

STAFF REPORT



MEETING DATE:	June 19, 2018
SUBJECT:	Approve Amendment to the Technical Services Agreement with Mobility Planners for the Sunday Transit Service Demonstration Project and Micro-Transit Feasibility Study to Extend Until June 30, 2019
AGENDA ITEM:	5-10
STAFF CONTACT:	Sean Tiedgen, AICP, Senior Transportation Planner

STAFF RECOMMENDATION:

It is recommended that the board of directors authorize the Executive Director to amend the Technical Services Agreement (Contract #2017-01) with Mobility Planners LLC, extending the contract term until June 30, 2019.

DISCUSSION:

The contract between SRTA and Mobility Planners for the Sunday Transit Project and Shasta Lake Micro-Transit Feasibility Study is set to expire on June 30, 2018. Due to delays in getting the community surveys completed for both projects an extension is necessary to complete deliverables. Project deliverables are anticipated to be completed by December 2018. Authorization to extend the contract term until June 30, 2019, is requested. There is no change to contract costs.

ALTERNATIVES:

The board of directors may choose to modify the contract term or to not extend the contract.

OTHER AGENCY INVOLVEMENT:

City of Shasta Lake staff reviewed and provided input on the contract amendment. The Technical Advisory Committee (TAC) concurs with the staff recommendation.

FISCAL IMPACT:

There is no impact to the contract budget with this action. Existing budgets are programmed in SRTA's Overall Work Program under Work Element 706.08 (Sunday Transit Demonstration Project) and Work Element 902.02 (Micro-Transit Analysis & Recommendations).

A handwritten signature in blue ink, appearing to read "Daniel S. Little", is written over a horizontal line.

Daniel S. Little, AICP, Executive Director

Attachment: Third Amendment to Contract No. 2017-01

**THIRD AMENDMENT TO THE TECHNICAL SERVICES AGREEMENT (CONTRACT #2017-01)
BETWEEN THE SHASTA REGIONAL TRANSPORTATION AGENCY AND MOBILITY PLANNERS LLC
FOR DESIGN OF A SUNDAY TRANSIT SERVICE DEMONSTRATION PROJECT FOR SRTA AND MICRO-TRANSIT
FEASIBILITY STUDY FOR THE CITY OF SHASTA LAKE**

The Board of Directors of the Shasta Regional Transportation Agency hereby resolves that the technical services agreement (Contract #2017-01) between the Shasta Regional Transportation Agency (SRTA) and Mobility Planners LLC (Consultant), dated March 15, 2017, may be amended by revising Section 5 to read as follows:

"5. TERM OF AGREEMENT AND SCHEDULE

This agreement shall commence on the date indicated in a written notice-to-proceed from SRTA to Consultant. This date shall not be prior to the signing of this agreement by the SRTA Board of Directors, or Executive Director.

Consultant shall provide all deliverables no later than June 30, 2019, per the project schedule shown in Attachment D, or at a later date as provided in writing from SRTA to Consultant.

This Agreement shall terminate upon SRTA's written acceptance of the final and complete services described in Section 1, or on June 30, 2019, whichever is earlier, unless this agreement is terminated under the provisions of Section 6 of this agreement.

Subcontractor contracts containing Federal and State planning funds are required to be competitively bid and awarded in accordance with Title 49, CFR, Part 18, Section 18.37 and consistent with Local Assistance Procedure Manual, Ch. 10 or successors thereto."

BE IT FURTHER RESOLVED that this amendment will be operative on the date last signed below.

Shasta Regional Transportation Agency

Date: _____

Daniel S. Little, AICP
Executive Director

Mobility Planners LLC

Date: _____

Clifford Chambers, Owner
Tax I.D.#: 45-0651356

Project Schedule

TASK/Sub-task	Mar-17	Apr-17	May-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
SHARED TASKS																			
Kick off meeting																			
Task C: Review of Potential Transit Providers																			
Task D (a): COSL Software and Hardware Needs																			
Task D (b): SRTA Software and Hardware Needs																			
Task E: Existing Data Collection and Tabulation																			
Task F (a): COSL Micro-Transit Direct Mail Survey																			
Design																			
Mail Distribution and Collection																			
Tabulation																			
Administrative Draft Report																			
Task F (b) SRTA Sunday Feasibility Survey																			
Design																			
Distribution and Collection																			
Tabulation																			
Administrative Draft Report																			
Task G: Public Meetings/Market Research Report																			
Stakeholder interviews																			
Market Research and Public Participation Paper																			
Sunday On-Demand Demonstration																			
Task H Sunday Service Sketch Planning																			
Define Alternatives																			
Analyze Alternatives																			
Working Paper and SRTA Board Review																			
Task I Branding and Marketing																			
Task J Business Plan																			
Micro-Transit Feasibility Study																			
Task K: Service Delivery Alternatives																			
Task L: Sketch Planning Analysis																			
Analyze Alternatives																			
Working Paper and COSL/SRTA Board Review																			
Task M: Business Plan																			
Review Time																			
On-Site Time																			