

**Metropolitan Transportation Commission  
Administration Committee**

**September 11, 2024**

**Agenda Item 2d-24-0991**

**Contract – Priority Sites Technical Assistance: Aaron Welch Planning (\$4,421,000)**

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**Subject:**

Authorization to negotiate and enter a contract with Aaron Welch Planning in an amount not to exceed \$4,421,000 to deliver Technical Assistance to local governments and project sponsors of Priority Sites including, but not limited to, the Priority Sites Technical Assistance [awarded by the Commission](#) on May 22, 2024 (“Project”).

**Background:**

Priority Sites are locally-nominated, regionally significant places prioritized for affordable and mixed-income housing, accompanied by supportive amenities. Established in 2024 to facilitate on-the-ground implementation of Plan Bay Area 2050 housing strategies and the Regional Housing Needs Allocation (RHNA), the Priority Sites Program seeks to deliver technical assistance and targeted capital funding to 211 sites regionwide. On May 22, 2024, the Commission [approved \\$4.42 million in Technical Assistance](#) to 27 Priority Sites following a competitive application process that attracted more than \$8.6 million in total funding requests. As a result of available funding, MTC was unable to meet the full breadth of well-qualified proposals. In addition, local governments and project sponsors throughout the region have indicated a desire to apply for any additional future available Technical Assistance.

**Procurement:**

MTC issued a Request for Proposals (RFP) on May 20, 2024 for a consultant team with the depth and breadth of technical expertise required to deliver the Project, for the period of July 1, 2024 to June 30, 2027, with an option to extend for an additional three (3) years. To meet the needs of Technical Assistance recipients, while also establishing capacity to better meet the needs of Priority Sites regionwide, the RFP required proposers to include multiple experienced subconsultant firms in seven service categories. Although a small number of time-sensitive Technical Assistance projects may receive direct funding to remain on schedule prior to the execution of a contract with the selected consultant, it is generally expected that this consultant will handle most of the Technical Assistance once the contract is in place. Contingent upon

available funding and performance, the consultant may also deliver Technical Assistance to additional sites and complete regionally applicable studies and guidance, at MTC's discretion.

The RFP was posted on MTC's website and shared with interested individuals and firms via MTC's Bonfire procurement system. The RFP materials were downloaded by 186 document takers. Staff hosted a non-mandatory pre-submittal conference on June 6, 2024, providing firms the opportunity to ask questions about the Project and the procurement process. The conference was attended by 99 individuals from 79 firms.

On August 22, MTC received six qualified proposals from teams led by Aaron Welch Planning, Baker Tilly US, Forward City Labs, Kimley-Horn and Associates, Skidmore, Owings and Merrill, and Urban Planning Partners. An evaluation panel consisting of MTC staff members reviewed the submittals based on the following evaluation criteria:

- Qualifications and Relevant Experience (70%)
- Cost Effectiveness (25%),
- Presentation (5%).

The proposal with the highest score, submitted by Aaron Welch Planning, was supported by a team of 28 highly skilled subconsultants with the required depth and breadth to deliver the Project. The proposal displayed a clear understanding of the Project, a cost-effective approach to subconsultant assignment and management, and a robust quality control approach. Finally, the proposal estimated that subconsultants certified as Disadvantaged Business Enterprises (DBE) would account for 32% of contract funding—well above the Caltrans-approved 24% goal.

Therefore, the evaluation panel recommends selecting Aaron Welch Planning for the Project.

The not to exceed amount requested, \$4,421,000, reflects the total already awarded to Priority Sites.

Aaron Welch Planning and its subconsultants' Small Business Enterprise (SBE) and Disadvantaged Business Enterprise (DBE) status is shown in Attachment A.

**Issues:**

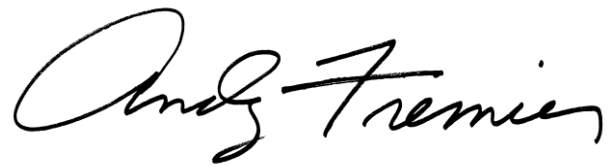
None identified.

**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 \$4,421,000 with Aaron Welch Planning to deliver Priority Sites Technical Assistance.

**Attachments:**

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

A handwritten signature in black ink, reading "Andrew B. Fremier". The signature is written in a cursive, flowing style with a large initial "A".

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Andrew B. Fremier

Attachment A

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Disadvantaged Business Enterprise and Small Business Enterprise Status

	Firm Name	Role on Project	DBE <sup>1</sup> Yes / No	If DBE Yes, List #	SBE <sup>2</sup> Yes / No	If SBE Yes, List #
Prime Contractor	Aaron Welch	Prime	No		Yes	
Subcontractors	ARUP	Subconsultant	No		No	
	AZAD Engineering	Subconsultant	Yes	#46658	Yes	#2013123
	BKF	Subconsultant	No		No	
	Chicago Title	Subconsultant	No		No	
	Circle Point	Subconsultant	Yes	#50993	No	
	Dabri	Subconsultant	Yes	#32110	No	
	Economic and Planning Systems	Subconsultant	No		Yes	#23554

<sup>1</sup> Denotes certification by the California Unified Certification Program (CUCP).

<sup>2</sup> Unless otherwise noted, denotes certification by the State of California

	Firm Name	Role on Project	DBE <sup>1</sup> Yes / No	If DBE Yes, List #	SBE <sup>2</sup> Yes / No	If SBE Yes, List #
	EMC Research	Subconsultant	No		Yes	#06-90866 <sup>3</sup>
	Fehr and Peers	Subconsultant	No		No	
	HR&A	Subconsultant	No		No	
	Kearstin Dischinger Consulting	Subconsultant	No		No	
	Leshner Planning & Transportation	Subconsultant	Yes	#51063	Yes	#2026935
	LK Planning	Subconsultant	Yes	#46852	No	
	Mithun, Inc.	Subconsultant	No		No	

<sup>3</sup> Alameda County SLEB Registration number

	Firm Name	Role on Project	DBE <sup>1</sup> Yes / No	If DBE Yes, List #	SBE <sup>2</sup> Yes / No	If SBE Yes, List #
	NN Engineering	Subconsultant	No		No	
	Parikh Consultants	Subconsultant	Yes	#20259	No	
	Perkins + Will	Subconsultant	No		No	
	Plan to Place	Subconsultant	No		No	
	Project Management Advisors	Subconsultant	No		No	
	Pyatok	Subconsultant	No		Yes	#60262
	Rutherford and Chekene	Subconsultant	Yes	#2004128	No	
	Strategic Economics	Subconsultant	No		Yes	#11-00055 <sup>4</sup>
	Street Level Advisors	Subconsultant	<i>In progress</i>	<i>In progress</i>	No	
	Swan Stream Studios	Subconsultant	No		No	

<sup>4</sup> Alameda County SLEB Registration number

<b>Firm Name</b>	<b>Role on Project</b>	<b>DBE<sup>1</sup> Yes / No</b>	<b>If DBE Yes, List #</b>	<b>SBE<sup>2</sup> Yes / No</b>	<b>If SBE Yes, List #</b>
Sylvan Development Group	Subconsultant	No		No	
Urban Field Studio	Subconsultant	Yes	#51398	Yes	#2034723
Van Meter Williams Pollack	Subconsultant	No		No	
Winter Consulting	Subconsultant	Yes	#42874	No	

**Request for Committee Approval**

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**Summary of Proposed Consultant Contract for Priority Sites Technical Assistance**

Work Item No.: 1611

Consultant: Aaron Welch Planning

Work Project Title: Priority Sites Technical Assistance

Purpose of Project: Deliver Technical Assistance to locally-nominated, regionally significant Priority Sites to advance the affordable and mixed-income housing necessary to implement Plan Bay Area and enable local governments to meet their Regional Housing Needs Allocations.

Brief Scope of Work: Coordinate and complete delivery of Technical Assistance to local governments and projects sponsors of Priority Sites including, but potentially not limited to, the Priority Sites Technical Assistance awarded by the Commission in May 2024.

Project Cost Not to Exceed: \$4,421,000

Funding Sources: FY2024-25 budget: 1) Fund Source RP20 (\$2,800,000); 2) Fund Source 1839 (\$1,621,000).

Fiscal Impact: \$4,421,000 is included in the FY 2024-25 Agency Budget, including \$2,800,000 of Regional Early Action Program 2 and \$1,621,000 of Priority Development Area/Regional Growth Framework implementation.

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into a contract with Aaron Welch Planning described above for an amount not to exceed \$4,421,000 and that the Chief Financial Officer is authorized to set aside an amount not to exceed \$4,421,000 for such contract.

Administration Committee:

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Gina Papan, Chair

Approved: September 11, 2024