

STAFF REPORT



MEETING DATE:	April 28, 2022
SUBJECT:	Authorize Budget Increase to Travel Demand Modeling Contract with DKS Associates
AGENDA ITEM:	5-8
STAFF CONTACT:	Daniel Wayne, Senior Transportation Planner

STAFF RECOMMENDATION:

It is recommended that the board of directors authorize the executive director to amend Contract #2018-07 with DKS Associates, Inc., for on-call travel demand modeling support services, to increase the budget by \$50,000, for a total not-to-exceed budget of \$150,000.

DISCUSSION:

SRTA issued a request for qualifications (RFQ) on August 20, 2018, for on-call travel demand modeling support services. This procurement was given a budget of \$150,000 and a term of three years, extendable for up to two additional years. The board of directors subsequently authorized a technical services agreement with DKS Associates, Inc. on October 9, 2018, but for a not-to-exceed budget of \$100,000. The total amount originally included in the RFQ is needed to complete travel demand modeling tasks for the 2022 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) and to measure the effectiveness of the proposed Fix Five Cascade Gateway Project improvements on I-5. The latter is needed to compete for competitive state funding opportunities, including the Trade Corridor Enhancement Program.

ALTERNATIVES:

The board may direct staff to perform a new procurement. This may delay SRTA's ability to evaluate the benefits of projects to support competitive grant applications or complete the 2022 RTP/SCS.

FISCAL IMPACT:

The proposed amendment will increase the budget by \$50,000, consistent with the original RFQ. Federal Highway Administration (FHWA) funds will be programmed across fiscal year 2021/22 and 2022/23 overall work programs to cover the increase.

Daniel S. Little, AICP, Executive Director

Attachment: Second Amendment to Contract #2018-07 Between SRTA and DKS Associates, Inc.

**SECOND AMENDMENT
TO THE CONTRACT (CONTRACT #2018-07) BETWEEN
THE SHASTA REGIONAL TRANSPORTATION AGENCY AND DKS ASSOCIATES, INC.
FOR ON-CALL TRAVEL DEMAND MODELING SUPPORT SERVICES**

The Contract (Contract #2018-07) between the Shasta Regional Transportation Agency (SRTA) and DKS Associates, Inc. ("Consultant"), dated October 17, 2018, and subsequently amended on October 8, 2021, is amended as follows:

WHEREAS, Section 3, is amended as follows:

Compensation shall be based on expenses associated with each individually agreed-upon scope of work and related budget, schedule, and project deliverables, per the budget and fee scheduled shown in Attachment B. Compensation shall not exceed \$150,000 for the services described in both Attachments A and B, without prior agreement between DKS Associates and SRTA.

The rates provided in Attachment B are for the base period of the contract (3 years). Should SRTA choose to extend the contract beyond three years, DKS and its subconsultants would need to modify the rates based on annual salary escalation.

WHEREAS, Attachment B – Budget and Fee Schedule, is amended as follows:

Other Fees:

Travel mileage will be invoiced at the current IRS allowed rate.

Maximum compensation paid to consultant shall not exceed a total of \$150,000.

WHEREAS, all other terms of the contract remain unchanged by this amendment.

BE IT FURTHER RESOLVED that this amendment will be operative on the date last signed below.

[SIGNATURE PAGE ON NEXT PAGE]

IN WITNESS WHEREOF, SRTA and Consultant have executed this agreement on the day and year set forth below. By their signatures below, each signatory represents that he/she has the authority to execute this agreement and to bind the party on whose behalf his/her execution is made.

Shasta Regional Transportation Agency

Date: April 28, 2022

Daniel S. Little, AICP
Executive Director

DKS Associates

Print Name: **Terry Klim**
Title: Principal
Tax I.D.#: **94-2583153**