



# Memorandum

## AGENDA ITEM 11

**DATE:** August 28, 2020  
**TO:** Transportation Authority Board  
**FROM:** Cynthia Fong - Deputy Director for Finance and Administration  
**SUBJECT:** 8/15/2020 Board Meeting: Execute Contract Renewals and Options for Various Annual Professional Services in an Amount Not to Exceed \$7,075,000

<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 \$7,075,000:</p> <ul style="list-style-type: none"> <li>• Department of Technology (\$50,000)</li> <li>• Office of the City Attorney (\$100,000)</li> <li>• On-call Project Management Oversight and General Engineering Consultant Services (\$6,500,000)</li> <li>• SPTJ Consulting (\$325,000)</li> <li>• Wiltec, Inc (\$100,000)</li> </ul> <p><b>SUMMARY</b></p> <p>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. The purpose of this memo is to present the annual contract renewals and options for Fiscal Year (FY) 2020/21 and to seek approval. Attachment 1 provides summary information for the proposed contracts for FY 2020/21 with brief descriptions of the recommended services and amounts in the memo below.</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"/> Other: _____</li> </ul>
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## 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 video production services for Board and Committee meetings, general legal counsel services, bond and disclosure counsel services, on-call project management and engineering consulting services, computer network services, and performance monitoring services associated with the Congestion Management Program. 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**

Attachment 1 provides summary information for the proposed contracts for FY 2020/21. Below are brief descriptions of the recommended services and amounts.

<b>Department of Technology</b>	<b>\$50,000</b>
<p>The Department of Technology records and telecasts all Transportation Authority Board and Committee (e.g. Vision Zero Committee) meetings held virtually and at City Hall with a regularly scheduled playback date and time for public review. In FY 2020/21, we will also continue to utilize the Department of Technology to record and telecast all Treasure Island Mobility Management Agency (TIMMA) Board and Committee meetings.</p>	
<b>Office of the City Attorney</b>	<b>\$100,000</b>
<p>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.</p>	
<b>On-call Project Management Oversight and General Engineering Consultant Services</b>	<b>\$6,500,000</b>
<p>On-call project management oversight and general engineering consultant services are intended to augment and complement our internal 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. On February 28, 2017, through Resolution 17-25, we awarded three-year consultant contracts, with an option to extend for two additional one-year periods, for on-call project management oversight and general engineering services to the 28 firms listed in Attachment 2 for a combined amount not to exceed \$6,000,000. On April 23, 2019, through Resolution 19-54, we approved the first contract option in an amount not to exceed \$4,000,000, for a combined total contract amount not to exceed \$10,000,000. During FY 2020/21, we anticipate a higher level of effort of consultant services as several projects advance forward, in particular the Treasure Island Mobility Management Agency Program, Yerba Buena Island Bridge Structures and Southgate Road Realignment Projects, Downtown Extension, and Hillcrest Road Widening Project, among others. The proposed action will exercise the second and final renewal options.</p>	
<b>SPTJ Consulting, Inc.</b>	<b>\$325,000</b>
<p>SPTJ Consulting provides information technology support services of our computer hardware and software, office networking equipment, telecommunications systems, servers, and disaster recovery preparation. On November 27, 2018, through Resolution 19-26, we awarded a two-year consultant contract, with options to extend for three additional one-year periods to SPTJ Consulting, Inc. in an amount not to exceed \$480,000 for computer network and maintenance services. During FY 2020/21 and due to COVID-19, we need to maintain an elevated level of technology support for the production of virtual</p>	



Committee and Board meetings. The proposed action will exercise the first of three renewal options.	
<b>Wiltec, Inc.</b>	<b>\$100,000</b>
As the Congestion Management Agency for San Francisco, we prepare the Congestion Management Program (CMP) for San Francisco every two years in accordance with state law to monitor congestion on the CMP roadway network and adopt plans for mitigating traffic congestion that falls below certain thresholds. On February 26, 2019, through Resolution 19-44, we awarded a two-year consultant contract, with two options to extend for two-year periods to Wiltec, Inc. , which provides performance monitoring and analysis services for our CMP. The proposed action will exercise the first of two renewal options.	

**FINANCIAL IMPACT**

The proposed Fiscal Year 2020/21 budget includes this year’s activities and sufficient funds will be included in future budgets to cover the remaining cost of the contracts. 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 federal grant, a memorandum of agreement from the Treasure Island Development Authority and Prop K funds.

**CAC POSITION**

The Citizens Advisory Committee will consider this item at its September 2, 2020 meeting.

**SUPPLEMENTAL MATERIALS**

- Attachment 1 - Proposed FY 2020/21 Professional Services Expenditures
- Attachment 2 - On-call Project Management Oversight and General Engineering Assigned Task Orders

**Attachment 1:  
Proposed Fiscal Year 2020/21 Professional Services Expenditures**

<b>Professional Services</b>	<b>Description of Services</b>	<b>Previous Year Contract</b>	<b>Increase/ (Decrease)</b>	<b>Proposed Fiscal Year 2020/21 Contract</b>	<b>Procurement Type/Contract Options</b>	<b>Contract Goal</b>	<b>Utilization to Date</b>
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
CCSF-Office of the City Attorney	General Counsel Services	\$ 100,000	-	\$ 100,000	Sole Source	N/A	N/A
28 Shortlisted Consultants	On-call Project Management Oversight and General Engineering Consultant Services	\$4,000,000	\$2,500,000	\$6,500,000	Competitively bid. Second of two renewal options	N/A	55% DBE 21% LBE 21% SBE
SPTJ Consulting, Inc.	Computer Network and Maintenance Services	\$ 240,000	\$85,000	\$ 325,000	Competitively bid. First of three renewal options.	15% DBE, LBE or SBE	91% DBE 91% LBE
Wiltec, Inc.	Performance Monitoring and Analysis Services for Congestion Management Program	\$ 100,000	-	\$100,000	Competitively bid. First of two renewal options	16% DBE	50% DBE
	<b>Total</b>	<b>\$4,490,000</b>	<b>\$2,585,000</b>	<b>\$7,075,000</b>			

**Attachment 2**  
**On-call Project Management Oversight and General Engineering**  
**Assigned Task Orders from 2017 to 2020**

<b>Prime Consultant<sup>1</sup></b>	<b>Task Order Description</b>	<b>Total Task Order Amount</b>	<b>Subconsultants</b>	<b>Amount to Subconsultants</b>
<b>AECOM</b>	Downtown Extension Project Delivery Review	\$26,646		
<b>Associated Right of Way Services, Inc. (SBE)</b>	19 <sup>th</sup> Avenue Combined City Project	\$55,813		
	Lombard Street Corridor	\$6,739		
<b>Brierley Associates Corporation</b>	Downtown Extension Tunnel Options Study	\$87,657	Doctor Mole, Inc.	\$37,233
			Alta Engineering Group, Inc. (DBE,LBE,SBE)	\$5,287
<b>Fehr &amp; Peers (LBE)</b>	Freeway Corridor Management Study	\$134,825	Emergent Transportation Concepts, LLC (DBE,SBE)	\$62,099
<b>HDR Engineering, Inc. (LBE)</b>	Yerba Buena Island West-Side Bridges	\$300,000	KL Bartlett Consulting (DBE,SBE)	\$15,200
<b>HNTB Corporation (LBE)</b>	19 <sup>th</sup> Avenue Combined City Project	\$24,793		
	Lombard Street Corridor	\$13,990		
	Treasure Island Mobility Management Agency Program	\$1,215,634	FRFS Consulting	\$202,405
			KL Bartlett Consulting (DBE,SBE)	\$96,584
			Tollpoint LLC (DBE)	\$109,545
Circlepoint (SBE)			\$51,442	

<sup>1</sup> The following firms are under the on-call transportation project management oversight and general engineering contract but do not have executed task orders to date: Biggs Cardosa Associates, Inc.; Cardno, Inc.; Ernst & Young Infrastructure Advisors; Gannett Fleming, Inc. (formerly Traffic Technologies Inc.); Kimley-Horn; Kittelson & Associates, Inc.; McMillen Jacobs Associates; MNS Engineers, Inc.; Overland, Pacific, & Cutler, Inc.; Rajappan & Meyer Consulting Engineers, Inc.; Silicon Transportation Consultants; Sperry Capital, Inc.; and Stantec Consulting Services, Inc.

<b>Prime Consultant<sup>1</sup></b>	<b>Task Order Description</b>	<b>Total Task Order Amount</b>	<b>Subconsultants</b>	<b>Amount to Subconsultants</b>
			HT Harvey & Associates	\$12,000
<b>IDS California (DBE)</b>	Downtown Extension Project Delivery Review	\$132,217	Arup N. America (LBE)	\$34,580
			Nossaman LLP (LBE)	\$53,977
			Permut Consult	\$8,000
<b>Mott MacDonald, LLC</b>	ConnectSF Streets and Freeways Study	\$58,430		
	Kearny Street Multimodal Implementation Plan Traffic Analysis	\$5,223		
<b>Parisi Transportation Consulting (SBE)</b>	District 9 Freeway Study	\$159,732		
	Yerba Buena Island/Treasure Island Multiuse Pathway and Transportation Analysis	\$240,474		
<b>Parsons Transportation Group (LBE)</b>	Van Ness Bus Rapid Transit Project	\$92,929		
<b>SENER Engineering and Systems, Inc.</b>	Downtown Extension Project Delivery Review	\$35,905		
<b>T.Y. Lin International</b>	Downtown Extension	\$213,112		
	San Francisco Municipal Transportation Agency's Siemens Light Rail Vehicle Repairs	\$182,472		
<b>WMH Corporation (SBE)</b>	US 101/I-280 Managed Lanes Project	\$899,235	Associated Right of Way Services, Inc. (SBE)	\$2,708
			Circlepoint (SBE)	\$73,740
			Emergent Transportation Concepts, LLC (DBE,SBE)	\$99,750
			Fehr & Peers (LBE)	\$250,631
			Gray-Bowen-Scott (SBE)	\$8,718

Prime Consultant <sup>1</sup>	Task Order Description	Total Task Order Amount	Subconsultants	Amount to Subconsultants
			HNTB Corporation (LBE)	\$17,324
			MGE Engineering, Inc. (DBE,SBE)	\$15,914
			Rail Surveyors and Engineers, Inc. (DBE, SBE)	\$37,005
			WRECO (DBE,SBE)	\$24,229
<b>WMH Corporation (SBE)</b>	I-280 High Occupancy Vehicle Lanes Project Implementation Planning Services	\$75,000		
<b>WSP USA, Inc. (LBE)</b>	Lombard Crooked Street Reservations and Pricing Study	\$56,243	CHS Consulting Group (DBE,LBE,SBE)	\$13,130
	Downtown Extension Project Delivery Review	\$297,478	McKinsey & Company	\$100,000
<b>Zurinaga Associates (DBE)</b>	Yerba Buena Island Ramps, Bridge Structures and Southgate Road Realignment Projects	\$2,450,605	KL Bartlett Consulting (DBE,SBE)	\$252,336
			PDM Group, Inc. (DBE)	\$1,884,189
			Pendergast Consulting Group (DBE,SBE)	\$90,765
			Cole Management & Engineering, Inc.	\$123,803
	Project Management Oversight	\$1,958,095	KL Bartlett Consulting (DBE,SBE)	\$70,598
	Treasure Island Mobility Management Agency Program	\$11,044	KL Bartlett Consulting (DBE,SBE)	\$690
			Pendergast Consulting Group (DBE,SBE)	\$9,954
	US 101/I-280 Managed Lanes Project	\$13,298	PDM Group, Inc. (DBE)	\$12,922
	ConnectSF Streets and Freeways Study	\$8,860	PDM Group, Inc. (DBE)	\$8,614
	<b>Total Task Orders Awarded to Date</b>		<b>\$8,756,449</b>	

Prime Consultant <sup>1</sup>	Task Order Description	Total Task Order Amount	Subconsultants	Amount to Subconsultants
<b>Total Task Orders Allocated to Subconsultants</b>				<b>\$3,785,372</b>
<b>Total Task Orders Awarded to Disadvantaged Business Enterprise Firms (55%)</b>				<b>\$4,832,502</b>
<b>Total Task Orders Awarded Local Business Enterprise Firms (21%)</b>				<b>\$1,831,092</b>
<b>Total Task Orders Awarded to Small Business Enterprise Firms (21%)</b>				<b>\$1,837,123</b>
<b>Total Contract Amount</b>				<b>\$10,000,000</b>