



**DATE:** December 1<sup>st</sup>, 2016

**TO:** Transportation Authority of Marin Board of Commissioners

**FROM:** Dianne Steinhauser, Executive Director  
Derek McGill, Planning Manager

**SUBJECT:** Extension of TAM's On-Call Modeling Services Contract with Kittleson & Associates, (Action), Agenda Item 7h

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## **RECOMMENDATION**

Authorize the Executive Director to extend the existing contract with Kittleson & Associates for twelve additional months to December 30, 2017. The work to be performed during the contract extension fits within or completes the existing scope of work. This work will not exceed the original contract amount of \$130,000.

## **BACKGROUND**

This memo recommends extending TAM's contract for On-Call Modeling Services for 12 months through December 2017. The existing scope includes on-call modeling services for the countywide travel model, as required of Congestion Management Agencies (CMAs) as part of the county Congestion Management Program (CMP).

The existing contract was authorized in August 2010 for a period of 28 months, not to exceed \$65,000 annually (total \$130,000, expiring on December 31, 2012). In December 2012, December 2013, November 2014, and December 2015 four separate one year extensions were authorized by the board with no change to the amount allocated. TAM Staff is now recommending a fifth one-year extension, with no change to the amount allocated. The original amount of \$130,000 is not increased, with an extended contract expiring on December 31, 2017. To date, approximately \$13,250 remains in the budget for the scope of work in this contract, which staff have deemed sufficient for the foreseeable future.

Note TAM typically re-advertises ongoing work after 5 years, unless unique skills merit a different approach which is the case here. The skills necessary for maintaining our unique Marin Travel Model using EMM2 software are not easily found. We have had success in utilizing the unique staff expertise at Kittleson when we do have a need to use the current model. We have been working on a replacement Marin Travel Model that will meet the new legislative requirements under SB 743 and the needs of our local jurisdictions. In the meantime, further extension of this modest contract is warranted.

TAM staff have retained model on call consultants to develop a new travel model, known as the TAM Travel Demand Model or TAMDM, and is in the process of developing a model transition plan for development of the new TAMDM model. Work is expected to be completed by late 2017 on the new model, and this contract would maintain low-cost access to the current model (the Marin Travel Model or MTM) for county-level modeling to meet both air quality conformity needs and consistency with the regional transportation plan.

Staff will be bringing more detailed results about the new model in early 2017. The consultant will continue to provide on-call services as needed for local jurisdictions and the County.

The contract amount remains the same; the request is for time extension only.

## **DISCUSSION/ANALYSIS**

As the Congestion Management Agency (CMA) for Marin, TAM is responsible for maintaining a computer model of travel behaviors in the county. The current model is known as the Marin Travel Model (MTM). Every two years as part of the Congestion Management Plan update, the MTM must show consistency with MTC's regional travel model, as set forth by state statute that outlines the responsibilities of CMAs.

The MTM is also used to model project-level traffic and transportation scenarios for specific projects, such as major arterial and highway projects. TAM and its partner agencies, such as Caltrans, must demonstrate that project modeling is consistent with the MTM and therefore consistent with MTC's regional model. The MTM is also used to model Housing and Transportation Elements of the Marin Countywide Plan.

The Marin Travel Model (MTM) is composed of 1) travel forecasting software that replicates travel behavior and 2) data files that contain information specific to Marin including: roadway network, socioeconomic, and land use data from which travel demand, including future travel needs and impacts, is estimated.

### *Activity 2010 through 2016*

On-call services over the period of 2010 to date include maintaining the model, responding to information requests for local projects, a white paper memo regarding options for updating the model and preparing the 2011 and the 2013 modeling consistency memos, which are required as part of TAM's role in developing and maintaining a county-wide model.

In fall 2013, the consultant completed the draft white paper outlining options for TAM regarding the identification of a travel model that will meet CMP requirements and county needs in the future. The Marin Travel Model was developed over 25 years ago. It is generally agreed that the Marin Travel Model is reaching, if not exceeded, the end of its viability.

In 2016, TAM staff retained a consulting firm to develop a new travel demand model. Work is ongoing on that contract including updating origin and destination information to support the development of the new Model, the TAMDM. TAM staff are developing a model based on MTC's regional ModelTwo, which has been delayed from a 2016 schedule to mid-2017. ModelTwo is expected to provide a robust and consistent forecasting tool for consideration of use by TAM.

### *Activities 2017*

Tasks identified for the contract extension period with Kittleson include continuing On-Call tasks as needed. Because the regional requirements for travel modeling are in flux and there has not been major demand for use of the model – staff believes costs for using and/or making adjustments to the model can be relatively low, particularly over the next year. TAM staff will need to begin close out activities related to the MTM in spring 2017, including data archiving and comparisons of data sets for use in developing TAMDM. These tasks are within the original scope of work and budget approved by the TAM Board in 2010.

This is an amendment to the current contract to provide a time extension in order to complete the above task and to continue to provide on-call modeling services as needed. Continuation of this on-call contract is important to retain qualified support services of the MTM until a new model is available for use.

**FISCAL CONSIDERATION**

N/A

**NEXT STEPS**

N/A. TAM staff will begin close out of the current contract, and continue the development of the TAM Travel Demand Model, TAMDM for use by the end of 2017.

**ATTACHMENTS**

N/A

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