

**Task Order NO. 001**

Date: 01/26/2024

To: **ARCADIS, A CALIFORNIA PARTNERSHIP**

You are hereby requested to comply with the following Task Order. This document will become a supplement to the contract and all provisions of the contract will apply hereto.


<b>WTA Contract Number:</b> 2023-052 RFP	<b>Task Start:</b> 01/26/2024
<b>Vendor Quote Number:</b> Task Order 1	<b>Estimated Project End:</b> 12/31/2024
<b>Scope of Work:</b> Task Order 001 - General ITS Consultant Support for 2024	

Item Description	Quantity	Unit Price	GL Account Number	Department Number	Project Code	Total With Tax	Notes
Task Order 1	1.00	10,965.88	50303	27	1R	10,965.88	Not to exceed
-	-	-	-	-	-	10,965.88	-

Contract Authority	\$500,000.00
Amount Invoiced through 01/26/2024	\$0
Remaining on other Task Orders	\$0
Current Obligations	\$0
Current Remaining	\$500,000.00
This Task Order	\$10,965.88
New Remaining	\$489,034.12

**STATEMENT OF NEED AND CERTIFICATION:**

I certify that this task order is part of the originally contracted scope of work.

  
for Tiffany 1/26/24

Printed Name: Tiffany Rich

Department: IT

**First Endorsement:  
DEPARTMENT DIRECTOR**

I endorse this task order as necessary for WTA business and is part of the original work scope.

 1/26/24

**Second Endorsement:  
FINANCE DIRECTOR**

I endorse this purchase. The budget has been reviewed and verified.

 For SS 1-24-24

**Third Endorsement:  
ACCOUNTING MANAGER**


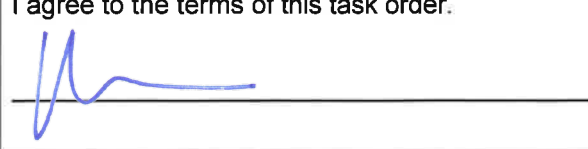
I endorse this task order. The GL assigned is correct for the work being performed.

 1-24-24

**Fourth Endorsement:  
PROCUREMENT**

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

 1/26/24

<b>Task Order Approval:</b> <b>GENERAL MANAGER</b>	<b>Task Order Approval:</b> <b>CONTRACTOR</b>
I approve this task order. 	I agree to the terms of this task order. 

## Whatcom Transportation Authority (WTA)

### ITS Plan Review Scope of Work

#### PROJECT OVERVIEW

WTA currently operates a fleet of 63 buses, 45 minibuses, and 18 rideshare vans. WTA has approved a service plan (WTA 2040) and Six- Year Capital Improvement Plan 2024-2029 guiding WTA investments and projects for improving system efficiency and customer experience. Projects highlighted in the Capital Improvement Plan include different elements of the intelligent transportation system (ITS) program including fixed-route vehicle fleet, new vehicle procurement for on-demand vehicles, fleet electrification, bus stop improvements, APC deployment, and etc.

The purpose of this task order Statement of Work is to provide strategic consulting to support regular review and update of the WTA ITS Plan. Downstream risks and implications for the cutover of new technology systems will be called to attention. In addition to project-by-project consideration, a holistic view of the interaction of all existing and future ITS solutions including aligning the ITS program with the agencies broader plans will be discussed.

#### PROJECT SCOPE

##### TASK 0: KICK OFF

WTA and Arcadis teams will meet in-person at WTA facilities for a formal kickoff for the project. The purpose of this meeting would be to introduce key team members, current projects, planning, and coordination for Task 1.

##### Deliverables:

1. Agenda
2. Meeting notes

##### TASK 1: ITS STRATEGY DISCUSSIONS

WTA is developing an ITS Plan for guiding technology improvements. The Arcadis team will review this plan quarterly and provide input and recommendations to WTA around its overall ITS strategy. The Arcadis team will meet with WTA quarterly to discuss current ITS project status, other relevant WTA initiatives and broader strategies, and provide guidance on the plans.

##### Objective:

Conduct ongoing reviews and help in coordination of ITS projects. Quarterly meetings will be held for coordination. Meeting agenda will be developed in coordination with WTA and meeting notes will be provided by Arcadis.

##### Deliverables:

- 5 Quarterly Review Meeting Notes

##### Schedule

Task	Begin/End Dates
Task 1: ITS Strategy Review	End of each quarter starting January 2024 <ul style="list-style-type: none"><li>- March 2024</li><li>- June 2024</li><li>- September 2024</li><li>- December 2024</li></ul>

Technology Systems Consultant Services Price Proposal for Task 1						
Consultant Name: Arcadis, A California Partnership						
Project Name: WTA Consulting						
A. DIRECT SALARY COSTS						
Description	Personnel	Job Title/Role	Man-Hours	Rate	Amounts	Totals
<b>Task 0</b> <b>Kick Off</b>	P. Lavallee	Principal-in-Charge	2	\$ 300	\$ 600	
	E. King	Project Coordinator	2	\$ 186	\$ 373	
	L. Mangin	Subject Matter Expert	2	\$ 258	\$ 515	
	A. Oberoi	Project Manager	3	\$ 99	\$ 297	
	S. Gebru	Project Engineer	0	\$ 87	\$ -	
	B. Vanlo	Project Engineer	0	\$ 78	\$ -	
	C. Short	Senior Administrative Assistant	0	\$ 72	\$ -	
<b>Task 1</b> <b>ITS Strategy Review</b>	P. Lavallee	Principal-in-Charge	8	\$ 300	\$ 2,400	
	E. King	Project Coordinator	10	\$ 186	\$ 1,864	
	L. Mangin	Subject Matter Expert	8	\$ 258	\$ 2,060	
	A. Oberoi	Project Manager	14	\$ 99	\$ 1,384	
	S. Gebru	Project Engineer	8	\$ 87	\$ 693	
	B. Vanlo	Project Engineer		\$ 78	\$ -	
	C. Short	Senior Administrative Assistant	1	\$ 72	\$ 72	
Total Person-Hours			49	Total Salaries A \$		10,258.28
				Direct Costs \$		707.60
				Total Cost to Complete Project \$		10,965.88
Paul Lavall�� Principle-in-Charge						
Name		Title		Date		Signature
Prepared by (Print name, title, date and provide signature)						