

## MODIFICATION OF AGREEMENT #1

This extension is made between WHATCOM TRANSPORTATION AUTHORITY (WTA), a Washington municipal corporation, and TRANSPOR GROUP USA, INC, a Washington state registered corporation (CONTRACTOR). On April 1, 2022, CONTRACTOR and WTA entered into a two (2) year agreement for on call transportation planning. The contract is renewable in three (3) additional terms of (1) year each.

CONTRACTOR and WTA agree to the following:

1. **MODIFICATION OF EXISTING AGREEMENT:** CONTRACTOR rate update effective May 1, 2023 through April 26, 2024. Additional rate updates must be submitted to WTA no later than February 1 each year.
2. **TERMS AND CONDITIONS OF EXISTING AGREEMENT REMAIN THE SAME:** CONTRACTOR and WTA agree the terms and conditions of the original Agreement and any executed modifications remain in effect except for the items noted.

**EFFECTIVE** at the final execution date below.

*Les Reardanz*

Signed: Monday, October 16, 2023

Les Reardanz, General Manager  
Whatcom Transportation Authority

*Stephanie R Herzstein*

Signed: Monday, October 16, 2023

Stephanie Herzstein, Partner  
Transpo Group USA, Inc.

**Transpo Billing Rate Range Schedule**

Rates are effective May 1, 2023 through April 26, 2024

Category	Billing Rate Range	
	Min	Max
Engineer/Planner/Analyst/Principal/Director - Level 7	\$250	\$355
Engineer/Planner/Analyst/Assoc Prin/Proj Adm - Level 6	\$225	\$275
Engineer/Planner/Analyst/Tech/Proj Adm - Level 5	\$200	\$255
Engineer/Planner/Analyst/Tech/Proj Adm - Level 4	\$170	\$210
Engineer/Planner/Analyst/Tech/Proj Adm - Level 3	\$145	\$180
Engineer/Planner/Analyst/Tech/Proj Adm - Level 2	\$135	\$160
Engineer/Planner/Analyst/Tech/Proj Adm - Level 1	\$85	\$145

## Magan Waltari

---

**From:** Magan Waltari  
**Sent:** Friday, October 13, 2023 9:01 AM  
**To:** Candace Feingold; Tim Wilder  
**Cc:** Stefanie Herzstein  
**Subject:** RE: [EXTERNAL] RE: TO6 - MicroTransit Study Purchase Order  
**Attachments:** TG - WTA Consulting Services Agreement 2022.pdf; TG Updated Rate Schedule 5.1.23 - 4.26.24.pdf

Hi Candace,

Thanks for the chat this morning to clarify a few things for me.

As I understand it, the current TO6 is based on the updated rates effective 5/1 – 4/26/24, which we never officially documented in the contract. Since most of our Task Orders were issued under the original 2022-2023 rates, neither of us caught it until now. The cost on TO6 is not going to change, it just allows Transpo to bill rates appropriately.

I will work on processing a modification today documenting the rate update.

Going forward, our current contract requires rates be negotiated 60 days prior to the contract “renewal”, which is April. For the next iteration of a rate increase, we would need rates to be submitted no later than February 1 (ish) of 2024. It appears the contract will also be up for renewal so it would be a great time to renew and modify rates at the same time.

**Magan Waltari, CPPB, CPSM, NIGP-CPP**

Procurement & Contracts Manager  
Disadvantaged Business Enterprise Liaison Officer  
**Whatcom Transportation Authority**

Office: (360) 788-9332  
[maganw@ridewta.com](mailto:maganw@ridewta.com)

*E-mail to and from this address may be subject to public disclosure under Washington's Public Records Act.*

---

**From:** Candace Feingold <candace.feingold@transpogroup.com>  
**Sent:** Monday, October 9, 2023 12:36 PM  
**To:** Magan Waltari <maganw@ridewta.com>; Tim Wilder <Timw@ridewta.com>  
**Cc:** Stefanie Herzstein <stefanie.herzstein@transpogroup.com>  
**Subject:** RE: [EXTERNAL] RE: TO6 - MicroTransit Study Purchase Order

I do not have an updated contract modification. I have, from the original contract, the attached that shows as Exhibit B, which was our rate ranges for billing, the one labeled exp 06.2022. I was hoping to use the newer version of this, also attached, so we can bill the couple people that are over these caps, at their actual amount. The amount Stef did in the proposal is accurate for those titles, and is within the limits, but we do have some more junior staff not listed but who will likely work and are over the limits in the attached document. It was not noticed at the time of budgeting/scoping. We do not need a budget increase, just want to update these rate ranges so we can bill staff at their current rates with no caps on them.

Please give me a call if you have any questions.

Thanks,  
Candace



Candace Feingold | Senior Project Accountant

425-896-5205

---

**From:** Magan Waltari <[maganw@ridewta.com](mailto:maganw@ridewta.com)>  
**Sent:** Monday, October 9, 2023 12:20 PM  
**To:** Candace Feingold <[candace.feingold@transpogroup.com](mailto:candace.feingold@transpogroup.com)>; Tim Wilder <[Timw@ridewta.com](mailto:Timw@ridewta.com)>  
**Cc:** Stefanie Herzstein <[stefanie.herzstein@transpogroup.com](mailto:stefanie.herzstein@transpogroup.com)>  
**Subject:** RE: [EXTERNAL] RE: TO6 - MicroTransit Study Purchase Order

**CAUTION:** This email originated from outside of Transpo Group. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Candace,  
That was the rate that was provided with the scope of work (see attached).

I'm not seeing a request for a contract modification in my folder, but that's not to say we didn't execute one while I was out of the office and it just didn't get uploaded or that one was sent and I missed it. If you would kindly send me the increase request, I'll take a look and start the modification paperwork.

**Magan Waltari, CPPB, CPSM, NIGP-CPP**  
Procurement & Contracts Manager  
Disadvantaged Business Enterprise Liaison Officer  
**Whatcom Transportation Authority**  
Office: (360) 788-9332  
[maganw@ridewta.com](mailto:maganw@ridewta.com)

*E-mail to and from this address may be subject to public disclosure under Washington's Public Records Act.*

---

**From:** Candace Feingold <[candace.feingold@transpogroup.com](mailto:candace.feingold@transpogroup.com)>  
**Sent:** Monday, October 9, 2023 11:59 AM  
**To:** Magan Waltari <[maganw@ridewta.com](mailto:maganw@ridewta.com)>  
**Cc:** Stefanie Herzstein <[stefanie.herzstein@transpogroup.com](mailto:stefanie.herzstein@transpogroup.com)>  
**Subject:** [EXTERNAL] RE: TO6 - MicroTransit Study Purchase Order

Hi Magan,

I am working to get this set up and it looks like the rate table we have in the contract expired back in 2022, we have gone through two sets of increases since then and we have some individuals that are now over the caps, are we able to update those rate ranges to the attached table and bill at our current rates?

Thanks,  
Candace



Candace Feingold | Senior Project Accountant

425-896-5205

---

**From:** Magan Waltari <[maganw@ridewta.com](mailto:maganw@ridewta.com)>

**Sent:** Monday, October 9, 2023 11:35 AM

**To:** Stefanie Herzstein <[stefanie.herzstein@transpogroup.com](mailto:stefanie.herzstein@transpogroup.com)>; Candace Feingold <[candace.feingold@transpogroup.com](mailto:candace.feingold@transpogroup.com)>

**Cc:** Amber Curry <[AmberC@ridewta.com](mailto:AmberC@ridewta.com)>; Tim Wilder <[Timw@ridewta.com](mailto:Timw@ridewta.com)>; Mary Anderson <[marya@ridewta.com](mailto:marya@ridewta.com)>; Shannon Swanson <[shannons@ridewta.com](mailto:shannons@ridewta.com)>; Miranda Laratta <[mirandal@ridewta.com](mailto:mirandal@ridewta.com)>

**Subject:** TO6 - MicroTransit Study Purchase Order

**CAUTION:** This email originated from outside of Transpo Group. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Stefanie & Candace,  
Please find the PO attached for Task Order 6. Let me know if you have any questions.

**Magan Waltari, CPPB, CPSM, NIGP-CPP**  
Procurement & Contracts Manager  
Disadvantaged Business Enterprise Liaison Officer  
**Whatcom Transportation Authority**  
Office: (360) 788-9332  
[maganw@ridewta.com](mailto:maganw@ridewta.com)

*E-mail to and from this address may be subject to public disclosure under Washington's Public Records Act.*