



DATE: November 30, 2017

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 9f

RECOMMENDATION

Approve the fourth one-year extension with Khouri Consulting for State Legislative Services not to exceed \$38,500.

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. Gus Khouri was TAM's lead contact while he was at the firm of Shaw Yoder Antwih, so he was already providing needed services. 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, the second one-year extension in December 2015, and the third one-year extension in December 2016. The third one-year extension expires on December 31, 2017.

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 had been established. The four one-year extensions allowed the relationship to continue beyond the first year if the relationship proved to be mutually beneficial.

DISCUSSION

After three years with Khouri Consulting, staff is recommending the TAM Board approve the fourth and final one-year extension of the four-year option and proposing to increase the annual amount from \$35,000 to \$38,500. Staff is recommending an increase of \$3,500 from \$35,000 annually to \$38,500 annually on the fourth one-year extension because Khouri Consulting has been with TAM for four years and consider it reasonable to allow an increase after many years of service. When TAM retained Khouri Consulting in 2013, Khouri Consulting was a new firm and the rate was reflective of a relatively inexperienced firm. Khouri Consulting has grown and developed a reputable presence in the state legislature so staff feels that a modest increase is warranted.

In the past year, Mr. Khouri has been actively and consistently monitoring issues and supporting TAM direction on legislation germane to TAM, particularly with the passage of SB 1 and SB 595 (Regional Measure 3). He helped communicate positions on these bills that were advantageous 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 another consultant for the TAM Board's consideration would take approximately three months.

As noted, if approved, this would be the last one-year option on the existing contract that will expire on December 31, 2018. Sometime in the Fall of 2018, staff will issue a Request for Proposals (RFP) for State Legislative Services. A recommended consultant selected from the RFP process will be presented to the TAM Board for approval before the end of 2018.

FISCAL IMPACTS

This work element has been budgeted in TAM's FY 17/18 budget, approved by the TAM Board in June 2017 for \$35,000. The FY 17/18 budget would be amended to accommodate the contract increase for the remaining six months for FY 17/18.

NEXT STEP

If approved, issue an amendment for Khouri Consulting to extend the existing contract for one year at an amount not to exceed \$38,500 for 2018.