



Agenda Item 3a

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TO: Clipper® Executive Board

DATE: May 29, 2018

FR: Carol Kuester

RE: Contract Amendment – Clipper® Technical Advisor: CH2M Hill, Inc. (\$600,000)

This memorandum requests Executive Board approval of a contract amendment between MTC and CH2M Hill, Inc. (CH2M Hill), in an amount not to exceed \$600,000 for continued technical oversight and advice services for the Clipper® program in FY 2018-19. This contract amendment was contemplated and is included in the Two Year Clipper® Budget and Work Plan approved by the Clipper Executive Board on February 26, 2018.

Background

In 2009, MTC entered into a competitively-procured, multi-year contract with Booz Allen Hamilton to provide technical support and oversight for the design and implementation of Clipper® on the Bay Area transit operators, as well as technical support for Clipper® operations and maintenance through 2019. Booz Allen Hamilton assigned this contract to CH2M Hill in 2011. Over the past seven years, CH2M Hill has supported many implementation and operations and maintenance tasks, including deployment of Clipper® at multiple transit agencies, integration of ticket vending machines and faregates, card inventory and retail network management, and design, testing, and deployment support for numerous system modifications.

Under the proposed amendment, CH2M Hill will provide support for the following activities in FY18-19 on an as-needed basis:

1. Administration of the Clipper® Contract, including change notice and change order development, proposal evaluation, and independent engineer's estimates;
2. Development and maintenance of a master schedule summarizing all work in progress;
3. Support transit operator requests for expansion and replacement of Clipper® equipment;
4. Delivery of various system modifications, including support for testing, distribution, and reports;
5. Management of card inventory and oversight of the Clipper® retail network;
6. Development and oversight of institutional programs, products, and strategy; and
7. Technical operations, including financial reconciliation and reporting, data analysis and reporting, asset management, and evaluation and support of system and device maintenance.

The contract amendment will provide resources equivalent to 2 full-time staff including subcontractors to support the activities above. In procuring technical advisor services, MTC weighs the value of directly hiring staff versus procuring specialized expertise. These activities fall within the scope of work outlined in the procurement.

Recommendation

Staff recommends the Executive Board approve a contract amendment with CH2M Hill in an amount not to exceed \$600,000 for continuing technical oversight and support of the Clipper® program, bringing the total contract amount to \$15,557,566.



Carol Kuester

REQUEST FOR BOARD APPROVAL
Summary of Proposed Contract Amendment

Contractor:	CH2M Hill, Inc. Oakland, CA
Work Project Title:	Technical Advisor Contract
Purpose of Amendment:	Provide continued technical oversight and advice services for the Clipper® program
Brief Scope of Work:	Provide support of Clipper® Contract administration, project oversight, project coordination, operations support and deployment oversight during FY 2018-19.
Project Cost Not to Exceed:	\$600,000 (this Amendment) Total contract value including amendments before this amendment = \$14,957,566 Total contract amount with this amendment = \$15,557,566
Funding Source:	TCP, STP, CMAQ, STA, Regional Measure 2 Capital, Regional Measure 2 Operating, Marketing and Commuter Benefits, LCTOP, other bridge toll revenue (if available)
Fiscal Impact:	Funding dependent on approval of the FY 2018-19 MTC agency budget.
Motion by Board:	That a contract amendment with CH2M Hill, Inc. to provide consultant services as described above and in the Executive Director's memorandum dated May 29, 2018, is hereby approved by the Clipper® Executive Board.
Executive Board:	<hr/> Denis Mulligan, Chair
Approved:	Date: June 4, 2018