

STAFF REPORT



MEETING DATE:	June 19, 2018
SUBJECT:	Approve Amendment to Extend the Technical Services Agreement with DKS Associates for Travel Demand Modeling Support Until December 31, 2018
AGENDA ITEM:	5-11
STAFF CONTACT:	Sean Tiedgen, AICP, Senior Transportation Planner

STAFF RECOMMENDATION:

It is recommended that the board of directors authorize the Executive Director to amend the Technical Services Agreement (Contract #2015-05) with DKS Associates LLC, extending the contract term until December 31, 2018.

DISCUSSION:

The contract between SRTA and DKS Associates for providing On-call Travel Demand Modeling Support Services is set to expire on June 30, 2018. An existing work order (#9) was approved on October 24, 2017, for providing travel model support services for the 2018 Regional Transportation Plan (RTP). The 2018 RTP schedule has been delayed and will be adopted at the October SRTA Board of Directors meeting.

Since the 2018 RTP project schedule extends beyond the current on-call travel mode support services contract, an authorization to extend the contract term until December 31, 2018, is requested. There is no change to contract costs and existing fee rates will remain unchanged.

ALTERNATIVES:

The board of directors may choose to not extend the contract.

FISCAL IMPACT:

There is no impact to the contract budget with this action. The work is currently programmed in SRTA's Overall Work Program under Work Element 705.05 (Regional Modeling & Forecasting Tools).

A handwritten signature in blue ink, appearing to read "D. Little", is written over a horizontal line.

Daniel S. Little, AICP, Executive Director

Attachment: First Amendment to Contract No. 2015-05

**FIRST AMENDMENT TO THE TECHNICAL SERVICES AGREEMENT (CONTRACT #2015-05)
BETWEEN THE SHASTA REGIONAL TRANSPORTATION AGENCY AND DKS ASSOCIATES, INC.
FOR PROVIDING ON-CALL TRAVEL DEMAND MODELING SUPPORT SERVICES**

The Board of Directors of the Shasta Regional Transportation Agency hereby resolves that the technical services agreement (Contract #2015-05) between the Shasta Regional Transportation Agency (SRTA) and DKS Associates Inc. (Consultant), dated July 1, 2015, may be amended by amending Section 5 to read as follows:

"5. TERM OF AGREEMENT AND SCHEDULE

- A) This agreement shall commence on the date of SRTA board of directors, or executive director, signing and shall terminate on completion of the services described in Section 1, or on **December 31, 2018**, whichever is earlier, unless this Agreement is terminated under the provisions of Section 6 of this Agreement or extended under the provisions of Section 5(B) of this agreement.
- B) SRTA may extend the contract annually for an additional two years, beyond June 30, 2018, with the following stipulations:
1. No change to the maximum compensation as described in Section 3, and;
 2. No change to Consultant's fee schedule, as shown in Attachment B.
- Contract extensions are not automatic and must be entered into writing by administrative amendment between the parties described in Section 22.
- C) Subcontractor contracts containing Federal and State planning funds are required to be competitively bid and awarded in accordance with Title 49, CFR, Part 18, Section 18.37 and consistent with Local Assistance Procedure Manual, Ch. 10 or successors thereto."

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

Shasta Regional Transportation Agency

Date: _____

Daniel S. Little, AICP
Executive Director

DKS Associates

Date: _____

John P. Long, P.E.
DKS Associates LLC