



# 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*

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Wednesday, January 12, 2022

9:40 AM

REMOTE

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The Administration Committee is scheduled to meet on Wednesday, January 12, 2022 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 COVID-19 and in accordance with the recently signed Assembly Bill 361 allowing remote meetings, this meeting will be accessible via webcast, teleconference, and Zoom for all participants. 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/81602057982>

Or iPhone one-tap: +13462487799,,81602057982# or +12532158782,,81602057982#

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: 816 0205 7982

International numbers available: <https://bayareametro.zoom.us/j/81602057982>

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](mailto: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. [21-1628](#) Minutes of the December 8, 2021 meeting
- Action: Committee Approval
- Attachments: [2a - 21-1628 - Dec 8 Admin Draft Meeting Minutes.pdf](#)
- 2b. [21-1620](#) Consultant Bench: Translation and Interpreter Services Consultant Bench
- (Accent on Languages, Inc.; AllWorld Language Consultants, Inc.; Avantpage, Inc.; Cal Interpreting & Translations, Inc.; CCSLI, Inc.; Day Translations, Inc.; Focus Language International, Green Translations; Idea Language Services, LLC; International Contact, Inc.; International Effectiveness Centers; Interpreters Unlimited, Inc.; Language Line Services; Lazar Translating & Interpreting; Purple Communications, Inc.; Thai Nguyen-Khoa Translation-Interpretation Services).
- Action: Committee Approval
- Presenter: Leslie Lara-Enríquez
- Attachments: [2b - 21-1620 - Translations Consultant Bench.pdf](#)
- 2c. [21-1627](#) Contract Amendment - StreetSaver® Training and Guidance Services, Nichols Consulting Engineers CHTD (NCE) (\$2,408,500)
- Action: Committee Approval
- Presenter: Sui Tan
- Attachments: [2c - 21-1627 - Contract Amendment NCE.pdf](#)
- 2d. [21-1640](#) Contract Amendment - Website Management, Design, and Development Services: Exygy, Inc. (\$85,100)
- Action: Committee Approval
- Presenter: Aksel Olsen
- Attachments: [2d - 21-1640 - Contract Amendment Exygy.pdf](#)

## 3. Public Comment / Other Business

## 4. Adjournment / Next Meeting

The next meeting of the Administration Committee is scheduled to be held on Wednesday, February 9, 2022 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](http://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.

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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)

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**File #:** 21-1628      **Version:** 1      **Name:**  
**Type:** Minutes      **Status:** Committee Approval  
**File created:** 12/1/2021      **In control:** Administration Committee  
**On agenda:** 1/12/2022      **Final action:**  
**Title:** Minutes of the December 8, 2021 meeting  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [2a - 21-1628 - Dec 8 Admin Draft Meeting Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
Minutes of the December 8, 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*

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Wednesday, December 8, 2021

9:40 AM

REMOTE

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### Call Remote Meeting to Order

#### 1. Roll Call / Confirm Quorum

**Present:** 7 - Commissioner Abe-Koga, Vice Chair Chavez, Chair Glover, Commissioner Miley, Commissioner Papan, Commissioner Ronen and Commissioner Worth  
**Absent:** 1 - 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 Giacopini, and Commissioner Spering

#### 2. Consent Calendar

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

**Aye:** 6 - Commissioner Abe-Koga, Vice Chair Chavez, Commissioner Miley, Commissioner Papan, Commissioner Ronen and Commissioner Worth

**Absent:** 2 - Chair Glover and Commissioner Rabbitt

**2a.**     [21-1384](#)     Minutes of the November 10, 2021 meeting

**Action:** Committee Approval

**2b.**     [21-1385](#)     MTC Investment Report for September 2021 (Unaudited)

**Action:** Information

**Presenter:** Catherine Cam

- 2c.**     [21-1386](#)     MTC FY 2020-21 First Quarter Financial Statements (Unaudited)  
                 **Action:** Information  
                 **Presenter:** Raymond Woo
- 2d.**     [21-1387](#)     Quarterly Travel Report  
                 **Action:** Information  
                 **Presenter:** Raymond Woo
- 2e.**     [21-1524](#)     Consultant Bench: 2021 Public Engagement, Digital Engagement and Promotion, and Market Research Support Consultant Bench (Circlepoint; Civic Edge Consulting; Corey, Canapary & Galanis; Craft & Commerce, LLP; DKS Associates; EMC Research, Inc.; Envirolssues; Gehl Studio, Inc.; Goodsides LLC; InterEthnica, Inc.; Kearns & West; Next Steps; Quantum Market Research; Resource Development Associates; The Catalyst Group, Inc.; Tzunu LLC; WBA Research); and Contract - Digital Engagement and Promotion: Craft & Commerce, LLPXX (\$175,000)  
                 **Action:** Committee Approval  
                 **Presenter:** Ursula Vogler
- 2f.**     [21-1615](#)     MTC Resolution No. 4506 - California Housing & Community Development \$20 million grant application  
                 **Action:** Commission Approval  
                 **Presenter:** Daniel Saver

### 3. Approval

**3a.**     [21-1489](#)     MTC Resolution No. 1058 - Updates to Commission Procedures Manual

Updates to the Commission Procedures Manual (MTC Resolution 1058) to: increase Policy Advisory Council Members' meeting stipends; adopt more inclusive language by replacing the word "citizen"; specify that public notice associated with Regional Transportation Plan revisions must comply with applicable law and the MTC Public Participation Plan; and clarify provisions related to the Joint MTC ABAG Legislation Committee.

**Action:** Commission Approval

**Presenter:** Ky-Nam Miller

**Upon the motion by Commissioner Papan and the second by Commissioner Ronen, the Committee unanimously approved the referral of MTC Resolution No. 1058 to the Commission for approval. The motion carried by the following vote:**

**Aye:** 6 - Commissioner Abe-Koga, Vice Chair Chavez, Commissioner Miley, Commissioner Papan, Commissioner Ronen and Commissioner Worth

**Absent:** 2 - Chair Glover and Commissioner Rabbitt

**3b.**     [21-1504](#)     MTC Resolution No. 4458, Revised - FY 2021-22 Overall Work Program (OWP), Amendment No. 2

A request that the Committee refer MTC Resolution No. 4458, Revised, Amendment No. 2, amending the FY 2021-22 Overall Work Program (OWP) to the Commission for approval.

**Action:** Commission Approval

**Presenter:** Brian Mayhew

**Upon the motion by Commissioner Abe-Koga and the second by Commissioner Papan, the Committee unanimously approved the referral of MTC Resolution No. 4458, Revised to the Commission for approval. The motion carried by the following vote:**

**Aye:** 6 - Commissioner Abe-Koga, Vice Chair Chavez, Commissioner Miley, Commissioner Papan, Commissioner Ronen and Commissioner Worth

**Absent:** 2 - Chair Glover and Commissioner Rabbitt

- 3c.**     [21-1503](#)     MTC Resolution No. 4459, Revised - MTC FY 2021-22 Agency Operating and Capital Budgets

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

**Action:** Commission Approval

**Presenter:** Brian Mayhew

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

**Aye:** 6 - Commissioner Abe-Koga, Vice Chair Chavez, Commissioner Miley, Commissioner Papan, Commissioner Ronen and Commissioner Worth

**Absent:** 2 - Chair Glover and Commissioner Rabbitt

- 3d.**     [21-1546](#)     MTC Resolution No. 4358, Revised - ABAG Operational Advance for Liquidity and Cash Flow

A request that the Committee authorize the referral of MTC Resolution No. 4358, Revised to the Commission for approval to extend the \$8 million ABAG Operational Advance for Liquidity and Cash Flow through December 2023.

**Action:** Commission Approval

**Presenter:** Brian Mayhew

**Commission Glover arrived during agenda item 3d.**

**Upon the motion by Commissioner Worth and the second by Commissioner Abe-Koga, the Committee unanimously approved the referral of MTC Resolution No. 4358, Revised to the Commission for approval. The motion carried by the following vote:**

**Aye:** 7 - Commissioner Abe-Koga, Vice Chair Chavez, Chair Glover, Commissioner Miley, Commissioner Papan, Commissioner Ronen and Commissioner Worth

**Absent:** 1 - 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, January 12, 2022 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 #:** 21-1620      **Version:** 1      **Name:**  
**Type:** Contract      **Status:** Committee Approval  
**File created:** 11/30/2021      **In control:** Administration Committee  
**On agenda:** 1/12/2022      **Final action:**  
**Title:** Consultant Bench: Translation and Interpreter Services Consultant Bench

(Accent on Languages, Inc.; AllWorld Language Consultants, Inc.; Avantpage, Inc.; Cal Interpreting & Translations, Inc.; CCSLI, Inc.; Day Translations, Inc.; Focus Language International, Green Translations; Idea Language Services, LLC; International Contact, Inc.; International Effectiveness Centers; Interpreters Unlimited, Inc.; Language Line Services; Lazar Translating & Interpreting; Purple Communications, Inc.; Thai Nguyen-Khoa Translation-Interpretation Services).

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [2b - 21-1620 - Translations Consultant Bench.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**

Consultant Bench: Translation and Interpreter Services Consultant Bench

(Accent on Languages, Inc.; AllWorld Language Consultants, Inc.; Avantpage, Inc.; Cal Interpreting & Translations, Inc.; CCSLI, Inc.; Day Translations, Inc.; Focus Language International, Green Translations; Idea Language Services, LLC; International Contact, Inc.; International Effectiveness Centers; Interpreters Unlimited, Inc.; Language Line Services; Lazar Translating & Interpreting; Purple Communications, Inc.; Thai Nguyen-Khoa Translation-Interpretation Services).

**Presenter:**

Leslie Lara-Enríquez

**Recommended Action:**

Committee Approval

**Metropolitan Transportation Commission  
Administration Committee**

**January 12, 2022**

**Agenda Item 2b - 21-1620**

**Consultant Bench: Translation and Interpreter Services Consultant Bench**

**(Accent on Languages, Inc.; AllWorld Language Consultants, Inc.; Avantpage, Inc.; Cal Interpreting & Translations, Inc.; CCSLI, Inc.; Day Translations, Inc.; Focus Language International, Green Translations; Idea Language Services, LLC; International Contact, Inc.; International Effectiveness Centers; Interpreters Unlimited, Inc.; Language Line Services; Lazar Translating & Interpreting; Purple Communications, Inc.; Thai Nguyen-Khoa Translation-Interpretation Services)**

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**Subject:**

This memorandum requests approval of a pre-qualified bench of consultants to provide as-needed translation, interpretation, and American Sign Language (ASL) interpretation consulting services (“Translation and Interpreter Services Bench”), as summarized in Attachment A for the period of January 13, 2022, through June 30, 2024, with an option to extend for an additional two (2) years to June 30, 2026.

**Background:**

MTC is the region’s federally designated metropolitan planning organization (MPO). As such, it supports the goals of the U.S. Department of Transportation’s Limited English Proficiency Guidance to provide meaningful access to our services, programs and activities to persons with limited English proficiency. Additionally, MTC strives to provide accessible communications to all Bay Area residents by providing accommodations as required by the Americans with Disabilities Act (ADA).

**Procurement:**

MTC issued a Request for Qualifications (RFQ) on September 22, 2021, to create a pre-qualified bench of consultants (“Translation and Interpreter Services Bench”) from which MTC, ABAG and their related entities may contract on a per-project basis to provide translation, interpretation, and ASL interpretation consulting services support on a variety of projects and programs. This work is guided by the agency’s Plan for Special Language Services to Limited English Proficient (LEP) Populations adopted by the Commission in June 2019.

The RFQ included three service categories a) translation services, b) interpreted services, and c) ASL interpreter services. The bench resulting from this RFQ will be used for various agency meetings, events, projects and/or programs falling within the three service categories.

Email notification of the RFQ was sent to over 3,898 individuals and firms. Staff hosted a pre-proposal conference on September 29, 2021, via Zoom, which provided opportunities for the firms to ask questions about upcoming project opportunities and the procurement process. The pre-proposal conference was attended by 25 individuals. On November 5, 2021, MTC received 18 Statements of Qualifications (SOQs), many of which applied to more than one service category. The table below shows the number of submissions received for each category of the bench contained in the RFQ:

<b>Service Category</b>	<b>Number of Total Applicants</b>
Translation	16
Interpretation	12
ASL Interpretation	11

An evaluation panel comprised of MTC staff reviewed applicants for each of the three service categories based upon the following evaluation criteria:

<b>Evaluation Criteria</b>	<b>Percentage</b>
Qualifications of the Proposer	50%
Experience of the Proposer	30%
Cost Effectiveness/Reasonableness of Rates	20%
Possible Total Score	100%

For each service category, the firms that the evaluation panel recommends for inclusion on the Translation and Interpreter Services 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. Firms that are not recommended for inclusion on the Translations Bench for a particular service category are indicated by the number “0” in Attachment A. Firms that did not seek consideration in a service category are left blank in Attachment A. Attachment B includes a list

of the recommended firms Small Business Enterprise (SBE) and Disadvantaged Business Enterprise (DBE) status.

Any firms approved will be eligible for work throughout the approved term of the Translation and Interpreter Services Bench, which is from the date of this Committee approval through June 30, 2024, with an option to extend for an additional two (2) years to June 30, 2026. 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. Firms not originally placed on the Translation and Interpreter Services Bench may be added 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 projects solicited to the 2021 Translation and Interpreter Services Bench. Staff will return to the Administration Committee for authorization of any contracts exceeding the Executive Director's signature authority.

**Issues:**

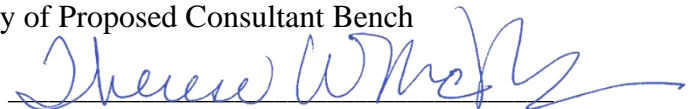
None identified.

**Recommendations:**

Staff recommends that the Administration Committee approve the pre-qualified consultants identified in Attachment A for the Translation and Interpreter Services Bench to provide translation, interpreter, and ASL interpreter services on an as-needed basis, for the period of January 13, 2022, through June 30, 2024, with an option to extend for an additional two years to June 30, 2026.

**Attachments:**

- Attachment A: List of Pre-Qualified Panel of Consultants for the Translation and Interpreter Services Bench
- Attachment B: Disadvantaged Business Enterprise and Small Business Enterprise Status
- Request for Committee Approval – Summary of Proposed Consultant Bench



Therese W. McMillan

**Attachment A**

**Translation and Interpreter Services Bench and Services Categories**

Note: When proposals included teams of firms, only the prime consultant is listed in the table below. <b>Firm Name</b>	<b>A – Translation</b>	<b>B – Interpreter</b>	<b>C – ASL Interpreter</b>
Accent on Languages, Inc.	1	1	
AllWorld Language Consultants, Inc.	0	1	1
Avantpage, Inc.	1		
Cal Interpreting & Translations, Inc.	0	1	
CCSLI, Inc.			1
Day Translations, Inc.	1	1	0
Focus Language International	1	1	1
Green Translations	1	1	1
Idea Language Services, LLC	0		
International Contact, Inc.	1	1	1
International Effectiveness Centers	1	1	1
Interpreters Unlimited, Inc.	0	0	1
Language Line Services	0	1	0
Lazar Translating & Interpreting	1		
Purple Communications, Inc.			1
Thai Nguyen-Khoa Translation-Interpretation Services	1	1	

Attachment B

Disadvantaged Business Enterprise and Small Business Enterprise Status

	Firm Name	Role on Project	DBE * Yes	If DBE Yes, List #	DBE No	SBE* * Yes	If SBE Yes, List #	SBE No
Prime Contractor	Accent on Languages, Inc.	Project Lead	Yes	38661		Yes	28175	
Prime Contractor	AllWorld Language Consultants, Inc.	Project Lead			No			No
Prime Contractor	Avantpage, Inc.	Project Lead			No	Yes	21077	
Prime Contractor	Cal Interpreting & Translations, Inc.	Project Lead			No	Yes	1790759	
Prime Contractor	CCSLI, Inc.	Project Lead			No			No
Prime Contractor	Day Translations, Inc.	Project Lead			No			No
Prime Contractor	Focus Language International	Project Lead			No	Yes	1760600	
Prime Contractor	Green Translations	Project Lead	Yes	47114		Yes	1739945	
Prime Contractor	Idea Language Services, LLC	Project Lead			No			No
Prime Contractor	International Contact, Inc.	Project Lead			No	Yes	9564	
Prime Contractor	International Effectiveness Centers	Project Lead			No			No
Prime Contractor	Interpreters Unlimited, Inc.	Project Lead				Yes	1789701	
Prime Contractor	Language Line Services	Project Lead			No			No

Prime Contractor	Lazar Translating & Interpreting	Project Lead	Yes	37015		Yes	27436	
Prime Contractor	Purple Communications, Inc.	Project Lead			No			No
Prime Contractor	Thai Nguyen-Khoa Translation-Interpretation Services				No			No

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

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

## **Request for Committee Approval**

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### **Summary of Proposed Consultant Bench**

Work Item No.:	To be determined on a per-contract basis.
Consultant:	See Attachment A to the MTC Administration Committee Summary Sheet for the Translation and Interpreter Services Bench.
Work Project Title:	Translation and Interpreter Services Bench.
Purpose of Project:	Provide as-needed translation, interpreter, and ASL interpreter consulting services.
Brief Scope of Work:	To provide translation, interpreter, and ASL interpreter support to MTC projects and programs.
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 Administration Committee Summary Sheet dated January 12, 2022, be pre-qualified to enter into contracts with MTC to provide translation, interpreter, and ASL interpreter services on an as-needed basis from January 13, 2022 through June 30, 2024, with an option to extend for an additional two (2) years to June 30, 2026, as described above and in the Administration Committee Summary Sheet dated January 12, 2022, subject to applicable contract approval procedures and necessary budget.

Administration Committee:

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Federal D. Glover, Chair

Approved: January 12, 2022





# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

**File #:** 21-1627      **Version:** 1      **Name:**  
**Type:** Contract      **Status:** Committee Approval  
**File created:** 12/1/2021      **In control:** Administration Committee  
**On agenda:** 1/12/2022      **Final action:**  
**Title:** Contract Amendment - StreetSaver® Training and Guidance Services, Nichols Consulting Engineers  
CHTD (NCE) (\$2,408,500)  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [2c - 21-1627 - Contract Amendment NCE.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
Contract Amendment - StreetSaver® Training and Guidance Services, Nichols Consulting Engineers  
CHTD (NCE) (\$2,408,500)

**Presenter:**  
Sui Tan

**Recommended Action:**  
Committee Approval

**Metropolitan Transportation Commission  
Administration Committee**

**January 12, 2022**

**Agenda Item 2c - 21-1627**

**Contract Amendment – StreetSaver® Training and Guidance Services, Nichols Consulting Engineers CHTD (NCE) (\$2,408,500)**

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**Subject:**

Contract amendment to add \$2,408,500 and four additional years through December 31, 2025, to the StreetSaver® training and guidance contract with Nichols Consulting Engineers CHTD (NCE).

**Background:**

MTC’s roadway asset management software, StreetSaver® provides local jurisdictions with a set of recommendations, or “best practices”, for roadway infrastructure system preservation to help them use their limited local street and road funding in the most cost-effective manner. Currently, all 109 Bay Area jurisdictions use StreetSaver®, in addition to over 450 users nationwide. MTC uses StreetSaver® exclusively to report the pavement conditions for local streets and roads annually in Vital Signs – MTC’s regional performance trends and tracking website – and to estimate the region’s pavement needs for the Regional Transportation Plan. Since 2008, StreetSaver® has been the analytical engine behind the California Statewide Local Streets and Roads Needs Assessment, providing credible and defensible data that helped pass Senate Bill 1 in 2017.

As part of its overall training and support program, MTC has provided various training sessions, including technology transfer, seminars, and webinars hosted by MTC two times a year during StreetSaver® User Week, which is held in March and November. The target audience for the training workshops ranges from public works directors, city managers, and city council members (local decision-makers who determine and approve annual maintenance budgets) to city engineers and maintenance superintendents (staff who are responsible for developing multi-year maintenance programs) to day-to-day StreetSaver® operators (staff that collect data and maintain the StreetSaver® database).

Consultant assistance in developing and providing the training workshops and software development guidance is critical to the success of the roadway asset management software.

After a competitive procurement process, on January 1, 2019, MTC entered into a three-year contract with NCE, with the option to extend in increments of MTC choosing through December 2025. The initial contract was for \$288,000 in FY 2018-19. Funding for subsequent years FY 2019-20 and FY 2020-21 of \$600,000 each was included in the agency budget. This amendment being proposed will extend the contract four additional years through December 31, 2025, and add \$2,408,500, with a total not to exceed contract amount of \$3,896,500. \$458,500 of the funding for this amendment is available in the FY 2021-22 agency budget. Future funding of \$650,000/year for FYs 22-25 is subject to agency annual budgetary approval process.

NCE and its subcontractors' small business and disadvantaged enterprise status is shown in Attachment A.

**Next Steps:**

Staff will seek to amend the existing contract by exercising the option to extend by four years.

**Issues:**

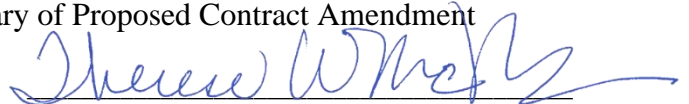
None identified.

**Recommendations:**

Staff recommends that the Committee authorize staff to negotiate and enter into a contract amendment with NCE to extend the contract through December 31, 2025 and add \$2,408,500 for a total new not to exceed contract amount of \$3,896,500 to provide the services as described above.

**Attachments:**

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



Therese W. McMillan

Attachment A

Disadvantaged Business Enterprise and Small Business Enterprise Status

	Firm Name	Role on Project	DBE * Yes	If DBE Yes, List #	DBE No	SBE** Yes	If SBE Yes, List #	SBE No
Prime Contractor	Nichols Consulting Engineers	Training & Guidance			X			X
Subcontractor	Roger E. Smith	Technical guidance			X			X
Subcontractor	Royal Palm Solutions	Software quality assurance	X	42821				X
	Florida International University	Technical guidance			X			X

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

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

## **Request for Committee Approval**

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### **Summary of Proposed Contract Amendment**

Work Item No.: 1233

Consultant: Nichols Consulting Engineers CHTD (NCE)  
Reno, Nevada

Work Project Title: StreetSaver® Training and Guidance Services

Purpose of Project: To provide training and technical guidance for StreetSaver® software

Brief Scope of Work: Provide training, technical guidance, software testing, and other services requested by users

Project Cost Not to Exceed: \$2,408,500 this amendment  
Previous approved contract amount = \$1,488,000  
Total approved contract amount based on this action = \$3,896,500

Funding Source: Federal Surface Transportation Block Grant Program (STP) funds and Pavement Management Program (PMP) Sales

Fiscal Impact: \$458,500 of the funding for this amendment is available in the FY 2021-22 agency budget. Future funding of \$650,000/year for FYs 22-25 is subject to agency annual budgetary approval process.

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with Nichols Consulting Engineers CHTD for StreetSaver® training and guidance services described above and in the Administration Committee Summary Sheet dated January 12, 2022 and that the Chief Financial Officer is authorized to set aside \$2,408,500 for such amendment, subject to budget approval in future fiscal years.

Administration Committee:

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Federal D. Glover, Chair

Approved: January 12, 2022

**Committee Name**  
**Meeting Date**  
**Page 2 of 2**

**Agenda Item ##**



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

**File #:** 21-1640      **Version:** 1      **Name:**  
**Type:** Contract      **Status:** Committee Approval  
**File created:** 12/1/2021      **In control:** Administration Committee  
**On agenda:** 1/12/2022      **Final action:**  
**Title:** Contract Amendment - Website Management, Design, and Development Services: Exygy, Inc.  
(\$85,100)  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [2d - 21-1640 - Contract Amendment Exygy.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
Contract Amendment - Website Management, Design, and Development Services: Exygy, Inc.  
(\$85,100)

**Presenter:**  
Aksel Olsen

**Recommended Action:**  
Committee Approval

**Metropolitan Transportation Commission  
Administration Committee**

**January 12, 2022**

**Agenda Item 2d - 21-1640**

**Contract Amendment – Website Management, Design, and Development Services: Exygy, Inc. (\$85,100)**

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**Subject:**

This item requests Committee approval to enter into a contract amendment to extend the contract through June 30, 2022, in an amount not to exceed \$85,100 with Exygy, Inc. (Exygy) to conduct ongoing website maintenance and support as well as data analysis, design, and development activities associated with the Vital Signs website.

**Background:**

In November 2016, MTC issued a Request for Qualifications (RFQ) for On-Call Website Operations, Maintenance and Improvement Services. The RFQ contained two service categories in which firms were invited to submit qualifications: 1) website operations, technical support and maintenance services; 2) and website design, development and enhancement services. In April 2017, MTC recommended that five of the nine firms that submitted statements of qualifications in response to the RFQ be placed on an on-call bench. The bench included Exygy, which qualified in both service categories and was ultimately selected as the appropriate firm for ongoing work on the Vital Signs performance monitoring website based on its work experience, cost-effectiveness, depth of staff resources, and communications skills.

As a key implementation activity of the first three iterations of Plan Bay Area, the Vital Signs website allows stakeholders and the public to better understand key regional trends and to track progress towards adopted targets. Exygy has been the lead consultant on the project since 2017, assisting with visualization updates and new features including the federal targets page, the refreshed project homepage, new indicator pages, and a series of pages that allow users to explore forecast data generated through the Horizon effort.

The Vital Signs website was originally designed in 2015 and pre-dates Exygy's work. Exygy has supported incremental improvements of the website over the past five years. Over the past year and a half, MTC has been working with Exygy to modernize, redesign and relaunch an updated version of the Vital Signs website and migrate to a more streamlined Content Management



System for more faster and easier updates. The technical prototype is expected to be ready early 2022, and this amendment is focused on bringing this work to completion. This includes beta-testing and QA/QC of the new site, post-launch support, sunsetting the old site once the new product is fully ready, catching any technical or data migration errors, and other clean-up tasks as needed.

The proposed amendment would extend the contract through June 30, 2022 and add \$85,100 for a total new contract not to exceed amount of \$1,020,000 for the five-year period. Staff plans to issue a procurement in Spring of 2022 to cover further maintenance and ongoing development of the Vital Signs site from Fiscal 2022/2023.

**Next Steps:**

Staff will seek to amend the existing contract to run for the remainder of the fiscal year.

**Issues:**

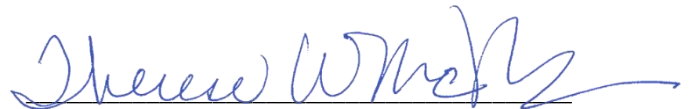
None identified.

**Recommendations:**

Staff recommends that this Committee authorize the Executive Director or designee to negotiate and enter into a contract amendment with Exygy to extend the contract through June 30, 2022 and add \$85,100 for a total new contract not to exceed amount of \$1,020,000, to fund ongoing data analysis, maintenance, design, and development tasks associated with the Vital Signs website.

**Attachments:**

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



Therese W. McMillan

Attachment A

Disadvantaged Business Enterprise and Small Business Enterprise Status

	Firm Name	Role on Project	DBE * Yes	If DBE Yes, List #	DBE No	SBE* * Yes	If SBE Yes, List #	SBE No
Prime Contractor	Exygy, Inc.	Website maintenance and development			X	X	2001043	
Subcontractor								
Subcontractor								

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

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

## **Request for Committee Approval**

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### **Summary of Proposed Contract Amendment**

Work Item No.:	1212
Consultant:	Exygy, Inc.
Work Project Title:	Website Management, Design, and Development Services
Purpose of Project:	To continue providing up-to-date data and analytics for stakeholders and the public at large through the Vital Signs performance monitoring website, in order to track progress towards regional, state, and federal goals
Brief Scope of Work:	Data analysis, maintenance, design and development work for the Vital Signs performance monitoring website
Project Cost Not to Exceed:	\$85,100
	Current contract amount before this amendment: \$934,900
	Maximum contract amount after the amendment: \$1,020,000
Funding Source:	General Fund
Fiscal Impact:	\$85,100 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 contract amendment with Exygy, Inc. for ongoing data analysis, maintenance, design, and development tasks associated with the Vital Signs website as described above and in the Administration Committee Summary Sheet dated January 12, 2022, and the Chief Financial Officer is authorized to set aside \$85,100 for such amendment.
Administration Committee:	
	<hr/> Federal D. Glover, Chair
Approved:	January 12, 2022