

**Metropolitan Transportation Commission  
Operations Committee**

September 11, 2020

Agenda Item 4h

**Contract Amendment – Financial Management, Planning, Compliance, and Risk Management  
Support: Kimley Horn and Associates (KHA) (\$100,000)**

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**Subject:** Request for approval of a contract amendment for Kimley Horn and Associates for financial management, planning, compliance and risk management services for the Clipper® program.

**Background:** MTC engages contractors to assist with financial and budget reviews, grant compliance, risk management, and other strategic and operational initiatives. KHA has provided support for these initiatives since 2017, but was only funded through FY 2019-20.

The proposed contract amendment would fund Kimley Horn and Associates to the end of their contract term in June 30, 2021. In addition to financial management, planning, compliance, and risk management, this amendment would fund services related to budget and funds management and analysis, cost forecasting, funding agreements and transfers with transit operators, annual contractual price adjustments, invoicing, and overall capital expenditure plans.

KHA is part of the pre-qualified Electronic Payment Implementation and Operations consultant bench competitively selected by MTC in May 2016. The current contract amount is \$200,000; the proposed amendment would add \$100,000. This contract will expire on June 30, 2021.

KHA is neither a small business nor a disadvantaged business enterprise.

The Clipper Executive Board approved the proposed contract amendment at its August 17, 2020 meeting.

**Issues:** None

**Recommendation:** Staff recommends that the Operations Committee authorize the Executive Director or designee to negotiate and enter into a Contract Amendment with Kimley Horn and Associates in an amount not to exceed \$100,000 to provide financial management, planning, compliance, and risk management support as described above.

  
Therese W. McMillan

## REQUEST FOR OPERATIONS COMMITTEE APPROVAL

### Summary of Proposed Contract Amendment

Consultant:	Kimley Horn and Associates Los Angeles, CA
Work Project Title:	Clipper® Financial Management, Planning, Compliance and Risk Management Support
Purpose of Project:	To provide financial management, planning, compliance and risk management support for the Clipper system
Brief Scope of Work:	To provide services for budget and funds management and compliance analysis, cost forecasting, funding agreements and transfers with transit operators, annual contractual price adjustments, invoicing, and overall capital expenditure plans
Project Cost Not to Exceed:	\$100,000
	Total contract value including amendments before this amendment = \$200,000
	Total contract amount with this amendment = \$300,000
Funding Source:	STP, CMAQ, STA, STP Exchange, LCTOP, Regional Measure 2 Capital and Regional Measure 2 Operating, Regional Measure 3, SB1 State of Good Repair, Inactive Card Funds, Float Account Interest
Fiscal Impact:	Funds available in the FY 2020-21 MTC agency budget.
Motion by Committee:	That the Executive Director or designee is authorized to negotiate and enter into a Contract Amendment with Kimley Horn and Associates as described above and in the Operations Committee Summary Sheet dated September 11, 2020, and the Chief Financial Officer is authorized to set aside \$100,000 for such purpose.
Operations Committee:	
	<hr/> Dave Cortese, Chair
Approved:	September 11, 2020