

Change Order and Supplemental Agreement

Date: 3/25/2021

Form# PURC02

WTB Contract Number: 2019-217RFP
Title Long Range Plan Consulting

To: **FEHR & PEERS**
(Contractor)

You are hereby requested to comply with the following Change Order. This document will become a supplement to the contract and all provisions of the contract will apply hereto and be effective as of April 1, 2021.

Reason for Change: supplemental support to provide a more in-depth visioning and goals/objectives setting process by engaging more directly with Executive Staff. The task also provides additional engagement with Executive Staff throughout the plan development process and includes additional analysis to support the engagement process.

Workshops

- An in-person Executive Staff workshop in late March to discuss the vision for WTA 2040 and to conduct a grounding exercise in the role that WTA will play in the future
- An in-person Executive Staff workshop in early/mid-April to review revised service allocation scenarios and establish conceptual goals and objectives for the LRTP
- Placeholder for a potential Board exercise to finalize goals and objectives utilizing the outcomes from the workshops and the revised scenario analysis outcomes

Scenario Analysis

- Coordination between Consultant and WTA staff to develop revised service allocation scenarios that consider different weights and priorities between Equity, Efficiency, and the Environment under a fixed resource total to define service typologies
- Revised scenario analysis with targeted evaluation criteria focused on measuring the relative differences between the scenarios. It is expected that a focus will be on the following metrics/themes:
 - Equity – Proximity to service and access to opportunities/education
 - Efficiency – Ridership and productivity
 - Environment – GHG reduction and mode share
- To streamline the analysis and limit the level-of-effort, the analysis will not entail full modeling of the scenarios, but targeted sketch-level comparisons using the previously developed scenario outcomes to provide a qualitative assessment of the scenarios. The focus will be on relative level of change compared to the prior scenario outcomes.
- Coordination will be provided as needed if WTA elects to develop updated ridership forecasts through TBEST for the revised scenarios (such as updated GTFS files)

Task Deliverables

1. Prep and materials for two (2) in-person workshops and one (1) additional remote Board meeting discussion
2. Network scenario documentation through Remix/Excel to support development of the revised scenarios
3. Scenario analysis outcomes summary via graphics, charts, slides to support workshop engagement

Firm		Fehr & Peers										
	Name	Chris B. Principal	Aaron G. Project Manager	Josh S. Planning Lead	Chelse D. GIS Model	Carmen K. Ridership/GHG	Emily Alice Deputy PM	Peter N. Graphics	Jane F. Admin			
Task	Description	\$290.00	\$220.00	\$165.00	\$140.00	\$170.00	\$160.00	\$150.00	\$120.00		Total	
A	Workshops	4	20				20	8	2	\$	10,200	
B	Revised Scenario Analysis	1	8	24	8	8	8	24	2	\$	13,610	
	Labor Total Hours	5	28	24	8	8	28	32	4	\$	23,810	
	ODC (travel)									\$	200.00	
	Final Total									\$	24,010	

Board Approved Amount:	\$297,330.00
Contract Authority:	\$276,330.00
2020 PO# 2020221	\$276,300.00
2021 PO# 2021154	\$145,100.00
Invoices Paid YTD Through 3/25/2021:	\$195,203.00
Change Orders Through 3/25/2021:	-\$
This Change Order Amount:	-\$ 24,010.00
New 2021 PO Amount:	\$169,110.00

STATEMENT OF NEED AND CERTIFICATION:

I certify that this change order is required for the completion of the originally contracted project and could reasonably be considered as part of the original scope of work. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors, or compromising actions have taken place.



Signed: Friday, March 26, 2021

Printed Name: Tim Wilder

Department:

**First Endorsement:
DEPARTMENT DIRECTOR**

I endorse this change as necessary and for WTA business and could be reasonably considered as part of the original work scope. No conflict of interest has occurred between the vendor or department staff.



Signed: Friday, March 26, 2021

**Second Endorsement:
PROCUREMENT**

I endorse this purchase. Procurement policies and procedures have been followed. All supporting documentation has been included in the request.



Signed: Friday, March 26, 2021

**Third Endorsement:
FINANCE DIRECTOR**

I endorse this change order. The purchase is within the department budget.



Signed: Friday, March 26, 2021

**Change Order Approval:
GENERAL MANAGER**

I approve this change order.



Signed: Tuesday, March 30, 2021

**Change Order Approval:
CONTRACTOR**

I agree to the terms of this change order.



Signed: Wednesday, March 31, 2021