



**TREASURE ISLAND  
MOBILITY MANAGEMENT AGENCY**

1455 Market Street, 22ND Floor, San Francisco, CA 94103 415-522-4800 info@timma.org www.timma.org

# AGENDA

**TREASURE ISLAND MOBILITY MANAGEMENT AGENCY  
Meeting Notice**

**Date:** Tuesday, July 28, 2020; 11:00 a.m. (or immediately following the Transportation Authority Board meeting, whichever is later)

**Location:** Watch SF Cable Channel 26  
Watch [www.sfgovtv.org](http://www.sfgovtv.org)  
Watch <https://bit.ly/3iH3C7y>

**PUBLIC COMMENT CALL-IN:** 1-888-204-5987; Access Code: 2858465

**Commissioners:** Haney (Chair), Walton (Vice Chair), Fewer, Mandelman, Mar, Peskin, Preston, Ronen, Safai, Stefani and Yee

**Acting Clerk:** Angela Tsao

**Remote Access to Information and Participation:**

In accordance with Governor Gavin Newsom’s statewide order for all residents to “Stay at Home” - and the numerous local and state proclamations, orders and supplemental directions - aggressive directives have been issued to slow down and reduce the spread of the COVID-19 disease. Pursuant to the lifted restrictions on video conferencing and teleconferencing, the Treasure Island Mobility Management Agency (TIMMA) Board and Committee meetings will be convened remotely and allow for remote public comment. Members of the public are encouraged to watch SF Cable Channel 26 or visit the SFGovTV website ([www.sfgovtv.org](http://www.sfgovtv.org)) to stream the live meetings or watch them on demand. If you want to ensure your comment on any item on the agenda is received by the Committee in advance of the meeting, please send an email to [clerk@sfcta.org](mailto:clerk@sfcta.org) by 8 a.m. on Tuesday, July 28, or call (415) 522-4800.

	<b>Page</b>
1. Roll Call	
2. Chair’s Report - <b>INFORMATION</b>	
3. Executive Director’s Report - <b>INFORMATION</b>	
4. Approve the Minutes of the January 28, 2020 and June 23, 2020 Meetings - <b>ACTION*</b>	<b>3</b>
<b><u>Items Recommended from the TIMMA Committee</u></b>	
5. <b>[FINAL APPROVAL]</b> Ratify the TIMMA Fiscal Policy - <b>ACTION*</b>	<b>9</b>

6. **[FINAL APPROVAL]** 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 - **ACTION\***

17

**Other Items**

7. Introduction of New Items - **INFORMATION**

During this segment of the meeting, Committee members may make comments on items not specifically listed above or introduce or request items for future consideration.

8. Public Comment  
9. Adjournment

\*Additional Materials

-----

The meeting proceedings can be viewed live or on demand after the meeting at [www.sfgovtv.org](http://www.sfgovtv.org). To know the exact cablecast times for weekend viewing, please call SFGovTV at (415) 554-4188 on Friday when the cablecast times have been determined.

The Legislative Chamber (Room 250) and the Committee Room (Room 263) in City Hall are wheelchair accessible. Meetings are real-time captioned and are cablecast open-captioned on SFGovTV, the Government Channel 26. Assistive listening devices for the Legislative Chamber and the Committee Room are available upon request at the Clerk of the Board's Office, Room 244. To request sign language interpreters, readers, large print agendas or other accommodations, please contact the Clerk of the Board at (415) 522-4800. Requests made at least 48 hours in advance of the meeting will help to ensure availability. Attendees at all public meetings are reminded that other attendees may be sensitive to various chemical-based products.

The nearest accessible BART station is Civic Center (Market/Grove/Hyde Streets). Accessible MUNI Metro lines are the F, J, K, L, M, N, T (exit at Civic Center or Van Ness Stations). MUNI bus lines also serving the area are the 5, 6, 7, 9, 19, 21, 47, and 49. For more information about MUNI accessible services, call (415) 701-4485. There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex. Accessible curbside parking is available on Dr. Carlton B. Goodlett Place and Grove Street.

If any materials related to an item on this agenda have been distributed to the TIMMA Board after distribution of the meeting packet, those materials are available for public inspection at the Transportation Authority at 1455 Market Street, Floor 22, San Francisco, CA 94103, during normal office hours.

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code Sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; (415) 252-3100; website [www.sfethics.org](http://www.sfethics.org).

# DRAFT MINUTES

## TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

Tuesday, January 28, 2020

### 1. Roll Call

Chair Haney called the meeting to order at 11:11 a.m. The following members were:

**Present at Roll Call:** Commissioners Haney, Mandelman, Mar, Peskin, Preston, Ronen, Safai, Stefani, Walton, and Yee (10)

**Absent at Roll Call:** Commissioner Fewer (1)

### 2. Chair's Report - INFORMATION

Chair Haney thanked Commissioners Mandelman and Walton for serving with him on the TIMMA Committee throughout 2019. He said housing on Treasure Island was closer to reality; the first new homes were anticipated on Yerba Buena Island as soon as 18 months from now. He said the upcoming year required important decisions before the TIMMA body, including consideration of toll policy for current workers and for future new residents and employers. Chair Haney said the timeframe also meant that the coming year would require discussing and acting on fundraising to fill in the program's gaps and support critical affordability provisions, including the toll exemption for current residents that was approved last fall. He reported that in January he offered full support for the Water Emergency Transportation Authority's (WETA) innovative application to the California State Transportation Agency for the 2020 Transit and Intercity Rail Capital Program (TIRCP). The requested TIRCP funds would support the construction of one (1) all-electric 99-passenger ferry vessel and the required shoreside charging infrastructure to serve the new Treasure Island route.

Chair Haney said the nation's first all-electric, zero emission, passenger ferry on the Treasure Island to Downtown San Francisco route actualized the environmental goals for the Treasure Island development. He said a key sustainability objective of the Treasure Island development was to create a community that incentivized clean transit in order to achieve carbon neutrality for the project. A zero-emission ferry would help achieve that goal and would provide even farther-reaching environmental benefits.

Chair Haney added that with traffic on the Bay Bridge at a standstill during commute times, ferry service was a critical component of the island's transportation network to ensure residents had the fastest and most environmentally friendly commute to Downtown San Francisco. There was no public comment.

### 3. Executive Director's Report - INFORMATION

Tilly Chang, Executive Director, presented the Executive Director's Report.

During public comment, Mildred Mousni commented on the difficulty to afford living in San Francisco and how a lot of low-income people who will be affected negatively by the tolls, especially parents that have to make multiple trips on and off the island.

### 4. Approve the Minutes of the November 19, 2019 Meeting - ACTION\*

There was no public comment.

Commissioner Walton moved to approve the minutes, seconded by Commissioner Mandelman

The minutes were approved without objection by the following vote:

Ayes: Commissioners Haney, Mandelman, Mar, Peskin, Preston, Ronen, Stefani, Walton, and Yee (9)

Absent: Commissioners Fewer and Safai (2)

**5. Election of Chair and Vice Chair for 2020 - ACTION**

Commissioner Mandelman moved to nominate Commissioner Haney for Chair of the Treasure Island Mobility Management Agency (TIMMA), seconded by Commissioner Ronen.

There was no public comment.

Commissioner Haney was elected Chair by the following vote:

Ayes: Commissioners Haney, Mandelman, Mar, Peskin, Preston, Ronen, Stefani, Walton, and Yee (9)

Absent: Commissioners Fewer and Safai (2)

Commissioner Mandelman moved to nominate Commissioner Walton for Vice-Chair of the Treasure Island Mobility Management Agency (TIMMA), seconded by Commissioner Ronen.

There was no public comment.

Commissioner Walton was elected Vice-Chair by the following vote:

Ayes: Commissioners Haney, Mar, Mandelman, Preston, Peskin, Ronen, Stefani, Walton, and Yee (9)

Absent: Commissioners Fewer and Safai (2)

**Chair Haney requested that Items 6 and 7 be called together.**

**6. [Final Approval on First Appearance] Accept the Audit Report for the Fiscal Year Ended June 30, 2019 - ACTION\***

**7. Internal Accounting Report for the Six Months Ending December 31, 2019 - INFORMATION\***

Cynthia Fong, Deputy Director for Finance and Administration, presented the items per the staff memorandums.

Commissioner Yee commented that the audit report seemed more of a program audit than a fiscal audit.

Ms. Fong explained that the was audit report was a fiscal audit, and the program audit normally consisted of 14 different compliance areas that was audited under the Transportation Authority's full audit, and no federal programs were selected for TIMMA that current fiscal year. Commissioner Yee commented that the report didn't have normal findings like in a regular fiscal audit.

Ms. Fong confirmed it did and referred that the independent auditors' report indicated an unmodified opinion or clean audit, in the first few pages of the audit report and reconfirmed only the Transportation Authority (not TIMMA) federal programs were selected to undergo a program audit that fiscal year.

There was no public comment.

Commissioner Yee moved to approve the Item 6, seconded by Commissioner Mandelman.

Item 6 was approved without objection by the following vote:

Ayes: Commissioners Haney, Mandelman, Mar, Peskin, Preston, Ronen, Safai, Stefani, Walton, and Yee (10)

Absent: Commissioner Fewer (1)

**8. Introduction of New Items - INFORMATION**

There were no new items introduced.

**9. Public Comment**

There was no general public comment.

**10. Adjournment**

The meeting was adjourned at 11:26 a.m.



# DRAFT MINUTES

## TREASURE ISLAND MOBILITY MANAGEMENT AGENCY

Tuesday, June 23, 2020

### 1. Roll Call

Chair Haney called the meeting to order at 12:38 p.m.

**Present at Roll Call:** Commissioners Fewer, Haney, Mandelman, Mar, Peskin, Preston, Ronen, Safai, Stefani, Walton, and Yee (11)

**Absent at Roll Call:** none (0)

### 2. Chair's Report - INFORMATION

Chair Haney deferred his report and Items 3-5 and 8 to the next meeting due to time constraints. There was no public comment.

### 3. Executive Director's Report - INFORMATION

The item was continued to the next TIMMA Board meeting.

### 4. Approve the Minutes of the January 28, 2020 Meeting - ACTION\*

The item was continued to the next TIMMA Board meeting.

### 5. Ratify the TIMMA Fiscal Policy - ACTION\*

The item was continued to the next TIMMA Board meeting.

**Chair Haney requested that Items 6 and 7 be called together.**

### 6. Amend the Adopted Fiscal Year 2019/20 Budget to Increase Revenues by \$228,368, Decrease Expenditures by \$787,279 and Decrease Other Financing Sources by \$1,015,647 - ACTION\*

### 7. Adopt the Proposed Provisional Three-Month Fiscal Year 2020/21 Budget and Work Program - ACTION\*

Chair Haney noted these were critical items to approve by the end of the fiscal year.

There was no public comment on Items 6 and 7.

Commissioner Walton moved to approve the items, seconded by Commissioner Fewer.

Both Items 6 and 7 were approved without objection by the following vote:

Ayes: Commissioners Fewer, Haney, Mandelman, Mar, Peskin, Preston, Ronen, Safai, Stefani, Walton, and Yee (11)

Absent: none (0)

8. **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 - ACTION\***

The item was continued to the next TIMMA Board meeting.

**Other Items**

9. **Introduction of New Items - INFORMATION**

There were no new items introduced.

10. **Public Comment**

There was no general public comment.

11. **Adjournment**

The meeting was adjourned at 12:47 p.m.

**This Page Intentionally Left Blank**





**TREASURE ISLAND  
MOBILITY MANAGEMENT AGENCY**

TC061620

RESOLUTION NO. 21-01

---

RESOLUTION RATIFYING THE FISCAL POLICY

WHEREAS, The Treasure Island Mobility Management Agency (TIMMA) develops and implements policies and procedures to organize and formalize agency activities, and to ensure compliance with current statutes and agency objectives; and

WHEREAS, TIMMA is required to review its Fiscal Policy and update as required or deemed advisable at least once every three years; and

WHEREAS, The Fiscal Policy guides decisions pertaining to internal fiscal management, including day-to-day operations, annual budget development and revenue requirements of TIMMA; and

WHEREAS, There have been no changes to applicable law or agency objectives that affect this policy; and

WHEREAS, At its June 16, 2020 meeting, the TIMMA Committee considered the subject request and unanimously recommended approval of the staff recommendation to approve the ratification of the Fiscal Policy; now, therefore, be it

RESOLVED, That TIMMA ratifies the Fiscal Policy as presented in Attachment 1; and be it further

RESOLVED, That the Executive Director is hereby authorized to communicate the Fiscal Policy to all relevant parties.

Attachment:

1. Fiscal Policy

**I. INTRODUCTION**

The Fiscal Policy is designed to guide decisions pertaining to internal fiscal management, including day-to-day operations, annual budget development and any revenues requirements of the Treasure Island Mobility Management Agency (TIMMA). It is intended to be consistent with TIMMA's adopted Administrative Code, the Treasure Island Transportation Program, federal and state regulations, and general prudent accounting and financial management practices.

**II. SCOPE AND AUTHORITY**

The Fiscal Policy applies only to the operations of TIMMA. Overall policy direction shall be the responsibility of the TIMMA Board (Board). Responsibility for implementation of the Policy, and day-to-day responsibility and authority for structuring, implementing, and managing TIMMA's policies, goals, and objectives, shall lie with the Executive Director. This Policy will be reviewed and updated as required or deemed advisable at least once every three years. Any changes to the policy are subject to approval by the Board at a public meeting.

**III. ANNUAL BUDGET PROCESS**

The Board shall adopt an Annual Budget by the beginning of each fiscal year. The purpose of the Annual Budget is to provide management guidance and control over disbursement of TIMMA's revenues in accordance with the goals and objectives as determined by the Board and as set forth in other policies. TIMMA's fiscal year extends from July 1 of each calendar year through June 30 of the following calendar year. The sections below further define the process involved in the development of the final budget.

**A. Preparation and Review of a Draft Budget**

The Executive Director is charged with responsibility for the preparation of a draft budget for each fiscal year. The draft budget will consist of line items for Revenues, including investment income, and Administrative Operating Expenses, as applicable. The draft budget may also include other functional categories as deemed appropriate.

**B. Public Review of Draft Budget**

The draft budget shall be presented at a public hearing at a publicly noticed TIMMA Board or Committee meeting prior to being approved by the Board. Notice of the time and place of the public meeting shall be published pursuant to Sections 6060 and 6061 of the California Government Code.

**C. Adoption of a Final Budget**

As established by the Administrative Code, the TIMMA Committee (Committee) shall be responsible for review of the proposed overall operating and capital budget of TIMMA. The Committee shall set the budget parameters (spending limits)



**TREASURE ISLAND  
MOBILITY MANAGEMENT AGENCY**

FISCAL POLICY

RESOLUTION NO. 21-01

by budget line item as detailed in Section III.A. Preparation and Review of a Draft Budget, and shall recommend adoption of a draft budget to the Board.

The final budget for a given fiscal year shall be approved and adopted by resolution of the Board by June 30 of the prior fiscal year. If TIMMA is unable to adopt a final budget by June 30, it must adopt a resolution to continue services and payment of expenses. The continuing resolution shall include a date certain by which the annual budget will be adopted.

**D. Amendments to the Adopted Budget**

Except as otherwise provided in this section, the adopted final budget is not subject to further review or reopener after the Board resolution has passed. The adopted final budget may be amended during the fiscal year to reflect actual revenues and expenses incurred to the date of amendment during the fiscal year. Amendments to the budget will be presented at a publicly noticed TIMMA Board or Committee meeting prior to being approved by the Board. The Executive Director shall be responsible for proposing amendments to the adopted final budget; the Committee shall be responsible for review of the proposed amended adopted final budget, and for making a recommendation regarding the amended final budget to the Board. The amended final budget shall be adopted by Board resolution.

**IV. BUDGET REQUIREMENTS**

**A. Administrative Operating Expenses**

Administrative operating expenses include all expenses related to the operations and maintenance of TIMMA, including, among others, staff salaries, staff benefits, office lease costs, equipment rental, supplies, and travel. Specific requirements with respect to certain budgeted expenses are set forth below.

1. Emergency Expenditures

The Executive Director is authorized to exceed the overall administrative operating expense line items by up to seventy-five thousand dollars (\$75,000), for the actual cost of emergency expenditures that are made to protect the health, safety, and welfare of the agency or the public, or to repair/restore damaged/destroyed property for TIMMA. The Executive Director shall submit a report to the Committee within thirty (30) days of the emergency explaining the necessity of the action, a listing of expenditures, and future recommended actions.

2. Petty Cash

A petty cash revolving account in the amount of one thousand dollars (\$1,000) may be established and maintained by the Executive Director for the purposes of paying miscellaneous expenses of TIMMA. Individual expenditures may not exceed two hundred and fifty dollars (\$250). Such miscellaneous expenses include outside photocopying expenses, office supplies, meeting and travel expenses, and other practical expenses as determined by the Executive Director to be necessary or convenient for proper administration. The Executive



**TREASURE ISLAND  
MOBILITY MANAGEMENT AGENCY**

FISCAL POLICY

RESOLUTION NO. 21-01

Director is authorized from time to time to seek reimbursement of this account to the maximum balance by allocation from the operating budget.

**B. Capital Expenditures**

Capital Expenditures shall be listed as a single line item.

**C. Other Functional Categories**

The Executive Director may designate other functional categories as deemed appropriate or necessary.

**V. REPORTING REQUIREMENTS**

The Executive Director shall report to the Committee at least on a quarterly basis on TIMMA's actual expenditures, budgetary performance, authorized variances that have been implemented pursuant to this Fiscal Policy. The Committee shall cause TIMMA's financial transactions and records to be audited by an independent, certified public accountant firm at least annually and a report to be submitted to the Board on the results of the audit.

**VI. PROCUREMENT OF GOODS AND SERVICES**

It shall be the policy of TIMMA to competitively bid the procurement of goods and services. Procurements in amounts greater than seventy-five thousand dollars (\$75,000) shall require a formal bid process including advertising requests for bids and/or proposals in appropriate local newspapers or other media outlets. Formal procurement of supplies, equipment, and materials in excess of \$75,000 shall be awarded to the lowest responsible bidder after competitive bidding, except in an emergency declared by the vote of two-thirds of the voting membership of TIMMA, or, if after rejecting bids received, TIMMA determines and declares by a two-thirds vote of all of its voting members that, in its opinion the supplies, equipment or materials may be purchased at a lower price in the open market.

Procurements of supplies, equipment, and materials in amounts equal to or less than \$75,000 shall be awarded to the lowest responsive bidder following an informal competitive bid process.

The selection of professional services, such as legal, financial advisory, private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms, shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required in accordance with TIMMA's Procurement Policy.

All procurement transactions, regardless of dollar value and regardless of whether by sealed bid, informal quote, or by negotiation, shall be conducted in a manner that promotes free and open competition.

**A. Disadvantaged Business Enterprise Requirement**

Any procurement whether formal or informal shall comply with TIMMA's applicable non-discrimination, disadvantaged/minority/local/small/women-owned business and other applicable contracting policies in place at the time of procurement.

**B. Conflict of Interest**

Commissioners, staff, or agents of TIMMA shall not participate in the selection or in the award or administration of a contract if such participation would result in a conflict of interest, real or apparent, as defined by state statute and applicable case law. Commissioners, staff or agents shall not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub-agreements.

**C. Contracts**

Approval of the Board is required prior to the execution of any contract for the procurement of goods or professional services that authorizes payments that in the aggregate exceed seventy-five thousand dollars (\$75,000) in a fiscal year. The Executive Director is authorized to approve and execute all such contracts that authorize payments not in excess of \$75,000 per fiscal year, provided that the amounts are consistent with the adopted final budget, as amended in accordance with this Policy for the current fiscal year or, in the event that the contract was not completed in a single fiscal year, the contiguous fiscal year(s). The Executive Director is authorized to amend contracts to extend time, to add or delete tasks of similar scope and nature, and to increase or reduce the total amount of the contract. The Executive Director may execute such amendments without prior Board approval, if the amount of the amendment does not exceed \$75,000 and so long as the amendment is consistent with the adopted final budget.

No contractual obligations, administrative or capital, shall be assumed by TIMMA in excess of its ability to pay, as defined by the adopted final budget. All expenditures shall comply with all federal, state, and local statutory and other legal restrictions placed on the use of said funds.

TIMMA shall establish contracts for banking and investment services. Said contracts shall include provisions for the receipt, maintenance, investment and disbursement of funds, and ongoing financial data reports as required by TIMMA.



**TREASURE ISLAND  
MOBILITY MANAGEMENT AGENCY**

1455 Market Street, 22ND Floor, San Francisco, CA 94103    415-522-4800    info@timma.org    www.timma.org

## Memorandum

### AGENDA ITEM 5

**DATE:** June 11, 2020  
**TO:** Treasure Island Mobility Management Agency Committee  
**FROM:** Cynthia Fong - Deputy Director for Finance and Administration  
**SUBJECT:** 6/16/20 Committee Meeting: Ratify the Fiscal Policy

<p><b>RECOMMENDATION</b>    <input type="checkbox"/> Information    <input checked="" type="checkbox"/> Action</p> <p>Ratify the Fiscal Policy.</p> <p><b>SUMMARY</b></p> <p>We should review the Fiscal Policy every at least every three years to periodically ensure compliance with current statutes and agency objectives. As there have been no changes to applicable law or to the agency that affect the Fiscal Policy, we are recommending this policy stand as currently adopted.</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 type="checkbox"/> Contract/Agreement</li> <li><input checked="" type="checkbox"/> Other: Policies</li> </ul>
---	---

### BACKGROUND

We develop and implement policies and procedures to organize and formalize agency activities, and to ensure compliance with current statutes and agency objectives. We are required to review our Fiscal Policy and update as required or deemed advisable at least once every three years.

### DISCUSSION

The purpose of this memorandum is to present staff recommendations for updates to the Fiscal Policy, which were last adopted by the Board on June 27, 2017, through Resolution 17-04. The Fiscal Policy guides decisions pertaining to internal fiscal management, including day-to-day operations, annual budget development and revenue requirements of TIMMA. There have been no changes to applicable law or agency objectives that affect this policy, therefore we are recommending ratifying the existing policy.



## **FINANCIAL IMPACT**

The recommended action would not have an impact on the proposed provisional three-month Fiscal Year 2020/21 Budget.

## **SUPPLEMENTAL MATERIALS**

- Attachment 1 - Fiscal Policy

**This Page Intentionally Left Blank**





**TREASURE ISLAND  
MOBILITY MANAGEMENT AGENCY**

TC061620

RESOLUTION NO. 21-02

---

RESOLUTION EXERCISING 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, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO MODIFY CONTRACT PAYMENT TERMS AND NON-MATERIAL CONTRACT TERMS AND CONDITIONS

WHEREAS, The Treasure Island Mobility Management Agency (TIMMA) relies on on-call consultants for support with various services related to travel modeling and analysis; and

WHEREAS, On-call modeling services include model development, model maintenance, model application, data collection, and other related activities, and 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; and

WHEREAS, TIMMA is currently contracted with two firms on an on-call, task order basis for modeling services; and

WHEREAS, 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; and

WHEREAS, The proposed action will add contract capacity and exercise the first of two options of the initial contract; and

During Fiscal Year (FY) 2020/21, consultant teams will continue to assist as TIMMA toll policy advances and is adopted; and



**TREASURE ISLAND  
MOBILITY MANAGEMENT AGENCY**

TC061620

RESOLUTION NO. 21-02

---

WHEREAS, The proposed contract option will be funded by local agency contributions from the Treasure Island Development Authority; and

WHEREAS, The proposed provisional three-month FY 2020/21 budget includes sufficient funds to accommodate activities in the upcoming quarter; and

WHEREAS, Sufficient funds will be included in TIMMA's full 12-month FY 2020/21 Budget to cover the cost of these contracts; and

WHEREAS, At its July 16, 2020, meeting, the TIMMA Committee considered the subject request and unanimously recommended approval of the staff recommendation; now, therefore, be it

RESOLVED, That TIMMA exercises its 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; and be it further

RESOLVED, That TIMMA further authorizes the Executive Director to modify contract payment terms and non-material 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 TIMMA to the contrary, the Executive Director is expressly authorized to execute agreements and amendments to agreements that do not cause the total agreement value, as approved herein, to be exceeded and that do not expand the general scope of services.



**TREASURE ISLAND  
MOBILITY MANAGEMENT AGENCY**

1455 Market Street, 22ND Floor, San Francisco, CA 94103    415-522-4800    info@timma.org    www.timma.org

## Memorandum

### AGENDA ITEM 6

**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><b>RECOMMENDATION</b>    <input type="checkbox"/> Information    <input checked="" type="checkbox"/> Action</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Authorize the Executive Director to modify contract payment terms and non-material terms and conditions</li> </ul> <p><b>SUMMARY</b></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"> <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>
---	--

### 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**

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