



TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

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Memorandum

AGENDA ITEM 7

DATE: June 8, 2020

TO: Treasure Island Mobility Management Agency Committee

FROM: Rachel Hiatt- Assistant Deputy Director for Planning

SUBJECT: 6/16/20 Committee Meeting: Exercise Contract Option for On-call Modeling Services to WSP USA, Inc. and Resource Systems Group, Inc., in an Amount Not to Exceed \$100,000, for a Combined Total Contract Amount Not to Exceed \$300,000

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <ul style="list-style-type: none"> • Execute contract option for on-call modeling services to WSP USA, Inc. and Resource Systems Group, Inc. in an amount not to exceed \$100,000, for a combined total contract amount not to exceed \$300,000 • Authorize the Executive Director to modify contract payment terms and non-material terms and conditions <p>SUMMARY</p> <p>We seek to exercise the first contract option with the two on-call modeling services TIMMA is currently contracted with on an on-call, task order basis. The contract amount proposed is an annual limitation, as the professional support services are provided through contracts where costs are incurred only when the specific services are used. Consistent with the Procurement Policy of the Treasure Island Mobility Management Authority (TIMMA), contracts, including all options therein, are generally limited to a maximum period of five years, after which they are re-bid.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Fund Allocation <input type="checkbox"/> Fund Programming <input type="checkbox"/> Policy/Legislation <input type="checkbox"/> Plan/Study <input type="checkbox"/> Capital Project Oversight/Delivery <input type="checkbox"/> Budget/Finance <input checked="" type="checkbox"/> Contract/Agreement <input type="checkbox"/> Other: _____
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BACKGROUND

TIMMA relies on on-call consultants for support with various services related to travel modeling and analysis. On-call modeling services include model development, model maintenance, model application, data collection, and other related activities. On-call modeling services are intended to augment and complement the TIMMA’s internal resources by providing specialized expertise, serving as an on-call supplement to staff, handling tasks during peak workloads, and taking on tasks requiring quicker response times than existing staff resources alone would permit.



DISCUSSION

Contract Structure. TIMMA is currently contracted with two firms on an on-call, task order basis for modeling services. On December 17, 2017, through Resolution 18-01, TIMMA awarded three-year professional services contracts, with an option to extend for two additional one-year periods, to WSP USA, Inc. and Resource Systems Group, Inc., for on-call modeling services for a combined amount not to exceed \$200,000.

Existing and Projected Need. The subject contracts have served TIMMA well over the past two and a half years and have reached the end of their initial contract term prior to options. During the initial contract period, consultant teams have supported TIMMA in forecasting Treasure Island travel demand, updating annualized program costs and revenues through 2050, performing demand and financial sensitivity assessments, and documenting the scenario inputs and forecasting methodologies. During Fiscal Year (FY) 2020/21, the consultant teams will continue to assist as TIMMA toll policy advances and is adopted. The proposed action will add contract capacity and exercise the first of two options of the initial contract. While both the Transportation Authority and TIMMA have the same bench for on-call modeling work, to date TIMMA has issued task orders primarily to WSP USA, Inc. under this contract and the Transportation Authority has issued task orders primarily to Resource Systems Group, Inc. under its on-call modeling contract.

Attachment 1 provides a summary of the task orders assigned to the prime consultant firms and subconsultants. For this contract, we have established a Disadvantaged Business Enterprise (DBE) goal of 5%. The WSP USA, Inc. team is on track to achieve the DBE goal for this contract, through its subconsultant Transportation Analytics, a women-owned firm.

FINANCIAL IMPACT

The proposed contract option will be funded by local agency contributions from the Treasure Island Development Authority. The proposed provisional three-month FY 2020/21 budget, the subject of a separate agenda item at the June 16 Committee meeting, includes sufficient funds to accommodate activities in the upcoming quarter. Sufficient funds will be included in TIMMA's full 12-month FY 2020/21 Budget to cover the cost of these contracts.

SUPPLEMENTAL MATERIALS

- Attachment 1 - On-call Modeling Task Orders

**Attachment 1:
On-call Modeling Task Orders**

Prime Consultant	Task Order Description	Subconsultants	Amount
WSP USA, Inc.	Treasure Island Financial Plan Support		\$188,006
		Transportation Analytics (DBE)	\$10,922
Total Task Orders Awarded to Date			\$198,928