

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

**Polaris Research and Development**

**Contract No. 9075**

**Fourth Amendment**

THIS AMENDMENT (this "Amendment") is made as of March 18, 2014, in San Francisco, California, by and between **Polaris Research and Development, Inc.** ("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 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 Commission approved Modification No. 2 pursuant to Resolution Number 13-0034 on February 12, 2013; and

WHEREAS, an administrative Modification No. 3 was approved February 21, 2014 for an annual rate adjustment to compensate for increases in salaries, benefits, and other costs with no change to the total budget costs; and

WHEREAS, City and Polaris Research & Development, Inc. desire to modify Contract 9075 on the terms and conditions set forth herein to exercise the first of two one-year options and to increase the total compensation payable to \$2,020,864 in FY 2014/15 with a new total contract not to exceed amount of \$7,518,079; 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 5, 2012 pursuant to Resolution No. 206-12; and

WHEREAS, the Commission approved this Fourth Amendment pursuant to Resolution Number 14-0050 on March 18, 2014; and

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 Modification,	dated December 31, 2012,
Second Modification,	dated February 28, 2013,
Third Modification	dated February 21, 2014

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

**2. Section 2.** Term of the Agreement is hereby amended to extend the term of the contract for an additional year from July 1, 2011 to June 30, 2015.

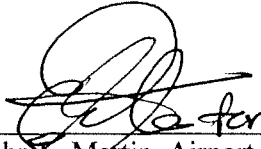
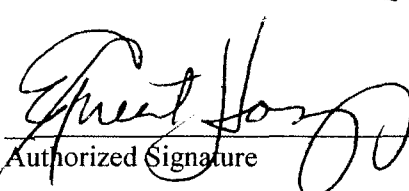
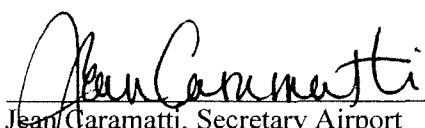
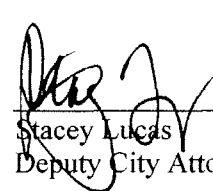
**3. Section 5.** Compensation 5.4, Labor Cost subsection b is amended and replaced with "The hourly rates reflected in Appendix B-2 incorporate a 2% increase for all employees over the current rates. The individual direct labor cost rates are subject to salary administration by Contractor.

**3. Appendix B-1.** Appendix B-1 in the Agreement is now replaced with Appendix B-2 Fiscal Year 2014-2015.

**4. Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after March 18, 2014.

**5. 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:  John E. Martin, Airport Director	 Authorized Signature
Attest:	Ernest Fazio Jr. Printed Name
By:  Jean Caramatti, Secretary Airport Commission	President Title
Resolution No: <u>14-0050</u>	<u>Polaris Research and Development</u> Company Name
Adopted on: <u>March 18, 2014</u>	<u>14737</u> City Vendor Number
Approved as to Form:	<u>390 4th Street</u> Address
Dennis J. Herrera City Attorney	<u>San Rafael, CA 94107</u> City, State, ZIP
By:  Stacey Lucas Deputy City Attorney	<u>(415) 777-3229</u> Telephone Number
	<u>94-3229779</u> Federal Employer ID Number

**APPENDIX B-2**  
**Fiscal Year 2014-2015**

**INFORMATION BOOTH PROGRAM ANNUAL COST PROPOSAL TO OPERATE SEVEN BOOTHS**

Includes BART Voucher Program, BART Info Booth, T2 Info Booth, operation of POS at all booths, Clipper, BART Discount support  
 Contract Term 2011 - 2015

**Booth Staff**

	NO.		ANNUAL	HOURLY		TOTAL ANNUAL
DIRECT LABOR COSTS	POSITIONS	ANNUAL HOURS	HOURS BUDGETED	RATE	ANNUAL COST	COST
<u>PERSONNEL SALARIES</u>						
Lead Supervisor	1	1760	1760	\$42.99	\$75,668	\$75,668
Office Coordinator	1	1440	1440	\$31.82	\$45,827	\$45,827
Volunteer Program Coordinator	2	1040	2080	\$35.68	\$37,107	\$74,214
Volunteer Training Coordinator	1	750	780	\$35.68	\$27,830	\$27,830
Senior Supervisor	1	2080	2080	\$18.40	\$38,274	\$38,274
Supervisor 2	4	2080	8320	\$17.32	\$36,025	\$144,099
Senior Info Reps	9	2080	18720	\$16.73	\$34,794	\$313,148
Intermediate Info Reps	6	2080	12480	\$16.05	\$33,394	\$200,364
Office Assistant	1	1040	1040	\$16.97	\$17,652	\$17,652
Junior Info Reps	4	2080	8320	\$15.62	\$32,482	\$129,927
Junior Info Reps-Delta Booth	2	1080	2160	\$15.62	\$16,865	\$33,731
Starting Info Reps	0	500	0	\$13.19	\$6,594	\$0
Bookkeeper Ticket Sales	1.25	2080	2600	\$17.67	\$36,746	\$45,933
<b>SUBTOTAL</b>	<b>33.25</b>					<b>\$1,146,665</b>
<b>FTEs</b>		<b>29.7</b>				
<u>PAYROLL TAXES / FRINGE BENEFITS</u>						
FICA					8.03%	\$92,106
FUTA						\$1,862
SUI						\$14,431
Health, Disability, & Life Insurance					10.47%	\$120,056
Compensated Leave					14.70%	\$168,560
Pension					7.35%	\$84,280
<b>SUBTOTAL</b>						<b>\$481,294</b>
<u>OTHER DIRECT COSTS</u>						
Flight Information Services (ITS)						\$48,000
Communications						\$7,500
Office/booth supplies - (DBE)						\$12,000
Uniforms						\$3,000
POS System maintenance support @ 300/station/yr x5 current stations						\$1,500
POS Webportal Maintenance @ \$840/station/yr x 5 current stations						\$4,110
Technical support consultant (for POS systems since ITT cannot provide support) @\$250/mo						\$3,000
ADM Uniforms						\$2,000
Printing						\$3,000
OAG Subscription						\$1,105
Subway Gift Cards for ADMs						\$1,000
Monthly payment to Traveler's Aid (\$50)						\$600
Dry Cleaning - (DBE)						\$2,000
Employee Commute Survey						\$0
Training Support - (DBE)						\$2,500
Fringe Reimbursement for 2014						\$5,000
Contingency for supplies and services as needed						\$5,000
<b>SUBTOTAL</b>						<b>\$101,315</b>
<b>TOTAL</b>						<b>\$1,729,274</b>
<b>MANAGEMENT FEE</b>						<b>\$291,591</b>
<b><u>2013-2014 ANNUAL BUDGET FOR INFORMATION BOOTHS</u></b>						<b><u>\$2,020,864</u></b>

APPENDIX B-2  
Fiscal Year 2014- 2015

INFORMATION BOOTH PROGRAM ANNUAL COST PROPOSAL TO OPERATE SEVEN BOOTHS  
Contract Term 2011-2015

Management Fee

	NO. POSITIONS	ANNUAL HOURS	HOURLY RATE	ANNUAL COST	TOTAL ANNUAL COST
<b>MANAGEMENT STAFF SALARIES</b>					
<u>ON SITE MANAGEMENT STAFF</u>					
Program Supervisor	1	1100	\$52.17	\$57,390	\$57,390
Accountant - Payroll	1	1510	\$34.78	\$52,521	\$52,521
<b>SUBTOTAL</b>	<b>2</b>				<b>\$109,911</b>
<b>FTEs</b>	<b>1.3</b>				
 <u>FRINGE BENEFITS</u>					
FICA (Payroll + Compensated Leave)				8.03%	\$10,506
FUTA (.8% of first \$7,000)					\$112
SUI (6.2% of first \$7,000)					\$868
Health, Disability & Life Insurance				10.47%	\$11,508
Compensated Leave				19.00%	\$20,883
Pension (Direct Payroll + Compensated Leave)				8.30%	\$10,856
<b>SUBTOTAL</b>					<b>\$54,733</b>
 <u>PREMIUMS</u>					
Worker's Compensation Insurance (Lead Sup., Office Coord., Accountant)				1.10%	\$1,696
Worker's Compensation Insurance (Program Supervisor and Booth Staff)				1.20%	\$8,500
Commercial and General Liability Insurance					<u>\$8,500</u>
<b>SUBTOTAL</b>					<b>\$18,696</b>
 <b>MANAGEMENT COST</b>					 <b>\$183,340</b>
 <b>OVERHEAD AND PROFIT</b>					 <b>\$108,251</b>
 <b><u>TOTAL ANNUAL MANAGEMENT FEE</u></b>					 <b><u>\$291,591</u></b>
Total Monthly Management Fee					\$24,299

**APPENDIX B-2**  
**Fiscal Year 2014 - 2015**  
**INFORMATION BOOTH PROGRAM CONTRACT HOURLY SALARY RANGES**

**Contract Year 2014 - 2015**

<u>Position</u>	<u>Rate</u>	<u>Basis</u>	<u>OT</u> <u>Status</u>	
Program Supervisor	\$52.17	Hour	Exempt	
Accountant - Payroll	\$34.79	Hour	Exempt	
Lead Supervisor	\$42.99	Hour	Exempt	
Volunteer Program Coordinator	\$35.68	Hour	Exempt	
Volunteer Training Coordinator	\$35.68	Hour	Exempt	
Office Coordinator	\$31.82	Hour	Exempt	
Senior Supervisor	\$18.40	Hour	OT	
Supervisor 2	\$17.32	Hour	OT	
Starting Supervisor	\$16.81	Hour	OT	
Office Assistant	\$16.97	Hour	OT	
Senior Information Representative	\$16.73	Hour	OT	
Intermediate Information Representative	\$16.05	Hour	OT	
Junior Information Representative	\$15.62	Hour	OT	
Starting Information Representative	\$13.19	Hour	OT	
Bookkeeper - Transit Ticket Sales	\$17.67	Hour	Exempt	
Senior On-Call Information Representative	\$14.00	Hour	OT	(No Fringe Benefits)
On-Call Information Representative	\$13.19	Hour	OT	(No Fringe Benefits)