

STAFF REPORT FOR CALENDAR ITEM NO.: 8.3
FOR THE MEETING OF: October 14, 2021

TRANSBAY JOINT POWERS AUTHORITY

BRIEF DESCRIPTION:

Authorize the Interim Executive Director to execute an amendment to extend the agreement for State Advocacy Services with Townsend Public Affairs, Inc. for one year at the rate of \$111,000.

EXPLANATION:

The TJPA desires to continue to have effective relationships with State of California departments, agencies, and officials and to be active in developing State government sources of funds for the Transbay Program. To accomplish these goals, the TJPA requires representation of its interests through qualified firms in Sacramento that provide professional advocacy services. In July 2016, the TJPA issued a Request for Proposals (RFP) for these services. Following evaluations and interviews, a selection committee determined the firm of Townsend Public Affairs, Inc. (“Townsend”) to be ranked highest. In November 2016, the TJPA Board awarded Townsend a two-year contract, with four options to extend for an additional one year each at pre-negotiated rates. In December 2018, the TJPA Board authorized the exercise of the first one-year option to extend the term at the pre-negotiated price. In December 2019, the TJPA Board authorized the exercise of the second one-year option to extend; notwithstanding the pre-negotiated fee schedule, at the TJPA’s request, Townsend agreed to hold its pricing to the prior year’s amount of \$111,000. In November 2020, the TJPA Board authorized the exercise of the third one-year option to extend; again, at the TJPA’s request, Townsend agreed to hold its pricing to the 2018 amount of \$111,000.

Over the 2021 legislative session, Townsend kept our Bay Area delegation updated on the Transbay Program and the Downtown Rail Extension project in particular through briefings and public meeting representation, as well as assisted the TJPA with monitoring and pursuing State funding opportunities.

Today’s amendment would be the fourth and final one-year extension of the contract. The option year prices were negotiated at the time of the original agreement. The pre-negotiated price for the fourth option year had been established at \$120,000. Notwithstanding the pre-negotiated fee schedule, at the request of the TJPA, Townsend has agreed that the fee for the sixth year’s service shall remain \$111,000. Compensation would be paid via monthly retainer of \$9,250. Retainers are a common practice for compensation of government advocacy firms.

In anticipation of the sunset of this contract in October 2022, TJPA staff will prepare a Request for Proposals for the procurement of a new contract for State advocacy services, ensuring no lapse in advocacy coverage.

RECOMMENDATION:

Staff recommends that the Board of Directors authorize the Interim Executive Director to execute an amendment in the form enclosed to extend the agreement for State Advocacy Services with Townsend Public Affairs, Inc. for one year and additional compensation of \$111,000.

ENCLOSURES:

1. Resolution
2. Amendment

**TRANSBAY JOINT POWERS AUTHORITY
BOARD OF DIRECTORS**

Resolution No. _____

WHEREAS, In July 2016, the Transbay Joint Powers Authority (TJPA) issued a Request for Proposals (RFP) for State Advocacy Services; and

WHEREAS, Following evaluations and interviews, a Selection Committee found that the proposal submitted by Townsend Public Affairs, Inc. (“Townsend”) was the most responsive to the RFP and that Townsend Public Affairs, Inc. was well qualified to perform the scope of services in a cost-effective manner; and

WHEREAS, In November 2016, the TJPA Board of Directors authorized the Executive Director to execute an agreement with Townsend for a two-year term, with four options to extend for an additional one year each and with pre-negotiated pricing for the extension periods; and

WHEREAS, In December 2018, the TJPA Board of Directors authorized the Executive Director to exercise the first one-year option to extend the agreement at the pre-negotiated price; and

WHEREAS, In December 2019, the TJPA Board of Directors authorized the Executive Director to exercise the second one-year option to extend the agreement; notwithstanding the pre-negotiated price, at the request of the TJPA, Townsend agreed to hold its pricing for that option year; and

WHEREAS, In November 2020, the TJPA Board of Directors authorized the Interim Executive Director to exercise the third one-year option to extend; notwithstanding the pre-negotiated price, at the request of the TJPA, Townsend agreed to hold its pricing to the 2018 amount of \$111,000; and

WHEREAS, Townsend has been providing satisfactory services and the TJPA expects to continue to benefit from professional representation of its interests with State of California departments, agencies, and officials; and

WHEREAS, Despite the pre-negotiated fee schedule, at the request of the TJPA, Townsend is willing to accept a fee in the sixth year of the term that is equal to the fee in the third year of the term; and

WHEREAS, TJPA staff recommends that Townsend be retained for one additional year at the annual price of \$111,000; now, therefore, be it

RESOLVED, That the TJPA Board of Directors authorizes the Interim Executive Director to execute the amendment in the form presented to extend the agreement for State Advocacy Services with Townsend Public Affairs, Inc. for one year and additional compensation of \$111,000; and, be it

FURTHER RESOLVED, That the TJPA Board authorizes the Interim Executive Director to take all actions and execute all documents as she deems reasonably necessary to implement and effectuate the above approval.

I hereby certify that the foregoing resolution was adopted by the Transbay Joint Powers Authority Board of Directors at its meeting of October 14, 2021.

Interim Secretary, Transbay Joint Powers Authority

**Amendment No. 04
Professional Services Agreement between
the Transbay Joint Powers Authority and
Townsend Public Affairs, Inc.**

THIS Amendment No. 4 to the Professional Services Agreement to furnish state advocacy services dated November 1, 2016, as first amended effective November 1, 2018, second amended effective November 1, 2019, and third amended effective November 1, 2020 (collectively, “Agreement”) is entered into as of the 1st day of November 2021 in San Francisco, California, by and between **Townsend Public Affairs, Inc.** (“Contractor”), and the **Transbay Joint Powers Authority** (“TJPA”).

Recitals

- A. The TJPA and Contractor desire to extend the term of the Agreement without changing the scope or deliverables under the Agreement.
- B. The Agreement has four options to extend the term of the agreement for one year each, and the price for each additional option year was negotiated at the time of the Agreement negotiations.
- C. On December 13, 2018, the TJPA Board of Directors adopted Resolution No. 18-045, authorizing the exercise of the first option and the extension of the Agreement for one year at the negotiated price.
- D. On December 12, 2019, the TJPA Board of Directors adopted Resolution No. 19-032, authorizing the exercise of the second option and the extension of the Agreement for one year but with the fee fixed at the same rate as the previous year.
- E. On November 12, 2020, the TJPA Board of Directors adopted Resolution No. 20-033, authorizing the exercise of the third option and the extension of the Agreement for one year but with the fee fixed at the same rate as the previous year.
- F. On October 14, 2021, the TJPA Board of Directors adopted Resolution No. _____, authorizing the exercise of the fourth option and the extension of the Agreement for one year but with the fee fixed at the same rate as the previous year.

Terms and Conditions

Now, therefore, the TJPA and Contractor agree to amend the following sections of the Agreement in their entirety to read as follows:

2. Term of the Agreement.

Subject to Section 1, the term of this Agreement shall be six (6) years from the Effective Date of the Agreement, as described in Section 3 below.

5. Compensation

All work under this Agreement shall be compensated on a retainer basis, subject to any maximum price set forth in a particular NTP. In no event shall the total compensation under this

Agreement for the six (6) year term exceed Six Hundred Sixty Thousand Dollars (\$660,000). In the event that this Agreement is further extended, the total compensation shall be increased as described in Appendix B, "Fees". The breakdown of the Contractor's fees appears in Appendix B, "Fees".

No charges shall be incurred under this Agreement nor shall any payments become due to the Contractor until the Services required under this Agreement are received from Contractor and approved by the Executive Director as being in accordance with this Agreement. The TJPA may withhold payment to the Contractor in any instance in which the Contractor has failed or refused to satisfy any material obligation provided for under this Agreement.

In no event shall the TJPA be liable for interest or late charges for any late payments.

Appendix B

Appendix B shall be replaced in its entirety with the revised form attached hereto.

All other provisions of the Agreement shall remain in full force and effect.

**TRANSBAY JOINT POWERS
AUTHORITY**

CONTRACTOR
Townsend Public Affairs, Inc.

Nila Gonzales
Interim Executive Director

Signature

Transbay Joint Powers Authority
Board of Directors
Resolution No. _____
Adopted: _____
Attest:

Printed Name and Title

Interim Secretary, TJPA Board

Approved as to Form by:

TJPA Legal Counsel

PROFESSIONAL SERVICES AGREEMENT

APPENDIX B

COMPENSATION FOR SERVICES

Contract Year	Monthly Retainer	Annual Retainer Total
1-2	\$9,000	\$108,000
Option Year 3	\$9,250	\$111,000
Option Year 4	\$9,250	\$111,000
Option Year 5	\$9,250	\$111,000
Option Year 6	\$9,250	\$111,000

The above retainer shall include all incidental expenses of the Contractor, including the costs of toll telephone calls, document binding, filing fees, express mail, delivery charges, courier service, in – and out-of-house photocopying, charges for sending facsimiles, transportation, automobile rental, taxicab, fares, parking, meals, secretarial services, printing, photographs, renderings, maps, Internet, computer, overhead, administration, and other costs and charges incurred by the Contractor or the Contractor’s subcontractors.