



Transportation Committee

October 8, 2015

Authorize Contract with Virginkar and Associates for Connect Card Project Management

Issue: SACOG needs to immediately fill the role of Connect Card Project Manager.

Recommendation: That the Transportation Committee recommend that the Board authorize the Chief Executive Officer to execute a sole-source contract with Virginkar and Associates for management of the Connect Card project for a total not to exceed \$105,894.

Discussion: In the last several months, SACOG has lost its two key employees on the Connect Card project. In August, Robert McCrary, the Project Manager since the initiation of the project, retired. Consequently, with the approval of the Connect Card Executive Committee, comprised of representatives of participating transit operators, SACOG appointed Lacey Symons-Holtzen to serve as Interim Project Manager. However, Ms. Symons-Holtzen, who also had worked on the project since its initiation, has decided to relocate to Portland for family reasons. Ms. Symons-Holtzen's last day in the office was October 1, 2015.

As the project enters its critical final phases, staff has moved quickly to identify an experienced and highly qualified project manager. After conducting an informal search of industry experts and other regions who have implemented universal fare cards, staff identified Mr. Scott Rodda with Virginkar and Associates. Virginkar has over 20 years of experience providing management and technical consulting on public transit projects. Mr. Rodda has extensive experience working on universal fare card system deployments, including the TransLink (now Clipper Card) in the San Francisco Bay Area, and over 30 years of strategic transit consulting experience.

In light of the exigent and unusual circumstances, on September 21, 2015, the CEO executed a 60-day contract with Virginkar and Associates for \$20,000. Consistent with the Board-adopted Purchasing Policy, the CEO has determined that entering a contract without bidding is necessary for the conduct of SACOG business because, otherwise, unacceptable delay to delivery of the Connect Card project would occur. A delay in obtaining the services of a project manager at this crucial stage of the project would likely result in additional project costs and inability to deliver on commitment to participating transit agencies. Therefore, staff recommends that the Board authorize the CEO to amend the current contract and approve a sole-source contract with Viginkar for the services of Mr. Rodda to act as Project Manager through March 2016 at a cost not to exceed \$105,894.

While the budget for this project continues to be a challenge, funding for this proposed

contract would come from avoided staff costs, including Mr. McCrary and Ms. Symons-Holtzen. Staff will return to the Committee for future discussion and action on the budget.

Approved by:

Mike McKeever
Chief Executive Officer

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