agreement; c) update the City’s Standard Provisions for City Contracts (Rev. 9/22) [v.1]; add contracting language as required by ordinance of all City contracts; and

WHEREAS, the LADOT desires in this Second Amendment to Agreement C-135058 to extend the term of the agreement by six (6) additional months expiring on 7/25/2024 to allow for a grant-funded task order to be completed;

NOW, THEREFORE, in consideration of the above premises, and the mutual covenants and agreements herein contained, the Parties agree as follows:

1. Section 1.2 Representatives of the Parties, Subsection 1.2.3 is hereby amended to read as follows:

1.2.3 The City’s representative is, unless otherwise stated in the Agreement:

1.2.3 The designated Project Manager for the City is:

Lindsey Estes, Senior Management Analyst II
Los Angeles Department of Transportation
100 South Main Street, 10th Floor
Los Angeles, California, 90012

2. Effective the date of attestation by the City Clerk of this Second Amendment, all references to Robin Quintanilla and Emerson Belen throughout the Agreement are hereby deleted and replaced with the following: Lindsey Estes

3. **Section 3.1 Term**, is hereby deleted in its entirety and replaced by the following:

This Agreement shall be in effect beginning 2/14/2020 ("Effective Date") and shall terminate on 7/25/2024, unless otherwise terminated in accordance with the termination provisions herein.

4. **Section 3.4 Ratification**, is hereby added immediately following **Section 3.3 Contract Modifications** to read as follows:

The Consultant may have provided prior services to the City of Los Angeles under the terms of an executed Agreement which included a requirement to adhere to the City's Standard Provisions for City Contracts. To the extent that the Consultant provided services to the CITY prior to the execution of this extension, and the Consultant's services were performed in accordance with the terms and conditions of this extension and the original Agreement, including the City's Standard Provisions for City Contracts, those services are hereby ratified.

5. Order of Precedence

This Agreement, and any exhibits, attachments, or documents incorporated herein by inclusion or by reference, constitutes the complete and entire Agreement between the City and the Consultant. In the event of any inconsistencies between the bodies of this Agreement and attachments, the order of precedence will be as follows:

1. This Agreement between the City of Los Angeles and Cambridge Systematics, Inc. and its Amendments
 2. Attachment A - Standard Provision for City Contracts (Rev. 9/22) [v.1]
 3. RFQ for On-Call Professional Consultant Services
 4. Consultant Proposal
6. Except as herein amended, all other terms and conditions of this Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

THE CITY OF LOS ANGELES

Cambridge Systematics, Inc., a Massachusetts Corporation

By: _____
Laura Rubio-Cornejo
General Manager
Department of Transportation

By*: _____

Title: _____

Date: _____

Date: _____

APPROVED AS TO FORM:

Hydee Feldstein Soto, City Attorney

By**: _____

By: _____
Deputy City Attorney

Title:

Date: _____

Date: _____

ATTEST:

HOLLY L. WOLCOTT, City Clerk

NOTE: If Contractor is a corporation,
two signatures are required.

* The signature of President, Chairman of the Board, or Vice President is required here;
and

** an additional signature of Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer is also required for the Corporation.

By: _____

Date: _____

City Agreement Number: C-135058

Council File Number: _____