



DATE: December 1, 2016

TO: Transportation Authority of Marin Board of Commissioners

FROM: Dianne Steinhauser, Executive Director
David Chan, Programming and Legislation Manager

SUBJECT: Approve Extension on State Legislative Contract (Action), Agenda Item 7f

RECOMMENDATION

Approve the third one-year extension with Khouri Consulting for State Legislative Services not to exceed \$35,000.

BACKGROUND

When TAM's state legislative contract with the firm of Shaw Yoder Antwih ended in November 2013, the TAM Board approved a contract with Khouri Consulting to provide state legislative consulting services for one year with an option for four one-year extensions at TAM's discretion for a maximum of \$35,000 annually. The contract with Khouri Consulting commenced on January 1, 2014 and expired on December 31, 2014. The TAM Board approved the first one-year extension in November 2014 and the second one-year extension in December 2015. The second one-year extension expires on December 31, 2016.

The primary reason for issuing a one year contract with four one-year extensions by the TAM Board was because Khouri Consulting was a newly formed firm that came into existence in 2013. While Mr. Khouri's experience and credentials on transportation and related issues were unquestioned, staff felt that it was prudent to issue a shorter term contract with a new firm until familiarities have been established. The four one-year extensions allowed the relationship to continue beyond the first year if the relationship shows to be mutually beneficial.

DISCUSSION

After three years with Khouri Consulting, staff is recommending the TAM Board approve the third one-year extension of the four-year option. In the past year, Mr. Khouri has been actively and consistently monitoring issues germane to TAM. He has provided prudent advice on complex issues and he was readily available to provide legislative service when requested. Staff believes that a continued relationship with Khouri Consulting would be beneficial to TAM instead of seeking a new consultant.

If the TAM Board decides not to extend this contract with Khouri Consulting, a Request for Proposals (RFP) would be issued immediately to solicit service for state legislative services. The process to select to select another consultant for the TAM Board's consideration would take approximately three months.

This work element has been budgeted in TAM's FY 2016-17 budget, approved by the TAM Board in June 2016.

NEXT STEP

Issue an amendment to for Khouri Consulting to extend the existing contract for one year at an amount not to exceed \$35,000.