

**Metropolitan Transportation Commission**  
**Administration Committee**

**April 10, 2024**

**Agenda Item 2b-24-0003**

**Contract – Mobility Hubs and Parking Management Technical Assistance Program  
Consulting Services with NN Engineering, Inc (\$500,000)**

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**Subject:**

Authorization to negotiate and enter into contract with NN Engineering, Inc. in an amount not to exceed \$500,000 to provide services for the Mobility Hubs and Parking Management Technical Assistance program (“Project”). The Project advances Plan Bay Area 2050 (PBA 2050) implementation and will contribute to achieving the region’s statutory 19 percent per capita greenhouse gas (GHG) emissions reduction target.

**Background:**

In June 2023, the Commission approved \$500,000 for technical assistance to assist the grant recipients of the Regional Mobility Hubs or Parking Management programs, awarded four Regional Mobility Hubs, and six Parking Management capital grants.

Mobility hubs are community anchors focused around transit stops and stations that enable travelers to access multiple transportation options – including shared scooters, bicycles and cars – all in a cohesive space, oriented to the customer. For parking management, MTC has long provided technical assistance and guidance to local jurisdictions to advance local parking policies and strategies through planning and implementation grants. Both programs help to advance PBA 2050 Environment Strategy 9, as well as MTC’s Transit Oriented Communities (TOC) Policy, Active Transportation Plan and Complete Streets Policy.

The Mobility Hubs and Parking Management Technical Assistance will provide the grant recipients help on five elements for project delivery and evaluation:

1. Design review
2. Evaluation
3. Curb Data Specification and Mobility Data Specification Guidance
4. Communications plan
5. Federal funding obligation procedures

**Procurement:**

MTC issued a Request for Proposals (RFP) on January 24, 2024, for consultant services to provide technical assistance. On February 1, 2024, MTC hosted a virtual Proposers' Conference that was attended by 18 firms.

MTC received two qualified proposals from Alta Planning + Design, Inc., and NN Engineering Inc., a wholly-owned subsidiary of Nelson\Nygaard Consulting Associates, Inc. Each proposal was supported by a team of subconsultants. The proposals were evaluated by a panel of MTC staff against the following evaluation criteria:

1. Qualifications and team experience in the following areas listed in order of importance (50% total):
  - a. Mobility/transit hub and public realm design
  - b. Valuation (data analysis and surveying)
  - c. Communication strategies and target marketing
  - d. Progressing projects through with the federal funding delivery process
2. Understanding and preliminary approach to completing the Scope of Work (35%)
3. Cost effectiveness, including hourly rates, reasonableness and appropriateness of preliminary task budget (10%)
4. Presentation, as evidenced in the written proposal, and interviews, if held. (5%)

After a thorough review of the proposals, the evaluation panel recommends the selection of NN Engineering, Inc. The firm received 93 points out of a maximum of 100 points.

The evaluation panel is confident that the team led by NN Engineering, Inc. will meet MTC's expectations for the Mobility Hubs and Parking Management Technical Assistance program. The panel identified a number of strengths in NN Engineering, Inc.'s proposal that led to its recommendation, including the firm's clear understanding of the project and desired outcomes. The NN Engineering, Inc. team has extensive experience in planning and designing mobility hubs, data collection and analysis, data specifications, as well as communication and marketing techniques. NN Engineering, Inc. has experience in the Bay Area, as well as throughout the United States, in planning and implementing mobility hubs and parking management projects.

Attachment A includes a summary of NN Engineering, Inc. and its subconsultants' Small business and disadvantaged business enterprise status related to the work described in this memorandum.

**Issues:**

None identified.

**Recommendations:**

Staff recommends that the Committee authorize the Executive Director or his designee to negotiate and enter into a contract in an amount not to exceed \$500,000 with NN Engineering, Inc. for the Mobility Hubs and Parking Management Technical Assistance program.

**Attachments:**

- Attachment A – Disadvantaged Business Enterprise and Small Business Enterprise Status
- Request for Committee Approval – Summary of Proposed Contract



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Andrew B. Fremier

Attachment A

Disadvantaged Business Enterprise and Small Business Enterprise Status

	<b>Firm Name</b>	<b>Role on Project</b>	<b>DBE* Yes / No</b>	<b>If DBE Yes, List #</b>	<b>SBE** Yes / No</b>	<b>If SBE Yes, List #</b>
Prime Contractor	NN Engineering, Inc.	Prime	No		No	
Subcontractors	Cityfi	Subconsultant	No		No	
	Civic Edge	Subconsultant	Yes	47045	Yes	1800102
	Entro	Subconsultant	No		No	
	Perkins & Will	Subconsultant	No			

\*Denotes certification by the California Unified Certification Program (CUCP).

\*\*Denotes certification by the State of California.

**Request for Committee Approval**

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**Summary of Proposed Consultant Contract for Mobility Hubs and Parking Management**

**Technical Assistance**

Work Item No.: 1413

Consultant: NN Engineering, Inc., Oakland, CA

Work Project Title: Mobility Hubs and Parking Management Technical Assistance

Purpose of Project: To help grant recipients meet the goals of the Regional Mobility Hubs and Parking Management programs.

Brief Scope of Work: Provide the grant recipients assistance on four elements for project delivery and evaluation: design review, evaluation, curb data and mobility data specification guidance, communications, and federal funding obligation.

Project Cost Not to Exceed: \$500,000

Funding Source: FY2023-24 budget: OBAG 3, STBG

Fiscal Impact: \$500,000 is included in the FY 2023-24 Agency Budget.

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into a contract with NN Engineering, Inc. in an amount not to exceed \$500,000 for the Mobility Hubs and Parking Management Technical Assistance program described above and in the Administration Committee Summary Sheet dated April 10, 2024, and that the Chief Financial Officer is authorized to set aside an amount not to exceed \$500,000 for such contract, subject to budgetary approval as described above.

Administration Committee:

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Gina Papan, Chair

Approved:

April 10, 2024