



DATE: June 1, 2017

TO: Transportation Authority of Marin Board of Commissioners

FROM: Dianne Steinhauser, Executive Director

SUBJECT: Approve Consultant Support for the Expenditure Plan Advisory Committee (Action),
Agenda Item No. 9d

RECOMMENDATION

Recommend that the TAM Board approve consultant support for the Expenditure Plan Advisory Committee (EPAC) and associated public information efforts.

BACKGROUND

In 2003, during development of the Measure A Transportation Sales Tax and in 2010, during development of the Measure B Vehicle Registration Fee, constituent-oriented Expenditure Plan Advisory Committees (EPACs) were developed in the interest of obtaining informed public input to advise the plan development.

Development of an expenditure plan is an intensive process and support from a consultant team has proven effective to assist with meeting facilitation, meeting logistical support and educational materials development.

CONSULTANT SUPPORT

A professional consultant team will be brought onboard to support TAM staff in development and coordination of an Expenditure Plan Advisory Committee and associated outreach efforts. The consultant will assist staff in the administration and management of the EPAC.

Consultant activities are expected to include:

- EPAC meeting logistics and coordination including development of meeting materials
- Development of educational and presentation materials
- Drafting and revising expenditure plan scenarios
- Related outreach efforts including constituent meeting support

The initial effort will span the activity of the Expenditure Plan Advisory Committee from June 2017 through November 2017. Work will be authorized on a task order basis and will include activities outlined above. All outreach and education activity will be closely coordinated with the Executive Director, Public Outreach Coordinator and TAM staff. The task order work will be negotiated under the Project Management On-Call Contract and costs are estimated to be no greater than \$75,000 based on similar efforts, for this initial EPAC effort. Funds will be made available in the TAM budget for this effort.

RECOMMENDATION

Recommend that the TAM Board approve consultant support for the Expenditure Plan Advisory Committee (EPAC) and associated public information efforts.

ATTACHMENT

None