



# Memorandum

**Date:** 05.19.15

**RE:** Citizens Advisory Committee  
May 27, 2014

**To:** Citizens Advisory Committee

**From:** Cynthia Fong – Deputy Director for Finance and Administration *CF*

**Subject:** **ACTION** – Adopt a Motion of Support to Authorize the Executive Director to Execute Annual Contract Renewals and Options for Various Annual Professional Services in an Amount Not to Exceed \$1,950,000 and to Modify Contract Payment Terms and Non-Material Contract Terms and Conditions

## Summary

The Transportation Authority contracts with City and County of San Francisco (City) departments and outside firms for certain specialized professional services in areas where factors like costs, work volume, or the degree of specialization required would not justify the use of in-house staff. As summarized in Attachment 1, we are recommending renewing annual contracts for general legal counsel, video production services for Transportation Authority Board and Committee meetings, and exercising an option for on-call program management oversight and general engineering consulting services, in an amount not to exceed \$1,950,000.

## BACKGROUND

The Transportation Authority manages administrative costs through successful contract negotiations and through the transfer of certain routine professional service tasks to in-house staff. The Transportation Authority annually contracts 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, video production services for Transportation Authority Board and Committee meetings, and on-call program management oversight (PMO) and general engineering consulting (GEC) 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.

## DISCUSSION

The purpose of this memorandum is to brief the Citizens Advisory Committee (CAC) on the annual contract renewals and options for Fiscal Year (FY) 2015/16 and to seek a motion of support to authorize the Executive Director to modify contract payment terms and non-material terms and conditions and execute those contract renewals and options.

Attachment A provides summary information for the proposed contracts for FY 2015/16. 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, and labor matters. The Transportation Authority also utilizes 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 2015/16, we will utilize additional services for the record and telecast of Vision Zero Committee (established in February 2014 through Resolution 14-58) meetings to support the City's efforts to take comprehensive and coordinated actions to improve pedestrian and cyclist safety in the near-term. We also anticipate additional services for the record and telecast of the Treasure Island Mobility Management Agency (established in February 2014 through Resolution 14-53) meetings to implement elements of the Treasure Island Transportation Implementation Plan in support of the Treasure Island/Yerba Buena Island Development Project.

**Cordoba/Zurinaga Joint Venture (C/Z) and VSCE, Inc. ....\$1,800,000**

The Transportation Authority makes use of on-call PMO and GEC services, which are intended to augment and complement the Transportation Authority's existing resources by providing specialized expertise, serving as an on-call supplement to staff particularly for oversight and delivery support for major capital projects, handling tasks during peak workloads, and taking on tasks requiring quicker response times than existing staff resources alone would permit. In July 2013, through Resolution 14-03, the Transportation Authority awarded one-year consultant contracts, with options to extend for two additional one year periods, to C/Z and VSCE, Inc., in a combined total not to exceed \$1,800,000, for on-call PMO and GEC services. Given the wide range of desired proficiencies and experience, the amount and complexity of the Transportation Authority's activities, and possibility for conflicts of interest to arise for specific tasks, the Transportation Authority contracted with multiple consultant teams on a task order basis.

Since then, the consultant teams have provided oversight services for the Transportation Authority's major capital projects, such as the Central Subway, Transbay Transit Center, and Caltrain Modernization (e.g. Electrification). In addition, the consultant teams have provided technical support for planning projects for which the Transportation Authority is the lead agency or an active participant in the planning and preliminary project development phases, including Van Ness Avenue BRT and Geary Corridor BRT and provided program management services for the I-80/Yerba Buena Island Interchange Improvement Project and Yerba Buena Island Bridge Structures (collectively known as YBI Project) and the Folsom Street Ramp Realignment projects, for which the Transportation Authority is taking the lead on behalf of the Treasure Island Development Authority and the Office of Community Investment and Infrastructure, respectively. The consultant teams have also provided project management support for the development and implementation documents for the Treasure Island Mobility Management Program.

For the coming year, we forecast continuous need for project delivery oversight and delivery support as a large number of major projects are simultaneously moving into more advanced phases. For example, the San Francisco Municipal Transportation Agency's (SFMTA's) Central Subway and the Transbay Joint Powers Board's Transbay Transit Center are under construction; the SFMTA's Radio Communications System and Computer-Aided Dispatch Replacement continues to move forward with implementation,

and the YBI Project has moved into the construction phase. Other anticipated PMO and GEC services during Fiscal Year 2015/16 include continued support for the following projects: 19<sup>th</sup> Avenue Combined City Project Study Report, Treasure Island Mobility Management Agency, Caltrain Electrification and High-Speed Rail. The proposed action will exercise the second of two options of the initial contract and maintain the annual contract amount.

## **ALTERNATIVES**

1. Adopt a motion of support to authorize the Executive Director to execute annual contract renewals and options for various annual professional services in an amount not to exceed \$1,950,000, and to modify contract payment terms and non-material contract terms and conditions, as requested.
2. Adopt a motion of support to authorize the Executive Director to execute annual contract renewals and options for various annual professional services in an amount not to exceed \$1,950,000, and to modify contract payment terms and non-material contract terms and conditions, with modifications.
3. Defer action, pending additional information or further staff analysis.

## **FINANCIAL IMPACTS**

Sufficient funds have been identified for these contracts in the proposed FY 2015/16 work program and budget. The proposed contracts will be funded by a combination of federal and state grants, funding from other agencies through memoranda of agreement, and Prop K funds.

## **RECOMMENDATION**

Adopt a motion of support to authorize the Executive Director to execute annual contract renewals and options for various annual professional services in an amount not to exceed \$1,950,000, and to modify contract payment terms and non-material contract terms and conditions.

Attachment:

1. Proposed Fiscal Year 2015/16 Professional Services Expenditures

**Attachment 1:**

**Proposed Fiscal Year 2015/16 Professional Services Expenditures**

<b>Professional Services</b>	<b>Annual Services</b>	<b>Previous Year Contract</b>	<b>Increase/ (Decrease)</b>	<b>Proposed Fiscal Year 2015/16 Contract</b>	<b>Procurement Type/Contract Options</b>	<b>DBE Goal</b>	<b>DBE Percentage to Date</b>
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 Committee and Board Meetings	\$ 40,000	\$ 10,000	\$ 50,000	Sole Source	N/A	N/A
Cordoba/Zurinaga Joint Venture and VSCE, Inc.	On-Call Program Management Oversight and General Engineering Consulting Services	\$ 1,800,000	\$ -	\$ 1,800,000	Competitively bid. Second of two renewal options.	22% DBE	76% DBE
	<b>Total</b>	<b>\$ 1,940,000</b>	<b>\$ 10,000</b>	<b>\$ 1,950,000</b>			