



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, July 14, 2021

9:40 AM

Board Room - 1st Floor (REMOTE)

The Administration Committee is scheduled to meet on Wednesday, July 14, 2021 at 9:40 a.m., in the Bay Area Metro Center (Remotely), or immediately following the 9:35 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/87879522870>

Or iPhone one-tap: US: +14086380968,,87879522870# or +16699006833,,87879522870#

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: 878 7952 2870

International numbers available: <https://bayareametro.zoom.us/j/87879522870>

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.** [21-0842](#) Minutes of the June 9, 2021 meeting
- Action:** Committee Approval
- Attachments:** [2a - 21-0842 - June 9 Admin Draft Meeting Minutes.pdf](#)
-
- 2b.** [21-0861](#) Amendment to the Partnership Agreement on Database Development and Training: Bay Area Air Quality Management District (\$250,000)
- Action:** Committee Approval
- Presenter:** Kearey Smith
- Attachments:** [2b - 21-0861 - MTC BAAQMD Partnership Agreement Amendment.pdf](#)
-
- 2c.** [21-0889](#) Funding Agreement Amendment - Regional Planning Coordination, Adapting to Rising Tides Program and Resilience Planning: Bay Conservation and Development Commission (\$258,150)
- Action:** Committee Approval
- Presenter:** Michael Germeraad
- Attachments:** [2c - 21-0889 - Contract Amendment BCDC FundingAgreement FY21-22.pdf](#)
-
- 2d.** [21-0915](#) Contract - MTC Leadership Academy: San Jose State University Research Foundation (\$330,000)
- Action:** Committee Approval
- Presenter:** Alex Prestia
- Attachments:** [2d - 21-0915 - Contract MTC Leadership Academy.pdf](#)

3. Approval

- 3a. [21-0884](#) Contract - Expanded Regional Housing Portfolio and Bay Area Housing Finance Authority Business Plan: Forsyth Street Advisors LLC (\$500,000)

Staff requests the Committee's approval to enter into a contract with Forsyth Street Advisors LLC in an amount not to exceed \$500,000 for the Expanded Regional Housing Portfolio and Bay Area Housing Finance Authority (BAHFA) Business Plan for the term of August 1, 2021 through February 28, 2023.

Action: Committee Approval

Presenter: Daniel Saver

Attachments: [3a - 21-0884 - BAHFA Business Plan Contract.pdf](#)
[3a - 21-0884 - BAHFA Business Plan Contract - Presentation.pdf](#)

4. Information

- 4a. [21-0565](#) Small Business Enterprise (SBE) and Disadvantaged Business Enterprise (DBE) Program Update

Staff will present an update to Committee on the performance of the revised SBE Program adopted in March 2020 and the DBE Program. Details will be provided on commitments and payments to SBEs/DBEs under the programs during the period of April 01, 2020 through March 31, 2021.

Action: Information

Presenter: Michael Brinton

Attachments: [4a - 21-0565 - MTC SBE-DBE Program Update.pdf](#)
[4a - 21-0565 - MTC SBE-DBE Program Update - Presentation.pdf](#)

5. Public Comment / Other Business

6. Adjournment / Next Meeting

The next meeting of the Administration Committee is scheduled to be held on Wednesday, September 8, 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 #: 21-0842 **Version:** 1 **Name:**
Type: Minutes **Status:** Committee Approval
File created: 5/21/2021 **In control:** Administration Committee
On agenda: 7/14/2021 **Final action:**
Title: Minutes of the June 9, 2021 meeting
Sponsors:
Indexes:
Code sections:
Attachments: [2a - 21-0842 - June 9 Admin Draft Meeting Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Minutes of the June 9, 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, June 9, 2021

9:40 AM

Board Room - 1st Floor (REMOTE)

Call Remote Meeting to Order

1. Roll Call / Confirm Quorum

Present: 6 - Commissioner Abe-Koga, Chair Glover, Commissioner Miley, Commissioner Papan,
Commissioner Ronen and Commissioner Worth
Absent: 2 - Vice Chair Chavez and Commissioner Rabbitt

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 Canepa, Commissioner Connolly,
Commissioner Fleming, Commissioner Giacopini, and Commissioner Spering

2. Consent Calendar

**Upon the motion by Commissioner Papan and the second by Commissioner
Abe-Koga, the Consent Calendar was unanimously approved by the following
vote:**

Aye: 6 - Commissioner Abe-Koga, Chair Glover, Commissioner Miley, Commissioner Papan,
Commissioner Ronen and Commissioner Worth

Absent: 2 - Vice Chair Chavez and Commissioner Rabbitt

2a. [21-0669](#) Minutes of the May 12, 2021 meeting

Action: Committee Approval

2b. [21-0671](#) MTC Investment Report for March 2021

Action: Information

Presenter: Kyung-Hee Howard

- 2c.** [21-0674](#) MTC Financial Statements for March 2021
 Action: Information
 Presenter: Raymond Woo
- 2d.** [21-0672](#) Monthly Travel Report
 Action: Information
 Presenter: Raymond Woo
- 2e.** [21-0754](#) Car Sharing and Mobility Hubs in Affordable Housing Pilot Project
 Agreements: Grant Agreement Amendment - California Air Resources
 Board (\$765,000); and Funding Agreement Amendment - TransForm
 (\$1,027,393)
 Action: Committee Approval
 Presenter: Krute Singa
- 2f.** [21-0451](#) Contract Amendment - Quality Acceptance Plan for MTC P-TAP Projects:
 Chico State Enterprises (\$195,000)
 Action: Committee Approval
 Presenter: Sui Tan
- 2g.** [21-0791](#) Contract Amendment - Agency Website Support Services: Peak Digital,
 LLC (\$570,000)
 Action: Committee Approval
 Presenter: Alysha Nachtigall

3. Approval

3a. [21-0670](#) MTC Resolution No. 4478. MTC Agency FY 2021-22 Pay Schedules

A request that the Committee refer to the Commission for approval, MTC Resolution No. 4478, approving MTC's agency pay schedules for Committee for Staff Representation (CSR) represented employees, confidential employees, and for specific executive employees for FY 2021-22, consistent with the requirements of California Code of Regulations Title 2, Section 570.5.

Action: Commission Approval

Presenter: Robin James

Upon the motion by Commissioner Abe-Koga and the second by Commissioner Ronen, the Committee unanimously approved the referral of MTC Resolution No. 4478 to the Commission for approval. The motion carried by the following vote:

Aye: 6 - Commissioner Abe-Koga, Chair Glover, Commissioner Miley, Commissioner Papan, Commissioner Ronen and Commissioner Worth

Absent: 2 - Vice Chair Chavez and Commissioner Rabbitt

3b. [21-0673](#) MTC Resolution No. 4459. FY 2021-22 MTC Operating and Capital Budgets

A request that the Committee refer to the Commission for approval, MTC Resolution No. 4459, approving the MTC FY 2021-22 Operating and Capital Budgets.

Action: Commission Approval

Presenter: Brian Mayhew

Richard Hedges was called to speak.

Commissioner Abe-Koga left during agenda item 3b.

Upon the motion by Commissioner Worth and the second by Commissioner Ronen, the Committee unanimously approved the referral of MTC Resolution No. 4459 to the Commission for approval. The motion carried by the following vote:

Aye: 5 - Chair Glover, Commissioner Miley, Commissioner Papan, Commissioner Ronen and Commissioner Worth

Absent: 3 - Commissioner Abe-Koga, Vice Chair Chavez and Commissioner Rabbitt

4. Public Comment / Other Business

5. Adjournment / Next Meeting

The next meeting of the Administration Committee is scheduled to be held on Wednesday, July 14, 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 #:	21-0861	Version:	1	Name:	
Type:	Contract	Status:		Committee Approval	
File created:	5/28/2021	In control:		Administration Committee	
On agenda:	7/14/2021	Final action:			
Title:	Amendment to the Partnership Agreement on Database Development and Training: Bay Area Air Quality Management District (\$250,000)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	2b - 21-0861 - MTC BAAQMD Partnership Agreement Amendment.pdf				

Date	Ver.	Action By	Action	Result
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Subject:

Amendment to the Partnership Agreement on Database Development and Training: Bay Area Air Quality Management District (\$250,000)

Presenter:

Kearey Smith

Recommended Action:

Committee Approval

Metropolitan Transportation Commission Administration Committee

July 14, 2021

Agenda Item 2b - 21-0861

Amendment to the Partnership Agreement on Database Development and Training: Bay Area Air Quality Management District (\$250,000)

Subject: Staff requests Committee approval to accept an additional \$250,000 in funding from the Bay Area Air Quality Management District (Air District) for the Data and Visualization (DataViz) Unit of the Regional Planning Program (RPP) to continue collaboration on database development for AB 617 projects and the Climate Program. Funding from the Air District will support one staff position for one year within the DataViz Unit.

Background: In August 2020, MTC and the Air District entered into a formal partnership—through a \$300,000 grant from the Air District to MTC—to facilitate collaboration and technical support on dataset management and development for AB 617 (Garcia, Chapter 136, Statutes of 2017) projects and web development for the Climate Program, over a 12-month period.

Since October 2020, in coordination with the Air District, MTC staff have completed many of the deliverables identified in the Partnership Agreement. MTC staff expect to complete the remaining tasks on time, by September 2021. The 2020 Agreement sought to achieve the following outcomes:

- (a) Begin building staff capacity at the Air District to manage large regional datasets consistently across projects and the agency,
- (b) Develop protocols and processes to implement the new management and governance approach, and
- (c) Explore opportunities for cost-savings and alignment on software licenses, dataset collection and storage, and analysis and visualization tools, etc.


Building on the successes of the last 9 months, and in recognition of progress demonstrated thus far, the Air District is proposing to continue the partnership between the two regional agencies on dataset management and expand the scope of the work for the next 12 months to include implementation of the protocols and processes along with training and technical assistant for Air District staff from multiple divisions.

The Air District will continue to support a staff position at the DataViz Unit—from October 2021 to September 2022—with a \$250,000 grant for “Phase 2” of the partnership. This amendment will add \$250,000 to the Partnership Agreement along with four new tasks. MTC and the Air District hope that this Partnership Agreement will continue to position the two agencies to successfully partner on future projects.

Issues: None.

Recommendation: Staff recommends that the Committee authorize the Executive Director or designee to negotiate and execute an amendment to the Partnership Agreement with the Air District and accept \$250,000 in funding to increase the not to exceed amount to \$550,000 for the Database Development and Training initiative and add the work to the MTC FY 2021-22 budget.

Attachments: Air District Board Memo, June 2021
Request for Committee Approval Chair Signature Sheet


Therese W. McMillan

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Cindy Chavez and
Members of the Board of Directors

From: Jack P. Broadbent
Executive Officer/APCO

Date: June 11, 2021

Re: Authorization for Funding to the Partnership Agreement with the Metropolitan
Transportation Commission (MTC) for Additional Training and Database
Development

RECOMMENDED ACTION

Recommend the Board of Directors authorize the Executive Officer/APCO to supplement the Partnership Agreement with the Metropolitan Transportation Commission (MTC) with additional funding not to exceed \$250,000.

BACKGROUND

On August 31, 2020, the Bay Area Air Quality Management District (Air District) and MTC entered into a funded Partnership Agreement with the goal of fostering effective agency collaboration and adopting consistent and coordinated methods for database development, documentation, and online publishing.

Under the existing Partnership Agreement, the Air District has leveraged MTC datasets expertise to support increasingly complex database and project assignments, including support for:

- Community health protection objectives, including regional and community-specific planning and emission reduction efforts related to Assembly Bill (AB) 617, and
- Climate projection objectives, including support to local jurisdictions for estimating greenhouse gas (GHG) emissions for local Climate Action Plans.

Funding for these projects was approved by the Air District Board of Directors on June 3, 2020, for an amount not to exceed 300,000 to support an MTC associate. MTC supplemented the work with in-kind support from the Data & Visualization team. Tasks supporting these projects are currently in progress and will continue with this existing funding into the first quarter of next fiscal year.

DISCUSSION

Air District staff recommend extending the Partnership Agreement and adding additional funding in fiscal year ending (FYE) 2021 to continue progress toward realizing a goal of coordinated databases and methods. Air District staff anticipate that, if the Air District and MTC can share methods and database software tools, this may result in cost savings for both agencies.

Air District staff are proposing to add \$250,000 of additional funding to the Partnership Agreement to MTC in FYE 2021 for MTC to assist with knowledge transfer and additional database development to support AB 617. Through the partnership, the Air District and MTC would continue to explore cross-agency projects and cost savings from consolidating separate licensing of spatial-visualization and database software into enterprise-wide licensing. Additional tasks funded include the following:

- Continue implementation of a Database Protocol developed in prior work through the Partnership Agreement,
- Develop additional datasets in support of AB 617,
- Plan efficient configurations for joint agency subscription services, and
- Ad hoc database tools support and services.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The proposed funds, not to exceed two hundred and \$250,000, would supplement the existing Partnership Agreement with MTC and be used to support additional associate staff time for additional tasks.

The proposed funds have been allocated in the Air District's existing program 609 budget for FYE 2021.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Phil Martien
Reviewed by: Greg Nudd

REQUEST FOR COMMITTEE APPROVAL

Amendment #1 to the Partnership Agreement on Database Development and Training: Bay Area Air Quality Management District (\$250,000)

Work Item No.:	1122
Consultant:	N/A
Work Project Title:	Database Development and Training Support
Purpose of Project:	Continuing to provide technical assistance and support on dataset management and governance to the Bay Area Air Quality Management District (Air District)
Brief Scope of Work:	Data and Visualization (DataViz) Unit of the Regional Planning Program will provide the Air District with ongoing technical assistance and training on AB 617 projects and the Climate Program. Funding from the Air District will support one position for one year within the DataViz Unit.
Project Cost Not to Exceed:	Original Budget: \$300,000 Amendment #1: \$250,000 New Budget: \$550,000
Funding Source:	Bay Area Air Quality Management District
Fiscal Impact:	\$250,000 to be added to Work Item 1122 for MTC FY 2021-22.
Motion by Committee:	That the Executive Director or designee is authorized to negotiate and execute an amendment to the Partnership Agreement with the Air District and accept \$250,000 in funding for Phase 2 of the Database Development and Training initiative and add this amount for such work to the MTC FY 2021-22 budget.
Administration Committee:	<hr/> Federal D. Glover, Chair
Approved:	July 14, 2021



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #:	21-0889	Version:	1	Name:	
Type:	Contract	Status:		Committee Approval	
File created:	6/2/2021	In control:		Administration Committee	
On agenda:	7/14/2021	Final action:			
Title:	Funding Agreement Amendment - Regional Planning Coordination, Adapting to Rising Tides Program and Resilience Planning: Bay Conservation and Development Commission (\$258,150)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	2c - 21-0889 - Contract Amendment BCDC FundingAgreement FY21-22.pdf				

Date	Ver.	Action By	Action	Result
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Subject:

Funding Agreement Amendment - Regional Planning Coordination, Adapting to Rising Tides Program and Resilience Planning: Bay Conservation and Development Commission (\$258,150)

Presenter:

Michael Germeraad

Recommended Action:

Committee Approval

**Metropolitan Transportation Commission
Administration Committee**

July 14, 2021

Agenda Item 2c - 21-0889

**Funding Agreement Amendment – Regional Planning Coordination, Adapting to Rising
Tides Program and Resilience Planning:
Bay Conservation and Development Commission (\$258,150)**

- Subject:** Staff requests Committee approval to enter into a funding agreement amendment in an amount not to exceed \$258,150 with the San Francisco Bay Conservation and Development Commission (BCDC) to conduct ongoing sea level rise adaptation planning and research while supporting for Plan Bay Area 2050 implementation actions.
- Background:** On November 4, 2015, MTC adopted Resolution No. 4202, Revised, which created the One Bay Area Grant (OBAG) Program. One element of the resolution included funds to support regional planning efforts. The resolution, which was revised in December 2017, set aside funds for BCDC in every fiscal year through the entirety of the OBAG 2 program which runs through fiscal year 2021-22.
- The funds are used by BCDC to provide sea level rise adaptation guidance to MTC projects and the region at whole and are used to support staff in the BCDC Adapting to Rising Tides program. The funds proposed to be added via this amendment in FY2021-22 will be used to support implementation of Plan Bay Area 2050 Strategy EN1 (Adapt to Sea Level Rise). The Plan Bay Area 2050 Implementation Plan includes actions for Strategy EN1, including support for local adaptation planning as well as regional adaptation funding analyses. The funds will also be used by BCDC to continue the update of the San Francisco Bay Area Seaport Plan.
- Issues:** None
- Recommendation:** Staff recommends that this Committee authorize the Executive Director or designee to negotiate and enter into a funding agreement amendment with the Bay Conservation and Development Commission in an amount of \$258,150 for a new total not to exceed amount of \$1,246,202 to fund ongoing planning and programming activities related to sea level rise and resilience.
- Attachments:** Request for Committee Approval - Summary of Proposed Funding Agreement Amendment


Therese W. McMillan

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Funding Agreement Amendment

Work Item No.:	1611
Consultant:	Bay Conservation and Development Commission San Francisco, CA
Work Project Title:	Regional Planning Coordination, Adapting to Rising Tides Program and Resilience Planning
Purpose of Project:	To continue specific planning and programming activities to assist MTC in meeting the requirements of federal legislation and related State and regional planning and programming policies and guidelines.
Brief Scope of Work:	Closely collaborate on sea level rise components of the Plan Bay Area 2050 Implementation Plan, support new technical studies, and complete an update to the MTC/BCDC Bay Area Seaport Plan.
Project Cost Not to Exceed:	This amendment: \$258,150 Current contract amount before this amendment: \$988,052 Maximum contract amount after the amendment: \$1,246,202
Funding Source:	Surface Transportation Block Grant
Fiscal Impact:	\$258,150 is included in the FY 2021-22 Agency Budget
Motion by Committee:	That the Executive Director or designee is authorized to negotiate and enter into a funding agreement amendment with the Bay Conservation and Development Commission for planning and programming activities to assist MTC in meeting the requirements of federal legislation and related State and regional planning and programming policies and guidelines as described above and in the Administration Committee Summary Sheet dated July 14, 2021, and the Chief Financial Officer is authorized to set aside \$258,150 for such amendment.
Administration Committee:	<hr/> Federal D. Glover, Chair
Approved:	Date: July 14, 2020



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 21-0915 **Version:** 1 **Name:**

Type: Contract **Status:** Committee Approval

File created: 6/8/2021 **In control:** Administration Committee

On agenda: 7/14/2021 **Final action:**

Title: Contract - MTC Leadership Academy: San Jose State University Research Foundation (\$330,000)

Sponsors:

Indexes:

Code sections:

Attachments: [2d - 21-0915 - Contract MTC Leadership Academy.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Contract - MTC Leadership Academy: San Jose State University Research Foundation (\$330,000)

Presenter:
Alex Prestia

Recommended Action:
Committee Approval

Metropolitan Transportation Commission Administration Committee

July 14, 2021

Agenda Item 2d - 21-0915

Contract – MTC Leadership Academy: San Jose State University Research Foundation (\$330,000)

Subject: Staff requests Committee approval to enter into a contract in the amount of \$330,000, for a three year term, with the San Jose State University Research Foundation (SJSURF) to develop, design, and implement an MTC Leadership Academy to train and develop MTC staff.

Background: In 2017, MTC partnered with SJSURF's Mineta Transportation Institute (MTI) to create a Leadership Development cohort to train and develop new and current leaders at MTC.

MTC leadership recognizes it is crucial that employees learn leadership competencies as they ascend in their careers and worked with the Human Resources team to create a proposal to reinvent and reinvigorate the MTC Leadership Development program to be accessible for more employees, to better integrate learning with current MTC initiatives (regional and internal/operational), and to have a powerful impact on creating a workforce that is ready to lead its people in service to the region.

Under the reinvigorated program, each leadership cohort would participate a six-month leadership academy, delivered via virtual learning, blended learning, and when possible, in-person learning. In addition to group learning and project-based learning approaches, each participant will receive a leadership assessment and personal leadership coaching sessions all provided by SJSURF. The program will also bring in leaders and subject matter experts from across the region to present on various topics related to MTC's current internal, operational, and regional initiatives.

Neither SJSURF nor their subcontractors are small businesses or disadvantaged business enterprises.

Staff requests Committee approval to enter into a contract in the amount of \$330,000, for a three-year term, with the San Jose State University Research Foundation (SJSURF) to develop, design, and implement an MTC Leadership Academy to train and develop MTC staff. Funding of \$110,000 is budgeted in FY 2021-22; and \$110,000 per FY is subject to the approval of the FY 2022-23 and FY 2023-24 agency budgets.

Issues: None.

Recommendation: Staff recommends that the Committee authorize the Executive Director or designee to approve the contract for the MTC Leadership Academy in an amount not to exceed \$330,000 to San Jose State University, with \$110,000 currently budgeted for FY 2021-22 and the remaining amount subject to the approval of the FY 2022-23 and FY 2023-24 agency budgets.

Attachments: Request for Committee Approval – Summary of Proposed Contract



Therese W. McMillan

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract

Work Item No.:	1153
Consultant:	San Jose State University Research Foundation San Jose, CA
Work Project Title:	MTC Leadership Academy
Purpose of Project:	To design, develop, and implement a Leadership Academy to train current MTC staff on leadership competencies.
Brief Scope of Work:	The Mineta Institute at San Jose State University Research Foundation will partner with MTC Human Resources and the MTC Executive Team to design and develop a three-year Leadership Academy program and deliver said program to an estimated 60 employees over a three-year period.
Project Cost Not to Exceed:	\$330,000 over three FY's at \$110,000 per FY.
Funding Source:	1153 - General Fund
Fiscal Impact:	\$110,000 in the FY 2021-22; and \$110,000 per FY subject to the approval of the FY 2022-23 and FY 2023-24 agency budgets.
Motion by Committee:	That the Executive Director or designee is authorized to negotiate and enter into a contract with San Jose State University Research Foundation for MTC's Leadership Academy as described above and in the Administration Committee Summary Sheet dated July 14, 2021 and the Chief Financial Officer is authorized to set aside \$330,000 for such contract, subject to future annual budget approvals.
Administration Committee:	<hr/> Federal D. Glover, Chair
Approved:	July 14, 2021



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 21-0884 **Version:** 1 **Name:**
Type: Contract **Status:** Committee Approval
File created: 6/2/2021 **In control:** Administration Committee
On agenda: 7/14/2021 **Final action:**
Title: Contract - Expanded Regional Housing Portfolio and Bay Area Housing Finance Authority Business Plan: Forsyth Street Advisors LLC (\$500,000)

Staff requests the Committee's approval to enter into a contract with Forsyth Street Advisors LLC in an amount not to exceed \$500,000 for the Expanded Regional Housing Portfolio and Bay Area Housing Finance Authority (BAHFA) Business Plan for the term of August 1, 2021 through February 28, 2023.

Sponsors:

Indexes:

Code sections:

Attachments: [3a - 21-0884 - BAHFA Business Plan Contract.pdf](#)
[3a - 21-0884 - BAHFA Business Plan Contract - Presentation.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

Contract - Expanded Regional Housing Portfolio and Bay Area Housing Finance Authority Business Plan: Forsyth Street Advisors LLC (\$500,000)

Staff requests the Committee's approval to enter into a contract with Forsyth Street Advisors LLC in an amount not to exceed \$500,000 for the Expanded Regional Housing Portfolio and Bay Area Housing Finance Authority (BAHFA) Business Plan for the term of August 1, 2021 through February 28, 2023.

Presenter:

Daniel Saver

Recommended Action:

Committee Approval

Metropolitan Transportation Commission Administration Committee

July 14, 2021

Agenda Item 3a - 21-0884

Contract – Expanded Regional Housing Portfolio and Bay Area Housing Finance Authority Business Plan: Forsyth Street Advisors LLC (\$500,000)

Subject: Staff requests the Committee’s approval to enter into a contract with Forsyth Street Advisors LLC in an amount not to exceed \$500,000 for the Expanded Regional Housing Portfolio and Bay Area Housing Finance Authority (BAHFA) Business Plan for the term of August 1, 2021 through February 28, 2023.

Background: In June 2020, the Commission and the ABAG Executive Board approved an initial strategic framework for an Expanded Regional Housing Portfolio to deepen the inter-agency partnership on housing issues, in part catalyzed by the launch of BAHFA. The framework established a work plan that included as a near-term step the procurement of consultant services for a Business Plan to evaluate large-scale future housing activities enabled by potentially significant future capital revenue, including from a regional ballot measure. The Business Plan will serve as a roadmap for creative yet sustainable activities with an emphasis on achieving equitable housing outcomes, developing innovative financing options, and identifying the staffing structures necessary to support the recommended activities.

Procurement Process: On February 10, 2021, MTC issued a Request for Proposal (RFP) for the Expanded Regional Housing Portfolio and Bay Area Housing Finance Authority Business Plan Consulting Services. The RFP was posted on MTC’s website and an email advertising the opportunity was sent to 3,859 firms and individuals. On March 3, 2021, MTC hosted a virtual Proposers’ Conference that was attended by 30 firms and individuals.

On the closing date for responses on April 15, 2021, MTC received three qualified proposals from Forsyth Street Advisors LLC, HR&A Advisors, Inc., and LeSar Development Consultants. Each proposal was supported by a team of subconsultants. The proposals were evaluated by a panel of MTC staff and representatives from Enterprise Community Partners, Public Advocates, and the San Francisco Housing Accelerator Fund against the following evaluation criteria:

- Understanding and Approach to completing the Project (40%)
- Qualifications and Experience (35%)
- Cost Effectiveness, including reasonableness of hourly rates and resource allocation (20%)

- Presentation, as evidenced by written and oral communication skills demonstrated in the written response to the RFP and in-person interviews, if applicable (5%)

The MTC SBE Program was applied in this procurement. Pursuant to the SBE Program, after the final evaluation panel review, each proposer's completed Small Business Enterprise (SBE) Program Form was reviewed to verify responsiveness and confirm their eligibility. Two of the three proposers requested an SBE Preference: Forsyth Street Advisors LLC committed to 25% participation and received a 5 point preference, and LeSar Development Consultants committed to 61% participation and received a 10 point preference.

After a thorough review of the proposals and interviews with all three teams of proposers, the evaluation panel unanimously recommended the selection of Forsyth Street Advisors LLC for the project, with the firm receiving 98.6 points (93.6 evaluation points and an additional 5 points for committing to 25% SBE participation) out of a maximum of 110 points.

The following table shows the collective final score average of the three proposers based on their proposals, interviews and the SBE preference:

Rank	Supplier	Total	Evaluation Panel Score	SBE Preference
		/ 110 pts	/ 100 pts	/ 10 pts
1	Forsyth Street Advisors	98.6	93.6	5
2	LeSar Development Consultants	86	76	10
3	HR&A Advisors	78.6	78.6	0

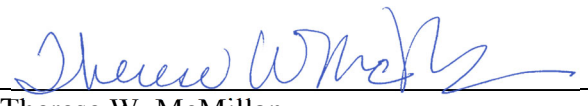
The evaluation panel is confident that the team led by Forsyth Street Advisors will meet MTC's expectations for the Expanded Regional Housing Portfolio and the BAHFA Business Plan. The panel identified a number of strengths in Forsyth Street Advisors' proposal that led to its recommendation, including Forsyth's clear understanding of the project and desired outcomes, the team's depth of experience with housing equity issues in the Bay Area, and the team's detailed approach to ensuring that the Business Plan transitions seamlessly into actionable programs. The team has completed similar tasks in the Bay Area and across the country,

including developing specialized impact-oriented housing funds targeted to expanding social and racial equity.

Issues: None.

Recommendation: Staff recommends that the Committee authorize the Executive Director or designee to negotiate and enter into a contract with Forsyth Street Advisors LLC in an amount not to exceed \$500,000 for consultant services for the Expanded Regional Housing Portfolio and Bay Area Housing Finance Authority Business Plan for the term of August 1, 2021 through February 28, 2023.

Attachments: Attachment A: Contractor DBE and SBE Status
Request for Committee Approval – Summary of Proposed Contract


Therese W. McMillan

Attachment A

Small Business and Disadvantaged Business Enterprise Status

			DBE* Firm			SBE** Firm		
	Firm Name	Role on Project	Yes	If Yes List #	No	Yes	Certifying Agency	No
Prime Contractor	Forsyth Street Advisors	Prime			X			X
Subcontractor	Bonnewit Development Services	Project Management			X	X	Alameda SLEB Program	
Subcontractor	Strategic Economics	Financial Analysis	X	33062		X	DGS	
Subcontractor	Sperry Capital	Financial/Technical Consulting			X	X	DGS	
Subcontractor	Othering & Belonging Institute	Equity Framework			X			X
Subcontractor	Terner Housing Innovation Labs	Steering Committee			X			X
Subcontractor	cFx Incorporated	HFA Revenue Analysis			X			X
Subcontractor	Ernst & Young	Steering Committee			X			X
Subcontractor	Renne Public Law Group	Legal & Policy			X			X
Subcontractor	Orrick	Bond Counsel			X			X
Prime Contractor	HR&A Advisors	Prime			X			X
Subcontractor	CSG Advisors	Funding Tools and Capitol Strategy			X			X
Subcontractor	Estolano Advisors	Equity Framework and Stakeholder Engagement	X	42483		X	DGS	
Prime Contractor	Lesar Development Consultants	Prime			X	X	DGS	
Subcontractor	Housing Trust of Silicon Valley	Tasks 1, 3, 4, 5			X			X
Subcontractor	Orrick	Tasks 3, 4, 5			X			X
Subcontractor	Mosaic Urban Development	Tasks 1 - 5			X	X	DGS	
Subcontractor	PerryCreek Capital Strategies	Tasks 1, 3, 4, 5			X			X
Subcontractor	TransForm	Tasks 1, 2, 3, 5						X
Subcontractor	Terner Housing Innovation Labs	Tasks 1, 3, 4, 5			X			X

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract

Work Item No.:	1615
Consultant:	Forsyth Street Advisors LLC New York, NY
Work Project Title:	Expanded Regional Housing Portfolio and Bay Area Housing Finance Authority Business Plan
Purpose of Project:	To address the Bay Area's housing crisis at scale and begin to deliver on bold regional housing outcomes.
Brief Scope of Work:	Develop an outcomes-driven Business Plan that articulates and integrates a strategic, equity-focused framework with corresponding measurable outcomes; identifies and designs innovative housing funding and financing tools; and develops effective operational structures for BAHFA and its integration within MTC and ABAG's Expanded Regional Housing Portfolio.
Project Cost Not to Exceed:	\$500,000
Funding Source:	State Regional Early Action Planning Grant (REAP) and private donation.
Fiscal Impact:	\$500,000 is included in the FY2021-22 MTC Budget
Motion by Committee:	That the Executive Director or designee is authorized to negotiate and enter into a contract with Forsyth Street Advisors LLC for the Expanded Regional Housing Portfolio and Bay Area Housing Finance Authority Business Plan as described above and in the Administration Committee Summary Sheet dated July 14, 2021 and the Chief Financial Officer is authorized to set aside \$500,000 for such contract.
Administration Committee:	<hr/> Federal D. Glover, Chair
Approved:	July 14, 2021



Expanded Regional Housing Portfolio & Bay Area Housing Finance Authority

Business Plan Consulting Services Contract Approval

MTC Administration Committee

July 14, 2021

Background & Context

- November 2020 regional housing revenue measure postponed due to COVID
- Pivot to incrementally expand housing portfolios of BAHFA, MTC, and ABAG
 - **Near-Term:** 5 Pilot Programs
 - **Long-Term:** Business Plan to tackle the Bay Area's housing challenges at scale, including recommendations for potentially significant future resources



Business Plan RFP: Tasks

1. **Project Kick-Off Meeting**
2. **Develop a Strategic, Equity-Focused Framework**
3. **Identify and Design the Funding Program**
 - Financing Analysis
 - Funding Program Recommendations
 - Funding Program Implementation Tools
 - Donations
 - Revenue Analysis
4. **Recommend a Design for the Structure and Operations of the Expanded Regional Housing Portfolio and BAHFA**



Procurement Process



Outreach

Email notification of RFP
Update upon publication
of Concept Paper
Proposers' Conference



Response

Received 3 qualified
proposals
All proposals included
teams with subs



Evaluation

Evaluation panel with
“3Ps” stakeholders
Interviews of all proposers
Application of MTC SBE
Program

Evaluation Criteria

Criteria	Weight
Understanding and approach to completing the project	40%
Qualifications and experience	35%
Cost effectiveness, including reasonableness of hourly rates and resource allocation	20%
Presentation, as evidenced by written and oral communication skills	5%
Possible Total	100%*

*The MTC SBE Program allows for up to 10 additional points

Recommendation

Prime:

Forsyth Street Advisors

Subconsultants:

- Bonnewit Development Services (SBE)
- Othering & Belonging Institute
- Turner Housing Innovation Labs
- Sperry Capital (SBE)
- Strategic Economics (SBE & DBE)
- cfX Incorporated
- Renne Public Law Group
- Ernst and Young
- Orrick

Thank You.

For more information contact:

Daniel Saver

dsaver@bayareametro.gov



ASSOCIATION OF BAY AREA GOVERNMENTS
METROPOLITAN TRANSPORTATION COMMISSION



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #:	21-0565	Version:	1	Name:	
Type:	Report	Status:		Informational	
File created:	3/29/2021	In control:		Administration Committee	
On agenda:	7/14/2021	Final action:			
Title:	Small Business Enterprise (SBE) and Disadvantaged Business Enterprise (DBE) Program Update				
	Staff will present an update to Committee on the performance of the revised SBE Program adopted in March 2020 and the DBE Program. Details will be provided on commitments and payments to SBEs/DBEs under the programs during the period of April 01, 2020 through Mach 31, 2021.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	4a - 21-0565 - MTC SBE-DBE Program Update.pdf 4a - 21-0565 - MTC SBE-DBE Program Update - Presentation.pdf				
Date	Ver.	Action By	Action		Result

Subject:

Small Business Enterprise (SBE) and Disadvantaged Business Enterprise (DBE) Program Update

Staff will present an update to Committee on the performance of the revised SBE Program adopted in March 2020 and the DBE Program. Details will be provided on commitments and payments to SBEs/DBEs under the programs during the period of April 01, 2020 through Mach 31, 2021.

Presenter:

Michael Brinton

Recommended Action:

Information

Metropolitan Transportation Commission Administration Committee

July 14, 2021

Agenda Item 4a - 21-0565

Small Business Enterprise (SBE) and Disadvantaged Business Enterprise (DBE) Program Update

Subject: Staff will present an update to Committee on the performance of the revised SBE Program adopted in March 2020 and the DBE Program. Details will be provided on commitments and payments to SBEs/DBEs under the programs during the period of April 01, 2020 through March 31, 2021.

Background: SBE Program objectives:

- To increase the number of certified SBEs participating in non-federally funded, non-A&E contracts;
- To increase overall competition on non-federally funded, non-A&E contracts potentially allowing for the completion of projects at a lower overall cost;
- To create a level playing field on which SBEs can compete fairly on non-federally funded contracts; and
- To help remove barriers to the participation of SBEs in non-federally funded contracts.

DBE Program objectives:

- Ensure nondiscrimination on the basis of race, color, religion, sex, age, national origin, physical or mental disability, or marital status, in the award and administration of contracts
- Create a level playing field on which DBEs can compete fairly for contracts and subcontracts relating to MTC's procurement and professional, technical and operational services activities
- Ensure that the DBE program is narrowly tailored in accordance with applicable law
- Help remove barriers to the participation of DBEs in DOT-assisted contracts
- Assist DBE firms in doing business with other Bay Area transportation agencies
- Assist the development of firms that can compete successfully in the marketplace outside the DBE Program

From April 2020 through March 2021, MTC completed a total of 46 procurements resulting in the award of \$71.65 million. Of the 46 procurements issued over this time frame:

- 10 included the SBE Program requirements, resulting in commitments of \$14,896,153 to SBE firms. (21% of Total Awards)

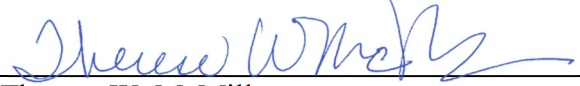
- 13 were federally funded and included DBE Program requirements, resulting in commitments of \$453,555 to DBE firms. (1% of Total Awards)

Detailed information and metrics on the MTC SBE and DBE Program annual report for the period of April 2020 through March 2021 are included in Attachment A.

Issues: None.

Recommendation: Information item only.

Attachments: Attachment A – SBE/DBE Program Update Presentation


Therese W. McMillan

Attachment A
SBE/DBE Program Update Presentation



**METROPOLITAN
TRANSPORTATION
COMMISSION**

Bay Area Metro Center
375 Beale Street, Suite 800
San Francisco, CA 94105
415.778.6700
www.mtc.ca.gov

Small Business Enterprise (SBE) Program & Disadvantaged Business Enterprise (DBE) Program Update

Presenter:

Michael Brinton

Assistant Director – Contracts/Procurement

SBE Program - Overview

MTC/ABAG SBE Program

Applicable to:	Acceptable Certifications:	Bid/Evaluation Preference:
The Program applies to non-federally funded, non-Architectural & Engineering (A&E) materials, equipment, supplies, services and construction contracts with a budget in excess of \$25,000	State of California Department of General Services (DGS) SBE Program, California Unified Certification Program DBE certification, City and County of San Francisco Local Business Enterprise (LBE) as certified by the Contract Monitoring Division (CMD) Directory Certification Unit, Alameda County Small Local and Emerging Business (SLEB) program as certified by the Alameda County SLEB Certification Unit; as well as any DVBE/LBE/ LGBTBE/MBE/SBE/WBE certification from a formal certifying agency in the nine-county Bay Area, provided that the certification can be verified through a searchable database and meets the requirements of the State of California Small Business Program	<p>Two-tiered:</p> <p>An Evaluation Preference of five percent (5%) or five (5) points will be applied to the total evaluation when the Proposer meeting specifications commits to twenty-five percent (25%) SBE participation for the work</p> <p>An Evaluation Preference of ten percent (10%) or ten (10) points will be applied to the total evaluation when the Proposer meeting specifications commits to forty percent (40%) SBE participation for the work</p>

SBE Program

Objectives:

- To increase the number of certified SBEs participating in non-federally funded, non-A&E contracts;
- To increase overall competition on non-federally funded, non-A&E contracts potentially allowing for the completion of projects at a lower overall cost;
- To create a level playing field on which SBEs can compete fairly on non-federally funded contracts; and
- To help remove barriers to the participation of SBEs in non-federally funded contracts.

DBE Program

- Federally funded materials, equipment, supplies, services and construction contracts

Objectives:

- Ensure nondiscrimination on the basis of race, color, religion, sex, age, national origin, physical or mental disability, or marital status, in the award and administration of contracts
- Create a level playing field on which DBEs can compete fairly for contracts and subcontracts relating to MTC's procurement and professional, technical and operational services activities
- Ensure that the DBE program is narrowly tailored in accordance with applicable law
- Help remove barriers to the participation of DBEs in DOT-assisted contracts
- Assist the development of firms that can compete successfully in the marketplace outside the DBE Program

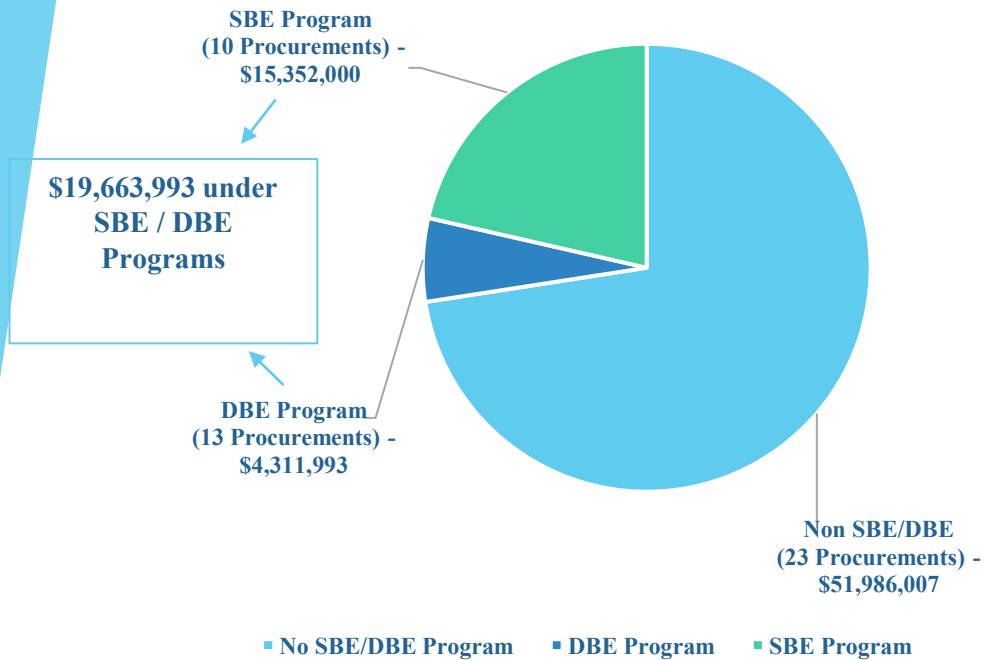
Outreach

- Detailed information on the SBE and DBE Programs can be found at:
 - SBE Program: <https://mtc.ca.gov/about-mtc/doing-business/small-business-enterprise-sbe>
 - DBE Program: <https://mtc.ca.gov/about-mtc/doing-business-mtc/disadvantaged-business-enterprise-program>
- The SBE Program and DBE Program information is included in every applicable procurement and promoted during each Proposers' Conference
- Actively participate in local and regional organizations and working groups to educate firms about our programs

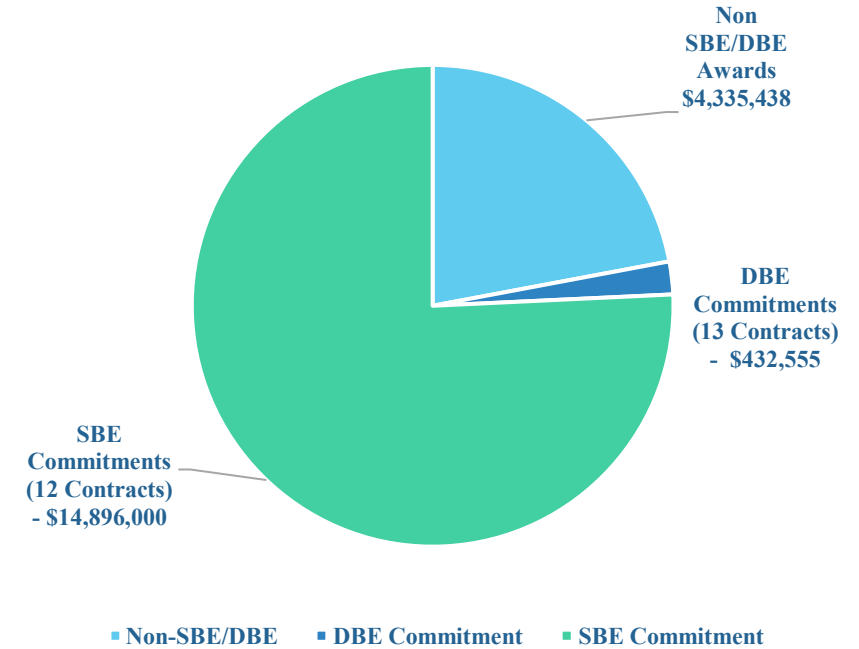
SBE & DBE Program Commitments

Results from April 2020 through March 2021, excluding ABAG

**Total \$s Awarded
(46 Procurements)**



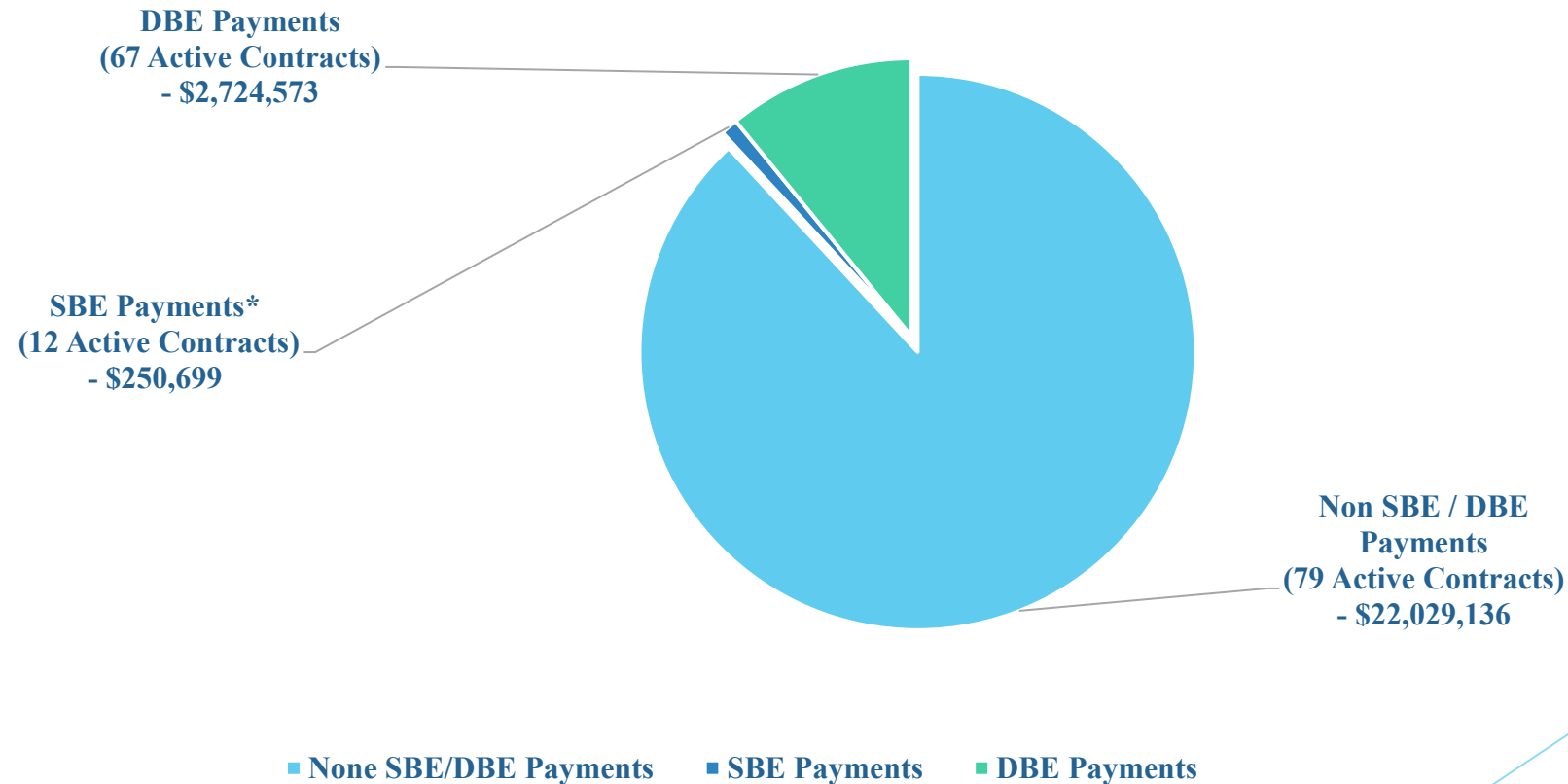
**Breakdown of \$19,663,993 Awarded that included the
SBE/DBE Program Requirements
(23 Procurements)***



* Commitments are a mix of SBE / DBE Primes and SBE / DBE Subs

Payments on Active Contracts that Include SBE/DBE Program Requirements

(Non SBE/DBE Payments vs SBE/DBE Payments)
Results from April 2020 through March 2021, excluding ABAG



* During reporting period, only 3 of the 12 Active contracts awarded under the SBE Program had activity and/or payments

SBE / DBE Program Efforts

Compliance:

Continue ongoing monitoring and reporting of SBE and DBE Program commitments and payments

Outreach:

- Staff will begin hosting frequent information sessions for SBEs & DBEs to learn about our Program, upcoming opportunities and to network with non-SBE / DBE Primes and subcontractors
- Staff is evaluating potential improvements to the MTC web pages

Peer Research:

- Staff researches the diversity, equity and inclusion efforts at peer agencies in the region, state and nationwide on an ongoing basis
- Staff will bring potential pilot programs for expanding SBE / DBE participation in the future if they develop

Next Update:

Staff will return to Admin on an annual basis to provide ongoing updates of the results of the SBE & DBE Programs

Questions