



RESOLUTION EXECUTING ANNUAL CONTRACT RENEWALS AND OPTIONS FOR VARIOUS ANNUAL PROFESSIONAL SERVICES IN AN AMOUNT NOT TO EXCEED \$385,933 AND AUTHORIZING THE EXECUTIVE DIRECTOR TO MODIFY CONTRACT PAYMENT TERMS AND NON-MATERIAL CONTRACT TERMS AND CONDITIONS

WHEREAS, The Transportation Authority annually contracts with City and County of San Francisco departments and outside firms for certain professional support services in areas where factors like cost, work volume, or the degree of specialization required would not justify the use of permanent in-house staff; and

WHEREAS, In order to support its ongoing operations, the Transportation Authority will execute annual professional services contracts with the Office of the City Attorney for general legal counsel for \$100,000, and with the Department of Technology for video production services for Transportation Authority and Treasure Island Mobility Management Agency Board and Committee meetings for \$50,000; and

WHEREAS, In January 2011, through Resolution 11-37, the Transportation Authority awarded a three-year consultant contract, with an option to extend for two additional one-year periods, to KNN Public Finance, Inc. in a total amount not to exceed \$250,000 for financial advisory services; and

WHEREAS, During FY 2018/19, financial advisory services will be needed to support the new revolving credit loan agreement and for routine services related to our overall debt program; and

WHEREAS, The proposed action will exercise the second of two options of the initial contract in an amount not to exceed \$150,000; and

WHEREAS, In June 2015, through Resolution 15-58, the Transportation Authority awarded a three-year consultant contract, with an option to extend for two additional one-year periods, to



Vavrinek, Trine, Day & Co., LLP in an amount not to exceed \$300,000 for annual audit services; and

WHEREAS, The proposed action will exercise the second of two options of the initial contract in an amount not to exceed \$85,933; and

WHEREAS, The proposed annual contract renewals for various annual professional services, total to a combined amount not to exceed \$385,933 will be funded by a combination of federal and state grants, and Prop K funds; and

WHEREAS, TIMMA activities for these contracts will be funded by a memorandum of agreement from the Treasure Island Development Authority and Prop K funds; and

WHEREAS, Sufficient funds have been identified for these contracts in the proposed FY 2018/19 budget and work program; and

WHEREAS, At its May 23, 2018 meeting, the Citizens Advisory Committee considered the subject request and unanimously adopted a motion of support for the staff recommendation; now, therefore, be it

RESOLVED, That the Executive Director is hereby authorized to execute annual contract renewals and options for the aforementioned annual professional services in an amount not to exceed \$385,933; and be it further

RESOLVED, That the Executive Director is authorized to modify 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 agreement amendments that do not cause the total contract value, as approved herein, to be exceeded



and that do not expand the general scope of services.



Memorandum

Date: May 16, 2018
To: Transportation Authority Board
From: Cynthia Fong – Deputy Director for Finance and Administration
Subject: 06/12/18 Board Meeting: Execute Contract Renewals and Options for Various Annual Professional Services in an Amount Not to Exceed \$385,933

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Execute contract renewals and options for various annual professional services in an amount not to exceed \$385,933:</p> <ul style="list-style-type: none"> • Office of the City Attorney (\$100,000) • Department of Technology (\$50,000) • KNN Public Finance (\$150,000) • Vavrinek, Trine, Day & Co., LLP (\$85,933) <p>SUMMARY</p> <p>The purpose of this memo is to present the annual contract renewals and options for Fiscal Year (FY) 2018/19 and to seek approval.</p>	<p><input type="checkbox"/> Fund Allocation</p> <p><input type="checkbox"/> Fund Programming</p> <p><input type="checkbox"/> Policy/Legislation</p> <p><input type="checkbox"/> Plan/Study</p> <p><input type="checkbox"/> Capital Project Oversight/Delivery</p> <p><input type="checkbox"/> Budget/Finance</p> <p><input checked="" type="checkbox"/> Contract/Agreement</p> <p><input type="checkbox"/> Other:</p> <hr/>
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DISCUSSION

Background.

We annually contract for certain professional support services in areas where factors like cost, work volume, or the degree of specialization required would not justify the use of permanent in-house staff. Services requested from outside firms include general legal counsel services, video production services for Board and Committee meetings, audit services and financial advisory services. The contract amounts proposed are annual limitations, as these professional support services are provided through contracts where costs are incurred only when the specific services are used.

Contracts.

Attachment 1 provides summary information for the proposed contracts for FY 2018/19. Below are brief descriptions of the recommended services and amounts.

Office of the City Attorney..... \$100,000

The Office of the City Attorney (City Attorney) provides verbal and written legal representation, advice and counsel on matters related to the routine operations of the Transportation Authority, contracts and interagency agreements, labor matters, Brown Act, and California Public Records Act. We also utilize the City Attorney for litigation activities when appropriate.

Department of Technology \$50,000

The Department of Technology records and telecasts all Transportation Authority Board and Committee meetings held at City Hall with a regularly scheduled playback date and time for public review. In FY 2018/19, we will continue to utilize the Department of Technology to provide record and telecast services of Vision Zero Committee meetings to support the City’s efforts to take comprehensive and coordinated actions to improve pedestrian and cyclist safety in the near-term and of the Treasure Island Mobility Management Agency (TIMMA) meetings to implement elements of the Treasure Island Transportation Implementation Plan in support of the Treasure Island/Yerba Buena Island Development Project.

KNN Public Finance \$150,000

In January 2011, through Resolution 11-37, we awarded a three-year consultant contract, with an option to extend for two additional one-year periods, to KNN Public Finance, Inc. in a total amount not to exceed \$250,000 for financial advisory services. During FY 2018/19, financial advisory services will be needed to complete the new revolving credit loan agreement and for routine services related to our overall debt program. The proposed action will exercise the second of two options of the initial contract.

Vavrinek, Trine, Day & Co., LLP..... \$85,933

In June 2015, through Resolution 15-58, we awarded a three-year consultant contract, with an option to extend for two additional one-year periods, to Vavrinek, Trine, Day & Co., LLP, in an amount not to exceed \$300,000 for annual audit services. The proposed action will exercise the second of two options of the initial contract.

FINANCIAL IMPACT

The proposed FY 2018/19 budget includes sufficient funds to accommodate the recommended action. The proposed contracts will be funded by a combination of federal and state grants, and Prop K funds. TIMMA activities for these contracts will be funded by a memorandum of agreement from the Treasure Island Development Authority and Prop K funds.

CAC POSITION

The CAC was briefed on this item at its May 23, 2018 meeting and unanimously adopted a motion of support for the staff recommendation..

SUPPLEMENTAL MATERIALS

Attachment 1 – Proposed FY 2018/19 Professional Services Expenditures

**Attachment 1:
Proposed Fiscal Year 2018/19 Professional Services Expenditures**

Professional Services	Annual Services	Previous Year Contract	Increase/ (Decrease)	Proposed Fiscal Year 2018/19 Contract	Procurement Type/Contract Options	Contract Goal	Utilization to Date
CCSF-Office of the City Attorney	General Counsel Services	\$ 100,000	-	\$ 100,000	Sole Source	N/A	N/A
CCSF-Department of Technology	Video Production Services for Transportation Authority and TIMMA Committee/ Board Meetings	\$ 50,000	-	\$ 50,000	Sole Source	N/A	N/A
KNN Public Finance	Financial Advisory Services	\$ 185,000	(\$ 35,000)	\$ 150,000	Competitively bid. Second of two renewal options.	5% DBE	7% DBE
Vavrinek, Trine, Day & Co., LLP	Annual Audit Services	\$ 83,430	\$ 2,503	\$ 85,933	Competitively bid. Second of two renewal options.	10% DBE	10% DBE
	Total	\$418,430	(\$ 32,497)	\$385,933			