

**Metropolitan Transportation Commission
Administration Committee**

June 10, 2026

Agenda Item 4a-26-0609

Contract (Sole Source) – Public Health Institute CivicSpark Fellowship Multi-Year Agreement (\$600,000)

Subject:

Request for authorization to negotiate and execute a contract on a sole-source basis, for compelling business reasons, with the Public Health Institute (PHI) for placement of CivicSpark Fellows at MTC in an amount not to exceed \$600,000 for a two-year term through December 31, 2028.

Background:

CivicSpark, a program of the Public Health Institute, is a statewide service fellowship dedicated to building local government capacity to address pressing environmental and community resilience challenges. The program places emerging professionals in public agencies to advance climate adaptation, housing and mobility planning, community engagement, and data-driven policy development.

Since 2020, MTC has hosted CivicSpark Fellows annually, and the partnership has steadily expanded as fellows have supported work across multiple sections of the agency. In FY2025-26, four CivicSpark fellows are serving at MTC through the AmeriCorps supported program. Six fellowships, at a rate of up to \$50,000 per fellow, are planned for FY2026-27. CivicSpark fellows have provided meaningful additional capacity (1,300 hours per fellow) while contributing to agency climate adaptation initiatives, strengthening community outreach, and advancing analytical work that informs policy and program development. Their efforts have helped to accelerate Commission priorities, while also supporting the development of a future public-sector workforce.

PHI is not a Small Business Enterprise (SBE) and has no subcontractors.

Next Steps:

Staff will work with the Public Health Institute on next steps regarding the FY 2026-27 fellowship cycle and concurrently develop a multi-year contract with the Public Health Institute.

Issues:

None identified.

Recommendations:

Staff recommends that the Committee authorize the Executive Director, or designee, to execute a contract with the Public Health Institute for CivicSpark Fellow placement at MTC in an amount not to exceed \$600,000 for a two-year term through December 31, 2028

Attachments:

- Request for Committee Approval – Summary of Proposed Contract Approval



Andrew B. Fremier

Request for Committee Approval

Summary of Proposed Contract Approval

Work Item No.: 1112, 1121, 1122, 1128

Consultant: Public Health Institute, Oakland, CA

Work Project Title: Contract (Sole Source) – Public Health Institute CivicSpark Fellowship Multi-Year Agreement

Purpose of Project: Provide early-career opportunities for CivicSpark fellows while supporting MTC’s work on climate adaptation, housing and mobility planning, community engagement, and data-driven policy development.

Brief Scope of Work: The contract enables MTC to host multiple CivicSpark fellows each year, subject to annual budget approvals and successful placement of fellows. Funding covers a portion of the fellowship program and provides more than 1,300 hours of fellow support per position.

Project Cost Not to Exceed: \$600,000

Funding Source: MTC General Fund

Fiscal Impact: Year 1 funding is included in the agency budget for FY 2026-27. FY 2027-28 will be subject to future agency budgets.

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into a contract with the Public Health Institute for CivicSpark fellowship support described above and in the Administration Committee Summary Sheet dated June 10, 2026 and that the Chief Financial Officer is authorized to set aside \$300,000 for year one of the contract, and \$300,000 for year two of the contract, subject to approval in FY 2027-28, for total amount not to exceed \$600,000.

Administration Committee:

Gina Papan, Chair

Approved: June 10, 2026