

**City and County of San Francisco
Airport Commission
P.O. Box 8097
San Francisco, California 94128**

Polaris Research and Development

Contract No. 9075

Second Amendment

THIS AMENDMENT (this "Amendment") is made as of February 28, 2013, in San Francisco, California, by and between **Polaris Research and Development** ("Contractor"), and the City and County of San Francisco, a municipal corporation ("City"), acting by and through its Airport Commission or the Commission's designated agent, hereinafter referred to as "**Commission.**"

RECITALS

WHEREAS, City and Contractor have entered into the Agreement (as defined below); and

WHEREAS, the Commission adopted Resolution Number 11-0136 on June 7, 2011 which authorized the award of said Agreement for the period of July 1, 2011 through June 30, 2014 with up to two (2) additional one-year options to renew exercisable at the sole discretion of the Commission; and

WHEREAS, the Commission approved Modification No. 1 pursuant to Resolution Number 12-0269 on December 18, 2012; and

WHEREAS, the First Amendment was signed on December 31, 2012 by and between Polaris Research and Development and the City and County of San Francisco; and

WHEREAS, under a previously held contract for staffing and managing the Information Booth Program, software completion and installation of Ground Transportation Information Kiosks were delayed due to advancements in internet capabilities and a request for upgraded audio functionality; and

WHEREAS, the Airport's Budget office has confirmed that funds in the amount of \$133,544 are available to complete the permanent installation of eight (8) ground transportation kiosk; and

WHEREAS, the \$133,544 will increase FY 2012/13 budget to \$1,894,561 and a new total contract not to exceed amount of \$5,418,544; and

WHEREAS, the Board of Supervisors approved the Controller's certification that the information booth services can be performed at lower cost than if the work were performed by City employees at current salary and benefit levels on June 7, 2011 pursuant to Resolution No. 234-11; and

WHEREAS, the Commission approved this Modification No. 2 pursuant to Resolution Number 13-0034 on February 12, 2013;

NOW, THEREFORE, Contractor and the City agree as follows:

- 1. Definitions.** The following definitions shall apply to this Amendment:

a. **Agreement.** The term "Agreement" shall mean the Agreement dated June 30, 2011 between Contractor and City, as amended by the:

First Amendment, dated December 31, 2012.

b. **Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

2. **Section 4. Services Contractor Agrees to Perform** is amended to permanently install the remaining kiosks at pre-designated areas adjacent to the respective Information Booths throughout the Airport.





3. **Section 5. Compensation** is hereby amended to add \$133,544 to Fiscal Year 2012/13 budget to \$1,894,561 and for a total contract not-to-exceed amount of \$5,418,544.

4. **Appendix B.** All references to Appendix B in the Agreement are now replaced with Appendix B-1 amended February 28, 2013 pages 4 and 5 of 9 attached herein.

5. **Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after December 31, 2012.

6. **Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, Contractor and City have executed this Amendment as of the date first referenced above.

CITY	CONTRACTOR
AIRPORT COMMISSION CITY AND COUNTY OF SAN FRANCISCO	
By: <u></u> John L. Martin, Airport Director <i>for</i>	<u></u> Authorized Signature Ernest J. Fazio Jr. Printed Name
Attest: By: <u></u> Jean Caramatti, Secretary Airport Commission	President Title Polaris Research and Development Company Name
Resolution No: 13-0034	14737 City Vendor Number
Adopted on: February 12, 2013	390 4 th Street Address
Approved as to Form: Dennis J. Herrera City Attorney	San Rafael, CA 94107 City, State, ZIP (415) 777-3229 Telephone Number
By: <u></u> Stacey Lucas Deputy City Attorney	94-3229779 Federal Employer ID Number

Appendix B -1
Calculation of Charges

1. In Fiscal Year 2012/13, permanently install the remaining kiosks at pre-designated areas adjacent to the respective Information Booths throughout the Airport at a cost not to exceed One hundred and thirty-three thousand, five-hundred forty-four dollars (\$133,544 and 00/100). The total budget for FY 2012/13 will be \$1,894,561 (see attached annual cost calculations); and
2. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until services required under this Agreement are received from Contractor and approved by Director.
3. In no event shall City be liable for interest or late charges for any late payments.

Fiscal Year 2012-2013
INFORMATION BOOTH PROGRAM ANNUAL COST PROPOSAL TO OPERATE INFORMATION BOOTHS
Includes BART Voucher Program, BART Info Booth, T2 Info Booth, operation of POS at all booths, Clipper, BART Discount support

Contract Year 2012 - 2013

Booth Staff

DIRECT LABOR COSTS	POSITIONS	HOURS	HOURS	RATE	COST	COST
<u>PERSONNEL SALARIES</u>						
Lead Supervisor	1	1760	1760	\$40.92	\$72,018	\$72,018
Office Coordinator	1	1440	1440	\$30.29	\$43,615	\$43,615
Volunteer Program Coordinator	2	1040	2080	\$33.96	\$35,314	\$70,627
Volunteer Training Coordinator	1	700	700	\$33.36	\$23,352	\$23,352
Senior Supervisor	1	2080	2080	\$17.51	\$36,428	\$36,428
Supervisor 2	3	2080	6240	\$16.48	\$34,285	\$102,855
Starting Supervisor	0	2080	0	\$16.16	\$33,613	\$0
Senior Info Reps.	5	2080	10400	\$15.92	\$33,107	\$165,533
Intermediate Info Reps	6	2080	12480	\$15.28	\$31,778	\$190,668
Office Assistant	1	1040	1040	\$16.16	\$16,806	\$16,806
Junior Info Reps	6.5	2080	13520	\$14.86	\$30,899	\$200,846
Starting Info Reps	2	850	1700	\$12.55	\$10,668	\$21,335
Bookkeeper Ticket Sales ^	1.25	2080	2600	\$16.82	\$34,992	\$43,740

SUB 30.75 \$987,823
 FTEs 26.9

PAYROLL TAXES / FRINGE BENEFITS *

FICA	8.03%	\$79,347
FUTA		\$1,722
SUI		\$13,346
Health, Disability, & Life Insurance	10.47%	\$103,425
Compensated Leave	14.70%	\$145,210
Pension	7.35%	\$72,605

SUBTOTAL \$415,655

OTHER DIRECT COSTS

Flight Information Services (ITS)(ix) ***	\$164,807
Communications	\$4,000
Office/booth supplies - (DBE)	\$10,766
Uniforms	\$3,000
POS System maintenance support @ 250/station/yr x4 current stations	\$1,000
POS Webportal Maintenance @ \$840/station/yr x 4current stations	\$3,360
Technical support consultant (for POS systems since ITT cannot provide support) @\$250/mo	\$3,000
ADM Uniforms	\$2,000
Printing	\$3,000
OAG Subscription	\$1,103
Subway Gift Cards for ADM's	\$1,000
Monthly payment to Traveler's Aid (\$50)	\$600
Dry Cleaning - (DBE)	\$1,536
Employee Commute Survey	\$0
Training Support - (DBE)	\$2,500
Fringe Reimbursement for 2011	\$5,000
Contingency for supplies and services as needed	\$5,000

SUBTOTAL \$211,672

TOTAL \$1,615,149

MANAGEMENT FEE *** \$279,412

2012-2013 ANNUAL BUDGET FOR INFORMATION BOOTHS \$1,894,561

- i. Increase in budget over 2011-2012 levels is due to the natural progression of staff into new salary positions. No starting IBRs are projected for this year.
- ii. City reimbursement for Fringe Benefits will be limited to those benefits that are offered by contractor in accordance with their standard personnel policies.
- iii. See Section 1 of Agreement for definition of Other Direct Costs.
- iv. Management Fee as presented in Appendix B-2 and further limited by terms and conditions specified in the Fiscal Year 2012 Agreement. Reflects increased hours due to increased responsibilities
- v. Reflects 1% increase over 2011-20012 levels.
- vi. Direct Cost line items were set at estimates reflecting paper reduction
- viii. Flight info services are left constant in 2012-2013 to reflect the as yet undetermined use of this service. This may be reduced or expanded.
- ix. Flight Information Services includes Modification #2 for GTU Kiosk improvements.

Fiscal Year 2012- 2013 Supplemental APPENDIX B-2
 INFORMATION BOOTH PROGRAM ANNUAL COST PROPOSAL TO OPERATE SEVEN BOOTHS

Contract Year 2012 - 2013

Management Fee

	NO.	ANNUAL	HOURLY	ANNUAL	TOTAL
	POSITIONS	HOURS	RATE	COST	ANNUAL
					COST
MANAGEMENT STAFF SALARIES					
<u>ON SITE MANAGEMENT STAFF</u>					
Program Supervisor	1	1025	\$49.66	\$50,897	\$50,897
Accountant - Payroll	1	1400	\$33.11	\$46,355	\$46,355
SUBTOTAL	2				\$97,252
FTEs	1.2				
 <u>FRINGE BENEFITS</u>					
FICA (Payroll + Compensated Leave)				8.03%	\$9,296
FUTA (.8% of first \$7,000)					\$112
SUI (6.2% of first \$7,000)					\$868
Health, Disability & Life Insurance				10.47%	\$10,182
Compensated Leave				19.00%	\$18,478
Pension (Direct Payroll + Compensated Leave)				8.30%	\$9,606
SUBTOTAL					\$48,542
 <u>PREMIUMS</u>					
Worker's Compensation Insurance (Lead Sup., Office Coord., Accountant)				1.10%	\$1,767
Worker's Compensation Insurance (Program Supervisor and Booth Staff)				1.20%	\$11,191
Commercial and General Liability Insurance					<u>\$7,600</u>
SUBTOTAL					\$20,558
 MANAGEMENT COST					\$166,351
 OVERHEAD AND PROFIT *					\$113,060
 <u>TOTAL ANNUAL MANAGEMENT FEE **</u>					<u>\$279,412</u>
Total Monthly Management Fee					\$23,284

* Overhead and Profit set at 7% of Annual Cost Proposal per RFP

** Management Fee not to exceed 20% of Annual Budget.