

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

TO: Chairman Martin E. Nohe and Members
Northern Virginia Transportation Authority

FROM: Michael Longhi, Chief Financial Officer

DATE: October 3, 2019

SUBJECT: TransAction Contract Amendment 5: 2019 Tracking Survey

- 1. Purpose:** To seek Northern Virginia Transportation Authority (NVTA) approval of Amendment 5 to the TransAction Update contract. This amendment will provide for a 2019 Tracking Survey which will update prior surveys conducted in October 2015 and December 2016. Results of the survey will be used to develop the scope of work for the next TransAction Update Request for Proposals (RFP), planned for FY2020. The NVTA Finance Committee reviewed the proposed contract amendment at their September 19, 2019 meeting and unanimously recommended Authority approval.
- 2. Suggested Motion:** *I move Authority approval of the attached TransAction Contract Amendment 5: 2019 Tracking Survey in an amount not to exceed funds budgeted for such purposes and authorize the Executive Director to execute related documents.*
- 3. Background:**
 - a. After a competitive procurement process, the Authority approved a contract for the update to the Northern Virginia regional transportation plan (TransAction) on July 23, 2015.
 - b. Ongoing technical support was envisioned in the original TransAction Update contract with AECOM Technical Services Inc., with the understanding such support services would be managed through amendments to the original contract.
 - c. The attached proposed amendment document references the technical specifications (scope), schedule and costs outline in AECOM's attached proposal dated August 16, 2019.
 - d. Funds for these technical services were approved in the Authority's FY2019 and FY2020 budgets. The proposed costs are within the adopted budgets.

Attachments: TransAction Update Contract Amendment 5.
AECOM Technical/Cost Proposal dated August 16, 2019