



Agenda Item No. (6)

To: Finance-Auditing Committee/Committee of the Whole  
Meeting of May 23, 2024

From: Fang Lu, Chief Technology Director  
Ron Downing, Director of Planning  
Kellee J. Hopper, Deputy General Manager, Administration and Development  
Joseph M. Wire, Auditor-Controller  
Denis J. Mulligan, General Manager

Subject: **APPROVE ACTIONS RELATIVE TO CAPITAL PROJECT NO. 2213, BUSINESS INTELLIGENCE ANALYSIS AND TRANSPORTATION STATISTICS REPORTING SOLUTION, AND TO CONTRACT NO. 2022-D-067, TRANSPORTATION STATISTICS REPORTING SYSTEM AND IMPLEMENTATION SERVICES**

### **Recommendation**

The Finance-Auditing Committee recommends that the Board of Directors approve the following actions relative to Capital Project No. 2213, *Business Intelligence Analysis and Transportation Statistics Reporting Solution*, and to Contract No. 2022-D-067, *Transportation Statistics Reporting System and Implementation Services*, which is funded with capital and operating monies:

1. Approve a capital project budget increase in the FY 23/24 District Division capital budget, in the amount of \$670,711, to Capital Project No. 2213, *Business Intelligence Analysis and Transportation Statistics Reporting Solution*, for a total project cost of \$1,720,711;
2. Authorize execution of the Second Amendment to Contract No. 2022-D-067, *Transportation Statistics Reporting System and Implementation Services*, to add \$27,600 to support Needs Assessment for a new total not-to-exceed contract value of \$1,872,610; and,
3. Authorize an increase in Contract No. 2022-D-067's Software Implementation Contingency by \$19,387 to cover future amendments for a new total amount of \$72,107.

This matter will be presented to the Board of Directors at its May 24, 2024, meeting for appropriate action.

### **Summary**

The Golden Gate Bridge, Highway and Transportation District (District) currently utilizes Transtat, a 20-year-old in-house developed application, to gather Bus and Ferry transit statistical data and provide analytical and reporting functionality. Transtat collects and produces operational data such as scheduling, fare collection, ridership, and revenue and reconciliation. However, Transtat is not agile enough to meet the District's contemporary business needs and has required many adjustments over the years to ensure that data is being both tabulated and reported accurately.

Following Board Approval on March 23, 2023, the District awarded Contract No. 2022-D-067 to TransSIGHT LLC (TransSIGHT) on May 17, 2023, to implement a Transtat replacement system for a not-to-exceed-amount of \$1,794,538, funded with capital and operating funds.

The capital portion of the contract was a total of \$395,964, which was funded from Project No. 2213, *Business Intelligence Analysis and Transportation Statistics Reporting Solution*. The remainder of the contract amount for annual software fees is covered by the Information Systems Department's annual operating budget.

The scope of the awarded contract was based on requirements presented in the Request for Proposal, which were established via a requirements gathering process conducted in 2022. Following project kick off in May 2023, it was discovered that the initial project requirements did not adequately cover the District's needs as the original scope primarily replicates existing reports and calculations from Transtat.

Since this discovery, key project team members felt that an in-depth requirements assessment was necessary to ensure the final design would meet future business needs, which involves meeting with various stakeholders to share both knowledge of existing business processes and new report desires to address the requirement gaps. The Needs Assessment also includes a revalidation of the calculations used in all reports to ensure accuracy and data integrity across the different business departments who produce and consume the data.

Among other things, this item requests an increase in Capital Project No. 2213, *Business Intelligence Analysis and Transportation Statistics Reporting Solution* to accommodate the increased project costs.

### **Capital Project Budget Adjustment**

Capital Project No. 2213, *Business Intelligence Analysis and Transportation Statistics Reporting Solution*, currently funds the software implementation costs of Contract No. 2022-D-067. It has also fully funded other Business Intelligence initiatives, notably Contract No. 2021-D-029 with Swiftly, a business intelligence tool used by Bus Division. Project No. 2213 requires \$570,711 of additional funding to ensure there is sufficient funding to complete the tasks related to Contract No. 2022-D-067. The following is a summary of needed project budget cost increases:

1. Increase the contracts line item by \$159, 964 for a new total not-to-exceed amount of \$494,889 to cover the increased scope of Contract No. 2022-D-067 with the addition of the Needs Assessment.
2. 78% of budgeted staff labor costs have been expended. Additional staff labor in the amount of \$326,133 is needed to account for the increased timeline of the TransSIGHT implementation.
3. Increase contract contingency funding in the amount of \$19,387. Most of the original contract contingency was used to partially cover the unanticipated costs related to the Needs Assessment.
4. Add \$100,000 for consultant services to cover future work from the Needs Assessment that are outside TransSIGHT's scope and expertise. This additional work would include developing new reports, a data dictionary and data flow mapping.
5. Establish a 20% project contingency totaling \$65,227.

Table 1 in the Fiscal Impact section provides a breakdown of the proposed capital project budget increase.

### **Contract Amendment**

On November 3, 2023, the District executed the First Amendment to Contract No. 2022-D-067, for \$50,472 to add the Needs Assessment and extending the software implementation timeline by six months. This increased the contract amount to \$1,845,010. In anticipation that the Needs Assessment may spur further adjustments to the scope of work which may require Board approval, the Needs Assessment was initiated with the understanding that the matter would be presented to the Board when the capital budget request was presented. The not-to-exceed cost of the Needs Assessment was funded using a combination of approved contract contingency and by borrowing existing funds earmarked for optional work under the contract.

The proposed Second Amendment to Contract No. 2022-D-067 adds \$27,600 in value to fully fund the contract's original scope, which was impacted by borrowing funds for the Needs Assessment added in the First Amendment. Specifically, the District included a \$27,600 PowerBI option in the original contract, which was to cover the costs of customizations needed should the District opt to use its existing PowerBI licenses instead of buying the standard Tableau licenses offered by TransSIGHT. After conducting a functional and cost analysis of the PowerBI vs Tableau options, the District is opting to utilize its existing PowerBI licenses, and thus needs to re-fund the PowerBI option by adding the \$27,600 back into the contract via the proposed Second Amendment. Of note, the decision to utilize the District's existing PowerBI licenses reduces the future annual maintenance cost of TransSIGHT by \$169,776 over the potential 10-year contract term. Table 2 in the Fiscal Impact section provides a breakdown of the proposed contract amendment.

**Fiscal Impact**

Capital Project No. 2213, *Business Intelligence Analysis and Transportation Statistics Reporting Solution* was approved in the FY 23/24 Capital Budget for \$1,050,000. The proposed amendment would result in a \$670,711 increase to the total project budget, resulting in a total revised project budget of \$1,720,711. The revised project budget is 100% District funded. The cost of the following two contract amendments is included in this proposed capital budget increase.

Approval of the Second Amendment to Contract No. 2022-D-067, *Transportation Statistics Reporting System and Implementation Services*, will add \$27,600 for a new total not-to-exceed contract value of \$1,872,610.

The item also requests an increase to Contract No. 2022-D-067, *Transportation Statistics Reporting System and Implementation Services* to replenish the contingency line item by \$19,387 to cover future amendments, resulting in a new total not-to-exceed contract contingency total of \$72,107.

**TABLE 1: CAPITAL PROJECT NO. 2213 BUDGET**

	<b>ORIGINAL</b>	<b>EXPENSES</b>	<b>INCREASE</b>	<b>PROPOSED PROJECT BUDGET</b>
Preliminary Investigation/ Design Consultancy	\$224,775	\$224,755	-	\$224,775
Contracts	\$334,925	\$110,725	\$159,964	\$494,889
Staff Labor	\$437,580	\$337,421	\$326,133	\$763,713
Contract Contingency	\$52,720	\$50,472	\$19,387	\$72,107
Project Contingency 20% Of Staff Labor Increase			\$65,227	\$65,227
Consultant Services			\$100,000	\$100,000
<b>Total Capital Budget/ Expenses</b>	<b>\$1,050,000</b>	<b>\$723,373</b>	<b>\$670,711</b>	<b>\$1,720,711</b>

**TABLE 2: CONTRACT NO. 2022-D-067 AMENDMENTS**

<b>CONTRACT ITEM</b>	<b>ORIGINAL CAPITAL</b>	<b>INCREASED CAPITAL</b>	<b>OPERATING</b>	<b>TOTAL</b>
Prime Contract (TransSIGHT Implementation)	\$263,600			\$263,600
Yr. 1 SaaS Fees	\$132,364			\$132,364
Needs Assessment Funding				
First Amendment – Add Needs Assessment		\$50,472		\$50,472
Proposed Second Amendment - Add funds to cover cost of borrowed future option		\$27,600		\$27,600
TransSIGHT Annual Fees, Base Contract Yr. 2- Yr. 5			\$495,139	\$495,139
TransSight Annual Fees, Option Years Yr. 6- Yr. 10			\$733,659	\$733,659
Tableau Licenses, Option Yr. 2 to Yr. 10 (licenses not required so repurposed for future as-needed Task Orders)			\$169,776	\$169,776
<b>TOTAL CONTRACT AMOUNT REVISED</b>	<b>\$395,964</b>	<b>\$78,072</b>	<b>\$1,398,574</b>	<b>\$1,872,610</b>

**TABLE 3: CONTRACT NO. 2022-D-067 CAPITAL CONTINGENCY BUDGET**

<b>CONTRACT ITEM</b>	<b>ORIGINAL CAPITAL</b>	<b>EXPENSES</b>	<b>INCREASE CAPITAL</b>	<b>TOTAL</b>
Contract Contingency	\$52,720	\$52,720	\$19,387	\$72,107

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