



Memorandum

Date: 04.06.17 **RE:** Board
April 11, 2017

To: Transportation Authority Board: Commissioners Peskin (Chair), Tang (Vice Chair), Breed, Cohen, Farrell, Fewer, Kim, Ronen, Safai, Sheehy and Yee

From: Tilly Chang – Executive Director *TC*

Subject: **INFORMATION/ACTION** – Proposed Independent Analysis and Oversight Contract Scope of Services

Summary

At the January Board meeting, Chair Peskin and several Commissioners expressed a desire to contract for Independent Analysis and Oversight services, similar to the Board of Supervisors' Budget and Legislative Analyst capability. The purpose of this memorandum is to seek the Board's feedback and input on a draft scope of services for this contract. This is an information/action item.

BACKGROUND

At the January 24, 2017 Board meeting, Chair Peskin called for the Board to engage a provider of independent analysis and oversight services, to assist in a variety of potential areas, as a means to supporting Transportation Authority Commissioners and their staffs, as well as to augment the capacity of Transportation Authority staff.

DISCUSSION

Proposed Scope of Services: Modeled on the Board of Supervisors Budget and Legislative Analyst's contract, we are proposing an independent analysis and oversight contract to be administered on an as-needed task order basis. This task order-based contract is similar to other on-call contracts that we administer, e.g. for communications, planning, travel demand modeling and project management oversight/general engineering services. In this case, we would propose that the Chair or his designee approve all task orders, and may directly manage tasks or delegate task management to other Commissioners or Transportation Authority staff.

The scope for the independent analysis and oversight services would include:

- A. Capital Program
 - i. Perform fiscal analyses or special studies (benchmarking, peer reviews) of capital projects or programs
 - ii. Assess funding/financing plans for major capital projects or multi-year funding commitments
- B. Policy/Legislative
 - i. Conduct legislative or policy research on transportation topics
 - ii. Support legislative initiatives of the Transportation Authority
- C. Management/Budget

- i. Conduct management or performance audits of programs or agencies
- ii. Perform general budget analyses

Cost, Funding and Schedule: We propose setting the first year's budget for this contract at \$100,000, an amount that would be funded by sales tax operating funds.

With approval of the scope of services in April, we would conduct a competitive procurement, issuing a Request for Proposals by the end of the month, with the aim of bringing a recommendation to award the contract to the Board in June.

We are seeking Board feedback and input on the proposed scope of services for Independent Analysis and Oversight services.

ALTERNATIVES

None.

CAC POSITION

None. We will brief the CAC on this item at its April 26 meeting.

FINANCIAL IMPACTS

If approved at this or a subsequent Board meeting, funds for these services would be included in the proposed Fiscal Year 2017/18 budget.

RECOMMENDATION

None.