



# 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><b>RECOMMENDATION</b>    <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"> <li>• Office of the City Attorney (\$100,000)</li> <li>• Department of Technology (\$50,000)</li> <li>• KNN Public Finance (\$150,000)</li> <li>• Vavrinek, Trine, Day &amp; Co., LLP (\$85,933)</li> </ul> <p><b>SUMMARY</b></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 will consider this item at its May 23, 2018 meeting.

**SUPPLEMENTAL MATERIALS**

Attachment 1 – Proposed FY 2018/19 Professional Services Expenditures

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

<b>Professional Services</b>	<b>Annual Services</b>	<b>Previous Year Contract</b>	<b>Increase/ (Decrease)</b>	<b>Proposed Fiscal Year 2018/19 Contract</b>	<b>Procurement Type/Contract Options</b>	<b>Contract Goal</b>	<b>Utilization 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 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
	<b>Total</b>	<b>\$418,430</b>	<b>(\$ 32,497)</b>	<b>\$385,933</b>			