



RESOLUTION AWARDING A PROFESSIONAL SERVICES CONTRACT FOR INDEPENDENT ANALYSIS AND OVERSIGHT SERVICES TO SJOBERG EVASHENK CONSULTING, INC. FOR A ONE-YEAR PERIOD IN AN AMOUNT NOT TO EXCEED \$100,000, WITH OPTIONS TO EXTEND FOR TWO ADDITIONAL ONE-YEAR PERIODS, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE CONTRACT PAYMENT TERMS AND NON-MATERIAL CONTRACT TERMS AND CONDITIONS

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

WHEREAS, The contract will be administered on an as-needed task order basis, and the Chair or his designee will approve all task orders, and may directly manage tasks or delegate task management to other Commissioners or Transportation Authority staff; and

WHEREAS, It is anticipated that a contract will be awarded for a one-year term, with options to renew for two additional one-year terms, which may be exercised at the discretion of the Transportation Authority; and

WHEREAS, On May 9, 2017, the Transportation Authority issued a Request for Proposals (RFP) for independent analysis and oversight services; and

WHEREAS, The Transportation Authority received five proposals in response to the RFP by the proposal due date of June 8, 2017; and

WHEREAS, A multi-agency review panel comprised of staff from the Transportation Authority, Board of Commissioners' and Controller's Office interviewed three of the firms on June 29, 2017; and



WHEREAS, Based on the competitive selection process, the panel recommends the Board approve a professional services contract with Sjoberg Evashenk Consulting, Inc. (Sjoberg) to provide independent analysis and oversight services; and

WHEREAS, The Transportation Authority has budgeted \$100,000 for the initial contract year, and the first year's activities for the contract are included in the adopted Fiscal Year 2017/18 budget and sufficient funds will be included in future year budgets to cover the remaining cost of the contract; and

WHEREAS, Due to the timing of interviews the item was not considered by the CAC at its June 28, 2017 meeting, however the CAC considered and approved the scope of services for the contract at its April 26, 2017 meeting; now, therefore, be it

RESOLVED, That the Transportation Authority hereby awards a professional services contract to Sjoberg for a one-year period in an amount not to exceed \$100,000, with options to extend for two additional one-year periods, for independent analysis and oversight services; and be it further

RESOLVED, That the Executive Director is hereby authorized to negotiate contract payment terms and non-material contract terms and conditions; and be it further

RESOLVED, That for the purposes of this resolution, "non-material" shall mean contract terms and conditions other than provisions related to the overall contract amount, terms of payment, and general scope of services; and be it further

RESOLVED, That notwithstanding the foregoing and any rule or policy of the Transportation Authority to the contrary, the Executive Director is expressly authorized to execute agreements and amendments to agreements that do not cause the total agreement value, as approved herein, to be exceeded and that do not expand the general scope of services.

Attachment:

1. Scope of Services

**Attachment 1**  
**Scope of Services**

The scope for the independent analysis and oversight services would include three core areas of focus:

- 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



# Memorandum

**Date:** July 5, 2017  
**To:** Transportation Authority Board  
**From:** Cynthia Fong – Deputy Director for Finance and Administration  
**Subject:** 07/11/17 Board Meeting: Approve a Professional Services Contract for Independent Analysis and Oversight Services with Sjoberg Evashenk Consulting, Inc. for a One-Year Period in an Amount Not to Exceed \$100,000, with an Option to Extend for Two Additional One-Year Periods

<p><b>RECOMMENDATION</b>    <input type="checkbox"/> Information    <input checked="" type="checkbox"/> Action</p> <ul style="list-style-type: none"> <li>• Approve a professional services contract for independent analysis and oversight services with Sjoberg Evashenk Consulting, Inc. (Sjoberg) for a one-year period in an amount not to exceed \$100,000, with an option to extend for two additional one-year periods</li> <li>• Authorize the Executive Director to Negotiate Contract Payment Terms and Non-Material Contract Terms and Conditions</li> </ul> <p><b>SUMMARY</b></p> <p>The Transportation Authority is seeking consultant services for independent analysis and oversight work to be administered on an as-needed task order basis. A Request for Proposals (RFP) for independent analysis and oversight services was issued in May. By the proposal due date, five proposals were received, and following interviews with three firms, a multi-agency review panel recommended Sjoberg to provide the requested services.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Fund Allocation</li> <li><input type="checkbox"/> Fund Programming</li> <li><input type="checkbox"/> Policy/Legislation</li> <li><input type="checkbox"/> Plan/Study</li> <li><input type="checkbox"/> Capital Project Oversight/Delivery</li> <li><input type="checkbox"/> Budget/Finance</li> <li><input checked="" type="checkbox"/> Contract/Agreement</li> <li><input type="checkbox"/> Procurement</li> <li><input type="checkbox"/> Other: _____</li> </ul>
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**DISCUSSION**

**Background.**

At the January 2017 Board meeting, Chair Peskin called for the Board to enter into a contract for independent analysis and oversight services to assist in a variety of potential areas as a means to supporting Commissioners and their staffs, as well as to augment the capacity of Transportation Authority staff. The contract is to be administered on an as-needed task order basis. The Chair or his designee will approve all task orders, and may directly manage tasks or delegate task management to other Commissioners or Transportation Authority staff. It is anticipated that a contract will be awarded for a one-year term, with options to renew for two additional one-year terms, which may be exercised at the discretion of the Transportation Authority.

**Scope of Services.**

The scope of services includes capital program tasks, policy/legislative tasks, and management/budget tasks. Capital program could include fiscal analyses or special studies (benchmarking, peer reviews) of

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capital projects or programs, as well as assessing funding/financing plans for major capital projects or multi-year funding commitments. Policy or legislative tasks could include conducting legislative or policy research on transportation topics and supporting legislative initiatives of the Transportation Authority. Some notable topics of interest include: California Public Utilities Commission regulatory activities related to Transportation Network Companies and Autonomous Vehicles, alternative financing and innovative project delivery methods, and new transportation revenues. Management or budget tasks could include conducting management or performance audits of investment programs or agencies as well as performing general budget analyses.

### **Procurement Process.**

On May 9, 2017, a RFP was issued for independent analysis and oversight services. While a pre-proposal conference was not held, proposers were able to submit questions to the Transportation Authority and receive responses by May 18.

We took particular steps to encourage participation from small and disadvantaged business enterprises, including outreach efforts to connect many small, disadvantaged and local businesses with potential prime consultants, and advertisements in five local newspapers. We also distributed the RFP and Questions & Answers to certified small, disadvantaged and local businesses, the Bay Area and cultural Chambers of Commerce, and the Small Business Councils.

On June 8, 2017, five proposals were received in response to the RFP. A multi-agency review panel, comprised of staff from the Transportation Authority, Board of Commissioners' and Controller's Office evaluated the proposals based on qualifications and other criteria identified in the RFP, including the proposers' understanding of project objectives, technical and management approach, capabilities and experience, cost and Disadvantaged Business Enterprise/Local Business Enterprise/Small Business Enterprise (DBE/LBE/SBE) participation. The panel interviewed three of the firms on June 29, 2017. Based on the competitive selection process, the panel recommends the Board approve a professional services contract with Sjoberg to provide independent analysis and oversight services. The panel unanimously agreed that the firm was the highest qualified given its strong understanding of the proposed scope and emphasis on developing actionable/implementable recommendations; good communication skills and team dynamics; deep and broad expertise and experience in transportation including policy, capital project delivery, understanding of grantor and grantee roles and perspectives, etc.

We have established a DBE/LBE/SBE goal of 10% for this contract. Proposals from three of the five firms met or exceeded the goal, all of which were interviewed. The Sjoberg team includes 100% DBE and 100% SBE participation as it is a woman-owned and certified small business enterprise.

### **FINANCIAL IMPACT**

The Transportation Authority has budgeted \$100,000 for the initial contract year, funded by sales tax operating funds. The first year's activity is included in the Transportation Authority's adopted FY 2017/18 budget. Sufficient funds will be included in future fiscal year budgets to cover the remaining cost of the contract.

### **CAC POSITION**

Due to the timing of interviews the item was not considered by the CAC at its June 28, 2017 meeting, however the CAC considered and approved the scope of services for the contract at its April 26, 2017 meeting.

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**SUPPLEMENTAL MATERIALS**

Attachment 1 – Scope of Services