



Metropolitan Transportation Commission

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

Meeting Agenda

Administration Committee

Committee Members:

*Federal D. Glover, Chair Cindy Chavez, Vice Chair
Margaret Abe-Koga, Nate Miley, Gina Papan, David Rabbitt,
Hillary Ronen, Amy Worth*

Non-Voting Member: Dina El-Tawansy

Wednesday, May 11, 2022

9:40 AM

REMOTE (In person option available)

The Administration Committee is scheduled to meet on Wednesday, May 11, 2021 at 9:40 a.m. or immediately following the 9:35 a.m. BATA Oversight Committee meeting, in the Bay Area Metro Center (Remotely). In light of Governor Newsom's State of Emergency declaration regarding COVID-19 and in accordance with Assembly Bill 361's (Rivas) provisions 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.

Meeting attendees may opt to attend in person for public comment and observation at 375 Beale Street, Board Room (1st Floor). In-person attendees must adhere to posted public health protocols while in the building.

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/82244634907>

Or iPhone one-tap: US: +13462487799,,82244634907# or +16699006833,,82244634907#

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: 822 4463 4907

International numbers available: <https://bayareametro.zoom.us/j/82244634907>

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. [22-0657](#) Minutes of the April 13, 2022 meeting
Action: Committee Approval
Attachments: [2a - 22-0657 - April 13 Admin Draft Meeting Minutes.pdf](#)
- 2b. [22-0658](#) Contract Amendment - ActivitySim/emme Model Conversion Project: WSP USA, Inc. (\$200,000)
Action: Committee Approval
Presenter: Bill Davidson
Attachments: [2b - 22-0658 - WSP Contract Amendment.pdf](#)
- 2c. [22-0659](#) Contract Amendment - Digital Engagement and Support Services: Craft & Commerce, LLC (\$220,000)
Action: Committee Approval
Presenter: Kristina Wenzinger
Attachments: [2c - 22-0659 - Craft & Commerce Contract Amendment.pdf](#)
- 2d. [22-0676](#) Contract Amendment - Agency Website Support Services: Peak Digital, LLC (\$840,000)
Action: Committee Approval
Presenter: Alysha Nachtigall
Attachments: [2d - 22-0676 - Peak Digital Contract Amendment.pdf](#)
- 2e. [22-0702](#) Purchase Order Amendment - Annual Licensing Agreement: Carahsoft Technology Corporation (\$35,833)
Action: Committee Approval
Presenter: Kearey Smith
Attachments: [2e - 22-0702 - Carahsoft Purchase Order Amendment.pdf](#)
- 2f. [22-0665](#) Contract Amendment - BAHFA Business Plan: Forsyth Street Advisors LLC (\$500,000)
Action: Committee Approval
Presenter: Kate Hartley
Attachments: [2f - 22-0665 - Forsyth Street Advisors Contract Amendment.pdf](#)

3. Public Comment / Other Business

4. Adjournment / Next Meeting

The next meeting of the Administration Committee is scheduled to be held on Wednesday, June 8, 2022 at 9:40 a.m. 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 #: 22-0657 **Version:** 1 **Name:**

Type: Minutes **Status:** Committee Approval

File created: 3/28/2022 **In control:** Administration Committee

On agenda: 5/11/2022 **Final action:**

Title: Minutes of the April 13, 2022 meeting

Sponsors:

Indexes:

Code sections:

Attachments: [2a - 22-0657 - April 13 Admin Draft Meeting Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Minutes of the April 13, 2022 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 Cindy Chavez, Vice Chair
Margaret Abe-Koga, Nate Miley, Gina Papan, David Rabbitt,
Hillary Ronen, Amy Worth
Non-Voting Member: Dina El-Tawansy*

Wednesday, April 13, 2022

9:35 AM

REMOTE (In person option available)

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 Absent: Commissioner El-Tawansy

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

Ad Hoc Non-Voting Members Present: Commissioner Fleming and Commissioner Spering

2. Pledge of Allegiance

3. Compensation Announcement (Clerk)

4. 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: 5 - Commissioner Abe-Koga, Chair Glover, Commissioner Papan, Commissioner Ronen and Commissioner Worth

Absent: 3 - Vice Chair Chavez, Commissioner Miley and Commissioner Rabbitt

4a. [22-0492](#) Minutes of the March 9, 2022 meeting

Action: Committee Approval

- 4b. [21-1632](#) Consultant Bench and Contracts: Continuous Travel Diary Survey Smartphone Application Evaluation (ETC Institute; Resource Systems Group; and Westat) (\$10,000 each)

Action: Committee Approval

Presenter: Shimon Israel

5. Approval

- 5a. [22-0538](#) MTC Resolution No. 4458, Revised - FY 2021-22 Overall Work Program (OWP) Amendment No. 3

A request that the Committee refer MTC Resolution No. 4458, Revised, the Metropolitan Transportation Commission (MTC) FY 2021-22 Overall Work Program (OWP), Amendment No. 3 to the Commission for approval.

Action: Commission Approval

Presenter: Arleicka Conley

Vice Chair Chavez and Commissioner Miley arrived during agenda item 5a.

Upon the motion by Commissioner Ronen and the second by Vice Chair Chavez, 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: 7 - Commissioner Abe-Koga, Vice Chair Chavez, Chair Glover, Commissioner Miley, Commissioner Papan, Commissioner Ronen and Commissioner Worth

Absent: 1 - Commissioner Rabbitt

- 5b. [22-0539](#) MTC Resolution No. 4459, Revised - MTC FY 2021-22 Agency Operating and Capital Budgets, Amendment No. 3

A request that the Committee refer MTC Resolution No. 4459 Revised, Amendment No. 3, amending the MTC FY 2021-22 Operating and Capital Budgets to the Commission for approval.

Action: Commission Approval

Presenter: Arleicka Conley

Upon the motion by Commissioner Worth and the second by Commissioner Abe-Koga, 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: 7 - Commissioner Abe-Koga, Vice Chair Chavez, Chair Glover, Commissioner Miley, Commissioner Papan, Commissioner Ronen and Commissioner Worth

Absent: 1 - Commissioner Rabbitt

5c. [22-0542](#) MTC Resolution No. 4516 - FY 2022-23 Overall Work Program (OWP) Planning Process Self-Certification, Authorization to the Administration Committee to Monitor the OWP and take related actions, and Authorization to the Executive Director for Execution of Agreements for Federal and State Planning Grants, Execution of Amendments to Grant Applications and Filing of Assurances

A request that the Committee refer MTC Resolution No. 4516 to the Commission for approval.

Action: Commission Approval

Presenter: Matt Maloney

Upon the motion by Commissioner Worth and the second by Commissioner Ronen, the Committee unanimously approved the referral of MTC Resolution No. 4516 to the Commission. 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

5d. [22-0384](#) MTC Resolution No 3769, Revised - Amend the Bay Area Infrastructure Financing Authority Joint Powers Agreement

Request for Commission approval of MTC Resolution No. 3769, Revised amending the Joint Powers Agreement (JPA) between the Metropolitan Transportation Commission and the Bay Area Toll Authority that establishes the Bay Area Infrastructure Financing Authority. This amendment modifies the composition of the BAIFA board to match the composition of the MTC board. The amendment also allows BAIFA implement or operate other toll facilities pursuant to state law to accommodate responsibilities that may be assigned to BAIFA for tolling on State Route 37, subject to passage of Senate Bill 1050 (Dodd).

Action: Commission Approval

Presenter: Lisa Klein

Aleta Dupree was called to speak.

Rich Hedges was called to speak.

Upon the motion by Commissioner Papan and the second by Commissioner Worth, the Committee unanimously approved the referral of MTC Resolution No. 3769, 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

6. Public Comment / Other Business

The following members of the public were called to speak: Aleta Dupree, Shazzy Kamali, and Stacey Guillory.

7. Adjournment / Next Meeting

The next meeting of the Administration Committee is scheduled to be held on Wednesday, May 11, 2022 at 9:40 a.m. 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 #: 22-0658 **Version:** 1 **Name:**

Type: Contract **Status:** Committee Approval

File created: 3/28/2022 **In control:** Administration Committee

On agenda: 5/11/2022 **Final action:**

Title: Contract Amendment - ActivitySim/emme Model Conversion Project: WSP USA, Inc. (\$200,000)

Sponsors:

Indexes:

Code sections:

Attachments: [2b - 22-0658 - WSP Contract Amendment.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Contract Amendment - ActivitySim/emme Model Conversion Project: WSP USA, Inc. (\$200,000)

Presenter:
Bill Davidson

Recommended Action:
Committee Approval

Metropolitan Transportation Commission Administration Committee

May 11, 2022

Agenda Item 22-0658

Contract Amendment – ActivitySim/emme Model Conversion Project: WSP USA, Inc. (\$200,000)

Subject:

A request for Committee approval of a contract amendment with WSP USA, Inc. in an amount not to exceed \$200,000, to continue to convert MTC's Travel Model Two (TM2) travel forecasting system to the ActivitySim and emme software platforms.

Background:

The MTC travel model forecasting system is used for a wide variety of requirements ranging from preparation of the Regional Transportation Plan and Sustainable Communities Strategy to detailed corridor studies. The travel models are an integral part of an integrated economic, land use and transport model system, including the use of REMI and Bay Area UrbanSim.

In September of 2020, following a competitive procurement process and approval from this Committee, MTC retained WSP USA, Inc. for the conversion of TM2 to the ActivitySim and emme software platforms for a period of performance through June 30, 2023. This contract was amended July 1, 2021 to add an additional \$150,000, increasing the not to exceed amount to \$500,000.

TM2 currently utilizes two primary software packages – CT-RAMP (Java based software) and Cube Voyager (transport network software). MTC is one of the original founders of a consortium of public agencies¹ under the AMPO banner, to develop and enhance the ActivitySim platform. ActivitySim is now available to replace CT-RAMP. ActivitySim offers a more sustainable and useable software platform to support TM2.

The emme software platform provides MTC with the full range of capabilities needed to adequately support both the current version and expected enhancements to TM2, including the ability to consider transit capacity, crowding, and reliability. The Cube Voyager software is

¹ Puget Sound Regional Council (PSRC), Metropolitan Transportation Commission (MTC), San Francisco County Transportation Authority (SFCTA), San Diego Association of Governments (SANDAG), Atlanta Regional Commission (ARC), Southeast Michigan Council of Governments (SEMCOG), Oregon Department of Transportation, and Metropolitan Council.

unable to provide this capability. As such, the use of emme provides MTC with a significantly more advanced transport modeling software platform.

This project will migrate the complete TM2 model system, i.e., the supply and demand components and supporting software/scripts, to the ActivitySim and emme platforms.

MTC anticipates that many, if not most, of our regional partners (County Transportation Agencies (“CTAs”) and transit service providers) will embrace TM2 as their modeling platform in which to perform their respective planning and operational responsibilities.

The purpose of this requested amendment is to improve the representation of the transit network with the removal of transit access points that will, in turn, reduce the model application run time.

The consultant’s and their subcontractors’ small business and disadvantaged enterprise status is shown in Attachment A.

Issues:

None

Recommendation:

Staff recommends that the Committee authorize the Executive Director or designee to enter into a contract amendment with WSP USA, Inc. in the amount of \$200,000 for a new contract total not to exceed amount of \$700,000 through the term of June 30, 2023

Attachments:

Attachment A: Small Business and Disadvantaged Business Enterprise Status
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	WSP USA, Inc.	Key Technical Lead			X			X
Subcontractor	W&S Solutions	Network & Model Conversion Development	X	38506		X	1523444	
Subcontractor								

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

**Denotes certification by the State of California.

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract Amendment

Work Item No.: 1122

Consultant: WSP USA, Inc.
San Francisco, CA

Work Project Title: ActivitySim/emme Model Conversion Project (24014)

Purpose of Project: Convert TM2 to use of the emme and ActivitySim software platforms.

Brief Scope of Work: Individual tasks include the design and conversion of TM2.1 to use of the emme and ActivitySim software platforms.

Project Cost Not to Exceed: \$200,000 (this amendment)
Total authorized before this amendment \$500,000
Total authorized after this amendment: \$700,000

Funding Source: Carryover FTA 5303 Funding.

Fiscal Impact: Funds are 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 WSP USA, Inc. for the ActivitySim/emme Model Conversion Project in an amount not to exceed \$200,000 as described above and in the Administration Committee Summary Sheet dated May 11, 2022, and the Chief Financial Officer is authorized to set aside \$200,000 for such contract amendment.

Administration Committee: _____
Federal D. Glover, Chair

Approved: May 11, 2022



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 22-0659 **Version:** 1 **Name:**

Type: Contract **Status:** Committee Approval

File created: 3/28/2022 **In control:** Administration Committee

On agenda: 5/11/2022 **Final action:**

Title: Contract Amendment - Digital Engagement and Support Services: Craft & Commerce, LLC (\$220,000)

Sponsors:

Indexes:

Code sections:

Attachments: [2c - 22-0659 - Craft & Commerce Contract Amendment.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

Contract Amendment - Digital Engagement and Support Services: Craft & Commerce, LLC (\$220,000)

Presenter:

Khristina Wenzinger

Recommended Action:

Committee Approval

**Metropolitan Transportation Commission
Administration Committee**

May 11, 2022

Agenda Item 2c - 22-0659

**Contract Amendment – Digital Engagement and Support Services: Craft & Commerce,
LLC (\$220,000)**

Subject:

Request for approval of contract amendment with Craft & Commerce, LLC in the amount of \$220,000 for digital communications and promotions support of the regional Bike to Work Day program, as well as ongoing, as-needed digital engagement and promotion services for fiscal year 2022-23.

Background:

In December 2021, the MTC Administration Committee approved the 2021 Public Engagement, Digital Engagement and Promotion, and Market Research Support Consultant Bench (“the Bench”), comprised of 13 pre-qualified firms. The 2021 Bench procurement contained three service categories:

- A. Public engagement
- B. Digital engagement and promotion
- C. Market research

In addition to establishing the Bench, the request for qualifications also requested proposals from consultants for a direct select contract under Service Category B: Digital Engagement and Promotion to continue MTC’s digital engagement and promotion activities, including the development and implementation of the ongoing All Aboard Bay Area Transit campaign. In December 2021, the MTC Administration Committee approved a three-year contract with Craft & Commerce, LLC for this work. The committee approved the contract in an amount not to exceed \$175,000 for the initial work on the All Aboard campaign and other digital engagement tasks.

In February 2022, the Executive Director approved a contract amendment to increase the budget by \$200,000 for a new not to exceed total contract amount of \$375,000 to create and launch the second phase of the All Aboard Bay Area Transit campaign and provide digital engagement support for BAIFA-related projects. The All Aboard Bay Area Transit campaign, created at the

behest of the Blue Ribbon Transit Recovery Task Force and in concert with the Bay Area's 27 transit agencies, aims to encourage the public to return to Bay Area transit. The first phase of the campaign, created in mid-2021, ran in late summer 2021. The second phase is scheduled to run in May and June 2022.

Contract Amendment for Ongoing Work

The proposed contract amendment would fund digital communications and promotions support for the regional Bike to Work Day program, as well as ongoing, as-needed digital engagement and promotion services for the agencies for fiscal year 2022-23. This amendment would add \$220,000, bringing the contract to a new total not to exceed \$595,000. Of the amended amount, \$35,000 is available in the FY 2021-22 MTC budget. The remaining \$185,000 would be subject to approval of the MTC FY 2022-23 budget. Neither Craft & Commerce, LLC nor its subcontractors are small or disadvantaged business enterprises.

Issues:

None identified.

Recommendations:

Staff recommends that the Committee authorize the Executive Director or designee to negotiate and enter into a contract amendment with Craft & Commerce, LLC in an amount not to exceed \$220,000 for a new contract total not to exceed \$595,000, to perform digital engagement and promotion services, subject to the approval of the FY 2022-23 MTC budget.

Attachments:

- Attachment A: Request for Committee Approval – Summary of Proposed Contract Amendment



Therese W. McMillan

Request for Committee Approval

Summary of Proposed Contract Amendment

Work Item No.: 1112

Consultant: Craft & Commerce, LLC

Work Project Title: Digital Engagement and Promotion Services

Purpose of Project: Deliver agency digital engagement and promotion services

Brief Scope of Work: Provide digital communications and promotions support of the regional Bike to Work Day program, as well as ongoing, as-needed digital engagement and promotion services.

Project Cost Not to Exceed: \$220,000 (this amendment)

Total contract before this amendment: \$375,000

Total authorized contract after this amendment: \$595,000

Funding Source: General Funds

Fiscal Impact: \$35,000 is available in MTC's FY 2021-22 budget.

\$185,000 is subject to approval of the MTC FY 2022-23 budget.

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with Craft & Commerce, LLC for digital engagement and promotion services described above and in the Administration Committee Summary Sheet dated May 11, 2022, and that the Chief Financial Officer is authorized to set aside \$220,000 for such amendment subject to approval of the FY 2022-23 agency budget.

Administration Committee:

Federal D. Glover, Chair

Approved: May 11, 2022



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 22-0676 **Version:** 1 **Name:**

Type: Contract **Status:** Committee Approval

File created: 3/31/2022 **In control:** Administration Committee

On agenda: 5/11/2022 **Final action:**

Title: Contract Amendment - Agency Website Support Services: Peak Digital, LLC (\$840,000)

Sponsors:

Indexes:

Code sections:

Attachments: [2d - 22-0676 - Peak Digital Contract Amendment.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Contract Amendment - Agency Website Support Services: Peak Digital, LLC (\$840,000)

Presenter:
Alysha Nachtigall

Recommended Action:
Committee Approval

**Metropolitan Transportation Commission
Administration Committee**

May 11, 2022

Agenda Item 2d - 22-0676

Contract Amendment – Agency Website Support Services: Peak Digital, LLC (\$840,000)

Subject:

Request for approval of contract amendment with Peak Digital, LLC in the amount of \$840,000 for FY 2022-23 for agency website support services.

Background:

In December 2020, the MTC Administration Committee approved the 2020 Website Support Services Bench Cycle 1 (“the Bench”), comprised of 20 pre-qualified firms. The 2020 Bench procurement contained two service categories, i.e., areas of expertise: 1) Website Operations and Maintenance Services; and 2) Website Design, Development, and Enhancement Services. Award of a contract with one of the pre-qualified consultants may take place by direct selection or via mini-procurement, pursuant to MTC’s procurement procedures.

In February 2021, MTC selected Peak Digital, LLC from the pre-qualified firms to provide website support services to operate, maintain, and enhance MTC and Association of Bay Area Government (ABAG)-related agency websites through June 30, 2024.

In June 2021, the MTC Administration Committee approved a contract amendment to provide ongoing website support services to operate, maintain, and enhance agency websites. In August 2021, and in December 2021, the Executive Director approved contract amendments with Peak Digital, LLC to provide website support services for the BayREN website and for the Technical Assistance web portal. In February 2022, the MTC Administration Committee approved a contract amendment to provide a managed services solution for the hosting of the agency websites.

This amendment would allow Peak Digital, LLC to provide ongoing website support services to operate, maintain, host, and enhance agency websites for FY 2022-23. In addition, Peak Digital, LLC provides technical support for compliance to Section 508 of the Federal Rehabilitation Act, which is essential to ensure that agency websites meet the accessibility standards set forth by Section 508. In addition, Peak Digital, LLC provides technical support for Brown Act compliance. Continued technical support for the abovementioned federal and state requirements

is a critical sequential element of ongoing work and the continued operations, maintenance, security management, and hosting of the agency websites are critical sequential elements of ongoing work.

This amendment would add \$840,000 for FY 2022-23, bringing the contract to a new total not to exceed amount of \$1,815,750 through the term of June 30, 2024. MTC will contribute \$660,000 and ABAG will contribute \$180,000 towards this amendment. These funds are pending approval of the FY 2022-23 MTC and ABAG budgets. Neither Peak Digital, LLC nor its subconsultants are small or disadvantaged business enterprises.

Next Steps:

Staff will seek to amend the existing contract.

Issues:

None identified.

Recommendations:

Staff recommends that the Committee authorize the Executive Director or designee to negotiate and enter into a contract amendment in an amount not to exceed \$840,000 for a new contract total amount not to exceed \$1,815,750 through the term of June 30, 2024, to perform agency website support services.

Attachments:

- Request for Committee Approval – Summary of Proposed Contract Amendment Sheet



Therese W. McMillan

Request for Committee Approval

Summary of Proposed Contract Amendment

Work Item No.: 1121, 1161, 1612, 1752

Consultant: Peak Digital, LLC

Work Project Title: Agency Website Support Services

Purpose of Project: Deliver agency website support services.

Brief Scope of Work: Provide support services to operate, maintain, host, and enhance the agency websites.

Project Cost Not to Exceed: \$840,000 (this amendment)

Total Contract before this amendment: \$975,750

Total Authorized Contract after this amendment: \$1,815,750

Funding Source: General Funds, ABAG Funds

Fiscal Impact: \$840,000 is pending approval of the MTC (\$660,000) and ABAG (\$180,000) FY 2022-23 budgets.

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with Peak Digital, LLC for the purposes described above and in the Administration Committee Summary Sheet dated May 11, 2022, and that the Chief Financial Officer is authorized to set aside \$840,000 for such amendment, subject to necessary budget approvals as referenced above.

Administration Committee:

Federal D. Glover, Chair

Approved: May 11, 2022



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 22-0702 **Version:** 1 **Name:**

Type: Contract **Status:** Committee Approval

File created: 4/6/2022 **In control:** Administration Committee

On agenda: 5/11/2022 **Final action:**

Title: Purchase Order Amendment - Annual Licensing Agreement: Carahsoft Technology Corporation (\$35,833)

Sponsors:

Indexes:

Code sections:

Attachments: [2e - 22-0702 - Carahsoft Purchase Order Amendment.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Purchase Order Amendment - Annual Licensing Agreement: Carahsoft Technology Corporation (\$35,833)

Presenter:
Kearey Smith

Recommended Action:
Committee Approval

**Metropolitan Transportation Commission
Administration Committee**

May 11, 2022

Agenda Item 2e - 22-0702

Purchase Order Amendment - Annual Licensing Agreement: Carahsoft Technology Corporation (\$35,833)

Subject:

A request for approval to amend a sole source Purchase Order (PO) with Carahsoft Technology Corporation (Carahsoft) to increase the amount by \$35,833 and extend the term through June 30, 2022.

Background:

Since 2014, MTC has utilized the Socrata Open Data Platform (SODP) to host and share data for several key agency initiatives, including VitalSigns and Plan Bay Area 2050. The Socrata SODP service remains a key part of the Bay Area Spatial Information System Initiative (BASIS). It is anticipated that the use of Socrata will expand as the agency expands the use of data to inform policies and programs.

MTC currently purchases a Socrata license from Carahsoft through a sole source PO in the amount of \$180,000. The PO covered the licensing agreement from July 1, 2021 to April 30, 2022. The additional time and funding requested for this PO amendment will pay for licensing Socrata Connected Government Cloud (Socrata) services from Carahsoft for the period of May 1, 2022 through June 30, 2022.

Carahsoft is neither a small business nor a disadvantaged business enterprise and has no subcontractors.

Issues:

Switching to a different “Data as a Service Platform” would negatively impact the continued support of VitalSigns, BASIS and other work currently underway within the agency, as well as divert significant staff resources to make the switch. Staff believe that Carahsoft provides a high-quality product at a competitive price.

Recommendations:

Staff recommends that the Committee authorize the Executive Director or designee to issue an amendment to the PO with Carahsoft, to be effective May 1, 2022, to extend the purchase order through June 30, 2022 and increase the compensation by \$35,833 for a new total purchase order amount not to exceed \$215,833.

Attachments:

Request for Committee Approval — Summary of Proposed Purchase Order Amendment



Therese W. McMillan

Request for Committee Approval

Summary of Proposed Purchase Order Amendment

Work Item No.: 1122

Consultant: Carahsoft Technology Corporation, Reston, VA

Work Project Title: Annual Licensing Agreement with Carahsoft, FY 2021-22

Purpose of Project: Technology infrastructure to support web-based projects, including Plan Bay Area 2050, the Transportation Investment Plan, Open Dataportal, VitalSigns, and other interactive web-based mapping applications.

Brief Scope of Work: Access to the full suite of Socrata cloud-based services for 25 monthly active users and up to 2 TB of data storage. This amendment to the licensing agreement will cover the period of May and June 2022, to support several key programs within the Regional Planning Program and across the agency.

Project Cost Not to Exceed: \$35,833: this amendment
\$180,000: previous PO not to exceed amount
\$215,833: new PO not to exceed amount with this amendment

Funding Source: MTC General Fund

Fiscal Impact: Funding is included in the agency budget for FY 2021-22.

Motion by Committee: That the Executive Director or designee is authorized to issue an amendment to the purchase order amendment with Carahsoft Technology Corporation for Socrata cloud-based services as described above and in the Administration Committee Summary Sheet dated May 11, 2022, and the Chief Financial Officer is authorized to set aside \$35,833 for such purchase order amendment.

Administration Committee:

Federal D. Glover, Chair

Approved: May 11, 2022



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 22-0665 **Version:** 1 **Name:**

Type: Contract **Status:** Committee Approval

File created: 3/29/2022 **In control:** Administration Committee

On agenda: 5/11/2022 **Final action:**

Title: Contract Amendment - BAHFA Business Plan: Forsyth Street Advisors LLC (\$500,000)

Sponsors:

Indexes:

Code sections:

Attachments: [2f - 22-0665 - Forsyth Street Advisors Contract Amendment.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Contract Amendment - BAHFA Business Plan: Forsyth Street Advisors LLC (\$500,000)

Presenter:
Kate Hartley

Recommended Action:
Committee Approval

**Metropolitan Transportation Commission
Administration Committee**

May 11, 2022

Agenda Item 2f - 22-0665

Contract Amendment – BAHFA Business Plan: Forsyth Street Advisors LLC (\$500,000)

Subject:

Staff requests the Committee’s approval to amend the contract with Forsyth Street Advisors LLC in an amount not to exceed \$500,000 for the Bay Area Housing Finance Authority (BAHFA) Business Plan Project (Project), and extend the period of performance through December 31, 2023.

Background:

Following a procurement process that commenced in February 2021, in July 2021 the Administration Committee approved the selection of the BAHFA Business Plan consultant team comprised of Forsyth Street Advisors LLC (lead entity), Bonnewit Development Services, the Othing and Belonging Institute (UC Berkeley), the Turner Center for Housing Innovation, Sperry Capital, CFX (a consultant to public financing authorities nationally), Strategic Economics, Ernst & Young, Orrick, Herrington & Sutcliffe, and Renne Public Law Group (Business Plan Team; Team). The Team is multidisciplinary and highly experienced in affordable housing financing, production, and preservation, as well as the program approaches that will best create equity and racial justice in under-represented communities.

The Business Plan Team kicked off its work in earnest in early 2022 and expects to produce a Draft Equity Framework and draft presentation of Funding Program Concepts to the ABAG Housing and BAHFA Oversight Committees by the end of 2022. As part of the initial phase of work, staff reevaluated the contract pricing and confirmed the need to provide additional resources for the business planning process for the Team to conduct more extensive regional stakeholder engagement and also analyze potential near-term financing opportunities arising through unanticipated and potential state and federal funding availability. Relatedly, the updated project plan now anticipates completion of the Business Plan by December 31, 2023 – ten months beyond the initially anticipated completion date. Staff recommends increasing the contract value by \$500,000, for a total not to exceed amount of \$1,000,000 and extending the period of performance through December 31, 2023, accordingly.

Funding for the contract amendment comes from the \$20 million state grant to support the launch of BAHFA. The requisite funds have been set aside for this purpose during the adoption

of the inaugural BAHFA budget by the BAHFA Board on April 27, 2022. Since the original contract was executed by MTC, MTC will execute the amendment, subject to BAHFA approving payment of the invoices.

The consultants and their subcontractors' small business and disadvantaged enterprise status is shown in Attachment A.

Issues:

None identified.

Recommendations:

Staff recommends that the Committee authorize the Executive Director or designee to amend the contract with Forsyth Street Advisors LLC to extend it through December 31, 2023, and to increase the contract amount by \$500,000 for a total contract amount not to exceed \$1,000,000 for the BAHFA Business Plan Project, subject to BAHFA's approval of the payment of the invoices

Attachments:

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



Therese W. McMillan

Attachment A

Disadvantaged Business Enterprise and Small Business Enterprise Status

	Firm Name	DBE* Firm			SBE** Firm		
		Yes	If Yes, List #	No	Yes	Certifying Agency	No
Prime	Forsyth Street Advisors			X			X
Subcontractor	Bonnewit Development Services			X	X	Alameda SLEB Program	
Subcontractor	Strategic Economics	X	33062		X	DGS	
Subcontractor	Sperry Capital			X	X	DGS	
Subcontractor	Othering & Belonging Institute			X			X
Subcontractor	Terner Housing Innovation Labs			X			X
Subcontractor	cFx Incorporated			X			X
Subcontractor	Ernst & Young			X			X
Subcontractor	Renne Public Law Group			X			X
Subcontractor	Orrick			X			X

Request for Committee Approval

Summary of Proposed Contract Amendment

Work Item No.: 1620

Consultant: Forsyth Street Advisors, LLC, New York, NY

Work Project Title: BAHFA Business Plan Project

Purpose of Project: To address the Bay Area's housing crisis at scale and begin to deliver on bold regional housing outcomes.

Project Cost Not to Exceed: \$500,000 (this amendment)

Total authorized before this amendment: \$500,000

Total authorized after this amendment: \$1,000,000.

Funding Source: BAHFA funds

Fiscal Impact: \$500,000 is included in the FY 2021-22 BAHFA budget.

Motion by Committee: That the Executive Director or designee is authorized to negotiate and execute an amendment to the contract with Forsyth Street Advisors, LLC in an amount not to exceed \$500,000 for consultant services for delivering the BAHFA Business Plan Project as described above and in the Administration Committee Summary Sheet dated May 11, 2022.

Administration Committee:

Federal D. Glover, Chair

Approved: Date: May 11, 2022