

THIS PRINT COVERS CALENDAR ITEM NO.: 13
FOR THE MEETING OF: October 27, 2006

TRANSBAY JOINT POWERS AUTHORITY

BRIEF DESCRIPTION:

To implement the Transbay Transit Center Program ("TTCP"), the Authority requires the services of a financial consulting firm with expertise in grant administration, budgeting, financial management, and cost control. Based on the recommendation of a Selection Committee, Staff requests that the Board enter into a contract with Nancy Whelan Consulting for such financial services. The contract would be for a maximum of \$1,800,000 and for a term not to exceed three years, with the option for the Transbay Joint Powers Authority ("Authority") to extend the term for two additional years by mutual agreement of the parties.

SUMMARY:

On July 13, 2006, the Authority issued Request for Proposal 06-02 ("RFP") for financial services. On that date, the Authority also placed an announcement of the RFP in the *San Francisco Chronicle* and on the City and County of San Francisco Purchaser's Bids and Contracts website. The Authority posted the RFP the same day on the Authority's website for the public to view and print. An announcement of the issuance of the RFP was emailed to all known governmental finance organizations, transportation organizations, Municipal Transportation Agency Disadvantaged Business Enterprise outreach resource organizations, Authority's Technical Advisory Committee, and parties registered on the Authority's website as interested in contract opportunities.

On August 14, 2006, in response to the Authority's RFP, the Authority received two proposals from firms meeting all minimum qualifications of the RFP: CMPROServices, LLC and Nancy Whelan Consulting. The Authority convened a Selection Committee meeting on August 18, 2006 to evaluate the two proposals.

Nancy Whelan Consulting scored the highest in the evaluation process and was invited to an interview with the Selection Committee on September 7, 2006. Based on the evaluation of the Proposals and the interview, the Selection Committee recommended that the Board of Director's authorize the Executive Director to enter into a contract with Nancy Whelan Consulting.

Based on the Selection Committee's recommendation, Staff negotiated a contract with Nancy Whelan Consulting and the firm has signed the contract. The contract is for a maximum of \$1,800,000 and for a term not to exceed three years, with the option for the Authority to extend the term for two additional years by mutual agreement of the parties.

RECOMMENDATION:

The Staff recommends that the Board authorize the Executive Director to execute a contract for financial services with Nancy Whelan Consulting for a maximum compensation of \$1,800,000 and for a period not to exceed three years, with an option for the Authority to extend the term for two additional years by mutual agreement of the parties.

ENCLOSURES:

1. Selection Committee Report
2. Contract with Nancy Whelan Consulting
3. Resolution

**TRANSBAY JOINT POWERS AUTHORITY
BOARD OF DIRECTORS**

Resolution No. _____

WHEREAS, To implement the Transbay Transit Center Program, the Transbay Joint Powers Authority ("Authority") requires the services of a financial consulting firm with expertise in grant administration, budgeting, financial management, and cost control; and

WHEREAS, On July 13, 2006, the Authority issued Request for Proposal 06-02 ("RFP") for financial services. On that date, the Authority placed an announcement of the RFP in the *San Francisco Chronicle* and on the City and County of San Francisco Purchaser's Bids and Contracts website. The Authority posted the RFP the same day on the Authority's website for the public to view and print. An announcement of the issuance of the RFP was emailed to all known governmental finance organizations, transportation organizations, Municipal Transportation Agency Disadvantaged Business Enterprise outreach resource organizations, Authority's Technical Advisory Committee, and parties registered on the Authority's website as interested in contract opportunities; and

WHEREAS, On August 14, 2006, in response to the Authority's RFP, the Authority received two proposals from firms meeting all minimum qualifications of the RFP: CMPROServices, LLC and Nancy Whelan Consulting. The Authority convened a Selection Committee meeting on August 18, 2006 to evaluate the two proposals; and

WHEREAS, Nancy Whelan Consulting scored the highest in the evaluation process and was invited to an interview with the Selection Committee on September 7, 2006; and

WHEREAS, Based on the evaluation of the Proposals and the interview, the Selection Committee recommends that the Board of Directors authorize the Executive Director to enter into a contract with Nancy Whelan Consulting; and

WHEREAS, Based on the Selection Committee's recommendation, staff negotiated a contract with Nancy Whelan Consulting and the firm has signed the contract. The contract is for a maximum of \$1,800,000 and for a term not to exceed three years, with the option for the Authority to extend the term for two additional years by mutual agreement of the parties; and

WHEREAS, The Staff recommends that the Board approve the contract; now, therefore, be it

RESOLVED, That the Board authorizes the Executive Director to execute a contract for financial services with Nancy Whelan Consulting for a maximum compensation of \$1,800,000 and for a period not to exceed three years with an option for the Authority to extend the term for two additional years by mutual agreement of the parties.

I hereby certify that the foregoing resolution was adopted by the Transbay Joint Powers Authority Board of Directors at its meeting of October 27, 2006.

Secretary, Transbay Joint Powers Authority