



**DATE:** January 24, 2019

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

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

**SUBJECT:** Approve State Legislative Contract (Action), Agenda Item 8d

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## **RECOMMENDATION**

Approve a contract with Khouri Consulting for State Legislative Services for up to three years at \$42,000 annually. The contract shall include an option for two one-year extensions at TAM's discretion.

The Finance and Policy Executive Committee reviewed this item on January 14, 2019 and unanimously supported the recommendation to approve the State Legislative Contract with Khouri Consulting as presented by staff.

## **BACKGROUND**

Since 2014, TAM has been in contract with Khouri Consulting to provide state legislative services. Services provided under this contract included the following tasks:

- represent and advocate—before the California Transportation Commission, the State Legislature, and the Governor's Office—the positions and policies of TAM;
- represent TAM before the various legislative committees in Sacramento, as directed;
- proactively monitor transportation and other committees as appropriate and represent TAM before such committees, as directed;
- advise TAM on legislative strategy and serve as an advisor to staff and the Board of Commissioners;
- represent TAM, when directed, before State Departments, Agencies, and regulatory bodies that impact the policies and programs of TAM;
- proactively provide information relative to legislative hearings which may have impact on the policies and programs of TAM;
- closely monitor and manage legislative issues and/or bills which TAM has identified as high priority items;
- draft and circulate letters of support or opposition to relevant parties on behalf of TAM on pertinent legislation;
- provide assistance to TAM in drafting proposed testimony before the Legislature and present such testimony when requested;
- coordinate advocacy efforts with TAM's Board of Commissioners and staff;
- undertake such other assignments upon which TAM and consultant mutually agree; and

- prepare written reports as directed and when workload suggests a need for them, summarizing the consultant's activities on behalf of TAM.

The existing contract with Khouri Consulting expired on December 31, 2018.

## **DISCUSSION**

With the expiration of our existing contract, staff issued a Request for Qualifications (RFQ) for State Legislative Services on October 31, 2018. By the deadline of December 12, 2018, only one proposal from Khouri Consulting was received. Staff interviewed Khouri Consulting on January 3, 2019, discussing the needs of TAM for the coming years in light of the activities around transportation funding in the latter half of 2018.

While Khouri Consulting was the only firm that submitted a proposal, it was nevertheless evaluated based on the following criteria:

- written proposal that is responsive and best addresses TAM's needs as described in the RFQ;
- experience and knowledge of personnel assigned to TAM;
- firm's overall experience and knowledge with CMAs and transportation issues;
- firm's responsiveness to questions in interview;
- firm's access to key elected and appointed officials and organizations and the ability to develop coalition to effectively represent TAM; and
- availability of firm to TAM during the course of a legislative year.

Staff evaluated Khouri Consulting's written proposal and felt that the proposal was responsive to TAM's needs. Staff also considered Khouri Consulting's working relationship with TAM. For the duration of our contract with Khouri Consulting, Mr. Khouri had been actively and consistently monitoring issues and supporting TAM direction on legislation germane to TAM. He helped communicate positions on legislative bills that were pertinent to TAM. He provided prudent advice on complex issues and he was readily available when requested. He also advocated on behalf of TAM's interests before the legislative bodies particularly on transportation funding involving SB1 and RM3. Staff believes that a continued relationship with Khouri Consulting would be beneficial to TAM instead of reissuing another RFQ.

## **Staff Recommendation**

Staff is recommending entering into contract with Khouri Consulting for three years at \$42,000 annually. The contract will include an option for two one-year extensions at TAM's discretion. Furthermore, the Executive Director will have the discretion to include a cost of living increase (COLA) after two years into the contract.

## **FINANCE AND POLICY EXECUTIVE COMMITTEE**

The Finance and Policy Executive Committee reviewed this item on January 14, 2019 and unanimously supported the recommendation to approve the State Legislative Contract with Khouri Consulting as presented by staff.

**FISCAL IMPACTS**

This work element has been budgeted in TAM's FY 18/19 budget, approved by the TAM Board in June 2018 for \$38,500. The FY 18/19 budget would be amended to accommodate the contract increase of \$1750 for the remaining six months for FY 18/19.

**NEXT STEP**

Issue a contract to Khouri Consulting for State Legislative Representative Services for three year with two one-year extensions at TAM's discretion.

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