STAFF REPORT

MEETING DATE:	**October 9, 2018**
SUBJECT:	**Authorize Agreement for On-Call Travel Demand Modeling Support Services**
AGENDA ITEM:	**5-6**
STAFF CONTACT:	**Michael Kuker, Assistant Transportation Planner**

SUMMARY:

SRTA is required to maintain tools to estimate future travel demand and analyze the traffic impacts of transportation and land use alternatives. Consultants have been enlisted to perform complex modeling projects and updates since October 2007. SRTA's current agreement for on-call travel demand modeling support services expires on December 31, 2018.

STAFF RECOMMENDATION:

It is recommended that the board of directors authorize the executive director to execute a technical services agreement with DKS Associates, Inc. for on-call travel demand modeling support services, for an initial three-year term, not to exceed $100,000.

DISCUSSION:

Under federal and state law, SRTA must maintain tools to estimate future travel demand and assess the traffic impacts of transportation and land use alternatives. SRTA's activity-based travel demand model, called ShastaSIM, satisfies this requirement. Although SRTA continues to develop in-house modeling capabilities, consultants are still needed to perform complex modeling projects and updates. The agency has maintained an on-call travel demand modeling agreement since October 2007. SRTA's current on-call agreement with DKS Associates expires December 31, 2018.

SRTA issued a Request for Qualifications on August 20, 2018. Two responses were received. DKS Associates, Inc. is recommended based on prior experience with ShastaSIM, lower hourly rates, and larger organizational capacity. SRTA will retain a vendor list consisting of both qualified consultants for up to three years.

The technical services agreement is for a three-year period. The agreement includes provisions for an extension of up to two years by the executive director. All work orders performed under this agreement shall be authorized in writing by the executive director and require a scope of work, budget, and well-defined deliverables.

ALTERNATIVES:

The board of directors may choose a different firm, circulate a new request for qualifications, or delay this item to request additional information.

FISCAL IMPACT:

SRTA is contracting for a minimum three-year term for a not-to-exceed total of $100,000. Currently, $25,000 is programmed in FY 2018/19 of the Overall Work Program under Work Element 705.05 (Regional Modeling & Forecasting Tools).

Daniel S. Little, AICP, Executive Director