



Metropolitan Transportation Commission

Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105

Meeting Agenda

Administration Committee

Committee Members:

*Federal D. Glover, Chair Cindi Chavez, Vice Chair
Margaret Abe-Koga, Nate Miley, Gina Papan, David Rabbitt,
Hillary Ronen, Amy Worth
Non-Voting Member: Dina El-Tawansy*

Wednesday, May 12, 2021

9:55 AM

Board Room - 1st Floor (REMOTE)

The Administration Committee is scheduled to meet on Wednesday, May 12, 2021 at 9:55 a.m., in the Bay Area Metro Center (Remotely), or immediately following the 9:50 a.m. BATA Oversight Committee meeting. In light of Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 issued by Governor Newsom on March 17, 2020 and the Guidance for Gatherings issued by the California Department of Public Health, the meeting will be conducted via webcast, teleconference, and Zoom for committee, commission, or board members who will participate in the meeting from individual remote locations. A Zoom panelist link for meeting participants will be sent separately to committee, commission, or board members.

The meeting webcast will be available at
<https://mtc.ca.gov/whats-happening/meetings/live-webcasts>.

Members of the public are encouraged to participate remotely via Zoom at the following link or phone number.

Attendee Link: <https://bayareametro.zoom.us/j/85925815841>

Or iPhone one-tap: US: +16699006833,,85925815841# or +14086380968,,85925815841#

Or Join by Telephone: (for higher quality, dial a number based on your current location) US:

+1 408 638 0968 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or

+1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592 or

877 853 5247 (Toll Free) or 888 788 0099 (Toll Free)

Webinar ID: 859 2581 5841

International numbers available: <https://bayareametro.zoom.us/j/kdAVXfQI78>

Detailed instructions on participating via Zoom are available at:

<https://mtc.ca.gov/how-provide-public-comment-board-meeting-zoom>. Committee members and members of the public participating by Zoom wishing to speak should use the "raise hand" feature or dial "*9". In order to get the full Zoom experience, please make sure your application is up to date.

Members of the public may participate by phone or Zoom or may submit comments by email at info@bayareametro.gov by 5:00 p.m. the day before the scheduled meeting date. Please include the committee or board meeting name in the subject line. Due to the current circumstances there may be limited opportunity to address comments during the meeting. All comments received will be submitted into the record.

1. Call to Order / Roll Call / Confirm Quorum

Quorum: A quorum of this committee shall be a majority of its regular non-ex-officio voting members (5).

2. Consent Calendar

- 2a. [21-0555](#) Minutes of the April 14, 2021 meeting
- Action: Committee Approval
- Attachments: [2a - 21-0555 - April 14 Admin Draft Meeting Minutes.pdf](#)
- 2b. [21-0637](#) Contract - Vehicle Miles Traveled Reduction Planning for Priority Development Areas Project: Fehr & Peers (\$539,534)
- Action: Committee Approval
- Presenter: James Choe
- Attachments: [2b - 21-0637 - VMT Reduction Planning Contract.pdf](#)
- 2c. [21-0647](#) International Travel Request
- Action: Committee Approval
- Presenter: Carol Kuester
- Attachments: [2c - 21-0647 - Int'l Travel Request.pdf](#)

3. Approval

- 3a. [21-0364](#) Consultant Bench: 2021 Regional Planning Bench - Cycle 1 (4LEAF, Inc.; Aaron Welch Planning; Acterra: Action for a Healthy Planet; AECOM Technical Services, Inc. ; Alex San Andres; Alta Planning + Design, Inc.; Amira Jackmon; Applied Technology Council; ARUP Americas, Inc. ; Ascent Environmental, Inc.; Atkins North America, Inc.; BAE Urban Economics, Inc.; Baird + Driskell Community Planning; Bang the Table USA LLC; Noelle Bonner (dba Bonner Communications LLC; Center for Creative Land Recycling; CHS Consulting, Inc. (dba CHS Consulting Group); Circlepoint, Inc.; Civic Edge Consulting; CivicKnit; CivicMakers, LLC; Community Design + Architecture, Inc.; Corey, Canapary & Galanis; Craft & Commerce, LLC; Dahlin Group, Inc.; DIALOG Design LP; Diana R. Elrod Consulting; DKS Associates; Economic & Planning Systems, Inc.; Economic Consultants Oregon LTD (dba ECONorthwest); EMC Planning Group Inc; EMC Research, Incorporated; Enterprise Community Partners, Inc. (dba Enterprise Community Partners); Environmental Science Associates; Evan Brooks Associates, Inc. (dba Evans Brooks Associates; Fehr & Peers; Forsyth Street Advisors; Frontier Energy, Inc.; W. Arthur Gensler (dba Gensler), Jr & Associates, Inc.; William R. Gray and Company, Inc. (dba Gray-Bowen-Scott).; David S Greensfelder (dba Greensfelder Commercial Real Estate LLC); Hassell Design LTD; Hatch

Associates Consultants, Inc.; Houseal Lavigne Associates, LLC; HR&A Advisors, Inc.; IBI Group, A California Partnership (dba IBI Group); Impact Sciences; Iveywood Consulting; James F. Lima (dba James Lima Planning + Development); Kearns & West, Inc; Kimley-Horn and Associates, Inc.; Kittelson & Associates, Inc.; Land Econ Group LLC; LeSar Development Consultants; Management Partners, Incorporated; Meyers, Nave, Riback, Silver & Wilson, A Professional Corporation; METROPOLITAN PLANNING GROUP; Michael Baker International, Inc.; Moore Iacofano Goltsman, Inc.; Mintier Harnish, LP; Mithun, Inc.; Nelson\Nygaard Consulting Associates, Inc.; Next Steps Marketing; Opticos Design, Inc.; Page Southerland Page, Inc.; Perkins+Will, Inc.; PlaceWorks, Inc. (dba PlaceWorks); Raimi + Associates, Inc.; Laura Crescimano (RC Design Collaborative, LLC dba SITELAB urban studio); Redhill Group Inc.; Resource Development Associates, Inc.; Rincon Consultants, Inc.; RSG, Inc.; Sam Schwartz Engineering, D.P.C.; Deborah E. Schechter (dba Schechter Consulting); SERA Architects, Inc. (dba SERA Design and Architecture, Inc.); SmithGroup; Sperry Capital Inc.; Steer Davies & Gleave Inc.; Strategic Economics; Symbium Corp.; SZS Engineering Access Inc.; Turner Housing Innovation Labs, Inc; The Concord Group, LLC; T J K M (dba TJKM Transportation Consultants); Toole Design Group, LLC; Trillium Advisors, LLC; Urban Land Institute; Urban Planning Partners; UrbanFootprint, Inc.; Vila Civil, APC; Woodsong Associates; Wallace Roberts & Todd, LLC; WSP USA Inc.)

A request for Committee approval of a pre-qualified Regional Planning Bench of consultants summarized in Attachment A ("Bench") to provide as-needed planning consulting services to MTC, the Association of Bay Area Governments (ABAG), the Bay Area Housing Finance Authority (BAHFA), and 109 local governments in the Bay Area, including for grants administered through the Priority Development Area and Regional Housing Technical Assistance Programs (PDA Programs). The term of the Bench is through December 30, 2023, with an option to extend for an additional two years to December 30, 2025.

Action: Committee Approval

Presenter: Daniel Saver

Attachments: [3a - 21-0364 - Regional Planning Bench Summary.pdf](#)
[3a - 21-3064 - Regional Planning Bench Presentation.pdf](#)

4. Public Comment / Other Business

5. Adjournment / Next Meeting

The next meeting of the Administration Committee is scheduled to be held on Wednesday, June 9, 2021 at 9:40 a.m. remotely and by webcast. Any changes to the schedule will be duly noticed to the public.

Public Comment: The public is encouraged to comment on agenda items at Committee meetings by completing a request-to-speak card (available from staff) and passing it to the Committee secretary. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

Meeting Conduct: If this meeting is willfully interrupted or disrupted by one or more persons rendering orderly conduct of the meeting unfeasible, the Chair may order the removal of individuals who are willfully disrupting the meeting. Such individuals may be arrested. If order cannot be restored by such removal, the members of the Committee may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue.

Record of Meeting: Committee meetings are recorded. Copies of recordings are available at a nominal charge, or recordings may be listened to at MTC offices by appointment. Audiocasts are maintained on MTC's Web site (mtc.ca.gov) for public review for at least one year.

Accessibility and Title VI: MTC provides services/accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address Commission matters. For accommodations or translations assistance, please call 415.778.6757 or 415.778.6769 for TDD/TTY. We require three working days' notice to accommodate your request.

可及性和法令第六章: MTC 根據要求向希望來委員會討論有關事宜的殘疾人士及英語有限者提供服務/方便。需要便利設施或翻譯協助者，請致電 415.778.6757 或 415.778.6769 TDD / TTY。我們要求您在三個工作日前告知，以滿足您的要求。

Acceso y el Titulo VI: La MTC puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Comisión. Para solicitar asistencia, por favor llame al número 415.778.6757 o al 415.778.6769 para TDD/TTY. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

Attachments are sent to Committee members, key staff and others as appropriate. Copies will be available at the meeting.

All items on the agenda are subject to action and/or change by the Committee. Actions recommended by staff are subject to change by the Committee.

MTC's Chair and Vice-Chair are ex-officio voting members of all standing Committees.



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 21-0555 **Version:** 1 **Name:**
Type: Minutes **Status:** Committee Approval
File created: 3/29/2021 **In control:** Administration Committee
On agenda: 5/12/2021 **Final action:**
Title: Minutes of the April 14, 2021 meeting
Sponsors:
Indexes:
Code sections:
Attachments: [2a - 21-0555 - April 14 Admin Draft Meeting Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Minutes of the April 14, 2021 meeting

Recommended Action:
Committee Approval



Metropolitan Transportation Commission Meeting Minutes

Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105

Administration Committee

Committee Members:

*Federal D. Glover, Chair Cindi Chavez, Vice Chair
Margaret Abe-Koga, Nate Miley, Gina Papan, David Rabbitt,
Hillary Ronen, Amy Worth
Non-Voting Member: Dina El-Tawansy*

Wednesday, April 14, 2021

9:40 AM

Board Room - 1st Floor (REMOTE)

Call Remote Meeting to Order

1. Roll Call / Confirm Quorum

Present: 8 - Commissioner Abe-Koga, Vice Chair Chavez, Chair Glover, Commissioner Miley, Commissioner Papan, Commissioner Rabbitt, Commissioner Ronen and Commissioner Worth

Non-Voting Member Present: Commissioner El-Tawansy

Ex Officio Voting Members Present: Commission Chair Pedroza and Commission Vice Chair Josefowitz

Ad Hoc Non-Voting Members Present: Commissioner Ahn, Commissioner Connolly, Commissioner Giacomini, and Commissioner Sperling

2. Consent Calendar

Upon the motion by Commissioner Chavez and the second by Commissioner Papan, the Consent Calendar was unanimously approved by the following vote:

Aye: 8 - Commissioner Abe-Koga, Vice Chair Chavez, Chair Glover, Commissioner Miley, Commissioner Papan, Commissioner Rabbitt, Commissioner Ronen and Commissioner Worth

2a. [21-0363](#) Minutes of the March 10, 2021 meeting

Action: Committee Approval

2b. [21-0401](#) Purchase Order Amendment - Cloud Services Subscription: Amazon Web Services (\$35,000)

Action: Committee Approval

Presenter: Kearey Smith

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- 2c.** [21-0402](#) Purchase Order Amendment - Annual Licensing Agreement: Carahsoft Technology Corporation (\$35,833)
- Action:** Committee Approval
- Presenter:** Kearey Smith
-
- 2d.** [21-0424](#) Master Funding Agreement Supplement 4 - Car Sharing and Mobility Hubs in Affordable Housing Pilot Project: City of Richmond (\$347,851.12)
- Action:** Committee Approval
- Presenter:** Krute Singa
-
- 2e.** [21-0526](#) Consultant Bench: 2020 Equity Consultant - Cycle 1
 (Arup Americas, Inc. dba Arup North America Ltd.; Marcus Griwsold dba Calm Waters Group LLC; causeIMPACTS LLC; Center for Neighborhood Technology; CivicMakers, LLC; Contigo Communications Corp.; Colette M. Luckie dba Cornerstone Consulting HR; Cooperative Personnel Services dba CPS HR Consulting; Davis & Associates Communications, Inc.; Eastern Research Group Inc.; Ana Lugo Bedolla dba Equity First Consulting; Exygy, Inc.; Guidehouse Inc.; HR&A Advisors, Inc.; ICF Incorporated, L.L.C.; Kimley-Horn and Associates, Inc.; Lowe Consulting Group, Inc.; Christopher Jerome Lepe dba Mariposa Planning Solutions; Nelson\Nygaard Consulting Associates, Inc.; Melanie Nutter dba Nutter Consulting, LLC; RSCA Corporation dba Redwood Resources; Reflex Design Collective, LLC; Tiasia O'Brien dba Seam Social Labs, Inc.; Diane Burbie dba The Aspire Group; The Mark USA, Inc.; Urban Habitat Program; WSP USA Inc.)
- Action:** Committee Approval
- Presenter:** Nalungo Conley

3. Approval

- 3a. [21-0472](#) MTC Resolution No. 4421- Revised - FY 2020-21 Overall Work Program (OWP) Amendment No. 3

A request that the Committee refer MTC Resolution No. 4421, Revised, the Metropolitan Transportation Commission (MTC) FY 2020-21 Overall Work Program (OWP), Amendment No. 3 to the Commission, which decreases our final grant transportation planning funds from the Federal Highway Administration (FHWA) PL by \$487,343 and the Federal Transit Administration (FTA) 5303 planning funds by \$173,178. Although MTC has a funding rescission, MTC is still committed to completing the transportation planning activities for FY 2020-21. This also includes revisions to the scope of work and revenue and expenses line items within work elements.

Action: Commission Approval

Presenter: Brian Mayhew

Upon the motion by Vice Chair Chavez and the second by Commissioner Papan, the Committee unanimously approved the referral of MTC Resolution No. 4421, Revised to the Commission for approval. The motion carried by the following vote:

Aye: 8 - Commissioner Abe-Koga, Vice Chair Chavez, Chair Glover, Commissioner Miley, Commissioner Papan, Commissioner Rabbitt, Commissioner Ronen and Commissioner Worth

- 3b. [21-0473](#) MTC Resolution No. 4458 - FY 2021-22 Overall Work Program (OWP), Planning Certification, and Authorization for Execution of Agreements for Federal and State Planning Grants.

A request for approval of the FY 2021-22 OWP, which guides the collaborative metropolitan transportation planning process involving MTC, ABAG, Caltrans, and other local transportation partners and for authorization to enter into agreements for transportation planning funds.

Action: Commission Approval

Presenter: Brian Mayhew

Upon the motion by Vice Chair Chavez and the second by Commissioner Worth, the Committee unanimously approved the referral of MTC Resolution No. 4458 to the Commission for approval. The motion carried by the following vote:

Aye: 8 - Commissioner Abe-Koga, Vice Chair Chavez, Chair Glover, Commissioner Miley, Commissioner Papan, Commissioner Rabbitt, Commissioner Ronen and Commissioner Worth

4. Public Comment / Other Business

5. Adjournment / Next Meeting

The next meeting of the Administration Committee is scheduled to be held on Wednesday, May 12, 2021 at 9:40 a.m. remotely and by webcast. Any changes to the schedule will be duly noticed to the public.



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 21-0637 **Version:** 1 **Name:**
Type: Contract **Status:** Committee Approval
File created: 4/7/2021 **In control:** Administration Committee
On agenda: 5/12/2021 **Final action:**
Title: Contract - Vehicle Miles Traveled Reduction Planning for Priority Development Areas Project: Fehr & Peers (\$539,534)

Sponsors:

Indexes:

Code sections:

Attachments: [2b - 21-0637 - VMT Reduction Planning Contract.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

Contract - Vehicle Miles Traveled Reduction Planning for Priority Development Areas Project: Fehr & Peers (\$539,534)

Presenter:

James Choe

Recommended Action:

Committee Approval

Metropolitan Transportation Commission Administration Committee

May 12, 2021

Agenda Item 2b - 21-0637

Contract – Vehicle Miles Traveled Reduction Planning for Priority Development Areas Project: Fehr & Peers (\$539,534)

Subject: Staff requests the Committee’s approval to enter into a contract with Fehr & Peers in an amount not to exceed \$539,534 for the Vehicle Miles Traveled (VMT) Reduction Planning for Priority Development Areas (PDAs) Project for the term of June 1, 2021 through February 28, 2023.

Background: A core element of MTC’s strategy to accommodate growth in the region while mitigating VMT and greenhouse gas (GHG) emissions is through PDAs. In the update to the Regional Growth Framework adopted in 2019, two types of PDAs were distinguished: 1) Transit-Rich PDAs, which are within a half-mile of a rail station, ferry terminal, or high-frequency bus line; and 2) Connected Community PDAs, which are within a half-mile of a bus line with 15 to 30-minute frequencies at peak periods. For jurisdictions with any type of PDA, the local governments commit to developing a plan for these areas. For some jurisdictions with Connected Community PDAs, the local governments must also have or commit to adopt a set of policies or plans that will help mitigate VMT growth as the area develops.

To assist the jurisdictions with Connected Community PDAs in meeting these planning requirements, MTC is developing guidance and resources to help local staff develop these VMT-reduction policies and plans. MTC, in partnership with the City of Vallejo and the City of Richmond, applied for and was awarded a FY 2020-21 Caltrans Sustainable Transportation Planning Grant in the amount of \$539,534 to develop these resources. The grant supports the procurement of consultant services to complete three primary tasks:

1. Develop a toolkit of resources to help local jurisdictions develop policies, plans and mitigations that will reduce VMT in areas planned for growth.
2. Work with the City of Vallejo to develop a Parking & Transportation Demand Management Plan Framework and a VMT Impact Mitigation Fee Study.
3. Work with the City of Richmond to develop a Vision Zero/Road Safety Plan and a Bicycle and Pedestrian Infrastructure Action Plan.

In October 2020, the Commission approved an update to the MTC FY 2020-21 Operating and Capital Budgets as set forth in Resolution No. 4422, which included the addition of this grant award as Work Element 1614. Caltrans issued a Notice to Proceed authorizing MTC to begin work effective November 20, 2020.

Procurement Process: On January 28, 2021, MTC issued a Request for Proposal (RFP) for VMT Reduction Planning for PDA Consulting Services. The RFP was posted on MTC’s website and an email advertising the opportunity was sent to 4,658 firms

and individuals. On February 9, 2021, MTC hosted a virtual Proposers' Conference that was attended by 14 firms and individuals.

On the closing date for responses on March 1, 2021, MTC received three qualified proposals from Nelson\Nygaard Consulting Associates, Inc., Fehr & Peers, and Steer Davies & Gleave, Inc. Each proposal was supported by a team of subconsultants. The proposals were evaluated by a panel of MTC staff and representatives from the City of Vallejo and the City of Richmond against the following evaluation criteria:

- Understanding and Approach to completing the Project (35%)
- Qualifications and Experience (35%)
- Price (10%)
- Cost Effectiveness, including reasonableness of hourly rates and allocation of resources (10%)
- Presentation, as evidenced by written and oral communication skills demonstrated in the written response to the RFP and in-person interviews, if applicable (10%)

The MTC Small Business Enterprise (SBE) Program was also applied to the procurement.

After a thorough review of the proposals, the evaluation panel shortlisted Fehr & Peers for further discussions and requested its Best and Final Offer (BAFO). After receiving Fehr & Peer's BAFO, the evaluation panel unanimously recommended the selection of Fehr & Peers for the project, with the firm receiving 94 points out of a maximum of 100 points.

The evaluation panel is confident that the team led by Fehr & Peers will meet MTC's expectations for the VMT Reduction Planning for PDAs Project. The panel identified a number of strengths in Fehr & Peers' proposal that led to its recommendation, including leadership in the developing area of VMT impact analysis and mitigation in planning and subcontractor Alta Planning and Design's depth of experience in safety and active transportation planning. The team has completed similar tasks for a number of cities and counties throughout the Bay Area and has significant experience working in the Cities of Vallejo and Richmond. Fehr & Peers did not apply for the SBE Preference Program.


Neither Fehr & Peers nor its subcontractors are Disadvantaged Business Enterprises (DBE) or Small Business Enterprises (SBE).

Issues: None.

Recommendation: Staff recommends that the Committee authorize the Executive Director or designee to negotiate and enter into a contract with Fehr & Peers in an amount not

to exceed \$539,534 for consultant services for the Vehicle Miles Traveled (VMT) Reduction Planning for Priority Development Areas Project for the term of June 1, 2021 through February 28, 2023.

Attachments: Request for Committee Approval – Summary of Proposed Contract



Therese W. McMillan

REQUEST FOR COMMITTEE APPROVAL
Summary of Proposed Contract

Work Item No.:	1413
Consultant:	Fehr & Peers Oakland, California
Work Project Title:	Vehicle Miles Traveled (VMT) Reduction Planning for Priority Development Areas Project
Purpose of Project:	Support local jurisdictions develop plans and policies to mitigate VMT in Priority Development Areas.
Brief Scope of Work:	Develop a toolkit of resources that will help local jurisdictions develop and implement a Parking and Transportation Demand Management Plan Framework, VMT Mitigation Impact Fee, Road Safety Plan, and/or Bicycle and Pedestrian Action Plan. Using these resources, work with the Cities of Vallejo and Richmond to develop plans and policies to support the reduction of VMT in Priority Development Areas.
Project Cost Not to Exceed:	\$539,534
Funding Source:	Senate Bill 1 (SB1) State Highway Account (SHA)
Fiscal Impact:	\$539,534 is included in the FY 2020-21 MTC Budget
Motion by Committee:	That the Executive Director or designee is authorized to negotiate and enter into a contract with Fehr & Peers for the Vehicle Miles Traveled (VMT) Reduction Planning for Priority Development Areas Project as described above and in the Administration Committee Summary Sheet dated May 12, 2021 and the Chief Financial Officer is authorized to set aside \$539,534 for such contract.
Administration Committee:	<hr/> Federal D. Glover, Chair
Approved:	May 12, 2021



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 21-0647 **Version:** 1 **Name:**
Type: Report **Status:** Committee Approval
File created: 4/8/2021 **In control:** Administration Committee
On agenda: 5/12/2021 **Final action:**
Title: International Travel Request
Sponsors:
Indexes:
Code sections:
Attachments: [2c - 21-0647 - Int'l Travel Request.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
International Travel Request

Presenter:
Carol Kuester

Recommended Action:
Committee Approval

Metropolitan Transportation Commission Administration Committee

May 12, 2021

Agenda Item 2c - 21-0647

International Travel Request

Subject: A request for Committee Approval of an international travel request.

Background: Pursuant to MTC Resolution No. 1058, Revised, this memorandum constitutes the monthly travel report to the Administration Committee. While there is no monthly activity to report this month, as a reminder, the Commission revised the policies governing Commissioner and staff travel to require that three items be approved by, or reported to, this Committee:

1. International travel (outside the United States and Canada) must be approved in advance by this Committee at a regular public meeting.
2. All MTC funded Commissioner travel must be disclosed in regular monthly reports to this committee.
3. On a quarterly basis, actual vs. budgeted travel expenditures must be reported to this Committee.

International Travel Requests:

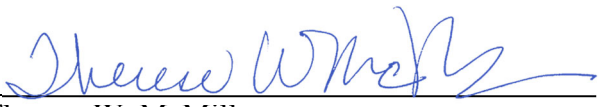
Carol Kuester, Director of Electronic Payments, has supported the ITS World Congress through the International Program Committee and is slated to facilitate and speak on panels at the event in October 2021. She will interface with transit providers from Hamburg and elsewhere in Germany and Europe while at the event.

Commissioner Travel:

None this month

Issues: None.

Attachments: Request for Committee Approval – Summary of Proposed International Travel Request


Therese W. McMillan

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed International Travel Request

Work Item No.:	1111
Staff:	Carol Kuester
Travel Location:	Hamburg, Germany
Travel Dates:	October 10, 2021 – October 14, 2021
Purpose of Travel	ITS World Congress
Travel Cost Estimate:	\$4,500
Funding Source:	General Fund
Fiscal Impact:	No impact to MTC budget, as funding for incidentals is already included in the budget.
Motion by Committee:	That Carol Kuester is authorized for international travel as described above and in the Administration Committee Summary Sheet dated May 12, 2021, with no requirement to set aside funds.

Administration Committee:

Federal D. Glover, Chair

Approved: Date: May 12, 2021



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #:	21-0364	Version:	1	Name:	
Type:	Contract	Status:		Committee Approval	
File created:	2/16/2021	In control:		Administration Committee	
On agenda:	5/12/2021	Final action:			
Title:	<p>Consultant Bench: 2021 Regional Planning Bench - Cycle 1 (4LEAF, Inc.; Aaron Welch Planning; Acterra: Action for a Healthy Planet; AECOM Technical Services, Inc. ; Alex San Andres; Alta Planning + Design, Inc.; Amira Jackmon; Applied Technology Council; ARUP Americas, Inc. ; Ascent Environmental, Inc.; Atkins North America, Inc.; BAE Urban Economics, Inc.; Baird + Driskell Community Planning; Bang the Table USA LLC; Noelle Bonner (dba Bonner Communications LLC; Center for Creative Land Recycling; CHS Consulting, Inc. (dba CHS Consulting Group); Circlepoint, Inc.; Civic Edge Consulting; CivicKnit; CivicMakers, LLC; Community Design + Architecture, Inc.; Corey, Canapary & Galanis; Craft & Commerce, LLC; Dahlin Group, Inc.; DIALOG Design LP; Diana R. Elrod Consulting; DKS Associates; Economic & Planning Systems, Inc.; Economic Consultants Oregon LTD (dba ECONorthwest); EMC Planning Group Inc; EMC Research, Incorporated; Enterprise Community Partners, Inc. (dba Enterprise Community Partners); Environmental Science Associates; Evan Brooks Associates, Inc. (dba Evans Brooks Associates; Fehr & Peers; Forsyth Street Advisors; Frontier Energy, Inc.; W. Arthur Gensler (dba Gensler), Jr & Associates, Inc.; William R. Gray and Company, Inc. (dba Gray-Bowen-Scott); David S Greensfelder (dba Greensfelder Commercial Real Estate LLC); Hassell Design LTD; Hatch Associates Consultants, Inc.; Houseal Lavigne Associates, LLC; HR&A Advisors, Inc.; IBI Group, A California Partnership (dba IBI Group); Impact Sciences; Iveywood Consulting; James F. Lima (dba James Lima Planning + Development); Kearns & West, Inc; Kimley-Horn and Associates, Inc.; Kittelson & Associates, Inc.; Land Econ Group LLC; LeSar Development Consultants; Management Partners, Incorporated; Meyers, Nave, Riback, Silver & Wilson, A Professional Corporation; METROPOLITAN PLANNING GROUP; Michael Baker International, Inc.; Moore Iacofano Goltsman, Inc.; Mintier Harnish, LP; Mithun, Inc.; Nelson\Nygaard Consulting Associates, Inc.; Next Steps Marketing; Opticos Design, Inc.; Page Southerland Page, Inc.; Perkins+Will, Inc.; PlaceWorks, Inc. (dba PlaceWorks); Raimi + Associates, Inc.; Laura Crescimano (RC Design Collaborative, LLC dba SITELAB urban studio); Redhill Group Inc.; Resource Development Associates, Inc.; Rincon Consultants, Inc.; RSG, Inc.; Sam Schwartz Engineering, D.P.C.; Deborah E. Schechter (dba Schechter Consulting); SERA Architects, Inc. (dba SERA Design and Architecture, Inc.); SmithGroup; Sperry Capital Inc.; Steer Davies & Gleave Inc.; Strategic Economics; Symbium Corp.; SZS Engineering Access Inc.; Turner Housing Innovation Labs, Inc; The Concord Group, LLC; T J K M (dba TJKM Transportation Consultants); Toole Design Group, LLC; Trillium Advisors, LLC; Urban Land Institute; Urban Planning Partners; UrbanFootprint, Inc.; Vila Civil, APC; Woodsong Associates; Wallace Roberts & Todd, LLC; WSP USA Inc.)</p>				

A request for Committee approval of a pre-qualified Regional Planning Bench of consultants summarized in Attachment A ("Bench") to provide as-needed planning consulting services to MTC, the Association of Bay Area Governments (ABAG), the Bay Area Housing Finance Authority (BAHFA), and 109 local governments in the Bay Area, including for grants administered through the Priority Development Area and Regional Housing Technical Assistance Programs (PDA Programs). The term of the Bench is through December 30, 2023, with an option to extend for an additional two years to December 30, 2025.

Sponsors:

Indexes:

Code sections:

Attachments: [3a - 21-0364 - Regional Planning Bench Summary.pdf](#)
[3a - 21-3064 - Regional Planning Bench Presentation.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

Consultant Bench: 2021 Regional Planning Bench - Cycle 1 (4LEAF, Inc.; Aaron Welch Planning; Acterra: Action for a Healthy Planet; AECOM Technical Services, Inc. ; Alex San Andres; Alta Planning + Design, Inc.; Amira Jackmon; Applied Technology Council; ARUP Americas, Inc. ; Ascent Environmental, Inc.; Atkins North America, Inc.; BAE Urban Economics, Inc.; Baird + Driskell Community Planning; Bang the Table USA LLC; Noelle Bonner (dba Bonner Communications LLC; Center for Creative Land Recycling; CHS Consulting, Inc. (dba CHS Consulting Group); Circlepoint, Inc.; Civic Edge Consulting; CivicKnit; CivicMakers, LLC; Community Design + Architecture, Inc.; Corey, Canapary & Galanis; Craft & Commerce, LLC; Dahlin Group, Inc.; DIALOG Design LP; Diana R. Elrod Consulting; DKS Associates; Economic & Planning Systems, Inc.; Economic Consultants Oregon LTD (dba ECONorthwest); EMC Planning Group Inc; EMC Research, Incorporated; Enterprise Community Partners, Inc. (dba Enterprise Community Partners); Environmental Science Associates; Evan Brooks Associates, Inc. (dba Evans Brooks Associates; Fehr & Peers; Forsyth Street Advisors; Frontier Energy, Inc.; W. Arthur Gensler (dba Gensler), Jr & Associates, Inc.; William R. Gray and Company, Inc. (dba Gray-Bowen-Scott).; David S Greensfelder (dba Greensfelder Commercial Real Estate LLC); Hassell Design LTD; Hatch Associates Consultants, Inc.; Houseal Lavigne Associates, LLC; HR&A Advisors, Inc.; IBI Group, A California Partnership (dba IBI Group); Impact Sciences; Iveywood Consulting; James F. Lima (dba James Lima Planning + Development); Kearns & West, Inc; Kimley-Horn and Associates, Inc.; Kittelson & Associates, Inc.; Land Econ Group LLC; LeSar Development Consultants; Management Partners, Incorporated; Meyers, Nave, Riback, Silver & Wilson, A Professional Corporation; METROPOLITAN PLANNING GROUP; Michael Baker International, Inc.; Moore Iacofano Goltsman, Inc.; Mintier Harnish, LP; Mithun, Inc.; Nelson\Nygaard Consulting Associates, Inc.; Next Steps Marketing; Opticos Design, Inc.; Page Southerland Page, Inc.; Perkins+Will, Inc.; PlaceWorks, Inc. (dba PlaceWorks); Raimi + Associates, Inc.; Laura Crescimano (RC Design Collaborative, LLC dba SITELAB urban studio); Redhill Group Inc.; Resource Development Associates, Inc.; Rincon Consultants, Inc.; RSG, Inc.; Sam Schwartz Engineering, D.P.C.; Deborah E. Schechter (dba Schechter Consulting); SERA Architects, Inc. (dba SERA Design and Architecture, Inc.); SmithGroup; Sperry Capital Inc.; Steer Davies & Gleave Inc.; Strategic Economics; Symbium Corp.; SZS Engineering Access Inc.; Turner Housing Innovation Labs, Inc; The Concord Group, LLC; T J K M (dba TJKM Transportation Consultants); Toole Design Group, LLC; Trillium Advisors, LLC; Urban Land Institute; Urban Planning Partners; UrbanFootprint, Inc.; Vila Civil, APC; Woodsong Associates; Wallace Roberts & Todd, LLC; WSP USA Inc.)

A request for Committee approval of a pre-qualified Regional Planning Bench of consultants summarized in Attachment A ("Bench") to provide as-needed planning consulting services to MTC, the Association of Bay Area Governments (ABAG), the Bay Area Housing Finance Authority (BAHFA), and 109 local governments in the Bay Area, including for grants administered through the Priority Development Area and Regional Housing Technical Assistance Programs (PDA Programs). The term of the Bench is through December 30, 2023, with an option to extend for an additional two years to December 30, 2025.

Presenter:

Daniel Saver

Recommended Action:

Committee Approval

Metropolitan Transportation Commission Administration Committee

May 12, 2021

Agenda Item 3a - 21-0364

Consultant Bench: 2021 Regional Planning Bench - Cycle 1

(4LEAF, Inc.; Aaron Welch Planning; Acterra: Action for a Healthy Planet; AECOM Technical Services, Inc. ; Alex San Andres; Alta Planning + Design, Inc.; Amira Jackmon; Applied Technology Council; ARUP Americas, Inc. ; Ascent Environmental, Inc.; Atkins North America, Inc.; BAE Urban Economics, Inc.; Baird + Driskell Community Planning; Bang the Table USA LLC; Noelle Bonner (dba Bonner Communications LLC; Center for Creative Land Recycling; CHS Consulting, Inc. (dba CHS Consulting Group); Circlepoint, Inc.; Civic Edge Consulting; CivicKnit; CivicMakers, LLC; Community Design + Architecture, Inc.; Corey, Canapary & Galanis; Craft & Commerce, LLC; Dahlin Group, Inc.; DIALOG Design LP; Diana R. Elrod Consulting; DKS Associates; Economic & Planning Systems, Inc.; Economic Consultants Oregon LTD (dba ECONorthwest); EMC Planning Group Inc; EMC Research, Incorporated; Enterprise Community Partners, Inc. (dba Enterprise Community Partners); Environmental Science Associates; Evan Brooks Associates, Inc. (dba Evans Brooks Associates; Fehr & Peers; Forsyth Street Advisors; Frontier Energy, Inc.; W. Arthur Gensler (dba Gensler), Jr & Associates, Inc.; William R. Gray and Company, Inc. (dba Gray-Bowen-Scott).; David S Greensfelder (dba Greensfelder Commercial Real Estate LLC); Hassell Design LTD; Hatch Associates Consultants, Inc.; Houseal Lavigne Associates, LLC; HR&A Advisors, Inc.; IBI Group, A California Partnership (dba IBI Group); Impact Sciences; Iveywood Consulting; James F. Lima (dba James Lima Planning + Development); Kearns & West, Inc; Kimley-Horn and Associates, Inc.; Kittelson & Associates, Inc.; Land Econ Group LLC; LeSar Development Consultants; Management Partners, Incorporated; Meyers, Nave, Riback, Silver & Wilson, A Professional Corporation; METROPOLITAN PLANNING GROUP; Michael Baker International, Inc.; Moore Iacofano Goltsman, Inc.; Mintier Harnish, LP; Mithun, Inc.; NelsonNygaard Consulting Associates, Inc.; Next Steps Marketing; Opticos Design, Inc.; Page Southerland Page, Inc.; Perkins+Will, Inc.; PlaceWorks, Inc. (dba PlaceWorks); Raimi + Associates, Inc.; Laura Crescimano (RC Design Collaborative, LLC dba SITELAB urban studio); Redhill Group Inc.; Resource Development Associates, Inc.; Rincon Consultants, Inc.; RSG, Inc.; Sam Schwartz Engineering, D.P.C.; Deborah E. Schechter (dba Schechter Consulting); SERA Architects, Inc. (dba SERA Design and Architecture, Inc.); SmithGroup; Sperry Capital Inc.; Steer Davies & Gleave Inc.; Strategic Economics; Symbium Corp.; SZS Engineering Access Inc.; Turner Housing Innovation Labs, Inc; The Concord Group, LLC; T J K M (dba TJKM Transportation Consultants); Toole Design Group, LLC; Trillium Advisors, LLC; Urban Land Institute; Urban Planning Partners; UrbanFootprint, Inc.; Vila Civil, APC; Woodsong Associates; Wallace Roberts & Todd, LLC; WSP USA Inc.)

Subject:

A request for Committee approval of a pre-qualified Regional Planning Bench of consultants summarized in Attachment A (“Bench”) to provide as-needed planning consulting services to MTC, the Association of Bay Area Governments (ABAG), the Bay Area Housing Finance Authority (BAHFA), and 109 local governments in the Bay Area, including for grants administered through the Priority Development Area and Regional Housing Technical Assistance Programs (PDA Programs). The

term of the Bench is through December 30, 2023, with an option to extend for an additional two years to December 30, 2025.

Background:

MTC and ABAG jointly issued a Request for Qualifications (“RFQ”) for a Bench that includes 11 service categories seeking a wide range of housing and transportation planning expertise. Planning activities for which consultants are contracted will help forward the goals of the PDA Programs, among other state and federally funded regional programs. The RFQ also contains a Cooperative Use Clause that allows all 109 Bay Area jurisdictions to directly hire off this bench if their local procurement rules allow. To streamline procurements even further, local staff will be given access to an online database where they can search for 2021 Regional Planning Bench consultants who best meet their needs and easily compare consultants.

Additionally, MTC will allow Bay Area jurisdictions to elect to leave their PDA awards on deposit with MTC and have MTC handle the contracting and invoicing for Bench consultants to perform scopes of work designed by local jurisdictions. ABAG will offer the same option to recipients of state funding through the Regional Early Action Planning (REAP) grants.

Procurement Process:

The RFQ for the 2021 Regional Planning Bench – Cycle 1 was issued on January 7, 2021. The RFQ invited firms to submit Statements of Qualifications (“SOQ”) for one or more of the following eleven service categories:

1. Comprehensive Planning
2. Engagement and Outreach
3. Housing Policy and Planning
4. Process Improvements
5. Transportation Policy and Implementation
6. Transportation Program Development and Administration
7. Economic & Real Estate Analysis
8. Environment and Resilience
9. Legal Counsel
10. Temporary Staffing for Local Governments
11. Grant Writing

Email notification of the opportunity was sent to over 6,440 individuals, firms, and academic institutions. Staff hosted a pre-proposal conference on January 14, 2021 via Zoom, which provided opportunities for the Small and Disadvantaged Business Enterprises (SBE/DBE) and larger firms to ask questions about upcoming project opportunities and about the contract process. More than 125 individuals attended the pre-proposal conference.

Staff also took steps to encourage participation from SBE/DBE firms, by conducting outreach early in the process and simplifying complex contracting requirements as follows:

- Contracts staff began communicating information about the upcoming RFQ to their contacts in November 2021, resulting in 94 proposers from across the state and the nation.
- Contracting requirements were simplified to encourage SBE/DBEs participation. This involved simplifying minimum qualifications and required qualifications.
- To catalyze new opportunities for early planners, the RFQ included a new "Statement of Experience and Interest Form." Individuals and entities that did not meet the RFQ's Minimum Qualifications were encouraged to complete this form to demonstrate that they have the background, skills, or education suitable to provide some of the services sought for consideration by qualified bidders assembling teams.

Records indicate that 264 individuals or firms downloaded the RFQ and related documents. On February 4, 2021, MTC received 94 SOQs, many of which applied to more than one service category, as shown in the table below:

Service Category	Number of Total Applicants
1. Comprehensive Planning	39
2. Engagement & Outreach	47
3. Housing Policy & Planning	37
4. Process Improvements	19
5. Transportation Policy & Implementation	33
6. Transportation Program Development & Administration	23
7. Economic & Real Estate Analysis	29
8. Environment & Resilience	32
9. Legal Counsel	2
10. Temporary Staffing for Local Governments	10
11. Grant Writing	21
TOTAL	94

Separate evaluation panels comprised of MTC staff from multiple sections reviewed applicants for each of the eleven service categories based upon the following evaluation criteria:

Proposers total number of years of experience (2 minimum) in Service Category	20%
Proposers total number of projects (2 minimum) in Service Category	20%
Hourly rates	10%
Bay Area experience in Service Category	10%
Quality and relevance of all projects listed in Service Category	40%
Possible Total	100%

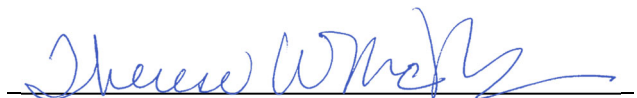
For each service category, the firms that the evaluation panel recommends for inclusion on the Regional Planning Bench are indicated with a number “1” in Attachment A. All recommended firms demonstrate expertise in the service category(ies) for which they were selected and provide a mix of local and national experience and expertise that will be valuable in supporting MTC and local agencies with their planning activities. Firms which are not recommended for inclusion on the Bench for a particular service category are indicated by the number “0” in Attachment A. Attachment A also indicates each firm’s SBE/DBE status.

Any firms approved in Cycle 1 will be eligible for work throughout the approved term of the Regional Planning Bench, which is from the date of this Committee approval through December 31, 2023, with an option to extend for an additional two years to December 30, 2025. Selection for entry into a contract with one of the pre-qualified consultants may take place by direct selection or via a mini-procurement, pursuant to MTC’s Third-Party Contracting Policies and Procedures. Additional firms may be added to the 2021 Regional Planning Bench in response to re-issuance of the RFQ in later cycles. Contract periods of performance and amounts will be determined on a per-contract basis based on the project solicited to the 2021 Regional Planning Bench. Staff will return to the Administration Committee for authorization of any contracts exceeding the Executive Director’s signature authority.

Issues: None

Recommendation: Staff recommends that the Administration Committee approve the pre-qualified consultants identified in Attachment A for the Regional Planning Bench to provide planning consultant assistance services in the specified categories on an as-needed basis, for a period through December 30, 2023, with an option to extend for an additional two years to December 30, 2025.

Attachments: Attachment A: List of Pre-Qualified Panel of Consultants for the 2021 Regional Planning Bench;
Request for Committee Approval - Summary of Proposed Consultant Bench; and
Presentation Slides


Therese W. McMillan

**Attachment A: 2021 Regional Planning Bench
List of Firms and Service Categories**

NOTE: When proposals included teams of firms, only the prime consultant is listed below. Many qualifying proposals included teams with subconsultants. Questions regarding specific subconsultants may be directed to staff.

Firm	SBE/ DBE*	1 - Comprehensive Planning	2 - Engagement and Outreach	3 - Housing Policy and Planning	4 - Process Improvements	5 - Transportation Policy and Implementation	6 - Transportation Program Development and Administration	7 - Economic & Real Estate Analysis	8 - Environment and Resilience	9 - Legal Counsel	10 - Temporary Staffing for Local Governments	11 - Grant Writing
4LEAF, Inc.	–	1		1	1						1	
Aaron Welch Planning	SBE, SUBS	1	1	1	1	1	1	1	1		1	1
Acterra: Action for a Healthy Planet	–		1									
AECOM Technical Services, Inc.	SUBS	1		1	1	1	1	1	1			1
Alex San Andres	–	1	1		0			0	0			
Alta Planning + Design, Inc.	–					1	1				1	1
Amira Jackmon	–			0	0	0				0		
Applied Technology Council	–	0	0						1			
ARUP Americas, Inc.	SUBS			1		1	1	1	1			
Ascent Environmental, Inc.	SBE, SUBS	1		1		1			1			
Atkins North America, Inc.	SUBS		1		1	1	1		1			
BAE Urban Economics, Inc.	DBE/SBE			1				1				
Baird + Driskell Community Planning	–	1	1	1	1			1	0			
Bang the Table USA LLC	–		1									
Noelle Bonner (dba Bonner Communications LLC)	SBE		1									
Center for Creative Land Recycling	–		1						1			1

Firm	SBE/ DBE*	1 - Comprehensive Planning	2 - Engagement and Outreach	3 - Housing Policy and Planning	4 - Process Improvements	5 - Transportation Policy and Implementation	6 - Transportation Program Development and Administration	7 - Economic & Real Estate Analysis	8 - Environment and Resilience	9 - Legal Counsel	10 - Temporary Staffing for Local Governments	11 - Grant Writing
CHS Consulting, Inc. (dba CHS Consulting Group)	–					1	1					
Circlepoint, Inc.	–		1									
Civic Edge Consulting	–		1								0	
CivicKnit	–		1			0			0			
CivicMakers, LLC	–		1									
Community Design + Architecture, Inc.	SUBS	1	1			1	1					1
Corey, Canapary & Galanis	SBE, SUBS	0	1			1	1	0				
Craft & Commerce, LLC	–		1									
Dahlin Group, Inc.	SUBS	1										
DIALOG Design LP	SUBS	1										
Diana R. Elrod Consulting	–			1								
DKS Associates	SUBS		1			1						
Economic & Planning Systems, Inc.	SBE							1				
Economic Consultants Oregon LTD (dba ECONorthwest)	SUBS	0		1				1				
EMC Planning Group Inc. (dba EMC Planning Group)	–	1		1					1			
EMC Research, Incorporated	–		1									
Enterprise Community Partners, Inc.	–			1								1
Environmental Science Associates	–	1		1					1			

Firm	SBE/ DBE*	1 - Comprehensive Planning	2 - Engagement and Outreach	3 - Housing Policy and Planning	4 - Process Improvements	5 - Transportation Policy and Implementation	6 - Transportation Program Development and Administration	7 - Economic & Real Estate Analysis	8 - Environment and Resilience	9 - Legal Counsel	10 - Temporary Staffing for Local Governments	11 - Grant Writing
Evan Brooks Associates, Inc. (dba Evan Brooks Associates)	DBE/SBE		1									1
Fehr & Peers	–	0	1			1	1		1			1
Forsyth Street Advisors	–			1				1				
Frontier Energy, Inc.	–		1			0	0		1			
W. Arthur Gensler, Jr & Associates, Inc. (dba Gensler)	SUBS	1	1									
William R. Gray and Company, Inc. (dba Gray-Bowen-Scott)	DBE/SBE					1	1					1
David S Greensfelder (dba Greensfelder Commercial Real Estate LLC)	SBE							1				
Hassell Design LTD	SUBS	1	1	1		1			1			
Hatch Associates Consultants, Inc.	–					1	0	1				
Houseal Lavigne Associates, LLC	SUBS	1										
HR&A Advisors, Inc.	SUBS		1	1				1				
IBI Group, A California Partnership (dba IBI Group)	–					1	1					
Impact Sciences	DBE/SBE								1			
Iveywood Consulting	–		0									
James F. Lima (dba James Lima Planning + Development)	SUBS			1				1				
Kearns & West, Inc	DBE/SBE		1									
Kimley-Horn and Associates, Inc.	SUBS		1	1		1	1					1
Kittelson & Associates, Inc.	SUBS	0				1	1					1

Firm	SBE/ DBE*	1 - Comprehensive Planning	2 - Engagement and Outreach	3 - Housing Policy and Planning	4 - Process Improvements	5 - Transportation Policy and Implementation	6 - Transportation Program Development and Administration	7 - Economic & Real Estate Analysis	8 - Environment and Resilience	9 - Legal Counsel	10 - Temporary Staffing for Local Governments	11 - Grant Writing
Land Econ Group LLC	DBE/SBE							1				
LeSar Development Consultants	–	0	1	1	1			1				
Management Partners, Incorporated	–		0		1			1			1	
Meyers, Nave, Riback, Silver & Wilson, A Professional Corporation	–									1		
METROPOLITAN PLANNING GROUP	–	1	1	1	1				1		1	1
Michael Baker International, Inc.	SUBS	1	1	1				1	1		1	1
Moore Iacofano Goltsman, Inc.	–	1	1	1	1				0		1	
Mintier Harnish, LP	–	1	1	1	1				1			
Mithun, Inc.		1		1					1			
Nelson/Nygaard Consulting Associates, Inc.						1	1					
Next Steps Marketing	SBE/DBE		1									
Opticos Design, Inc.		1	1	1	1							
Page Southerland Page, Inc.		1										
Perkins+Will, Inc.		1	1						1			
PlaceWorks, Inc. (dba PlaceWorks)		1	1	1		1		1	1			
Raimi + Associates, Inc.		1		1					1			
Laura Crescimano (RC Design Collaborative, LLC dba SITELAB urban studio)	SBE	1	1									
Redhill Group Inc.	SBE		1			1	1					

Firm	SBE/ DBE*	1 - Comprehensive Planning	2 - Engagement and Outreach	3 - Housing Policy and Planning	4 - Process Improvements	5 - Transportation Policy and Implementation	6 - Transportation Program Development and Administration	7 - Economic & Real Estate Analysis	8 - Environment and Resilience	9 - Legal Counsel	10 - Temporary Staffing for Local Governments	11 - Grant Writing
Resource Development Associates, Inc.			1									1
Rincon Consultants, Inc.		1	1	1	1				1		1	1
RSG, Inc.	SBE							1				
Sam Schwartz Engineering, D.P.C.	SUBS					1	1					
Deborah E. Schechter (dba Schechter Consulting)	SBE		1									
SERA Architects, Inc. (dba SERA Design and Architecture, Inc.)		1				1						
SmithGroup	SUBS	1	1	1		1	1	1	0			0
Sperry Capital Inc.	SBE			0				1	0			
Steer Davies & Gleave Inc.	SUBS					1	1					
Strategic Economics				1				1				
Symbium Corp.					1			0				
SZS Engineering Access Inc.	DBE/SBE				1							
Terner Housing Innovation Labs, Inc.				1				1				
The Concord Group, LLC	SBE							1				
T J K M (dba TJKM Transportation Consultants)	DBE/SBE					1						1
Toole Design Group, LLC	SBE	0	1			1	1					1
Trillium Advisors, LLC				1								
Urban Land Institute			1	1	1	0		1				
Urban Planning Partners	SBE	1	1	1	1				1		1	1
UrbanFootprint, Inc.		0		1		0		0	0			

Firm	SBE/ DBE*	1 - Comprehensive Planning	2 - Engagement and Outreach	3 - Housing Policy and Planning	4 - Process Improvements	5 - Transportation Policy and Implementation	6 - Transportation Program Development and Administration	7 - Economic & Real Estate Analysis	8 - Environment and Resilience	9 - Legal Counsel	10 - Temporary Staffing for Local Governments	11 - Grant Writing
Vila Civil, APC	DBE/SBE											1
Woodsong Assoicates, LLC		1		1	1	1	0	1	0			
Wallace Roberts & Todd, LLC		1							1			
WSP USA Inc.			1			1	1		1			1

Total Submissions per Category	39	47	37	19	33	23	29	32	2	10	21
Total Seated per Category	31	44	35	17	28	20	25	24	1	9	20
Total Accepted Prime DBE Firms vs Total DBE Firms that Proposed	1 of 1	5 of 5	1 of 1	1 of 2	3 of 3	2 of 2	2 of 3	1 of 2	0 of 0	0 of 0	4 of 4
Total Accepted Prime SBE Firms vs Total SBE Firms that Proposed	5 of 7	13 of 13	5 of 6	2 of 3	8 of 8	6 of 6	8 of 10	4 of 6	0 of 0	2 of 2	6 of 6
Total Accepted Primes with DBE/SBE SUBS vs Total Primes that Proposed with DBE/SBE SUBS	16 of 17	11 of 11	18 of 18	4 of 4	15 of 15	10 of 11	11 of 11	13 of 15	0 of 0	3 of 3	7 of 8

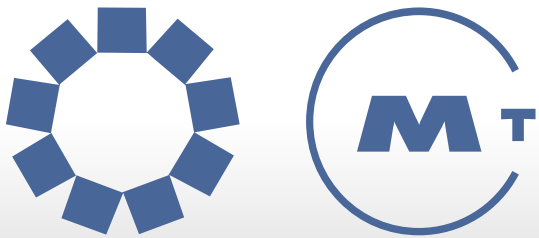
* This field notes whether the prime consultant is a Disadvantaged Business Enterprise (DBE), a Small Business Enterprise (SBE), both (DBE/SBE), or whether at least one of the subconsultants on a team is a DBE or SBE (noted with "SUBS").

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Consultant Bench

Work Item No.:	To be determined on a per-contract basis
Consultants:	See Attachment A to the MTC Administration Committee Summary Sheet for the 2021 Regional Planning Bench - Cycle 1, dated May 12, 2021
Work Project Title:	2021 Regional Planning Bench – Cycle 1
Purpose of Project:	Provide as-needed consulting services to support MTC, ABAG, BAHFA, and 109 Bay Area local jurisdictions, including grants administered through the Priority Development Area and Regional Housing Technical Assistance Programs
Brief Scope of Work:	<p>Provide as-needed consulting assistance in the following service categories:</p> <ol style="list-style-type: none">1. Comprehensive Planning2. Engagement and Outreach3. Housing Policy and Planning4. Process Improvements5. Transportation Policy and Implementation6. Transportation Program Development and Administration7. Economic & Real Estate Analysis8. Environment and Resilience9. Legal Counsel10. Temporary Staffing for Local Governments11. Grant Writing
Project Cost Not to Exceed:	To be determined on a per-contract basis.
Funding Source:	To be determined on a per-contract basis.
Fiscal Impact:	No immediate fiscal impact until contracts are awarded. Funds for future fiscal years are subject to agency budgetary approval process.
Motion by Committee:	That the consultants listed in Attachment A to the MTC Administration Committee Summary Sheet dated May 12, 2021 be pre-qualified to enter into contracts with MTC to provide as-needed planning consulting services through December 30, 2023, with an option to extend for an additional two years to December 30, 2025, as described above and in the MTC Administration Committee Summary Sheet dated May 12, 2021 subject to applicable contract approval procedures and necessary budget approvals.
Administration Committee:	<hr/> <p>Federal Glover, Chair</p>
Approved:	May 12, 2021

2021 Regional Planning Bench Cycle 1



MTC Administration Committee

May 12, 2021



Primary Objective

Prequalified bench of consultants to provide as-needed planning consulting services to MTC, ABAG, BAHFA, and 109 local governments in the Bay Area through December 30, 2023



ASSOCIATION OF BAY AREA GOVERNMENTS
METROPOLITAN TRANSPORTATION COMMISSION

Service Categories



ASSOCIATION OF BAY AREA GOVERNMENTS
METROPOLITAN TRANSPORTATION COMMISSION

Evaluation Criteria

Criteria	Weight
Proposers total number of years of experience in Service Category (2 minimum)	20%
Proposers total number of projects in Service Category (2 minimum)	20%
Hourly rates	10%
Bay Area experience in Service Category	10%
Quality and relevance of all projects listed in Service Category	40%
Possible Total	100%



Outreach and Response

- Staff encouraged DBE/SBE participation via early outreach and simplifying qualification requirements
- Email notification sent to 6,440 individuals, firms, and academic institutions
- 264 downloaded the RFQ
- More than 125 attended the pre-proposal conference
- 94 submitted qualifications in one or more service category

	Service Category	Applicants	Seated Consultants
1	Comprehensive Planning	39	31
2	Engagement & Outreach	47	44
3	Housing Policy & Planning	37	35
4	Process Improvements	19	15
5	Transportation Policy & Implementation	33	28
6	Transportation Program Development & Administration	23	20
7	Economic & Real Estate Analysis	29	25
8	Environment & Resilience	32	24
9	Legal Counsel	2	1
10	Temporary Staffing for Local Governments	10	9
11	Grant Writing	21	20



ASSOCIATION OF BAY AREA GOVERNMENTS
METROPOLITAN TRANSPORTATION COMMISSION

A wide-angle photograph of a city street in San Francisco. On the left is a large, multi-story building with a tan and brown facade. The ground floor has a storefront for 'TOGO'S GREAT SANDWICHES'. Bare trees line the sidewalk, and a crosswalk with blue-painted pavement is in the foreground. Pedestrians are walking across the street, and cars are visible in the background. Vertical banners for the 'CINEQUEST FILM FESTIVAL III' are hanging from poles along the street. Traffic lights are visible at the intersection.

Thank You.

For more information contact:
Mark Shorett
mshorett@bayareametro.gov