



December 20, 2017

Mr. Michael Roberts, Public Works Director/City Engineer
City of Hercules
111 Civic Drive
Hercules, CA 94547

Dear Mr. Roberts:

Gray-Bowen-Scott appreciates the opportunity to continue assisting the City of Hercules advance the state of readiness of and position the Regional Intermodal Transit Center (RITC) in Hercules for grant funding. At your request, Gray-Bowen-Scott is pleased to furnish you our proposed scope and budget so we may continue as an on-call resource to the City.

The RITC in Hercules has achieved federal and state environmental approval; design essentially completed; and the project is partially constructed. Completion of the project is dependent on full funding for this project. Based on the City's current project estimates, the construction cost of the next phase is \$17m and roughly \$50m is needed to construct the infrastructure needed for a train to stop.

We, together with the City, concluded that to be more competitive for grant funding, the City needs to stress the significance of the RITC in a regional context, better document the regional benefits of the RITC and advance the state of readiness of this project by securing a commitment from agencies/entities such as Capitol Corridor Joint Powers Authority (CCJPA), San Joaquin Joint Powers Authority (SJJPA), and California Public Utilities Commission (CPUC) to bring intercity rail service to Hercules.

Over the past year, the Gray-Bowen-Scott team has done and accomplished the following:

- *Assisted City in securing a \$400,000 allocation from Measure J to implement an Intercity Rail Initiative.* We developed a work program that was presented to and accepted by Contra Costa Transportation Authority (CCTA).
- *Assisted the City in securing \$700,000 for the RITC.* We notified the City that the State reinstated funding for the State's Traffic Congestion Relief Program (TCRP). Our work with Caltrans, Metropolitan Transportation Commission (MTC) and CCTA resulted in \$700,000 in state funds allocated for construction of the "Path to Transit".
- *Raised the regional visibility of the RITC:*
 - Formed an I-80 Congestion Relief Coalition. This coalition, comprised of both public and private sectors, *established an environment in which we can quickly mobilize interested partners to collaborate with the City to champion solutions to address the I-80 traffic congestion problem, while contemporaneously accomplishing the goals of the City's RITC project.*

- *Demonstrated to stakeholders and decisions makers that there is a large constituency that wants Hercules to be served by rail.* Through our theme of “Let’s Get I-80 Moving – Add a Train Stop in Hercules”, we educated the public that the Hercules RITC project is the clearest, most efficient relatively near term solution to help address severe Interstate 80 congestion. Our “Let Get I-80 Moving, Get a Train Stop in Hercules” initiative included a Telephone Town Hall, Website and Facebook page. The panel for our telephone town hall included two members of Congress, County Supervisor and the mayors of Hercules and Richmond. The telephone town hall drew a total of 1,271 attendees. Over 330 people have signed up to get involved through the HerculesTrainStop.com website. Facebook posts have generated over 1,100 reactions from users who have liked, shared, or commented on the content
- *Raised the visibility of the RITC with CCJPA Board:* Utilizing our Bay Area and Northern California relationships, numerous members of the CCJPA Board, including the Chair and Vice-Chair and representatives from Solano, San Francisco, Sacramento and Yolo Counties have toured the project. In addition, BART representatives who sit on the CCJPA also toured the site. As a result, they have an appreciation of the RITC and its’ relationship to CCJPA’s short and long term goals. At a Board member’s request, the City has made two presentations to the CCJPA Board. When the City launched our work plan, we learned CCJPA, in developing their Vision Plan, is considering updating their Train Station Policy they adopted in 2006. CCJPA’s update of their Train Station Policy could be advantageous to the City. CCJPA’s process to update their Train Station Policy is underway.
- *Raised the visibility of the RITC at the State level:* Caltrans Draft 2018 State Rail Plan did not acknowledge a station stop in Hercules. The State’s plan is intended to establish principles for prioritizing state investments in rail. We developed the City’s comments on the Draft 2018 State Rail Plan. Through our efforts, CCTA and the East Bay Leadership Council, an east bay business organization, submitted comments to Caltrans that complement the City’s efforts.
- *Quantified and documented the regional benefits of the RITC:* Our team created communication materials and a Project Fact Sheet which can be used in presentations, left with policy officials/ key stakeholders and used in grant applications.
- *Optimized the City’s Project Funding Plan to maximize the use of grant funds* to take advantage of the infusion of TCRP funds.

Based on the above, attached is our proposed scope of work for the next six months to help the City secure a commitment from CCJPA to serve Hercules and champion the project to help secure additional grants. Our work plan is focused on fostering an environment that allows rail service in Hercules and participating in CCJPA’s process to update their Train Station Policy. Concurrent with this effort, we propose to evaluate the feasibility of funding from programs established in Senate Bill 1 and other sources. At the end of six months, depending on CCJPA’s process and our findings from evaluating funding opportunities, we can propose a scope for continuation of our services.

I will continue to be Gray-Bowen-Scott’s primary lead to the City. We have assembled a team with specialized expertise in rail and deep local and regional relationships with transportation agencies and their policy officials. Individuals listed below will assist as follows:

- Eric Zell, Principal, Zell and Associates: Eric, relying on his extensive regional relationships and background in transportation issues, will continue to provide strategic guidance and liaison with key stakeholders to bring intercity rail service to Hercules.
- Wayne Short, HDR, Rail Specialist: Wayne's relationships with UPRR and his expertise in rail systems and operations are instrumental in developing the City's requests for rail service.
- Matt Todd, Vice President, Gray-Bowen-Scott: Matt will help evaluate, monitor and advise the City on potential federal, state, regional and local grant opportunities.

Due to the dynamic nature and complexity of issues encountered on this project, our level of effort can vary depending on the level of support requested from the City, task at hand and the depth of the City's resources. Based on the tasks identified to date, we request a budget of \$60,500. We propose that we be compensated on a time and materials basis.

Thank you for the opportunity to present this proposal. The GBS team appreciates the opportunity to be of service on a project that is a priority for Hercules. I am prepared to make a commitment of time and treat this project as a priority. If you have any questions or would like any additional information, please do not hesitate to call me.

Very truly yours,



Teresa K.Q. Bowen
Senior Vice President

TKQB/ejm

Attachment: Scope of Work
Budget
Fee schedules

cc: Leo Scott, Gray-Bowen-Scott

EXHIBIT A

CITY OF HERCULES

REGIONAL INTERMODAL TRANSIT CENTER (RITC)

GRAY-BOWEN-SCOTT

PROPOSED SCOPE OF WORK

Gray-Bowen-Scott team (Consultant), shall provide on-call project support as requested by the Client's Project Manager. In this role, Consultant's duties shall include but not be limited to facilitating interagency and stakeholder communications and supporting the Client in garnering countywide and regional support for the positioning the project for grant funding.

SCOPE OF WORK**1. Intercity Rail Service Initiative (estimated budget: \$50,000)**

This task is focused on gaining approval from CCJPA to serve Hercules at the RITC. Our approach is to raise awareness with key decisions makers and frame the RITC as one of the solutions to address severe congestion on Interstate 80. I-80 has been identified by MTC as the most congested corridor in the San Francisco Bay Area.

A. Agency and Stakeholder Coordination

The Consultant team will conduct ongoing coordination with key stakeholders to brief them on the findings and recommendations resulting from past and current planning, technical and engineering studies and educate stakeholders on how serving Hercules supports the agency's Vision and Business Plan. Stakeholder coordination includes working closely with members of the CCJPA and SJJPA Boards as well as executive staff.

Consultant shall work with agencies (CCJPA, SJJPA, CCTA, MTC, UPRR, etc.) to participate in development of policies regarding new train stops. Included, but not limited to, with this task are:

- Facilitating agency review and decision making process
- Structuring periodic meetings between executive management staff of funding agencies and Client to facilitate joint decisions on policy level issues such as funding strategies and programming options

Scope includes developing and compiling a request to the CCJPA for service consideration based on CCJPA's final Train Station Policy. The request to CCJPA will be consistent with criteria outlined in CCJPA's Policy on Train Stations. Using existing documentation, the request will address issues such as:

- How the new stop affects service for the system as a whole
- Parking (near and long term plans)
- Document and quantify mode shift from drive alone trips on I-80 to transit and train service

- Track improvements such as the project's proposed 8,000 feet of third track and grade separated access to the passenger platforms. Such improvements will improve speed and reliability for both passenger and freight traffic.
- Sustainability (climate change)
- Underserved communities

B. Strategic Guidance

Consultant shall provide ongoing strategic guidance to City staff to establish and implement our goal of intercity rail serving Hercules. Our strategy will evolve based on what is learned from Task 1. This task includes periodic meetings or conference calls as needed to collaborate on strategies, anticipate and address issues in a timely manner.

C. Team Management/Oversight and Contract Administration:

In lieu of charging a markup on subconsultant invoices, GBS will manage and provide oversight of our sub-consultants, HDR, Zell and Associates and KEI as well as administer their contracts.

Assumptions: CCJPA's process concludes first quarter 2018, no need to activate I-80 Coalition, and CCJPA's approach with City is collaborative.

2. Assess and Monitor Potential Funding Programs (estimated budget: \$6,500)

Perform strategic analysis of funding programs including consideration of funding source(s) eligibility and procedural requirements and recommend adjustments to scope or scalability that would improve competitiveness for funding grants. Proactively monitor grant opportunities, identify and notify Client of grant opportunities as they occur.

Deliverable: Matrix of range of federal, state, regional and local programs. Matrix will outline funding requirements and qualifications, next call for projects, and degree of likelihood of success.

3. Grant Administration (allowance: \$4,000)

On an as-needed/as-requested basis, Consultant shall:

- Facilitate City's grant reimbursement requests so City may be reimbursed in a timely manner
- Support City staff in tracking various existing grant funds and adjust funding plan accordingly
- Advise and assist with federal and state grant administration especially compliance in closing out of existing grants.



Gray-Bowen-Scott Contract
CITY OF HERCULES REGIONAL INTERMODAL TRANSIT CENTER (RITC)
Proposed Budget

Task No.	Description	Gray-Bowen-Scott	Zell & Associates	HDR	KEI	Total
1	Intercity Rail Service Initiative	\$ 21,000.00	\$ 23,000.00	\$ 6,000.00	\$ -	\$ 50,000.00
Task 1 sub-tasks:	1.A Agency Stakeholder Coordination	\$ 16,500.00	\$ 18,000.00	\$ 3,000.00	\$ -	\$ 37,500.00
	1.B Strategic Guidance	\$ 3,000.00	\$ 5,000.00	\$ 3,000.00	\$ -	\$ 11,000.00
	1.C Team Management/Oversight and Contract Administration	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00
2	Assess and Monitor Potential Funding Programs	\$ 6,500.00	\$ -	\$ -	\$ -	\$ 6,500.00
3	Grant Administration	\$ 3,000.00	\$ -	\$ -	\$ 1,000.00	\$ 4,000.00
	Total	\$ 30,500.00	\$ 23,000.00	\$ 6,000.00	\$ 1,000.00	\$ 60,500.00



FEE SCHEDULE
Effective January 1, 2017

	<u>Range</u> <u>Minimum</u>	<u>Hourly Rate</u>	<u>Range</u> <u>Maximum</u>
Industry Advisor	\$360		\$450
<i>Bill Gray</i>		\$446	
Principal / Executive Project Manager	\$300		\$360
<i>Leo Scott</i>		\$325	
<i>Terry Bowen</i>		\$313	
Senior Project Manager	\$230		\$300
<i>Matt Todd</i>		\$260	
<i>Vince Alvino</i>		\$242	
<i>Cheryl Nevares</i>		\$233	
Project Manager / Program Manager	\$170		\$230
<i>Roni Hatstrup</i>		\$222/\$195	
<i>Erin Heltne</i>		\$178	
Project Analyst / Program Administrator	\$140		\$220
<i>Karen Boggs</i>		\$210/\$163	
Associate Engineer / Assistant PM	\$120		\$200
Project Administrator/Office Manager	\$70		\$130
<i>Erika McCulloch</i>		\$110	
<i>Mary Grinbergs</i>		\$83	
Clerical/Reception	\$40		\$70

Rates subject to change on January 1, 2018. Expenses (mileage, parking, tolls, printing, out of area travel, conference calls, postage, express mail, delivery, authorized entertainment, etc.) will be billed at cost. Mileage will be billed at the standard IRS rate.

Gray-Bowen-Scott reserves the right, in its discretion, to sub-contract portions of its projects to other qualified professionals. All costs and fees for any sub-contracted services will be billed at cost plus 10%.



2018 Billing Rates

Public Agencies

Position or Classification	Range of Hourly Rates
Principal	\$300.00
Senior Project Manager	\$215.00
Account Supervisor	\$130.00
Admin Support Level II	\$80.00
Admin Support Level I	\$55.00
Above labor rates include direct salary, payroll additives, overhead costs, and fees.	



December 21, 2017

Teresa K.Q. Bowen, PE
Senior Vice President
Gray-Bowen-Scott
167 N. California Blvd., Suite 400
Walnut Creek, CA 94596

RE: Hercules Station Technical Support

Dear Terry,

Per your request for updated 2018 billing rate for the above referenced project. Below is my 2017 fully burdened rate. Please note that HDR's merit raises for 2018 will take effect on January 1, 2018 and will likely be in the 3% range.

Wayne Short:
Direct Labor (2017) = \$112.83/hr.
Over Head Rate = 165%
Profit (DL+OH) = 10%

Fully Burdened Rate = $\$112.83 \times 2.65 \times 1.10 = \$328.90/\text{hr.}$

Sincerely,
HDR Engineering, Inc.

A handwritten signature in black ink, appearing to read 'Wayne Short', with a long horizontal flourish extending to the right.

Wayne Short, PE
Vice President



KLINGENSMITH ENTERPRISES, INC.

123 Marine Lane

Saint Louis, MO 63146

Mary.Klingensmith@KEI-mo.com

408.761.4231

FY2018/2019 Fee Schedule

Professional Services

M. Klingensmith, Principal \$180.00 / hour

Expenses

Expenses 1.0 x Cost

Mileage *Per accepted IRS rate*

Rates are effective through June 30, 2019. If contract assignment extends beyond that date, a new rate schedule will be added to the contract.