



DATE: June 28, 2018

TO: Transportation Authority of Marin Board of Commissioners

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

SUBJECT: Authorize Contract for Photographic Services (Action), Agenda Item No. 6b

RECOMMENDATION

Authorize the Executive Director to enter into contract with Peter Oppenheimer for Photographic Services for two years with two one-year options.

BACKGROUND

TAM uses a photographer for various reasons including documenting before and after photos of funded projects, progress in construction projects, special events and meetings, and ground-breaking and ribbon cutting ceremonies. Our photographer is also used to document elements of projects that are needed for environmental impact reports, project closeout reports, annual reports and compliance audits. Digital recordings of these elements have often helped expedite the process in obtaining approval from other agencies to proceed with a project or demonstrate regulatory compliance.

DISCUSSION

TAM had retained the service of Peter Oppenheimer on a time and material contract with a not-to-exceed amount of \$13,500 annually based on directed work as needed. His contract expired on May 31, 2018. Because of the relatively small dollar figure of this contract, staff conducted an informal solicitation for photographic services, to assure more than one professional service offer was considered. In addition to the incumbent, staff contacted two other local photographers to discuss services offered and costs. The services offered and the costs of one were relatively similar to our existing contract with Mr. Oppenheimer and the costs of another was substantially more expensive.

Based on this survey, it would be prudent to continue our contractual relationship with Peter Oppenheimer. He has developed useful relationships with our member jurisdictions and sister agencies such as Marin Transit to fulfill shared needs and access facilities to conduct his work. He knows the Marin County physical environment and the key stakeholders in different communities. He has already documented many Marin projects, so his learning curve would be minimal when he is assigned to the same projects for further documentation. Lastly, he has demonstrated that he is able to meet the needs of TAM and he is readily available for assignments, even assignments with very short notices. His work has been valuable.

Staff is recommending continuing service with Peter Oppenheimer based on a time and material contract for two years with two one-year extension options at TAM's discretion. The first two years of the contract

will have a not-to-exceed amount of \$16,000 annually. If exercised, the option years may be increased to reasonably adjust to cost increases of time and materials.

FISCAL IMPACTS

There are minimal fiscal impacts with approving this action. Mr. Oppenheimer's existing contract with TAM is \$13,500 annually. TAM's FY 18/19 Budget would be amended to increase the photographic service line item by \$2,500, which has the capacity to absorb this nominal increase.

NEXT STEPS

Upon approval by the TAM Board, a new two-year contract with two one-year option, based on TAM's discretion, will be issued to Mr. Oppenheimer.