



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, November 9, 2022

9:40 AM

REMOTE

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 members.

The meeting webcast will be available at <http://mtc.ca.gov/whats-happening/meetings>. Members of the public are encouraged to participate remotely via Zoom at the following link or phone number. Committee Members and members of the public participating by Zoom wishing to speak should use the "raise hand" feature or dial *9. When called upon, unmute yourself or dial *6. In order to get the full Zoom experience, please make sure your application is up to date.

Attendee Link: <https://bayareametro.zoom.us/j/82963802868>

iPhone One-Tap: US: +13126266799,,82963802868# or +16468769923,,82963802868#

Join by Telephone (for higher quality, dial a number based on your current location) US:
888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)

Webinar ID: 829 6380 2868

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

Detailed instructions on participating via Zoom are available at:

<https://mtc.ca.gov/how-provide-public-comment-board-meeting-zoom>

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 and agenda item number 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. [22-1359](#) Approval of Administration Committee Minutes of the October 12, 2022 Meeting

Action: Committee Approval

Attachments: [2a 22-1359 10-12-2022 Administration Draft Minutes.pdf](#)

- 2b. [22-1282](#) Contract - San Pablo Avenue Priority Development Area Specific Plan: Community Design + Architecture \$650,000

Action: Committee Approval

Presenter: Ada Chan

Attachments: [2b 22-1282 Contract-San Pablo Avenue Priority Development Area Specific Plan.pdf](#)

- 2c. [22-1619](#) Contract Amendment - COVID-19 Recovery Facilitation: CivicKnit (\$100,000)

Action: Committee Approval

Presenter: Melanie Choy

Attachments: [2c 22-1619 CivicKnit Contract Amendment.pdf](#)

- 2d. [22-1617](#) Authorization to Negotiate and Execute a Funding Agreement with Alameda County (\$2,000,000) with an Amended Scope for Affordable Housing Jumpstart Program Funds; Jumpstart Program Update

Action: Committee Approval

Presenter: Daniel Saver

Attachments: [2d 22-1617 Alameda Jumpstart Funds.pdf](#)

3. Public Comment / Other Business

*Committee Members and members of the public participating by Zoom wishing to speak should use the "raise hand" feature or dial *9. When called upon, unmute yourself or dial *6.*

4. Adjournment / Next Business

The next meeting of the Administration Committee is scheduled to be held on Wednesday, December 14, 2022 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 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, October 12, 2022

9:40 AM

REMOTE

Call 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 Member Present: Commission Chair Pedroza and Vice Chair Josefowitz

Ad Hoc Non-Voting Members Present: Commissioner Canepa, Commissioner Fleming, Commissioner Giacomini and Commission Spering

2. Consent Calendar

Vice Chair Chavez recused herself from agenda item 2g citing Government Code Section 84308.

Upon the motion by Commissioner Worth and seconded by Commissioner Ronen, the Consent Calendar was approved 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

2a. [22-1358](#) Minutes of the September 14, 2022 meeting

Action: Committee Approval

2b. [22-1401](#) Contract Amendment - Organizational Assessment and Consulting: Bell Burnett & Associates (\$155,000)

Action: Committee Approval

Presenter: Derek Hansel

- 2c.** [22-1430](#) Contract Amendment - StreetSaver® Software Development, Maintenance, and Support: DevMecca.com, LLC (\$6,000,000)
 Action: Committee Approval
 Presenter: Sui Tan
- 2d.** [22-1455](#) Purchase Order Amendment - Annual Licensing Agreement: Carahsoft Technology Corporation (\$645,000)
 Action: Committee Approval
 Presenter: Kearey Smith
- 2e.** [22-1480](#) International Travel Request
 Action: Committee Approval
 Presenter: Aaron Priven, Jay Stagi, and Laura Krull
- 2f.** [22-1453](#) MTC Resolution No. 4546. Delegation of Authority Regarding Settlement of Claims and Lawsuits and Contracts for Legal Services
 Action: Commission Approval
 Presenter: Andrea Visveshwara
- 2g.** [22-1454](#) Supplement to the Master Funding Agreement with the Peninsula Corridor Joint Powers Board (Caltrain) for the Diridon Integrated Station Concept Preliminary Business Case (\$2,000,000)
 Action: Committee Approval
 Presenter: Kara Vuicich
- 2h.** [22-1370](#) MTC Resolution No. 1198, Revised. Revisions to MTC's Conflict of Interest Code to Update List of Designated Positions - Release for Public Comment
 Action: Commission Approval
 Presenter: Andrea Visveshwara

3. Approval

- 3a. [22-1242](#) MTC Resolution No. 4517, Revised. MTC FY 2022-23 Operating and Capital Budgets, Amendment No. 1

A request for Commission approval of MTC Resolution No. 4517, Revised, MTC FY 2022-23 Operating and Capital Budgets, Amendment No. 1.

Action: Commission Approval

Presenter: Derek Hansel

Commissioner Abe-Koga was absent during the vote for agenda item 3a.

Upon the motion by Vice Chair Chavez and seconded by Commissioner Papan, the Committee unanimously approved the referral of MTC Resolution No. 4517, Revised to the Commission for approval. The motion carried by the following vote:

Aye: 6 - Vice Chair Chavez, Chair Glover, Commissioner Miley, Commissioner Papan, Commissioner Ronen and Commissioner Worth

Absent: 2 - Commissioner Abe-Koga and Commissioner Rabbitt

4. Public Comment / Other Business

5. Adjournment / Next Business

The next meeting of the Administration Committee is scheduled to be held on Wednesday, November 9, 2022. Any changes to the schedule will be duly noticed to the public.

**Metropolitan Transportation Commission
Administration Committee**

November 9, 2022

Agenda Item 2b

**Contract – San Pablo Avenue Priority Development Area Specific Plan: Community
Design + Architecture \$650,000**

Subject:

A contract with Community Design + Architecture (CD+A) in an amount not to exceed \$650,000 for the San Pablo Avenue Priority Development Area Specific Plan.

Background:

The City of Berkeley San Pablo Avenue Priority Development Area Specific Plan was funded as part of the Priority Development Area Planning Grants & Technical Assistance Program (PDA Program). MTC awarded a grant to the City of Berkeley in the amount of \$750,000 in May 2021. The City of Berkeley chose to retain \$100,000 to cover staff costs for the planning process and requested that MTC administer the remainder of the funds to procure and manage a consultant on the City's behalf. The purpose of the San Pablo Avenue Specific Area Plan will be to define a community vision for the future of San Pablo Avenue and create a framework that addresses the majority of Plan Bay Area 2050 Strategies.

Procurement Process:

MTC issued a Mini-Request for Proposal (Mini-RFP) for the San Pablo Avenue Specific Plan on April 15, 2022, which included a Disadvantaged Business Enterprise (DBE) goal of 28%. The Mini-RFP was sent to firms that were pre-qualified for the 2021 Regional Planning Bench for Service Category 1: Comprehensive Planning. All eligible firms were notified by an email advertising the opportunity.

On April 20, 2022, MTC hosted a virtual Proposers' Conference to describe the project. The conference was attended by ten individuals representing nine different firms.

On the closing date of May 16, 2022, MTC received one qualified proposal from Community Design and Architecture, supported by a team of subconsultants many of whom were represented at the proposer's conference. The proposal was evaluated by a panel of City of Berkeley and MTC staff against the following evaluation criteria:

- Qualifications and Team Experience (30%)
- Understanding and preliminary approach to completing the Project (25%)
- Cost effectiveness, including hourly rates, reasonableness and appropriateness of preliminary task budget (15%)
- Presentation, as evidenced in the written proposal, and interviews, if held (10%)
- Price, cost proposal weighted relative to the lowest cost proposal received (20%).

After a thorough review of the proposal, the evaluation panel chose to interview Community Design and Architecture and their team of subconsultants. Following the interview, the evaluation panel elected to enter into discussions and request a Best and Final Offer (BAFO) from CD+A. After a thorough review of the BAFO, the evaluation panel is recommending an award to CD+A due to their strong understanding of the project and extensive qualifications and direct experience working on projects on San Pablo Avenue, planning in the City of Berkeley and planning for other PDAs throughout the region. The following chart reflects the panel's scoring of the proposal:

	Total	Qualifications & Experience	Approach	Cost Effectiveness	Presentation	Price
Supplier	100 pts	30 pts	25 pts	15 pts	10 pts	20 pts
CD+A	92	28.20	22.40	12.80	8.60	20

The evaluation panel is confident that the CD+A team have the necessary skills and experience to deliver a specific plan for the San Pablo Avenue PDA.

CD+A's proposal included two DBE subcontractors with a total amount of 29.26% being subcontracted out to the DBE firms.

Attachment A includes a summary of CD+A and their subconsultants' small business and disadvantaged business enterprise status related to the work described in this memorandum.

Funding:

This project is funded through the OBAG Cycle 2 Surface Transportation Program Block Grant (STPBG) funds via the PDA Planning and Technical Assistance Program,

Issues:

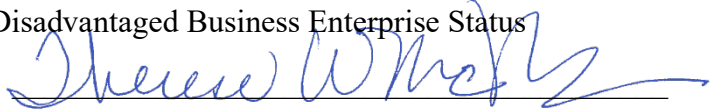
None identified.

Recommendations:

Staff recommends that the Committee authorize the Executive Director or designee to negotiate and enter into contract with CD+A in an amount not to exceed \$650,000 for consultant services to develop a specific plan for the San Pablo Avenue PDA.

Attachments:

- Attachment A: Small Business and Disadvantaged Business Enterprise Status



Therese W. McMillan

Disadvantaged Business Enterprise and Small Business Enterprise Status

	Firm Name	Role on Project	DBE* Yes / No	If DBE Yes, List #	SBE** Yes / No	If SBE Yes, List #
Prime Contractor	Community Design + Architecture	Prime Urban Design and Planning	No		No	
Subcontractor	Urban Planning Partners	Planning, Outreach, CEQA Services	Yes	39685	Yes	2011818
Subcontractor	InterEthnica	Outreach and Communications	No		Yes	57042
Subcontractor	Aaron Welch Planning	Planning and Analysis	No		No	
Subcontractor	Street Level Advisors	Housing Analysis	No		No	
Subcontractor	Fehr and Peers	Transportation Planning	No		No	
Subcontractor	Diablo Engineering	Civil Engineer Services	Yes	42626	Yes	2005141

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

**Denotes certification by the State of California.

Request for Committee Approval

Summary of Proposed Contract

Work Item No.: 1611

Consultant: Community Design + Architecture
Oakland, California

Work Project Title: San Pablo Avenue PDA Specific Plan

Purpose of Project: To develop a San Pablo Avenue Specific Area Plan that will define a community vision for the future of San Pablo Avenue and create a framework that addresses the majority of Plan Bay Area 2050 Strategies.

Project Cost Not to Exceed: \$650,000

Funding Source: OBAG Cycle 2 Surface Transportation Program Block Grant (STPBG) funds

Fiscal Impact: \$650,000 is included in the FY 2021-22 MTC budget.

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into contract with CD+A in an amount not to exceed \$650,000 for consultant services for delivering the San Pablo Avenue Specific Plan as described above and in the Administration Committee Summary Sheet dated November 9, 2022 and the Chief Financial Officer is authorized to set aside funds for such contract.

Administration Committee:

Federal D. Glover, Chair

Approved: Date: November 9, 2022

**Metropolitan Transportation Commission
Administration Committee**

November 9, 2022

Agenda Item 2c

Contract Amendment - COVID-19 Recovery Facilitation: CivicKnit (\$100,000)

Subject:

Approval of a sole source amendment in an amount not to exceed \$100,00 to the Professional Services Agreement with CivicKnit for the COVID-19 Recovery Facilitation Project.

Background:

In response to the pandemic, the Commission quickly established the Blue Ribbon Transit Recovery Task Force (BTRTF) to guide the recovery of public transit. A sole source contract with CivicKnit for the facilitation of the COVID-19 Recovery Project and BTRTF was executed on May 1, 2020 under Executive Director delegated authority (DA) for \$100,000. The contract was subsequently amended (increased by \$100,000) in November 2020 by the Administration Committee and through Executive Director DA actions (totaling \$200,000) to facilitate additional months of the BTRTF and to support the implementation of the BTRTF's recommendations (Transit Transformation Action Plan). In July 2021, the BTRTF held its final meeting, received the draft Regional Network Management Structures Evaluation Report, and approved a Transit Transformation Action Plan (TAP). The Commission has endorsed the TAP and advanced a regional transit Network Management assessment.

CivicKnit served as the consultant for facilitating the BTRTF effort and continues to serve as a strategic advisor and facilitator for advancing the TAP. Heightened interest and inquiries from stakeholders on the Network Management assessment is resulting in an increased need for strategic support from CivicKnit. Additional support is being requested to advise MTC Staff and to help staff strategically navigate the complexities of the Network Management assessment and other TAP projects. The Network Management assessment is scheduled to be wrapped up by early 2023. For compelling reasons of delivering the project as scheduled and because CivicKnit has existing context and understanding of the circumstances surrounding the Network Management assessment, staff recommends adding funds on a sole source basis to CivicKnit's contract to meet this unanticipated increase in support. Steve Kinsey is the project lead for CivicKnit.

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

The proposed contract amendment would increase the maximum payment by \$100,000 for a new contract amount not to exceed amount of \$500,000, such that CivicKnit can continue work on the project.

Issues:

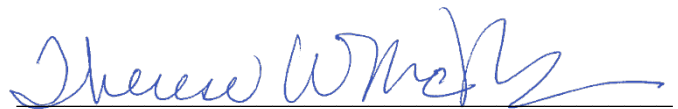
None identified.

Recommendations:

Staff recommends that the Committee authorize the Executive Director or designee to enter into a sole source contract amendment with CivicKnit in an amount not to exceed \$100,000, for a total contract not-to-exceed amount of \$500,000 to fund continued facilitation of the COVID-19 Recovery Facilitation Project

Attachments:

None



Therese W. McMillan

Request for Committee Approval

Summary of Proposed Contract Amendment

Work Item No.:	1111/1517
Consultant:	CivicKnit Forest Knolls, CA
Work Project Title:	COVID-19 Recovery Facilitation Project
Purpose of Project:	To support and guide the COVID-19 transit recovery efforts, including the Bay Area Public Transit Transformation Action Plan and its associated actions. The Plan identifies actions needed to re-shape the region's transit system into a more connected, more efficient, and more user-focused mobility network across the entire Bay Area and beyond.
Brief Scope of Work:	Civic Knit is responsible for facilitating stakeholder engagement, providing strategic guidance, and advising MTC staff.
Project Cost Not to Exceed:	This amendment: \$100,000 Current contract amount before this amendment: \$400,000 Maximum contract amount after this amendment: \$500,000
Funding Source:	RM2
Fiscal Impact:	\$100,000 is included in the FY 2022-23 Agency Budget
Motion by Committee:	That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with CivicKnit for the COVID-19 Recovery Facilitation Project as described above and in the Administration Committee Summary Sheet dated November 9, 2022 and the Chief Financial Officer is authorized to set aside \$100,000 for such contract amendment.
Administration Committee:	<hr/> Federal D. Glover, Chair
Approved:	November 9, 2022

**Metropolitan Transportation Commission
Administration Committee**

November 9, 2022

Agenda Item 2d

**Authorization to Negotiate and Execute a Funding Agreement with Alameda County
(\$2,000,000) with an Amended Scope for Affordable Housing Jumpstart Program Funds;
Jumpstart Program Update**

Subject:

Update on the Jumpstart Program, which set aside \$5 million for San Francisco, \$3 million for Santa Clara County, and \$2 million for Alameda County rewarding each county for their voter-approved affordable housing bond programs; and a request to modify the authorization for the Executive Director to negotiate and execute a funding agreement with Alameda County to accommodate a change in use of their Jumpstart funds.

Background:

In December 2016, the Commission approved MTC Resolution No. 4260, which established the \$10 million Affordable Housing Jumpstart grant program (Jumpstart). Jumpstart rewards San Francisco, Santa Clara, and Alameda Counties – the three counties in the Bay Area with voter-approved housing bonds – with additional funding to help galvanize new housing projects. MTC Resolution No. 4260 directed \$5 million to San Francisco County, \$3 million to Santa Clara County, and \$2 million to Alameda County.

In November 2018, the Programming and Allocations Committee authorized staff to enter into funding agreements with the three counties to apply Jumpstart funds to particular housing projects and programs.

This memorandum provides a status update on the Jumpstart program in each county and seeks reauthorization to enter into a funding agreement with Alameda County to distribute grant funds for a new project scope that reflects the county's current priorities.

Discussion

San Francisco - \$5 Million

San Francisco's \$310 million Proposition A was approved in 2015, and another \$600 million Proposition A was approved in 2019. San Francisco applied its Jumpstart funds to purchase the property at 1515 South Van Ness in the Mission District. The Mayor's Office of Housing and Community Development selected the Mission Economic Development Agency and Chinatown

Community Development Center to develop the site as 120+ units of 100% affordable housing for families and formerly homeless individuals. The project is currently in the planning phase and anticipates breaking ground in 2024.

Santa Clara County - \$3 Million

Santa Clara County's \$950 million Proposition A was approved in 2016. Santa Clara County applied its Jumpstart funds to Quetzal Gardens, a 71-unit affordable housing development in East San Jose. Twenty-eight units are set aside for formerly homeless households. The project also includes community-serving commercial space, with initial commercial tenants including SOMOS Mayfair, Excite Credit Union, and the Latino Business Foundation. The project held its grand opening in June 2022 and is fully leased up.

Alameda County - \$2 Million

Alameda County's \$580 million Measure A1 was adopted in 2016. Alameda County initially proposed to apply its Jumpstart funds to an Acquisition and Opportunity Fund, which was intended to function as a revolving loan fund similar to MTC's Bay Area Preservation Pilot. The Programming and Allocations Committee had authorized the Executive Director to negotiate and execute a funding agreement to deploy the Jumpstart funds for the County's Acquisition and Opportunity Fund. However, the County and MTC never executed the funding agreement. The COVID-19 pandemic altered the County's priorities with a new emphasis on taking advantage of the State's Homekey program to purchase and rehabilitate buildings, including hotels and motels, to convert them into interim or permanent, long-term housing serving people experiencing homelessness. As part of its successful Homekey applications, the County leveraged its A1 funds to purchase the former Comfort Inn and Days hotels near the Coliseum in Oakland. The former Comfort Inn site includes 104 units and the former Days Inn site has 140 units, with each project including two manager units.

Based on the changed landscape because of COVID and the County's current priorities, Alameda County's Housing and Community Development Department proposes to apply their Jumpstart funds to enable renovation and rehabilitation of one or both Homekey projects described above. The rehabilitation will include converting the structures into permanent supportive housing including accessibility retrofits, improvements to common spaces, expansion of services spaces,

adding outdoor space and kitchens, correcting deferred maintenance, exterior improvements, and system improvements. This proposed use complies with MTC Resolution No. 4260 and is consistent with the intent of the Jumpstart Program, as well as the spirit of Alameda County's original acquisition and preservation proposal. For these reasons, staff recommends advancing with the County's proposed new use.

Issues:

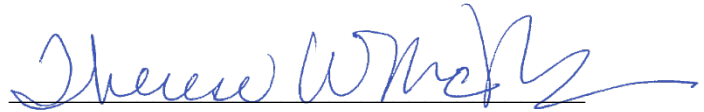
None.

Recommendations:

Staff recommends that the Committee authorize the Executive Director or her designee to negotiate and execute a Funding Agreement with Alameda County for \$2,000,000 to advance its Jumpstart projects as described above.

Attachments:

- None



Therese W. McMillan

Request for Committee Approval

Summary of Proposed Funding Agreement

Work Item No.:	1611
Consultant:	County of Alameda
Work Project Title:	Alameda County Affordable Housing Jumpstart Program
Purpose of Project:	To provide the County of Alameda with \$2 million as programmed in MTC Resolution No. 4260 to galvanize affordable housing projects that leverage the County's voter-approved housing bond measure.
Brief Scope of Work:	To support the renovation and rehabilitation of up to two sites being converted to permanent supportive housing that the County of Alameda has purchased using the state's Homekey program.
Project Cost Not to Exceed:	\$2,000,000
Funding Source:	FS 3911
Fiscal Impact:	These funds are included in the FY 2022-23 budget.
Motion by Committee:	That the Executive Director or designee is authorized to negotiate and enter into a funding agreement with the County of Alameda for the County's Jumpstart program described above and in the Administration Committee Summary Sheet dated November 9, 2022 and that the Chief Financial Officer is authorized to set aside \$2,000,000 for such funding agreement.
Administration Committee:	<hr/> Federal D. Glover, Chair
Approved:	November 9, 2022